GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List
On-line access to contract ordering information; terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!,* a menu-driven database system. The Internet address for GSA *Advantage!* is http://www.GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering.

The Tolliver Group

Solicitation FCO-00-CORP-0000C, REFRESH #22

Contract Number:
GS-00F-0013W

Option Modification PO-0008

Contract Period:
Thursday, August 19, 2010 through Wednesday, August 18, 2020

Contractor:
The Tolliver Group
1742Willa Circle
Winter Park, FL 32792-6310

Status / Size: **Service-Disabled, Veteran-Owned Small Business**
Telephone: **(407) 492-2125**
FAX Number: **(407) 678-7038**
Web Site: **http://www.tollivergroup.com**
E-mail: **dave.tolliver@tollivergroup.com**
Contract Admin: **Melvin D. Tolliver**

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Customer Information:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

C871-1, 2, 3, 4, 5, 6, C874-1, 4, 6, 7, C874-501, 503, 504, 505, 507, including all RC SINs

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. Hourly Rates:

A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services are provided in this price list.

2. Maximum Order:

$1,000,000.00

3. Minimum Order:

$100.00

4. Geographic Coverage (delivery Area):

Domestic only

5. Point(s) of production (city, county, and state or foreign country):

Same as company address

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

Government net prices (discounts already deducted) are listed at the end of this pricelist.

7. Quantity discounts:

None Offered

8. Prompt payment terms:

Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over $2,500.

Yes

10. Foreign items (list items by country of origin):

None

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

Specified on the Task Order

11b. Expedited Delivery:

The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact/Contractor.

11c. Overnight and 2-day delivery:

The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact/Contractor

11d. Urgent Requirements:

The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery: Contact/Contractor

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

Destination

13a. Ordering Address:

Same as company address

13b. Ordering procedures:

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

14. Payment address:

Same as company address

15. Warranty provision:

Contractor's standard commercial warranty

16. Export Packing Charges (if applicable):

N/A

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

None

18. Terms and conditions of rental, maintenance, and repair (if applicable):

N/A

19. Terms and conditions of installation (if applicable):
   N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):
   N/A

20a. Terms and conditions for any other services (if applicable):
   N/A

21. List of service and distribution points (if applicable):
   N/A

22. List of participating dealers (if applicable):
   N/A

23. Preventive maintenance (if applicable):
   N/A

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

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/:
   NA

25. Data Universal Numbering System (DUNS) number:
   128047417

26. Notification regarding registration in Central Contractor Registration (CCR) database:
   Registered, expiration date 05/10/2016.
   Contractor will accept LH and FFP Government Awarded Prices (Net Prices)

Labor Category Descriptions

THE TOLLIVER GROUP, INC

List of Labor Categories – 19 August 2015
General Services Administration 00CORP Schedule

Note 1: All references in the following document that refer to the education requirement of having a higher degree from an accredited program, college, or university shall be understood to mean that the institution/program providing the degree shall be accredited by an association recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE). The listing for these accrediting bodies can be found in the "Accredited Institutions of Postsecondary Education (AIPE)" which is updated every year. The AIPE is published annually by the American Council on Education (ACE). While not an accrediting body itself, the ACE compiles the listings for this directory from the national, regional, professional, and specialized accreditors that are recognized by the CHEA and/or the USDE. The CHEA is a nongovernmental, nonprofit, organization, and is the only organization authorized to evaluate and recognize accrediting bodies in the United States.

PROFESSIONAL ENGINEERING SERVICES-SIN 871

Analyst, Logistics

Minimum/General Requirements: Experience in the integrated logistics support field, including any of the areas of logistics program planning and concept development; logistics program management and execution; logistics requirements analyses, documentation development and reporting; provisioning, supply support, and inventory control; logistics automated information systems and analysis tools; maintenance concepts and requirements analyses; and technical manual development and training. Logistics analysis experience for each labor category level shown in Table 2 must be related to planning, design, development, evaluation, control, and/or logistics support of tactical, electronic or mechanical systems and be in the PES primary disciplines of electrical, chemical and/or mechanical engineering.

Functional Responsibilities: Plans, organizes, directs, and conducts strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life-cycle management tasks in problem areas of moderate scope and complexity addressing topics such as: business, cost/pricing, supply, maintenance, contractor logistics support, packaging, shipping, handling, transportation, inventory, warehousing, supply chain integration, analytical tools, operations research, production, program/project, project control, test and training. Prepares or supervises engineering and technical personnel in the development of logistics products and for providing requisite support services. Performs technical and management analyses for logistic strategic planning, investigation of logistic concepts and processes, and resolution of emergent logistic supportability problems. Performs analyses and develops ILS management plans to support acquisition and life cycle support requirements planning. Monitors program schedules and integrates/develops recommendations for corrective or remedial action; develops status reports reflecting support milestone progress and problems. Performs/reviews logistics support analyses and develops maintenance concepts. Prepares content for contract technical packages (SOW, CDRL, Specifications).

Minimum Education: BS/BA in engineering, math, business or physical science or specific experience in quantitative analysis such as statistics, chemistry, biology, metallurgy, tolerance analysis, dimensional stacking, forecasting, economics, modeling, computer simulation, and finite element analysis, and physics. An MS/MA in engineering, math, business or physical science will substitute for two years of the engineering analyst experience requirements.

Analyst, Logistics					
Labor Category Experience and Education Equivalency	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Analyst, Logistics I	2 Years	<1 Year	6 Years	4 Years	<1 Year
Analyst, Logistics II	5 Years	3 Years	8 Years	7 Years	2 Years
Analyst, Logistics III	8 Years	6 Years	12 Years	10 Years	4 Years
Analyst, Logistics IV	10 Years	8 Years	14 Years	12 Years	6 Years
Analyst, Logistics V	12 Years	10 Years	16 Years	14 Years	8 Years

Analyst, Program, Intermediate

Functional Responsibility: Must have supervisory experience. Must have a working knowledge of work breakdown structures (WBSs) and be conversant with DOD-STD-881. Related experience includes technical program management, budgeting, scheduling, trade-off analysis, lifecycle costing, risk management, supportability, test and evaluation, and requirements development. Presentation and briefing skills required.

Duties: Analyzing and evaluating (on a quantitative or qualitative basis) the effectiveness of line program operations in meeting established goals and objectives; Developing life cycle cost analyses of projects or performing cost benefit or economic evaluations of current or projected programs; Advising on the distribution of work among positions and organizations and the appropriate staffing levels and skills mix; Advising on the potential benefits/uses of automation to improve the efficiency of administrative support or program operations; Evaluating and advising on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation; Researching and investigating new or improved business and management practices for application to agency programs or operations; Analyzing management information requirements to develop program or administrative reporting systems including the systems specifications, data gathering and analytical techniques, and systems evaluation methodology; Analyzing new or proposed legislation or regulations to determine impact on program operations and management; Developing new or modified administrative program policies, regulations, goals, or objectives; Identifying data required for use in the management and direction of programs; Developing data required for use in the management and direction of programs; Developing management and/or program evaluation plans, procedures, and methodology; Conducting studies of employee/organizational efficiency and productivity and recommending changes or improvements in organization, staffing, work methods, and procedures; Developing procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems such as those designed to prevent waste, loss, unauthorized use, or misappropriation of assets; Performing management surveys to determine compliance with agency regulations, procedures, sound management practices, and effective utilization of staff; Developing workload based staffing standards

to determine organizational manning levels; Analyzing and evaluating agency functions and activities being considered for conversion to contract operations;   Identifying resources (staff, funding, equipment, of facilities) required to support varied levels of program operations; Reviewing administrative audit and investigative reports to determine appropriate changes or corrective action required;   Analyzing and evaluating proposed changes in mission, operating procedures and delegations of authority.

Minimum Education/Experience: BS degree or eight (8) years of related experience. A minimum seven (7) years experience managing government technical acquisition programs is required.

Analyst, Training, Level 1

Duties:
- a) Generates training documentation throughout the training acquisition process.
- b) Reviews training documentation and analyzes the training collective/individual tasks that comprise the Mission Training Plans (MTPs) to identify those tasks applicable to program baseline requirements.
- c) Reviews training task listings provided by external agencies (TRADOC, Project Managers and Contractors) for the Project Director to validate baseline requirements.
- d) Supports project engineers to ensure that engineering solutions and training requirements are compatible.
- e) Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained.
- f) Supports project logisticians to ensure operator/maintainer training sufficiency is attained.
- g) Reviews technology insertion documentation and makes recommendations based upon program training objectives.

Experience:
- a) Shall have experience in instructional system design for military applications.
- b) Shall have experience in training analysis of military systems.

Education:
Successful completion of a Bachelors degree in Education, Psychology or Instructional Technology from an accredited institution is required.

Substitutions:
A total of 4 years of military/professional experience with military systems, which includes 2 years of experience performing training analyst duties substantially as described herein, may be substituted for academic requirements.

Analyst, Training, Level 2

Duties:
- a) Provides training requirements analysis throughout the training acquisition process
- b) Directs/performs media selection analysis from a training analysis and contributes to the full training system design process beginning with a front-end analysis.
- c) Directs/reviews training documentation and analyzes the training collective /individual tasks that comprise the Mission Training Plans (MTPs) to identify those tasks applicable to program baseline requirements.

d) Oversees review of interim training task listings provided by external agencies (TRADOC, Project Directors and Contractors) for the Project Director to ensure baseline requirements are valid.
e) Supports project engineers to ensure that engineering solutions and training requirements are compatible.
f) Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained
g) Supports project logisticians to ensure operator/maintainer training sufficiency is attained
h) Reviews technology insertion documentation and makes recommendations based upon program training objects.
i) Shall have demonstrated expertise in instructional system design for military applications.
j) Shall have experience in military training system acquisition.
k) Shall be capable of conducting a training system analysis from an overall system through subsystem to lesson specification based upon the design provided by a senior TA.

Requirements:
a) Shall have demonstrated expertise in instructional system design for military applications.
b) Shall have experience in military training system acquisition.
c) Shall be capable of conducting a training system analysis from an overall system through subsystem to lesson specification based upon the design provided by a senior TA.

Education:
Successful completion of a Bachelors degree in Education, Psychology or Instructional Technology from an accredited institution is required.

Substitutions:
A total of 8 years of military/professional experience with military systems, which includes 5 years of experience performing training analyst duties substantially as described herein, may be substituted for academic requirements.

Analyst, Training, Level 3

Duties:
a) Provides direction and oversight of the overall training requirements analysis throughout the training acquisition process.
b) Sets the standard for training documentation review and analysis of the training collective /individual tasks that comprise the Mission Training Plans (MTPs) to ensure that those tasks applicable to program baseline requirements are identified.
c) Directs review of interim training task listings provided by external agencies for the Project Director to ensure baseline requirements are valid.
d) Coordinates all training analysis support to engineers to ensure that engineering solutions and training requirements are compatible.
e) Reviews the analysis of all developmental designs provided by contractors to ensure training requirements integrity is maintained.
f) Coordinates all training analysis support to project logisticians to ensure operator/maintainer training sufficiency is attained.
g) Reviews the recommendations in training analysis of all technology insertion documentation recommendations

Requirements:

    a) Shall have conducted a training system analysis and design from an overall system through subsystem to lesson specification.

    b) Shall have lead a team in the implementation of a full training system design process beginning with a front-end analysis

    c) Shall have experience in training analysis of military systems acquisitions.

    d) Shall have demonstrated expertise in instructional system design for military applications.

Education:

Successful completion of a Bachelor and Masters level degree in Education, Psychology or Instructional Technology from an accredited institution is required. A total of 12 years of military/professional experience with military systems which includes 6 years of experience performing senior/lead training analyst duties substantially as described herein may be substituted for a Masters Degree. A Bachelor degree is required.

Coordinator, Product

Duties:

    a) Reviews and makes recommendations to the Product Manager regarding the efforts of the project team so that the proposed efforts are consistent with program cost, schedule, and performance requirements.

    b) Make recommendations to the Product Manager for the resolution of divergent viewpoints.

    c) Provides input to the Product Manager regarding critical program decisions.

    d) Establishes processes and procedures to facilitate program management and administration.

    e) Reviews products requested by the Program Manager for quality and timeliness, and assess results in terms of schedule, cost and risk involved.

    f) Ascertains the status of projects, identifies difficulties being encountered, and recommends solutions.

    g) Reviews periodic reports from Project Directors to maintain current status of projects.

    h) Documents the results from program reviews to assist in identifying program cost, schedule and performance risks.

    i) Assists the Product Manager to develop the correct approach to ensure program milestones are met.

    j) Provides information and data to respond to ad hoc requests from Government personnel.

    k) Develops financial plans including supporting documentation.

    l) Reviews program contract documentation to support acquisition strategies and plans, statements of work, and system operational performance requirements documents.

Requirements:

    a) Shall have a total of ten years of military/professional experience in program management related positions including at least 3 years of direct management support to a Government acquisition office.

    b) Shall be familiar with generation and analysis of financial data using automated spreadsheets.

Education:

A Master's or higher degree from an accredited university or college, which includes at least introductory courses in accounting, business, and management, is required.

Substitutions:

    a) A Ph.D. in a relevant scientific, technical, business, or management field may be substituted for five years of experience.

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b) Four (4) years of experience directly related to the tasks to be accomplished can be substituted for two (2) years of the education requirements.
c) Defense Acquisition Workforce Improvement Act (DAWIA) Level III certification may be substituted for education requirements.

Coordinator, Project (Senior)

Duties:

a) Performs a variety of different actions and activities in support of each assigned system, project, or program. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and team activities. Includes areas of administration, program control, and technical supervision of personnel involved in systems engineering, integration, in support of assigned tasks.
b) Plans and coordinates the activities of administration, program control and technical supervision of personnel involved in systems engineering integration support efforts.
c) Interfaces with the Government's Contracting Officer's Representative (COR) and Technical Oversight Representative (TOR).
d) Provides direction for contractor operations and ensures compliance with all management policies, plans, and procedures.
e) Provides recommendations for resolution of technical problems.
f) Reviews and makes recommendations to the government TOR regarding the efforts of the Project Team so that the proposed efforts are consistent with cost, schedule, and the performance requirements.
g) Make recommendations to the government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order.
h) Establishes processes and procedures to facilitate the program management and task accomplishment.
i) Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved.
j) Develops program(s) based upon a comprehensive analysis of the requirements.
k) Facilitates program requirements definition and translates requirements into discreet, attainable objectives, scheduled to coincide with expected fielding dates. Applies a working knowledge of the functional areas.
l) Analyzes the results for program reviews to help develop the correct approach to ensure program milestones are met.
m) Ascertains the status of projects, difficulties encountered and recommends solutions through the analysis of periodic reports and contact with team members.

Requirements:

a) Shall have a thorough understanding of and experience in the systems engineering and/or program integration process, including configuration management of the complete life cycle of systems development, especially the activities required to establish a new systems environment composed of products developed and manufactured by independent contractors.
b) Shall have the ability to understand the program management requirements of the tasks to be performed under this contract.
c) Shall have a minimum of eight years experience in management or engineering, in the development of military (preferably Army) systems.
d) Shall have two years of program management experience on a weapons system or training device project. Advanced degrees will not substitute for this experience.

Education:

Qualifications require the successful completion of a full course of study in an accredited college or university leading to a Bachelor or higher degree in Engineering, Science, Mathematics, or a Business related discipline.

Substitutions:

a) A Ph.D. in a relevant scientific, technical, business, or management field may be substituted for five years of experience.
b) Four (4) years of experience directly related to the tasks to be accomplished can be substituted for two (2) years of the education requirements.
c) Defense Acquisition Workforce Improvement Act (DAWIA) Level II certification may be substituted for education requirements.

Notes:

Individual does not, under any circumstances, control or direct any government personnel.
Individuals in this labor category are to provide information and data collected or compiled to government personnel to aid in the decision making process.

Coordinator, Project

Duties:

a) Performs a variety of different actions and activities in support of each assigned system, project, or program. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and team activities. Includes areas of administration, program control, and technical supervision of personnel involved in systems engineering, integration, in support of assigned tasks.
b) Plans and coordinates the activities of administration, program control and technical supervision of personnel involved in systems engineering integration support efforts.
c) Interfaces with the Government's Contracting Officer's Representative (COR) and Technical Oversight Representative (TOR).
d) Provides direction for contractor operations and ensures compliance with all management policies, plans, and procedures.
e) Provides recommendations for resolution of technical problems.
f) Reviews and makes recommendations to the government TOR regarding the efforts of the Project Team so that the proposed efforts are consistent with cost, schedule, and the performance requirements.
g) Make recommendations to the government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order.
h) Establishes processes and procedures to facilitate the program management and task accomplishment.
i) Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved.
j) Develops program(s) based upon a comprehensive analysis of the requirements.
k) Facilitates program requirements definition and translates requirements into discreet, attainable objectives, scheduled to coincide with expected fielding dates. Applies a working knowledge of the functional areas.
l) Analyzes the results for program reviews to help develop the correct approach to ensure program milestones are met.
m) Ascertains the status of projects, difficulties encountered and recommends solutions through the analysis of periodic reports and contact with team members.

Requirements:
a) Shall have a thorough understanding of and experience in the systems engineering and integration process, including configuration management of the complete life cycle of systems development, especially the activities required to establish a new systems environment composed of products developed and manufactured by independent contractors.
b) Shall have the ability to understand the program management requirements of the tasks to be performed under this contract.
c) Shall have a minimum of four years experience in management or engineering, in the development of military (preferably Army) systems.
d) Shall have two years of program management experience on a weapons system or training device project. Advanced degrees will not substitute for this experience.

Education:

Qualifications require the successful completion of a full course of study in an accredited college or university leading to a Bachelor's or higher degree in Engineering, Science, Mathematics, or a Business related discipline.

Substitutions:
a) A Masters degree in Engineering, Science, Mathematics, or Business may be substituted for two years experience.
b) A Ph.D. in a relevant scientific, technical, business, or management field may be substituted for four years of experience.
c) Four (4) years of experience directly related to the tasks to be accomplished can be substituted for two (2) years of the education requirements.
d) Defense Acquisition Workforce Improvement Act (DAWIA) Level II certification may be substituted for education requirements.

Notes:

Individual does not, under any circumstances, control or direct any government personnel.
Individuals in this labor category are to provide information and data collected or compiled to government personnel to aid in the decision making process.

Engineer, C4ISR

Duties:
a) Provide C4ISR, Systems and Software Engineering expertise to support the design, development, integration, test, and production of various Department of Defense (DoD) combat vehicles. Specific areas include C4ISR integration, Vehicle Electronics (Vetronics), software development, data management, and Information Support Plan (ISP) generation for combat vehicles.
b) Oversee and coordinate efforts pertaining to the development and fielding of software for military ground vehicle and C4ISR systems.
c) Development and evaluation of electrical/electronic systems for DoD tactical platforms.
d) Lead Engineering projects for various DoD Project Managers (PMs), and provide regular status briefs to management.
e) Perform requirements analysis, design, implementation, test and installation pertaining to the integration of existing command and control subsystems onto the combat vehicle system.
f) Provide systems engineering process working knowledge.
g) Development and/or evaluation of C4ISR systems.
h) Electrical/electronic system analysis, development, and/or evaluation.

i) Develop and review Engineering and Contractual Scopes of Work (SOW for prime contractor).
j) Interface daily with customers and other DoD organizations to solve problems.
k) Review technical documents (ICDs, Mechanical drawings, requirements, and performance specifications).
l) Support C4ISR systems architecture (SA) technical reviews.
m) Develop and/or provide inputs to plans of execution to include scope, budget, resource needs, material needs, and schedule.
n) Travel as required.

Requirements:
a) Working knowledge of C4ISR, Vetronics and related software on DoD combat vehicles.
b) Electrical, software, and/or systems engineering experience on DoD combat vehicles.
c) Ability to work without direct supervision.
d) Bachelor's Degree in Electrical Engineering, Computer Engineering, or Computer Science.

Desired Skills:
a) Excellent written and verbal communications skills.
b) Understanding of the Army acquisition process.
c) Working knowledge of Information Support Plan development (ISP), CJCSI 6212.01E, and technical standards profile.
d) Active DoD Secret clearance.
e) Master's Degree.

Engineer, Chief

Duties:

The purpose of the Chief Engineer is to provide proactive leadership within all domains of the division's engineering community with a focus on providing technical leadership for systems development activities, continuous improvement of the organization's development process, leadership in planning the next generation technology and tools, and development of staff needed in order to facilitate efficient execution of our current and future programs. In addition to these responsibilities, support new business opportunities and proposals.

Responsibilities and Expectations:

a) Strategic and Tactical Leadership
b) Provide leadership in technology roadmap planning at the business unit and division levels.
c) Provide leadership in IRAD and ESP planning and execution.
d) Support front end business development activities including planning, customer visits, and presentations and be a thought leader in proposal development.
e) Collaborate extensively with external customers and partners as well as internally Develop customer intimacy, understanding their needs, and communicating at the appropriate level of the varying degrees of technical knowledge.

Technical Leadership
a) Oversee system development activity to assure our designs are technically sound, and we meet requirements and regulations.
b) Provide leadership in engineering problem solving across the division.
c) Provide guidance to ensure we conduct ourselves with integrity.

Staff Development

a) Provide leadership in technical staff development, through support of strategic hiring, mentoring, and by facilitating technical staff training.
b) Assist engineering task leaders with application and tailoring of standard development processes to maximize benefit to project performance.

Process Improvement

a) Assess health and viability of division engineering development performance.
b) Provide innovative leadership in improvement of engineering process and efficiency and in the projects' application of these improvements.
c) Plan the next generation technology and tools needed in order to facilitate efficient execution of our current and future programs.
d) Work with other concurrent engineering disciplines within the company to help optimize overall project performance.
e) Travel will be required and may require extended durations in the support of proposal development or direct program support.

Education:

BS degree in the field of Electrical Engineering. An advanced degree is desirable.

Experience:

a) 12 years of demonstrated experience in the field of systems engineering on DoD programs with a wide background including:
b) Understanding of the entire life cycle of a system development program
c) Experience developing and reviewing systems engineering artifacts for critical mission systems
d) Solid foundation in software development programs including Service Oriented Architectures (SOA) trends and approaches
e) Experience with hardware development programs
f) Experience with the development and implementation of Verification and Validation of large complex systems
g) Solid foundation in computing technology
h) Solid foundation in Networks
i) Solid foundation in Communications
j) Solid foundation in Wireless network communications
k) Solid foundation in Distributed computing
l) Mechanical engineering knowledge including concepts and approaches with a good understanding of thermal, shock, and vibration and power disciplines
m) Experience developing technology roadmaps and doing strategic planning.
n) Experience applying depth of knowledge in identifying leading edge and breakaway technologies.
o) Experience accessing the risk of new development and providing leadership in the mitigation of these risks using a structured risk management approach
p) Experience presenting solutions to technical issues to a non-technical audience.
q) Technical domain expertise in one or more of the following areas is required:
r) Battle Command
s) C2
t) C4 systems
u) ISR
v) Modeling and Simulations Systems

Other Requirements:
    a) Must be able to travel 20% of the time
Secret level U.S. DoD security clearance is required

Engineer, Electronics, Level 1

Duties:

Supports technical efforts in analyzing and specifying distributed interactive simulation integration networking requirements.

Requirements:
    a) Shall have at least five years of professional electronics engineer experience with military electronic systems to include:
    b) Telecommunications design
    c) Computer network design
    d) Packet switching techniques and protocol design Microprocessor Applications
    e) RF Analysis
    f) Design of hardware for military electronics applications
    g) Trade-off analyses and Cost Estimating
    h) Shall have good written communications skills

Education:

Qualifications require a Bachelor's or higher degree in Electronics Engineering.

Substitutions:

An advanced degree in Engineering, Operations Research or Computer Science may be substituted for one year of experience.

Engineer, Electronics, Level 2

Duties:

Organizes, directs, and leads technical efforts in analyzing and specifying distributed interactive simulation integration networking requirements.

Requirements:

Shall have at least five years of professional electronics engineer experience with military electronic systems to include:
    a) Telecommunications design
    b) Computer network design
    c) Packet switching techniques and protocol design
    d) Microprocessor Applications
    e) RF Analysis
    f) Design of hardware for military electronics applications
    g) Trade-off analyses and Cost Estimating
    h) Shall have good written communications skills.
    i) An advanced degree in Engineering, Operations Research or Computer Science may be substituted for one year of experience.

Education:

Qualifications require a Bachelor's or higher degree in Electronics Engineering.

Engineer, Electronics, Level 3

Duties:
    a) Supervises lower level engineers
    b) Reviews engineering products
    c) Develops alternate approaches
    d) Performs engineering analyses and trade off studies

Requirements:

Shall have a comprehensive knowledge of all phases of electronics design and manufacture to include:
    a) Telecommunications design
    b) Computer network design
    c) Packet switching techniques and protocol design
    d) Microprocessor Applications
    e) RF Analysis
    f) Design of hardware for military electronics applications
    g) Tradeoff analyses and cost estimating for the purpose of organizing directing and leading technical efforts in analyzing and specifying distributed interactive simulation integration networking requirements
    h) Shall have at least seven years professional electronics engineering experience in electronics analysis, design, development, cost estimating and test of military electronics systems.
    i) Shall have at least two years experience in telecommunications and networking standards, architectures, protocols and systems as it applies to training devices, simulation, simulators and instrumentation.
    j) Shall have good written communications skills. An advanced degree in Engineering, Operations Research or Computer Science may be substituted for one year of experience.

Education:

Qualifications require a Bachelor's or higher degree in Electronics Engineering.

Engineer, Electro-Optic Level 1

Duties:
    a) Responsible for integrating efforts of various engineering and other technical disciplines concerning electro-optic/Infrared (EO/IR) and advanced multi-spectral scene projection systems into a cohesive product or program. Duties include the following:
    b) Supports technical efforts in the concept formulation, project planning, and project engineering of Hardware-in-the-Loop capabilities utilizing Millimeter Wave (MMW) and EO/IR scene generation, digital signal injection, distributed testing, IR and multi-spectral scene projectors and MMW technologies.
    c) Research, analyze and document customer requirements.
    d) Conduct research and trade studies of alternative system designs and technologies to recommend the best technical and system acquisition approach considering the impacts to cost, schedule and performance.
    e) Interact with other government agencies to document requirements.
    f) Perform analysis and provide input to the project director regarding program decisions.

g) Conduct technical trade-off studies and system life cycle cost effectiveness analyses. Determine and document potential applications, benefits, shortcomings, and cost savings.

h) Facilitate the identification of program requirements and translate requirements into discreet, attainable performance-based objectives for consideration and inclusion into program development efforts.

i) Prepare, maintain, review and revise program acquisition documentation to support acquisition strategies and plans, system operational performance requirements and evolving concepts of operation (performance specifications, performance SOW, acquisition strategy, briefings and presentations).

j) Evaluate SOWs, technical and cost proposals, and assess the impacts of proposed changes submitted by system developers.

Requirements:

Must have a minimum of five (5) years work experience in applicable civilian or military research, development and acquisition programs in electro-optics, infrared scene projection or related field.

Education:

Bachelor's degree in Optical Engineering, Electro-optics Engineering, Electrical Engineering, Physics or related technical discipline.

Substitutions:

An additional five (5) years of working experience in these fields may be substituted for the academic requirement of a Bachelor's degree.

Engineer, Electro-Optic Level 2

Duties:

a) Responsible for integrating efforts of various engineering and other technical disciplines concerning electro-optic/Infrared (EO/IR) and advanced multi-spectral scene projection systems into a cohesive product or program. Duties include the following:

b) Organizes and leads technical efforts in the concept formulation, project planning, and project engineering of Hardware-in-the-Loop capabilities utilizing Millimeter Wave (MMW) and EO/IR scene generation, digital signal injection, distributed testing, IR and multi-spectral scene projectors and MMW technologies.

c) Research, analyze and document customer requirements.

d) Conduct research and trade studies of alternative system designs and technologies to recommend the best technical and system acquisition approach considering the impacts to cost, schedule and performance.

e) Interact with other government agencies to document requirements.

f) Perform analysis and provide input to the project director regarding program decisions.

g) Conduct technical trade-off studies and system life cycle cost effectiveness analyses. Determine and document potential applications, benefits, shortcomings, and cost savings.

h) Facilitate the identification of program requirements and translate requirements into discreet, attainable performance-based objectives for consideration and inclusion into program development efforts.

i) Prepare, maintain, review and revise program acquisition documentation to support acquisition strategies and plans, system operational performance requirements and evolving concepts of operation (performance specifications, performance SOW, acquisition strategy, briefings and presentations).

j) Evaluate SOWs, technical and cost proposals, and assess the impacts of proposed changes submitted by system developers.

Requirements:

Must have a minimum of ten (10) years work experience in applicable civilian or military research, development and acquisition programs in electro-optics, infrared scene projection or related field.

Education:

Master's degree in Optical Engineering, Electro-optics Engineering, Electrical Engineering, Physics or related technical discipline.

Substitutions:

An additional ten (10) years of working experience in these fields may be substituted for the academic requirement of a Master's degree. A Bachelor's degree is required.

Engineer, Electro-Optic Level 3

Duties:

a) Responsible for integrating efforts of various engineering and other technical disciplines concerning electro-optic/Infrared (EO/IR) and advanced multi-spectral scene projection systems into a cohesive product or program. Duties include the following:
b) Organizes and leads technical efforts in the concept formulation, project planning, and project engineering of Hardware-in-the-Loop capabilities utilizing Millimeter Wave (MMW) and EO/IR scene generation, digital signal injection, distributed testing, IR and multi-spectral scene projectors and MMW technologies.
c) Research, analyze and document customer requirements.
d) Conduct research and trade studies of alternative system designs and technologies to recommend the best technical and system acquisition approach considering the impacts to cost, schedule and performance.
e) Interact with other government agencies to document requirements.
f) Perform analysis and provide input to the project director regarding program decisions.
g) Conduct technical trade-off studies and system life cycle cost effectiveness analyses. Determine and document potential applications, benefits, shortcomings, and cost savings.
h) Facilitate the identification of program requirements and translate requirements into discreet, attainable performance-based objectives for consideration and inclusion into program development efforts.
i) Prepare, maintain, review and revise program acquisition documentation to support acquisition strategies and plans, system operational performance requirements and evolving concepts of operation (performance specifications, performance SOW, acquisition strategy, briefings and presentations).
j) Evaluate SOWs, technical and cost proposals, and assess the impacts of proposed changes submitted by system developers.

Requirements:

Must have a minimum of ten (10) years work experience in applicable civilian or military research, development and acquisition programs in electro-optics, infrared scene projection or related field.

Education:

Ph.D. in Optical Engineering, Electro-optics Engineering, Electrical Engineering, Physics or related technical discipline.

Substitutions:

An additional ten (10) years of working experience in these fields may be substituted for the academic requirement of a Ph.D. A Master's degree is required.

Engineer, Knowledge Acquisition/Knowledge Engineering (KA/KE)

Duties:

a) Monitors KA And KE Processes To Ensure Requirement Compliance And Provides Programmatic And Technical Guidance And Oversight.
b) Monitors And Guides On-Going KA/KE Activities And Their Progress.
c) Identifies Data Gaps Not Supported By The KA's Conceptual Models.
d) Monitors the Development of KA/KE Artifacts and Ensures These Artifacts Are Reviewed and Validated By the Appropriate Proponent.
e) Ensures Artifacts Support Modeling Data Needs And Satisfies Modeling Requirements.
f) Ensures KA/KE Authors Are Working With The Model Developers To Answer Questions As Their Products Are Being Consumed.

Requirements:

a) Shall have a comprehensive knowledge of and at least 7 years experience with current military combat, combat support (CS), and combat service support (CSS) systems. Knowledge of legacy systems is also desired for possible reuse.
b) Shall have experience with software development and familiarity with Model development.
c) Shall possess a demonstrated understanding of the KA and KE process.
d) Shall possess a demonstrated ability to work in a team environment and be customer oriented.
e) Must be able to bridge the gap between military knowledge and technology implementation.

Education:

Shall have completed a full course of study in an accredited college or university leading to a Bachelor's or higher degree in computer engineering, software engineering or computer science, or a related science.

Engineer, Manufacturing

Duties:

To provide assistance on as needed basis to support in-house efforts for the administration of government contracts. This support would be to resolve issues related to the productivity of design as related to mechanical and electronic devices, manufacturing process enhancements and control measures, and the prove out of the design and use of tooling.

Requirements:

a) Knowledgeable of manufacturing concepts.
b) Able to read and interpret facilities and product drawings. This includes manufacturing processes, procedures and instructions.
c) Capable of preparing and implementing Manufacturing Plans.
d) Capable of setting up manufacturing lines for a varied product mix. Knowledge of equipment, tools, and manufacturing processes is required.
e) Understands the material selection process to have the correct material matched to the correct process that will provide the lowest cost and quality product to the customer.

f) Able to develop cost estimates of manufacturing processes based on established and projected production quantities.
g) Able to provide a review of a given process or multiple processes and develop a position for management to warrant a production decision or an impact to existing production related problems.
h) Assist in the identification of Value Engineering candidates by being an integral team member from the onset of the contract and participating in an on-going workshop environment that will continuously drive down the cost of the systems being worked.

Education:

At a minimum, a BS degree in Mechanical, Electrical, Manufacturing or Industrial Engineering with at least 5 years experience in manufacturing and production.

Engineer, Network Systems

Duties:

Supervises lower level LAN system professionals, e.g., network administrators and hardware technicians

Requirements:
a) Shall have a comprehensive knowledge of all phases of data network design, which include network operating systems, software and hardware integration, infrastructure planning, and enterprise management
b) Shall have a working knowledge of Hardware Software maintenance, vendor relations, and systems procurement
c) Shall have a broad knowledge of local and wide area network protocols, internet connectivity and troubleshooting techniques
d) Shall have five years of professional experience in the design, troubleshooting and maintenance of large data networks

Education:
a) Shall have a Bachelor's Degree in Computer Science, Engineering or other business related discipline with an emphasis on computer systems, computer engineering and data communications
b) An industry certification, such as Novell CNE/ECNE/CAN or Microsoft Certified Professional (MSCE) is desirable.

Substitutions:

An advanced degree in a directly related field, may be substituted for two years experience

Engineer, Production

Duties:

Provide assistance on an as needed basis to support in-house efforts for the administration of government contracts. This support would be to resolve issues related to labor standards, learning curve analysis, production cost proposal evaluation, evaluation of production planning, establishing design to unit cost parameters, assessing the progress of the contractor in meeting their published production schedules, and participate in the production acceptance testing.

Requirements:

    a) Perform Production Readiness Reviews.
    b) Perform Production Assessments.
    c) Understand production processes and control.
    d) Understand tooling and tooling concepts.
    e) Utilize motion and time study techniques to set labor standards.
    f) Learning Curve techniques and applications.
    g) Cost estimating and cost proposal evaluation.
    h) Understanding of quality, logistics, program management and engineering to assure a successful production assessment.
    i) Understanding of government design to unit cost considerations.
    j) Ability to review planning documentation and determine the risk associated with various aspects of production and to make recommendations to mitigate that risk.
    k) Assist in the identification of Value Engineering candidates by being an integral team member from the onset of the contract and participating in an on-going workshop environment that will continuously drive down the cost of the systems being worked.

Education:

At a minimum, a BS degree in Mechanical, Electrical, Manufacturing or Industrial Engineering with at least 5 years of experience in manufacturing a production.

Engineer, Project

Duties:

    a) Supervises lower level engineers.
    b) Reviews all engineering products, develops alternate technical approaches, and conducts engineering analyses, evaluations, and trade-off studies.
    c) Organizes, directs, and leads technical efforts in analyzing and specifying training device technical requirements.

Requirements:

    a) Must have at least five years professional engineering experience including the last two years in the design, development, test or evaluation of military operational or training equipment in the research and development or production phase.
    b) Must have knowledge of Government procurement practices and procedures, experience in developing technical specifications and proposal requirements, evaluating technical approaches and conducting technical reviews in his or her area of technical expertise.

Education:

Qualifications require successful completion of a full course of study in an accredited college or university leading to a Bachelor's or higher degree in Engineering.

Substitutions:

An Advanced degree in Engineering, Operations Research or Computer Science may be substituted for one year of experience.

Engineer, Quality

Duties:
   a) Conducts failure analysis on materials
   b) Prepares material release documentation
   c) Assesses reliability and maintainability parameters

Requirements:
   a) Shall have at least five years of specialized professional training or specialized experience with involvement in the specification of quality requirements, design and production techniques, materials, defect classification, sampling methods, and environmental degradation.
   b) Shall have experience in writing and evaluating related to military quality and inspection systems

Education:
   Shall have a bachelor's degree in an Engineering discipline from an accredited college or university.

Engineer, Reliability/Maintainability

Duties:
   a) Establishes Reliability and Maintainability goals for systems
   b) Evaluates systems under development with respect to Reliability and Maintainability goals

Requirements:
   a) Must have at least five years of specialized professional training or specialized experience including the last two years in a responsible position participating in the reliability/maintainability engineering aspects during the design and development of systems.
   b) Shall have knowledge of RAM modeling, RAM design and test techniques, prediction, growth management, requirements generation, software and specification inputs.
   c) Shall be familiar with DOD regulations and MIL-Standards concerning R/M design, development and test.

Education:
   Successful completion of a full course of study in an accredited college or university leading to a bachelor's degree in Engineering is required.

Engineer, Safety

Duties:
   a) Manages and performs system safety and health hazard assessment activities during research, development, test, production and/or deployment of systems.
   b) Provides safety analyses, safety engineering assessments, and health hazard assessments; reviews system acquisition documents, engineering change proposals, deviations, waivers, mishap reports, and failure data for safety impact.

Requirements:
   a) Shall have three years of experience performing or managing system safety engineering activities during the development of complex systems.

b) Shall have knowledge of the DOD acquisition life cycle as it relates to system safety and health hazard assessment requirements and processes.
c) Shall have knowledge of engineering techniques and system safety practices to identify, assess and resolve hazards.
d) Shall have the ability to community effectively, both orally and in writing, in working solutions to problems or questions relating to work.

Education:

Shall have successfully completed a 4 year course of study at an accredited college or university leading to a bachelor's or higher degree in engineering, which includes formal training or courses related with System Safety; Safety and Occupational Health; and Health Hazard Assessment is desirable.

Notes:

A certified safety professional (CSP) is desirable but not mandatory.

Engineer, Software, Level 1

Duties:
a) Determines and analyzes requirements for software supporting training/testing devices
b) Conducts independent software validation, verification, and accreditation.
c) Utilizes software development methodologies such as Structured Analysis and Design and Object oriented methods
d) Evaluate software design and architecture
e) Implement software quality assurance and Software Configuration Management (SCM) Procedures.

Requirements:
a) Shall have at least three years professional engineering experience in the design, development and documentation of computer systems, software, and data bases for application to military weapon/training/training systems using ADA and other higher order language(s) and specialized data base development tools.
b) Shall have knowledge of all phases of computer system design and computer software acquisition management
c) Shall have knowledge of telecommunications and networking standards, architectures, protocols and systems as it applies to training devices, simulation, simulators and instrumentation
d) Shall have knowledge of software architecture and object modeling, domain engineering and software engineering processes as it applies to training/testing devices, simulations, simulators and instrumentation
e) Shall have knowledge in software quality assurance and SCM as applied to the software life cycle development process

Education:

Qualifications require a Bachelor's or higher degree in Engineering, which included courses related to computer system design, computer programming and data base design.

Engineer, Software, Level 2

Duties:

    a) Determines and analyzes requirements for software supporting training/testing devices
    b) Conducts independent software validation, verification, and accreditation
    c) Utilizes software development methodologies such as Structured Analysis and Design and Object oriented methods
    d) Evaluate software design and architecture
    e) Implement software quality assurance and Software Configuration Management (SCM) Procedures

Requirements:

    a) Shall have at least five years professional engineering experience in the design, development and documentation of computer systems, software, and data bases for application to military weapon/training/testing systems using Ada and other higher order language(s) and specialized data base development tools.
    b) Shall have knowledge of all phases of computer system design and computer software acquisition management
    c) Shall have knowledge of telecommunications and networking standards, architectures, protocols and systems as it applies to training devices, simulation, simulators and instrumentation
    d) Shall have comprehensive knowledge of software architecture and object modeling, domain engineering and software engineering processes as it applies to training/testing devices, simulations, simulators and instrumentation
    e) Shall have comprehensive knowledge in software quality assurance and SCM as applied to the software life cycle development process

Education:

Qualifications require a Bachelor's or higher degree in engineering which included courses related to computer system design, computer programming and data base design

Substitutions:

An advanced degree (Engineering, Computer Science, or Mathematics) may be substituted for one year of experience

Engineer, Software, Level 3

Duties:

    a) Supervises lower level engineers.
    b) Reviews all engineering products, develops alternate approaches and conduct engineering analyses and trade off studies.
    c) Organizes, directs, and leads technical efforts in analyzing and specifying training/testing device computer systems requirements, supporting the computer and software system acquisition and conducting independent software validation, verification and accreditation.
    d) Evaluate software design and architecture
    e) Implement software quality assurance and Software Configuration Management (SCM) Procedures

Requirements:

   a) Shall have at least seven years professional engineering experience in the design, development and documentation of computer systems, software, and data bases for application to military weapon/training/testing systems using Ada and other higher order language(s) and specialized data base development tools.
   b) Shall have a comprehensive knowledge of all phases of computer system design and computer software acquisition management
   c) Shall have experience in computer security processes and their effects upon timing requirements; the processes for developing computer generated forces, and visual system architectures.
   d) Shall have software development experience utilizing current software engineering methodologies such as Structured Analysis and Design and Object Oriented methods
   e) Shall have comprehensive knowledge of software architecture, domain engineering and software engineering processes as it applies to training/testing devices, simulations, simulators and instrumentation
   f) Shall have comprehensive knowledge in software quality assurance and SCM as applied to the software life cycle development process

Education:

Qualifications require a Bachelor's or higher degree in engineering which included courses related to computer system design, computer programming and data base design.

Engineer, Synthetic Natural Environment

Duties:

   a) Provide technical support to integrated product teams in areas including database formats for visual/sensor simulation; geographic information systems; mapping, charting, geodesy and imagery (MCG&I) source data, SNE interchange issues and impacts of SNE databases on simulation system interoperability and reviews technical products.
   b) Interface with SNE related key contacts, organizations, reporting chains and coordination POCs in order to leverage existing opportunities and exploit those deemed beneficial for the affecting of current and future development.
   c) Conduct trade studies of alternative technologies to recommend the best technical approach considering the impacts to cost, schedule, and performance.

Requirements:

   a) Expertise in areas associated with the development and representation of Synthetic Natural Environments within modeling and simulation training systems. These include:
   b) Geographic Information Systems (GIS)
   c) Mapping, Charting, Geodesy, and Imagery (MCG&I)
   d) Terrain database (TDB) modeling systems and formats
   e) Synthetic Environment Data Representation and Interchange Specification (SEDRIS)
   f) Atmospheric/ocean model representations
   g) Environmental/weather effects models
   h) Understanding of terrain source data formats.
   i) Ability to communicate effectively, both orally and in writing, in working solutions to problems or questions relating to work.

Education:

Shall have completed a full course of study in an accredited college or university leading to a Bachelor's or higher degree in engineering.

Engineer, Systems, Level 1

Duties:
a) Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program. Duties include the following:
b) Coordinates the efforts of lower level or project engineers for assigned projects or systems.
c) Evaluates for performance and operating characteristics against costs and development risks
d) Conducts technical reviews in area of technical expertise
e) Develops work plans.
f) Maintains day-to-day technical interface with project personnel and ensures compliance with applicable standards.
g) Organizes and leads technical efforts in the concept formulation, project planning, and project engineering of Training Aids, Devices, Simulators and Simulations (TADSS). May alternatively organize and lead similar test instrumentation efforts.
h) Critically reviews all engineering products.
i) Develops alternative approaches and conducts engineering analyses and trade-off studies.
j) Develops technical specifications and other portions of a solicitation.
k) Evaluates contractor performance against technical specifications.
l) Evaluate systems design and architecture

Requirements:
a) Shall have 10 years experience in systems integration of TADSS and at least 2 years experience as a lead or supervisory engineer.
b) Shall have had experience in two or more specific disciplines (such as visual, C4I, software, firmware).
c) Must have at least five years of professional engineering experience, of which two are current, in developing overall system concepts and technical approaches for meeting broadly stated requirements to include allocation of requirements to system designs and preparation of preliminary systems engineering design specifications.
d) Shall have knowledge of telecommunications and networking standards, architectures, protocols, and systems as it applies to training/testing devices, simulation, simulators and instrumentation
e) Shall have knowledge of system architecture and domain engineering as it applies to training/testing devices, simulations, simulators and instrumentation

Education:
a) Completion of a degree in Engineering
b) Notes:
c) Experience in product-line engineering would be desirable in order to appreciate fully the complex requirements for specialized applications and systems.

Substitutions:
An advanced degree in Engineering, Operations Research or Computer Science may be substituted for one year of experience.

Engineer, Systems, Level 2

Duties:
a) Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program. Duties include the following:

b) Coordinates the efforts of lower level or project engineers
c) Reviews all engineering products
d) Develops alternate approaches and work plans
e) Evaluates for performance and operating characteristics against costs and development risks
f) Critically reviews all engineering products.
g) Conducts engineering analyses and trade-off studies and technical reviews in area of technical expertise.
h) Maintains day-to-day technical interface with project personnel and ensures compliance with applicable standards.
i) Organizes, leads and directs technical efforts in the systems engineering, integration and configuration management for TADSS. May alternatively organize and lead similar test instrumentation efforts.
j) Responsible for reviewing the work of other engineers and ensuring concurrent engineering and horizontal integration is included among all engineering and technical disciplines.
k) Reviews all engineering products, development of alternate approaches and conducting engineering analyses and tradeoff studies.
l) Directs and leads technical efforts in the systems engineering integration and configuration management, project planning and project engineering of training//testing systems, including supervision of lower level engineers
m) Develops technical specifications and other portions of a solicitation.
n) Evaluates contractor performance against technical specifications.
o) Evaluate systems design and architecture

Requirements:
a) Shall have a comprehensive knowledge of all phases of systems engineering for the specific purpose of organizing, directing and leading technical efforts in the concept formulation, project planning and project engineering of training devices
b) Shall have ten years engineering experience in systems integration of TADSS.
c) Shall have experience in telecommunications and networking standards, architectures, protocols and systems as it applies to training/testing devices, simulation, simulators and instrumentation.
d) Shall have a comprehensive knowledge of all phases of systems engineering integration for the specific purpose of organizing,
e) Shall have at least seven years professional engineering experience, of which three are current, in analysis, design, development, integration and test of military systems, preferably training/testing devices, simulators or simulations.
f) Shall have experience supervising or leading multi-disciplined or matrix teams.
g) Must have specialized experience in two or more disciplines of engineering or technical areas (such as visual, C4I, software, firmware, maintenance management, logistics engineering).
h) Shall have a comprehensive knowledge of all phases of systems engineering integration for the specific purpose of organizing,
i) Shall have comprehensive knowledge of system architecture and domain engineering as it applies to training/testing devices, simulations, simulators and instrumentation

Education:
a) Must possess a degree in engineering plus an advanced degree.

Notes:
Experience in product-line engineering would be desirable in order to appreciate fully the complex requirements for specialized applications and systems.

An advanced degree in engineering, operations research or computer science may be substituted for one year of experience.

Engineer, Systems, Level 3

Duties:

b) Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program.   Duties include the following:

c) Coordinates the efforts of lower level or project engineers

d) Reviews all engineering products

e) Develops alternate approaches and work plans

f) Evaluates for performance and operating characteristics against costs and development risks

g) Critically reviews all engineering products.

h) Conducts engineering analyses and trade-off studies and technical reviews in area of technical expertise.

i) Maintains day-to-day technical interface with project personnel and ensures compliance with applicable standards.

j) Organizes, leads and directs technical efforts in the systems engineering, integration and configuration management for TADSS. May alternatively organize and lead similar test instrumentation efforts.

k) Responsible for reviewing the work of other engineers and ensuring concurrent engineering and horizontal integration is included among all engineering and technical disciplines.

l) Reviews all engineering products, development of alternate approaches and conducting engineering analyses and tradeoff studies.

m) Directs and leads technical efforts in the systems engineering integration and configuration management, project planning and project engineering of training//testing systems, including supervision of lower level engineers

n) Develops technical specifications and other portions of a solicitation.

o) Evaluates contractor performance against technical specifications.

p) Evaluate systems design and architecture

Requirements:

q) Shall have a comprehensive knowledge of all phases of systems engineering for the specific purpose of organizing, directing and leading technical efforts in the concept formulation, project planning and project engineering of training devices

r) Shall have ten years engineering experience in systems integration of TADSS.

s) Shall have experience in telecommunications and networking standards, architectures, protocols and systems as it applies to training/testing devices, simulation, simulators and instrumentation.

t) Shall have a comprehensive knowledge of all phases of systems engineering integration for the specific purpose of organizing,

u) Shall have at least seven years professional engineering experience, of which three are current, in analysis, design, development, integration and test of military systems, preferably training/testing devices, simulators or simulations.

v) Shall have experience supervising or leading multi-disciplined or matrix teams.

w) Must have specialized experience in two or more disciplines of engineering or technical areas (such as visual, C4I, software, firmware, maintenance management, logistics engineering).

x) Shall have a comprehensive knowledge of all phases of systems engineering integration for the specific purpose of organizing,

y) Shall have comprehensive knowledge of system architecture and domain engineering as it applies to training/testing devices, simulations, simulators and instrumentation

Education:

Must possess a Master's degree in engineering, operations research or computer science.

Notes:

Experience in product-line engineering would be desirable in order to appreciate fully the complex requirements for specialized applications and systems.

Substitutions:

A Ph.D. degree in engineering, operations research or computer science may be substituted for five (5) years of experience.

Engineer, Telecommunications Level 1

Duties:

Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program involving test and/or other military range fiber-optic telecommunications networks

Requirements:

a) Shall have a comprehensive knowledge of all phases of Wide Area range-based fiber-optic telecommunications network design (inside plant), which include network operating systems, software and hardware integration, infrastructure planning/installation (outside plant), and enterprise management
b) Shall have the expertise to supervise/conduct network performance analysis using tools such as OPNET technologies products
c) Shall have the ability to perform a working knowledge of telecommunications maintenance, vendor relations, and systems procurement
d) Shall have a broad knowledge of local and wide area network protocols, internet connectivity and troubleshooting techniques
e) Shall have five years of professional experience in the design, troubleshooting and maintenance of large data networks

Education:

Shall have a Bachelor's Degree in Computer Science, Engineering or other business related discipline with an emphasis on computer systems, computer engineering and data communications

Substitutions:

A total of five (5) years of working experience in these fields may be substituted for the academic requirement of a Bachelor's degree.

Engineer, Telecommunications Level 2

Duties:

Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program involving test and/or other military range fiber-optic telecommunications networks including the supervision of lower-level technical professionals.

Requirements:

a) Shall have a comprehensive knowledge of all phases of Wide Area range-based fiber-optic telecommunications network design (inside plant), which include network operating systems, software and hardware integration, infrastructure planning/installation (outside plant), and enterprise management

b) Shall have the expertise to supervise/conduct network performance analysis using tools such as OPNET technologies products

c) Shall have the ability to perform a working knowledge of telecommunications maintenance, vendor relations, and systems procurement

d) Shall have a broad knowledge of local and wide area network protocols, internet connectivity and troubleshooting techniques

e) Shall have ten (10) years of professional experience in the design, troubleshooting and maintenance of large data networks

Education:

Shall have a Master's Degree in Computer Science, Engineering or other related discipline with an emphasis on computer systems, computer engineering and data communications

Substitutions:

A total of ten (10) years of working experience in these fields may be substituted for the academic requirement of a Master's degree. A Bachelor's degree is required.

Engineer, Telecommunications Level 3

Duties:

Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program involving test and/or other military range fiber-optic telecommunications networks

Requirements:

a) Shall have a comprehensive knowledge of all phases of Wide Area range-based fiber-optic telecommunications network design (inside plant), which include network operating systems, software and hardware integration, infrastructure planning/installation (outside plant), and enterprise management

b) Shall have the expertise to supervise/conduct network performance analysis using tools such as OPNET technologies products

c) Shall have the ability to perform a working knowledge of telecommunications maintenance, vendor relations, and systems procurement

d) Shall have a broad knowledge of local and wide area network protocols, internet connectivity and troubleshooting techniques

e) Must have a minimum of fifteen (15) years work experience in applicable civilian or military research, development and acquisition programs in telecommunications, fiber-optic networks or related field.

Education:

Ph.D. in Computer Science, Engineering or other related discipline with an emphasis on computer systems, computer engineering and data communications.

Substitutions:

A total of fifteen (15) years of working experience in these fields may be substituted for the academic requirement of a Ph.D. A Master's degree is required.

Engineer, Test

Duties:

Recommends and evaluates both developmental and operational test plans
Monitors and evaluates actual developmental and operational testing

Requirements:

a) Shall have at least five years of professional experience in a responsible position of managing, planning, reviewing and executing qualification, acceptance, and independent testing of training and/or testing instrumentation systems
b) Shall have knowledge of DOD test regulations and coordinated test programs.

Education:

Qualifications require a bachelor's degree or higher degree in engineering or related sciences.

Engineering, Value

Duties:

To provide assistance on as needed basis to support the in-house Value Engineering (VE) Program as related to government contracts. This support would constitute attendance of workshops at Program and contractor locations and assisting in the facilitation of training, selling the program to management, providing extensive follow-up once a project has been initiated, and assist in developing the completed VE packages for submittal.

Requirements:

a) Extensive Cost Estimating Skills.
b) Ability to perform cost and technical analysis on proposals and provide objective suggestions for improvement.
c) Extensive understanding of FAR 48 and 52.248 clauses related to VE.
d) Must be a consummate sales person.
e) Extensive knowledge of the government contracting mechanism.
f) Ability to put together a complete VE Proposal for an identified candidate that will withstand an audit.
g) Must be an outgoing, people oriented individual.
h) Ability to facilitate training for the command on VE related courses.

Education:

At a minimum, a BS degree in Engineering, Management, or Business with at least 2 years of experience in Value Engineering

Engineer, Visual Systems

Duties:

Provides technical assistance in the area of visual systems, including terrain databases, image generators and display systems

Requirements:

a) Shall have experience in geographic information systems, and the use of mapping, charting, geodesy, and imagery (MCG&I) source data
b) Shall have experience in terrain data base modeling systems and terrain data base formats for visual/sensor simulation
c) Shall have experience in methods of real-time visual scene generation which support un-programmed motion of the viewpoint throughout a complex and often highly detailed three-dimensional simulated visual/sensor environment
d) Shall have experience in the application of real-time display systems including all types of cathode ray tubes, LCD/LED/plasma panel displays, video projection systems, optical viewing devices, projection screens, served projection systems, helmet mounted displays and all methods of effectively combining these into visual display systems suitable for training
e) Shall have experience in military training systems and general training simulation technology

Education:

Shall have completed a full course of study in an accredited college or university leading to a Bachelor's or higher degree in engineering

Logistician, Engineering

Minimum/General Requirements: Demonstrated ability to develop, test and deliver configuration, logistical and engineering management support services designed to provide clients with logistics/engineering technology to ensure effective and economical support for production and servicing products, systems, or equipment. Logistics and engineering experience for each labor category level shown in Table (below) must be related to the elements of logistics support and to the PES primary disciplines of electrical, chemical and/or mechanical engineering. Must be knowledgeable in the analysis of government logistics requirements, including familiarity with government logistics systems, capabilities, and processes. Should have experience with major systems and equipment and all aspects of integrated logistics support (ILS) elements and related planning, analysis, and management. Must be capable of assessing system and equipment impact of ILS elements.

Functional Responsibilities: Provides direct interface with customer technical and management personnel for development of ILS program strategies and associated planning, business process review and improvement, the assessment of alternative logistic and engineering concepts, the investigation and resolution of emergent logistic supportability problems, and life cycle costing and economic business case analysis. Provides expertise to specify requirements for the development of ILS management plans to support acquisition and life cycle support requirements planning. Provides guidance for the development of interactive electronic technical manuals and distance learning methodologies. Conducts analysis, planning and detailed design of logistics and engineering support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Performs human factor analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, and training tasks. Provides assistance in the areas of logistics support; ILS; logistics program planning; concept development; logistics program management and execution; logistics requirements analyses,

documentation development and reporting; provisioning, supply support, and inventory control; logistics automated information systems and analysis tools; maintenance concepts and requirements analyses; technical manual development and training.

Minimum Education: BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related scientific or technical discipline or specific experience in logistics engineering applications/techniques. An MS/MA in engineering, logistics, computer science, information systems, math, business, physical science would substitute for two years of the logistician position experience requirements.

Logistician (Engineering)					
Labor Category Experience and Education Equivalency	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Logistician, Engineering I	2 Years	1 Year	6 Years	4 Years	1 Year
Logistician, Engineering II	4 Years	2 Years	8 Years	6 Years	1 Year
Logistician, Engineering III	6 Years	4 Years	10 Years	8 Years	2 Years
Logistician, Engineering IV	8 Years	6 Years	12 Years	10 Years	4 Years

Manager, Engineering

Minimum/General Requirements: Progressive experience which includes: managing, directing, and implementing engineering and technology projects, demonstrated ability to provide guidance and technical direction for projects, proven expertise in program/project management, manufacturing, purchasing, management/control of funds and resources, contracts, testing, and business. Management experience for each labor category level shown in Table (below) must be related to planning, concept development and requirements analysis, design engineering, test and evaluation, acquisition and life cycle management and to the PES primary disciplines. Must possess extensive knowledge of technical and management concepts, procedures and practices. General experience includes increasing responsibilities in: systems design and management; management of diverse functional activities and technical/support personnel; managing complex, multi-task commercial and government contracts; and allocation/prioritization of resources.

Functional Responsibilities: Serves as the contractor's single contract manager, and shall be the contractor's authorized technical interface with the Government Contracting Officer (CO), Contracting Officer's Representatives (CORs), government management personnel, and customer agency representatives. Directs all phases of programs/projects from inception through completion. Coordinates the preparation of project plans, milestones, and operating budgets; development of project approaches/concepts; and obtaining proper resources within and across organizational boundaries. Reviews and evaluates work of staff, provides task oversight and prepares periodic performance reports. Acts as primary customer contact for task activities, leading task review sessions with customer to discuss

cost, schedule, and technical performance. Evaluates requirements, establishes task approach, organizes personnel resources, and directs engineering efforts for services or system/equipment research, development, integration, test, and sustainment. Establishes milestones and monitors adherence to master plans and schedules. Identifies program problems and obtains solutions. Directs the work of technical, engineering, and support personnel assigned to the task and is responsible for overall task performance, product quality and timeliness of efforts.

Minimum Education: BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related management or technical discipline or specific experience in program/project management, corporate management, or consulting. An MS/MA in engineering, logistics, computer science, information systems, math, business, physical science would substitute for two years of the manager position experience requirements.

Manager (Engineering)					
Labor Category Experience and Education Equivalency	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Manager, Engineering I	12 Years	8 Years	>20 Years	16 Years	4 Years
Manager, Engineering II	16 Years	12 Years	>24 Years	20 Years	8 Years
Manager, Engineering III	18 Years	14 Years	>26 Years	>22 Years	10 Years
Manager, Engineering IV	20 Years	16 Years	>28 Years	>24 Years	12 Years

Specialist, Administration, Engineering

Minimum/General Requirements: Demonstrated progressive project and program administration and/or clerical experience. Possesses excellent grammar and composition skills. Administrative specialist experience for each labor category level shown in Table (below) must be related to technical text processing, graphics, databases, presentations and specialized administrative skills to support scientific or engineering tasks incidental to and in support of PES primary disciplines of electrical, chemical and/or mechanical engineering. Understands and has knowledge of applicable policies, organization, and possesses a high level of technical skill. Proficient in PC-based computers, printers, scanners and local area networks and various administrative/clerical software that could include one or more: word processing, databases, e-mail, Internet browsers, document publishing and graphics software programs. Proven administrative skills associated with project office or operational support functions including the preparation of correspondence; the coordination/scheduling of meetings, training sessions and conferences; and the oversight of daily administrative operations. Demonstrated familiarity with engineering-related nomenclature and Government correspondence standards and procedures.

Functional Responsibilities: Performs specialized program/project administrative duties support project management staff, which may include maintaining records or technical reports, verifying statistical reports for accuracy and completeness, making travel, meeting, or conference arrangements,

taking inventory of equipment and supplies, and helping prepare financial or technical reports. Properly prepares, formats, and prints administrative correspondence. Proofreads, edits, and corrects correspondence. Operates computer equipment, telecommunications equipment, including telephones/facsimile machines and basic office equipment, including reproduction machines/GBC binder systems. Composes correspondence that requires an understanding of engineering/technical nomenclature. Prepares required administrative reports. Coordinates and plans office administration and support. Provides administrative-type support to managers, engineers, specialists and analysts. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

Minimum Education: High School diploma or General Education diploma or one year certificate in communications, microcomputer/office technology or office administration. A BS/BA in administration, computer science, information systems, business, or physical science would substitute for four years of the administrative specialist position experience requirements.

Administration Specialist (Engineering)					
Labor Category Experience and Education Equivalency	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Admin Specialist, Engineering I	<1 Year	<1 Year	<1 Year	<1 Year	<1 Year
Admin Specialist, Engineering II	1 Year	<1 Year	4 Years	2 Years	<1 Year
Admin Specialist, Engineering III	2 Years	1 Year	6 Years	4 Years	<1 Year
Admin Specialist, Engineering IV	4 Years	2 Years	8 Years	6 Years	<1 Year

Scientist, Research, Level 1

Duties:

a) Provide scientific and technical skills in conceptualizing, designing, obtaining support for, conducting, managing, and disseminating results of strategic technology research or portions of small or large scale research studies and or programs

b) Provide quantitative and qualitative technical assessments and recommendations to management on the state of future technologies, trends and requirements that may affect the Project and its customer's mission.

c) Populate and maintain Strategic Planning data base by assessing and validating information found in the Army Science and Technology Master Plan (ASTMP), Army Modernization Plan (AMP), Army Modeling & Simulation Master Plan and other relevant Army and OSD guiding documents.

d) Assess the impacts of future technologies and systems on organization, its mission areas by performing technical interchanges of information with TRADOC, TECOM, OPTEC, Research and Development organizations to include industry, academia and other services as required.

e) Formulate technical assessments and recommendations to support both Integrated Concept Teams (ICTs) and Integrated Product Teams (IPTs) in support of customers.
f) Attend and present papers at outside seminars and conferences; read technical literature to stay abreast of existing and emerging hardware/software technology; and conduct research in designated customer areas of interest.
g) Review, justify and recommend the acquisition of hardware/software acquisition and or upgrades to existing systems.
h) Modify existing technology research processes to affect more efficient results as required.
i) Provide integrated input and management of quarterly and annual reporting of research results.

Requirements:
a) Shall have five years experience in military research, development and acquisition programs
b) Shall have a thorough knowledge of complex simulation computer architectures, military training strategies, testing and instrumentation, and interfaces to design, modification to systems, and consult on systems and recommend strategies
c) Shall have knowledge of current and emerging technologies/methodologies to assist in identifying and developing mission objectives
d) Shall have the ability to communicate effectively about computer and simulation technology, both orally and in writing, to present seminars, advise management, write documentation and represent needs to management and customers
e) Shall have knowledge of the military budgeting processes sufficient to establish and monitor schedules and monitors budgets against approved funding levels
f) Shall have the ability to develop professional relationships as a command representative, consultant or advisor to external advisory and policy boards and councils, research organizations, military educational institutions and educators
g) Shall have the ability to contribute to planning for the development of new products and services to mission area and its customers
h) Shall have the ability to conceptualize research problems, to design studies, to conduct them and to interpret their results and theoretical and practical applications
i) Shall have knowledge of Modeling and Simulation, Test & Evaluation, Instrumentation and Training design, research methodologies and analysis techniques to support those research areas

Education:
Bachelor's degree in operations research/systems management, engineering or closely related field

Substitutions:
A Master's degree may be substituted for three years experience in military research, development, and acquisition programs.

Scientist, Research, Level 2

Duties:
a) Provide scientific and technical skills in conceptualizing, designing, obtaining support for, conducting, managing, and disseminating results of strategic technology research or portions of small or large scale research studies and or programs
b) Provide quantitative and qualitative technical assessments and recommendations to management on the state of future technologies, trends and requirements that may affect its customer's mission
c) Populate and maintain Strategic Planning data base by assessing and validating information found in the Army Science and Technology Master Plan (ASTMP), Army Modernization Plan

(AMP), Army Modeling & Simulation Master Plan and other relevant Army and OSD guiding documents.

d) Assess the impacts of future technologies and systems on organization, its mission areas by performing technical interchanges of information with TRADOC, TECOM, ATEC, Research and Development organizations to include industry, academia and other services as required.

e) Formulate technical assessments and recommendations to support both Integrated Concept Teams (ICTs) and Integrated Product Teams (IPTs) in support of customers.

f) Attend and present papers at outside seminars and conferences; read technical literature to stay abreast of existing and emerging hardware/software technology; and conduct research in designated customer areas of interest.

g) Review, justify and recommend the acquisition of hardware/software acquisition and or upgrades to existing systems.

h) Modify existing technology research processes to effect more efficient results as required.

i) Provide integrated input and management of quarterly and annual reporting of research results

Requirements:

a) Shall have a thorough knowledge of complex simulation computer architectures, military training strategies, testing and instrumentation, and interfaces to design, modification to systems, and consult on systems and recommend strategies.

b) Shall have knowledge of current and emerging technologies/methodologies to assist in identifying and developing mission objectives.

c) Shall have the ability to communicate effectively about computer and simulation technology, both orally and in writing, to present seminars, advise management, write documentation and represent needs to management and customers.

d) Shall have knowledge of the military budgeting processes sufficient to establish and monitor schedules and monitors budgets against approved funding levels.

e) Shall have the ability to develop professional relationships as a command representative, consultant or advisor to external advisory and policy boards and councils, research organizations, military educational institutions and educators.

f) Shall have the ability to contribute to planning for the development of new products and services to mission area and its customers.

g) Shall have ability to conceptualize research problems, to design studies, to conduct them and to interpret their results and theoretical and practical applications.

h) Shall have knowledge of Modeling and Simulation, Test & Evaluation, Instrumentation and Training design, research methodologies and analysis techniques to support those research areas.

i) Shall have at least 10 years experience with progressively increasing responsibility in management of military research, development and acquisition programs.

Education:

Bachelor's degree in operations research/systems management, engineering or closely related field

Substitutions:

A Master's degree may be substituted for three years experience in military research, development and acquisition programs

Scientist, Research, Level 3

Duties:

    a) Provide scientific and technical skills in conceptualizing, designing, obtaining support for, conducting, managing, and disseminating results of strategic technology research or portions of small or large scale research studies and or programs

    b) Provide quantitative and qualitative technical assessments and recommendations to management on the state of future technologies, trends and requirements that may affect its customer's mission

    c) Populate and maintain Strategic Planning data base by assessing and validating information found in the Army Science and Technology Master Plan (ASTMP), Army Modernization Plan (AMP), Army Modeling & Simulation Master Plan and other relevant Army and OSD guiding documents.

    d) Assess the impacts of future technologies and systems on organization, its mission areas by performing technical interchanges of information with TRADOC, TECOM, ATEC, Research and Development organizations to include industry, academia and other services as required.

    e) Formulate technical assessments and recommendations to support both Integrated Concept Teams (ICTs) and Integrated Product Teams (IPTs) in support of Project and customers.

    f) Attend and present papers at outside seminars and conferences; read technical literature to stay abreast of existing and emerging hardware/software technology; and conduct research in designated Project and customer areas of interest.

    g) Review, justify and recommend the acquisition of hardware/software acquisition and or upgrades to existing systems.

    h) Modify existing technology research processes to effect more efficient results as required.

    i) Provide integrated input and management of quarterly and annual reporting of research results.

Requirements:

    a) Shall have at least fifteen years experience with progressively increasing responsibility in management of military research, development and acquisition programs

    b) Shall have thorough knowledge of complex simulation computer architectures, military training strategies, testing and instrumentation, and interfaces to design, modification to systems, and consult on systems and recommend strategies.

    c) Shall have knowledge of current and emerging technologies/methodologies to assist in identifying and developing mission objectives.

    d) Shall have the ability to communicate effectively about computer and simulation technology, both orally and in writing, to present seminars, advise management, write documentation and represent needs to management and customers.

    e) Shall have knowledge of the military budgeting processes sufficient to establish and monitor schedules and monitors budgets against approved funding levels.

    f) Shall have the ability to develop professional relationships as a command representative, consultant or advisor to external advisory and policy boards and councils, research organizations, military educational institutions and educators.

    g) Shall have the ability to contribute to planning for the development of new products and services for the mission area and its customers.

    h) Shall have the ability to conceptualize research problems, to design studies, to conduct them and to interpret their results and theoretical and practical applications.

    i) Shall have knowledge of Modeling and Simulation, Test & Evaluation, Instrumentation and Training design, research methodologies and analysis techniques to support those research areas.

Education:

Master's degree in operations research/systems management or closely related field

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Substitutions:

A Ph.D. may be substituted for five years of experience

Specialist, Human Factors

Duties:

Conduct independent project work in application of human factors, ergonomics, and training principles to training equipment and simulator design.

Requirements:

Must have at least five years professional experience in human factors or ergonomic engineering.

Education:

Bachelor degree or higher in Engineering or a Ph.D. in Psychology from an accredited college or university or college.

Substitutions:

An advanced degree in engineering or human factors may be substituted for one year of experience

Specialist, Quality Assurance

Duties:

Performs administrative or technical functions related to the planning, management and execution of quality assurance programs and inspection of systems

Requirements:

a) Shall have at least five years experience in performing administrative or technical functions related to the planning, management and execution of quality assurance programs and inspection of systems
b) Shall be knowledgeable and experienced in inspection techniques for electronic equipment techniques, defect classification, and standards of workmanship

Education:

Shall have a bachelor's degree from an accredited college or university.

Specialist, Telecommunications

Duties:

a) Performs a variety of different actions, activities, studies and analyses in support of assigned telecommunication/data network systems, projects and programs.
b) Plans and coordinates the activities of personnel involved in systems engineering and integration of telecommunication/data network systems.
c) Provides recommendations for resolution of telecommunication/data network technical issues.
d) Reviews and makes recommendations to the government TOR regarding the efforts of the telecommunication/data network project team to ensure consistency with cost, schedule and performance requirements.

e) Develops telecommunication/data network programs based upon a comprehensive analysis of the project requirements.

f) Analyzes the results of various telecommunication/data network program/project reviews to help develop correct approaches to ensure program milestones are met.

g) Ascertains the status of telecommunication/data network projects as well as difficulties encountered and recommends solutions through the analysis of periodic reports and contact with team members.

Requirements:

a) Shall have a thorough understanding of and experience in the telecommunication system engineering and integration process, including architectural design and configuration management throughout the complete life cycle of system development, especially with respect to system integration and interfacing of products provided by numerous vendors.

b) Shall have the subject matter expertise to understand the program management requirements of the effort.

c) Shall have a diversified knowledge of telecommunication engineering principles and application of standard practices to include analyzing equipment, software, interfaces and hardware/software requirements of communications network systems.

d) Shall have a thorough knowledge of advanced techniques and the modification or extension of theories, precepts and empirical input to site surveys, system engineering plans, installation plans, engineering trade-off, cost performance analyses, risk assessment and design optimization.

e) Shall have a minimum of five years experience in voice, data and video analog/digital telecommunication network systems/equipment, fiber optic cable, switching systems, network management systems and network testing.

Education:

Qualifications require the successful completion of a full course of study in an accredited college or university leading to a Bachelor's or higher degree in Engineering, Science, Mathematics or a Business related discipline.

Substitutions:

a) A Master's Degree in Engineering, Science, Mathematics or Business may be substituted for two years experience.

b) Ten years of experience as a telecommunication designer/developer and /or telecommunication manager/subject matter expert may be substituted for a Bachelor's degree.

Notes:

Individual does not, under any circumstances, control or direct any government personnel.

Individuals in this labor category are to provide information and data collected or compiled to government personnel to aid in the decision-making process.

Specialist, Test

Duties:
a) Test plan, Test Procedure, and TEMP generation and review.
b) Plan, manage and execute test and evaluation programs, to include risk assessment, resource management, failure/TIR tracking, and conduct/monitor FRACAS/FEMCA programs.
c) Conduct RAM analyses and establish verification techniques and programs (i.e., definition of RAM testing, confidence intervals, etc.,)

d) Conduct/generate system/subsystem/Item requirements, traceability matrix (measures of performance, measure of effectiveness), and verification traceability, and configuration management to these

e) Conduct design of experiments, Analysis of variance, operational research, and various statistical analyses to support hypothesis testing and requirements verification.

Requirements:

a) Shall have at least five years experience in performing administrative or technical functions related to the planning, management and execution of test programs.

b) Shall have a thorough knowledge and experience in the development and review of test plans, procedures, test support requirements, test scenarios, test data, test support equipment and software test databases.

c) Shall have the ability to design and execute data collection procedures and to assist in the reduction and analysis of test data.

d) Shall have a thorough knowledge and experience of software test methodologies, software quality assurance and software configuration management techniques.

Education:
Qualifications require a bachelor's or higher degree.

Specialist, Weapons Systems

Duties:

a) Supports the design, integration, testing, and engineering evaluation of proposed military training devices.

b) Performs functional analysis of design requirements

c) Completes technical evaluations of alternatives supported by trade studies and other decision making techniques

d) Prepares engineering reports detailing the advantages and disadvantageous of alternatives.

Requirements:

Must have a minimum of five- (5) years work experience in particular specialty field such as:

a) Missile performance
b) Trajectory analyses
c) Ballistics
d) Vehicle (Wheel & track) performance
e) Artillery Performance
f) Gun Performance
g) Command & Control
h) Radar
i) Communications
j) Fire controls
k) Munitions

Education:

Qualifications require completion of a full course of study in an accredited college or university leading to a bachelor's or higher degree in Engineering or other related technical degree, and a minimum of five (5) years of qualifying work experience.

An advanced degree in engineering or physical sciences may be substituted for one (1) year of experience.

Writer, Technical

Duties:

a) Reviews, writes and edits technical reports, articles, manuals, or specifications
b) Observes tests and experiments and interpret diagrams, schematics and other written documentation
c) Requirements:
d) Shall have a minimum of three years in the preparation and review of technical information in written or illustrated form under Government contracts or subcontracts
e) Shall be familiar with Government procurement processes, budget cycles, as well as computer and training device terminology

Education:

Shall meet one of the following:

a) Bachelor's degree
b) 60 semester hours and 3 years experience in a related scientific, technical or social science field

Writer/Editor, Technical

Minimum/General Requirements: Demonstrated skills in technical writing, reviewing and/or editing of technical documentation in business, government, or industry. Technical Writer-Editor experience for each labor category level shown in Table (below) must be related to developing, editing, and producing technical and graphic documentation for engineering or technology systems that are incidental to but support of PES primary disciplines of electrical, chemical and/or mechanical engineering. Must have a thorough understanding of computer processing, including commonly used information technology and engineer terminology and must possess good organizational skills. Requires a sound foundation in grammar, punctuation and use of the English language as well as composing, editing, and formatting using personal computers. Transforms technical information into clear, readable documents. Requires progressive knowledge of technical writing, production of reports or documents and a good understanding of applicable Government and/or industry standards.

Functional Responsibility: Duties include writing, editing, and graphics presentation of engineering and management information for both technical and non-technical personnel. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Collects and organizes information and prepares, in clear and concise language, technical documents such as functional descriptions, procedure manuals, service manuals, special reports, training materials, installation guides, system specifications, brochures, bulletins, slide/sound/movie presentations and related technical publications concerned with the design, test, production, installation, operation, and maintenance of electronic, electrical, mechanical, chemical and other equipment. Acquires or verifies knowledge of subject by interviewing workers engaged in developing new products and services or in making improvements, observing methods of production, referring to blueprints, schematics, engineering drawings, trade and engineering journals, manuals, or similar publications. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. Performs final quality assurance on all materials. Must be capable of typing technical narrative and data and transcribing audio to written text. Will be

responsible for accurate spelling, proper grammar usage, proper format, and proofreading finished documents.

Minimum Education: An Associates of Arts or Sciences Degree in English, journalism, literature, communications, business, technical writing, biology, chemistry or other related disciplines or specific experience in technical writing and editing. A BS/BA in English, literature, graphics arts, computer science, information systems, business, or physical science would substitute for four years of the Technical Writer-Editor position experience requirements.

Writer/Editor, Technical					
Labor Category Experience and Education Equivalency	AS Plus Specific Experience	High School Plus Specific Experience	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	PhD Plus Specific Experience
Writer/Editor, Technical I	4 Years	8 Years	<1 Year	<1 Year	<1 Year
Writer/Editor, Technical II	8 Years	12 Years	4 Years	2 Years	1 Year
Writer/Editor, Technical III	12 Years	16 Years	8 Years	4 Years	2 Year

MOBIS-SIN 874

Analyst, Program, Level 1

Duties:

Performs a variety of analyses and studies to evaluate the effectiveness and efficiency of current and planned programs and operations. Maintains records and prepares reports for management concerning one or more of the following: Manpower resources, funding and budget, special study results, trends, problem areas and significant program accomplishments.

Requirements:

Shall have 3 years experience in public or private sector business/financial management, technical analysis or logistics support analysis.

Experience:

Two years of specialized experience, which has demonstrated knowledge of government financial management or systems acquisition, in excess of the required 3 years of experience, may be substituted for the education requirements.

Education:

Must have successfully completed a full course of study in an accredited college or university leading to an Associate Degree or higher in Business Management or related disciplines.

Analyst, Program, Level 2

Duties:

a) Performs a variety of analyses and studies to evaluate the effectiveness and efficiency of current and planned programs and operations.

b) Includes analyzing objectives, policies, work operations and progress resource estimates and utilization, intra- and inter- program balances, and other related aspects of operating programs.

c) Develops alternative or corrective courses of action in terms of effect on programs. Prepares reports for management concerning conclusions and recommendations of studies and analyses.

d) Provides feedback concerning progress.

e) Interfaces with Program personnel.

f) Conducts briefings as necessary.

Requirements:

a) Shall have six years of related work experience in public or private sector business/financial management, technical analysis or logistics support analysis, and

b) Shall have two of the six years of experience, which demonstrated a working knowledge of various DOD regulations, standards policies and procedures, related to systems development and acquisition.

Education:

Must have successfully completed a full course of study in an accredited college or university leading to a Bachelor Degree in Business of Financial Management or related disciplines. An additional two years of specialized experience and an Associate Degree in Business Management or a related discipline may be substituted for the Bachelor's degree.

Analyst, Program, Resource Management, Level 1

Duties:

a) Interfaces among programming, budgeting, manpower planning, accounting, productivity and control systems as all levels of the Command.

b) Applies principles of program analysis and evaluation to establish methods for collection and presentation of data.

c) Identifies and makes recommendations to higher level program analysts on quantitative data that is not consistent with assigned projects.

d) Participates in the organization and execution processes, which maximize visibility of ongoing requirements and technologies to ensure effective and efficient leveraging of information and resources are applied among the programs and emerging requirements.

e) Assists in the development and changes to current and future programs and processes based on horizontal integration analysis and benefits.

f) Performs program planning and analyses aspects of assigned multi-appropriation budget programs.

g) Participates and assists in the review and analysis of program data and workload reports and makes recommendations to management where data may have adverse impacts on future resources.

h) Reviews and compiles data into specific format required by program/project managers, senior staff or higher headquarters.

a) Shall have three (3) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area, or
b) Shall have two years of program experience in ACAT systems RDT&E and Procurement programs.

Education:

Shall have an Associate's degree or higher in Business Administration or Financial Management related disciplines from an accredited college or university.

Analyst, Program, Resource Management, Level 2

Duties:

a) Interfaces among programming, budgeting, manpower planning, accounting, productivity and control systems at all levels of the Command.
b) Applies principles of program analysis and evaluation to establish methods for collection and presentation of data.
c) Identifies and resolves quantitative data that is not consistent with assigned projects.
d) Organizes and executes processes which maximize visibility of ongoing requirements and technologies to ensure effective and efficient leveraging of information and resources are applied among the programs and emerging requirements.
e) Develops and recommends changes to current and future programs and processes based on horizontal integration analysis and benefits.
f) Performs program planning and analyses aspects of assigned multi-appropriation budget programs.
g) Reviews and analyzes program data and workload reports and makes recommendations to management where data may have adverse impacts on future resources.
h) Reviews and compiles data into specific format required by program/project managers, senior staff or higher headquarters.

Requirements:

a) Shall have five (5) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area, or
b) Shall have four (4) years program experience in ACAT systems RDT&E and Procurement programs

Education:

Must have successfully completed a full course of study in an accredited college or university leading to a Bachelor's degree or higher in Business or Financial Management related disciplines.

Analyst, Program, Resource Management, Level 3

Duties:

a) Performs program planning and analyses aspects of multi-appropriation budget programs.
b) Provides input to the formulation, integration, consolidation, presentation and justification of programs within the resource management and planning areas i.e. Long Range Research,

Development and Acquisition Plans (LRRDAP), Program Objective Memorandum (POM), and Command Integrated Resource Submit (CIRS).

 c) Organizes activities related to the preparation of the Army POM for all appropriations for the Training and Test Evaluation Mission Areas

 d) Develops and present resource plans to other mission areas for all assigned programs.

 e) Integrates the development of near/mid/long range financial objectives and plans for and the overall Training and Test and Evaluation Mission Area and other mission area responsibilities assigned.

 f) Develops, analyzes, and assesses documentation required for development of Army Modernization Plan (AMP) and CIRS

 g) Provide guidance to supporting Products Managers, divisions and analysts for development of resource plans.

 h) Make formal and informal presentations to command ground and higher echelons at AMC, Department of the Army (DA), Department of Defense (DOD) and other commands as well as private industry contractors.

 i) Maintains a continuous liaison with AMC, Training and Doctrine Command (TRADOC) and other DA organizations for clarification and interpretation of financial management guidelines.

Requirements:

Six (6) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area, or four (4) years program experience in ACAT systems RDT&E and Procurement programs.

Education:

Shall have a Bachelor's degree or higher in Business or Financial Management related disciplines plus a Masters in a financial/business related field from an accredited college or university.

Program Manager, Level 1

Position description:

In addition to managing Task Order workflow and working daily with the Government staff, work in concert with the Government Project Manager, Deputy Project Manager and Division Chiefs to ensure all staff support requirements are accomplished. Provide professional services to develop completed programs of work, as required, in a variety of disciplines supplementing the staff functions. Examples of services provided include, but are not limited to:

Duties:

 a) Manage all areas of task contract requirements, including cost, schedule and performance. Provide reports as directed within Task Order Statement of Work.

 b) Serve as primary Point of Contact on assigned programs including coordination of related staff actions, i.e., point papers, information papers, etc.

 c) Provide analysis and review of document and operational concepts to include data collection and/or field sampling activities.

 d) Preparation and delivery of research and technical studies, reports and analyses including recommended course of action.

 e) Perform studies and evaluations of weapon systems and system demonstrations, war gaming support, and modeling and simulations of weapon systems.

 f) Identification of lessons learned and best practice recommendations.

 g) Identification and development of training programs including the creation and maintenance of related publications.

h) Development and presentation of technical reports and briefings at select meetings.
i) Conduct cost/price and similar statistical analyses.
j) Participate in selected meetings and conference.
k) Provide coordination and liaison services with other agencies.
l) Work with other DoD agencies in the definition and refinement of current and future requirements.
m) Participating in integrated process team (IPT) as required.
n) Assist in all phases of the planning, programming, budgeting and execution (PPBE) process.
o) Provide support for contracting activity including SOW preparation, contract modifications, preparation of funding documents (Form 9s, MIPRs, etc.), and tracking all contracting activity.
p) Assists with protocol, security, and administrative matters for visitors.
q) Other administrative support services as required to include security, documentation generation, knowledge management and presentation support.

Experience:

Program Manager 1 Requires a Bachelors degree and 10 years relevant experience in DoD acquisition programs.

Program Manager, Level 2

Position description:

In addition to managing Task Order workflow and working daily with the Government staff, work in concert with the Government Project Manager, Deputy Project Manager and Division Chiefs to ensure all staff support requirements are accomplished. Provide professional services to develop completed programs of work, as required, in a variety of disciplines supplementing the staff functions. Examples of services provided include, but are not limited to:

Duties:
a) Manage all areas of task contract requirements, including cost, schedule and performance. Provide reports as directed within Task Order Statement of Work.
b) Serve as primary Point of Contact on assigned programs including coordination of related staff actions, i.e., point papers, information papers, etc.;
c) Provide analysis and review of document and operational concepts to include data collection and/or field sampling activities;
d) Preparation and delivery of research and technical studies, reports and analyses including recommended course of action;
e) Perform studies and evaluations of weapon systems and system demonstrations, war gaming support, and modeling and simulations of weapon systems;
f) Identification of lessons learned and best practice recommendations;
g) Identification and development of training programs including the creation and maintenance of related publications;
h) Development and presentation of technical reports and briefings at select meetings;
i) Conduct cost/price and similar statistical analyses;
j) Participate in selected meetings and conference;
k) Provide coordination and liaison services with other agencies;
l) Work with other DoD agencies in the definition and refinement of current and future requirements;
m) Participating in integrated process team (IPT) as required;
n) Assist in all phases of the planning, programming, budgeting and execution (PPBE) process;

o) Provide support for contracting activity including SOW preparation, contract modifications, preparation of funding documents (Form 9s, MIPRs, etc.), and tracking all contracting activity;
p) Assists with protocol, security, and administrative matters for visitors;
q) Other administrative support services as required to include security, documentation generation, knowledge management and presentation support.

Experience:

Program Manager 2 Requires a Master's Degree and 10 years relevant experience in DoD acquisition programs or Bachelor's degree and 15 years relevant experience

Specialist, Training

Duties:

Serves as a training specialist in conducting job and task analysis. Assures the design of test instruments and training materials are technically accurate and functionally within known equipment and facility constraints. Develops technically and doctrinally sound instructional materials for training programs. Conducts field and resident training materials/test validation.

Requirements:

(a) Must have five years experience in the organization, planning, and development of training courses.
(b) Must have knowledge of educational theory, principles, and practices.
(c) Shall have the ability to conceive, plan, and execute training concepts and conduct training courses prescribed by DOD regulations, standards and procedures.

Education:

High School Diploma or equivalent experience.

Administrative Assistant, Level 1

Duties:
a) Performs a variety of administrative assignments that require working knowledge of office procedures, electronic mail (e-mail), practices and operations.
b) Assists in special projects such as data gathering for budget.
c) Computer related responsibilities involve word processing, spreadsheet build and graphics exercises utilizing Microsoft Office products.
d) Uses knowledge of assigned Directorate or Division practices and procedures.
e) Type technical work statements/specifications.
f) Monitor and input Table of Distribution Allowances (TDA).
g) Automate calendars so that directorate and division chiefs know where each other are to include command calendars, travel and vacation schedules.
h) Process personnel actions.
i) Track professional paper submissions.

Requirements:

Shall have 2 years experience and demonstrated ability in the use of word processing and computer input/keyboard ADP equipment.

    a) Shall have working knowledge of Microsoft Office.

    b) Shall have working knowledge of making changes to web page design and development.

Education:

Shall have a High School diploma and a minimum of 2 years of relevant experience or equivalent combination of education and experience where GED may replace a high school diploma.

Substitutions:

Military technical school training in an appropriate military occupational specialty (MOS/AFSC) is acceptable.

Administrative Assistant, Level 2

Duties:

    a) In addition to Level 1

    b) Performs a variety of semi-complex administrative assignments that require in depth working knowledge of office procedures, practices and operations.

    c) Conducts research and assists in special projects such as data gathering for budget.

    d) Computer related responsibilities involve advanced word processing, spreadsheet build and graphics exercises utilizing Microsoft Office products.

    e) Uses extensive knowledge of assigned Directorate or Program Manager practices and procedures

    f) Monitor and input Table of Distribution Allowances (TDA) requirements showing hiring lag time and vacancies.

    g) Maintain and input changes to quadrennial design review (QDR) plan that continues to evolve due to departures, lateral transfers, and new arrivals.

    h) Recommend commercial off the shelf (COTS) solutions to achieve administrative efficiencies.

Requirements:

    a) Shall have 4 years experience and demonstrated ability in the use of word processing and computer database spreadsheet building and maintaining.

    b) Shall have complete knowledge of Microsoft Office.

Education:

Shall have an Associate's degree or higher in business or a business related discipline from an accredited college or university

Substitutions:

Military technical school equivalent to associate degree work leading to assignments in the upper echelons of military departments, other Service equivalent or trade/business school.

Administrative Assistant, Level 3

Duties:

    a) In addition to Level 1 and Level 2

b) Performs a variety of complex administrative assignments that require in depth working knowledge of office procedures, practices and operations.
c) Conducts research for special projects such as data gathering for budget and prepare presentations for Directorate/Division use.
d) Computer related responsibilities involve advanced word processing, spreadsheet build, Chart preparation and graphics exercises utilizing Microsoft Office products.
e) Uses extensive knowledge of assigned Directorate or Program Manager practices and procedures
f) Monitor and input Table of Distribution Allowances (TDA) requirements showing hiring lag time, vacancies, and recommend hiring actions.

Requirements:
a) Shall have 6 years experience and demonstrated ability in the use of word processing and computer input/keyboard ADP equipment.
b) Shall have thorough knowledge of HTML for creating web page design making and changes to web page design and development.

Education:
Shall have a Bachelor's degree or higher in business or a business related discipline from an accredited college or university.

Substitutions:
Military technical school equivalent to an associate degree or other Service equivalent or trade/business school plus 2 years practical experience in the upper echelons of military departments or commercial industry may be substituted for Bachelor's degree requirement.

Administrative Assistant, Level 4

Duties:
a) In addition to Level 1, Level 2 and Level 3
b) Assists in performing program control and administrative functions.
c) Provides historical perspectives and information on the assigned Directorate or Program.
d) Computer related responsibilities may involve use of specialized software to support assigned Directorate or Program Manager.

Requirements:
a) Shall have 8 years experience and demonstrated ability in the use of word processing and computer input/keyboard ADP equipment.
b) Shall have knowledge and experience in specialized software used.

Education:
Shall have a Bachelor's degree or higher in business or a business related discipline from an accredited college or university.

Substitutions:
Military technical school equivalent to an associate degree or other Service equivalent or trade/business school plus 2 years practical experience in the upper echelons of military departments or commercial industry may be substituted for Bachelor's degree requirement.

Analyst, Budget, Level I

Duties:

a) Identifies changes in work operations and inventories, recommending appropriated adjustments to the budget (i.e. overhead charges) and the installation's annual work plan.
b) Identifies trends in the receipt of revenues (i.e. reimbursements from customers) and commitment of funds which deviate from the annual work plan or budget forecasts.

Requirements:

a) Three (3) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area; or two (2) years program experience in major systems RDT&E and Procurement programs
b) Shall have a professional knowledge of standard command and installation regulations and procedures used to advise program managers, on the preparation and submission of budget estimates, justifications for funds, and requests for allotments
c) Shall have knowledge of the organizational structure, work methods, customers, work processes and goals of the activity

Education:

Shall have an Associate's degree or higher in Business Administration or Financial Management related disciplines from an accredited college or university.

Analyst, Budget, Level 2

Duties:

a) Identifies, analyzes, and resolves a range of budgetary problems.
b) Develops alternative methods of funding.
c) Formulates budget estimates for programs in which objectives, work processes, staffing needs, and funding requirements have changed to the extent that substantial re-budgeting is required each year.
d) Develops and administers the budget execution plans for industrially funded activities subject to fluctuating revenues and changing demand for services, which necessitate reprogramming actions throughout the fiscal year.

Requirements:

a) Shall have five (5) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area; or four (4) years program experience in major systems RDT&E and Procurement programs.
b) Shall have a comprehensive and detailed knowledge and understanding of governing budgetary policies, precedent setting decisions, procedures, and regulations issued by the department, the parent command, and the employing installation to assure that budget forecasts, estimates, and submissions conform to requirements, guidelines, and financial objectives

Education:

Shall have a Bachelor's degree or higher in Business Administration or Financial Management related disciplines from an accredited college or university and a Masters in a financial or business related field is desirable.

Analyst, Budget, Level 3

Duties:

    a) Formulates the multi-year budget for the command on the agency's computerized data processing operations.

    b) Identifies quantitative budgetary and financial relationships between the command's overall mission and its financial budget

    c) Applies analytical methods such as cost benefit analysis and decision theory to a variety of budgetary situations.

    d) Uses the agency's automated data processing equipment to track related program commitments, work processes and accomplishments to budgetary obligations and expenditures, reprogramming actions, and adjustments in budget plans.

Requirements:

    a) Shall have six (6) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area, or

    b) Shall have four- (4) years of program experience in major systems RDT&E and Procurement programs.

    c) Shall have a professional knowledge of basic legislation, departmental policies, processes, procedures, and regulations, which govern budgeting in the employing agency

    d) Shall have a knowledge of the agency's automated data processing plans, programs, organizational structure and operations

Education:

Shall have a Bachelor's degree or higher in Business Administration or Financial Management related disciplines from an accredited college or university and a Masters in a financial or business related field is desirable.

Analyst, Cost/Price, Level 1

Duties:

Conducts cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs.

Requirements:

    a) Shall have 3 years experience in accounting, finance, or government contracting experience.

    b) Shall be capable of conducting cost/price analyses consistent with the standards and guidelines set forth in the FAR, DFAR, Navy Acquisition procedures, and internal policies and procedures

    c) Shall be capable of incorporating agency documents such as DCAA audits and DCAA technical evaluations

Education:

Successful completion of a full course of study in an accredited college or university leading to a Bachelors degree or higher in business, accounting or a business-related discipline.

Analyst, Cost/Price, Level 2

Duties:

Conducts cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs.

Requirements:

a) Shall have 7 years in accounting, finance or government contracting experience
b) Shall be capable of conducting cost/price analyses consistent with the standards and guidelines set forth in the FAR, DFAR, Navy Acquisition procedures, and internal policies and procedures
c) Shall be capable of incorporating agency documents such as DCAA audits and DCAA technical evaluations

Education:

Successful completion of a full course of study in an accredited college or university leading to a Bachelors degree or higher in business, accounting or a business-related discipline

Analyst, Cost/Price, Level 3

Duties:

a) Conducts cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs
b) Conducts cost/price analyses consistent with the standards and guidelines set forth in the FAR, DFAR, Navy Acquisition procedures, and internal policies and procedures
c) Incorporates agency documents such as DCAA audits and DCAA technical evaluations

Requirements:

Shall have 10 years in accounting, finance or government contracting.

Education:

Successful completion of a full course of study in an accredited college or university leading to a Bachelors degree or higher in business, accounting or a business-related discipline

Substitutions:

An advanced degree in Business, accounting, finance or business-related discipline may be substituted for 2 years of experience.

Analyst, Marketing, Level 1

Duties:
a) Perform market analysis and develop marketing and pricing strategies based on cost analysis and current economic and competitive conditions.
b) Oversee the development of promotional materials.
c) Determine seminar locations for accessibility and profitability.
d) Oversee hotel contracting and meeting arrangements.
e) Participate in and oversee proposal development.

f) Organize and participate in trade shows.
g) Determine the Company's basic marketing and sales philosophy, including policies, objectives, sales quotas and goals.
h) Monitor feasibility of sales strategies.
i) Ensure company sales and profitability goals are met.

Knowledge and Skills needed:
a) Working knowledge of sales, marketing and new business development principles
b) Working knowledge of PCs, data base applications, Microsoft Word and Excel
c) Working knowledge of customer relations software programs
d) Ability to work independently, meet deadlines and achieve corporate goals
e) Ability to manage multiple tasks simultaneously in a rapidly changing environment
f) Ability to effectively supervise staff including mentoring, performance evaluations, counseling and disciplinary actions
g) Ability to effectively lead and participate on teams
   Excellent written and oral communication and presentation skills
h) Excellent interpersonal skills
i) Excellent judgment and decision making skills

Education and Experience:
a) Bachelor's degree (preferably in Marketing or equivalent)
b) Desirable – experience in working with government and E-learning.
c) Desirable – knowledge of Federal or state procurement methods.

Analyst, Marketing, Level 2

Duties:
a) Perform market analysis and develop marketing and pricing strategies based on cost analysis and current economic and competitive conditions.
b) Oversee the development of promotional materials.
c) Determine seminar locations for accessibility and profitability.
d) Oversee hotel contracting and meeting arrangements.
e) Participate in and oversee proposal development.
f) Organize and participate in trade shows.
g) Determine the Company's basic marketing and sales philosophy, including policies, objectives, sales quotas and goals.
h) Monitor feasibility of sales strategies.
i) Ensure company sales and profitability goals are met.

Knowledge and Skills needed:
a) Working knowledge of sales, marketing and new business development principles
b) Working knowledge of PCs, data base applications, Microsoft Word and Excel
c) Working knowledge of customer relations software programs
d) Ability to work independently, meet deadlines and achieve corporate goals
e) Ability to manage multiple tasks simultaneously in a rapidly changing environment
f) Ability to effectively supervise staff including mentoring, performance evaluations, counseling and disciplinary actions
g) Ability to effectively lead and participate on teams
h) Excellent written and oral communication and presentation skills
i) Excellent interpersonal skills
j) Excellent judgment and decision making skills

Education and Experience:
   a) Bachelor's degree (preferably in Marketing or equivalent)
   b) Experience in working with government exhibits.
   c) Knowledge of Federal or state procurement methods.

Analyst, Military, Level 1

Duties:
   a) Serves as subject matter expert for, as required.
   b) Uses automated tools in the PC workstation environment, which include a broad knowledge of database preparation.

Requirements:
   a) Shall have specific and detailed knowledge of, and at least ten years experience in, the deployment and employment of military combat, combat support, and/or combat service support systems
   b) Shall have detailed and specific knowledge of military doctrine and tactics
   c) Shall have an understanding of the joint planning process
   d) Shall have a broad knowledge of, the Military logistics process, Training Aids, Simulations and Simulators
   e) Must have held various positions as a Staff Officer and in Unit Leadership (Combat Arms preferred)

Education:
   Must have successfully completed full course of study in an accredited college or university leading to a Bachelor's degree or higher.

Analyst, Military, Level 2

Duties:
   Serves as subject matter expert for the development and products automated tools in the PC/ workstation environment, which include a broad knowledge of database preparation.

Requirements:
   a) Must have held various positions as a Staff Officer and Commander
   b) Must have specific and detailed knowledge of, or at least sixteen years experience in, the deployment and employment of military combat, combat support, and or combat service support systems.
   c) Must have detailed and specific knowledge of military doctrine and tactics is required.
   d) Must have a broad understanding of military command relationships at the unified and specified command level and operational force employment.
   e) Must have a broad knowledge of the procurement process, knowledge of Training Aids, Simulations, and Simulators, and of operational testing.

Education:
   Must have completed a full course of study in an accredited college or university leading to a Bachelor's degree or higher.

Analyst, Military, Level 3

Duties:

    a) Serves as subject matter expert for the development and production of live, virtual and constructive training, knowledge acquisition products and other training support materials as required.

    b) Uses automated tools in the PC/ workstation environment, which include a broad knowledge of database preparation.

Requirements:

    a) Must have held various positions as a General Staff Officer or Command at battalion level or higher.

    b) Must have specific and detailed knowledge in and at least 20 years experience in the deployment and employment of military combat, combat support, and or combat service support units.

    c) Must have detailed and specific knowledge of military doctrine, tactics and procedures, and individual, crew and collective training development and management as required.

    d) Must have a broad understanding of military command relationships and operating procedures at the joint, unified and specified command level and operational force employment.

    e) Must have a broad knowledge of the DoD development & procurement process, knowledge of Training Aids, Devices, Simulation and Simulators (TADSS) and of operational testing.

Education:

    a) Must have completed a full course of study in an accredited college or university leading to a Master's degree or higher.

    b) Must be a graduate of a military Command and General Staff College (Senior Service College preferred).

Analyst, Military, Level 4

Duties:

    a) Assess the development and progress of on-going and planned PEO STRI programs to validated Army requirements supporting major Army initiatives.

    b) Make PEO STRI planning and programming more proactive and less reactive.

    c) Expand PEO STRI vision and planning horizons in consonance with validated Army requirements and user expectations for the delivery of PEO STRI products.

    d) Evaluate current programs with emphasis on the ability of those programs to satisfy operational user training and OPTEMPO requirements.

    e) Evaluate fielded programs with emphasis on the cost-effective implementation of targeted technical upgrades for extended life cycle support.

    f) Establish a means to improve communications with Army users of PEO STRI technologies to ensure that their needs and requirements are being met.

    g) Develop metrics to assess the value added by PEO STRI products to the warfighter.

Requirements:

    a) Must have held various positions as a General Staff Officer or Command at battalion level or higher.

b) Must have specific and detailed knowledge in and at least 21 years experience in the deployment and employment of military combat, combat support, and or combat service support units.
c) Must have detailed and specific knowledge of military doctrine, tactics and procedures, and individual, crew and collective training development and management as required.
d) Must have a broad understanding of military command relationships and operating procedures at the joint, unified and specified command level and operational force employment.
e) Must have a broad knowledge of the DoD development & procurement process, knowledge of Training Aids, Devices, Simulation and Simulators(TADSS) and of operational testing.
f) Primary staff officer at brigade or higher level
g) Experience preferred with DA or Joint staffs.

Education/Experience
a) Must have completed a full course of study in an accredited college or university leading to a Master's degree or higher.
b) Must be a graduate of a military Command and General Staff College, or equivalent of Senior Service College (i.e., War College).

Analyst, Operations Research, Level 1

Duties:
a) Operations Research Analyst (ORSA) work shares many similarities with other kinds of scientific and analytical work, such as mathematics and mathematical statistics; engineering; budget analysis; management and program analysis; computer science; computer specialist and economics. ORSA duties involve developing analytical methods as well as adapting and modifying techniques from other scientific, technical and analytical disciplines to solve complex problems. ORSA duties involve either research methods development and assessment or problem solving techniques. Other duties include the following:
b) Provide advice and insight about probable effects and alternative solutions to problems
c) Reviews technical products
d) Conducts technical analyses and trade off studies
e) Uses mathematical, statistical, econometric or other scientific methods and techniques in analyzing problems of management and technical nature.
f) Designs experiments to support evaluation of management and technical alternatives.

Requirements:
a) Shall have a comprehensive knowledge of all phases of weapon/training/instrumentation system design and life cycle acquisition management.
b) Shall possess demonstrated experience in organizing, directing and leading technical efforts in analyzing, specifying, developing, fielding or sustaining weapon/training/instrumentation system requirements, supporting weapon/training/instrumentation systems acquisition and conducting independent analysis, validation, verification and accreditation of simulations and models.
c) Shall have at least 6 years of specialized operational research experience on weapon system and or training/simulation/instrumentation/testing systems development, of which three are current (within that last 10 years).

Education:

Bachelor's degree in operations research; or at least 24 semester hours in a combination of operation research, mathematics, probability, statistics, mathematical logic, engineering or related science. At least three of the 24 semester hours must be in calculus.

Substitutions:

A Master's degree in engineering, operations research or computer science may be substituted for two years of specialized operational research experience.

Analyst, Operations Research, Level 2

Duties:

a) Operations Research Analyst (ORSA) work shares many similarities with other kinds of scientific and analytical work, such as mathematics and mathematical statistics; engineering; budget analysis; management and program analysis; computer science; computer specialist and economics. ORSA duties involve developing analytical methods as well as adapting and modifying techniques from other scientific, technical and analytical disciplines to solve complex problems. ORSA duties involve either research methods development or assessment or problem solving techniques. Other duties include the following:
b) Provide advice and insight about probable effects and alternative solutions to problems
c) Reviews technical products
d) Conducts technical analyses and trade off studies
e) Uses mathematical, statistical, econometric or other scientific methods and techniques in analyzing problems of management and technical nature.
f) Designs experiments to support evaluation of management and technical alternatives.

Requirements:

a) Shall have a comprehensive knowledge of all phases of weapon/ training/instrumentation system design and life cycle acquisition management.
b) Shall possess demonstrated experience in organizing, directing and leading technical efforts in analyzing, specifying, developing, fielding, and sustaining weapon/ training/ instrumentation systems requirements, supporting weapon/training/instrumentation systems acquisition and conducting independent analysis, validation, verification and accreditation of simulations and models.
c) Shall have at least 8 years of specialized operational research experience on weapon system and or training/simulation/instrumentation/testing systems development, of which three are current (within that last 10 years).

Education:

a) Master's degree in operations research, mathematics, probability, statistics, mathematical logic, engineering or related science.
b) Substitutions:
c) A Ph.D. in operations research or equivalent doctoral degree in engineering or computer science may be substituted for two years of specialized operational research experience.

Analyst, Operations Research, Level 3

Duties:

a) Operations Research Analyst (ORSA) work shares many similarities with other kinds of scientific and analytical work, such as mathematics and mathematical statistics; engineering; budget analysis; management and program analysis; computer science; computer specialist and economics. ORSA duties involve developing analytical methods as well as adapting and modifying techniques from other scientific, technical and analytical disciplines to solve complex problems. ORSA duties involve either research methods development and assessment or problem solving techniques. Other duties include the following:

b) Provide advice and insight about probable effects and alternative solutions to problems

c) Reviews technical products

d) Conducts technical analyses and trade off studies

e) Uses mathematical, statistical, econometric or other scientific methods and techniques in analyzing problems of management and technical nature.

f) Designs experiments to support evaluation of management and technical alternatives.

Requirements:

a) Shall have a comprehensive knowledge of all phases of weapon/ training/instrumentation system design and life cycle acquisition management.

b) Shall possess demonstrated experience in organizing, directing and leading technical efforts in analyzing, specifying, developing, fielding, and sustaining weapon/ training/ instrumentation systems requirements, supporting weapon/training/instrumentation systems acquisition and conducting independent analysis, validation, verification and accreditation of simulations and models.

c) Shall have at least 10 years of specialized operational research experience on weapon system and or training/simulation/instrumentation/testing systems development, of which three are current (within that last 10 years).

Education:

Ph.D. degree in operations research, mathematics, probability, statistics, mathematical logic, engineering or related science.

Substitutions:

None

Analyst, Training, Level 1

Duties:

h) Generates training documentation throughout the training acquisition process.

i) Reviews training documentation and analyzes the training collective/individual tasks that comprise the Mission Training Plans (MTPs) to identify those tasks applicable to program baseline requirements.

j) Reviews training task listings provided by external agencies (TRADOC, Project Managers and Contractors) for the Project Director to validate baseline requirements.

k) Supports project engineers to ensure that engineering solutions and training requirements are compatible.

l) Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained.

m) Supports project logisticians to ensure operator/maintainer training sufficiency is attained.

n) Reviews technology insertion documentation and makes recommendations based upon program training objectives.

Experience:

    c) Shall have experience in instructional system design for military applications.

    d) Shall have experience in training analysis of military systems.

Education:

Successful completion of a Bachelors degree in Education, Psychology or Instructional Technology from an accredited institution is required.

Substitutions:

A total of 4 years of military/professional experience with military systems, which includes 2 years of experience performing training analyst duties substantially as described herein, may be substituted for academic requirements.

Analyst, Training, Level 2

Duties:

    l) Provides training requirements analysis throughout the training acquisition process

    m) Directs/performs media selection analysis from a training analysis and contributes to the full training system design process beginning with a front-end analysis.

    n) Directs/reviews training documentation and analyzes the training collective /individual tasks that comprise the Mission Training Plans (MTPs) to identify those tasks applicable to program baseline requirements.

    o) Oversees review of interim training task listings provided by external agencies (TRADOC, Project Directors and Contractors) for the Project Director to ensure baseline requirements are valid.

    p) Supports project engineers to ensure that engineering solutions and training requirements are compatible.

    q) Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained

    r) Supports project logisticians to ensure operator/maintainer training sufficiency is attained

    s) Reviews technology insertion documentation and makes recommendations based upon program training objects.

    t) Shall have demonstrated expertise in instructional system design for military applications.

    u) Shall have experience in military training system acquisition.

    v) Shall be capable of conducting a training system analysis from an overall system through subsystem to lesson specification based upon the design provided by a senior TA.

Requirements:

    d) Shall have demonstrated expertise in instructional system design for military applications.

    e) Shall have experience in military training system acquisition.

    f) Shall be capable of conducting a training system analysis from an overall system through subsystem to lesson specification based upon the design provided by a senior TA.

Education:

Successful completion of a Bachelors degree in Education, Psychology or Instructional Technology from an accredited institution is required.

Analyst, Training, Level 3

Duties:

h) Provides direction and oversight of the overall training requirements analysis throughout the training acquisition process.

i) Sets the standard for training documentation review and analysis of the training collective /individual tasks that comprise the Mission Training Plans (MTPs) to ensure that those tasks applicable to program baseline requirements are identified.

j) Directs review of interim training task listings provided by external agencies for the Project Director to ensure baseline requirements are valid.

k) Coordinates all training analysis support to engineers to ensure that engineering solutions and training requirements are compatible.

l) Reviews the analysis of all developmental designs provided by contractors to ensure training requirements integrity is maintained.

m) Coordinates all training analysis support to project logisticians to ensure operator/maintainer training sufficiency is attained.

n) Reviews the recommendations in training analysis of all technology insertion documentation recommendations

Requirements:

e) Shall have conducted a training system analysis and design from an overall system through subsystem to lesson specification.

f) Shall have lead a team in the implementation of a full training system design process beginning with a front-end analysis

g) Shall have experience in training analysis of military systems acquisitions.

h) Shall have demonstrated expertise in instructional system design for military applications.

Education:

Successful completion of a Bachelor and Masters level degree in Education, Psychology or Instructional Technology from an accredited institution is required. A total of 12 years of military/professional experience with military systems which includes 6 years of experience performing senior/lead training analyst duties substantially as described herein may be substituted for a Masters Degree. A Bachelor degree is required.

Assistant, Budget, Level 1

Duties:

a) Assists higher graded budget personnel involved in budget formulation by inputting and updating budget submissions.

b) Processes requests for obligations, expenditures, and allotments of funds and shall process transfers and reimbursements of funds. Assures sufficient funds are available to cover purchase requests, work orders, and shall register any changes in availability of funds. Processes adjustments to accounts reflecting net gains or losses to accounts.

c) Estimates travel costs and advances and determines appropriate fiscal data. Reviews travel documents, issues travel orders numbers, certifies and assigns/records appropriate fund citations, and maintains logs and files pertaining to expenditures on accounting classifications.

d) Provides variety of clerical budgetary functions.

Requirements:

a) Shall have one year of specialized experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area.

b) Shall have knowledge of budgetary procedures and regulations to process requests for obligations, expenditures, and allotments of funds and to process transfers and reimbursements of funds.

c) Shall have knowledge of assigned account, object class, and line item codes to assure appropriate identification and verify that sufficient funds are available to cover purchase requests, work orders, and to register changes in availability of funds.

d) Shall have knowledge of budgetary documents, reports, and records to recognize and process adjustments to accounts reflecting net gains or losses to accounts.

Education:

Shall have an Associate's degree or higher in Business Administration or Financial Management related disciplines from an accredited college or university.

Assistant, Budget, Level 2

Duties:

a) Prepare forms, formats, documents, reports, and related budget requirements to assist in compiling and organizing of annual budget requests for command.

b) Identifies and crosschecks the agreement, accuracy, and completeness of budget estimates submitted by organizational components.

c) Adjust records in accordance with changes in funding level in approved annual budgets.

Requirements:

a) Shall have two (2) years of specialized experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area.

b) Shall have detailed knowledge of local and higher echelon budget procedures, forms, formats, documents, reports, and related requirements.

c) Shall have a detailed knowledge of the structures of appropriation accounts, object classes, and line items of the organization's program and administrative budget.

d) Shall have a detailed knowledge of the structure of the employing organization's administrative and program budget accounts.

Education:

Shall have a Bachelor's degree or higher in Business Administration or Financial Management related disciplines from an accredited college or university and a Masters in a financial or business related field is desirable.

Assistant, Marketing

Duties:

- a) Assist in planning and executing GOVT conferences, exhibits, and symposiums.
- b) Tracks the development of promotional materials.
- c) Researches conference, exhibits and symposiums for accessibility and profitability.
- d) Oversee hotel contracting and meeting arrangements.
- e) Participate in exhibits, and conferences.
- f) Packs pallets to be shipped to trade show.
- g) Ability to work independently, meet deadlines and achieve corporate goals
- h) Ability to manage multiple tasks simultaneously in a rapidly changing environment
- i) Participate on teams
- j) Ability to communicate effectively.
- k) Good interpersonal skills
- l) Good judgment and decision making skills

Education and Experience:

- a) High School Diploma
- b) Desirable – experience in working with government and E-learning.
- c) Desirable – knowledge of Federal or state procurement methods.

Clerical/ADP/Administrative and Word Processing

Duties:

- a) Performs technical office administrative tasks
- b) Types technical work statements/specifications

Requirements:

- a) Shall have experience and demonstrated ability in the use of word processing and computer input/keyboard ADP equipment
- b) Shall have a working knowledge of Microsoft Office 97, especially Word and Excel

Education:

High School diploma or equivalent.

Clerk, Office Automation

Duties:

- a) Provides office automation, typing, and clerical support of the organization assigned.
- b) Operates an electronic typewriter, word processor, computer terminal or similar automated system to prepare a variety of material (e.g., correspondence, reports, messages, and other documents) requiring accuracy in spelling and grammar.
- c) Assures the propriety of formats, spacing, arrangements, and preparation of typed material, in final form as prescribed by established correspondence guides and style manuals.
- d) Uses office automation software, including word processing and related equipment (e.g., printers, modems), to produce a wide range of documents that often require complex formats, such as graphics or tables within text, to edit and reformat electronic drafts, and to update or revise existing databases or spreadsheets.

e) Performs varied and advanced functions of one software type or varied functions of more than one software type. Advanced functions include performing extensive editing functions resulting from substantial revisions of drafts; precise alignment of multiple columns, importation of graphics or special symbols, creating of glossaries, or automatic generation of indexes and tables of contents.
f) Transmits and receives documents and messages electronically using a workstation that is networked or linked to other computers.
g) Provides general clerical office support. Receives visitors and telephone calls and refers them to the proper person or furnishes information requested.
h) Routes, controls, and distributes mail and other office communication in accordance with established procedures.
i) Maintains a variety of office files, records, and suspense's and makes appropriate disposition. Compiles data for reports, charts, or records by extracting data from documents and posting to worksheets or other records. Verifies accuracy of computation and computes quantities such as totals, subtotals, percentages and averages.

Requirements:

Shall have experience and demonstrated ability in the use of word processing, spreadsheet and database software and computer input/keyboard ADP equipment.

Education:

High School diploma or equivalent.

Coordinator, Product/Program/Project

Program Management Series: This Series covers all classes of positions the duties of which are to assist in a line capacity to manage or direct one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge and ability and when the positions do not require competence in a specialized subject-matter or functional area (Positions in which specialized subject matter or functional competence is a necessary qualification requirement are classifiable to whichever specialized or generalize series is most appropriate).

Skills:
Minimum Expected Level.
- Knowledge and Skills of management concepts, principles, methods, practices, analytical analysis, and processes.
- Requires a broad technical background and experience in various functions such as; a full and in-depth understanding of procedures and authorization and appropriation processes, and a strong management background.
- Knowledge of the full range of principles, concepts, and methodology associated with project management to include planning and completing assigned workload.
- Knowledge of the policies and procedures of the functional and administrative areas such as finance and accounting, budget, legal, and information management to coordinate and resolve questions/problems.
- Knowledge of program planning and budgeting cycles.
- Ability to execute projects and/or studies within established financial and time constraints.
- Ability to interpret and apply rules, regulations, and procedures
  Maximum Expected Level. All minimum expected level skills plus the following:
- Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.

- Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies.
- Knowledge of the DOD Planning, Programming Budgeting and Execution System (PPBES) and its relationship to systems acquisition/program management activities.
- Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program/product/service(s) and the organizations studied or served, and related customers, functions, resources, and users.
- Ability to stratify resources against approved programs and services to analyze impacts on programs and services; and to forecast long term funding requirements.
- Ability to plan and execute complex, multi-faceted projects within established financial and time constraints.
- Ability to organize and lead special (study/project) teams and task forces with members from different organizations and commands.
- Knowledge of DOD acquisition and life cycle management policies, procedures, and practices.

Level I Duties:

- Reviews and makes recommendations to the Product Manager regarding the efforts of the project team so that the proposed efforts are consistent with program cost, schedule, and performance requirements.
- Make recommendations to the Product Manager for the resolution of divergent viewpoints.
- Provides input to the Product Manager regarding critical program decisions.
- Establishes processes and procedures to facilitate program management and administration.
- Reviews products requested by the Program Manager for quality and timeliness, and assess results in terms of schedule, cost and risk involved.
- Ascertains the status of projects, identifies difficulties being encountered, and recommends solutions.
- Reviews periodic reports from Project Directors to maintain current status of projects.
- Documents the results from program reviews to assist in identifying program cost, schedule and performance risks.
- Assists the Product Manager to develop the correct approach to ensure program milestones are met.
- Provides information and data to respond to ad hoc requests from Government personnel.
- Develops financial plans including supporting documentation.
- Reviews program contract documentation to support acquisition strategies and plans, statements of work, and system operational performance requirements documents.

Level I Requirements:

- Shall have a total of five years of military/professional experience in program management related positions.
- Shall be familiar with generation and analysis of financial data using automated spreadsheets.

Level I Education: *A Bachelor's or higher degree from an accredited university or college, which includes at least introductory courses in accounting, business, and management, is required.*

Level I Substitutions:

- A Masters Degree in a relevant scientific, technical, business, or management field may be substituted for five years of experience.
- Two (2) years of experience directly related to the tasks to be accomplished can be substituted for two (2) years of the education requirements.
- Defense Acquisition Workforce Improvement Act (DAWIA) Level III certification may be substituted for education requirements.

Level II Duties:

− Reviews and makes recommendations to the Product Manager regarding the efforts of the project team so that the proposed efforts are consistent with program cost, schedule, and performance requirements.
− Make recommendations to the Product Manager for the resolution of divergent viewpoints.
− Provides input to the Product Manager regarding critical program decisions.
− Establishes processes and procedures to facilitate program management and administration.
− Reviews products requested by the Program Manager for quality and timeliness, and assess results in terms of schedule, cost and risk involved.
− Ascertains the status of projects, identifies difficulties being encountered, and recommends solutions.
− Reviews periodic reports from Project Directors to maintain current status of projects.
− Documents the results from program reviews to assist in identifying program cost, schedule and performance risks.
− Assists the Product Manager to develop the correct approach to ensure program milestones are met.
− Provides information and data to respond to ad hoc requests from Government personnel.
− Develops financial plans including supporting documentation.
− Reviews program contract documentation to support acquisition strategies and plans, statements of work, and system operational performance requirements documents.

Level II Requirements:

− Shall have a total of ten years of military/professional experience in program management related positions.
− Shall be familiar with generation and analysis of financial data using automated spreadsheets.

Level II Education: A Master's or higher degree from an accredited university or college, which includes at least introductory courses in accounting, business, and management, is required.

Level II Substitutions:

− A Ph.D. in a relevant scientific, technical, business, or management field may be substituted for five years of experience.
− Four (4) years of experience directly related to the tasks to be accomplished can be substituted for two (2) years of the education requirements.
− Defense Acquisition Workforce Improvement Act (DAWIA) Level II certification may be substituted for education requirements.

Level III Duties:

− Performs a variety of different actions and activities in support of each assigned system, project, or program.   Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and team activities. Includes areas of administration, program control, and technical supervision of personnel involved in systems engineering, integration, in support of assigned tasks.
− Plans and coordinates the activities of administration, program control and technical supervision of personnel involved in systems engineering integration support efforts.
− Interfaces with the Government's Contracting Officer's Representative (COR) and Technical Oversight Representative (TOR).
− Provides direction for contractor operations and ensures compliance with all management policies, plans, and procedures.
− Provides recommendations for resolution of technical problems.

- Reviews and makes recommendations to the Government TOR regarding the efforts of the Project Team so that the proposed efforts are consistent with cost, schedule, and the performance requirements.
- Make recommendations to the Government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order.
- Establishes processes and procedures to facilitate the program management and task accomplishment.
- Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved.
- Develops program(s) based upon a comprehensive analysis of the requirements.
- Facilitates program requirements definition and translates requirements into discreet, attainable objectives, scheduled to coincide with expected fielding dates. Applies a working knowledge of the functional areas.
- Analyzes the results for program reviews to help develop the correct approach to ensure program milestones are met.
- Ascertains the status of projects, difficulties encountered and recommends solutions through the analysis of periodic reports and contact with team members.

Level III Requirements:
- Shall have a thorough understanding of and experience in the systems engineering and integration process, including configuration management of the complete life cycle of systems development, especially the activities required to establish a new systems environment composed of products developed and manufactured by independent contractors.
- Shall have the ability to understand the program management requirements of the tasks to be performed under this contract.
- Shall have a minimum of 8 years experience in management or engineering, in the development of military systems.
- Shall have two years of program management experience on a weapons system or training device project.

Level III Education: Qualifications require the successful completion of a full course of study in an accredited college or university leading to a Masters degree.

Level III Substitutions:
- A Ph.D. in a relevant scientific, technical, business, education, or management field may be substituted for four years of experience.
- Four (4) years of experience directly related to the tasks to be accomplished can be substituted for two (2) years of the education requirements.
- Defense Acquisition Workforce Improvement Act (DAWIA) Level II or commercial equivalent certification may be substituted for education requirements.

Level IV Duties:
- Performs a variety of different actions and activities in support of each assigned system, project, or program.   Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and team activities. Includes areas of administration, program control, and technical supervision of personnel involved in systems engineering, integration, in support of assigned tasks.
- Plans and coordinates the activities of administration, program control and technical supervision of personnel involved in systems engineering integration support efforts.
- Interfaces with the Government's Contracting Officer's Representative (COR) and Technical Oversight Representative (TOR).

- Provides direction for contractor operations and ensures compliance with all management policies, plans, and procedures.
- Provides recommendations for resolution of technical problems.
- Reviews and makes recommendations to the Government TOR regarding the efforts of the Project Team so that the proposed efforts are consistent with cost, schedule, and the performance requirements.
- Make recommendations to the Government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order.
- Establishes processes and procedures to facilitate management and task accomplishment.
- Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved.
- Develops program(s) based upon a comprehensive analysis of the requirements.
- Facilitates program requirements definition and translates requirements into discreet, attainable objectives, scheduled to coincide with expected fielding dates. Applies a working knowledge of the functional areas.

- Analyzes the results for program reviews to help develop the correct approach to ensure program milestones are met.
- Ascertains the status of projects, difficulties encountered and recommends solutions through the analysis of periodic reports and contact with team members,

Level IV Requirements:
- Shall have a thorough understanding of and experience in the systems engineering and/or program integration process, including configuration management of the complete life cycle of systems development.
- Shall have the ability to understand the program management requirements of the tasks to be performed under this contract.
- Shall have a minimum of 10 years experience in management or engineering, in the development of training/learning systems.
- Shall have 6 years of program management experience.

Level IV Education: Qualifications require the successful completion of a full course of study in an accredited college or university leading to a Master's or higher degree and minimum two (2) years of experience directly related to the tasks to be accomplished

Level IV Substitutions:
- A Ph.D. in a relevant scientific, technical, business, education, or management field may be substituted for 6 years of experience.
- Ten (10) years of experience directly related to the on-the-job tasks to be accomplished can be substituted for the education requirements.
- Defense Acquisition Workforce Improvement Act (DAWIA) Level II or commercial equivalent certification may be substituted for education requirements.

Notes:
- Individual does not, under any circumstances, control or direct any Government personnel.
- Individuals in this labor category are to provide information and data collected or compiled to Government personnel to aid in the decision making process.

Liaison Analyst

Position description:

Provides Subject Matter Experts (SME) with expertise in the development, execution, evaluation, management, funding, and oversight of requirements, concept development, strategic initiative support and other functional areas as directed in support of program goals and tasks as assigned. Examples of services provided include but are not limited to:

Duties:

a) Provide technical expertise in evaluation initiative to include new requirement, new system architectures, and impacts on existing architectures of warfighting innovations.
b) Assist in the development, analysis and production of required documents to plan, conduct, report and analyze experiments and demonstrations.
c) Assessment of existing roles/missions/capabilities.
d) Evaluation of future roles/missions/capabilities.
e) Development / review of systems in support of service CONOPS.
f) Assist in the development of operational plans integrating legacy and future weapon system.
g) Supplemental expertise for various staffs in planning, development, execution, participation, and assessment of major Service and Joint operations
h) Requires a degree and 15 years relevant experience.
i) USASOC liaison requires the experience in army and Joint special operations programs.

Experience:

Requires a Bachelors degree and 5 years relevant experience, or an Associate degree and 10 years relevant experience, or 15 years relevant experience.

Specialist, Contract, Level 1

Duties:

a) Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments
b) Reviews procurement requests in the early phases of contracting; prepares determination and findings
c) Prepares business clearance memorandums
d) Analyses pre-production costs, direct labor hours, overhead rates, proposed bills of materials, and estimated profits for determining reasonableness
e) Selects appropriate contract types
f) Chairs pre-negotiation meetings
g) Conducts negotiation conferences
h) Administers contracts from award through the point of contract close-out or termination
i) Evaluates contractor compliance with contract clause-terms and conditions, price and delivery readjustments, excusable delays, mutual mistakes and claims arising out of contacts

Requirements:

a) Shall have 3 years contracting experience in the corporate or government environment but experience in the corporate arena must have been related to government contracting
b) Shall be capable to serve as a contract specialist with responsibility for all assigned contractual actions from program inception through contract closeout.
c) Shall have knowledge of variety of contracts, contract variations and their uses
d) Shall have knowledge of commercial business and industrial practices

e) Shall have knowledge of a diverse range of disciplines such as those performed by project directors, engineers, logisticians, price analysts, legal counsel and financial specialists

f) Shall have knowledge and ability to interpret regulatory and legal requirements applicable to the acquisition

g) Shall have a thorough knowledge of Federal contracts, Department of Defense (DOD) and local contract procurement methodologies, procedures, regulations and instructions applicable to the acquisition of highly sophisticated training equipment.

h) Shall have skill in meeting and dealing effectively with contractor and government personnel at all levels

Education:

Completion of 24 credit hours in business or a business-related discipline.

Specialist, Contract, Level 2

Duties:

a) Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments

b) Reviews procurement requests in the early phases of contracting; prepares determination and findings

c) Prepares business clearance memorandums

d) Analyses pre-production costs, direct labor hours, overhead rates, proposed bills of materials, and estimated profits for determining reasonableness

e) Selects appropriate contract types

f) Chairs pre-negotiation meetings

g) Conducts negotiation conferences; administers contracts from award through the point of contract close-out or termination

h) Evaluates contractor compliance with contract clause-terms and conditions, price and delivery readjustments, excusable delays, mutual mistakes and claims arising out of contacts.

Requirements:

a) Shall have 7 years contracting experience in the corporate or government environment but experience in the corporate arena must have been related to government contracting.

b) Shall be capable to serve as a contract specialist with responsibility for all assigned contractual actions from program inception through contract closeout.

c) Shall have knowledge of variety of contracts, contract variations and their uses; knowledge of commercial business and industrial practices

d) Shall have knowledge of a diverse range of disciplines such as those performed by project directors, engineers, logisticians, price analysts, legal counsel and financial specialists; knowledge and ability to interpret regulatory and legal requirements applicable to the acquisition

e) Shall have skill in meeting and dealing effectively with contractor and government personnel at all levels

f) Shall have a thorough knowledge of Federal contracts, Department of Defense (DOD) and local contract procurement methodologies, procedures, regulations and instructions applicable to the acquisition of highly sophisticated training equipment.

Education:

Successful completion of a full course of study in an accredited college or university leading to a Bachelors degree or higher in business or a business-related discipline.

Specialist, Contract, Level 3

Duties:

a) Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments
b) Reviews procurement requests in the early phases of contracting; prepares determination and findings
c) Prepares business clearance memorandums
d) Analyses pre-production costs, direct labor hours, overhead rates, proposed bills of materials, and estimated profits for determining reasonableness
e) Selects appropriate contract types
f) Chairs pre-negotiation meetings
g) Conducts negotiation conferences
h) Administers contracts from award through the point of contract close-out or termination
i) Evaluates contractors compliance with contract clause-terms and conditions, price and delivery readjustments

Requirements:

a) Shall have 10 years contracting experience in the corporate or government environment but experience in the corporate arena must have been related to government contracting
b) Shall have knowledge of variety of contracts, contract variations and their uses
c) Shall have knowledge of commercial business and industrial practices
d) Shall have knowledge of a diverse range of disciplines such as those performed by project directors, engineers, logisticians, price analysts, legal counsel and financial specialists
e) Shall have knowledge and ability to interpret regulatory and legal requirements applicable to the acquisition
f) Shall have a thorough knowledge of Federal contracts, Department of Defense (DOD) and local contract procurement methodologies, procedures, regulations and instructions applicable to the acquisition of highly sophisticated training equipment.
g) Shall have skill in meeting and dealing effectively with contractor and government personnel at all levels

Education:

Successful completion of a full course of study in an accredited college or university leading to a Bachelors Degree or higher in business or a business-related discipline.

Substitutions:

An advanced degree in Business or business-related discipline may be substituted for 2 years of experience.

Notes:

Does not have the ability to obligate the government or act as a contracting officer or his representative.

Subject Matter Expert, Instructional Systems Design

Instructional Systems Design (ISD) Subject Matter Expert: This series covers positions that are expert in ISD, development, and delivery of Levels 1-4 Interactive Multi-media Instruction (IMI) to include graphics, Virtual Worlds, and game-based training environments.

Level I Skills:
Minimum Expected Level.
- Ability to design/develop high-quality (Level 3) training content using a variety of MS Office products.
- Knowledge of ISD principles for designing, developing, and applying quality instruction for computer-based training/learning.
- Knowledge of game-based and Virtual World environments.
  Maximum Expected Level. All minimum expected level skills plus the following:
- Knowledge of ISD principles and the application of those principles into high-level IMI (Levels 1-4) to include game-based and Virtual World environments.
- Ability to assess a variety of training content and make recommendations for improvements, e.g., increase interactivity between content and the student, incorporate a variety of assessments, etc.
- Understanding of distributed training architectures to include repositories, registries, training networks, Learning Management Systems (LMSs), Learning Content Management Systems (LCMSs), and immersive technologies.
- Knowledge of Sharable Content Object Reference Model (SCORM)
- A degree from an accredited university/college.

Level II Skills:
Minimum Expected Level.
- Expert knowledge of all ISD principles and the application of those principles into high-level IMI (Levels 1-4) for to include game-based and Virtual World environments.
- Ability to assess a variety of training content and make recommendations for improvements, e.g., increase interactivity between content and the student, incorporate a variety of assessments, etc.
- Expert knowledge of distributed training architectures to include repositories, registries, training networks, and immersive technologies.
- Knowledge of Sharable Content Object Reference Model (SCORM) and SCORM's application to Enterprise learning systems.
- Ability to troubleshoot and recommend solutions for incorrectly developed SCORM packages
  Maximum Expected Level. All minimum expected level skills plus the following:
- Ability to work on a team of technical experts to assess/improve DoD distributed learning applications and networks.
- Have expert knowledge of all facets of distributed learning attributes.
- Ability to present distributed learning technologies at meetings, conferences, and/or working groups.
- At least 5 years experience working with Government advanced learning organizations.

Level III Skills:
Minimum Expected Level.
- Expert knowledge of all ISD principles and the application of those principles into high-level IMI (Levels 1-4) for to include game-based and Virtual World environments.
- Ability to assess a variety of training content and make recommendations for improvements, e.g., increase interactivity between content and the student, incorporate a variety of assessments, etc.
- Expert knowledge of distributed training architectures to include repositories, registries, training networks, and immersive technologies as they apply to Enterprise learning environments.
- Expert knowledge of Sharable Content Object Reference Model (SCORM)

- Ability to troubleshoot and recommend solutions for incorrectly developed SCORM packages, and ability to walk developers through problems associated with SCORM development processes.

Maximum Expected Level. All minimum expected level skills plus the following:
- Ability to work on a team of technical experts to assess/improve DoD distributed learning applications and networks.
- Have expert knowledge of distributed learning attributes.
- Ability to present distributed learning technologies at meetings, conferences, and/or working groups.
- At least 5 years experience working with Government advanced learning organizations.

Level III Substitutions:
– A Master's degree or higher may be substituted for two years experience.

Level IV Skills:
Minimum Expected Level.
- Expert knowledge in all areas described in Levels 1 through 3 (listed above).

Maximum Expected Level. All minimum expected level skills plus the following:
- Ability to lead a team of technical experts to assess/improve DoD distributed learning applications and networks.
- Have expert knowledge of all facets of distributed learning attributes as they apply to Enterprise architectures and be able to assess and recommend solutions at the Enterprise level.
- At least 5 years experience presenting distributed learning technologies at meetings, conferences, and/or working groups.
- At least 5 years experience working with Government advanced learning organizations.
- A Master's degree in Education (or a related field) from an accredited university/college.

Level IV Substitutions:
– A Ph.D. may be substituted for four years experience.
– Having at least 10 years experience working directly with the ADL Initiative may be substituted for educational requirements.

Trainer, Level 1

Position Description:
Responsible for performing system training analysis, developing programs of instruction including lesson plans, and conducting training in support of the Government. This position is responsible for assisting in developing training documentation and conducting all training for supported systems. Individual trainers will have a particular SME focus area for system type, but be qualified in all systems.

The duties of the Trainer:
   a) Provide technical, administrative, and operational support to the training section leadership.
   b) Prepare training documentation to meet requirements of new Training Support Packages (TSP).
   c) Coordinate development, review and approval of training support packages.
   d) Prepare and maintain system training lesson plans and training support materials.
   e) Present training as scheduled.

f) Support training courses at home station, training centers, and as part of mobile training teams / new equipment training teams, as directed.
g) Design, develop, maintain and update Training Support Packages in accordance with Government standards.
h) Be familiar with Microsoft Word, Excel and PowerPoint.
i) Travel as required to meet mission requirements.

Experience:

Trainer, Level 1 requires a degree and no relevant experience, or an associate degree and 2 years relevant experience, or 5 years experience without a degree.

Trainer, Level 2

Position Description:

Responsible for performing system training analysis, developing programs of instruction including lesson plans, and conducting training in support of the Government. This position is responsible for assisting in developing training documentation and conducting all training for supported systems. Individual trainers will have a particular SME focus area for system type, but be qualified in all systems.

The duties of the Trainer:
a) Provide technical, administrative, and operational support to the training section leadership.
b) Prepare training documentation to meet requirements of new Training Support Packages (TSP).
c) Coordinate development, review and approval of training support packages.
d) Prepare and maintain system training lesson plans and training support materials.
e) Present training as scheduled.
f) Support training courses at home station, training centers, and as part of mobile training teams / new equipment training teams, as directed.
g) Design, develop, maintain and update Training Support Packages in accordance with Government standards.
h) Be familiar with Microsoft Word, Excel and PowerPoint.
i) Travel as required to meet mission requirements.

Experience:

Trainer, Level 2 requires a degree and 5 years relevant experience, or 10 years relevant experience without a degree.

Trainer, Level 3

Position Description:
a) Plans the work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates. Provide advice, counsel, or instructions to employees on both work and administrative matters. Identify developmental and training needs of employees, providing or arranging for needed development and training. Finds ways to improve production or increases the quality of the work directed. Develop performance standards.

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b) Responsible for performing system training analysis, developing programs of instruction including lesson plans, and conducting training in support of the Government. This position is responsible for assisting in developing training documentation and conducting all training for supported systems. Individual trainers will have a particular SME focus area for system type, but be qualified in all systems.

The duties of the Trainer:

a) Provide technical, administrative, and operational support to the training section leadership.
b) Prepare training documentation to meet requirements of new Training Support Packages (TSP).
c) Coordinate development, review and approval of training support packages.
d) Prepare and maintain system training lesson plans and training support materials.
e) Present training as scheduled.
f) Support training courses at home station, training centers, and as part of mobile training teams / new equipment training teams, as directed.
g) Design, develop, maintain and update Training Support Packages in accordance with Government standards.
h) Be familiar with Microsoft Word, Excel and PowerPoint.
i) Travel as required to meet mission requirements.

Experience:

Trainer, Level 3 requires a degree and 10 years relevant experience, or 15 years relevant experience without a degree.

Analyst, Resources System

Duties:

a) Serves a specialist responsible for automating, planning, coordinating, and compiling complex resource management information in terms of financial, labor, and project data related to budgeting, reporting, procurement, financial management, auditing, ADP, and account procedures and concepts.
b) Trains personnel in the automated resources systems and conducts system changes in automated resources systems and conducts system testing.
c) Manages and maintains all data process in the accounting, payroll, and project management systems, performs local record keeping and provides customer services for payroll, time keeping, accounting, and project data management.
d) Plans and coordinates the development, summarization, and substantiation of complex resources data affecting numerous business processes.
e) Coordinates the interrelated processing of the financial and project transactions with serviced activities ensuring a smooth flow of input through the standard systems.

Requirements:

Shall have six (6) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area.

Education:

Shall have a Bachelor's degree or higher in Business Administration or Financial Management related disciplines from an accredited college or university and a Masters in a financial, business or computer science related field is desirable.

Clerk, Procurement

Duties:

    a) Types a variety of materials involving contractual terminology from rough notes or brief verbal instructions

    b) Receives and expedites requests from information made by contractors, or government personnel.

    c) Answers inquiries and insures that all documentation on contract modifications and other actions adhere strictly to the policies and regulations governing the release of information. Provides direct assistance to contract specialists.

    d) Performs all branch filing

    e) Performs a variety of administration functions such as preparing overtime requests, travel orders, and vouchers

    f) Prepares branch reports on a variety of contracting matters

    g) Maintains personal work contacts with personnel in other branches

    h) Provides instruction and guidance to lower grade clerical personnel assigned to the branch on a temporary or continuing basis

    i) Uses word processing software and printing equipment to create, copy and edit material

Requirements:

    a) Shall have 2 years experience in clerical work.

    b) Shall have the skills of a qualified typist

    c) Shall have knowledge of computer terminals and office automation equipment.

Education:

High school diploma required.

Recommended Experience:

Should have knowledge of general procurement regulations, policies and procedures.

Administrator, Property, Level 1

Duties:

    a) Maintain current Primary Hand Receipt Holder (PHRH) listing for all Departments and liaison offices.

    b) Prepare PHRH inventory on a cycle basis, which will provide a semi-annual update, and annual inventory insuring that a 100% physical inventory of all equipment is performed within the year.

    c) Ensure any discrepancies are resolved and reconciled in a timely manner. Accomplish quarterly physical inventories of equipment. Accomplish technical research on all incoming equipment to provide required supply/procurement information, supply codes, and ARMS codes. Document acquisition information including: source, cost, date equipment put into service, warranty information. Maintain non-expendable Document Register and accountable Document files. Manage equipment ensuring that transactions are posted in a timely and

accurate manner. Manage excess equipment—advertise excess in ARMS system—accomplish documentation and movement of equipment. Ensure Bar Codes are affixed to all equipment.

Requirements:

a) Must have three years installation property experience which has provided knowledge and understanding of administrative, professional, analytical, or other work related to general business and/or industrial practices; and which has demonstrated supervisory experience and ability to maintain working relationships with all federal agencies and government contractor's Such experience may have been gained in purchasing, production, accounting, legal, financing, merchandising, industrial planning, engineering, inventory control, quality control, data collections, inspections of material or similar activities

b) Must have experience in a trade or craft that provided knowledge of installation property administration or industrial operations and practices related to control of property, ability to monitor and evaluate contractor's property control system

c) Must have knowledge of contract provisions and Government

d) Procurement Program; ability to interpret contract clauses and Government Procurement regulations pertaining to Government property in possession of the contractor incumbent must have a minimum of one-year previous site survey/inspection accountability experience

Education:

Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Administrator, Property, Level 2

Duties:

a) Maintain current Primary Hand Receipt Holder (PHRH) listing for all Departments and liaison offices.

b) Prepare PHRH inventory on a cycle basis, which will provide a semi-annual update, and annual inventory insuring that a 100% physical inventory of all equipment is performed within the year.

c) Ensure any discrepancies are resolved and reconciled in a timely manner. Accomplish quarterly physical inventory of equipment.

d) Accomplish technical research on all incoming equipment to provide required supply/procurement information, supply codes, and ARMS codes.

e) Document acquisition information including: source, cost, date equipment put into service, warranty information.

f) Maintain non-expendable Document Register and accountable Document files.

g) Manage equipment ensuring that transactions are posted in a timely and accurate manner.

h) Manage excess equipment—advertise excess in ARMS system—accomplish documentation and movement of equipment. Ensure Bar Codes are affixed to all equipment.

Requirements:

a) Must have five years installation property experience which has provided knowledge and understanding of administrative, professional, analytical, or other work related to general business and/or industrial practices; and which has demonstrated supervisory experience and ability to maintain working relationships with all federal agencies and government contractor's Such experience may have been gained in purchasing, production, accounting, legal,

financing, merchandising, industrial planning, engineering, inventory control, quality control, data collections, inspections of material or similar activities

b) Must have experience in a trade or craft that provided knowledge of installation property administration or industrial operations and practices related to control of property, ability to monitor and evaluate contractor's property control system

c) Must have knowledge of contract provisions and Government

d) Procurement Program; ability to interpret contract clauses and Government Procurement regulations pertaining to Government property in possession of the contractor incumbent must have a minimum of one-year previous site survey/inspection accountability experience

Education:

Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Administrator, Property, Level 3

Duties:

a) Maintain current Primary Hand Receipt Holder (PHRH) listing for all Departments and liaison offices.

b) Prepare PHRH inventory on a cycle basis, which will provide a semi-annual update, and annual inventory insuring that a 100% physical inventory of all equipment is performed within the year.

c) Ensure any discrepancies are resolved and reconciled in a timely manner.

d) Accomplish quarterly physical inventory of equipment.

e) Accomplish technical research on all incoming equipment to provide required supply/procurement information, supply codes, and ARMS codes. Document acquisition information including source, cost, date equipment put into service, warranty information.

f) Maintain non-expendable Document Register and accountable Document files.

g) Manage equipment ensuring that transactions are posted in a timely and accurate manner.

h) Manage excess equipment—advertise excess in ARMS system—accomplish documentation and movement of equipment.

i) Ensure Bar Codes are affixed to all equipment.

Requirements:

a) Must have at least seven years of Installation Property Administration or Industrial Property Management experience with knowledge of and ability to evaluate, monitor, administer, or coordinate installation or industrial property management programs; or to develop and implement policies and procedures for property control systems

b) Must have knowledge of modern techniques in business, property management and control, including, e.g., manual and automated production, accounting, planning, purchasing, inventory and records system; or ability to use statistical techniques and methods in evaluating property control systems

c) Must have a practical knowledge of machinery tools, materials, or other specialized equipment or real property; and ability to understand and evaluate business and industrial organizations and practices relating to the acquisition, use, maintenance, and disposition of property

d) Must have knowledge of contract provisions and Government procurement program; ability to interpret contract clauses and government procurement regulations pertaining to Government

property in the possession of a contractor. Must have served at least four years as a property administrator.

Education:

Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Analyst, Procurement

Duties:

a) Researches policy issues in law, regulation and precedent
b) Prepares, updates, and presents training courses to government personnel on relevant laws and regulations, as they pertain to procurement
c) Undertakes all of the administrative requirements necessary to support conferences, working groups, and similar meetings
d) Conducts surveys, reviews and studies directly related to contracting
e) Compiles data to assist in preparing briefings, meeting routine reporting requirements and preparing responses to outside inquiries.
f) Performs data input, contract reporting, document control, preparation of contract files, file maintenance and administrative effort related to Freedom of Information Act requests
g) Evaluates various elements of management information systems available from government and commercial resources, including those currently being utilized
h) Recommends the most effective most effective management information system tools for the purpose of tracking workload, procurement milestones and other data required for management and reporting.
i) Implements recommended management information system tools
j) Develops routine applications such as spreadsheets, milestone reports and databases
k) Interprets regulatory and legal requirements applicable to the acquisition
l) Deals with contractor and government personnel at all levels

Requirements:

a) Shall have 10 years contracting experience in the corporate or government environment (see Note 1)
b) Shall have knowledge of variety of contracts, contract variations and their uses
c) Shall have knowledge of commercial business and industrial practices
d) Shall have knowledge of a diverse range of disciplines such as those performed by project directors, engineers, logisticians, price analysts, legal counsel and financial specialists
e) Education:
f) Shall have completed a Bachelor's degree or higher from an accredited university in business or a business-related discipline.

Notes:

Experience in the corporate arena must have been related to government contracting.

Assistant, Logistics

Duties:

a) Prepares Integrated Logistics Support Plans (ILSP) and Materiel Fielding Plans (MFP).

b) Prepares and review logistics program schedules and other program management schedules
c) Reviews and recommends changes to life cycle contractor support (LCCS) work statements

Requirements:
a) Shall have five years experience in more than one logistics discipline
b) Shall be knowledgeable DOD regulations, standards, and procedures as pertains to logistics
c) Shall be familiar with the logistics functions and milestones in the DOD acquisition process
d) Shall have the ability to assist Logistics Management Specialists in the performance of their missions

Education:
Shall have a Bachelor's or higher degree in Engineering, Science, Mathematics, or a Business related discipline.

Specialist, Configuration Management/Data Management

Duties:
(a) Serves as an advisor to IPTs in the determination of contract requirements for deliverable data.
(b) Provides advice and consultation to engineers, project directors, and management on application of PEO STRI, Army and Department of Defense (DoD) data management policies.
(c) Conducts analyses of procurement documents to ensure consistency between the Statement of Work (SOW), contract data requirements list (CDRL) and the Data Item Description (DID).
(d) Prepares and approves CDRLs insuring compliance with higher level directives and policy.
(e) Assigns and maintains logs of SOW, specification, Contract Change Proposal and Engineering Change Proposal numbers.

Requirements:
(a) Shall have a working knowledge of DoD acquisition policies and processes.
(b) Shall have 2 or more years experience in the application of DoD data management policies and processes.
(c) Shall have a working knowledge of contract data requirements list (CDRL), data item descriptions (DID), and DD form(s) 1423 preparation.
(d) Ability to work cooperatively as a member of a team

Education:
High school diploma or equivalent and completion of 24 credit hours in business or a business-related discipline.

Engineer, Logistics

Minimum/General Requirements:
Experience in engineering logistics as it relates to: concept, requirements analysis, trade studies, design, rapid prototyping, manufacturing processes, systems engineering and integration, production engineering, industrial and project management, system maintenance, quality assurance, test and evaluation, software development/integration, field engineering, and logistics. Additional experience includes the application of automated design tools to create and model system designs and processes, development of models, conduct of simulations, and performance of hardware/software assessments. General experience includes knowledge and application of engineering tools/techniques throughout the life cycle, and skills in interfacing software with imbedded and non-imbedded hardware systems.

Functional Responsibilities:
Performs professional work in research, development, design, testing, analysis, production, construction, maintenance, operation, planning, estimating, or standardization of facilities, systems, structures, processes, equipment, devices, or materials, requiring knowledge of the art and science of engineering. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Analyzes/develops system requirements; develops specifications, solutions and alternatives as part of engineering studies; and assesses risks and costs to satisfy those requirements. Formulates preliminary designs, performs tests, takes measurements, or performing system analyses of simulations. Applies reverse engineering and reengineering disciplines to develop production planning and manufacturing documents. Develops block diagrams and logic flow charts and translates detailed design into prototype or pre-production hardware/software. Prepares schematics, layouts, and diagrams; develops design solutions, and prepares relevant procurement and design documentation. Implements performance and technical standards and conducts appropriate tests to assess, debug and validate system performance.

Minimum Education:
BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related scientific or technical discipline or specific experience in engineering applications/techniques such as manufacturing methods, production management, metallurgy, material science, computer-aided design and drafting, modeling and computer simulation. An MS/MA in engineering, logistics, computer science, information systems, math, business, physical science would substitute for two years of the Engineer position experience requirements.

Engineer (Logistics)					
Labor Category	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Engineer I	<1 Year	<1 Year	6 Years	4 Years	<1 Year
Engineer II	4 Years	2 Years	8 Years	6 Years	1 Year
Engineer III	6 Years	4 Years	10 Years	8 Years	2 Years
Engineer IV	8 Years	6 Years	12 Years	10 Years	4 Years
Engineer V	10 Years	8 Years	14 Years	12 Years	6 Years

Field Service Representative

Job Summary:

Provides support and continuity to customers and users on a world-wide basis to achieve system readiness. Supports customers with technical assistance/advice, user formal and informal OJT training, technical data collection and reporting and operating systems expert on vehicles. Acts as the first point of contact for field problem identification and accident investigations. Provides technical assistance during testing, troubleshooting, repairing, de-processing, storing, and assistance in shipping vehicles

and their respective components during transition, OJT training, and unit hand-off. Trains on system operation, assembly, and subassembly troubleshooting, component, and system fault isolation and repair.

Minimum Education /Experience:

Level 1-Two years of Vocational or Military training + additional 6 years experience.
Level 2-Two years of Vocational or Military training + additional 8 years experience.
Level 3-Two years of Vocational or Military training + additional 10 years experience.

Logistician

Minimum/General Requirements:
Demonstrated ability to develop, test and deliver configuration and logistics management support services designed to provide clients with logistics technology to ensure effective and economical support for production and servicing products, systems, or equipment. Experience for each logistician level must be related to the elements of logistics support. Must be knowledgeable in the analysis of government logistics requirements, including familiarity with government logistics systems, capabilities, and processes. Should have experience with major systems and equipment and all aspects of integrated logistics support (ILS) elements and related planning, analysis, and management. Must be capable of assessing system and equipment impact of ILS elements.

Functional Responsibilities:
Provides direct interface with customer technical and management personnel for development of ILS program strategies and associated planning, business process review and improvement, the assessment of alternative logistic concepts, the investigation and resolution of emergent logistic supportability problems, and life cycle costing and economic business case analysis. Provides expertise to specify requirements for the development of ILS management plans to support acquisition and life cycle support requirements planning. Provides guidance for the development of interactive electronic technical manuals and distance learning methodologies. Conducts analysis, planning and detailed design of logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Performs human factor analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, and training tasks. Provides assistance in the areas of logistics support; ILS; logistics program planning; concept development; logistics program management and execution; logistics requirements analyses, documentation development and reporting; provisioning, supply support, and inventory control; logistics automated information systems and analysis tools; maintenance concepts and requirements analyses; technical manual development and training.

Minimum Education:
BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related scientific or technical discipline or specific experience in logistics engineering applications/techniques. An MS/MA in engineering, logistics, computer science, information systems, math, business, physical science would substitute for two years of the logistician position experience requirements.

Logistician					
Labor Category	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Logistician I	<1 Year	<1 Year	6 Years	4 Years	<1 Year
Logistician II	4 Years	2 Years	8 Years	6 Years	1 Year
Logistician III	6 Years	4 Years	10 Years	8 Years	2 Years
Logistician IV	8 Years	6 Years	12 Years	10 Years	4 Years
Logistician V	10 Years	8 Years	14 Years	12 Years	6 Years

Manager, Logistics

Minimum/General Requirements:
Progressive experience which includes: managing, directing, and implementing engineering and technology projects, demonstrated ability to provide guidance and technical direction for projects, proven expertise in program/project management, manufacturing, purchasing, management/control of funds and resources, contracts, testing, and business. Experience for each logistics manager level must be related to planning, concept development and requirements analysis, design engineering, test and evaluation, acquisition and life cycle management. Must possess extensive knowledge of technical and management concepts, procedures and practices.   General experience includes increasing responsibilities in: systems design and management; management of diverse functional activities and technical/support personnel; managing complex, multi-task commercial and government contracts; and allocation/prioritization of resources.

Functional Responsibilities:
Serves as the contractor's single contract manager, and shall be the contractor's authorized technical interface with the Government Contracting Officer (CO), Contracting Officer's Representatives (CORs), government management personnel, and customer agency representatives. Directs all phases of programs/projects from inception through completion. Coordinates the preparation of project plans, milestones, and operating budgets; development of project approaches/concepts; and obtaining proper resources within and across organizational boundaries. Reviews and evaluates work of staff, provides task oversight and prepares periodic performance reports. Acts as primary customer contact for task activities, leading task review sessions with customer to discuss cost, schedule, and technical performance. Evaluates requirements, establishes task approach, organizes personnel resources, and directs engineering efforts for services or system/equipment research, development, integration, test, and sustainment. Establishes milestones and monitors adherence to master plans and schedules. Identifies program problems and obtains solutions. Directs the work of technical, logistics, engineering, and support personnel assigned to the task and is responsible for overall task performance, product quality and timeliness of efforts.

Minimum Education:
BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related management or technical discipline or specific experience in program/project management, corporate management, or consulting. An MS/MA in engineering, logistics, computer

science, information systems, math, business, physical science would substitute for two years of Logistics Manager experience.

Manager (Logistics)					
Labor Category	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Manager I	12 Years	8 Years	>20 Years	16 Years	4 Years
Manager II	16 Years	12 Years	>24 Years	20 Years	8 Years
Manager III	20 Years	16 Years	>28 Years	>24 Years	12 Years
Manager IV	20 Years	16 Years	>28 Years	>24 Years	12 Years

Planner, Logistics

Job Summary:

Must be capable of thinking at the strategic level and thinking thorough impacts in volatile, uncertain, complex and ambiguous environments. Logistics planner shall be capable of anticipating and understanding the impacts of second and third order effects.

Functional Responsibilities:

Performs strategic and tactical logistics planning, to include design of maintenance concepts for levels of logistics support; leads/participates in logistics related IPTs; develops Integrated Logistics Support Plan; integrates supply/value chain designs, to include Contractor Logistics Support concepts; estimates acquisition costs, and performs financial comparisons.

Minimum Education /Experience:

Jr. Level- M.S. in Technology/Science + additional 6 years experience.
Mid Level- M.S. in Technology/Science + additional 10 years experience.
Sr. Level- M.S. in Technology/Science + additional 20 years experience.

Specialist, Administration, Logistics

Minimum/General Requirements:
Provide administrative-type support to logistics, technical and management-level personnel. This includes, but not limited to, documentation planning and support, project administration, general office support, word processing, spreadsheet development, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records data input, etc.

Functional Responsibilities:

Performs specialized program/project administrative duties support project management staff, which may include maintaining records or technical reports, verifying statistical reports for accuracy and completeness, making travel, meeting, or conference arrangements, taking inventory of equipment and supplies, and helping prepare financial or technical reports. Properly prepares, formats, and prints administrative correspondence. Proofreads, edits, and corrects correspondence. Operates computer equipment, telecommunications equipment, including telephones/facsimile machines and basic office equipment, including reproduction machines/GBC binder systems. Composes correspondence that requires an understanding of engineering/technical nomenclature. Prepares required administrative reports. Coordinates and plans office administration and support. Provides administrative-type support to managers, engineers, specialists and analysts. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

Minimum Education:

High School diploma or General Education diploma or one year certificate in communications, microcomputer/office technology or office administration. A BS/BA in administration, computer science, information systems, business, or physical science would substitute for four years of the Administrative Specialist position experience requirements.

Administration Specialist (Logistics)					
Labor Category	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Administration Specialist I	<1 Year	<1 Year	<1 Year	<1 Year	<1 Year
Administration Specialist II	1 Year	<1 Year	4 Years	2 Years	<1 Year
Administration Specialist III	2 Years	1 Year	6 Years	4 Years	<1 Year
Administration Specialist IV	4 Years	2 Years	8 Years	6 Years	<1 Year

Specialist, Inventory Management, Level 1

Duties:

a) Monitor and process repair requirements, Reorder Objective/Reorder Objective Point (RO/ROP), procurements for training devices.
b) Compute Economic Order Quantities (EOQ).
c) Monitor inventory of stock located at depot.
d) Issue Material Release Orders to release stock to customers from depot.
e) Provide program-funding forecast for input to budget for parts requirements.
f) Maintain funding records in logistics databases.

g) Provide funding reports, requisition summary reports, Inventory Control Effectiveness reports to management.
h) Review inventory items for date of last action for possible release as excess to DRMO.
i) Review zero balance stock for possible deletion from depot.
j) Provide inventory/stock level reports to higher headquarters.
k) Procure replacement parts and repair reparable items to replenish stock in depot.
l) Monitor and process requirements for parts support to all training devices under contractor logistics support.

Requirements:
a) Must have at least three years of experience managing DOD inventory of supplies or equipment
b) Must be familiar with DOD regulations and procedures pertaining to inventory and management of parts and equipment
c) Must have experience with DOD shipping procedures

Education:
Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Specialist, Inventory Management, Level 2

Duties:
a) Monitor and process repair requirements, Reorder Objective/Reorder Objective Point (RO/ROP), procurements for training devices.
b) Compute Economic Order Quantities (EOQ).
c) Monitor inventory of stock located at depot.
d) Issue Material Release Orders to release stock to customers from depot.
e) Provide program-funding forecast for input to budget for parts requirements.
f) Maintain funding records in logistics databases.
g) Provide funding reports, requisition summary reports, Inventory Control Effectiveness reports to management.
h) Review inventory items for date of last action for possible release as excess to DRMO.
i) Review zero balance stock for possible deletion from depot.
j) Provide inventory/stock level reports to higher headquarters.
k) Procure replacement parts and repair reparable items to replenish stock in depot.
l) Monitor and process requirements for parts support to all training devices under contractor logistics support.

Requirements:
a) Must have at least five years of experience managing DOD inventory of supplies or equipment
b) Must be familiar with DOD regulations and procedures pertaining to inventory and management of parts and equipment
c) Must have experience with DOD shipping procedures

Education:
Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Specialist, Inventory Management, Level 3

Duties:

a) Monitor and process repair requirements, Reorder Objective/Reorder Objective Point (RO/ROP), procurements for training devices.
b) Compute Economic Order Quantities (EOQ).
c) Monitor inventory of stock located at depot. Issue Material Release Orders to release stock to customers from depot. Provide program-funding forecast for input to budget for parts requirements. Maintain funding records in logistics databases.
d) Provide funding reports, requisition summary reports, Inventory Control Effectiveness reports to management.
e) Review inventory items for date of last action for possible release as excess to DRMO. Review zero balance stock for possible deletion from depot.
f) Provide inventory/stock level reports to higher headquarters.
g) Procure replacement parts and repair reparable items to replenish stock in depot.
h) Monitor and process requirements for parts support to all training devices under contractor logistics support.

Requirements:

a) Must have at least seven years of experience managing DOD inventory of supplies or equipment
b) Must be familiar with DOD regulations and procedures pertaining to inventory and management of parts and equipment
c) Must have experience with DOD shipping procedures

Education:

Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Specialist, Logistics Management, Level 1

Duties:

a) Responsible for participating and implementing appropriate and operational logistics support concepts for various Training Aids, Devices, Simulators and Simulations (TADSS) and simulation equipment and software.
b) Participates in the development of Integrated Logistics Support Plans (ILSP) and Materiel Fielding Plans (MFP).
c) Participates in reviews of logistics program schedules and other program management schedules
d) Participates in reviews and recommends changes to life cycle contractor support (LCCS) work statements
e) Participates in budget requirement developments and obligation plans
f) Assists with plans and budgets for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV&V) tests, Physical Configuration Audits (PCA) and Functional Configuration Audits (FCA)
g) Conducts site surveys
h) Responsible for publications and training support.

Requirements:

    a) Shall have (3) three years experience in Integrated Logistic support life cycle planning and execution for DOD systems

    b) Shall have experience in developing logistic support requirements from concept through support phase in support of military procurement programs.

    c) Shall have a working knowledge of the various DOD regulations, standards and procedures pertaining to logistics.

    d) Shall have a working knowledge of Logistic Support Analysis (LSA) program, Integrated Logistics Support Plans and Materiel Fielding Plans.

    e) Shall have knowledge of contracting for life cycle contractor support (LCCS).

Education:

Minimum Associate Degree in Engineering, Computer Science, Business, or Logistics related discipline from an accredited college or university.

Specialist, Logistics Management, Level 2

Duties:

    a) Responsible for preparing and implementing appropriate and operational logistics support concept for various Training Aids, Devices, Simulators and Simulations (TADSS) and simulation equipment and software.

    b) Prepare Life Cycle Acquisition Strategy in support of assigned Training Aids, Devices, Simulators and Simulations (TADSS). Prepare Integrated Logistics Support Plans (ILSP) and Materiel Fielding Plans (MFP).

    c) Prepare and review logistics program schedules and other program management schedules

    d) Review and recommend changes to life cycle contractor support (LCCS) work statements

    e) Prepare budget requirements and obligation plans

    f) Plan and budget for Systems Integration Tasks (hardware and software), Independent

    g) Verification and Validation (IV&V) tests, Physical Configuration Audits (PCA) and Functional Configuration Audits (FCA)

Education:

Qualifications require the successful completion of a full course of study in an accredited college or university leading to a Bachelor's or higher degree in Engineering, Science, Mathematics, Business, or Logistics related discipline.

Requirements:

    a) Must have (5) five years experience in more than one of the logistics disciplines.

    b) Must have working knowledge of the DOD regulations, standards, and procedures as pertains to logistics

    c) Must be familiar with the logistics functions and milestones in the DOD acquisition process.

    d) Must be capable of assisting Logistics Management Specialists in the performance of their missions

Specialist, Logistics Management, Level 3

Duties:

a) Responsible for developing and implementing appropriate and operational logistics support concept for various Training Aids, Devices, Simulators and Simulations (TADSS) and simulation equipment and software.
b) Develop Life Cycle Acquisition Strategy in support of assigned Training Aids, Devices, Simulators and Simulations (TADSS) Develop Integrated Logistics Support Plans (ILSP) and Materiel Fielding Plans (MFP).
c) Develop and review logistics program schedules and other program management schedules
d) Review and recommend changes to life cycle contractor support (LCCS) work statements
e) Develop budget requirements and obligation plans
f) Plan and budget for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV&V) tests, Physical Configuration Audits (PCA) and Functional Configuration Audits (FCA)

Requirements:

a) Must have (7) seven years experience in Integrated Logistic support life cycle planning and execution for DOD systems.
b) Must be experienced in developing logistic support requirements from concept through support phase in support of military procurement programs.
c) Shall have thorough knowledge of the various DOD regulations, standards and procedures pertaining to logistics.
d) Must be experienced in Logistic Support Analysis (LSA) program, Integrated Logistics Support Plans and Materiel Fielding Plans.
e) Shall be experienced and have knowledge of contracting for life cycle contractor support (LCCS)

Education:

Qualifications require the successful completion of a full course of study in an accredited college or university leading to a Master's Degree in Engineering, Science, Mathematics, Business, or Logistics related discipline.

Substitutions:

Three (3) additional years of direct experience may be substituted for Master's Degree. Direct work experience totaling (10) ten years.

Specialist, Provisioning

Duties:

a) Reviews provisioning documentation prepared under contract
b) Assists and validates assignment of repair or replace codes
c) Recommends spare parts to be procured and prepare appropriate documentation

Requirements:

a) Shall have five years combined experience in the provisioning, supply, and equipment specialist fields.
b) Shall have a working knowledge of the DOD supply system as well as the regulations, standards, and procedures for provisioning of US military equipment.
c) Shall have a working knowledge of the Logistics Support Analysis/Logistics Support analysis Record (LSA/LSAR) Program as it pertains to provisioning.

d) Shall have a thorough understanding of electronics.

Education:

Shall have a bachelor's degree in any field leading from an accredited college or university (See Notes 1 and 2)

Notes:

a) Undergraduate and graduate study must include 15 semester hours in an scientific or technical related to the particular assignment
b) Coursework in related fields may be accepted if that coursework provides background of knowledge and skills necessary for successful job performance

Specialist, Publication Level 1

Duties:

a) Reviews documentation for accuracy
b) Edits and provides comments to documentation
c) Recommends changes, additions, and deletions

Requirements:

a) Shall have specific knowledge regarding the principle of operation, operation and maintenance practices, and specialized vocabulary for the system(s) supported by this position
b) Shall have ability to describe information in simple, clear language
c) Shall have three years experience in writing and editing technical publications and specifications for DOD systems
d) Shall have a thorough knowledge of DOD regulations, standards, and procedures relating to technical manuals

Education:

A relevant bachelor's degree from an accredited college or university may be substituted for two years of experience.

Specialist, Publication Level 2

Duties:

a) Reviews documentation for accuracy
b) Edits and provides comments to documentation
c) Recommends changes, additions, and deletions

Requirements:

a) Shall have specific knowledge regarding the principle of operation, operation and maintenance practices, and specialized vocabulary for the system(s) supported by this position
b) Shall have ability to describe information in simple, clear language
c) Shall have five years experience in writing and editing technical publications and specifications for DOD systems
d) Shall have a thorough knowledge of DOD regulations, standards, and procedures relating to technical manuals
e) Shall have an understanding of electronics

Education:

A relevant bachelor's degree from an accredited college or university may be substituted for one year of experience.

Specialist, Supply, Level 1

Duties:

- a) Prepares/processes NSN and vendor requisitions.
- b) Posts funding document to funding file.
- c) Posts status and price data to supply database.
- d) Delivers supply items to customer.
- e) Initiate follow-up actions on supply requests.
- f) Screen requirements for NSN in federal supply system.
- g) Reconciles funding files and supply files.
- h) Receives and processes receipt documentation for supply items.
- i) Maintain document supporter files.
- j) Provide assistance to customers.

Requirements:

- a) Must have three years experience in wholesale/retail supply operations
- b) Must be knowledgeable of NICP/NMP operations to include, cataloging, requisitioning procedures, provisioning, depot operations, and stock accounting
- c) Must be knowledgeable of the DOD acquisition process, including the regulations and procedures pertaining to logistics functions/ milestones in small purchase procedures, and shipping regulations
- d) Must be knowledgeable of the Logistics Intelligence Files (LIF) and capable of obtaining current status on requisitioned items

Education:

Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Specialist, Supply, Level 2

Duties:

- a) Prepares/processes NSN and vendor requisitions.
- b) Posts funding document to funding file.
- c) Posts status and price data to supply database.
- d) Delivers supply items to customer.
- e) Initiate follow-up actions on supply requests.
- f) Screen requirements for NSN in federal supply system.
- g) Reconciles funding files and supply files.
- h) Receives and processes receipt documentation for supply items.
- i) Maintain document supporter files.
- j) Provide assistance to customers.

Requirements:
   a) Must have five years experience in wholesale/retail supply operations
   b) Must be knowledgeable of NICP/NMP operations to include, cataloging, requisitioning procedures, provisioning, depot operations, and stock accounting
   c) Must be knowledgeable of the DOD acquisition process, including the regulations and procedures pertaining to logistics functions/ milestones in small purchase procedures, and shipping regulations
   d) Must be knowledgeable of the Logistics Intelligence Files (LIF) and capable of obtaining current status on requisitioned items

Education:

Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Specialist, Supply, Level 3

Duties:
   a) Prepares/processes NSN and vendor requisitions.
   b) Posts funding document to funding file.
   c) Posts status and price data to supply database.
   d) Delivers supply items to customer.
   e) Initiate follow-up actions on supply requests.
   f) Screen requirements for NSN in federal supply system.
   g) Reconciles funding files and supply files.
   h) Receives and processes receipt documentation for supply items.
   i) Maintain document supporter files.
   j) Provide assistance to customers.

Requirements:
   a) Must have seven years experience in wholesale/retail supply operations
   b) Must be knowledgeable of NICP/NMP operations to include, cataloging, requisitioning procedures, provisioning, depot operations, and stock accounting
   c) Must be knowledgeable of the DOD acquisition process, including the regulations and procedures pertaining to logistics functions/ milestones in small purchase procedures, and shipping regulations
   d) Must be knowledgeable of the Logistics Intelligence Files (LIF) and capable of obtaining current status on requisitioned items

Education:

Minimum high school diploma and shall have completed a military technical school leading to an assignment as a Supply field Military Occupational Specialty (MOS), other Service equivalent, or trade school.

Substitutions:

None

Subject Matter Expert, Logistics

Minimum/General Requirements:
Recognized authority and demonstrated ingenuity, creativity and resourcefulness in the areas of: R&D, business management, logistics, integrated data environment, supply chain management, procurement law, distance learning, multimedia training, document conversion/management, virtual prototyping/testing, engineering, information technology, modeling/simulation, structural design, materials science, imaging technology, industrial management, operations research and systems analysis, production engineering, systems acquisition and planning, quality assurance, and technology transfer. Proven project related experience is required plus recognized expertise in technical area or field through the publishing of papers, advanced degrees or technically unique project work.

Functional Responsibilities:
Applies best industry practices and standards, leading-edge technology, and innovative solutions to intractable problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Develops and applies highly advanced technologies, scientific principles, theories and concepts. Employs methodologies for guiding others in problem resolution. Develops and/or reviews study plans and monitors/reports project status. Functions independently to resolve problems; manages, leads and advises staff members in order to meet established objectives; plans R&D programs and recommends technological application programs to accomplish long range program objectives. Develops insightful solutions to meet fiscal, technological and schedule constraints. Possesses unique experience, skills, and expert knowledge in highly specialized technical, functional, and/or process areas within the related discipline.

Minimum Education:
BS/BA in engineering, logistics, computer science, information systems, math, business, physical science or other related scientific or technical discipline or specific experience in advanced technology, technology insertion, and material science. An MS/MA in engineering, logistics, computer science, information systems, math, business, physical science would substitute for two years of the Subject Matter Expert experience requirements.

Subject Matter Expert (Logistics)					
Labor Category	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Subject Matter Expert I	10 Years	6 Years	>16 Years	12 Years	2 Years
Subject Matter Expert II	12 Years	8 Years	>20 Years	16 Years	4 Years
Subject Matter Expert III	16 Years	12 Years	>24 Years	20 Years	8 Years

Technician

Minimum/General Requirements:
Demonstrated experience in the design, assembly, production, inspection, installation, calibration, test, trouble shoot, operation and/or maintenance of electronic, electromechanical, and/or mechanical systems and components. Technician experience for each labor category level shown in Table 13 must be related to analysis skills, knowledge of diagnostic tools, comprehension of testing methodologies applied to engineering or technology tasks that are incidental to but in support of PES primary disciplines of electrical, chemical and/or mechanical engineering. Progressive experience in fabrication, assembly, electrical/mechanical stresses, material capabilities, and instrumentation. Possesses soldering skills for repair of equipment and hardware and ability to read mechanical drawings.

Functional Responsibilities:
Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically cannot be solved solely by interpreting manufacturers' manuals or similar documents). Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings, and parts lists. Responsible for following inspection procedures in conducting monitoring/witnessing of hardware activities in design, prototyping, fabrication, assembly, integration, test, fielding and sustainment. Performs test/calibration procedures, observes results, and records information for evaluation. Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. Applies technical knowledge of electrical and mechanical principles in fault isolation, identifying malfunction cause, and restoring equipment/system operations.

Minimum Education:
An AS two-year degree in electronic, electrical, electromechanical or mechanical specialization, military technician school, or equivalent experience related to maintenance and repair of systems/equipment or technical trade school certification. A BS in engineering technology, computer science, information systems, or physical science would substitute for four years of the Technician position experience requirements.

Technician					
Labor Category	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Technician I	<1 Year	2 Years	<1 Year	<1 Year	<1 Year
Technician II	2 Years	4 Years	<1 Year	<1 Year	<1 Year
Technician III	4 Years	8 Years	2 Years	<1 Year	<1 Year
Technician IV	8 Years	12 Years	4 Years	<1 Year	<1 Year

Warehouseman

Position description:

Provides warehouse support for systems and spare parts. Ability to understand and account for equipment and parts receipt, storage, and shipment. Capable of using web based inventory control and reporting system.

Duties (Under direction of the warehouse lead):

a) Unload and inventory systems and repair parts for storage at the warehouse;
b) Assist the IUID specialist in unpacking, marking, and repacking appropriate items;
c) Perform inventories as directed;
d) Record inventory transactions into supply chain management system as directed;
e) Obtain operator certifications for and operate warehouse equipment, such as forklifts, and trucks as needed;
f) Pull identified items from stock as directed for either shipment or delivery to repair technicians;
g) Insure items pulled from stock are properly accounted for within supply chain management system;
h) Package items for shipment;
i) Deliver, as needed, packages to shipping.

Experience:

Warehouseman position requires no technical training or experience.

Contract Option Period Pricing (Years 6-10)
The Tolliver Group, Incorporated

Labor Category	2015-2016 Customer Site Price	2015-2016 Contractor Site Price	2016-2017 Customer Site Price	2016-2017 Contractor Site Price	2017-2018 Customer Site Price	2017-2018 Contractor Site Price	2018-2019 Customer Site Price	2018-2019 Contractor Site Price	2019-2020 Customer Site Price	2019-2020 Contractor Site Price
PES Labor Categories (applicable for SINs C871-1, C871-2, C871-3, C871-4, C871-5, C871-6, plus RC SINs)										
ANALYST, LOGISTICS, LEVEL I	$36.31	$47.37	$37.05	$48.34	$37.81	$49.33	$38.58	$50.34	$39.37	$51.37
ANALYST, LOGISTICS, LEVEL II	$46.20	$60.25	$47.14	$61.48	$48.10	$62.73	$49.08	$64.01	$50.08	$65.32
ANALYST, LOGISTICS, LEVEL III	$51.79	$67.55	$52.85	$68.93	$53.93	$70.34	$55.03	$71.77	$56.15	$73.23
ANALYST, LOGISTICS, LEVEL IV	$62.81	$81.93	$64.09	$83.60	$65.40	$85.31	$66.73	$87.05	$68.09	$88.83
ANALYST, LOGISTICS, LEVEL V	$70.81	$92.37	$72.25	$94.25	$73.72	$96.17	$75.22	$98.13	$76.75	$100.13
ANALYST, PROGRAM, INTERMEDIATE	$75.62	$95.16	$77.16	$97.10	$78.73	$99.08	$80.34	$101.10	$81.98	$103.16
ANALYST, TRAINING, LEVEL 1	$38.10	$62.19	$38.88	$63.46	$39.67	$64.75	$40.48	$66.07	$41.31	$67.42
ANALYST, TRAINING, LEVEL 2	$55.47	$43.42	$56.60	$44.31	$57.75	$45.21	$58.93	$46.13	$60.13	$47.07
ANALYST, TRAINING, LEVEL 3	$63.98	$54.50	$65.29	$55.61	$66.62	$56.74	$67.98	$57.90	$69.37	$59.08
COORDINATOR, PROJECT	$87.48	$100.73	$89.26	$102.78	$91.08	$104.88	$92.94	$107.02	$94.84	$109.20
COORDINATOR, PROJECT (Senior)	$78.83	$90.65	$80.44	$92.50	$82.08	$94.39	$83.75	$96.32	$85.46	$98.28
COORDINATOR, PROJECT	$62.30	$71.64	$63.57	$73.10	$64.87	$74.59	$66.19	$76.11	$67.54	$77.66
ENGINEER, C4ISR	$71.41	$82.11	$72.87	$83.79	$74.36	$85.50	$75.88	$87.24	$77.43	$89.02
ENGINEER, CHIEF	$91.74	$105.49	$93.61	$107.64	$95.52	$109.84	$97.47	$112.08	$99.46	$114.37
ENGINEER, ELECTRONICS LEVEL 1	$52.41	$60.26	$53.48	$61.49	$54.57	$62.74	$55.68	$64.02	$56.82	$65.33
ENGINEER, ELECTRONICS, LEVEL 2	$60.88	$70.02	$62.12	$71.45	$63.39	$72.91	$64.68	$74.40	$66.00	$75.92
ENGINEER, ELECTRONICS, LEVEL 3	$71.41	$82.11	$72.87	$83.79	$74.36	$85.50	$75.88	$87.24	$77.43	$89.02
ENGINEER ELECTRO-OPTIC LEVEL 1	$68.45	$78.71	$69.85	$80.32	$71.27	$81.96	$72.72	$83.63	$74.20	$85.34
ENGINEER, ELECTRO-OPTIC LEVEL 2	$93.89	$107.98	$95.81	$110.18	$97.76	$112.43	$99.75	$114.72	$101.78	$117.06
ENGINEER, ELECTRO-OPTIC LEVEL 3	$115.99	$133.38	$118.36	$136.10	$120.77	$138.88	$123.23	$141.71	$125.74	$144.60
ENGINEER, KNOWLEDGE ACQUISITION/KNOWLEDGE ENGINEERING (KA/KE)	$75.75	$87.12	$77.30	$88.90	$78.88	$90.71	$80.49	$92.56	$82.13	$94.45
ENGINEER, MANUFACTURING	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07

ENGINEER, NETWORK SYSTEMS	$66.80	$76.81	$68.16	$78.38	$69.55	$79.98	$70.97	$81.61	$72.42	$83.27
ENGINEER, PRODUCTION	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
ENGINEER, PROJECT	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
ENGINEER, QUALITY	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
ENGINEER, RELIABILITY/MAINTAIN ABILITY	$61.43	$70.64	$62.68	$72.08	$63.96	$73.55	$65.26	$75.05	$66.59	$76.58
ENGINEER, SAFETY	$52.46	$60.33	$53.53	$61.56	$54.62	$62.82	$55.73	$64.10	$56.87	$65.41
ENGINEER, SOFTWARE, LEVEL 1	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
ENGINEER, SOFTWARE, LEVEL 2	$70.50	$81.08	$71.94	$82.73	$73.41	$84.42	$74.91	$86.14	$76.44	$87.90
ENGINEER, SOFTWARE, LEVEL 3	$75.10	$86.37	$76.63	$88.13	$78.19	$89.93	$79.79	$91.76	$81.42	$93.63
ENGINEER, SYNTHETIC NATURAL ENVIRONMENT	$108.89	$125.22	$111.11	$127.77	$113.38	$130.38	$115.69	$133.04	$118.05	$135.75
ENGINEER, SYSTEMS, LEVEL 1	$68.01	$78.21	$69.40	$79.81	$70.82	$81.44	$72.26	$83.10	$73.73	$84.80
ENGINEER, SYSTEMS, LEVEL 2	$87.33	$100.44	$89.11	$102.49	$90.93	$104.58	$92.78	$106.71	$94.67	$108.89
ENGINEER, SYSTEMS, LEVEL 3	$101.58	$116.82	$103.65	$119.20	$105.76	$121.63	$107.92	$124.11	$110.12	$126.64
ENGINEER, TELECOMMUNICATIONS LEVEL 1	$54.98	$63.22	$56.10	$64.51	$57.24	$65.83	$58.41	$67.17	$59.60	$68.54
ENGINEER, TELECOMMUNICATIONS LEVEL 2	$92.06	$105.87	$93.94	$108.03	$95.86	$110.23	$97.82	$112.48	$99.82	$114.77
ENGINEER, TELECOMMUNICATIONS LEVEL 3	$112.52	$129.41	$114.82	$132.05	$117.16	$134.74	$119.55	$137.49	$121.99	$140.29
ENGINEER, TEST	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
ENGINEERING, VALUE	$48.81	$56.13	$49.81	$57.28	$50.83	$58.45	$51.87	$59.64	$52.93	$60.86
ENGINEER, VISUAL SYSTEMS	$117.39	$134.99	$119.78	$137.74	$122.22	$140.55	$124.71	$143.42	$127.25	$146.35
LOGISTICIAN,ENGINEERING, LEVEL I	$40.09	$49.97	$40.91	$50.99	$41.74	$52.03	$42.59	$53.09	$43.46	$54.17
LOGISTICIAN,ENGINEERING,LEVEL II	$45.91	$59.88	$46.85	$61.10	$47.81	$62.35	$48.79	$63.62	$49.79	$64.92
LOGISTICIAN,ENGINEERING,LEVEL III	$74.30	$86.74	$75.82	$88.51	$77.37	$90.32	$78.95	$92.16	$80.56	$94.04
LOGISTICIAN ENGINEERING,LEVEL IV	$87.11	$113.63	$88.89	$115.95	$90.70	$118.32	$92.55	$120.73	$94.44	$123.19
MANAGER,ENGINEERING,LEVEL I	$68.86	$89.81	$70.26	$91.64	$71.69	$93.51	$73.15	$95.42	$74.64	$97.37
MANAGER,ENGINEERING,LEVEL II	$84.37	$110.05	$86.09	$112.30	$87.85	$114.59	$89.64	$116.93	$91.47	$119.32
MANAGER,ENGINEERING,LEVEL III	$123.07	$160.53	$125.58	$163.80	$128.14	$167.14	$130.75	$170.55	$133.42	$174.03
MANAGER,ENGINEERING, LEVEL IV	$148.42	$193.59	$151.45	$197.54	$154.54	$201.57	$157.69	$205.68	$160.91	$209.88
SPECIALIST,ADMINISTRATION, ENGINEERING LEVEL I**	$29.58	$38.61	$30.18	$39.40	$30.80	$40.20	$31.43	$41.02	$32.07	$41.86
SPECIALIST,ADMINISTRATION, ENGINEERING	$40.05	$52.24	$40.87	$53.31	$41.70	$54.40	$42.55	$55.51	$43.42	$56.64

LEVELII**									
SPECIALIST,ADMINISTRATION, ENGINEERING LEVEL III**	$48.45	$63.18	$49.44	$64.47	$50.45	$65.79	$51.48	$67.13	$52.53	$68.50
SPECIALIST,ADMINISTRATION, ENGINEERING LEVEL IV**	$58.81	$76.69	$60.01	$78.25	$61.23	$79.85	$62.48	$81.48	$63.75	$83.14
SCIENTIST, RESEARCH, LEVEL 1	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
SCIENTIST, RESEARCH, LEVEL 2	$74.75	$85.97	$76.27	$87.72	$77.83	$89.51	$79.42	$91.34	$81.04	$93.20
SCIENTIST, RESEARCH, LEVEL 3	$95.61	$109.96	$97.56	$112.20	$99.55	$114.49	$101.58	$116.83	$103.65	$119.21
SPECIALIST, HUMAN FACTORS	$71.08	$82.96	$72.53	$84.65	$74.01	$86.38	$75.52	$88.14	$77.06	$89.94
SPECIALIST, QUALITY ASSURANCE **	$45.05	$51.83	$45.97	$52.89	$46.91	$53.97	$47.87	$55.07	$48.85	$56.19
SPECIALIST, TELECOMMUNICATIONS	$61.38	$70.58	$62.63	$72.02	$63.91	$73.49	$65.21	$74.99	$66.54	$76.52
SPECIALIST, TEST	$50.80	$58.42	$51.84	$59.61	$52.90	$60.83	$53.98	$62.07	$55.08	$63.34
SPECIALIST, WEAPONS SYSTEMS	$56.53	$65.02	$57.68	$66.35	$58.86	$67.70	$60.06	$69.08	$61.29	$70.49
WRITER, TECHNICAL **	$39.28	$45.17	$40.08	$46.09	$40.90	$47.03	$41.73	$47.99	$42.58	$48.97
WRITER/EDITOR, TECHNICAL LEVEL I	$37.30	$48.64	$38.06	$49.63	$38.84	$50.64	$39.63	$51.67	$40.44	$52.72
WRITER/EDITOR, TECHNICAL LEVEL II	$41.90	$54.63	$42.75	$55.74	$43.62	$56.88	$44.51	$58.04	$45.42	$59.22
WRITER/EDITOR, TECHNICAL LEVEL III	$55.58	$72.50	$56.71	$73.98	$57.87	$75.49	$59.05	$77.03	$60.25	$78.60
MOBIS Labor Categories (Applicable for SINs C874-501, C503-505, C503-507, plus RC SINs)										
ANALYST, PROGRAM, LEVEL 1	$53.20	$61.18	$54.29	$62.43	$55.40	$63.70	$56.53	$65.00	$57.68	$66.33
ANALYST, PROGRAM, LEVEL 2	$64.66	$74.35	$65.98	$75.87	$67.33	$77.42	$68.70	$79.00	$70.10	$80.61
ANALYST, PROGRAM, RESOURCE MANAGEMENT, LEVEL 1	$32.80	$37.72	$33.47	$38.49	$34.15	$39.28	$34.85	$40.08	$35.56	$40.90
ANALYST, PROGRAM, RESOURCE MANAGEMENT, LEVEL 2	$45.03	$51.80	$45.95	$52.86	$46.89	$53.94	$47.85	$55.04	$48.83	$56.16
ANALYST, PROGRAM, RESOURCE MANAGEMENT, LEVEL 3	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
PROGRAM MANAGER, LEVEL 1	$139.17	$160.05	$142.01	$163.32	$144.91	$166.65	$147.87	$170.05	$150.89	$173.52
PROGRAM MANAGER, LEVEL 2	$146.47	$168.44	$149.46	$171.88	$152.51	$175.39	$155.62	$178.97	$158.79	$182.62
SPECIALIST, TRAINING	$45.05	$51.83	$45.97	$52.89	$46.91	$53.97	$47.87	$55.07	$48.85	$56.19
ADMINISTRATIVEASSISTANT, LEVEL 1 **	$32.36	$37.20	$33.02	$37.96	$33.69	$38.73	$34.38	$39.52	$35.08	$40.33
ADMINISTRATIVEASSISTANT, LEVEL 2 **	$38.22	$43.95	$39.00	$44.85	$39.80	$45.76	$40.61	$46.69	$41.44	$47.64
ADMINISTRATIVEASSISTANT, LEVEL 3 **	$44.44	$51.11	$45.35	$52.15	$46.28	$53.21	$47.22	$54.30	$48.18	$55.41
ADMINISTRATIVEASSISTANT, LEVEL 4 **	$53.33	$61.33	$54.42	$62.58	$55.53	$63.86	$56.66	$65.16	$57.82	$66.49

ANALYST, BUDGET, LEVEL I	$32.80	$37.72	$33.47	$38.49	$34.15	$39.28	$34.85	$40.08	$35.56	$40.90
ANALYST, BUDGET, LEVEL 2	$39.22	$45.09	$40.02	$46.01	$40.84	$46.95	$41.67	$47.91	$42.52	$48.89
ANALYST, BUDGET, LEVEL 3	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
ANALYST, COST/PRICE, LEVEL 1	$39.74	$45.70	$40.55	$46.63	$41.38	$47.58	$42.22	$48.55	$43.08	$49.54
ANALYST, COST/PRICE, LEVEL 2	$56.19	$64.63	$57.34	$65.95	$58.51	$67.30	$59.70	$68.67	$60.92	$70.07
ANALYST, COST/PRICE, LEVEL 3	$66.43	$76.39	$67.79	$77.95	$69.17	$79.54	$70.58	$81.16	$72.02	$82.82
ANALYST, MARKETING, LEVEL 1	$40.56	$46.63	$41.39	$47.58	$42.23	$48.55	$43.09	$49.54	$43.97	$50.55
ANALYST, MARKETING, LEVEL 2	$53.69	$61.74	$54.79	$63.00	$55.91	$64.29	$57.05	$65.60	$58.21	$66.94
ANALYST, MILITARY, LEVEL 1	$58.16	$66.88	$59.35	$68.24	$60.56	$69.63	$61.80	$71.05	$63.06	$72.50
ANALYST, MILITARY, LEVEL 2	$82.30	$94.64	$83.98	$96.57	$85.69	$98.54	$87.44	$100.55	$89.22	$102.60
ANALYST, MILITARY, LEVEL 3	$100.49	$115.57	$102.54	$117.93	$104.63	$120.34	$106.76	$122.79	$108.94	$125.29
ANALYST, MILITARY, LEVEL 4	$121.09	$139.25	$123.56	$142.09	$126.08	$144.99	$128.65	$147.95	$131.27	$150.97
ANALYST, OPERATIONS RESEARCH, LEVEL 1	$56.53	$65.02	$57.68	$66.35	$58.86	$67.70	$60.06	$69.08	$61.29	$70.49
ANALYST, OPERATIONS RESEARCH, LEVEL 2	$72.41	$83.29	$73.89	$84.99	$75.40	$86.72	$76.94	$88.49	$78.51	$90.30
ANALYST, OPERATIONS RESEARCH, LEVEL 3	$96.30	$110.74	$98.26	$113.00	$100.26	$115.31	$102.31	$117.66	$104.40	$120.06
ANALYST, TRAINING, LEVEL 1	$38.10	$43.83	$38.88	$44.72	$39.67	$45.63	$40.48	$46.56	$41.31	$47.51
ANALYST, TRAINING, LEVEL 2	$55.47	$63.79	$56.60	$65.09	$57.75	$66.42	$58.93	$67.77	$60.13	$69.15
ANALYST, TRAINING, LEVEL 3	$63.98	$73.58	$65.29	$75.08	$66.62	$76.61	$67.98	$78.17	$69.37	$79.76
ASSISTANT, BUDGET, LEVEL 1	$30.58	$35.16	$31.20	$35.88	$31.84	$36.61	$32.49	$37.36	$33.15	$38.12
ASSISTANT, BUDGET, LEVEL 2	$39.08	$44.95	$39.88	$45.87	$40.69	$46.81	$41.52	$47.76	$42.37	$48.73
ASSISTANT, MARKETING	$26.66	$30.67	$27.20	$31.30	$27.75	$31.94	$28.32	$32.59	$28.90	$33.25
CLERICAL/ADP/ADMINISTRATIVE and WORD PROCESSING **	$27.86	$32.04	$28.43	$32.69	$29.01	$33.36	$29.60	$34.04	$30.20	$34.73
CLERK, OFFICE AUTOMATION **	$24.84	$28.56	$25.35	$29.14	$25.87	$29.73	$26.40	$30.34	$26.94	$30.96
COORDINATOR, PRODUCT/PROGRAM/PROJECT LEVEL I	$59.24	$69.91	$60.45	$71.34	$61.68	$72.80	$62.94	$74.29	$64.22	$75.81
COORDINATOR, PRODUCT/PROGRAM/PROJECT LEVEL II	$71.04	$83.83	$72.49	$85.54	$73.97	$87.29	$75.48	$89.07	$77.02	$90.89
COORDINATOR, PRODUCT/PROGRAM/PROJECT LEVEL III	$82.01	$96.77	$83.68	$98.74	$85.39	$100.75	$87.13	$102.81	$88.91	$104.91
COORDINATOR, PRODUCT/PROGRAM/PROJECT LEVEL IV	$124.74	$147.19	$127.28	$150.19	$129.88	$153.25	$132.53	$156.38	$135.23	$159.57

Labor Category									
LIAISON ANALYST	$72.18	$83.01	$73.65	$84.70	$75.15	$86.43	$76.68	$88.19	$78.24	$89.99
SPECIALIST, CONTRACT, LEVEL 1	$51.14	$59.67	$52.18	$60.89	$53.24	$62.13	$54.33	$63.40	$55.44	$64.69
SPECIALIST, CONTRACT, LEVEL 2	$67.35	$78.59	$68.72	$80.19	$70.12	$81.83	$71.55	$83.50	$73.01	$85.20
SPECIALIST, CONTRACT, LEVEL 3	$105.87	$123.55	$108.03	$126.07	$110.23	$128.64	$112.48	$131.26	$114.77	$133.94
SUBJECT MATTER EXPERT, INSTRUCTIONAL SYSTEMS DESIGN, LEVEL I	$67.57	$80.02	$68.95	$81.65	$70.36	$83.32	$71.80	$85.02	$73.26	$86.75
SUBJECT MATTER EXPERT, INSTRUCTIONAL SYSTEMS DESIGN, LEVEL II	$81.00	$95.92	$82.65	$97.88	$84.34	$99.88	$86.06	$101.92	$87.82	$104.00
SUBJECT MATTER EXPERT, INSTRUCTIONAL SYSTEMS DESIGN, LEVEL III	$109.08	$129.16	$111.31	$131.79	$113.58	$134.48	$115.90	$137.22	$118.26	$140.02
SUBJECT MATTER EXPERT, INSTRUCTIONAL SYSTEMS DESIGN, LEVEL IV	$143.84	$170.26	$146.77	$173.73	$149.76	$177.27	$152.82	$180.89	$155.94	$184.58
TRAINER, LEVEL 1	$61.89	$69.10	$63.15	$70.51	$64.44	$71.95	$65.75	$73.42	$67.09	$74.92
TRAINER, LEVEL 2	$63.10	$70.45	$64.39	$71.89	$65.70	$73.36	$67.04	$74.86	$68.41	$76.39
TRAINER, LEVEL 3	$68.34	$76.30	$69.73	$77.86	$71.15	$79.45	$72.60	$81.07	$74.08	$82.72
ANALYST, RESOURCES SYSTEM	$50.53	$56.42	$51.56	$57.57	$52.61	$58.74	$53.68	$59.94	$54.78	$61.16
Logworld Labor Categories (Applicable for SINs C874-1, C874-4, C874-6, C874-7 plus RC SINs)									
CLERK, PROCUREMENT **	$26.71	$29.83	$27.25	$30.44	$27.81	$31.06	$28.38	$31.69	$28.96	$32.34
ADMINISTRATOR, PROPERTY, LEVEL 1 **	$19.87	$22.19	$20.28	$22.64	$20.69	$23.10	$21.11	$23.57	$21.54	$24.05
ADMINISTRATOR, PROPERTY, LEVEL 2 **	$27.90	$31.15	$28.47	$31.79	$29.05	$32.44	$29.64	$33.10	$30.24	$33.78
ADMINISTRATOR, PROPERTY, LEVEL 3 **	$35.81	$40.00	$36.54	$40.82	$37.29	$41.65	$38.05	$42.50	$38.83	$43.37
ANALYST, PROCUREMENT	$55.71	$62.19	$56.85	$63.46	$58.01	$64.75	$59.19	$66.07	$60.40	$67.42
ASSISTANT, LOGISTICS	$38.90	$43.42	$39.69	$44.31	$40.50	$45.21	$41.33	$46.13	$42.17	$47.07
SPECIALIST, CONFIGURATION MANAGEMENT/DATA MANAGEMENT	$48.81	$54.50	$49.81	$55.61	$50.83	$56.74	$51.87	$57.90	$52.93	$59.08
ENGINEER, LOGISTICS, LEVEL I	$61.05	$76.11	$62.30	$77.66	$63.57	$79.24	$64.87	$80.86	$66.19	$82.51
ENGINEER, LOGISTICS, LEVEL II	$71.18	$88.75	$72.63	$90.56	$74.11	$92.41	$75.62	$94.30	$77.16	$96.22
ENGINEER, LOGISTICS, LEVEL III	$84.69	$105.60	$86.42	$107.75	$88.18	$109.95	$89.98	$112.19	$91.82	$114.48
ENGINEER, LOGISTICS, LEVEL IV	$101.74	$126.86	$103.82	$129.45	$105.94	$132.09	$108.10	$134.78	$110.31	$137.53
ENGINEER, LOGISTICS, LEVEL V	$118.91	$148.24	$121.34	$151.26	$123.82	$154.35	$126.35	$157.50	$128.93	$160.71
FIELD SERVICE	$89.76	$104.75	$91.59	$106.89	$93.46	$109.07	$95.37	$111.30	$97.32	$113.57

REPRESENTATIVE, LEVEL 1									
FIELD SERVICE REPRESENTATIVE, LEVEL 2	$93.27	$108.85	$95.17	$111.07	$97.11	$113.34	$99.09	$115.65	$101.11	$118.01
FIELD SERVICE REPRESENTATIVE, LEVEL 3	$102.75	$119.20	$104.85	$121.63	$106.99	$124.11	$109.17	$126.64	$111.40	$129.22
LOGISTICIAN, LEVEL I	$40.09	$49.97	$40.91	$50.99	$41.74	$52.03	$42.59	$53.09	$43.46	$54.17
LOGISTICIAN, LEVEL II	$56.25	$70.14	$57.40	$71.57	$58.57	$73.03	$59.76	$74.52	$60.98	$76.04
LOGISTICIAN, LEVEL III	$77.12	$96.15	$78.69	$98.11	$80.30	$100.11	$81.94	$102.15	$83.61	$104.23
LOGISTICIAN, LEVEL IV	$102.04	$127.22	$104.12	$129.82	$106.24	$132.47	$108.41	$135.17	$110.62	$137.93
LOGISTICIAN, LEVEL V	$141.15	$175.99	$144.03	$179.58	$146.97	$183.24	$149.97	$186.98	$153.03	$190.79
MANAGER, LOGISTICS, LEVEL I	$82.58	$102.95	$84.26	$105.05	$85.98	$107.19	$87.73	$109.38	$89.52	$111.61
MANAGER, LOGISTICS, LEVEL II	$101.17	$126.13	$103.23	$128.70	$105.34	$131.33	$107.49	$134.01	$109.68	$136.74
MANAGER, LOGISTICS, LEVEL III	$147.58	$184.00	$150.59	$187.75	$153.66	$191.58	$156.79	$195.49	$159.99	$199.48
MANAGER, LOGISTICS, LEVEL IV	$177.97	$221.89	$181.60	$226.42	$185.30	$231.04	$189.08	$235.75	$192.94	$240.56
PLANNER, LOGISTICS, JR. LEVEL	$80.02	$94.42	$81.65	$96.35	$83.32	$98.32	$85.02	$100.33	$86.75	$102.38
PLANNER, LOGISTICS, MID LEVEL	$94.56	$111.58	$96.49	$113.86	$98.46	$116.18	$100.47	$118.55	$102.52	$120.97
PLANNER, LOGISTICS, SR. LEVEL	$111.23	$131.25	$113.50	$133.93	$115.82	$136.66	$118.18	$139.45	$120.59	$142.29
SPECIALIST, ADMINISTRATION,LOGISTICS I **	$35.48	$44.23	$36.20	$45.13	$36.94	$46.05	$37.69	$46.99	$38.46	$47.95
SPECIALIST, ADMINISTRATION,LOGISTICS II **	$48.03	$59.88	$49.01	$61.10	$50.01	$62.35	$51.03	$63.62	$52.07	$64.92
SPECIALIST, ADMINISTRATION,LOGISTICS III **	$58.09	$72.42	$59.28	$73.90	$60.49	$75.41	$61.72	$76.95	$62.98	$78.52
SPECIALIST, ADMINISTRATION,LOGISTICS IV **	$70.52	$87.92	$71.96	$89.71	$73.43	$91.54	$74.93	$93.41	$76.46	$95.32
SPECIALIST, INVENTORY MANAGEMENT, LEVEL 1	$26.98	$31.01	$27.53	$31.64	$28.09	$32.29	$28.66	$32.95	$29.24	$33.62
SPECIALIST, INVENTORY MANAGEMENT, LEVEL 2	$30.17	$34.69	$30.79	$35.40	$31.42	$36.12	$32.06	$36.86	$32.71	$37.61
SPECIALIST, INVENTORY MANAGEMENT, LEVEL 3	$35.84	$41.22	$36.57	$42.06	$37.32	$42.92	$38.08	$43.80	$38.86	$44.69
SPECIALIST, LOGISTICS MANAGEMENT, LEVEL 1	$48.62	$55.93	$49.61	$57.07	$50.62	$58.23	$51.65	$59.42	$52.70	$60.63
SPECIALIST, LOGISTICS MANAGEMENT, LEVEL 2	$59.08	$67.94	$60.29	$69.33	$61.52	$70.74	$62.78	$72.18	$64.06	$73.65
SPECIALIST,	$78.81	$90.64	$80.42	$92.49	$82.06	$94.38	$83.73	$96.31	$85.44	$98.27

LOGISTICS MANAGEMENT, LEVEL 3									
SPECIALIST, PROVISIONING **	$32.80	$37.72	$33.47	$38.49	$34.15	$39.28	$34.85	$40.08	$35.56	$40.90
SPECIALIST, PUBLICATION LEVEL 1	$30.95	$35.59	$31.58	$36.32	$32.22	$37.06	$32.88	$37.82	$33.55	$38.59
SPECIALIST, PUBLICATION LEVEL 2	$38.36	$44.11	$39.14	$45.01	$39.94	$45.93	$40.75	$46.87	$41.58	$47.83
SPECIALIST, SUPPLY, LEVEL 1 **	$24.72	$28.44	$25.22	$29.02	$25.73	$29.61	$26.25	$30.21	$26.79	$30.83
SPECIALIST, SUPPLY, LEVEL 2 **	$37.92	$43.60	$38.69	$44.49	$39.48	$45.40	$40.29	$46.33	$41.11	$47.28
SPECIALIST, SUPPLY, LEVEL 3 **	$44.17	$50.80	$45.07	$51.84	$45.99	$52.90	$46.93	$53.98	$47.89	$55.08
SUBJECT MATTER EXPERT, LOGISTICS, LEVEL I	$56.14	$66.25	$57.29	$67.60	$58.46	$68.98	$59.65	$70.39	$60.87	$71.83
SUBJECT MATTER EXPERT, LOGISTICS, LEVEL II	$67.30	$79.41	$68.67	$81.03	$70.07	$82.68	$71.50	$84.37	$72.96	$86.09
SUBJECT MATTER EXPERT, LOGISTICS, LEVEL III	$80.02	$94.42	$81.65	$96.35	$83.32	$98.32	$85.02	$100.33	$86.75	$102.38
TECHNICIAN, LEVEL I	$42.92	$53.51	$43.80	$54.60	$44.69	$55.71	$45.60	$56.85	$46.53	$58.01
TECHNICIAN, LEVEL II	$48.37	$60.30	$49.36	$61.53	$50.37	$62.79	$51.40	$64.07	$52.45	$65.38
TECHNICIAN, LEVEL III	$59.40	$74.06	$60.61	$75.57	$61.85	$77.11	$63.11	$78.68	$64.40	$80.29
TECHNICIAN, LEVEL IV	$71.60	$89.26	$73.06	$91.08	$74.55	$92.94	$76.07	$94.84	$77.62	$96.77
WAREHOUSEMAN **	$29.37	$33.78	$29.97	$34.47	$30.58	$35.17	$31.20	$35.89	$31.84	$36.62

Service Contract Act

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the Department of Labor Wage Determination Numbers identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Matrix			
	SCA Equivalent Code - Title		**WD Number**
SCA Eligible Contract Labor Category	**Title**	**Code**	
Writer, Technical	Technical Writer I	30461	05-2311, Rev 16, dtd 12/30/2014
Administrative Assistant 1	Secretary I	1311	05-2311, Rev 16, dtd 12/30/2014
Administrative Assistant 2	Secretary II	1312	05-2311, Rev 16, dtd 12/30/2014
Administrative Assistant 3	Secretary III	1313	05-2311, Rev 16, dtd 12/30/2014
Administrative Assistant 4	Administrative Assistant	1020	05-2311, Rev 16, dtd 12/30/2014
Clerical/ADP/Administrative and Word Processing	Word Processor II	1612	05-2311, Rev 16, dtd 12/30/2014
Clerk, Office Automation	Data Entry Operator II	1052	05-2311, Rev 16, dtd 12/30/2014
Clerk, Procurement	Order Clerk II	1192	05-2311, Rev 16, dtd 12/30/2014
Administrator, Property, Level 1	General Clerk I	1111	05-2311, Rev 16, dtd 12/30/2014
Administrator, Property, Level 2	General Clerk II	1112	05-2311, Rev 16, dtd 12/30/2014
Administrator, Property, Level 3	General Clerk III	1113	05-2311, Rev 16, dtd 12/30/2014
Specialist, Administration, Engineering Level I	Secretary I	1311	05-2311, Rev 16, dtd 12/30/2014
Specialist, Administration, Engineering Level II	Secretary II	1312	05-2311, Rev 16, dtd 12/30/2014
Specialist ,Administration, Engineering Level III	Secretary III	1313	05-2311, Rev 16, dtd 12/30/2014
Specialist, Administration, Engineering Level IV	Administrative Assistant	1020	05-2311, Rev 16, dtd 12/30/2014
Specialist, Administration, Logistics Level I	Secretary I	1311	05-2311, Rev 16, dtd 12/30/2014
Specialist, Administration, Logistics Level II	Secretary II	1312	05-2311, Rev 16, dtd 12/30/2014
Specialist ,Administration, Logistics Level III	Secretary III	1313	05-2311, Rev 16, dtd 12/30/2014
Specialist, Administration, Logistics Level IV	Administrative	1020	05-2311, Rev 16, dtd

	Assistant		12/30/2014
Specialist, Provisioning	Material Expediter	21040	05-2311, Rev 16, dtd 12/30/2014
Specialist, Supply, Level 1	Shipping/Receiving Clerk	21130	05-2311, Rev 16, dtd 12/30/2014
Specialist, Supply, Level 2	Stock Clerk	21150	05-2311, Rev 16, dtd 12/30/2014
Specialist, Supply, Level 3	Material Coordinator	21030	05-2311, Rev 16, dtd 12/30/2014
Warehouseman	Warehouse Specialist	21410	05-2311, Rev 16, dtd 12/30/2014
Specialist, Quality Assurance	Quality Assurance Representative III	Mid West	91-0101, Rev 33, dtd 12/30/2014