

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!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: **<http://www.GSAAdvantage.gov>**.

Price List for Professional Services Schedule (PSS)

Federal Supply Group: PSS **Class:**

Contract Number: 47QRAA19D0069

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

Contract Period: 3/26/19 – 3/25/24

Contractor: NTT DATA Services Federal Government, LLC
13880 Dulles Corner Lane, Suite 200
Herndon, VA 20171-4686

Business Size: Large Business

Telephone: (703) 289-8161

FAX Number: (703) 793-1445

Web Site: <https://us.nttdata.com/en/industries/public-sector>

E-mail: George.omohundro@nttdatafed.com

Contract Administration: George Omohundro

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
520-1	520-1RC	Program Financial Advisor
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-15	520-15RC	Outsourcing Recurring Commercial Activities for Financial Management Services
520-2	520-2RC	Transaction Specialist
520-5	520-5RC	Loan Servicing & Asset Management
520-7	520-7RC	Financial & Performance Audits
520-8	520-8RC	Complementary Audit Services
520-9	520-9RC	Recovery Audits
541-1	541-1RC	Advertising Service
541-2	541-2RC	Public Relations Services
541-4A	541-4ARC	Market Research and Analysis
541-4C	541-4CRC	Exhibit Design and Implementation Services
871-1	871-1RC	Strategic Planning for Technology Programs/Activities
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-4	871-4RC	Test and Evaluation
871-5	871-5RC	Integrated Logistics Support
871-6	871-6RC	Acquisition and Life Cycle Management
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
874-7	874-7RC	Integrated Business Program Support Services
C132-51	C132-51RC	Information Technology Professional Services

1b. Not applicable.

1c. Labor Categories: Labor category descriptions grouped by SIN, including job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services, begin on page 17.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

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).

- 7. **Quantity discounts:** None
- 8. **Prompt payment terms:** None
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** No
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** No
- 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:** Contact Contractor
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
- 12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 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(es):** 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):** N/A
- 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. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

24b. Section 508 Compliance: N/A

25. Data Universal Numbering System (DUNS) number: 175344753

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN(s)	Labor Category	Facility Location	Base Period				
			Year 1	Year 2	Year 3	Year 4	Year 5
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Accounting Technician	Contractor Facility	\$40.26	\$41.11	\$41.97	\$42.85	\$43.75
874-1, 874-4, 874-7	Administrative Staff 2**	Contractor Facility	\$63.37	\$64.70	\$66.06	\$67.44	\$68.86
541-1, 541-2, 541-4A, 541-4C	Administrative Support Technician	Contractor Facility	\$71.49	\$73.00	\$74.53	\$76.09	\$77.69
874-1, 874-4, 874-7	Administrative Staff 1**	Contractor Facility	\$56.89	\$58.08	\$59.30	\$60.55	\$61.82
C132-51	Associate Application Programmer	Contractor Facility	\$69.04	\$70.49	\$71.97	\$73.48	\$75.03
C132-51	Associate Business Manager	Contractor Facility	\$141.17	\$144.14	\$147.17	\$150.26	\$153.41
C132-51	Associate Computer Systems Analyst	Contractor Facility	\$69.04	\$70.49	\$71.97	\$73.48	\$75.03
C132-51	Associate Computer Systems Security Engineer**	Contractor Facility	\$69.04	\$70.49	\$71.97	\$73.48	\$75.03
C132-51	Associate Information Architecture Specialist	Contractor Facility	\$165.92	\$169.40	\$172.96	\$176.59	\$180.30
C132-51	Associate Information Systems Engineer	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
C132-51	Associate Network Administrator	Contractor Facility	\$69.04	\$70.49	\$71.97	\$73.48	\$75.03
C132-51	Associate Network Engineer	Contractor Facility	\$89.02	\$90.89	\$92.80	\$94.75	\$96.74
C132-51	Associate Network Technician**	Contractor Facility	\$62.23	\$63.54	\$64.88	\$66.24	\$67.63
C132-51	Associate Program Manager	Contractor Facility	\$161.11	\$164.50	\$167.95	\$171.48	\$175.08
C132-51	Associate Programmer Analyst	Contractor Facility	\$66.92	\$68.32	\$69.76	\$71.22	\$72.72
C132-51	Associate Reengineering Specialist	Contractor Facility	\$181.88	\$185.69	\$189.59	\$193.58	\$197.64
C132-51	Associate Software Engineer	Contractor Facility	\$69.04	\$70.49	\$71.97	\$73.48	\$75.03
C132-51	Associate System Engineer	Contractor Facility	\$83.18	\$84.93	\$86.71	\$88.54	\$90.40
C132-51	Associate System Programmer	Contractor Facility	\$83.18	\$84.93	\$86.71	\$88.54	\$90.40
C132-51	Associate Task Order Project Manager	Contractor Facility	\$152.25	\$155.45	\$158.71	\$162.04	\$165.45
874-1, 874-4, 874-7	Audio-Visual Producer/Director	Contractor Facility	\$153.28	\$156.50	\$159.79	\$163.14	\$166.57
541-1, 541-2, 541-4A, 541-4C	Audio-Visual Production Specialist	Contractor Facility	\$91.19	\$93.11	\$95.06	\$97.06	\$99.10
541-1, 541-2, 541-4A, 541-4C	Broadcast Journalist	Contractor Facility	\$66.92	\$68.32	\$69.76	\$71.22	\$72.72
541-1, 541-2, 541-4A, 541-4C	Camera Operator	Contractor Facility	\$63.37	\$64.70	\$66.06	\$67.44	\$68.86
874-1, 874-4, 874-7	Co-Facilitator**	Contractor Facility	\$62.23	\$63.54	\$64.88	\$66.24	\$67.63

874-1, 874-4, 874-7	Consultant	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
541-1, 541-2, 541-4A, 541-4C	Copy Writer/Editor	Contractor Facility	\$66.92	\$68.32	\$69.76	\$71.22	\$72.72
541-1, 541-2, 541-4A, 541-4C	Data Entry Technician	Contractor Facility	\$62.23	\$63.54	\$64.88	\$66.24	\$67.63
C132-51	Database Administrator	Contractor Facility	\$143.05	\$146.06	\$149.13	\$152.26	\$155.45
C132-51	Database Analyst	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
541-1, 541-2, 541-4A, 541-4C	Desktop Publisher/Typographer	Contractor Facility	\$71.49	\$73.00	\$74.53	\$76.09	\$77.69
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	EDP Auditor	Contractor Facility	\$72.89	\$74.42	\$75.98	\$77.58	\$79.21
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Financial Systems Analyst	Contractor Facility	\$83.18	\$84.93	\$86.71	\$88.54	\$90.40
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Financial/Budget/Cost Analyst	Contractor Facility	\$72.89	\$74.42	\$75.98	\$77.58	\$79.21
C132-51	Functional Subject Matter Expert	Contractor Facility	\$165.92	\$169.40	\$172.96	\$176.59	\$180.30
541-1, 541-2, 541-4A, 541-4C	General Clerk**	Contractor Facility	\$50.60	\$51.66	\$52.75	\$53.85	\$54.99
541-1, 541-2, 541-4A, 541-4C	Graphics Specialist 1	Contractor Facility	\$83.18	\$84.93	\$86.71	\$88.54	\$90.40
874-1, 874-4, 874-7	Graphics Specialist 2	Contractor Facility	\$95.19	\$97.19	\$99.23	\$101.32	\$103.45
874-1, 874-4, 874-7	Instructional Multimedia/Producer/Director	Contractor Facility	\$153.28	\$156.50	\$159.79	\$163.14	\$166.57
874-1, 874-4, 874-7	Instructional Technologist/Trainer - Intermediate	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
874-1, 874-4, 874-7	Instructional Technologist/Trainer - Junior	Contractor Facility	\$76.29	\$77.89	\$79.53	\$81.20	\$82.90
874-1, 874-4, 874-7	Instructional Technologist/Trainer - Principal	Contractor Facility	\$165.92	\$169.40	\$172.96	\$176.59	\$180.30
874-1, 874-4, 874-7	Instructional Technologist/Trainer - Senior	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
874-1, 874-4, 874-7	Instructional Technology - Manager	Contractor Facility	\$183.18	\$187.03	\$190.96	\$194.97	\$199.06
874-1, 874-4, 874-7	Intermediate Programmer	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
874-1, 874-4, 874-7	Junior Facilitator	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
874-1, 874-4, 874-7	Junior Programmer	Contractor Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
874-1, 874-4, 874-7	Junior Staff**	Contractor Facility	\$71.49	\$73.00	\$74.53	\$76.09	\$77.69
874-1, 874-4, 874-7	Lead Organizational Design (OD) Specialist	Contractor Facility	\$197.46	\$201.61	\$205.84	\$210.16	\$214.58
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Manager	Contractor Facility	\$144.79	\$147.83	\$150.94	\$154.11	\$157.34
874-1, 874-4, 874-7	Managing Consultant	Contractor Facility	\$153.86	\$157.10	\$160.40	\$163.76	\$167.20
541-1, 541-2, 541-4A, 541-4C	Market Research Analyst	Contractor Facility	\$103.63	\$105.80	\$108.03	\$110.30	\$112.61

541-1, 541-2, 541-4A, 541-4C	Market Research Assistant	Contractor Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
541-1, 541-2, 541-4A, 541-4C	Marketing Director	Contractor Facility	\$157.20	\$160.50	\$163.87	\$167.31	\$170.82
541-1, 541-2, 541-4A, 541-4C	Marketing Specialist	Contractor Facility	\$83.18	\$84.93	\$86.71	\$88.54	\$90.40
541-1, 541-2, 541-4A, 541-4C	Media Buyer/Manager	Contractor Facility	\$137.67	\$140.56	\$143.51	\$146.52	\$149.60
541-1, 541-2, 541-4A, 541-4C	Media Specialist	Contractor Facility	\$103.63	\$105.80	\$108.03	\$110.30	\$112.61
874-1, 874-4, 874-7	Mid-Level Facilitator	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
874-1, 874-4, 874-7	Multimedia Systems Engineer	Contractor Facility	\$181.88	\$185.69	\$189.59	\$193.58	\$197.64
874-1, 874-4, 874-7	Partner/Key Principal	Contractor Facility	\$237.12	\$242.09	\$247.18	\$252.37	\$257.67
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Partner/Key Principal - Financial & Business	Contractor Facility	\$243.23	\$248.34	\$253.55	\$258.88	\$264.31
541-1, 541-2, 541-4A, 541-4C	Photographer	Contractor Facility	\$72.89	\$74.42	\$75.98	\$77.58	\$79.21
541-1, 541-2, 541-4A, 541-4C	Photographer's Assistant	Contractor Facility	\$56.89	\$58.08	\$59.30	\$60.55	\$61.82
874-1, 874-4, 874-7	Principal	Contractor Facility	\$181.88	\$185.69	\$189.59	\$193.58	\$197.64
C132-51	Principal (Functional) Subject Matter Expert	Contractor Facility	\$237.12	\$242.09	\$247.18	\$252.37	\$257.67
C132-51	Principal Application Programmer	Contractor Facility	\$142.39	\$145.38	\$148.44	\$151.56	\$154.74
874-1, 874-4, 874-7	Principal BPR Specialist	Contractor Facility	\$237.12	\$242.09	\$247.18	\$252.37	\$257.67
C132-51	Principal Business Manager	Contractor Facility	\$237.12	\$242.09	\$247.18	\$252.37	\$257.67
C132-51	Principal Communication Hardware Specialist	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
C132-51	Principal Communication Network Specialist	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
C132-51	Principal Communication Software Specialist	Contractor Facility	\$89.02	\$90.89	\$92.80	\$94.75	\$96.74
C132-51	Principal Computer Systems Analyst	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
C132-51	Principal Computer Systems Security Engineer	Contractor Facility	\$165.92	\$169.40	\$172.96	\$176.59	\$180.30
C132-51	Principal Information Architecture Specialist	Contractor Facility	\$237.12	\$242.09	\$247.18	\$252.37	\$257.67
C132-51	Principal Information Systems Engineer	Contractor Facility	\$181.88	\$185.69	\$189.59	\$193.58	\$197.64
541-1, 541-2, 541-4A, 541-4C	Principal Marketing Specialist	Contractor Facility	\$164.04	\$167.48	\$171.00	\$174.59	\$178.26
C132-51	Principal Network Administrator	Contractor Facility	\$143.05	\$146.06	\$149.13	\$152.26	\$155.45
C132-51	Principal Network Engineer	Contractor Facility	\$181.88	\$185.69	\$189.59	\$193.58	\$197.64
C132-51	Principal Network Technician	Contractor Facility	\$142.39	\$145.38	\$148.44	\$151.56	\$154.74
C132-51	Principal Program Manager	Contractor Facility	\$211.71	\$216.16	\$220.70	\$225.33	\$230.06
C132-51	Principal Programmer Analyst	Contractor Facility	\$119.70	\$122.21	\$124.78	\$127.40	\$130.07
C132-51	Principal Quality Assurance Specialist	Contractor Facility	\$137.67	\$140.56	\$143.51	\$146.52	\$149.60
C132-51	Principal Software Engineer	Contractor Facility	\$165.92	\$169.40	\$172.96	\$176.59	\$180.30
C132-51	Principal System Engineer	Contractor Facility	\$181.88	\$185.69	\$189.59	\$193.58	\$197.64
C132-51	Principal System Programmer	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53

C132-51	Principal Task Order Project Manager	Contractor Facility	\$211.71	\$216.16	\$220.70	\$225.33	\$230.06
C132-51	Principal Technical Writer	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
C132-51	Principal Training Specialist	Contractor Facility	\$119.70	\$122.21	\$124.78	\$127.40	\$130.07
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Principal/Senior Manager	Contractor Facility	\$187.87	\$191.81	\$195.84	\$199.96	\$204.15
C132-51	Procurement Products Specialist**	Contractor Facility	\$69.04	\$70.49	\$71.97	\$73.48	\$75.03
541-1, 541-2, 541-4A, 541-4C	Production/Operations Manager	Contractor Facility	\$144.79	\$147.83	\$150.94	\$154.11	\$157.34
541-1, 541-2, 541-4A, 541-4C	Production/Operations Specialist	Contractor Facility	\$83.18	\$84.93	\$86.71	\$88.54	\$90.40
874-1, 874-4, 874-7	Program Manager - Business	Contractor Facility	\$211.71	\$216.16	\$220.70	\$225.33	\$230.06
541-1, 541-2, 541-4A, 541-4C	Program Manager - Marketing	Contractor Facility	\$217.19	\$221.75	\$226.41	\$231.16	\$236.01
874-1, 874-4, 874-7	Project Manager - Business	Contractor Facility	\$153.28	\$156.50	\$159.79	\$163.14	\$166.57
541-1, 541-2, 541-4A, 541-4C	Project Manager - Marketing	Contractor Facility	\$187.87	\$191.81	\$195.84	\$199.96	\$204.15
C132-51	Quality Assurance Specialist	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
874-1, 874-4, 874-7	Research Assistant	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
541-1, 541-2, 541-4A, 541-4C	Risk Communications Specialist	Contractor Facility	\$141.38	\$144.35	\$147.38	\$150.48	\$153.64
C132-51	Senior (Functional) Subject Matter Expert	Contractor Facility	\$181.88	\$185.69	\$189.59	\$193.58	\$197.64
874-1, 874-4, 874-7	Senior Analyst - Business	Contractor Facility	\$137.67	\$140.56	\$143.51	\$146.52	\$149.60
C132-51	Senior Application Programmer	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Senior Auditor/Accountant	Contractor Facility	\$95.19	\$97.19	\$99.23	\$101.32	\$103.45
874-1, 874-4, 874-7	Senior BPR Specialist	Contractor Facility	\$197.46	\$201.61	\$205.84	\$210.16	\$214.58
C132-51	Senior Business Manager	Contractor Facility	\$180.12	\$183.90	\$187.76	\$191.70	\$195.73
C132-51	Senior Communication Hardware Specialist**	Contractor Facility	\$71.49	\$73.00	\$74.53	\$76.09	\$77.69
C132-51	Senior Communication Network Specialist**	Contractor Facility	\$62.23	\$63.54	\$64.88	\$66.24	\$67.63
C132-51	Senior Communication Software Specialist	Contractor Facility	\$71.49	\$73.00	\$74.53	\$76.09	\$77.69
C132-51	Senior Computer Systems Analyst	Contractor Facility	\$83.18	\$84.93	\$86.71	\$88.54	\$90.40
C132-51	Senior Computer Systems Security Engineer	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Senior EDP Auditor	Contractor Facility	\$103.63	\$105.80	\$108.03	\$110.30	\$112.61
874-1, 874-4, 874-7	Senior Facilitator	Contractor Facility	\$165.92	\$169.40	\$172.96	\$176.59	\$180.30
874-1, 874-4, 874-7	Senior Graphics Specialist	Contractor Facility	\$165.92	\$169.40	\$172.96	\$176.59	\$180.30
C132-51	Senior Information Architecture Specialist	Contractor Facility	\$181.88	\$185.69	\$189.59	\$193.58	\$197.64
C132-51	Senior Information Systems Engineer	Contractor Facility	\$165.92	\$169.40	\$172.96	\$176.59	\$180.30
874-1, 874-4, 874-7	Senior Managing Consultant	Contractor Facility	\$197.46	\$201.61	\$205.84	\$210.16	\$214.58

C132-51	Senior Network Administrator	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
C132-51	Senior Network Engineer	Contractor Facility	\$137.67	\$140.56	\$143.51	\$146.52	\$149.60
C132-51	Senior Network Technician	Contractor Facility	\$83.18	\$84.93	\$86.71	\$88.54	\$90.40
C132-51	Senior Program Manager	Contractor Facility	\$183.18	\$187.03	\$190.96	\$194.97	\$199.06
874-1, 874-4, 874-7	Senior Programmer	Contractor Facility	\$137.67	\$140.56	\$143.51	\$146.52	\$149.60
C132-51	Senior Programmer Analyst	Contractor Facility	\$95.19	\$97.19	\$99.23	\$101.32	\$103.45
C132-51	Senior Quality Assurance Specialist	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
C132-51	Senior Reengineering Specialist	Contractor Facility	\$237.12	\$242.09	\$247.18	\$252.37	\$257.67
C132-51	Senior Software Engineer	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
874-1, 874-4, 874-7	Senior Staff	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
C132-51	Senior System Engineer	Contractor Facility	\$137.67	\$140.56	\$143.51	\$146.52	\$149.60
C132-51	Senior System Programmer	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
C132-51	Senior Task Order Project Manager	Contractor Facility	\$183.18	\$187.03	\$190.96	\$194.97	\$199.06
C132-51	Senior Technical Writer**	Contractor Facility	\$71.49	\$73.00	\$74.53	\$76.09	\$77.69
C132-51	Senior Training Specialist	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
541-1, 541-2, 541-4A, 541-4C	Sr. Audio-Visual Production Specialist	Contractor Facility	\$119.70	\$122.21	\$124.78	\$127.40	\$130.07
541-1, 541-2, 541-4A, 541-4C	Sr. Copy Writer/Editor	Contractor Facility	\$95.19	\$97.19	\$99.23	\$101.32	\$103.45
541-1, 541-2, 541-4A, 541-4C	Sr. Desktop Publisher/Typographer	Contractor Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Sr. Financial Systems Analyst	Contractor Facility	\$107.24	\$109.49	\$111.79	\$114.13	\$116.53
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Sr. Financial/Budget/Cost Analyst	Contractor Facility	\$95.19	\$97.19	\$99.23	\$101.32	\$103.45
541-1, 541-2, 541-4A, 541-4C	Sr. Graphic Specialist	Contractor Facility	\$119.70	\$122.21	\$124.78	\$127.40	\$130.07
541-1, 541-2, 541-4A, 541-4C	Sr. Market Research Consultant	Contractor Facility	\$119.70	\$122.21	\$124.78	\$127.40	\$130.07
541-1, 541-2, 541-4A, 541-4C	Sr. Marketing Specialist	Contractor Facility	\$119.70	\$122.21	\$124.78	\$127.40	\$130.07
541-1, 541-2, 541-4A, 541-4C	Sr. Production/Operations Specialist	Contractor Facility	\$91.39	\$93.31	\$95.27	\$97.27	\$99.31
541-1, 541-2, 541-4A, 541-4C	Sr. Technical Writer/Editor	Contractor Facility	\$119.70	\$122.21	\$124.78	\$127.40	\$130.07
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Staff Auditor/Accountant	Contractor Facility	\$66.92	\$68.32	\$69.76	\$71.22	\$72.72
874-1, 874-4, 874-7	Subject Matter Expert	Contractor Facility	\$237.12	\$242.09	\$247.18	\$252.37	\$257.67
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Technical Writer - Business**	Contractor Facility	\$56.54	\$57.73	\$58.94	\$60.17	\$61.44

541-1, 541-2, 541-4A, 541-4C	Technical Writer/Editor	Contractor Facility	\$95.19	\$97.19	\$99.23	\$101.32	\$103.45
541-1, 541-2, 541-4A, 541-4C	Webmaster/Multimedia Designer	Contractor Facility	\$137.67	\$140.56	\$143.51	\$146.52	\$149.60
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Accounting Technician	Customer Facility	\$33.65	\$34.36	\$35.08	\$35.82	\$36.57
874-1, 874-4, 874-7	Administrative Staff 2**	Customer Facility	\$52.95	\$54.06	\$55.20	\$56.36	\$57.54
541-1, 541-2, 541-4A, 541-4C	Administrative Support Technician	Customer Facility	\$59.76	\$61.01	\$62.30	\$63.60	\$64.94
874-1, 874-4, 874-7	Administrative Staff 1**	Customer Facility	\$47.55	\$48.55	\$49.57	\$50.61	\$51.67
C132-51	Associate Application Programmer	Customer Facility	\$57.70	\$58.92	\$60.15	\$61.42	\$62.71
C132-51	Associate Business Manager	Customer Facility	\$117.98	\$120.46	\$122.99	\$125.57	\$128.21
C132-51	Associate Computer Systems Analyst	Customer Facility	\$57.70	\$58.92	\$60.15	\$61.42	\$62.71
C132-51	Associate Computer Systems Security Engineer**	Customer Facility	\$57.70	\$58.92	\$60.15	\$61.42	\$62.71
C132-51	Associate Information Architecture Specialist	Customer Facility	\$138.67	\$141.58	\$144.55	\$147.59	\$150.69
C132-51	Associate Information Systems Engineer	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
C132-51	Associate Network Administrator	Customer Facility	\$57.70	\$58.92	\$60.15	\$61.42	\$62.71
C132-51	Associate Network Engineer	Customer Facility	\$74.40	\$75.96	\$77.56	\$79.18	\$80.85
C132-51	Associate Network Technician**	Customer Facility	\$52.01	\$53.10	\$54.21	\$55.35	\$56.51
C132-51	Associate Program Manager	Customer Facility	\$134.64	\$137.47	\$140.36	\$143.30	\$146.31
C132-51	Associate Programmer Analyst	Customer Facility	\$55.93	\$57.11	\$58.31	\$59.53	\$60.78
C132-51	Associate Reengineering Specialist	Customer Facility	\$152.00	\$155.19	\$158.45	\$161.77	\$165.17
C132-51	Associate Software Engineer	Customer Facility	\$57.70	\$58.92	\$60.15	\$61.42	\$62.71
C132-51	Associate System Engineer	Customer Facility	\$69.53	\$70.99	\$72.48	\$74.00	\$75.55
C132-51	Associate System Programmer	Customer Facility	\$69.53	\$70.99	\$72.48	\$74.00	\$75.55
C132-51	Associate Task Order Project Manager	Customer Facility	\$127.24	\$129.91	\$132.64	\$135.43	\$138.27
874-1, 874-4, 874-7	Audio-Visual Producer/Director	Customer Facility	\$128.09	\$130.78	\$133.52	\$136.33	\$139.19
541-1, 541-2, 541-4A, 541-4C	Audio-Visual Production Specialist	Customer Facility	\$76.20	\$77.80	\$79.44	\$81.10	\$82.81
541-1, 541-2, 541-4A, 541-4C	Broadcast Journalist	Customer Facility	\$55.93	\$57.11	\$58.31	\$59.53	\$60.78
541-1, 541-2, 541-4A, 541-4C	Camera Operator	Customer Facility	\$52.95	\$54.06	\$55.20	\$56.36	\$57.54
874-1, 874-4, 874-7	Co-Facilitator**	Customer Facility	\$52.01	\$53.10	\$54.21	\$55.35	\$56.51
874-1, 874-4, 874-7	Consultant	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
541-1, 541-2, 541-4A, 541-4C	Copy Writer/Editor	Customer Facility	\$55.93	\$57.11	\$58.31	\$59.53	\$60.78
541-1, 541-2, 541-4A, 541-4C	Data Entry Technician	Customer Facility	\$52.01	\$53.10	\$54.21	\$55.35	\$56.51
C132-51	Database Administrator	Customer Facility	\$119.56	\$122.07	\$124.64	\$127.26	\$129.93
C132-51	Database Analyst	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
541-1, 541-2, 541-4A, 541-4C	Desktop Publisher/Typographer	Customer Facility	\$59.76	\$61.01	\$62.30	\$63.60	\$64.94

541-4C							
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	EDP Auditor	Customer Facility	\$60.91	\$62.19	\$63.50	\$64.83	\$66.20
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Financial Systems Analyst	Customer Facility	\$69.53	\$70.99	\$72.48	\$74.00	\$75.55
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Financial/Budget/Cost Analyst	Customer Facility	\$60.91	\$62.19	\$63.50	\$64.83	\$66.20
C132-51	Functional Subject Matter Expert	Customer Facility	\$138.67	\$141.58	\$144.55	\$147.59	\$150.69
541-1, 541-2, 541-4A, 541-4C	General Clerk**	Customer Facility	\$42.29	\$43.17	\$44.08	\$45.01	\$45.95
541-1, 541-2, 541-4A, 541-4C	Graphics Specialist 1	Customer Facility	\$69.53	\$70.99	\$72.48	\$74.00	\$75.55
874-1, 874-4, 874-7	Graphics Specialist 2	Customer Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
874-1, 874-4, 874-7	Instructional Multimedia/Producer/Director	Customer Facility	\$128.09	\$130.78	\$133.52	\$136.33	\$139.19
874-1, 874-4, 874-7	Instructional Technologist/Trainer - Intermediate	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
874-1, 874-4, 874-7	Instructional Technologist/Trainer - Junior	Customer Facility	\$63.75	\$65.09	\$66.46	\$67.85	\$69.28
874-1, 874-4, 874-7	Instructional Technologist/Trainer - Principal	Customer Facility	\$138.67	\$141.58	\$144.55	\$147.59	\$150.69
874-1, 874-4, 874-7	Instructional Technologist/Trainer - Senior	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
874-1, 874-4, 874-7	Instructional Technology - Manager	Customer Facility	\$153.08	\$156.30	\$159.58	\$162.93	\$166.35
874-1, 874-4, 874-7	Intermediate Programmer	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
874-1, 874-4, 874-7	Junior Facilitator	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
874-1, 874-4, 874-7	Junior Programmer	Customer Facility	\$66.50	\$67.90	\$69.32	\$70.78	\$72.27
874-1, 874-4, 874-7	Junior Staff**	Customer Facility	\$59.76	\$61.01	\$62.30	\$63.60	\$64.94
874-1, 874-4, 874-7	Lead Organizational Design (OD) Specialist	Customer Facility	\$165.02	\$168.48	\$172.02	\$175.63	\$179.32
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Manager	Customer Facility	\$121.00	\$123.55	\$126.14	\$128.79	\$131.49
874-1, 874-4, 874-7	Managing Consultant	Customer Facility	\$128.59	\$131.29	\$134.05	\$136.87	\$139.74
541-1, 541-2, 541-4A, 541-4C	Market Research Analyst	Customer Facility	\$86.62	\$88.43	\$90.29	\$92.19	\$94.12
541-1, 541-2, 541-4A, 541-4C	Market Research Assistant	Customer Facility	\$66.50	\$67.90	\$69.32	\$70.78	\$72.27
541-1, 541-2, 541-4A, 541-4C	Marketing Director	Customer Facility	\$131.38	\$134.13	\$136.95	\$139.83	\$142.76
541-1, 541-2, 541-4A, 541-4C	Marketing Specialist	Customer Facility	\$69.53	\$70.99	\$72.48	\$74.00	\$75.55
541-1, 541-2, 541-4A, 541-4C	Media Buyer/Manager	Customer Facility	\$115.06	\$117.47	\$119.94	\$122.46	\$125.03

541-1, 541-2, 541-4A, 541-4C	Media Specialist	Customer Facility	\$86.62	\$88.43	\$90.29	\$92.19	\$94.12
874-1, 874-4, 874-7	Mid-Level Facilitator	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
874-1, 874-4, 874-7	Multimedia Systems Engineer	Customer Facility	\$152.00	\$155.19	\$158.45	\$161.77	\$165.17
874-1, 874-4, 874-7	Partner/Key Principal	Customer Facility	\$198.16	\$202.32	\$206.57	\$210.91	\$215.34
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Partner/Key Principal - Financial & Business	Customer Facility	\$203.27	\$207.53	\$211.89	\$216.34	\$220.89
541-1, 541-2, 541-4A, 541-4C	Photographer	Customer Facility	\$60.91	\$62.19	\$63.50	\$64.83	\$66.20
541-1, 541-2, 541-4A, 541-4C	Photographer's Assistant	Customer Facility	\$47.55	\$48.55	\$49.57	\$50.61	\$51.67
874-1, 874-4, 874-7	Principal	Customer Facility	\$152.00	\$155.19	\$158.45	\$161.77	\$165.17
C132-51	Principal (Functional) Subject Matter Expert	Customer Facility	\$198.16	\$202.32	\$206.57	\$210.91	\$215.34
C132-51	Principal Application Programmer	Customer Facility	\$119.03	\$121.52	\$124.08	\$126.68	\$129.34
874-1, 874-4, 874-7	Principal BPR Specialist	Customer Facility	\$198.16	\$202.32	\$206.57	\$210.91	\$215.34
C132-51	Principal Business Manager	Customer Facility	\$198.16	\$202.32	\$206.57	\$210.91	\$215.34
C132-51	Principal Communication Hardware Specialist	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
C132-51	Principal Communication Network Specialist	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
C132-51	Principal Communication Software Specialist	Customer Facility	\$74.40	\$75.96	\$77.56	\$79.18	\$80.85
C132-51	Principal Computer Systems Analyst	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
C132-51	Principal Computer Systems Security Engineer	Customer Facility	\$138.67	\$141.58	\$144.55	\$147.59	\$150.69
C132-51	Principal Information Architecture Specialist	Customer Facility	\$198.16	\$202.32	\$206.57	\$210.91	\$215.34
C132-51	Principal Information Systems Engineer	Customer Facility	\$152.00	\$155.19	\$158.45	\$161.77	\$165.17
541-1, 541-2, 541-4A, 541-4C	Principal Marketing Specialist	Customer Facility	\$137.10	\$139.98	\$142.92	\$145.93	\$148.99
C132-51	Principal Network Administrator	Customer Facility	\$119.56	\$122.07	\$124.64	\$127.26	\$129.93
C132-51	Principal Network Engineer	Customer Facility	\$152.00	\$155.19	\$158.45	\$161.77	\$165.17
C132-51	Principal Network Technician	Customer Facility	\$119.03	\$121.52	\$124.08	\$126.68	\$129.34
C132-51	Principal Program Manager	Customer Facility	\$176.94	\$180.65	\$184.45	\$188.32	\$192.28
C132-51	Principal Programmer Analyst	Customer Facility	\$100.03	\$102.13	\$104.28	\$106.47	\$108.70
C132-51	Principal Quality Assurance Specialist	Customer Facility	\$115.06	\$117.47	\$119.94	\$122.46	\$125.03
C132-51	Principal Software Engineer	Customer Facility	\$138.67	\$141.58	\$144.55	\$147.59	\$150.69
C132-51	Principal System Engineer	Customer Facility	\$152.00	\$155.19	\$158.45	\$161.77	\$165.17
C132-51	Principal System Programmer	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
C132-51	Principal Task Order Project Manager	Customer Facility	\$176.94	\$180.65	\$184.45	\$188.32	\$192.28
C132-51	Principal Technical Writer	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
C132-51	Principal Training Specialist	Customer Facility	\$100.03	\$102.13	\$104.28	\$106.47	\$108.70
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Principal/Senior Manager	Customer Facility	\$157.01	\$160.31	\$163.67	\$167.11	\$170.62

C132-51	Procurement Products Specialist**	Customer Facility	\$57.70	\$58.92	\$60.15	\$61.42	\$62.71
541-1, 541-2, 541-4A, 541-4C	Production/Operations Manager	Customer Facility	\$121.00	\$123.55	\$126.14	\$128.79	\$131.49
541-1, 541-2, 541-4A, 541-4C	Production/Operations Specialist	Customer Facility	\$69.53	\$70.99	\$72.48	\$74.00	\$75.55
874-1, 874-4, 874-7	Program Manager - Business	Customer Facility	\$176.94	\$180.65	\$184.45	\$188.32	\$192.28
541-1, 541-2, 541-4A, 541-4C	Program Manager - Marketing	Customer Facility	\$181.52	\$185.34	\$189.23	\$193.20	\$197.26
874-1, 874-4, 874-7	Project Manager - Business	Customer Facility	\$128.09	\$130.78	\$133.52	\$136.33	\$139.19
541-1, 541-2, 541-4A, 541-4C	Project Manager - Marketing	Customer Facility	\$157.01	\$160.31	\$163.67	\$167.11	\$170.62
C132-51	Quality Assurance Specialist	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
874-1, 874-4, 874-7	Research Assistant	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
541-1, 541-2, 541-4A, 541-4C	Risk Communications Specialist	Customer Facility	\$118.16	\$120.64	\$123.17	\$125.76	\$128.40
C132-51	Senior (Functional) Subject Matter Expert	Customer Facility	\$152.00	\$155.19	\$158.45	\$161.77	\$165.17
874-1, 874-4, 874-7	Senior Analyst - Business	Customer Facility	\$115.06	\$117.47	\$119.94	\$122.46	\$125.03
C132-51	Senior Application Programmer	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Senior Auditor/Accountant	Customer Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
874-1, 874-4, 874-7	Senior BPR Specialist	Customer Facility	\$165.02	\$168.48	\$172.02	\$175.63	\$179.32
C132-51	Senior Business Manager	Customer Facility	\$150.53	\$153.69	\$156.92	\$160.22	\$163.58
C132-51	Senior Communication Hardware Specialist**	Customer Facility	\$59.76	\$61.01	\$62.30	\$63.60	\$64.94
C132-51	Senior Communication Network Specialist**	Customer Facility	\$52.01	\$53.10	\$54.21	\$55.35	\$56.51
C132-51	Senior Communication Software Specialist	Customer Facility	\$59.76	\$61.01	\$62.30	\$63.60	\$64.94
C132-51	Senior Computer Systems Analyst	Customer Facility	\$69.53	\$70.99	\$72.48	\$74.00	\$75.55
C132-51	Senior Computer Systems Security Engineer	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Senior EDP Auditor	Customer Facility	\$86.62	\$88.43	\$90.29	\$92.19	\$94.12
874-1, 874-4, 874-7	Senior Facilitator	Customer Facility	\$138.67	\$141.58	\$144.55	\$147.59	\$150.69
874-1, 874-4, 874-7	Senior Graphics Specialist	Customer Facility	\$138.67	\$141.58	\$144.55	\$147.59	\$150.69
C132-51	Senior Information Architecture Specialist	Customer Facility	\$152.00	\$155.19	\$158.45	\$161.77	\$165.17
C132-51	Senior Information Systems Engineer	Customer Facility	\$138.67	\$141.58	\$144.55	\$147.59	\$150.69
874-1, 874-4, 874-7	Senior Managing Consultant	Customer Facility	\$165.02	\$168.48	\$172.02	\$175.63	\$179.32
C132-51	Senior Network Administrator	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
C132-51	Senior Network Engineer	Customer Facility	\$115.06	\$117.47	\$119.94	\$122.46	\$125.03
C132-51	Senior Network Technician	Customer Facility	\$69.53	\$70.99	\$72.48	\$74.00	\$75.55
C132-51	Senior Program Manager	Customer Facility	\$153.08	\$156.30	\$159.58	\$162.93	\$166.35
874-1, 874-4, 874-7	Senior Programmer	Customer Facility	\$115.06	\$117.47	\$119.94	\$122.46	\$125.03
C132-51	Senior Programmer Analyst	Customer Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
C132-51	Senior Quality Assurance	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40

	Specialist						
C132-51	Senior Reengineering Specialist	Customer Facility	\$198.16	\$202.32	\$206.57	\$210.91	\$215.34
C132-51	Senior Software Engineer	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
874-1, 874-4, 874-7	Senior Staff	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
C132-51	Senior System Engineer	Customer Facility	\$115.06	\$117.47	\$119.94	\$122.46	\$125.03
C132-51	Senior System Programmer	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
C132-51	Senior Task Order Project Manager	Customer Facility	\$153.08	\$156.30	\$159.58	\$162.93	\$166.35
C132-51	Senior Technical Writer**	Customer Facility	\$59.76	\$61.01	\$62.30	\$63.60	\$64.94
C132-51	Senior Training Specialist	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
541-1, 541-2, 541-4A, 541-4C	Sr. Audio-Visual Production Specialist	Customer Facility	\$100.03	\$102.13	\$104.28	\$106.47	\$108.70
541-1, 541-2, 541-4A, 541-4C	Sr. Copy Writer/Editor	Customer Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
541-1, 541-2, 541-4A, 541-4C	Sr. Desktop Publisher/Typographer	Customer Facility	\$66.50	\$67.90	\$69.32	\$70.78	\$72.27
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Sr. Financial Systems Analyst	Customer Facility	\$89.63	\$91.51	\$93.43	\$95.40	\$97.40
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Sr. Financial/Budget/Cost Analyst	Customer Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
541-1, 541-2, 541-4A, 541-4C	Sr. Graphic Specialist	Customer Facility	\$100.03	\$102.13	\$104.28	\$106.47	\$108.70
541-1, 541-2, 541-4A, 541-4C	Sr. Market Research Consultant	Customer Facility	\$100.03	\$102.13	\$104.28	\$106.47	\$108.70
541-1, 541-2, 541-4A, 541-4C	Sr. Marketing Specialist	Customer Facility	\$100.03	\$102.13	\$104.28	\$106.47	\$108.70
541-1, 541-2, 541-4A, 541-4C	Sr. Production/Operations Specialist	Customer Facility	\$76.39	\$77.99	\$79.63	\$81.30	\$83.01
541-1, 541-2, 541-4A, 541-4C	Sr. Technical Writer/Editor	Customer Facility	\$100.03	\$102.13	\$104.28	\$106.47	\$108.70
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Staff Auditor/Accountant	Customer Facility	\$55.93	\$57.11	\$58.31	\$59.53	\$60.78
874-1, 874-4, 874-7	Subject Matter Expert	Customer Facility	\$198.16	\$202.32	\$206.57	\$210.91	\$215.34
520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15	Technical Writer - Business**	Customer Facility	\$47.27	\$48.26	\$49.27	\$50.31	\$51.36
541-1, 541-2, 541-4A, 541-4C	Technical Writer/Editor	Customer Facility	\$79.57	\$81.24	\$82.94	\$84.69	\$86.46
541-1, 541-2, 541-4A, 541-4C	Webmaster/Multimedia Designer	Customer Facility	\$115.06	\$117.47	\$119.94	\$122.46	\$125.03
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Admin 1**	Both	\$46.09	\$47.06	\$48.05	\$49.06	\$50.09
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Admin 2**	Both	\$55.31	\$56.47	\$57.65	\$58.86	\$60.10

871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Analyst 1	Both	\$82.96	\$84.71	\$86.49	\$88.30	\$90.16
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Analyst 2	Both	\$94.03	\$96.00	\$98.02	\$100.08	\$102.18
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Analyst 3	Both	\$103.22	\$105.39	\$107.60	\$109.86	\$112.17
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Chief Analyst	Both	\$158.55	\$161.88	\$165.28	\$168.75	\$172.29
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Chief Engineer/Scientist	Both	\$204.64	\$208.94	\$213.33	\$217.81	\$222.38
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Chief Technician	Both	\$149.33	\$152.47	\$155.67	\$158.94	\$162.28
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Documentation Specialist 1**	Both	\$55.31	\$56.47	\$57.65	\$58.86	\$60.10
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Documentation Specialist 2**	Both	\$73.74	\$75.29	\$76.87	\$78.48	\$80.13
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Engineer/Scientist 1	Both	\$94.03	\$96.00	\$98.02	\$100.08	\$102.18
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Engineer/Scientist 2	Both	\$103.22	\$105.39	\$107.60	\$109.86	\$112.17
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Engineer/Scientist 3	Both	\$112.46	\$114.82	\$117.23	\$119.69	\$122.21
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Graphic Artist 1	Both	\$94.03	\$96.00	\$98.02	\$100.08	\$102.18
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Graphic Artist 2	Both	\$112.46	\$114.82	\$117.23	\$119.69	\$122.21
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Graphic Artist 3	Both	\$130.88	\$133.63	\$136.44	\$139.30	\$142.23
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Analyst 1	Both	\$46.09	\$47.06	\$48.05	\$49.06	\$50.09
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Analyst 2	Both	\$64.51	\$65.87	\$67.25	\$68.66	\$70.10
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Documentation Specialist 1**	Both	\$38.72	\$39.54	\$40.37	\$41.21	\$42.08
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Documentation Specialist 2**	Both	\$46.09	\$47.06	\$48.05	\$49.06	\$50.09
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Engineer/Scientist 1	Both	\$55.31	\$56.47	\$57.65	\$58.86	\$60.10
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Engineer/Scientist 2	Both	\$73.74	\$75.29	\$76.87	\$78.48	\$80.13
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Graphic Artist 1	Both	\$55.31	\$56.47	\$57.65	\$58.86	\$60.10
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Graphic Artist 2	Both	\$73.74	\$75.29	\$76.87	\$78.48	\$80.13
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Technical Writer 2**	Both	\$73.74	\$75.29	\$76.87	\$78.48	\$80.13
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Technician 1**	Both	\$55.31	\$56.47	\$57.65	\$58.86	\$60.10
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Technician 2**	Both	\$64.51	\$65.87	\$67.25	\$68.66	\$70.10

871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Junior Technical Writer 1**	Both	\$55.31	\$56.47	\$57.65	\$58.86	\$60.10
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Principal 1	Both	\$268.39	\$274.03	\$279.78	\$285.66	\$291.66
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Principal 2	Both	\$248.50	\$253.72	\$259.04	\$264.48	\$270.04
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Principal 3	Both	\$237.43	\$242.42	\$247.51	\$252.71	\$258.02
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Principal Analyst	Both	\$140.11	\$143.05	\$146.05	\$149.12	\$152.25
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Principal Engineer/Scientist	Both	\$158.55	\$161.88	\$165.28	\$168.75	\$172.29
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Principal Technician	Both	\$140.11	\$143.05	\$146.05	\$149.12	\$152.25
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Program Manager - Engineering	Both	\$186.19	\$190.10	\$194.09	\$198.16	\$202.33
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Project Manager - Engineering	Both	\$149.33	\$152.47	\$155.67	\$158.94	\$162.28
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Admin**	Both	\$73.74	\$75.29	\$76.87	\$78.48	\$80.13
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Analyst 1	Both	\$112.46	\$114.82	\$117.23	\$119.69	\$122.21
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Analyst 2	Both	\$121.66	\$124.22	\$126.83	\$129.49	\$132.21
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Analyst 3	Both	\$130.88	\$133.63	\$136.44	\$139.30	\$142.23
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Documentation Specialist	Both	\$94.03	\$96.00	\$98.02	\$100.08	\$102.18
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Engineer/Scientist 1	Both	\$121.66	\$124.22	\$126.83	\$129.49	\$132.21
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Engineer/Scientist 2	Both	\$130.88	\$133.63	\$136.44	\$139.30	\$142.23
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Engineer/Scientist 3	Both	\$140.11	\$143.05	\$146.05	\$149.12	\$152.25
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Graphic Artist	Both	\$140.11	\$143.05	\$146.05	\$149.12	\$152.25
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Program Manager - Engineering	Both	\$226.38	\$231.14	\$235.99	\$240.95	\$246.01
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Project Manager - Engineering	Both	\$167.74	\$171.27	\$174.86	\$178.54	\$182.28
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Task Leader	Both	\$140.11	\$143.05	\$146.05	\$149.12	\$152.25
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Technician 1	Both	\$112.46	\$114.82	\$117.23	\$119.69	\$122.21
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Technician 2	Both	\$121.66	\$124.22	\$126.83	\$129.49	\$132.21
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Technician 3	Both	\$130.88	\$133.63	\$136.44	\$139.30	\$142.23
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Senior Writer Technical	Both	\$121.66	\$124.22	\$126.83	\$129.49	\$132.21

871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Task Leader	Both	\$94.03	\$96.00	\$98.02	\$100.08	\$102.18
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Technical Writer 1	Both	\$94.03	\$96.00	\$98.02	\$100.08	\$102.18
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Technical Writer 2	Both	\$103.22	\$105.39	\$107.60	\$109.86	\$112.17
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Technician 1**	Both	\$82.96	\$84.71	\$86.49	\$88.30	\$90.16
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Technician 2**	Both	\$94.03	\$96.00	\$98.02	\$100.08	\$102.18
871-1, 871-2, 871-3, 871-4, 871-5, 871-6	Technician 3**	Both	\$103.22	\$105.39	\$107.60	\$109.86	\$112.17

LABOR CATEGORY DESCRIPTIONS

INFORMATION TECHNOLOGY (IT) – SIN C132-51

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

Associate Application Programmer

Functional Description: Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met. Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Senior Application Programmer

Functional Description: Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met. Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Principal Application Programmer

Functional Description: Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met. Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Associate Business Manager

Functional Description: Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all contract support activities. Has demonstrated communications skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific procurement activities as well as problems, issues, or conflicts requiring resolution. Is capable of negotiating and making binding decisions for the company. Serves as the Contractor counterpart for the Government Contracting Officer.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 yrs

Senior Business Manager

Functional Description: Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all contract support activities. Has demonstrated communications skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific procurement activities as well as problems, issues, or conflicts requiring resolution. Is capable of negotiating and making binding decisions for the company. Serves as the Contractor counterpart for the Government Contracting Officer.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Principal Business Manager

Functional Description: Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all contract support activities. Has demonstrated communications skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific procurement activities as well as problems, issues, or conflicts requiring resolution. Is capable of negotiating and making binding decisions for the company. Serves as the Contractor counterpart for the Government Contracting Officer.

Minimum Education: Master's Degree

Minimum Experience: 20 yrs

Senior Communication Hardware Specialist

Functional Description: Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications software. Analyzes and implements communications standards and protocols according to site requirements.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 6 yrs

Principal Communication Hardware Specialist

Functional Description: Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications software. Analyzes and implements communications standards and protocols according to site requirements.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Senior Communication Network Specialist

Functional Description: Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removal, and modification of network components. Designs and optimizes network components and capabilities. Ensures system maintenance and coordinates requirements with users and suppliers. Provides support for all phases of analysis, design, testing, and implementation of networks and

the telecommunications infrastructure to support electronic commerce/electronic data interchange (EC/EDI) functions.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 4 yrs

Principal Communication Network Specialist

Functional Description: Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removal, and modification of network components. Designs and optimizes network components and capabilities. Ensures system maintenance and coordinates requirements with users and suppliers. Provides support for all phases of analysis, design, testing, and implementation of networks and the telecommunications infrastructure to support electronic commerce/electronic data interchange (EC/EDI) functions.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Senior Communication Software Specialist

Functional Description: Analyzes network and computer communications software characteristics and recommends software procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices in light of discerned software needs/problems. Assists and coordinates with communications network specialists in the area of communication software.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 6 yrs

Principal Communication Software Specialist

Functional Description: Analyzes network and computer communications software characteristics and recommends software procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices in light of discerned software needs/problems. Assists and coordinates with communications network specialists in the area of communication software.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 yrs

Associate Computer Systems Analyst

Functional Description: Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support EC/EDI functions and provides expertise in the area of EC/EDI translation software and systems. Analyzes, develops, and/or reviews computer software processes for a wide range of capabilities, including numerous engineering, business, and records management functions.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Senior Computer Systems Analyst

Functional Description: Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and

tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support EC/EDI functions and provides expertise in the area of EC/EDI translation software and systems. Analyzes, develops, and/or reviews computer software processes for a wide range of capabilities, including numerous engineering, business, and records management functions.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Principal Computer Systems Analyst

Functional Description: Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support EC/EDI functions and provides expertise in the area of EC/EDI translation software and systems. Analyzes, develops, and/or reviews computer software processes for a wide range of capabilities, including numerous engineering, business, and records management functions.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Database Analyst

Functional Description: Evaluates and recommends available Database Management System (DBMS) products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Manages and/or develops database projects. Provides highly technical expertise in the use of DBMS concepts.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Functional Subject Matter Expert

Functional Description: Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert, in the field for an actual Task Order. Demonstrates exceptional oral and written communications skills. Analyzes user needs to determine functional requirement.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Associate Information Systems Engineer

Functional Description: Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis internal control and risk analysis, and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with configuration information management guiding principles, cost savings, and open architecture objectives. Analyzes information requirements.

Evaluates workflow, organization, and planning problems analytically and systematically. Develops appropriate corrective action.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Senior Information Systems Engineer

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

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Principal Information Systems Engineer

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

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Procurement Products Specialist

Functional Description: Reviews RFQs. Select suppliers and formulates quotations to the Government. Maintains a database of RFQs, and monitors activity of terms and conditions with suppliers. Procures, executes, and negotiates subcontracts. Tracks products.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Associate Program Manager

Functional Description: Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master's Degree

Minimum Experience: 7 yrs

Senior Program Manager

Functional Description: Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Principal Program Manager

Functional Description: Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Quality Assurance Specialist

Functional Description: Develops and defines major and minor characteristics of quality, including quality metrics and scoring parameters, and determines requisite quality control resources for an actual Task Order. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development lifecycle. Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large, computer-based organization.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Associate Software Engineer

Functional Description: Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and designs specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in implementing refinements, reducing operating time and improving current techniques. Supervises software configuration management. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses, and manages their implementation.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Senior Software Engineer

Functional Description: Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets

software requirements and designs specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in implementing refinements, reducing operating time and improving current techniques. Supervises software configuration management. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses, and manages their implementation.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Principal Software Engineer

Functional Description: Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and designs specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in implementing refinements, reducing operating time and improving current techniques. Supervises software configuration management. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses, and manages their implementation.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Associate System Engineer

Functional Description: Ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards, such as the IEEE Open Systems Environment reference model, as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions. Performs the analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management design. Applies software, hardware, and standard information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Senior System Engineer

Functional Description: Ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards, such as the IEEE Open Systems Environment reference model, as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs the analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management design. Applies software, hardware, and standard information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 yrs

Principal System Engineer

Functional Description: Ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards, such as the IEEE Open Systems Environment reference

model, as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs the analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management design. Applies software, hardware, and standard information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Associate System Programmer

Functional Description: Modifies existing software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Senior System Programmer

Functional Description: Modifies existing software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Principal System Programmer

Functional Description: Modifies existing software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications. Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Senior Technical Writer

Functional Description: Gathers, analyzes, and composes technical information required for the preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other client deliverables/documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents for use by technical and non-technical personnel.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 6 yrs

Principal Technical Writer

Functional Description: Gathers, analyzes, and composes technical information required for the preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other client deliverables/documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents for use by technical and non-technical personnel.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Associate Task Order Project Manager

Functional Description: Directs the completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews. Resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Prepares written and oral reports for contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse project transitioning elements.

Minimum Education: Master's Degree

Minimum Experience: 7 yrs

Senior Task Order Project Manager

Functional Description: Directs the completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews. Resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Prepares written and oral reports for contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse project transitioning elements.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Principal Task Order Project Manager

Functional Description: Directs the completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews. Resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Prepares written and oral reports for contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse project transitioning elements.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Senior Training Specialist

Functional Description: Develops and delivers training for the classroom, small groups, and computer application labs. Possesses experience in Instructional Systems Development (ISD) and appropriate software. Provides classroom instruction, labs, and educational materials.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Principal Training Specialist

Functional Description: Develops and delivers training for the classroom, small groups, and computer application labs. Possesses experience in Instructional Systems Development (ISD) and appropriate software. Provides classroom instruction, labs, and educational materials.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 yrs

Database Administrator

Functional Description: Manages and maintains database and database schemas. Plans and budgets staff and database resources. Defines file organization, indexing methods, and security procedures for specific user application. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts. Provides daily supervision and direction to support staff. Applies skills in data dictionary analysis and design. Maintains central data repository. Supports application system development lifecycle. Responsible for database backup and recovery. Responsible for definition of standards for data dictionaries. Programs dictionary analysis and maintenance software.

Minimum Education: Master's Degree

Minimum Experience: 5 yrs

Associate Network Engineer

Functional Description: Supervises installation technicians; analyzes, designs, and installs local and wide area networks; and analyzes and installs communication systems. Familiar with engineering documentation network configurations, topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 yrs

Senior Network Engineer

Functional Description: Supervises installation technicians; analyzes, designs, and installs local and wide area networks; and analyzes and installs communication systems. Familiar with engineering documentation network configurations, topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 yrs

Principal Network Engineer

Functional Description: Supervises installation technicians; analyzes, designs, and installs local and wide area networks; and analyzes and installs communication systems. Familiar with engineering documentation network configurations, topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings

documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Associate Programmer Analyst

Functional Description: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Has good understanding of the business or function for which applications are designed. Duties include giving instructions and directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Senior Programmer Analyst

Functional Description: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Has good understanding of the business or function for which applications are designed. Duties include giving instructions and directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Principal Programmer Analyst

Functional Description: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Has good understanding of the business or function for which applications are designed. Duties include giving instructions and directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 yrs

Senior Quality Assurance Specialist

Functional Description: Analysis and design of business applications on complex systems for large-scale computers, database management, use of programming languages such as ADA, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding and application of government documentation standards. Proven ability to work independently or under only general direction on complex

application problems involving all phases of systems analysis is required. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept, and adherence to user standards. Reviews program documentation to assure compliance with government standards/requirements and to assess progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end-user representatives.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Principal Quality Assurance Specialist

Functional Description: Analysis and design of business applications on complex systems for large-scale computers, database management, use of programming languages such as ADA, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding and application of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept, and adherence to user standards. Reviews program documentation to assure compliance with government standards/requirements and to assess progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end-user representatives.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 yrs

Associate Network Technician

Functional Description: Responsible for overall network operation. Ensures that all components and interfaces function as required by the specifications and as anticipated by the client. Principal interface with client for problem resolution, system enhancement, maintenance, and operational supervision. Provides direction and supervision to support staff performing a variety of network engineering tasks that are broad in nature. Concerned with the design and implementation of an integrated network.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 4 yrs

Senior Network Technician

Functional Description: Responsible for overall network operation. Ensures that all components and interfaces function as required by the specifications and as anticipated by the client. Principal interface with client for problem resolution, system enhancement, maintenance, and operational supervision. Provides direction and supervision to support staff performing a variety of network engineering tasks that are broad in nature. Concerned with the design and implementation of an integrated network.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Principal Network Technician

Functional Description: Responsible for overall network operation. Ensures that all components and interfaces function as required by the specifications and as anticipated by the client. Principal interface with client for problem resolution, system enhancement, maintenance, and operational supervision. Provides direction and supervision to support staff performing a variety of network engineering tasks that are broad in nature. Concerned with the design and implementation of an integrated network.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Associate Network Administrator

Functional Description: Under minimum supervision, maintains and/or modifies complex facility hardware and/or software as required to ensure system availability and functionality. Ensures system backups are scheduled and accomplished for major systems in accordance with the schedule. Responsible for directing the daily operational availability of the hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible. Ensures programming adjustments and/or repairs of hardware problems are implemented and accomplished as the need is detected. Recommends appropriate corrective action for complex problems. Ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Directs the preparation of reports and analysis of operations as required. Performs other related duties as assigned.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Senior Network Administrator

Functional Description: Under minimum supervision, maintains and/or modifies complex facility hardware and/or software as required to ensure system availability and functionality. Ensures system backups are scheduled and accomplished for major systems in accordance with the schedule. Responsible for directing the daily operational availability of the hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible. Ensures programming adjustments and/or repairs of hardware problems are implemented and accomplished as the need is detected. Recommends appropriate corrective action for complex problems. Ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Directs the preparation of reports and analysis of operations as required. Performs other related duties as assigned.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Principal Network Administrator

Functional Description: Under minimum supervision, maintains and/or modifies complex facility hardware and/or software as required to ensure system availability and functionality. Ensures system backups are scheduled and accomplished for major systems in accordance with the schedule. Responsible for directing the daily operational availability of the hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible. Ensures programming adjustments and/or repairs of hardware problems are implemented and accomplished as the need is detected. Recommends appropriate corrective action for complex problems. Ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Directs the preparation of reports and analysis of operations as required. Performs other related duties as assigned.

Minimum Education: Master's Degree

Minimum Experience: 5 yrs

Associate Reengineering Specialist

Functional Description: Senior consultant who analyzes, plans, directs, and coordinates activities of designated projects to ensure that project goals and objectives are accomplished within the prescribed timeframe and funding parameters. Requires experience as an expert performing and managing highly complex technical projects.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Senior Reengineering Specialist

Functional Description: Senior consultant who analyzes, plans, directs, and coordinates activities of designated projects to ensure that project goals and objectives are accomplished within the prescribed timeframe and funding parameters. Requires experience as an expert performing and managing highly complex technical projects.

Minimum Education: Master's Degree

Minimum Experience: 20 yrs

Associate Information Architecture Specialist

Functional Description: Designs, codes, tests, develops, and documents application programs for complex computer systems; performs needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Works with users to define system scope and objectives. Performs modifications to and maintenance of highly complex operational programs and procedures. Creates computer, subroutine, and procedural forms and documentation.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Senior Information Architecture Specialist

Functional Description: Designs, codes, tests, develops, and documents application programs for complex computer systems; performs needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Works with users to define system scope and objectives. Performs modifications to and maintenance of highly complex operational programs and procedures. Creates computer, subroutine, and procedural forms and documentation.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Principal Information Architecture Specialist

Functional Description: Designs, codes, tests, develops, and documents application programs for complex computer systems; performs needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Works with users to define system scope and objectives. Performs modifications to and maintenance of highly complex operational programs and procedures. Creates computer, subroutine, and procedural forms and documentation.

Minimum Education: Master's Degree

Minimum Experience: 20 yrs

Associate Computer Systems Security Engineer

Functional Description: Defines computer security requirements for high-level applications, evaluates approved security product capabilities, and develops solutions to Multi-level Security (MLS) problems. Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS

requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs in the MLS arena. Performs risk analyses, including risk assessments.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Senior Computer Systems Security Engineer

Functional Description: Defines computer security requirements for high-level applications, evaluates approved security product capabilities, and develops solutions to Multi-level Security (MLS) problems. Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs in the MLS arena. Performs risk analyses, including risk assessments.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Principal Computer Systems Security Engineer

Functional Description: Defines computer security requirements for high-level applications, evaluates approved security product capabilities, and develops solutions to Multi-level Security (MLS) problems. Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs in the MLS arena. Performs risk analyses, including risk assessments.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Senior (Functional) Subject Matter Expert

Functional Description: Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order. Demonstrates exceptional oral and written communications skills. Analyzes user needs to determine functional requirements. Provides expert guidance in the analysis and design of information technology architectures, technology analyses, systems architecture, and strategic planning.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Principal (Functional) Subject Matter Expert

Functional Description: Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order. Demonstrates exceptional oral and written communications skills. Analyzes user needs to determine functional requirements. Provides expert guidance in the analysis and design of information technology architectures, technology analyses, systems architecture, and strategic planning.

Minimum Education: Master's Degree

Minimum Experience: 20 yrs

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) – SINS 874-1, 874-4, 874-7

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

Subject Matter Expert

Functional Description: Performs as a consultant in a highly specialized functional or technical area. Provides specific technical and/or functional guidance, reflecting detailed, expert knowledge of a specific area or function. Develops benchmarks. Performs elaborate analyses and studies. Develops reports and makes presentations to management personnel and client representatives.

Minimum Education: Master's Degree

Minimum Experience: 20 yrs

Partner/Key Principal

Functional Description: Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert guidance and expertise in support of single or multiple projects. Serves as Senior Change Management Consultant. Manages complex organizations and teams by integrating skills into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements, and translates concepts into operational improvements and systems.

Minimum Education: Master's Degree

Minimum Experience: 20 yrs

Principal

Functional Description: Senior consultant who analyzes, plans, directs, and coordinates the activities of designated projects to ensure that project goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides management, organizational, and business improvement services to include visioning, business and information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, change management, and business process reengineering solutions.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Program Manager

Functional Description: Manages multiple projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Manages cost, schedule, and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purpose, and goals of the organization to subordinates.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Principal BPR Specialist

Functional Description: Manages large reengineering projects. Conducts enterprise assessment; defines gaps; and recommends methodology, tools, and resources to develop solutions. Conducts senior-level focus groups and

interviews. Develops strategic plans. Frames issues for decision-making and briefs senior management on recommendations.

Minimum Education: Master's Degree

Minimum Experience: 20 yrs

Instructional Technology - Manager

Functional Description: Responsible for all activities associated with education programs for personnel. May oversee contract fulfillment and service levels of an outsourced training function. Assigns personnel to the various training tasks and directs their activities, reviews and evaluates their work, and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures and technical problems, priorities, and methods. Prepares activity and progress reports regarding instructional technology.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Multimedia Systems Engineer

Functional Description: Top-level technical expert in one or more highly specialized areas of multimedia analysis and programming. Acts independently under general direction. Provides technical leadership on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems, considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of application and multimedia systems analysis and programming. May be responsible for multiple phases of a project. May have duties instructing, directing, and checking the work of other applications and multimedia analysis and programming personnel. May have quality assurance review responsibilities.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Senior BPR Specialist

Functional Description: Plans and conducts business reengineering engagements. Manages cost, schedule, and quality of reengineering tasks. Defines information needs, and develops business and data architectures. Provides input for technical architectures in the form of business requirements. Conducts interviews, groupware work sessions, and focus groups. Develops recommended solutions.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Lead Organizational Design (OD) Specialist

Functional Description: Assesses an organization's ability to accomplish the missions and objectives stated in its strategic plan. Identifies gaps and recommends organizational design alternatives. Develops mission, function, and organizational design recommendations. Defines change management issues related to redesign.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Senior Managing Consultant

Functional Description: Directs activities to implement and manage projects. Possesses expertise to define problems, collect data, establish facts, and draw valid conclusions. Provides leadership and technical expertise in the areas of delivering process and productivity improvement solutions, facilitating large and small groups, developing business and strategic plans, providing performance measurement and business process reengineering training, and conducting financial and cycle-time analysis.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Project Manager

Functional Description: Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. Does not have formal supervisory responsibilities, although may provide input for team member performance appraisals.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Senior Facilitator

Functional Description: Conducts client interviews, preplans, develops agendas, and facilitates meetings. Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help a client define the problem, map an approach, and achieve meeting objectives. Provides group management skills and expertise in all facets of the meeting to include its content, processes, and technical subject matter. Possesses extensive consulting experience.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Senior Graphics Specialist

Functional Description: Organizes, manages, and instructs subordinates in the advanced aspects of design and use, operation, and setup of computer graphic systems. Performs project management tasks such as budgeting and scheduling. Executes graphic projects and coordination of all graphic production scheduling. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Advises and consults users to determine scope of project and best graphic medium. Oversees the training of other personnel in proper use of computer graphic equipment.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Instructional Multimedia/Producer/Director

Functional Description: Organizes, directs, manages, and instructs subordinates in the advanced aspects of designing and producing digital video, audio, and graphic elements for instructionally based multimedia courses and presentations. Responsible for creating computer- or web-based multimedia courses and presentations. Also responsible for creating computer- or web-based instructional courses and developing instructional curriculums. Familiar with current multimedia authoring software such as Toolbook II or Macromedia Authorware. Also familiar with non-linear editing procedures and systems such as AVID Mediacomposer and Media 100. Advises and consults with instructional scriptwriters, videographers, graphic artists, and multimedia developers/programmers through all phases of design, development, testing, and implementation of multimedia products. Performs project management tasks such as budgeting and scheduling of individual production resources. May also establish and maintain multimedia libraries and perform other multimedia or instructional resource management functions.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Instructional Technologist/Trainer - Principal

Functional Description: Top-level technical expert in Instructional Technology. Acts independently under general direction. Provides technical leadership on complex projects. Plans, develops, and organizes programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts

training and development classes and assists in developing criteria to measure effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Audio-Visual Producer/Director

Functional Description: Organizes, directs, manages, and instructs subordinates in the advanced aspects of designing and producing film, video, audio, and graphic elements for live broadcast or recorded media presentations. Responsible for creating films, videotapes, multimedia programs and kiosks, public service announcements, and documentaries. Familiar with current non-linear editing procedures and systems such as AVID Mediacomposer and Media 100 digital editing systems. Advises and consults with scriptwriters, video editors, graphic artists, and camera operators through all phases of production and post-production to develop complete productions. Performs project management tasks such as budgeting and scheduling of individual production resources. May also establish and maintain tape libraries and perform other audio-visual resource management functions.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Managing Consultant

Functional Description: Consults with clients to define needs or problems. Conducts analyses of current operational policies, procedures, and processes. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Minimum Education: Master Degree

Minimum Experience: 7 yrs

Senior Programmer

Functional Description: Under general direction, formulates/defines systems scope and objectives. Devises or modifies procedures to solve complex problems, considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of application and multimedia systems analysis and programming activities. May be responsible for completion of a project phase. Regularly provides guidance and training to less experienced analysts/programmers.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 yrs

Senior Analyst

Functional Description: Performs needs, functional, logical, lifecycle, and technical analyses; feasibility studies; cost-benefit studies; briefings and presentations; report writing; and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management. Conducts facilitated workshops to gather information and define solutions.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 yrs

Mid-Level Facilitator

Functional Description: Conducts client interviews, preplans, develops agendas, facilitates meetings, and documents meeting results. Provides high-level knowledge of multiple session methodologies, facilitates groups

through various processes, serves as client/participant liaison for the session, and performs post-meeting follow-up with the client.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Instructional Technologist/Trainer - Senior

Functional Description: Plans, develops, and organizes programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure the effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Consultant

Functional Description: Supports requirements definition, business process improvement, and business design activities. Provides insight and experiences from related projects. Develops surveys, conducts interviews, and frames problems for analysis and decision-making. Develops feasibility and cost-benefit studies, lifecycle analyses, briefings and presentations, report writing, and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Senior Staff

Functional Description: Senior-level analyst responsible for task requirements, assessing needs, developing information, and considering available solutions and alternative methods. Provides diversified financial management experience, including economic analysis, business case development, activity-based costing, business process reengineering, information engineering, financial systems analysis, and management standards and policy development.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Intermediate Programmer

Functional Description: Under general supervision, formulates and defines system scope and objectives through research and fact finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of application and multimedia systems analysis and programming activities, but requires instruction and guidance in other phases.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Instructional Technologist/Trainer - Intermediate

Functional Description: With general direction, can analyze training population and training needs, develop training lessons, and deliver training in the classroom. May evaluate trainee and instructor performance and prepare trainee progress reports for managers.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Junior Facilitator

Functional Description: Preplans for meetings at a high level, develops fundamental agendas, facilitates basic meetings, and documents meeting results. Provides ongoing coordination with the client throughout the meeting to ensure results meet requirements, and distributes meeting reports to clients and participants.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Research Assistant

Functional Description: Performs needs, functional, logical, and technical analyses; feasibility studies; cost-benefit studies; lifecycle analyses; briefings and presentations; report writing; and post-implementation evaluations.

Conducts risk assessments and helps compile data and resources needed for project completion. Develops benchmarks. Coordinates with the Project Manager and client representative to ensure requirements are satisfied.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Instructional Technologist/Trainer - Junior

Functional Description: Under supervision, can analyze training population and training needs and develop training lessons. May deliver parts of a training course in the classroom. May contribute to evaluations of trainee and instructor performance and draft trainee progress reports for managers.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Graphics Specialist

Functional Description: Responsible for graphics design and use, operation, and setup of computer graphic systems. Executes graphic projects and assists in coordination of all graphic production scheduling. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Junior Programmer

Functional Description: Under immediate supervision, assists in research and fact finding to develop or modify information systems or multimedia programs. Assists in preparing detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 8 yrs

Junior Staff

Functional Description: Analyst responsible for examining business and financial requirements to assess needs, collect information, and identify alternative methods and solutions. Provides research and analytical support for strategic planning, training development, problem solving, quality management, financial analysis, and business process reengineering.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 6 yrs

Administrative Staff

Functional Description: Performs administrative management tasks such as word processing, spreadsheet development, administrative typing, and filing. Helps produce and prepare deliverables. Maintains schedules,

schedules meetings, records minutes, and prepares meeting notes. Provides administrative support to staff, including research and analytical support.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 6 yrs

Co-Facilitator

Functional Description: Develops a basic agenda, facilitates meetings, documents session results, and operates software programs. Provides group guidance needed to use various tools and software, and coordinates with other facilitators.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 4 yrs

Administrative Support

Functional Description: Performs clerical and administrative tasks such as word processing, data entry, typing, and filing. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, records minutes, and prepares meeting notes.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 4 yrs

ADVERTISING AND INTEGRATED MARKETING SOLUTIONS (AIMS)

SINS 541-1, 541-2, 541-4A, 541-4C

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

Program Manager

Functional Description: Simultaneously plans and manages highly visible program operations, including technical support, involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program activities. Must be able to effectively interface with all levels of management. Establishes and alters management structure, as necessary, to effectively direct program activities. Meets and confers with Government management officials regarding status of specific activities, as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master's Degree

Minimum Experience: 10 yrs

Project Manager

Functional Description: Directs activities to implement and manage specific projects. Possesses expertise, particularly in marketing and communications, to define problems, collect data, establish facts, and draw valid conclusions. Develops, directs, and manages strategic plans, and provides tailored services and leadership in support of marketing, media, and public information services projects. Also advises client in these areas as necessary.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Marketing Director

Functional Description: Develops, directs, and manages strategic plans, and provides tailored services in support of corporate communications. Defines target markets and develops marketing and media plans, launch strategies, product positioning, messaging, and creative tactical ideas supporting client objectives. Communicates products to electronic, print, and Internet media. Provides day-to-day media monitoring and trends analysis. Identifies, negotiates, and manages advertising media purchases. Conducts staff media training. Develops evaluation tools, monitors and evaluates public response, and when necessary, directs corrective action to ensure consistency and accuracy of message. Advises client on communications matters. Creates, monitors, and evaluates effectiveness of a speaker's bureau. Develops products, opportunities, and strategies for client participation in public events, conferences, and meetings. Develops informational materials for use in response to public inquiries. Develops contingency plans for potential emergencies and surge operations. Creates, manages, and monitors web operations and other information technology support operations. Develops and distributes information products. Directs and manages information distribution.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Principal Marketing Specialist

Functional Description: Develops, directs, and manages corporate communications program involving advertising and collateral materials. Defines target markets and creates long-term marketing plans. Develops launch strategies,

product positioning, messaging, and creative tactical ideas in support of client objectives. Outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals defining advertising for all media, public service announcements, and public relations. Manages budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Minimum Education: Master's Degree

Minimum Experience: 5 yrs

Sr. Marketing Specialist

Functional Description: Develops, directs, and manages corporate communications program involving advertising and collateral materials. Defines target markets and creates long-term marketing plans. Outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals, defining advertising for all media, public service announcements, and public relations. Manages budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 yrs

Marketing Specialist

Functional Description: Manages corporate communications program involving advertising and collateral materials. Creates long-term marketing plans and outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals defining advertising for all media, public service announcements, and public relations. Supports budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Media Buyer/Manager

Functional Description: Identifies, negotiates, and manages advertising media purchases. Establishes and maintains rapport with print and electronic media services—including magazines, newspapers, Internet service providers, radio and television stations, and direct-mail brokers—to purchase advertising space. Develops long-term relationships with media account representatives to negotiate reduced rates. Works directly with the Market Research Analyst to purchase media in well-defined, target markets. Contributes to annual marketing proposal.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 yrs

Media Specialist

Functional Description: Determines content and placement of client issues in electronic and print media. Provides a full range of services including press and media relations, research, special products, development, maintenance of press files, and content analysis. Serves as liaison to news outlets, generating and responding to media interest to ensure client issues are presented in an accurate and timely manner. Writes and distributes press releases, makes day-book entries, prepares Op/Ed pieces, and drafts news stories. Monitors trends and provides recommendations. As required, arranges press conferences, briefings, and interviews, and coordinates and manages editorial boards. For both national and international media, conducts media training for client subject-matter experts. As required, serves as client spokesperson for routine issues.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Sr. Market Research Consultant

Functional Description: Develops, directs, and manages research to determine content and placement of client product or message in print and electronic media. Conducts market analysis in support of strategic marketing plan and annual marketing proposal. Develops evaluation tools and monitors public response. Conducts focus groups and customer surveys to obtain information on well-defined, target market. Familiar with a variety of electronic search tools.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 yrs

Market Research Analyst

Functional Description: Conducts and develops market analysis in support of annual marketing proposal. Conducts internal and external analysis to identify target audience and strategic product placement. Contributes to annual marketing proposal. Researches market, including market positioning, product overview, and financial analysis. Develops competitive analysis.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Market Research Assistant

Functional Description: Assists Market Research Analyst in all aspects of market research. Conducts and develops market analysis in support of strategic marketing plan and annual marketing proposal. Conducts internal and external market analysis. Contributes to annual marketing proposal. Researches market, including market positioning, product overview, branding, and financial analysis. Develops competitive analysis.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 8 yrs

Broadcast Journalist

Functional Description: Identifies, researches, writes, and produces news and feature stories, as well as public service announcement spots for radio and television using accepted broadcast news practices. Develops stories independently consistent with broadcast product requirements. Directs the work of supporting television news photography crews and editors, including selection or approval of interviews, preparation of individuals to be interviewed, and scene selection. In developing broadcast reports, considers client information objectives and policies, and target-audience demographics, information needs, and interests. Conducts all required project coordination with points of contact. Researches, acquires, screens, and selects stock footage to be used in productions, determining suitability based on subject timeliness, technical quality, and propriety of intended use. Determines need for original television news photography and develops shooting assignments. Interviews subjects for broadcast reports. For media interviews, develops questions appropriate to the subject and designed to elicit desired responses. Conducts pre-interview discussion with interviewees. Participates in audio and video product editing to ensure accurate script interpretation and rewrites.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Sr. Audio-Visual Production Specialist

Functional Description: Organizes, directs, manages, and instructs subordinates in the advanced aspects of creating and producing graphics for broadcast, including promotional graphics, as well as graphs and charts. Creates multimedia productions on AVID editing equipment, including public service announcements; documentaries; and historical, scientific, and cultural presentations. Dubs and edits Beta and 8-mm video on VHS tapes. Establishes, organizes, and maintains tape library. Creates still photos from videotape. Advises and consults with creative

scriptwriters through all phases of production, post production, and final product presentation. Is familiar with a variety of production software.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 yrs

Audio-Visual Production Specialist

Functional Description: Develops, creates, and produces graphics for broadcast, including promotional graphics, as well as graphs and charts. Creates multimedia productions on AVID editing equipment, including short- and long-form public service announcements; documentaries; and historical, scientific, and cultural presentations. Dubs and edits Beta and 8-mm video on VHS tapes. Catalogues and maintains tape library. Creates still photos from implemented presentations. Is familiar with a variety of production software and products.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 yrs

Camera Operator

Functional Description: Shoots videotape footage for ENG and EFP productions. Sets up interviews both in the studio and in the field. Controls lighting and sound quality, as well as video framing on both interview and B-roll assignments. Maintains tape stock and performs operator-level maintenance on Betacam video recorders. Uses creative framing, varied looks, and stylized lighting schemes to create audience interest in naturally static subjects. Closely collaborates with scriptwriters and interviewers to maximize finished-product quality.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 6 yrs

Photographer

Functional Description: Conducts photo shoots for marketing communications materials. Creates effective images in color and black-and-white, using both SLR and digital cameras. Processes chromatic and monochromatic film and paper. Scans images and maintains image library. Acquires photos and prepares images for use in newsletters, print advertising, information products, and historical records. Works in a variety of lighting scenarios, both in the studio and in the field. Coordinates closely with editors and producers in other media to create or locate appropriate images. Transforms images to digital format. Takes photos as required and, when necessary, arranges lighting and coordinates with stylists, art directors, and make-up artists. Is familiar with imaging software. Possesses advanced, hands-on experience with manual and digital cameras and processors.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 8 yrs

Photographer's Assistant

Functional Description: Assists photographer in acquiring photos and images for use in newsletters, print advertising, information products, and historical records of significant events. Assists with photo shoots as needed. Carries equipment and arranges lighting, tripods, and other photographic equipment in a variety of lighting scenarios, in the studio and in the field. Acts as stylist and make-up artist as required. Transforms images to digital format. Maintains image library. Is familiar with color and black-and-white photography, using both SLR and digital cameras. Possesses experience with imaging software and darkrooms.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 4 yrs

Sr. Copy Writer/Editor

Functional Description: Develops, directs, and manages the editorial aspects of internal and external communications programs. Works closely with the client and strategic planners to define communications objectives

and to ensure requirements are achieved. Creates a wide variety of written materials to promote public understanding of client programs and products. Integrates risk-communications techniques to determine content, tone, and manner of communication in a high-demand, fast-paced environment. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets, and online delivery including web-site content. Applies writing principles consistent with the product. Evaluates and edits copy as required. Conducts periodic trends analysis to determine audience feedback and evaluate effectiveness of the communications campaign. Possesses solid project management skills with regard to strategic and tactical writing styles.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Copy Writer/Editor

Functional Description: Determines requirements and creates copy for internal and external communications. Works in a high-demand, fast-paced environment. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets, and online delivery including web-site content. Works closely with strategic planners to produce a variety of communications materials. Integrates technical details with creative vision to write accurate and distinctive copy. Applies writing principles consistent with the product. Edits copy as required. Responsible for copy development from the conceptual stage through product completion.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Webmaster/Multimedia Designer

Functional Description: Manages a web site by creating content, adapting existing content to a web-friendly format, creating and maintaining logical structure of the content, running web server and other related software, and performing system administration. Converts new and diverse information into a web language such as HTML. Processes images for size, resolution, and format. Researches, evaluates for content, creates, and develops multimedia presentations from inception to distribution.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 yrs

Sr. Graphic Specialist

Functional Description: Designs graphics materials. Acts as lead designer for multiple delivery methods, including CD-ROM, web, and print materials, which may include newsletters, brochures, advertisements, and marketing collateral. Develops templates, graphics standards, style guides, and procedures to support in-house or external production teams. Supervises print production. Experienced with software packages and pre-press production. Meets with clients as required.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 yrs

Graphic Specialist

Functional Description: Designs graphics materials for multiple delivery methods, including CD-ROM, web, and print materials, which may include newsletters, brochures, advertisements, and marketing collateral. Assists supervisor in developing templates, graphics standards, style guides, and procedures to support in-house production team and outside vendors. Possesses knowledge of print production. Experienced with software packages and pre-press production.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Sr. Desktop Publisher/Typographer

Functional Description: Creates graphics materials following standard, pre-set layouts. Produces desktop publishing for multiple delivery methods, including CD-ROM, web, and print. Possesses knowledge of graphics and typography standards and usage. Experienced in fast-paced web and print environments. Possesses advanced skills in Adobe PageMaker or QuarkXPress, and has experience with Adobe Illustrator, Adobe PhotoShop, and HTML. Experienced with four-color pre-press and print production, image manipulation, and scanning.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 8 yrs

Desktop Publisher/Typographer

Functional Description: Creates graphics materials following standard, pre-set layouts. Assists supervisor in producing desktop publishing for multiple delivery methods, including CD-ROM, web, and print. Possesses knowledge of graphics and typography standards and usage. Experienced in Adobe PageMaker or QuarkXPress, Adobe Illustrator, Adobe PhotoShop, and HTML. Experienced with four-color pre-press and print production, image manipulation, and scanning.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 6 yrs

Sr. Technical Writer/Editor

Functional Description: Directs, develops, implements, and manages written communications products. Analyzes technical information and develops, monitors, and evaluates products to communicate effectively to the intended audience. Serves as a liaison between technical experts and client stakeholders. Develops communications tools, conducts research, and monitors technology resources. Develops, writes, and edits written products. Directs and manages the editorial process for brochures with photos, convention-style displays, illustrations, videos, multimedia presentations, and other information products. Manages production via frequent communications with commercial and Government printing offices. Possesses excellent oral and written communications abilities and has a keen understanding of the principles of communications.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 yrs

Technical Writer/Editor

Functional Description: Develops and implements written communications and products program. Analyzes technical information and develops products to communicate with a worldwide audience. Provides a link between technical experts and client stakeholders. Develops communications tools, conducts research, and monitors technology resources to ensure appropriate options are available. Develops, writes, and edits written products in support of client objectives. Manages the editorial process, creates brochures, photos, convention-style displays, illustrations, video, multimedia, and other visual forms and information products, as directed by the client. Manages production via frequent communications with commercial printers and the Government Printing Office. Possesses excellent oral and written communications abilities and has a keen understanding of the principles of communications.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Data Entry Technician

Functional Description: Provides detail-oriented, analytical word processing support, with proficiency in MS Word and MS Excel. Responsible for editing and maintaining records, researching information, and reviewing and responding to correspondence. Manages information distribution operations. Enters data at 8,500-12,000 kpm. Identifies and corrects errors, and produces reports.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 4 yrs

Production/Operations Manager

Functional Description: Creates, implements, directs, and manages daily operations and budget in accordance with established project plan and in compliance with customer requirements. Responsible for maintaining current status of ongoing programs, capturing all data and current project status, preparing information briefings, supervising preparation and maintenance of weekly and monthly management report books, and developing current standard operating procedures. Responsible for assisting in the development of broad-based information communications strategies and action plans based on an understanding of organizational goals and objectives. Develops information products based on target audience and budget. Supervises execution of information plan using all available media.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 yrs

Sr. Production/Operations Specialist

Functional Description: Assists Production/Operations Manager in implementing and managing daily operations and budget in accordance with established project plan and in compliance with client requirements. Maintains current status of assigned ongoing programs, capturing all data and current project status. Supervises and prepares information briefings and maintains weekly and monthly management report books. Ensures compliance with current standard operating procedures. Responsible for assisting in developing and executing broad-based information communications strategies and action plans based on an understanding of organizational goals and objectives. Develops information products based on target audience and budget. Helps supervise the execution of the approved information plan using all available media.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Production/Operations Specialist

Functional Description: Assists in implementing daily operations and budget in accordance with established project plan and in compliance with client requirements. Maintains current status of assigned ongoing programs, capturing all data and current project status. Prepares information briefings and maintains weekly and monthly management report books. Maintains, updates, and ensures compliance with current standard operating procedures. Executes information communications strategies and action plans based on an understanding of organizational goals and objectives. Prepares information products based on guidance and target audience. Executes information plan using all available communications resources.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Risk Communications Specialist

Functional Description: Develops and executes communications strategies and public participation and outreach programs supporting environmental and health and safety issues. Serves as prime liaison between client and target audiences including safety, health, and environmental managers; the general public; elected officials; media; regulators; and employees. Provides strategic communications counsel to senior management. Supervises consultants and manages budget. Develops and tracks evaluation metrics to measure impact of communications strategies. Possesses expertise in crisis communications, issues management, and high-visibility media relations dealing with controversial issues. Has outstanding planning, organizational, and teaming skills, and strong writing and interpersonal skills. Is trained in risk communications and facilitation techniques. Possesses strong project management skills, especially involving large teams.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 yrs

Administrative Support Technician

Functional Description: Performs administrative tasks such as word processing and spreadsheet development. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, takes minutes, and prepares meeting notes. Provides administrative support to staff to include research and analytical support.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 6 yrs

General Clerk

Functional Description: Performs clerical and administrative tasks such as word processing, spreadsheet development, typing, and filing. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, takes minutes, and prepares meeting notes.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 2 yrs

FINANCIAL AND BUSINESS SOLUTIONS (FABS)

SINS 520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category. Additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

Partner/Key Principal

Functional Description: Organizes and directs overall contract performance. Interacts with management personnel assigned to the engagement and is responsible for decisions made with respect to any technical or administrative matters. Approves engagement planning and is responsible for approval of the final report.

Minimum Education: Master's Degree

Minimum Experience: 20 yrs

Principal/Senior Manager

Functional Description: Manages overall engagement performance. Ensures that goals and objectives are accomplished within the prescribed timeframe and funding parameters. Provides updates on engagement progress to the Partner and issues the final report. Conducts quality control inspections and reviews.

Minimum Education: Master's Degree

Minimum Experience: 8 yrs

Manager

Functional Description: Supervises the engagement and is responsible for implementation of procedures to be followed relative to the audit plan or project plan. Is responsible for drafting the audit or engagement report prior to its submission for approval. Assumes responsibility for coordination of subordinate activities. Conducts onsite quality control inspections and reviews.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 yrs

Senior Auditor/Accountant

Functional Description: Responsible for major segments of the audit or engagement. Supervises and directs the efforts of the Staff Auditors/Accountants in performing procedures specified in the audit or project plan. Exercises supervisory control over field personnel and reviews work products prepared during conduct of the engagement for proper documentation. Summarizes engagement results for consideration by the Manager for inclusion in the draft report.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Staff Auditor/Accountant

Functional Description: Performs individual audit or work plan tasks under the direct supervision of the Senior Auditor/Accountant or Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares workpapers and supporting documentation to demonstrate the results of procedures. May recommend changes to established

supporting documentation to demonstrate the results of procedures. May recommend changes to established procedures.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 yr

Senior EDP Auditor

Functional Description: Supervises and directs staff auditors in performing audit procedures specified in the audit plan. Exercises supervisory control over field personnel and reviews work products during conduct of the EDP audit for proper documentation. Summarizes the results of the EDP audit review for consideration by the Manager for inclusion in the draft report.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

EDP Auditor

Functional Description: Performs individual audit or work plan tasks under the direct supervision of the Senior EDP Auditor. Prepares audit workpapers and supporting documentation for audit exceptions and/or findings.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 8 yrs

Sr. Financial/Budget/Cost Analyst

Functional Description: Analyzes, plans, directs, and coordinates activities of designated project. Reviews project plans to determine timeframe, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources for various project phases. Establishes detailed work and staffing plans for each project phase; gathers, organizes, and analyzes problem and/or procedural data; and confers with project staff to communicate detailed work plans and assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel. Reviews project reports prepared for clients.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 yrs

Financial/Budget/Cost Analyst

Functional Description: Analyzes business or operating procedures to devise the most efficient method of accomplishing the work. Tracks administrative management of contracts, personnel, and costs. Plans study of work problems and procedures; gathers and analyzes data; organizes and documents findings of studies; and prepares recommendations for implementing new systems, procedures, or organizational changes.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 8 yrs

Sr. Financial Systems Analyst

Functional Description: Performs financial system design and development. Supervises and directs the work of the Financial Systems Analyst. Develops systems improvement recommendations for review by the Manager or Principal/Senior Manager.

Minimum Education: Bachelor's Degree

Minimum Experience: 6 yrs

Financial Systems Analyst

Functional Description: Reviews components of the overall operating system under the supervision of the Senior Financial Systems Analyst. Prepares workpapers and other documentation to support recommended changes to the existing system.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 yrs

Accounting Technician

Functional Description: Posts and balances a wide variety of financial data in various ledgers (i.e., accounts payable, accounts receivable, payroll). Checks and verifies transactions to ensure consistency and accuracy of accounting documents. May assist in the training and guidance of junior accounting personnel.

Minimum Education: High School Diploma or General Education Development (GED) Certification

Minimum Experience: 0 yrs

Technical Writer

Functional Description: Formats and edits final deliverables to ensure they are technically correct and clearly convey the results of the procedures performed. Works under the supervision of the Principal/Senior Manager or Manager.

Minimum Education: Bachelor's Degree

Minimum Experience: 0 yrs

PROFESSIONAL ENGINEERING SERVICES (PES)

SINS 871-1, 871-2, 871-3, 871-4, 871-5, 871-6

These labor category descriptions include a functional description and the minimum education and experience necessary to perform the services in the labor category.

BS/BA = Bachelor of Science or Bachelor of Arts. HS/GED = High School Diploma or General Equivalency Diploma.

Labor Category	Functional Description	Minimum Education	Minimum Years of Experience
Principal 1	Foremost corporate expert in highly specialized, leading edge engineering methodologies. Provides highly technical specialized guidance with regard to engineering solutions to complex problems. Often called upon as one of a few nationally recognized specialists with unique knowledge and skills. BA/BS in related field, plus 19 years of related experience.	BS/BA	19
Principal 2	Expert in highly specialized, leading edge engineering methodologies. Provides highly technical specialized guidance with regard to engineering solutions to complex problems. Often called upon as one of a few nationally recognized specialists with unique knowledge and skills. BA/BS in related field, plus 17 years of related experience.	BS/BA	17
Principal 3	Senior corporate professional in highly specialized, leading edge engineering methodologies. Provides highly technical specialized guidance with regard to engineering solutions to complex problems. Often called upon as one of a few nationally recognized specialists with unique knowledge and skills BA/BS in related field, plus 15 years of related experience.	BS/BA	15
Senior Program Manager - Engineering	Single contract manager and the authorized interface with the customer agency for large-scale contract. Senior company authority within a technical field that act both as a consultant in complex and critical client projects as well as a program manager for very large and complex projects. Responsibilities include project development from inception to deployment, guidance and direction in required tasks, management and control of funds and resources and capability for managing multi-task contracts. BA/BS in related field, plus 12 years of related experience.	BS/BA	12
Program Manager - Engineering	Within broad objectives, performs in a professional position requiring high-level specialized knowledge and experience. Demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines. Serves as the prime point of contact for clients and manages client programs. BA/BS in related field, plus 10 years of related experience.	BS/BA	10

Senior Project Manager - Engineering	Planning and directing technological improvements and project management implementation on medium-scale projects. Manage a diverse group of functional activities, subordinate groups of technical and administrative personnel. BA/BS in related field, plus 8 years of related experience.	BS/BA	8
Project Manager – Engineering	Planning and directing technological improvements and project management implementation on small-scale projects. Manage a diverse group of functional activities, subordinate groups of technical and administrative personnel. BA/BS in related field, plus 6 years of related experience.	BS/BA	6
Senior Task Leader	On moderate-sized, stand-alone tasks, defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. 5 years of related experience required.	BS/BA	5
Chief Engineer/ Scientist	The foremost technical professional possessing technical qualifications equivalent to those expected of senior project consultant who acts as an advisor in complex and critical client projects. Is responsible for maintaining technical excellence within the company. Demonstrated ability to provide long term planning, organization, and management control of multiple complex programs. BA/BS in related field, plus 16 years of related experience required.	BS/BA	16
Principal Engineer/ Scientist	Senior company expert within a technical field, who acts as a consultant in complex and mission critical client assignments. Has broad mandate for independent action. BA/BS in related field, plus 14 years of related experience required.	BS/BA	14
Senior Engineer/ Scientist 3	Senior technical professional who applies broad to comprehensive knowledge of methodologies, theoretical concepts, principles, and practices in specific professional scientific or technical disciplines. Under minimal supervision, plans, conducts, leads and accomplishes broad assignments. Provides guidance and assistance in coordinating tasks and ensuring technical adequacy of the end product. Ensures compliance with technological standards throughout the project. Usually operates with some latitude for previewed actions or decisions and provides daily supervision and direction to support staff. Client contact is routine and frequent. BA/BS in related field, plus 12 years of related experience required.	BS/BA	12
Senior Engineer/ Scientist 2	Senior technical professional who applies broad to comprehensive knowledge of methodologies, theoretical concepts, principles, and practices in specific professional scientific or technical disciplines. Under minimal supervision, plans, conducts, leads and accomplishes broad assignments. Usually operates with some latitude for non-reviewed actions or decisions and provides daily supervision and direction to support staff. Client contact is routine and frequent. BA/BS in related field, plus 10 years of related experience required.	BS/BA	10

Senior Engineer/ Scientist 1	Senior technical professional who applies broad to comprehensive knowledge of methodologies, theoretical concepts, principles, and practices in specific professional scientific or technical disciplines. Under minimal supervision, plans, conducts, leads and accomplishes broad assignments. Usually operates with some latitude for non-reviewed actions or decisions and provides daily supervision and direction to support staff. Client contact is routine and frequent. BA/BS in related field, plus 8 years of related experience required.	BS/BA	8
Engineer/ Scientist 3	Applies developed skills and knowledge of techniques in a specific professional, scientific or technical area. Under general supervision, performs a variety of assigned duties including analysis, design, and development, evaluation, specifications, procedures, troubleshooting and documentation. Provides direction and guidance to lower level Engineers. May be called upon to deliver presentations, plan task, coordinate resources and budgets. BA/BS in related field, plus 6 years or related experience required.	BS/BA	6
Engineer/ Scientist 2	Applies developed skills and knowledge of techniques in a specific professional, scientific or technical area. Under general supervision, performs a variety of assigned duties including analysis, design, and development, evaluation, specifications, procedures, troubleshooting and documentation. Provides direction and guidance to lower level Engineers. May be called upon to deliver presentations, plan task, coordinate resources and budgets. BA/BS in related field, plus 4 years of related experience required.	BS/BA	4
Engineer/ Scientist 1	Under close supervision and within well-defined guidelines, performs in an entry-level professional position. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. BA/BS in related field, plus 3 years of related experience required.	BS/BA	3
Junior Engineer/ Scientist 2	Under close supervision and within well-defined guidelines, performs in an entry-level professional position. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. BA/BS in related field, plus 2 years of related experience required.	BS/BA	2
Junior Engineer/ Scientist 1	Entry-level professional position. Under close supervision and within well-defined guidelines, performs in an entry-level professional position. Analyzes, evaluates, and makes recommendations as part of a team or under supervision of senior personnel. No related experience required.	BS/BA	0
Chief Technician	Foremost expert in a wide range of tasks involving mechanical, electrical, and electronic systems, including: systems/equipment installation, inspection, modification, maintenance, operation, personnel training, and technical writing. Compiles, validates, and verifies the consistency of a variety of technical documents such as test procedures and instructions. 20 years of related experience required.	HS/GED	20
Principal Technician	Senior corporate expert in a wide range of tasks involving mechanical, electrical, and electronic systems, including: systems/equipment installation, inspection, modification,	HS/GED	18

	maintenance, operation, personnel training, and technical writing. Compiles, validates, and verifies the consistency of a variety of technical documents such as test procedures and instructions. 18 years of related experience required.		
Senior Technician 3	Knowledgeable in a wide range of tasks involving mechanical, electrical, and electronic systems, including: systems/equipment installation, inspection, modification, maintenance, operation, personnel training, and technical writing. Compiles, validates, and verifies the consistency of a variety of technical documents such as test procedures and instructions. 16 years of related experience required.	HS/GED	16
Senior Technician 2	Performance and leads other technicians in performing routine and complex technical duties involving relevant technical disciplines. 14 years of related experience required.	HS/GED	14
Senior Technician 1	Performs and leads other technicians in performing routine and complex technical duties involving relevant technical disciplines. 1 years of related experience required.	HS/GED	12
Technician 3	Performs routine and complex technical duties involving relevant technical disciplines. 8 years of related experience required.	HS/GED	8
Technician 2	Performs routine and complex technical duties involving relevant technical disciplines. 6 years of related experience required.	HS/GED	6
Technician 1	Performs routine and complex technical duties involving relevant technical disciplines. 4 years of related experience required.	HS/GED	4
Junior Technician 2	Performs routine technical duties involving relevant technical disciplines under the supervision of more senior personnel. 2 years of related experience required.	HS/GED	2
Junior Technician 1	Entry-level position performing routine and limited complex technical duties involving relevant technical disciplines and under the supervision of more senior personnel. 1 year of related experience required.	HS/GED	1
Chief Analyst	Foremost company expert within a technical field, who acts as consultant in complex and mission critical client assignments. Has broad mandate for independent action. BA/BS in related field, plus 16 years of related experience required.	BS/BA	16
Principal Analyst	Senior company expert within a technical field, who acts as a con Has broad mandate for independent action. BA/BS in related field, plus 14 years of related experience required.	BS/BA	14
Senior Analyst 3	Works in support of (or may perform as) the task leader and other more senior analysts and technical staff. Coordinates with other analysts assigned to the project. Prepares for and conducts interviews of subject matter experts. Synthesizes raw data and information into a larger product. Contributes to written scholarly or technical products. BA/BS in related field, plus 12 years of related experience required.	BS/BA	12
Senior Analyst 2	Works in support of (or may perform as) the task leader and other more senior analysts and technical staff. Coordinates with other analysts assigned to the project. Prepares for and	BS/BA	10

	conducts interviews of subject matter experts. Synthesizes raw data and information into a larger product. Contributes to written scholarly or technical products. BA/BS in related field, plus 10 years of related experience required.		
Senior Analyst 1	Works in support of (or may perform as) the task leader and other more senior analysts and technical staff. Coordinates with other analysts assigned to the project. Prepares for and conducts interviews of subject matter experts. Synthesizes raw data and information into a larger product. Contributes to written scholarly or technical products. BA/BS in related field, plus 8 years of related experience required.	BS/BA	8
Junior Analyst 1	Entry-level analyst position requiring close supervision and training.	HS/GED	0
Senior Documentation Specialist	Designs and develops project documentation. Supervises lower-level Documentation Specialists, Graphics Artists, Technical Writers, or Administrative staff. Expert in tools necessary to perform this function. 10 years related experience required.	HS/GED	10
Documentation Specialist 2	Designs and develops project documentation. May supervise lower-level Documentation Specialists, Graphics Artists, Technical Writers, or Administrative staff. Knowledgeable of the tools necessary to perform his function. 8 years related experience required.	HS/GED	8
Documentation Specialist 1	Designs and develops project documentation. May supervise lower-level Documentation Specialists, Graphics Artists, Technical Writers, or Administrative staff. Knowledgeable of the tools necessary to perform his function. 6 years related experience required.	HS/GED	6
Junior Documentation Specialist 2	As directed by more senior Documentation Specialists, develops project documentation. Knowledgeable of the tools necessary to perform this function. 4 years related experience required.	HS/GED	4
Junior Documentation Specialist 1	Entry-level Documentation Specialist position requiring close supervision and training.	HS/GED	1
Graphic Artist 2	Provides page design, layout, illustration, and presentation support. Has experience with industry standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts and commercial printing techniques and service providers. Works independently under the direction of Sr. Graphic Artists. 6 years of related experience.	HS/GED	6
Graphic Artist 1	Provides page design, layout, illustration, and presentation support. Has experience with industry standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts and commercial printing techniques and service providers. Works independently under the direction of Sr. Graphic Artists. 4 years of related experience.	HS/GED	4
Junior Graphic Artist 2	Provides page layout, graphics and presentation support. Has exposure to industry-standard layout, drawing, painting and presentation software packages. Should also be familiar with	HS/GED	2

	traditional graphic arts techniques. Works independently or under the direction of senior personnel. 2 years of related experience.		
Junior Graphic Artist 1	Entry-level position providing page layout, graphics and presentation support. Has exposure to industry standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts techniques. Works independently or under the direction of senior personnel. 1 year of related experience.	HS/GED	1
Senior Admin	Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, an in process review preparation. Performs analysis, development, and review of program administrative operating procedures. Provides close supervision and direction to lower level Administrative personnel. 5 years of related experience.	HS/GED	5
Admin 2	Performs high-level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements. 4 years of related experience.	HS/GED	4
Admin 1	Entry-level personnel requiring close supervision and training. 1 year of related experience.	HS/GED	1

For the following PES labor categories, additional experience is an acceptable substitute for college degree requirements. One-and-one-half (1.5) years of additional experience can substitute for one (1) year of a typical degree program. For example, if a labor category requires a Bachelor's degree which is typically a four-year program, an additional six years of experience can substitute for the Bachelor's degree.

BS/BA = Bachelor of Science or Bachelor of Arts. HS/GED = High School Diploma or General Equivalency Diploma.

Labor Category	Functional Description	Minimum Education	Minimum Years of Experience
Task Leader	In small-sized, stand-alone tasks, defines and directs technical specification and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. 3 years of related experience required.	BS/BA	3
Analyst 3	Works in support of more senior analysts or technical staff. Performs analysis of project requirements, and documents finding. BA/BA (or equivalent) in related field, plus 6 years of related experience required.	BS/BA	6
Analyst 2	Works in support of more senior analysts or technical staff. Performs analysis of project requirements, and documents finding. BABA (or equivalent) in related field, plus 4 years of related experience required.	BS/BA	4

Analyst 1	Works in support of more senior analysts or technical staff. Performs analysis of project requirements, and documents findings. BA/BA (or equivalent) in related field, plus 3 years of related experience required.	BS/BA	3
Junior Analyst 2	Performs lower-level analysis of project requirements and documents findings. Supports more senior analysts or technical staff. BA/BS (or equivalent) in related field, plus 2 years of related experience required.	BS/BA	2
Senior Graphic Artist	Provides advanced page design, illustration and commercial production support. Directs activities of Graphics Artists and Jr. graphic Artists. Has mastery of complex production processes such as four-color process printing and color lithographic. BA/BS (or equivalent) in related field, plus 10 years of related experience.	BS/BA	10
Graphic Artist 3	Provides page design, layout, illustration, and presentation support. Has experience with industry standard layout, drawing, painting and presentation software packages. Should also be familiar with traditional graphic arts and commercial printing techniques and service providers. Works independently r under the direction of Sr. Graphic Artists. BA/BS (or equivalent) in related field, plus 8 years of related experience.	BS/BA	8
Senior Writer Technical	Senior most professional directing the development and production f technical documents by managing staff resources. Proficiency in writing and editing technical documents. BA/BS (or equivalent) in related field, plus 10 years of related experience.	BS/BA	10
Technical Writer 2	Directs development and production of technical documents by managing staff resources. Proficiency in writing and editing technical documents. BA/BS (or equivalent) in related field, plus 8 years of related experience.	BS/BA	8
Technical Writer 1	Directs development and production of technical documents by managing staff resources. Proficiency in writing and editing technical documents. BA/BS 9or equivalent) in related field, plus 6years of related experience.	BS/BA	6
Junior Technical Writer 2	Prepares technical documents under the direct supervision of more Senior Technical Publications staff. BA/BS (or equivalent) in related field, plus 4 years of related experience.	BS/BA	4
Junior Technical Writer 1	Entry-level position preparing technical documents under the direct supervision of more Senior Technical Publications staff. BA/BS (or equivalent) in related field, plus 2 years of related experience.	BS/BA	2

Service Contract Act (SCA) Matrix

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	Wage Determination (WD) #
SIN C132-51		
Senior Communication Hardware Specialist	14044 - Computer Operator IV	2015-4281 Rev. 9 (1/10/2018)
Senior Communication Network Specialist	14043 - Computer Operator III	2015-4281 Rev. 9 (1/10/2018)
Procurement Products Specialist	01313 - Secretary III	2015-4281 Rev. 9 (1/10/2018)
Senior Technical Writer	30462 - Technical Writer II	2015-4281 Rev. 9 (1/10/2018)
Associate Network Technician	14043 - Computer Operator III	2015-4281 Rev. 9 (1/10/2018)
Associate Computer Systems Security Engineer	14101 - Computer Systems Analyst I	2015-4281 Rev. 9 (1/10/2018)
SINs 874-1, 874-4, 874-7		
Junior Staff	01313 - Secretary III	2015-4281 Rev. 9 (1/10/2018)
Administrative Staff	01313 - Secretary III	2015-4281 Rev. 9 (1/10/2018)
Co-Facilitator	01312 - Secretary II	2015-4281 Rev. 9 (1/10/2018)
Administrative Support	01312 - Secretary II	2015-4281 Rev. 9 (1/10/2018)
SINs 541-1, 541-2, 541-4A, 541-4C		
General Clerk	01113 - General Clerk III	2015-4281 Rev. 9 (1/10/2018)
SINs 520-1, 520-2, 520-5, 520-7, 520-8, 520-9, 520-11, 520-12, 520-13, 520-15		
Technical Writer	30461 - Technical Writer I	2015-4281 Rev. 9 (1/10/2018)
SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6		
Technician 3	30085 – Engineering Technician V	2015-4281 Rev. 9 (1/10/2018)
Technician 2	30084 – Engineering Technician IV	2015-4281 Rev. 9 (1/10/2018)
Technician 1	30083 – Engineering Technician III	2015-4281 Rev. 9 (1/10/2018)
Junior Technician 2	30082 – Engineering Technician II	2015-4281 Rev. 9 (1/10/2018)
Junior Technician 1	30081 – Engineering Technician I	2015-4281 Rev. 9 (1/10/2018)
Documentation Specialist 2	01615 – Documentation Specialist II	2015-4281 Rev. 9 (1/10/2018)
Documentation Specialist 1	01614 – Documentation Specialist I	2015-4281 Rev. 9 (1/10/2018)
Junior Documentation Specialist 2	01613 – Word Processor III	2015-4281 Rev. 9 (1/10/2018)

Junior Documentation Specialist 1	01612 – Word Processor II	2015-4281 Rev. 9 (1/10/2018)
Junior Technical Writer 2	30462 - Technical Writer II	2015-4281 Rev. 9 (1/10/2018)
Junior Writer Technical 1	30462 - Technical Writer II	2015-4281 Rev. 9 (1/10/2018)
Senior Admin	01020 – Administrative Assistant	2015-4281 Rev. 9 (1/10/2018)
Admin 2	01312 – Secretary II	2015-4281 Rev. 9 (1/10/2018)
Admin 1	01311 - Secretary I	2015-4281 Rev. 9 (1/10/2018)

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 U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).