

# ManTech

## GENERAL SERVICES ADMINISTRATION FEDERAL ACQUISITION SERVICE

**Authorized Multiple Award Schedule 084**  
**TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITY**  
**MANAGEMENT SYSTEMS, FIRE, RESCUE, SPECIAL PURPOSE CLOTHING,**  
**MARINE CRAFT, AND EMERGENCY/DISASTER RESPONSE**

**Contract Number**  
**GS-07F-5506P**

**Contract Period of Performance**  
December 22, 2003 through December 21, 2023

Through Modification PO-0045, dated February 5, 2019

**ManTech Advanced Systems International, Inc.**

2251 Corporate Park Drive

Herndon, VA 20171

Attn: Jeromy Block

Tel: 703-218-6440

Fax: 571-350-9791

Large Business

<http://www.mantech.com/>

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/fas>.

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**INFORMATION FOR ORDERING AGENCIES**

**1. SCOPE OF CONTRACT**

This contract shall only be used for the services listed. Inappropriate use of the contract for other than Professional Security/Facility Management Services, Security System Integration, Design, Management, and Life Cycle Support Services may subject the contractor/agency to penalties provided by statute and regulation.

| Total Solutions for Security and Facility Management |  |
|--|--|
| SIN  | Title  |
| 246-52   | Professional Security/Facility Management Services   |
| 246-52RC   | Professional Security/Facility Management Services - Recovery Purchasing                         |
| 246-52STLOC  | Professional Security/Facility Management Services – Cooperative Purchasing                      |
| 246-60-1   | Security System Integration, Design, Management, and Life Cycle Support                          |
| 246-60-1RC   | Security System Integration, Design, Management, and Life Cycle Support – Recovery Purchasing    |
| 246-60-1 STLOC                                       | Security System Integration, Design, Management, and Life Cycle Support – Cooperative Purchasing |
| 84-500   | Order Level Materials (OLMs)   |
| 84-500RC   | Order Level Materials (OLMs) - Recovery Purchasing   |
| 84-500 STLOC   | Order Level Materials (OLMs) – Cooperative Purchasing  |

**2. MAXIMUM ORDER GUIDELINE:** \$200,000 for SINs 246-52 and 246-60-1 and \$100,000 for SIN 84-500

Notwithstanding this limit, agencies may place and ManTech may honor orders exceeding this limit in accordance with FAR 8.404. This maximum order value is a dollar amount at which it is suggested that the ordering agency request greater discounts from the contractor before issuing the order. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order.

**3. MINIMUM ORDER:**

\$100.00 unless ManTech agrees to accept a smaller order amount. When the Government requires supplies or services covered by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is ManTech obligated to furnish those supplies or services under the contract. However, if the Government places such orders, they shall be deemed to be accepted by ManTech, unless returned to the ordering office within 5 workdays after receipt by ManTech.

**4. GEOGRAPHIC SCOPE OF CONTRACT:**

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and all U.S. Government installations and/or agencies abroad.

**5. POINT(S) OF PRODUCTION:**

All items listed herein are domestic end products, from designated countries under the Trade Agreements Act or are U.S. made end products. Services under this Schedule/Price List are available at any client location within the geographic scope on a TDY or permanent basis.

**6. DISCOUNTS FROM LIST PRICES:**

Reference Net Pricing included herein. Discounts may be offered on specific orders depending upon the Statement of Work, staffing, geographic location, and other factors.

**7. QUANTITY DISCOUNTS:** None**8. PROMPT PAYMENT TERMS:** None; Net 30 ARO**9a. GOVERNMENT PURCHASE CARD ACCEPTED AT OR BELOW THE MICROPURCHASE TRESHOLD (\$3,000).**

Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders

**9b. GOVERNMENT PURCHASE CARD ACCEPTED ABOVE THE MICROPURCHASE TRESHOLD.**

Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payment will be shown on the invoice.

**10. FOREIGN ITEMS:** None**11a. TIME OF DELIVERY:** Delivery Schedule specified by task order.**11b. EXPEDITED DELIVERY:** Contact ManTech**11c. OVERNIGHT AND 2-DAY-DELIVERY:** Contact ManTech**11d. URGENT DELIVERY:** Contact ManTech**12. FOB POINT:** Destination

**13a. CONTRACTOR'S ORDERING ADDRESS:**

ManTech Advanced Systems International, Inc.  
2251 Corporate Park Drive  
Herndon, VA 20171  
Phone: 703-218-6440  
Fax: 571-350-9791  
Email: [jeromy.block@mantech.com](mailto:jeromy.block@mantech.com)

**13b. ORDERING PROCEDURES:**

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

**14. CONTRACTOR'S PAYMENT ADDRESS:**

Payment should be sent to the following lockbox address:  
ManTech Advanced Systems International  
c/o ManTech International Corp.  
PO Box 822895  
Philadelphia, PA 19182-2895

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer. For example:

**ManTech Advanced Systems International, Inc.**

c/o ManTech Security & Mission Assurance  
7799 Leesburg Pike, Suite 700 South  
Falls Church, VA 22043

DUNS: 198148751  
CAGE: 0C0P6

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**ManTech Advanced Systems International, Inc.**

c/o ManTech Information Systems & Technology Corporation  
14280 Park Meadow Drive, Suite 400  
Chantilly, VA 20151

DUNS: 789517976  
CAGE: 0N5X4

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**ManTech Advanced Systems International, Inc.**

c/o ManTech Telecommunications & Information Systems Corporation  
2250 Corporate Park Drive, Suite 500  
Herndon, VA 20171-2898

DUNS: 801008228  
CAGE: 0D0S5

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**ManTech Advanced Systems International, Inc.**

c/o ManTech Systems Engineering Corporation  
12015 Lee Jackson Highway  
Fairfax, VA 22033

DUNS: 174245993

CAGE: 2U954

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**ManTech Advanced Systems International, Inc.**

c/o ManTech Command Control Systems Corporation  
2250 Corporate Park Drive, Suite 500  
Herndon, VA 20171-2898

DUNS: 142495907

CAGE: 3RAR6

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**ManTech Advanced Systems International, Inc.**

c/o ManTech Mission & Cyber Technology Solutions, Inc.  
7799 Leesburg Pike, Suite 700 South  
Falls Church, VA 22043

DUNS: 198148751

CAGE: 0C0P6

**15. WARRANTY PROVISIONS:**

Reference Ordering Procedures for Services; Standard Commercial Warranty for Products

**16. EXPORT PACKING CHARGES:** Actual costs plus applicable G&A

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**

Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

**18. TERMS AND CONDITIONS OF RENTAL:** N/A

**19. TERMS AND CONDITIONS OF INSTALLATION:** N/A

**20. TERMS AND CONDITIONS OF REPAIR PARTS:** N/A

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** N/A

**21. LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A

22. **LIST OF PARTICIPATING DEALERS:** N/A
23. **PREVENTATIVE MAINTENANCE:** N/A
- 24a. **SPECIAL ATTRIBUTES:** N/A
- 24b. **SECTION 508:** N/A
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 139627525
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Registered
27. **LIABILITY FOR INJURY OR DAMAGE:**  
The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.
28. **STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE:**  
COMPLETION OF STANDARD FORM 279:  
Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 13-962-7525  
Block 30: Type of Contractor: C. Large Business  
Block 31: Woman-Owned Small Business: No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1396243
29. **CAGE CODE:** 5N741
30. **BLANKET PURCHASE AGREEMENTS (BPAS):**  
Blanket Purchasing Agreements (BPAs) can reduce costs and save time because individual purchase orders and invoices are not required for each procurement but can instead be documented on a consolidated basis. The contractor agrees to enter into BPAs with ordering activities provided that the period of time covered by such agreements shall not exceed the period of the contract including option year period(s). Orders placed under such agreements shall be issued in accordance with all applicable regulations and the terms and conditions of the contract.  
The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times. When a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

**31. TYPES OF ORDERS:**

Both firm fixed-price and time and materials task orders are acceptable under this contract.

**32. ECONOMIC PRICE ADJUSTMENT:**

Will be pursuant to Clause 552.216-70 (Alt 1) (Local Deviation). Please see approved price lists contained herein.

**33. SECURITY REQUIREMENTS:**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, which ever is lesser.

**34. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:**

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.).

**35. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS:**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

**36. INDUSTRIAL FUNDING FEE (IFF):**

The Industrial Funding Fee is included in the labor rates and the products awarded under this schedule. The IFF does not apply to off-schedule items such as travel, materials, and other direct costs.



## LABOR CATEGORY DESCRIPTIONS

ManTech offers professional consulting services in support of security, facility management, security systems Integration/design, security management/support, emergency preparedness and response, fingerprinting, and background investigations requirements by the following labor categories. Minimum staffing qualification and engagement functions and responsibilities are specified.

*Note: Unless otherwise noted, four (4) years of general experience is considered equivalent to an Associate's Degree, eight (8) years of general experience is considered equivalent to a Bachelors Degree, four (4) years of general experience + a Bachelors Degree is equivalent to a Masters Degree, and four (4) years of general experience + a Masters Degree is equivalent to a Doctorate Degree.*

### SENIOR PROGRAM MANAGER

**Minimum/General Experience:** Minimum of ten years general experience, of which at least six years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management. Ten or more years in positions of increasing responsibility including supervisory/management experience.

**Functional Responsibility:** Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

**Minimum Education:** A Bachelors Degree in Business Administration, a related discipline, or equivalent experience. A Masters Degree may be substituted for four years of general experience.

### PROGRAM MANAGER

**Minimum/General Experience:** Eight years general experience, of which at least four years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management. Typically advances through one of the professional areas supervised and is conversant with the spectrum of professional and technical disciplines represented in the organization. Must include previous supervisory/management experience.

**Functional Responsibility:** Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the

organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

**Minimum Education:** A Bachelors Degree plus eight years of relevant technical, professional, or management positions; or 11.5 years of similar experience in disciplines related to the nature of the contract work or in business related field. A Masters Degree may be substituted for four years of general experience.

### ASSOC. PROGRAM MANAGER

**Minimum/General Experience:** Minimum of five years general experience, of which at least three years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.

**Functional Responsibility:** Supports Program Manager. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

**Minimum Education:** A Bachelors Degree in a field of study relevant to the work being performed. A Masters Degree may be substituted for four years of general experience. With 8.5 years of general experience, of which at least five years is specialized, a degree is not required.

### PROJECT MANAGER

**Minimum/General Experience:** This position requires a minimum of three years general experience, of which at least two years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/ or management.

**Functional Responsibility:** Under the guidance of the Program Manager: plans, organizes, directs, and supports all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance in the absence of the Program Manager.

**Minimum Education:** A Bachelors Degree in discipline related to the nature of the contract/task order or in business related field or four and one-half years of similar on-the-job training. A Masters Degree may be substituted for two years of general experience. With an Associates Degree, five years experience is required. With eight years of general experience, of which at least four years is specialized, a degree is not required.

## TASK MANAGER

**Minimum/General Experience:** Two years of experience in relevant technical, professional, or management positions or three and one-half years of similar on-the job training. Will have executed lower level supervisory duties for projects involving analysis, development, and/or support activities. Must have a demonstrated capability of good oral and written communication skills.

**Functional Responsibility:** Supports program objectives by assisting the Project Manager. Ensures conformance with task order schedules and costs; and monitors employee performance and productivity.

**Minimum Education:** BS/BA in a field of study relevant to the work being performed or an AA plus 5 years experience.

## SITE SUPERVISOR II

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

**Functional Responsibility:** Responsible for all managerial and administrative aspects of a specific facility project. Provides scheduling support and support for a task order (or a group of task orders affecting the same facility) and shall assist the Program Manager or Project Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager or Project Manager responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs facility wide planning and interfaces to all functional systems / facility operations. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel at a specific site.

Acts as the senior company representative at critical or highly sensitive base or remote locations, including customer or supplier facilities. Acts as company contact in the field with customer and contractor personnel, exercising a high degree of tact, diplomacy and mature judgement, conforming to policy directions with minimum supervision. Plans, prepares and conducts on-the-job training as required in support of the foregoing activities. May provide work leadership to lower level employees.

**Minimum Education:** BS/BA in a field of study relevant to the work being performed or an AA plus ten years experience.

## SITE SUPERVISOR I

**Minimum/General Experience:** Five years related field engineering experience.

**Functional Responsibility:** Responsible for managerial and administrative aspects of a specific facility project. Provides scheduling support and support for a task order (or a group of task orders affecting the same facility) and shall assist the Program Manager/Project Manager/Senior Site Supervisor in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager or Project Manager responsible for the overall management of the specific task

order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs facility wide planning and interfaces to all functional systems / facility operations. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel at a specific site.

Acts as the company representative at critical or highly sensitive base or remote locations, including customer or supplier facilities. Acts as company contact in the field with customer and contractor personnel, exercising a high degree of tact, diplomacy and mature judgement, conforming to company policy directions with a minimum of supervision. Plans, prepares and conducts on-the-job training as required in support of the foregoing activities. May provide work leadership to lower level employees.

**Minimum Education:** BS/BA in a field of study relevant to the work being performed or an AA plus seven years experience.

### PRINCIPAL PROJECT ENGINEER

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

**Functional Responsibility:** Responsible for advanced level technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds. Reviews completion and implementation of project and/or solution of assigned projects. Analyzes, investigates and develops project guidelines. Coordinates engineers and other technical staff. Interacts with vendors to provide products and services. Reports and recommends changes to project improvements to management. Provides direct support to project and program manager. Provides technical consultation. May directly or indirectly supervise lower level engineers assigned to the project.

**Minimum Education:** Masters Degree in Engineering, or equivalent.

### SENIOR PROJECT ENGINEER

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

**Functional Responsibility:** Responsible for technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds to the next phase. May supervise lower level engineers assigned to the project.

**Minimum Education:** Bachelors Degree in Engineering, or equivalent.

### STAFF PROJECT ENGINEER

**Minimum/General Experience:** 5-6 years of project engineering experience.

**Functional Responsibility:** Responsible for technical/administrative leadership of a project within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides resources coordination between resource managers/supervisors and ensures that all necessary reviews and approvals

are obtained as the project proceeds to the next phase. May provide supervision and guidance to lower level employees.

**Minimum Education:** Bachelors Degree in Engineering, or equivalent.

### ASSOCIATE PROJECT ENGINEER

**Minimum/General Experience:** Five years of project engineering experience.

**Functional Responsibility:** Responsible for technical/administrative leadership of a project within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides resources coordination between resource managers/supervisors and ensures that all necessary reviews and approvals are obtained as the project proceeds to the next phase. Performs other duties, as assigned.

Minimum Education: Bachelors Degree in Engineering or equivalent.

### DIRECTOR FACILITIES MANAGEMENT

**Minimum/General Experience:** 15 years experience in facilities management, requirements analysis, and master planning required. Extensive knowledge of government data systems. Broad knowledge of Federal Government, Department of Defense and/or intelligence community database and decision-making systems. Ability to manage projects from inception to completion. Directs and coordinates the activities to obtain optimum efficiency and economy of operations.

**Functional Responsibility:** Confers with senior management, program managers, project personnel, subcontractors, and consultants. Applies problem-solving techniques to complex problems. Plans, coordinates and directs activities and ensures goals and objectives are accomplished. Produces stationing and requirements studies as needed for various clients throughout the world. Assists in planning, developing, and implementing organizational goals and objectives. Organizes, develops and executes an aggressive marketing program in Facilities Management, to include Army Range and Training Lands. Develops new markets and improves the competitive position of the company. Monitors compliance with corporate policies and procedures. Maintains appropriate communications between functional areas within FME and with FME clients.

**Minimum Education:** Masters Degree in Business Administration, Engineering, or related field

### SENIOR PROJECT MANAGER/HEALTH AND SAFETY

**Minimum/General Experience:** A minimum of 10-15 years experience with safety and health operations. Extensive experience with full responsibility for safety programs and procedures. Highly knowledgeable of OSHA and other government safety regulations, safety analysis documentation, facility inspections, hazardous condition identification and corrective methods.

**Functional Responsibility:** Directs or performs analyses and evaluations of safety systems. Researches and develops safety and health policies and procedures. Develops and conducts required safety training and certification programs. Identifies hazards and corrects deficiencies. Oversees handling and testing of hardware and other related materials. Performs accident investigations and prepares related documentation. Interfaces with the customer and supports safety reviews. Develops Safety and Health Policies and Procedures Manual. Resolves program implementation of audit programs. Analyze program needs and recommends innovative ways to meet the needs. Research, evaluate and update current training methods as needed. Keeps abreast of government Safety and Health rules and regulations to assure adherence to guidelines.



Manages, plans and administers employee safety training programs and procedures. Prepares and distributes educational materials and information. Audits company facilities and recommends actions for the correction of hazardous situations for compliance with OSHA regulations. Serves as the liaison to government agencies. Interfaces with, compiles and submits required OSHA accident reports. May supervise lower level employees. Performs other related duties as assigned.

**Minimum Education:** Bachelor of Science, Safety or equivalent field. Masters Degree preferred.

### LEAD STAFF SPECIALIST – SAFETY AND HEALTH

**Minimum/General Experience:** A minimum of 8-10 years experience with safety and health operations. Extensive experience with full responsibility for safety programs and procedures. Highly knowledgeable of OSHA and other government safety regulations, safety analysis documentation, facility inspections, hazardous condition identification and corrective methods.

**Functional Responsibility:** Manages, plans and administers safety training programs and procedures. Prepares and distributes educational materials and information, audits facilities, and recommends actions for the correction of hazardous situations for compliance with OSHA regulations. Compiles and submits required OSHA accident reports. Directs or performs analyses to evaluate safety systems. Researches and develops safety and health policies and procedures. Develops and conducts required safety training and certification programs. Identifies hazards and corrects deficiencies. Oversees handling and testing of hardware and other related materials. Performs accident investigations and prepares related documentation. Interfaces with the customer and supports safety reviews

**Minimum Education:** Bachelor of Science, Safety or equivalent field.

### SENIOR STAFF SPECIALIST – SAFETY AND HEALTH

**Minimum/General Experience:** 5+ years of general environmental safety experience.

**Functional Responsibility:** The Health & Safety Specialist will represent the company on environmental health and safety issues. Will advise management on all matters affecting employee health and safety as it relates to their working environment. The health and safety specialist will inspect operational areas to insure compliance with relevant regulations and recommend corrective actions; promote Environmental Health and Safety (EHS) goals and objectives; investigate accidents; applying technical knowledge in the review of technical drawings and manuals to insure EHS issues are addressed to prevent injuries, illness, loss of property or damage to the environment; as well as prepare and conduct training in subjects relating to EHS. May provide leadership and guidance to lower level employees. Plans and administers safety training and certification programs. Prepares and distributes educational materials and information. Assists in auditing facilities, and recommends actions for the correction of hazardous situations for compliance. Recognizes, evaluates and controls a wide variety of EHS issues. Makes judgments concerning complex problems, resorting to research if necessary. Detailed knowledge of operations, the potential hazards associated with those operations, the regulatory environment pertaining to the hazards and the most appropriate approach towards achieving control of those hazards. Responsible for writing formal structured reports with a minimum of supervision to operate independently in the field, at a specialist level being able to resort to others for assistance if needed. Directs or performs analyses to evaluate safety systems. Identifies hazards and corrects deficiencies.

**Minimum Education:** Bachelors Degree in any area of applied science, such as safety engineering, industrial hygiene, chemistry, etc.

### **STAFF SPECIALIST – SAFETY AND HEALTH**

**Minimum/General Experience:** Minimum 1 year experience in the Health and Safety field.

**Functional Responsibility:** The Health & Safety Specialist will represent the company on environmental health and safety issues. Will advise management on all matters affecting employee health and safety as it relates to their working environment. The health and safety specialist will inspect operational areas to insure compliance with relevant regulations and recommend corrective actions; promote Environmental Health and Safety (EHS) goals and objectives; investigate accidents; applying technical knowledge in the review of technical drawings and manuals to insure EHS issues are addressed to prevent injuries, illness, loss of property or damage to the environment; as well as prepare and conduct training in subjects relating to EHS. Plans and administers employee safety training and certification programs. Prepares and distributes educational materials and information. Assists in auditing facilities, and recommends actions for the correction of hazardous situations for compliance. Recognizes, evaluates and controls a wide variety of EHS issues. Makes judgments concerning complex problems, resorting to research if necessary. Detailed knowledge of operations, the potential hazards associated with those operations, the regulatory environment pertaining to the hazards and the most appropriate approach towards achieving control of those hazards. Responsible for writing formal structured reports with a minimum of supervision to operate independently in the field, at a specialist level being able to resort to others for assistance if needed. Directs or performs analyses to evaluate safety systems. Identifies hazards and corrects deficiencies.

**Minimum Education:** Bachelors Degree in a related field or equivalent experience.

### **SECURITY DIRECTOR**

**Minimum/General Experience:** Minimum of twelve years general experience, of which at least six years must be specialized and three years supervisory. Specialized experience includes: advanced practical experience in managing diverse protection programs with emphasis in managing security or related operations such as Acquisition RDT&E or technology based programs of complex proportions, project development from inception to deployment, expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management. Related security experience may include physical, IT, personnel, and OPSEC. Knowledge of DCIDs, NISPOMs and other government policy documents required. Should possess security experience in all disciplines of security within the collateral/SAP/SAR/SCI environment. Must have a Top Secret Clearance and be eligible for DoE, SAP/SAR, ACI and other government agency access.

**Functional Responsibility:** Supports Program Manager in matters relating to overall contract performance, program personnel, reports, and contract deliverables. Provides guidance on both technical and non-technical matters. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates.

**Minimum Education:** A Bachelors Degree in a discipline related to the nature of the contract work or in business related field. With a Masters Degree ten years of general experience of which at least six years specialized experience is required.

### SENIOR MANAGER – SECURITY

**Minimum/General Experience:** Minimum of eight years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual. Experience must include supervisory/management experience.

**Functional Responsibility:** Responsible for the direct supervision/management of the security administration staff. Manages all aspects of the DoD, DoE or other industrial security program and other security activities, ensuring compliance with government and company security policies and procedures. Reviews and investigates non-compliance issues. Responsible for the employment, training and discipline of assigned employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

### STAFF MANAGER – SECURITY

**Minimum/General Experience:** Five years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual.

**Functional Responsibility:** Coordinates and monitors highly sensitive aspects of the DoD, DoE or other industrial security program and other security activities, ensuring compliance with government and company security policies and procedures. Conducts highly sensitive security briefings. Coordinates all security education programs. Acts a primary liaison with upper management and outside agencies. May provide work leadership to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

### LEAD STAFF SPECIALIST– SECURITY

**Minimum/General Experience:** Ten years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual.

**Functional Responsibility:** Coordinates and monitors sensitive aspects of the DoD, DoE or other industrial security program, ensuring compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Monitors and conducts security briefings and security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Maintains liaison with outside agencies and keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. Provides work leadership and guidance to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

### SENIOR STAFF SPECIALIST– SECURITY

**Minimum/General Experience:** Seven years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual.



**Functional Responsibility:** Coordinates and monitors sensitive aspects of the DoD, DoE or other industrial security program, ensuring compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Monitors and conducts security briefings and security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Maintains liaison with outside agencies and keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. Provides work leadership and guidance to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

### **STAFF SPECIALIST– SECURITY**

**Minimum/General Experience:** Five years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual.

**Functional Responsibility:** Coordinates and monitors sensitive aspects of the DoD, DoE or other industrial security program, ensuring compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Monitors and conducts security briefings and security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Maintains liaison with outside agencies and keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. May provide work leadership to lower level employees. Performs other duties, as assigned.

**Minimum Education:** Bachelors Degree or equivalent experience.

### **PROFESSIONAL STAFF – SECURITY**

**Minimum/General Experience:** Two years experience in a DoD, DoE or other industrial security program and in-depth knowledge of the DoD, DoE or other government security regulatory manual.

**Functional Responsibility:** Administers and coordinates the DoD, DoE or other industrial security program and other security activities to ensure compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Conducts security briefings. Participates in the development of and conducts security education programs. Investigates losses and security violations and recommends corrective actions. Maintains outside liaison with outside agencies. Develops and implements procedures and coordinates procedure manual revisions.

**Minimum Education:** Bachelors Degree or equivalent experience.

### **ASSOCIATE PROFESSIONAL STAFF – SECURITY**

Minimum/General Experience: Entry level position.

Functional Responsibility: Administers routine aspects of the DoD, DoE or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures; ensures compliance with all aspects of the program including personal, physical and administrative security systems and procedures. May conduct security briefings and maintains security education programs. Investigates losses and security violations; may recommend corrective action. Ensures destruction of classified and confidential information

in accordance with policies and procedures. Assists in revision of procedures manuals. Interfaces with outside agencies.

Minimum Education: Bachelors Degree or equivalent experience; additional courses in government security preferred.

### PRINCIPAL INFORMATION SYSTEMS SECURITY ANALYST/ENGINEER

**Minimum/General Experience:** Minimum of ten (10) years relevant experience in information systems, risk management and analysis.

**Functional Responsibility:** Interfaces directly with clients to identify requirements and generate new business. Develops and applies advanced methods, theories and research techniques in the solution of security environment requirements and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Reviews Information Systems security environments to include all aspects of physical, technical and administrative security issues. Develops client-specific information systems risk management alternatives and implementation plans. Provides information systems security training to other employees and performs oversight of all task-specific activities such as document preparation, writing, methodologies, etc. Evaluates government and commercial policies, manuals, regulations and other documents for relevance to information systems security issues and ongoing efforts. Provides work leadership to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

### SENIOR INFORMATION SYSTEMS SECURITY ENGINEER

**Minimum/General Experience:** Minimum of ten (10) years relevant experience in information systems, risk management and analysis.

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques in the solution of security environment requirements and problems. Plans, conducts and technically directs projects. Coordinates the efforts of technical and support staff in the performance of assigned duties. Reviews Information Systems security environments relevant to all aspects of physical, technical and administrative security issues. May provides information systems security training to other employees and performs oversight of all task-specific activities such as document preparation, writing, methodologies, etc. Evaluates government and commercial policies, manuals, regulations and other documents for relevance to information systems security issues and ongoing efforts. Provides work leadership to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

### PRINCIPAL COMPUTER FORENSIC & INTRUSION ANALYST

**Minimum/General Experience:** Five (5) years of related experience. Must have one or more of the following: meticulous understanding and in-depth hands-on experience with computer network penetration testing and techniques; experience in computer and network evidence seizure, computer forensic analysis, and data recovery; experience in computer intrusion analysis and investigation, intrusion operations and detection; computer network surveillance/monitoring; extensive knowledge and in depth understanding of network protocols, network devices, multiple operating systems, and secure architectures; extensive experience conducting static and dynamic tool and program analysis including thorough source code review and reverse

engineering. Will be subject to a government security investigation and must maintain eligibility requirements for government security clearances.

**Functional Responsibility:** Provides expert knowledge in computer and network forensics. Conducts vulnerability assessments. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Identifies, deters, monitors and investigates computer and network intrusions. Provides expert knowledge in any of the following areas: Computer and network forensics; Computer and network vulnerability testing/penetration techniques; Tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities, data hiding and encryption. Develop tools, techniques, training and countermeasures for computer and network vulnerabilities, data hiding and encryption.

**Minimum Education:** Bachelors Degree in Computer Science or a related field or equivalent experience with 5 years of related experience.

### SENIOR COMPUTER FORENSIC & INTRUSION ANALYST

**Minimum/General Experience:** Five (5) years of experience in Intrusion Analysis. Demonstrated ability to work independently or under only general supervision. Three (3) years in computer intrusion analysis and investigation, intrusion operations and detection; computer network surveillance and monitoring; vulnerability assessments; hacker methodologies and techniques; computer network exploitation methodology and techniques; computer attack and exploitation methodologies and techniques; firewall exploitation; as well as three (3) years experience in network protocols; network devices; computer security devices; multiple operating systems; secure architecture, methodologies, and tools; hardware and software configurations; and network LAN/WAN system administration in support of computer intrusion operations. Will be subject to a government security investigation and must maintain eligibility requirements for government security clearances.

**Functional Responsibility:** Provides knowledge in computer and network forensics. Conducts vulnerability assessments. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Identifies, deters, monitors and investigates computer and network intrusions. Provides expert knowledge in one or more of the following areas: Computer and network forensics; Computer and network vulnerability testing/penetration techniques; Tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities, data hiding and encryption.

**Minimum Education:** Bachelors Degree in Computer Science, Information Systems, Engineering or a related scientific or technical discipline; experience may be substituted for education.

### COMPUTER FORENSIC & INTRUSION ANALYST II

**Minimum/General Experience:** Two (2) years of experience in Intrusion Analysis to include computer network surveillance/monitoring; vulnerability assessments; network protocols; network

devices; computer security devices; hardware and software configurations; and network LAN/WAN system administration in support of information assurance. Will be subject to a government security investigation and must maintain eligibility requirements for government security clearances.

**Functional Responsibility:** Conducts vulnerability assessments. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Identifies, deters, monitors and investigates computer and network intrusions. Responsible for assisting senior staff in one or more of the following areas: computer and network forensics; computer and network vulnerability testing/penetration techniques; and tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities, data hiding and encryption. Assists in developing tools, techniques, training and countermeasures for computer and network vulnerabilities, data hiding and encryption. Identifies, monitors and investigates computer and network intrusions.

**Minimum Education:** Bachelors Degree in Computer Science, Information Systems, Engineering or a related scientific or technical discipline; experience may be substituted for education.

## COMPUTER FORENSIC & INTRUSION ANALYST I

**Minimum/General Experience:** One (1) year experience in Intrusion Analysis to include computer network surveillance/monitoring; vulnerability assessments; network protocols; network devices; computer security devices; hardware and software configurations; and network LAN/WAN system administration in support of information assurance. Will be subject to a government security investigation and must maintain eligibility requirements for government security clearances.

**Functional Responsibility:** Conducts vulnerability assessments. Researches tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Monitors and investigates computer and network intrusions. Responsible for assisting senior staff in one or more of the following areas: computer and network forensics; computer and network vulnerability testing/penetration techniques; and tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Assists in developing tools, techniques, training and countermeasures for computer and network vulnerabilities, data hiding and encryption. Identifies, monitors and investigates computer and network intrusions.

**Minimum Education:** Bachelors Degree in Computer Science, Information Systems, Engineering or a related scientific or technical discipline is preferred.

## SENIOR MANAGER – INTELLIGENCE

**Minimum/General Experience:** Seven (7) years experience in intelligence and threat analysis for a Government Agency. Prior management and supervisory experience required. Masters Degree and 4 years of related intelligence experience preferred. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Manage and provides specialized intelligence and threat analysis and production support. Access and perform research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, down-loading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Develops I&TS documents, summaries, reports, presentations and other designated products in support of the customer's I&TS requirements. Presents briefings to key personnel (to include General Officers and SES personnel designated by the customer. Provides leadership and guidance to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience and 7 years experience in intelligence and threat analysis. Masters Degree and 4 years of related intelligence experience preferred.

### PRINCIPAL INTELLIGENCE ANALYST

**Minimum/General Experience:** Eight (8) years in counterintelligence. Masters Degree and 6 years of experience in the counterintelligence field is preferred. Knowledge of intelligence community and standard DOD Intelligence Information Systems including JDISS and Intel ink and analytical tools such as Analyst Notebook is required. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Responsible for the analysis of foreign intelligence threats Conducts critical research. Collect, analyze and interpret counterintelligence data. Research, develop, test and evaluate programs. Determines customer's requirements and respond to requests.

Supervise and manage the Counterintelligence Analysis support to the Joint Counterintelligence Center (J2C1). J2CI serves as the Joint Staff's counterintelligence (CI) office, providing a center for joint CI issues arising from or supporting OSD, the Joint Staff, the Combatant Commands, the Services, Defense Agencies, and the Intelligence Community. This position is specifically responsible for providing technical consulting support to author, edit, and staff publications, documents and papers concerning joint doctrine, tactics, techniques, and procedures (TTP) for CI support to joint military operations. Local, CONUS and OCONUS travel may be required less than approximately 20% of the period of performance.

**Minimum Education:** Bachelors Degree or equivalent experience. Masters Degree and 6 years of experience in the counterintelligence field is preferred.

### LEAD INTELLIGENCE ANALYST

**Minimum/General Experience:** 7 years of counterintelligence analysis experience. Experience in providing protection of critical program information in the DoD acquisition field is desirable. Familiarity with intelligence software products and tools required. Applicant selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Responsible for the analysis of foreign intelligence threats. Conducts critical research. Collects, analyzes and interprets counterintelligence data. Researches, develops, tests and evaluates programs. Determines customer's requirements and responds to request. Conducts analysis of foreign intelligence threats involving critical research, sensitive technologies or critical program information (CPI). Collects and analyzes all source intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies. Produces reports and studies based on analyses conducted.



Disseminates products to appropriate AFOSI detachments and customers. Provides tailored analytical products to RTP specialists or customers as requested. Coordinates analytical products from numerous resources, to include various databases, to ensure a real-time, tailored product is provided. The product should be focused to the specific Research, Development, Test & Evaluation (RDT&E) facility, acquisition program, technology or CPI as necessary. At some locations, support may be directed toward Special Access Programs (SAP) and SAP Technologies and CPI. In addition to above, conducts all-source Foreign Intelligence Service information, subjects it to an analytical process, whereby integrated threat assessment products/finished analysis is produced. May provide leadership to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent and 7 years of counterintelligence analysis experience. Masters Degree and 5 years of related intelligence experience preferred.

### SENIOR INTELLIGENCE ANALYST

**Minimum/General Experience:** 6 years experience in intelligence and threat analysis.

**Functional Responsibility:** Provides specialized intelligence and threat analysis and production support. Accesses and performs research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, down-loading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Develops I&TS documents, summaries, reports, presentations and other designated products in support of the customer's I&TS requirements. Presents briefings to key personnel (to include General Officers and SES personnel) designated by the customer. May provide leadership to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience and 6 years experience in intelligence and threat analysis. Masters Degree and 4 years of related intelligence experience preferred. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

### STAFF INTELLIGENCE ANALYST

**Minimum/General Experience:** 5 years experience in intelligence and threat analysis.

**Functional Responsibility:** Provides specialized intelligence and threat analysis and production support. Accesses and performs research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, down-loading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Develops I&TS documents, summaries, reports, presentations and other designated products in support of the customer's I&TS requirements. Presents briefings to key personnel (to include General Officers and SES personnel) designated by the customer.

**Minimum Education:** Bachelors Degree or equivalent experience and 5 years experience in intelligence and threat analysis for a Department of Defense Agency. Masters Degree and 3 years of related intelligence experience preferred. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

### PRINCIPAL SECURITY ANALYST

**Minimum/General Experience:** High School diploma and 10 years in a related security function required. Bachelors of Arts or Sciences with 12-15 years of related security experience is

preferred. Lead or supervisory experience preferred. Applicants/Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Responsible for information protection, customer relations and project management. Analyzes data, applying protection criteria and making appropriate classification decisions about the information in question. May lead, supervise and train lower level employees.

Makes decisions about how data and policies about classification should be applied. Interacts with both internal and external clients to satisfy their needs regarding information, personnel and program security issues. Acts occasionally as the intermediary between internal staff offices and between government officer and contractors. May develop educational material, which initiates, indoctrinates or refreshes the knowledge about government security policy. Assist the government in developing and applying security measures to programs during all phases of a program's life cycle. May draft security documents that instruct program participants on how to implement official security policy. May develop, produce and deliver audio/visual presentations to large audiences on topics related to program security.

**Minimum Education:** High School diploma. Bachelors of Arts or Sciences with 12-15 years of related security experience is preferred.

### LEAD SECURITY ANALYST

**Minimum/General Experience:** 7 years in a related security function required.

**Functional Responsibility:** Responsible for information protection, customer relations and project management. Analyzes data, applying protection criteria and making appropriate classification decisions about the information in question. May lead or supervise lower level employees.

Makes decisions about how data and policies regarding classification should be applied. Interacts with both internal and external clients to satisfy their needs regarding information, personnel and program security issues Acts occasionally as the intermediary between internal staff offices and between government officer and contractors May develop educational material, which initiates, indoctrinates or refreshes the knowledge about government security policy. Assists the government in developing and applying security measures to programs during all phases of a program's life cycle. May draft security documents that instruct program participants on how to implement official security policy. May develop, produce and deliver audio/visual presentations to large audiences on topics related to program security.

**Minimum Education:** High School diploma and 7 years in a related security function required. Bachelors of Arts or Sciences with 8-10 years of related security experience is preferred. Lead or supervisory experience preferred. Applicants/Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

### SENIOR SECURITY ANALYST

**Minimum/General Experience:** 5 years in a related security function required.

**Functional Responsibility:** The position is responsible for information protection, customer relations and project management. Analyzes data, applying protection criteria and making appropriate classification decisions about the information in question.

Makes decisions about how data and policies regarding classification should be applied. Interacts with both internal and external clients to satisfy their needs regarding information, personnel and program security issues. Acts occasionally as the intermediary between internal staff offices and between government officer and contractors. May develop educational material, which initiates, indoctrinates or refreshes the knowledge about government security policy. Assists the government in developing and applying security measures to programs during all phases of a program's life cycle. May draft security documents that instruct program participants on how to implement official security policy. May develop, produce and deliver audio/visual presentations to large audiences on topics related to program security.

**Minimum Education:** High School diploma and 5 years in a related security function required. Bachelors of Arts or Sciences with 6-7 years of related security experience is preferred. Applicants/Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

### STAFF SECURITY ANALYST

**Minimum/General Experience:** 3 years in a related security function required. Applicants/Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Analyzes data, applying protection criteria in accordance with appropriate classification decisions about the information in question. Interacts with both internal and external clients to satisfy their needs regarding information, personnel and program security issues. May develop educational material, which initiates, indoctrinates or refreshes the knowledge about government security policy. Assist the government in developing and applying security measures to programs during a program's life cycle May draft security documents that instruct program participants on how to implement official security policy May develop, produce and deliver audio/visual presentations to large audiences on topics related to program security

**Minimum Education:** High School diploma and 3 years in a related security function required. Bachelors of Arts or Sciences with 4-5 years of related security experience is preferred.

### LEAD TECHNOLOGY PROTECTION ANALYST

**Minimum/General Experience:** 10 years of counterintelligence or intelligence analysis experience.

**Functional Responsibility:** Conducts analysis of foreign intelligence against programs involving critical research, sensitive technologies or critical program information (CPI). Collects and analyses all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies. Produces integrated threat assessment products/finished analytical reports and studies based on analyses conducted. Disseminates products to appropriate customers. Provides tailored analytical products to specialists or customers as requested. Coordinates analytical products to numerous resources, to include various databases to ensure a real-time tailored product is provided. Determines customer's requirements and responds to requests. Provides threat assessments and analyzes products. Provides training, if necessary. Develops documentation. Reviews, analyzes, and evaluates foreign intelligence information.

**Minimum Education:** Bachelors Degree or equivalent experience and 10 years of counterintelligence or intelligence analysis experience. Masters Degree and five years of related



intelligence experience preferred. A government security investigation or current security clearance is required.

### SENIOR TECHNOLOGY PROTECTION ANALYST

**Minimum/General Experience:** 8 years of counterintelligence or intelligence analysis experience.

**Functional Responsibility:** Conducts analysis of foreign intelligence against programs involving critical research, sensitive technologies or critical program information (CPI). Collects and analyses all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies. Produces integrated threat assessment products/finished analytical reports and studies based on analyses conducted. Disseminates products to appropriate customers. Provides tailored analytical products to specialists or customers as requested. Coordinates analytical products to numerous resources, to include various databases to ensure a real-time tailored product is provided.

**Minimum Education:** Bachelors Degree or equivalent experience and 8 years of counterintelligence or intelligence analysis experience. Masters Degree and four years of related intelligence experience preferred. A government security investigation or current security clearance is required.

### LEAD INFORMATION SYSTEMS SECURITY ANALYST

**Minimum/General Experience:** Minimum of seven years relevant experience in information systems, risk management and analysis.

**Functional Responsibility:** Interfaces directly with clients to identify requirements and generate new business. Develops and applies advanced methods, theories and research techniques in the solution of security environment requirements and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Reviews information systems security environments to include all aspects of physical, technical and administrative security issues. Develops client-specific information system risk-management alternatives and implementation plans. Provides information system security training to other employees and performs oversight of all task-specific activities such as document preparation, writing, methodologies, etc. Evaluates government and commercial policies, manuals, regulations and other documents for relevance to information security management issues and ongoing efforts. Provide work leadership, guidance, and direction to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

### SENIOR INFORMATION SYSTEMS SECURITY ANALYST

**Minimum/General Experience:** Minimum of four (4) years relevant experience in information systems, risk management and analysis.

**Functional Responsibility:** Interfaces directly with clients to identify requirements and generate new business. Develops and applies advanced methods, theories and research techniques in the solution of security environment requirements and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Reviews information systems security environments to include all aspects of physical, technical and administrative security issues. Develops client-specific information system risk-management alternatives and implementation

plans. Provides information system security training to other employees and performs oversight of all task-specific activities such as document preparation, writing, methodologies, etc. Evaluates government and commercial policies, manuals, regulations and other documents for relevance to information security management issues and ongoing efforts. Provides work leadership to lower level employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

### INFORMATION SYSTEMS SECURITY ANALYST II

**Minimum/General Experience:** Minimum of two (2) years relevant experience in information systems, risk management and analysis. Experience with security configuration and implementation. Experience installing, configuring, and troubleshooting PCs, software, and peripherals.

**Functional Responsibility:** With minimal supervision, performs information system security activities for government and commercial clients. Fully characterizes information system security environments, including system connectivity, in terms of administrative, technical and organizational factors and develops risk management alternatives for securing information assets. Provides assistance in analysis and development of organization-level information policies and plans based on appropriate federal or commercial guidelines and standards. Performs and documents in-depth analyses of Information Systems security environments to include all relevant aspects of physical, technical and administrative security. Identifies potential vulnerabilities and recommends appropriate countermeasures. Evaluates government and commercial information management policies, manuals, regulations and documents for compliance with relevant guidelines and policies. Develops and prepares final documentation for analyses, briefings and presentations. Coordinates efforts of others on information security support projects and provides work leadership to others as necessary.

**Minimum Education:** B. S. Degree in Computer Science required.

### INFORMATION SYSTEMS SECURITY ANALYST I

**Minimum/General Experience:** Minimum of four (4) years relevant experience in information systems risk management and analysis.

**Functional Responsibility:** Assists in analyses of information systems security environments to include all aspects of physical, technical and administrative security. Participates in identification of possible vulnerabilities and relevant countermeasures. Collects and collates security-relevant system and interview documentation and provides preliminary analyses of current security issues, organizational structure, etc. Assists in characterizing organizational posture, including status of certification and accreditation efforts, where applicable. Researches government, military and commercial policies and procedures. Assists in coordination of ongoing efforts such as setting up on-site visits and interviews. Develops security awareness briefing materials and presentations and assists in coordinating and conducting security conferences, presentations and related seminars. Drafts deliverable documents and reports. With suitable oversight and supervision, maintains contact with clients to ensure objectives are achieved.

**Minimum Education:** High school diploma required; B.S. Degree preferred.

### SECURITY CONSULTANT/ANALYST V

**Minimum/ General Experience:** Over twenty years of general and specialized experience U.S. Government security fields (e.g.; technical, physical, information, personnel, operational or signal

security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security program). Requires subject matter expertise and hands-on experience in one or more security disciplines: experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing most senior levels of Government and policy makers.

**Functional Responsibility:** With no supervision performs system security analyses on company and client networks and AIS; performs security audits, evaluations, and risk assessments of complex operational data processing communications systems and facilities. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy a procedure documents, setting guidelines for curriculum development and training, evaluate management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

**Minimum Education:** Bachelors Degree. Masters Degree preferred. Professional certifications and training in related fields is desired.

#### SECURITY CONSULTANT/ANALYST IV

**Minimum/General Experience:** High School Diploma and 10 years in a related security function required. Over ten years of general and specialized experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, background investigations, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with the most senior levels of Government and policy makers.

**Functional Responsibility:** Under limited supervision designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identify critical information that must be protected. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

**Minimum Education:** High School Diploma and 10 years in a related security function required. Bachelors Degree with 12 – 15 years or related security experience is preferred. Professional certifications and training in related fields is desired. Lead or supervisory experience preferred. Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

### SECURITY CONSULTANT/ANALYST III

**Minimum/General Experience:** High School Diploma and 7 years in a related security function required. Over seven years of general and specialized experience with U.S. Government security fields (e.g.; technical, physical, information, personnel, background investigations, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer security surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with most senior levels of Government and policy makers.

**Functional Responsibility:** Assists in the conduct of client processes, operations, and infrastructure to identify critical information that must be protected. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/ assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

**Minimum Education:** High School Diploma and 7 years in a related security function required. Bachelors Degree with 8 – 10 years of related security experience is preferred. Professional certifications and training in related fields is desired. Lead or supervisory experience preferred. Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

### SECURITY CONSULTANT/ANALYST II

**Minimum/General Experience:** High School Diploma and 5 or more years of general and specialized experience in Government security fields (e.g.; technical, physical, information, personal security; background investigations; counterintelligence; antiterrorism; counterterrorism; counter-drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development; establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability.

**Functional Responsibility:** Advises customer and/or performs tasks to develop and monitor security standards and compliance in fields of personnel, physical, technical or AIS security. Provides expert consulting services. Performs functions at highest levels, interacts with senior officials and policy makers. Functions may include, but not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development at management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

**Minimum Education:** High School Diploma and 5 years experience in a related security function required. Bachelors Degree with 6 – 7 years of related security experience is preferred. Professional certifications and training in related fields are desired. Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

## SECURITY CONSULTANT/ANALYST I

**Minimum/ General Experience:** High school diploma and 3 years in a related security function required. Bachelors Degree with 4-5 years of related security experience is preferred. Minimum of three years of general experience within one or more, or combination of, the standard U.S. Government technical, physical, information, personnel, background investigations, operational or signal security: antiterrorism; counterterrorism; counter-drug; computer security; surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security discipline; experience conducting analysis; training and training development; and/or experience establish complex programs and policies. Requires solid and proven writing and communication skills and analytical capability.

**Functional Responsibility:** Provides expert consulting services. Functions may include, but are not necessarily limited to, services such as recommending and writing organizational policy procedure documents, curriculum development and training, establishing risk management/assessment methodology, preparing and conducting high research, preparing reports and special studies, and/or assisting in program development and implementation.

**Minimum Education:** High school diploma and 3 years in a related security function required. Bachelors Degree with 4-5 years of related security experience is preferred. Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

## SECURITY SPECIALIST VII

**Minimum/General Experience:** Over sixteen years security experience of which twelve must be specialized within U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.

**Functional Responsibility:** Performs and or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.

**Minimum Education:** A Bachelors Degree or an equivalent combination of formal education, twenty years related experience, professional training and certifications. A Masters Degree may be substituted for four years of general experience.

## SECURITY SPECIALIST VI

**Minimum/General Experience:** Over fourteen years security experience of which ten must be specialized within U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism;



counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.

**Functional Responsibility:** Performs and or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.

**Minimum Education:** A Bachelors Degree or an equivalent combination of formal education, eighteen years related experience, professional training and certifications. A Masters Degree may be substituted for four years of general experience.

### SECURITY SPECIALIST V

**Minimum/General Experience:** Minimum of twelve years security experience of which eight must be specialized within one or more of the standard U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires proven writing and communication skills.

**Functional Responsibility:** Performs and or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.

**Minimum Education:** Bachelors Degree or an equivalent combination of formal education, sixteen years related experience, professional training and certifications. A Masters Degree may be substituted for four years of general experience.

### SECURITY SPECIALIST IV

**Minimum/General Experience:** Minimum of ten years security experience within one or more of the standard U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.

**Functional Responsibility:** Performs and or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.

**Minimum Education:** A Bachelors Degree or an equivalent combination of formal education, experience (fourteen years directly related experience), professional training and certifications. A Masters Degree may be substituted for four years of general experience.

### SECURITY SPECIALIST III

**Minimum/General Experience:** Minimum of eight years experience within one or more of the standard U.S. Government security fields (e.g.; technical, physical (to include locks and security containers), information, personnel, international, operational or signal security, communications security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid writing and communication skills.

**Functional Responsibility:** Performs and or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.

**Minimum Education:** A Bachelors Degree or an equivalent combination of formal education, experience (twelve years directly related experience), professional training and certifications. A Masters Degree may be substituted for four years of general experience.

### SECURITY SPECIALIST II

**Minimum/General Experience:** Minimum of four years experience within one or more of the standard U.S. Government security fields (e.g.; technical, physical (to include locks and security containers), information, personnel, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires good writing and communication skills.

**Functional Responsibility:** Performs and or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and

monitors project tasks and schedules. Manages projects and supervises other security specialists.

**Minimum Education:** A Bachelors Degree or an equivalent combination of formal education, experience (eight years directly related experience), professional training and certifications.

### SECURITY SPECIALIST I

**Minimum/General Experience:** Minimum of three years experience within one or more of the standard U.S. Government security fields (e.g.; technical, physical (to include locks and security containers), information, personnel, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience implementing complex government security programs and policies. Requires good writing and communication skills.

**Functional Responsibility:** Performs security services in one or more of the specialized security areas, applying incident management, problem solving, task performance and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides research and technical support to projects, producing solutions and documentation. Monitors project tasks and schedules.

**Minimum Education:** An Associates Degree or an equivalent combination of formal education, experience (five years directly related experience), professional training and certifications.

### FUNCTIONAL ANALYST IV

**Minimum/General Experience:** Minimum of twelve years experience of which eight must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

**Functional Responsibility:** In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

**Minimum Education:** Bachelors Degree, or an equivalent combination of formal education, experience (sixteen years of directly related experience). A Masters Degree may be substituted for four years of general experience.

### FUNCTIONAL ANALYST III

**Minimum/General Experience:** Minimum of ten years experience of which six must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics,



procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

**Functional Responsibility:** In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

**Minimum Education:** Bachelors Degree, or an equivalent combination of formal education, experience (fourteen years of directly related experience). A Masters Degree may be substituted for four years of general experience.

## FUNCTIONAL ANALYST II

**Minimum/General Experience:** Minimum of six years experience of which two must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.

**Functional Responsibility:** In conjunction with the provision of professional security services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

**Minimum Education:** Bachelors Degree, or an equivalent combination of formal education, experience (ten years of directly related experience). A Masters Degree may be substituted for four years of general experience.

## FUNCTIONAL ANALYST I

**Minimum/General Experience:** Minimum of four years experience of which two must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.

**Functional Responsibility:** In conjunction with the provision of professional security services, conducts analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

**Minimum Education:** Bachelors Degree, or an equivalent combination of formal education, technical training, certification and/or experience (eight years of directly related experience) that provides the requisite knowledge, skills and abilities may be substituted for the degree requirement.

#### INFORMATION ASSURANCE ANALYST V

**Minimum/General Experience:** Minimum of twelve years general experience and ten years specialized experience in telecommunications, communications, information systems security, information assurance and information operations. Has demonstrated experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Five years of experience with information security/network monitoring tools and software.

**Functional Responsibility:** Oversees and manages day-to-day configuration and operation of information systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

**Minimum Education:** A Bachelors Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required. A Masters Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one-year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelors Degree, or twelve years for a Masters Degree. CISSP Certification equals three years of experience.

#### INFORMATION ASSURANCE ANALYST IV

**Minimum/General Experience:** Minimum of ten years general experience and eight years specialized experience in telecommunications, communications, information systems security, information assurance and information operations. Has demonstrated experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Four years of experience with information security/network monitoring tools and software.

**Functional Responsibility:** Oversees and manages day-to-day configuration and operation of information systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

**Minimum Education:** A Bachelors Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required. A Masters Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one-year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelors Degree, or twelve years for a Masters Degree. CISSP Certification equates to three years experience.

### INFORMATION ASSURANCE ANALYST III

**Minimum/General Experience:** Minimum of eight years general experience and six years specialized experience in telecommunications, communications, information systems security, information assurance and information operations. Has demonstrated experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems.

**Functional Responsibility:** Oversees and manages day-to-day configuration and operation of Information Systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

**Minimum Education:** A Bachelors Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required. A Masters Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one-year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelors Degree, or twelve years for a Masters Degree. CISSP Certification equates to three years of experience.

### INFORMATION ASSURANCE ANALYST II

**Minimum/General Experience:** Minimum of seven years experience in telecommunications, communications, information systems security, information assurance and information operations. Has demonstrated experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Four years of experience with Netscape certificate server administrator, Sidewinder firewall administration, mapping, auditing and monitoring tools.

**Functional Responsibility:** Oversees and manages day-to-day configuration and operation of Information Systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

**Minimum Education:** A Bachelors Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required. A Masters Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School Diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelors Degree, or twelve years for a Masters Degree. CISSP Certification equates to three years of experience.

### INFORMATION ASSURANCE ANALYST I

**Minimum/General Experience:** Four years experience with LANs, WANs, VPNs, firewalls and other security and network devices. Shall be capable of assessing and evaluating new IA and network technologies and IA-enabling products. Shall have specialized experience that includes: three years of experience network monitoring, intrusion detection, PKI, reactive measures and

prevention, security assessment methodologies, security vulnerability analysis, PKI, data encryption, and key management. Knowledge of state-of-the-art storage and retrieval methods is required, as well as the ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer software. Systems analysis experience designing technical applications on computer systems. Experience in systems engineering, system design, system development or application development, intended for IA systems or products.

**Functional Responsibility:** Performs network vulnerability analysis and reporting. Perform network security monitoring and analysis, identifies suspicious and malicious activities, identifies and tracks malicious code (including worms, viruses, Trojan horses, etc), enters and tracks events and incidents. Supports incident escalation and assesses probable impact and damages, identifies damage control, assists in developing course of action and recovery procedures. Knowledge of LANs, VPNs, Routers, firewalls, Applies knowledge of current IA policy at the national IA structure, roles of major organizations how they interrelate and interact, and shortcomings in this structure. Reviews and recommends IA solutions to customer problems based on an understanding of how products and services interrelate and support the IA mission and the viewpoints of the consumers of those products and services. Analyzes and recommends resolution of IA problems based on knowledge of the major IA products and services, an understanding of their limitations, and a working knowledge of the disciplines of IA.

**Minimum Education:** A Bachelors Degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical disciplines is required. Experience and education equivalents: Certified Level I System Administrator one year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. A High School diploma with eight years of IA specialized experience may be substituted for the Bachelors Degree, or twelve years for a Masters Degree. CISSP Certification equates to three years of experience.

## INVESTIGATOR I

**Minimum/General Experience:** This position requires a minimum of two years experience in law enforcement, security or comparable areas with specific training and certifications in the investigative disciplines. Collects information, as directed by senior personnel, regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

**Functional Responsibility:** Provides investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the



preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

**Minimum Education:** Bachelors Degree or equivalent experience. Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted.

## INVESTIGATOR II

**Minimum/General Experience:** This position requires a minimum of five years experience in law enforcement, security or comparable areas of which two years must be concentrated in the investigative disciplines. Collects information regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

**Functional Responsibility:** Provides investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

**Minimum Education:** Bachelors Degree or equivalent experience. Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted. Prefer a graduate of a properly licensed investigative academy or have advanced hours in investigative functions from a properly certified law enforcement academy.

## INVESTIGATOR III

**Minimum/General Experience:** This position requires a minimum of seven years experience in law enforcement, security or comparable areas of which two years must be concentrated in the investigative disciplines. Collects information regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

**Functional Responsibility:** Provides investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of

non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

**Minimum Education:** Bachelors Degree in related field of equivalent combination of formal education and experience (e.g., one year of directly related investigative experience can be substituted for one year education in addition to the basic experience requirement). Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted. Prefer a graduate of a properly licensed investigative academy or have advanced hours in investigative functions from a properly certified law enforcement academy.

#### INVESTIGATOR IV

**Minimum/General Experience:** This position requires a minimum of ten years experience in law enforcement, security or comparable areas of which two years must be concentrated in the investigative disciplines. Collects information regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.

**Functional Responsibility:** Provides investigative support for personnel security matters (Offices of Personnel Security), investigative organizations (such as Offices of IG) or other constituted authority. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations (covering all aspects of non-criminal employee misconduct, including allegations arising under Title 5 USC, applicable Executive Orders, OMB Circulars, Federal Employees Compensation Act, Federal Labor Laws, and applicable Agency specific Standards of Conduct. Must conduct investigations within guidelines set forth in the Quality Standards for Investigations by the President's Counsel on Integrity and Efficiency. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.

**Minimum Education:** Bachelors Degree in related field of equivalent combination of formal education and experience (e.g., one year of directly related investigative experience can be substituted for one year education in addition to the basic experience requirement). Must be

properly licensed under the laws of the jurisdiction in which the investigation is conducted. Prefer a graduate of a properly licensed investigative academy or have advanced hours in investigative functions from a properly certified law enforcement academy.

### **RISK MANAGEMENT/LEASE ADMINISTRATION ANALYST**

**Minimum/General Experience:** 4 years insurance industry experience required, 6 years preferred. Property and Casualty claim experience preferred. Knowledge of Government IT services industry preferred.

**Functional Responsibility:** Gathers and compiles data necessary for insurance policy renewal including but not limited to payroll, revenues, auto fleet, asset schedules, completion and processing of applications for all major insurance lines. Maintains risk management, loss control and claims file and handle all applicable incoming mail. Coordinates loss prevention inspections and review for follow up on loss prevention inspection recommendations with carriers as well as with insurance broker(s). Reports and coordinates claims handling activities for all major insurance lines, including property, casualty, workers' compensation, D&O, E&O, employment practices, crime and other miscellaneous financial coverage. Reviews loss runs with carrier and insurance Broker on a periodic basis. Addresses day-to day insurance questions from the field. Administers certificate of insurance issuance and compliance program.

Oversees all bond requests and issuance of bonds (including consents of surety and bonding letters). Assists with premium and retention allocation matters where applicable. Coordinates insurance information associated with new acquisitions and/or divestitures. Interfaces with other inter-company departments with regards to insurance placements and timeliness. Maintains real property lease database and hard copy lease files. Monitors and alerts management to trigger dates and lease obligations. Coordinates lease negotiations between management, legal and outside broker(s).

**Minimum Education:** Bachelors Degree or equivalent experience.

### **INFORMATION TECHNOLOGY SPECIALIST II**

**Minimum/General Experience:** 5 years experience in administering LAN and WAN security policies and procedures. Must have working knowledge of state-of-the-art security techniques and hardware/software security measures.

**Functional Responsibility:** This position is responsible for administering a wide range of information technology related security services. The scope of work encompasses a full range of computer services for operations associated with in-house information security. Tasks include, but are not limited to installing program packages; programming and maintaining various information processing applications; and analyzing, designing, purchasing and installing proposed information security systems. Also responsible for managing and operating telecommunications associated with security systems.

**Minimum Education:** BS/BA or an AA with at least 6 years of experience in information technology systems.

### **INFORMATION TECHNOLOGY SPECIALIST I**

**Minimum/General Experience:** 4 years experience in administering LAN and WAN security policies and procedures. Must have working knowledge of state-of-the-art security techniques and hardware/software security measures.

**Functional Responsibility:** Assists senior personnel in support of IT program objectives. The scope of work encompasses a full range of computer services for operations associated with in-house information security. Tasks may include: installing program packages; programming and maintaining various information processing applications; and analyzing, designing, purchasing and installing proposed information security systems. Provides support to telecommunications efforts associated with security systems.

**Minimum Education:** AA or a High School Diploma/GED with at least 6 years of experience in information technology systems.

### SENIOR COMPUTER SERVICES MANAGER

**Minimum/General Experience:** Six to ten years of related experience including supervisory/management experience.

**Functional Responsibility:** Schedules and coordinates work flow of computer operations personnel. Schedules work of users. Provides technical assistance to system users in resolving complex operating problems. Selects, trains and evaluates computer operations personnel.

**Minimum Education:** An Associate Degree in Computer Science, a related field or equivalent experience.

### STAFF COMPUTER SERVICES MANAGER

**Minimum/General Experience:** Five to seven years of related experience.

**Functional Responsibility:** Performs operation and maintenance of peripherals, including processors, disk drives and printers. Resolves more complex operating problems. Performs non-standard system maintenance activities. Provides technical assistance to lower level operators and system users.

**Minimum Education:** Normally requires two years of college or technical training.

### SENIOR LAN ADMINISTRATION MANAGER

**Minimum/General Experience:** Five to seven years of related experience.

**Functional Responsibility:** Proposes and implements network policy to include firewalls, Internet Applications (Gopher, Mosaic), modems, communication servers, and WAN connectivity. Responsible for the design, installation and maintenance of the company (or department's) local area network. Responsible for analyzing, evaluating, and architecting cost effective LAN application solutions that make the most of resources and technology available in meeting business requirements. Evaluates vendor hardware and software for large, complex networks. Designs and implements interface programs. Develops LAN security procedures. Maintains applicable CERT and CIAC alerts and bulletins. Implements recommended security changes to include programs and applications, modifying firewalls, and hosts. Troubleshoots complex LAN problems. Demonstrated ability to determine network and application performance, evaluate and diagnose network performance issues and recommend and implement solutions for network performance improvement. Usually has supervisory responsibility.

**Minimum Education:** A Bachelors Degree in Computer Science, a related field or equivalent experience. Additional experience may be substituted for the Degree.

### STAFF LAN ADMINISTRATION MANAGER

**Minimum/General Experience:** Two to four years of related experience.



**Functional Responsibility:** Responsible for the installation, maintenance and use of the company/department's local area network. Assists with the evaluation of vendor products to recommend initial acquisition or system enhancements. Manages LAN performance and maintain LAN security. Installs all network software and troubleshoots LAN problems. Implements LAN policies, procedures and standards and ensures their conformance according to company's objectives. Trains users on LAN operation.

**Minimum Education:** Requires a college degree. Additional experience may be substituted for the degree.

## PRINCIPAL SYSTEMS ENGINEER

**Minimum/General Experience:** Fifteen or more years of applicable progressively complex system design experience including hardware/software integration of complex systems.

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and difficult system design requirements and problems requiring the expert application of advanced knowledge. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. May lead or coordinate complex task/project teams. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of engineers and technical support personnel in the performance of assigned duties. Conducts investigations of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees.

**Minimum Education:** Masters Degree or Ph.D. in Computer Science, a related field or equivalent experience.

## SENIOR SYSTEMS ENGINEER

**Minimum/General Experience:** Eight or more years of applicable progressively complex systems design experience, including hardware/software integration of complex systems.

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques in the solution of advanced system requirements and problems. Provides comprehensive definition of all aspects of systems development from analysis of mission needs to verification of system performance. Performs evaluation of alternatives and assessment of risks and costs. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Documents the results of complex analysis and design tasks. Develops test planning documentation, including test plans, test specifications, and test procedures for integrated systems. Conducts investigations and tests of considerable complexity. Possesses experience with simulations, data extraction, reduction, and analysis methodologies, modern techniques for system integration, and systems and software configuration management policy and guidelines. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. Conducts hardware and software trade-off studies and prepares technical reports on the assessments. Supports system test to include EMI/RFI and shock vibration testing, as well

as system interoperability testing. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Assists the Government in the conduct of Reliability, Availability, and Maintainability analyses and submits appropriate test reports. Assists the client in the establishment and conduct of quality assurance analysis and engineering to include periodic reviews and audits. Participates in site testing, security accreditation, and formal acceptance testing. May provide work leadership to lower level employees.

**Minimum Education:** Masters Degree in Computer Science, a related field or equivalent experience.

### STAFF SYSTEMS ENGINEER

**Minimum/General Experience:** Five (5) years of system design experience, including hardware/software integration.

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

**Minimum Education:** Bachelors Degree (Masters preferred) in Computer Science, a related field or equivalent experience.

### ASSOCIATE SYSTEMS ENGINEER

**Minimum/General Experience:** Two years of system design experience including hardware/software integration experience.

**Functional Responsibility:** Provides basic technical assistance in engineering functions under the supervision of more senior personnel. Analyzes existing systems and defines, designs and develops new system requirements. Determines systems specifications, input/output processes and working parameters for software/hardware compatibility. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies.

**Minimum Education:** Bachelors Degree in Computer Science, a related field or equivalent experience.

### LEAD SYSTEMS ANALYST

**Minimum/General Experience:** Ten years of increasingly complex and responsible systems analysis experience.

**Functional Responsibility:** Analyzes and evaluates major system project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system. Reviews user requirements and provides direction in the identification of problem and potential resolution. Provides analytical support in the conceptualization, development and implementation of complex, multiple, inter-linked systems. Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Formulates logical statements of user requirements and develops solutions through application of systems and method engineering techniques. Reviews alternate

approaches and selects appropriate methodology. Provides work leadership, guidance, and direction to lower level employees.

**Minimum Education:** Bachelors/Masters Degree in Computer Science, Management Information Systems, a related field or equivalent experience.

### SENIOR SYSTEMS ANALYST

**Minimum/General Experience:** Eight years of increasingly complex and responsible systems analysis experience.

**Functional Responsibility:** Directs systems analyses and feasibility studies. Assists customer in the planning and coordinating acquisition and implementation of systems. Analyzes and evaluates major system project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system. Reviews user requirements and provides direction in the identification of problem and potential resolution. Provides analytical support in the conceptualization, development and implementation of complex, multiple, inter-linked systems. Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Formulates logical statements of user requirements and develops solutions through application of systems and method engineering techniques. Reviews alternate approaches and selects appropriate methodology. Prepares functional specifications for acquiring commercially available equipment. May provide work leadership to lower level employees. Supports the process improvement efforts by providing specific, high level technical expertise as required by the team leader. Consults with user management to ensure that problems are properly identified and solutions meet the requirements.

**Minimum Education:** Bachelors/Masters Degree in Computer Science, Management Information Systems, a related field or equivalent experience.

### STAFF SYSTEMS ANALYST

**Minimum/General Experience:** Two years related systems analysis experience.

**Functional Responsibility:** Performs analysis and systems design for a variety of applications. Analyzes systems and procedures to refine their formulation and converts them to programmable formats. Gathers information from users for analysis of problem areas. Participates in or may plan and conduct preliminary studies of potential data processing applications and prepares design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. Develops detailed systems specifications for conversion to programming language. Recommends conversion and system implementation plans including user training and orientation. Supports the process improvement effort by providing specific technical expertise, such as statistics, modeling, GIS.

**Minimum Education:** Bachelors Degree in Computer Science, Management Information Systems, a related field or equivalent experience.

### ASSOCIATE SYSTEMS ANALYST

Minimum/General Experience: Entry level position.

**Functional Responsibility:** Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary feasibility studies. Assists in preparation of systems specifications. Prepares basic functional process charts describing existing and proposed operations and routine logic flow charts of basic systems. May

prepare detailed layouts from specifications provided by others. May conduct elementary form design and layout activities.

**Minimum Education:** Bachelors Degree in Computer Science, Management Information Systems, a related field or equivalent experience.

### PRINCIPAL NETWORK ENGINEER

**Minimum/General Experience:** 10-15 years of maintenance and engineering experience is required. Network certification in CCIE, CCNP, CCDP is desired. Thorough understanding of network design, maintenance, fault isolation, performance monitoring, configuration management, principles and techniques.

**Functional Responsibility:** Develops and applies advanced network design methods, theories and research techniques. Plans, conducts and technically directs projects. Coordinates the efforts of network design and maintenance efforts of technical support personnel, drafters, technical writers, and network personnel. Conducts investigation and tests of considerable complexity. Reviews literature standards and current practices relevant to the solution assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor and developer's capabilities to provide required products or services. Develops and performs network modifications including; network architectural and configuration changes; network performance analyses; hardware/software enhancements to the network infrastructure. May provide technical consultation to the organization and work leadership to lower level employees and/or peers.

**Minimum Education:** Masters Degree or Ph.D. in Systems Information, Networking, Electrical Engineering, a related field or equivalent experience.

### SENIOR NETWORK ENGINEER

**Minimum/General Experience:** 5-8 years of maintenance and engineering experience is required. Network certification in CCNP, CCDP, or CCIE is desired. Thorough knowledge and understanding of network design and maintenance, fault isolation, performance monitoring, configuration management standards, principles and techniques.

**Functional Responsibility:** Develops and applies advanced network design methods, theories and research techniques. Plans, conducts and technically directs projects. Coordinates the efforts of network design and maintenance efforts of technical support personnel, drafters, technical writers, and network personnel. Conducts investigation and tests of considerable complexity. Reviews literature standards and current practices relevant to the solution assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor and developer's capabilities to provide required products or services. Develops and performs network modifications including; network architectural and configuration changes; network performance analyses; hardware/software enhancements to the network infrastructure. May provide technical consultation to the organization and work leadership to lower level employees and/or peers.

**Minimum Education:** Bachelor of Science in Systems Information, Networking, Electrical Engineering, a related field or equivalent experience.

### STAFF NETWORK ENGINEER

**Minimum/General Experience:** 3-5 years of maintenance and engineering is required. Network Certification in CCNA, CCNP, CCDP, or CCIE is desirable. Knowledge of network design and maintenance, fault isolation, performance monitoring, configuration management standards, principles, and techniques. Experience in communications backbone systems, 1 year specialized

experience in analysis, design, and installation of local and wide area nets; and analysis and installation of communication systems. Familiar with current communications architectures, measurements and diagnostics. Experience in multiple protocol environments.

**Functional Responsibility:** Assists in the development and application of network design methods, theories and research techniques. Plans, conducts and technically directs or provides support for projects. Coordinates the efforts of network design and maintenance efforts of technical support personnel, drafters, technical writers, and network personnel. Conducts network investigations and tests of intermediate complexity. Reviews literature standards and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor and developer's capabilities to provide required products or services. Develops and performs network modifications including; architectural, hardware/software enhancements and infrastructure. May provide technical consultation to other organizations and leadership to lower level employees and/or peers.

**Minimum Education:** Bachelor of Science in Systems Information, Networking, Electrical Engineering, a related field or equivalent experience. AA with at least 6 years of experience.

### ASSOCIATE NETWORK ENGINEER

**Minimum/General Experience:** 1-3 years of maintenance engineering experience is required. Network Certification in Network +, A+ CCNA, CCNP, or CCDP is desirable. Knowledge of computer operation and office automation including Visio, MS Project, PowerPoint, Excel. Knowledge of network design and maintenance, fault isolation, performance monitoring, configuration management standards, principles, and techniques. Familiar with current communications architectures, measurements and diagnostics. Experience in multiple protocol environments.

**Functional Responsibility:** Assists in the design, development, maintenance, installation, modification and analysis of network devices, equipment and systems. Performs tasks in support of network design, installation and maintenance. Reviews literature, standards and current practices relevant to the performance of assigned tasks and projects. Recommends corrections in technical applications and analysis. Evaluates vendor and developer's capabilities to provide required products or services, Performs network modifications including; network architectural and configuration changes to facilitate connections of new systems; network performance analysis; hardware and software enhancements. May provide technical consultation to other organizations and leadership to lower level employees and/or peers.

**Minimum Education:** Bachelor of Science in Systems Information, Electrical Engineering, a related field or equivalent experience. AA with at least 4 years of experience.

### HELP DESK MANAGER

**Minimum/General Experience:** Minimum of 6-7 years related experience. Thorough knowledge of commonly used computer concepts, practices, and procedures. Knowledge of PC, server, and mainframe applications and hardware. Experience must include supervisory/management experience.

**Functional Responsibility:** Responsible for managing help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities. Serves as



primary liaison between company and customers. Reviews and evaluates the work of help desk personnel and prepares performance reports. Works with technicians to recommends systems modifications to engineers and high level technical staff. May assist staff in the identification, research, and resolution of technical problems. Insures end user request is tracked, monitored and responded to in a timely manner. May train and direct other help desk technicians. Plans and coordinates help desk workflow and activities.

**Minimum Education:** Bachelors Degree in Computer Science, a related field or equivalent experience.

#### HELP DESK TECHNICIAN IV

**Minimum/General Experience:** Minimum of 5 years related experience. Thorough knowledge of commonly used computer concepts, practices, and procedures. Advanced knowledge of PC, server, or mainframe applications and hardware.

**Functional Responsibility:** Under general direction, provides advanced level support to end users for either, PC, server, or mainframe applications and hardware. Handles complex end user computer problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problems through the use of remote workstation management tools. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Serves as senior level of support in relation to other help desk personnel. May train and direct other help desk technicians. Maintains currency and highest level of technical skill in field of expertise. Typically involves use of problems management database and help desk systems. Perform related duties as assigned.

**Minimum Education:** Bachelors Degree in Computer Science, a related field or equivalent experience.

#### HELP DESK TECHNICIAN III

**Minimum/General Experience:** Minimum of 4-5 years of related experience. Experience with remote workstation management tools required. Detailed knowledge of commonly used computer concepts, practices, and procedures.

**Functional Responsibility:** Under general direction of the Help Desk Manager, is responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution and follow-up steps. Requires experience and understanding of MIS environment. Is able to resolve less complex problems immediately, while more complex problems are assigned to second level support or supervisor. Typically involves use of problems management database and help desk systems. A wide variety of creativity and latitude is expected. Reports to s supervisor or manager. May provide guidance/training for less experienced personnel. Performs other duties as assigned.

**Minimum Education:** Associates Degree in Computer Science or A+ Certification, a related field or equivalent experience.

#### HELP DESK TECHNICIAN II

**Minimum/General Experience:** Minimum of 2-4 years of related experience. Detailed knowledge of commonly used computer concepts, practices, and procedures. Thorough understanding of PC, server, or mainframe applications and hardware.

**Functional Responsibility:** Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Typically involves use of problems management database and help desk systems. Escalates more complex problems to Senior Level. Performs other duties as assigned.

**Minimum Education:** Associates Degree in Computer Science, a related field or equivalent experience.

### HELP DESK TECHNICIAN I

**Minimum/General Experience:** Minimum of 0-2 years of related experience. Knowledge of commonly used computer concepts, practices, and procedures.

**Functional Responsibility:** Under immediate direction of the Help Desk Manager or senior help desk personnel, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation and resolution steps. Able to resolve less complex problems immediately, while more complex problems are assigned to second level support, senior operator, or supervisor. Typically involves use of problems management database and help desk systems. Relies on instructions and pre-established guidelines to perform the functions of the job. Performs other duties as assigned.

**Minimum Education:** Associates Degree in Computer Science, a related field or equivalent experience.

### SENIOR COMMUNICATIONS SPECIALIST

**Minimum/General Experience:** Minimum of 3 years in the COMSEC telecommunications arena to include working help desk trouble calls and knowledge of analog and digital systems (secure telephone equipment etc), as well as and plain/clear voice systems. Candidate selected will have experience in COMSEC skills in special access programs. Applicant selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Working for a senior communications security (COMSEC) responsible officer (CRO), manages multiple COMSEC accounts, as well as have the ability to perform audits and train personnel in COMSEC procedures and the use of related equipment. Applies and has a strong understanding of COMSEC accountability as well as knowledge of the procedures required for the issue and receipt of COMSEC equipment and materials to include inventory and mailing. Perform other duties as assigned.

**Minimum Education:** Technical certification or equivalent experience.

### STAFF COMMUNICATIONS SPECIALIST

**Minimum/General Experience:** Minimum of 2 years in the COMSEC telecommunications arena to include working help desk trouble calls and knowledge of analog and digital systems (secure telephone equipment etc), as well as and plain/clear voice systems. Candidate selected will have experience in COMSEC skills in special access programs. Applicant selected will be subject to a

government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Working for a senior communications security (COMSEC) responsible officer (CRO), manages multiple COMSEC accounts, as well as have the ability to perform audits. Applies and has a strong understanding of COMSEC accountability as well as knowledge of the procedures required for the issue and receipt of COMSEC equipment and materials to include inventory and mailing. Perform other duties as assigned.

**Minimum Education:** Technical certification or equivalent experience.

### PRINCIPAL SOFTWARE ENGINEER

**Minimum/General Experience:** Fifteen or more years of progressively complex software design experience.

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Recommends corrections in technical applications and analysis. Conducts investigations and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. Experienced in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols, and relational databases. In-depth knowledge of the design, operational use, and functional characteristics of standards-compliant systems, such as scanning, user interface, optical storage, and index subsystems of digital imaging systems; or the input processing, network transmission, security, network management, and control subsystems of digital communications systems. May provide work leadership to lower level employees.

**Minimum Education:** Masters Degree or Ph.D. in Computer Science, a related field or equivalent experience.

### SENIOR SOFTWARE ENGINEER

**Minimum/General Experience:** Eight or more years of applicable, progressively more complex software design experience.

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and advanced software applications and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Conducts investigation and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of technical products. Evaluates vendor capabilities to provide required products or services. Evaluates COTS and GOTS products for responsiveness to Government requirements. Evaluates the impact of emerging Government and Information system standards. Assesses system interfaces and interoperability. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline. Supports the conduct of the Government test and evaluation/ Evaluates system design and implementation

for human factors engineering issues. May provide technical consultation to other organizations and work leadership to lower level employees.

**Minimum Education:** Masters/Bachelors Degree in Computer Science, a related field or equivalent experience.

### STAFF SOFTWARE ENGINEER

**Minimum/General Experience:** Two years applicable software design experience.

**Functional Responsibility:** Designs, develops, troubleshoots and analyzes software programs for computer based systems. Performs system modeling, simulation and analysis. Designs and develops compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Evaluates COTS and GOTS products. Evaluates Software Implementation plans. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline. Supports the Government test and evaluation.

**Minimum Education:** Bachelors Degree in Computer Science, a related field or equivalent experience.

### ASSOCIATE SOFTWARE ENGINEER

**Minimum/General Experience:** Entry level position.

**Functional Responsibility:** Assists in the design, development, troubleshooting and analysis of software programs for computer based systems. May perform systems modeling, simulation and analysis. Designs and develops basic compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs.

**Minimum Education:** Bachelors Degree in Computer Science, a related field or equivalent experience.

### PRINCIPAL ANALYST/PROGRAMMER

**Minimum/General Experience:** Requires eight years experience with a relevant degree or ten or more years of related experience with no degree. Requires advanced knowledge of programming techniques. Requires detailed and comprehensive knowledge of applications and hardware environment. Requires prior management experience.

**Functional Responsibility:** Manages Programmers/Analysts within a group, including but not limited to performance reviews, leave approval, and timecard maintenance. Assures adherence to company Policies and Procedures and oversees work deliverables. Works with the user community to identify/analyze current development needs and clarify program objectives. Performs developmental tasks including analysis, programming, testing, and documentation of user requests. Assists users to resolve operational problems and may provide technical assistance to users. Provides technical assistance to lower level programmers.

**Minimum Education:** Requires a relevant degree or equivalent experience with eight years of contemporary programming skill set or ten or more years of related experience with no degree.

## LEAD ANALYST/PROGRAMMER

**Minimum/General Experience:** Requires seven years experience with a relevant degree or ten or more years of related experience with no degree.

**Functional Responsibility:** Works with analysts and users to identify current operating procedures and clarify program objectives. Consults manuals, periodicals and technical reports to learn ways to develop programs that meet user requirements. Outlines steps required to develop program, including diagrams and charts. Submits plans to user for approval. Writes program documentation and user operation guidelines. Assists users in resolving operations problems and provides technical assistance to users. Provides technical assistance to lower level programmers. Requires advanced knowledge of programming techniques. Requires detailed and comprehensive knowledge of applications and hardware environment. May provide work leadership, guidance, and directions to lower level employees. Interfaces with customers and support personnel. Analyzes requirements. Analyzes and designs databases. Analyzes and defines user interface techniques. Designs and develops programs. Tests and corrects programs. Installs and implements programs. Prepares software documentation. Provides maintenance on installed programs. Researches technical and trade documentation and recommend hardware and software. Performs Facility Security Officer Duties, if required.

**Minimum Education:** Requires a relevant degree or equivalent experience with seven years of contemporary programming skill set or ten or more years of related experience.

## SENIOR ANALYST/PROGRAMMER

**Minimum/General Experience:** Six or more years of related experience.

**Functional Responsibility:** Analyzes and evaluates complex data processing systems, both current and proposed, translating business area customer information system requirements into detailed system/program requirements. Acts as a Team Leader and provides technical leadership and guidance to programmers and technical staff. Provides alternatives, recommendations, and assistance to managers involved in the development, integration, and installation of business information systems. Participates in system requirement and design walk through sessions with business area customers. Position requires computer programming, analyses and design knowledge of various degrees as well as designing software and implementing databases. Requires demonstrated ability to perform structured data processing design principles, techniques, and methods used to analyze and translate user requirements into plans for system input, output files, data dictionaries, controls, and processing methods. Possesses and applies broad knowledge of concepts, practices, and procedures. Able to write specifications, work statements, and proposals. Designs and develops documentation of data requirements. Provides methodologies for evaluating moderately complex tasks. Works with analysts and users to identify current operating procedures and clarify program objectives. Consults manuals, periodicals and technical reports to learn ways to develop programs that meet user requirements. Outlines steps required to develop a program, including diagrams and charts. Submits plans to user for approval. Writes program documentation and user operation guidelines. Assists users to resolve operations problems and may provide technical assistance to users. Provides technical assistance to lower level programmers. Requires advanced knowledge of programming techniques. Requires detailed and comprehensive knowledge of applications and hardware environment.

**Minimum Education:** Requires a relevant degree or equivalent experience.



## STAFF ANALYST/PROGRAMMER

**Minimum/General Experience:** Four - five years of related experience. This position requires the knowledge normally acquired through an undergraduate program in the related area of specialty (Engineering, Computer Science, Mathematics, Physics) or the equivalent combination of training and/or professional work experience that provides the required knowledge and skills.

**Functional Responsibility:** Works on assignments requiring non-standard programming techniques. Evaluates user requests for new or modified programs to determine feasibility, cost and time requirements, and compatibility with existing systems and computer capabilities. Determines programming specifications. Develops, modifies and maintains complex computer programs. Provides assistance to employees. May also support the Database Administration functions. May design and implement modifications or enhancements to forms, menus, and reports.

**Minimum Education:** Requires a relevant degree or equivalent experience.

## ASSOCIATE ANALYST/PROGRAMMER

**Minimum/General Experience:** One - three years of related experience. Requires the knowledge normally acquired through an undergraduate program in the related area of specialty (Engineering, Computer Science, Mathematics, Physics) and little or no related work experience or the equivalent combination of training and/or professional work experience that provides the required knowledge and skills.

**Functional Responsibility:** Plans, develops, tests and documents computer programs, working from detailed source data provided by senior programmers or systems analysts. Knows fundamental concepts, practices, and procedures. Applies standard programming procedures and a detailed knowledge of the application being programmed. May prepare documentation and materials for users.

**Minimum Education:** Requires a relevant degree or equivalent experience.

## WEB DEVELOPER

**Minimum/General Experience:** 3 years experience in web design and implementation, with specific knowledge of formal design, diagrams, and illustrations using computer based graphics packages.

**Functional Responsibility:** Supports program efforts by making recommendations for web site design and format, graphics design and use, operation, and setup of computer graphic systems, web sites, and pages. Executes graphic projects and assists in coordination of all web site production scheduling, including coordinating production support with outside vendors. Ensures that all web-based projects are completed on time, within budget, and to user's satisfaction. Works on complex projects independently and has thorough knowledge of web-based systems and graphics application packages. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Administrates and maintains created sites and pages in order to provide ongoing support.

**Minimum Education:** AA or a High School Diploma plus 5 years experience.

## LEAD DATABASE DESIGN ANALYST

**Minimum/General Experience:** Ten years of progressively responsible database design and implementation experience.

**Functional Responsibility:** Designs, develops and implements complex database applications to accommodate a variety of user needs. Directs, reviews, evaluates database designs of less advanced personnel. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and interrelationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Reviews, writes, and analyzes codes for database access, modifications and constructions including stored procedures. May act as a technical project leader. Provides work leadership, guidance, and direction to lower level employees. Provides complex database related technical assistance to project team members.

**Minimum Education:** Bachelors/Masters Degree in Computer Science, Management Information Systems, a related field or equivalent experience.

## SENIOR DATABASE DESIGN ANALYST

**Minimum/General Experience:** Eight years of progressively responsible database design and implementation experience.

**Functional Responsibility:** Designs, develops and implements complex database applications to accommodate a variety of user needs. Performs logical and physical database design. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Reviews logical and/or physical designs of existing data base(s) and makes recommendations for tuning to assure maximum operating efficiency. Provides guidance and expertise in the use of data base languages. Performs data analysis, database design, development activities, and implementation, as required, for databases and database conversions. Performs database restructuring activities. Works with users and information systems development staff to determine data storage and access requirements. May act as a technical project leader or provide work leadership to lower level employees.

**Minimum Education:** Bachelors/Masters Degree in Computer Science, Management Information Systems, a related field or equivalent experience.

## STAFF DATABASE DESIGN ANALYST

**Minimum/General Experience:** Five years related database design and implementation experience. Knowledge and experience with system analysis and design methodologies.

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

Performs system level database maintenance. Monitors existing systems, making recommendations for improved performance and service to the applications user. Resolves program and system problems through program dumps and other debugging techniques.

**Minimum Education:** Bachelors/Masters Degree in Computer Science, Management Information Systems, or a related field or equivalent experience.

### ASSOCIATE DATABASE DESIGN ANALYST

**Minimum/General Experience:** Two year related database design and implementation experience.

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

**Minimum Education:** Bachelors Degree in Computer Science, Management Information Systems or related field or equivalent experience.

### DATABASE ADMINISTRATOR

**Minimum/General Experience:** 8 years experience in database development and the use of database software. Experience should include the facilitation, training, development and evaluation of information technology applications as they impact/effect business management techniques and organizational development.

**Functional Responsibility:** Applies knowledge of database information technology concepts and techniques in the design, development installation and maintenance of databases in support of program objectives. Provide database tuning and monitoring to insure effective and efficient data access. Experienced with data modeling techniques, standardization, design, and implementation.

**Minimum Education:** BS/BA in Information Technology or related field.

### PRINCIPAL HARDWARE ENGINEER

**Minimum/General Experience:** Fifteen or more years of applicable progressively complex hardware design engineering experience. This position requires proficiency in the application of engineering, scientific and mathematical knowledge.

**Functional Responsibility:** Develops and applies advanced hardware/systems methods, theories and research techniques in the investigation and solution of complex and advanced technical problems requiring the expert application of advanced knowledge. Plans, conducts technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned duties. Conducts investigations and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical application and analysis. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees.

**Minimum Education:** Masters Degree or Ph.D. in Electrical Engineering, a related field or equivalent experience.

### SENIOR HARDWARE ENGINEER

**Minimum/General Experience:** Five to eight years of applicable progressively complex hardware design experience.

**Functional Responsibility:** Develops and applies advanced hardware design methods, theories and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts and technically directs projects or major phases of significant projects. Coordinates the efforts of technical support personnel, drafters, technical writers and electronics technicians in the performance of assigned projects. Conducts investigation and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services. May provide technical consultation to other organizations and work leadership to lower level employees.

**Minimum Education:** Bachelors Degree (Masters preferred) in Electrical Engineering or equivalent experience.

### STAFF HARDWARE ENGINEER

**Minimum/General Experience:** Two years applicable hardware design experience.

**Functional Responsibility:** Designs, develops, modifies and evaluates complicated and difficult hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or modifications to produce desired results. Compiles and evaluates design and test data and prepares technical specifications. Analyzes, develops and recommends design approaches to meet production requirements for new or improved products and/or processes. Interfaces with technical support personnel, drafters, technical writers and engineering technicians as required.

**Minimum Education:** Bachelors Degree in Electrical Engineering or equivalent experience.

### ASSOCIATE HARDWARE ENGINEER

Minimum/General Experience: Entry level position.

Functional Responsibility: Assists in the design, development, modification and analysis of hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or modifications to produce desired results. Acquires current information and conducts analyses or tests of a routine degree of complexity pertaining to the development of new designs, methods or processes and provides recommendations accordingly.

Minimum Education: Bachelors Degree in Electrical Engineering or equivalent experience.

### SENIOR FIELD ENGINEER

**Minimum/General Experience:** Eight years related field engineering experience.

**Functional Responsibility:** Acts as the senior company engineering representative at critical or highly sensitive base or remote locations, including customer or supplier facilities. Acts as company contact in the field with customer and contractor personnel, exercising a high degree of tact, diplomacy and mature judgement, conforming to company policy directions with a minimum of supervision. Directs regular, special and integrated system test programs. Prepares and

conducts special reports and presentations pertinent to company products and services, field operations or other applications. Plans, prepares and conducts on-the-job training as required in support of the foregoing activities. Knowledgeable in a wide range of tasks involving mechanical, electrical, electronic, and 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. May provide leadership to lower level employees.

**Minimum Education:** Bachelors Degree in Engineering, a related field or equivalent experience.

### STAFF FIELD ENGINEER

**Minimum/General Experience:** Five years related field engineering experience.

**Functional Responsibility:** Acts as company representative at critical or highly sensitive base or remote locations, including customer or supplier facilities. Advises customer and contractor personnel of company requirements for products and services, support equipment and electronic equipment installations. Directs, advises or assists in conducting regular, special and integrated system test programs. Prepares and conducts special reports and presentations pertinent to company products and services, field operations or other applications. Plans, prepares and conducts on-the-job training in support of the foregoing activities. May provide work leadership to lower level employees.

**Minimum Education:** Bachelors Degree in Engineering, a related field or equivalent experience.

### ASSOCIATE FIELD ENGINEER

**Minimum/General Experience:** Two years related field engineering experience.

**Functional Responsibility:** Acts as a company engineering representative at base or remote locations including customer or supplier facilities. Advises customer and contractor personnel of company requirements for products and services, support equipment and electronic equipment installations. Assists in directing the efforts of subcontractor and company personnel in the handling and installation and utilization of various systems and equipment. Assists in conducting integrated equipment systems tests. Conducts on-the-job training, as required, in support of the foregoing activities.

**Minimum Education:** Bachelors Degree in Engineering, a related field or equivalent experience.

### PERSONNEL SECURITY COORDINATOR

**Minimum/General Experience:** 7 years of experience reflecting a demonstrated knowledge of personnel security policies and procedures and reflects a personality and temperament to promote positive interactions with the public.

**Functional Responsibility:** Supervises the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. Reviews completed forms to ensure accuracy in accordance with applicable policy and directives. Maintains personnel security files and suspense logs for all phases of the personnel security process, coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Coordinators and Assistants.

**Minimum Education:** BS/BA or a High School Diploma/GED with at least 10 years of experience in personnel security including 5 years of supervisory responsibilities.



## SENIOR LOGISTICS ENGINEER

**Minimum/General Experience:** Five to eight years of logistics engineering experience. Knowledge of Government regulations, manuals, technical orders, standards, and industry publications related to logistics support.

**Functional Responsibility:** Evaluates and assists in developing system design for supportability and integrated logistics support elements (maintenance planning; manpower and personnel; training and training support; supply; support equipment; handling, storage, and transportability; and reliability and maintainability). Coordinates detailed analyses to ensure the integration of support considerations into the design process. Responsible for highly complex components. Evaluates design concepts to determine if concepts satisfy support requirements and develops alternate support concepts as required. Conducts and participates in evaluations of specified and operationally stated system R&M metrics. Provides various types of management and technical support to projects in areas such as: training, logistics, acquisition management, configuration management, data management, program control and/or manpower planning. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of concepts, practices, and procedures to perform one or more of the above listed functions. Identifies and prioritizes deficiencies uncovered during testing. Plans for and provides implementation support in the areas of technical order verification and validation, deficiency reporting, and system/support equipment acquisition documentation. May provide leadership to lower level employees.

**Minimum Education:** Bachelors Degree in applicable engineering field or equivalent.

## STAFF LOGISTICS ENGINEER

**Minimum/General Experience:** Two years logistics engineering experience.

**Functional Responsibility:** Provides management and technical support in areas such as: training, logistics, acquisition management, configuration management, data management, program control and/or manpower planning.. Requires a broad knowledge of concepts, practices, and procedures. Performs detailed analysis and appraisal of hardware designs to identify and document maintenance/support requirements. Develops supportability parameters for equipment. Determines overall support requirements such as facilities, personnel, safety, and maintenance. Analyzes and evaluates design concepts.

**Minimum Education:** Bachelors Degree in an applicable engineering field or equivalent.

## ASSOCIATE LOGISTICS ENGINEER

**Minimum/General Experience:** Entry level position.

**Functional Responsibility:** Performs analysis and appraisal of hardware designs to identify and document maintenance and support requirements. Reviews engineering design and changes and analyzes equipment characteristics. Utilizes logistics modeling techniques to predict maintenance levels and costs. Responsible for analyzing, appraising and evaluating hardware designs. Reviews designs and make changes to equipment as necessary. Predicts the level of maintenance to be required and analyzes cost. Applies government and transportation policies and procedures to support logistics function. Utilizes the Federal Supply System and automated supply systems to ensure standards are met. Assists in monitoring shipping and receiving activities. Monitors all logistics activities to ensure compliance with guidelines and procedures.

**Minimum Education:** Bachelors Degree in an applicable engineering field or equivalent experience.

## SENIOR TECHNICAL SPECIALIST – LOGISTICS

**Minimum/General Experience:** 7-8 years of logistics experience.

**Functional Responsibility:** Must be able to complete logistics requirements determination studies; inventory and requisition supplies, repair parts and equipment and; maintain stock of supplies and equipment. Must be familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and shipping standards and quality assurance practices. Requires familiarity with Federal Supply System as well as automated and manual supply systems and equipment serviceability standards and criteria. Must be capable of providing RAM analysis, integrated logistics support (ILS), life cycle cost analysis and LSA/LSAR in accordance with MIL-STD 1388-1/2. Must be able to develop and review bill of materials (BOM) lists and prepare reports, graphs, charts and records documenting all efforts undertaken. May supervise lower level personnel involved in logistics support.

**Minimum Education:** Associate Degree or equivalent training in logistics.

## TECHNICAL SPECIALIST – LOGISTICS

**Minimum/General Experience:** Six or more years of logistics experience.

**Functional Responsibility:** Experience with the various logistics support functions and automated support systems, involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support. Knowledge of Government Acquisition Strategy and Procedures and various regulations and policies with respect to material acquisition, integrated logistics, and logistics supportability. Assists in developing Integrated Logistics Support functions (e.g. system planning, LSA documentation, fielding, and systems replacement/retirement). Develops logistics support concepts, maintenance plans and concepts. Develops, maintains, reviews, and analyzes logistics program documentation such as the Integrated Logistics Support Plan (ILSP) and Materiel Fielding Plan. Prepares logistics support documentation and source data, such as logistics operational management/user documents, ILSPs, user logistics support summaries, post production support plans, and logistics implementation plans. Able to complete logistics requirements determination studies, inventory and requisition supplies, repair parts and equipment and maintain stock of supplies and equipment. Familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and shipping standards and quality assurance practices. Requires familiarity with Federal Supply System as well as automated and manual supply systems and equipment serviceability standards and criteria. Provides RAM analysis, integrated logistics support (ILS), life cycle cost analysis and LSA/LSAR in accordance with MIL-STD 1388-1/2. Develops and reviews bill of materials (BOM) lists and prepares reports, graphs, charts and records documenting all efforts undertaken. May supervise lower level personnel.

**Minimum Education:** Associate Degree or equivalent training in logistics.

## SENIOR TECHNICIAN – LOGISTICS

**Minimum/General Experience:** Five to six years of logistics experience.

**Functional Responsibility:** Completes logistics requirements determination studies, inventory and requisitions supplies, repair parts and equipment and maintains stock of supplies and equipment. Must be familiar with government and defense department accountability and associated record keeping policies and procedures including transportation modes, packing and

shipping standards and quality assurance practices. Requires familiarity with Federal Supply System as well as automated and manual supply systems and equipment serviceability standards and criteria. May supervise lower level supply and maintenance technicians. Performs other, related duties as assigned.

May be responsible for: receipt, accountability, stocking and inventory of electronic equipment and components; data entry to query and enter information for supply, acquisition and inventory purposes; research and identification of parts and materials from electronic equipment and component vendors and entering information into purchasing database; recording, maintaining and initiating purchase request documentation for acquisition of component items from vendors.

**Minimum Education:** Associate Degree or equivalent training in logistics.

### STAFF TECHNICIAN – LOGISTICS

**Minimum/General Experience:** Three to four years related experience required.

**Functional Responsibility:** Determines supply requirements from authorization documents or other media. Maintains manual and automated records for requisitioning, receiving and storing supplies, repair parts and equipment. Determines sources of supply and shipping modes. Inspects and reports on supply and shipping shortages. Interprets and prepares supply and transportation documentation. Must be able to determine equipment serviceability using condition codes.

Responsibilities may include: receipt, accountability, stocking and inventory of electronic equipment and components; data entry to query and enter information for supply, acquisition and inventory purposes; research and identification of parts and materials from electronic equipment and component vendors and entering information into purchasing database; and recording, maintaining and initiating purchase request documentation for acquisition of component items from vendors.

**Minimum Education:** High school or equivalent vocational training. May substitute one year military technical training in logistics for two years experience.

### ASSOCIATE TECHNICIAN – LOGISTICS

**Minimum/General Experience:** One to two years related experience required.

**Functional Responsibility:** Must be able to follow technical written procedures for requisitioning, receiving and storing supplies, repair parts and equipment. Must be familiar with inspection, accountability, and reporting of supply and shipping shortages. Must be familiar with and be able to provide data entry for manual and automated supply systems. Performs other, related duties as assigned, such as: issuance of parts; cable fabrication and equipment rehabilitation; verification of materials against receiving documents; and evaluation for suitability of parts.

**Minimum Education:** High school or equivalent vocational training preferred.

### SENIOR FACILITIES ENGINEER

**Minimum/General Experience:** Ten years of diversified facility-planning experience.

**Functional Responsibility:** Plans and programs architectural construction. Works with clients/customers, translating user functional requirements into facility requirements. Experience in the relocation of organizations, including site surveys and the development of construction requirements. Familiar with construction standards, Corps of Engineers guide specifications, with emphasis on Sensitive Compartmented Information Facility (SCIF) construction

requirements/standards. Familiar with regulations regarding construction, alteration, repair and maintenance of real property assets.

**Minimum Education:** Bachelors Degree in Civil Engineering, Architecture or an equivalent program.

### SENIOR FACILITIES TECHNICAL SPECIALIST

**Minimum/General Experience:** Four to six years of related experience.

**Functional Responsibility:** Performs ongoing and scheduled maintenance and repair of building structures and mechanical, electrical and sanitary systems as well as related machinery and equipment with little or no supervision. Requires thorough knowledge in areas such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. Provides leadership and guidance to lower level employees. Supervise other, less experienced, technicians.

**Minimum Education:** May require stationary engineer's license and four to six years of related experience.

### FACILITIES TECHNICAL SPECIALIST

**Minimum/General Experience:** Four to six years of related experience.

**Functional Responsibility:** Performs ongoing and scheduled maintenance and repair of building structures and mechanical, electrical, and sanitary systems as well as related machinery and equipment with little or no supervision. Requires thorough knowledge in areas such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. May supervise other, less experienced technicians.

**Minimum Education:** May require stationary engineer's license.

### SENIOR TECHNICIAN - FACILITIES

**Minimum/General Experience:** Two to four years of related experience.

**Functional Responsibility:** Performs minor maintenance and repair of building structures and mechanical, electrical and sanitary systems and related machinery and equipment. Requires basic practical knowledge such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. Performs other, related duties as assigned.

**Minimum Education:** May require stationary engineer's license.

### STAFF TECHNICIAN - FACILITIES

**Minimum/General Experience:** One to two years of related experience.

**Functional Responsibility:** Under close supervision, performs minor maintenance and repair of building structures and mechanical, electrical and sanitary systems and related machinery and equipment. Requires basic practical knowledge such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. Performs other, related duties as assigned.

**Minimum Education:** Requires high school diploma or equivalent.

## ASSOCIATE TECHNICIAN - FACILITIES

Minimum/General Experience: Entry level position.

**Functional Responsibility:** Cleans and maintains working areas in an orderly condition. Sweeps, mops, scrubs and polishes floors. Removes trash or other refuse. Dusts equipment, furniture or fixtures. Polishes metal fixtures or trimmings. Provides supplies for rest rooms and other facilities and performs simple tasks such as moving and storing furniture and equipment. Performs other, related duties as assigned.

Minimum Education: High school education preferred.

## FACILITY COMMANDER

**Minimum/General Experience:** 7 years of experience in physical security systems, including 3 years in supervisory positions. Must possess a working knowledge of industrial physical security, information security, and experience in administering a physical security inspection or audit program in accordance with federal standards. Possesses operational understanding of resource and financial management.

**Functional Responsibility:** Responsible for managing the physical security self-assessment and resource management programs. Plans and conducts installation vulnerability assessment and physical security survey, to include scheduling and conducting physical security audits (inspections). Maintains a Physical Security Action, coordinates and maintains an up-to-date Threat Assessment. Maintains constant dialogue with security force concerning their observations and reports. Conducts Counter-Terrorism Travel briefings to agency employees as required.

**Minimum Education:** BS/BA in a field of study relevant to the work being performed.

## PHYSICAL SECURITY MANAGER

**Minimum/General Experience:** 10 years of experience in the field of physical security, with four years of experience in a supervisory role in a security or police organization. Able to organize, write policies, set priorities, and analyze complex issues. Must possess the ability to communicate diplomatically and effectively with customers and action officers.

**Functional Responsibility:** Advises senior managers in physical security project planning, development, implementation, and monitoring. Oversees and reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy and standards. Reviews and authorizes requests for funding of physical security improvements.

**Minimum Education:** BS/BA in a field of study relevant to the work being performed, graduate degree preferred.

## SECURITY TRAINING MANAGER

**Minimum/General Experience:** 5 years of experience demonstrating a thorough knowledge of the theory and practice of vocational instruction and briefing presentation techniques and ability to write complex briefing scripts on a wide-range of technical and physical security subjects. Demonstrated ability to function with only minimal guidance and supervision.

**Functional Responsibility:** Responsible for the development and coordination of security training and briefings for contract and agency personnel in the areas of information technology, technical security, physical security and/or secure telecommunications systems installation,



maintenance, and repair. Assists customer in determining training and scheduling requirements. Develops and implements a comprehensive training program using classroom instruction, demonstration, and hands-on training techniques to insure that personnel have the competency to install, use, and maintain the security equipment and systems. Develops and presents briefings on all aspects of the agency security program to Government and contract personnel.

**Minimum Education:** BS/BA in a field of study relevant to the work being performed.

## TRAINER I

**Minimum/General Experience:** This position requires a minimum of three years experience within task order discipline. Requires subject matter expertise and good writing and communication skills.

**Functional Responsibility:** Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with management, supervisors and client agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agencies. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversees Contractor and Client Agency personnel during the training process.

**Minimum Education:** Bachelors Degree or equivalent experience. Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable. Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline.

## TRAINER II

**Minimum/General Experience:** This position requires a minimum of five years experience within one or more task order disciplines. Requires subject matter expertise and good writing and communication skills.

**Functional Responsibility:** Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluates effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Develops strong relationship with all departments of Client Agency to develop course materials and receive

feedback on quality of instruction. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversees Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

**Minimum Education:** Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable. Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline. A Bachelors Degree or equivalent combination of formal education and experience (e.g., one year of directly related experience can be substituted for one year of education in addition to the basic experience requirement).

### TRAINER III

**Minimum/General Experience:** This position requires a minimum of eight years experience within one or more task order disciplines. Requires subject matter expertise and good writing and communication skills.

**Functional Responsibility:** Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversee Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

**Minimum Education:** Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable. Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline. A Bachelors Degree or equivalent combination of formal education and experience (e.g., one year of directly related experience can be substituted for one year of education in addition to the basic experience requirement).

### MASTER TRAINER

**Minimum/General Experience:** Requires a minimum of ten years experience within one or more task order disciplines. Requires subject matter expertise and good writing and communication skills.

**Functional Responsibility:** Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversees Contractor and Client Agency personnel during the training process. May supervise, monitor, and critique other trainers.

**Minimum Education:** Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable. Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline. A Bachelors Degree or equivalent combination of formal education and experience (e.g., one year of directly related experience can be substituted for one year of education in addition to the basic experience requirement). Masters Degree preferred.

## SECURITY TRAINER

**Minimum/General Experience:** 2 years of experience conducting training. Demonstrated ability to communicate orally and in writing. Working knowledge of subject area requirements as defined in a contract or task request. Demonstrated ability to communicate orally and in writing.

**Functional Responsibility:** Conducts training classes in accordance with established curricula and training materials, and prepares training documentation.

**Minimum Education:** Bachelors Degree or equivalent experience in a field of study relevant to the work being performed.

## SR. OFFICE ADMINISTRATOR

**Minimum/General Experience:** 5 years of experience in administrative management including 2 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

**Functional Responsibility:** Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. Supervises and assigns work schedules to clerical and administrative staff. Oversees the purchase of supplies, authorize payments, and other general business responsibilities necessary to maintain to day-to-day operations.

**Minimum Education:** BS/BA or an AA with 10 years experience.

### ADMINISTRATIVE MANAGER

**Minimum/General Experience:** Four years of experience in administrative management including 1 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

**Functional Responsibility:** Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Manages a small group or team in support of overall program goals. Must have proven oral and written communication skills.

**Minimum Education:** AA in a related field or a High School Diploma/GED with 5 to 7 years of directly related experience.

### ADMINISTRATIVE SUPERVISOR

**Minimum/General Experience:** Five years of related experience performing administrative support functions. At least two years of this experience should include supervisory or executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

**Functional Responsibility:** Functions as executive administrator for an office or program. Manages activity, schedules and workflow of administrative support staff as well as performing administrative support functions. Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. May supervise and assign work schedules to clerical and administrative staff. Oversees the preparation and distribution of reports, maintains calendars, reviews and analyzes procurement requirements, and drafts correspondence. Prepares and/or reviews/edits final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files; performs budget and finance functions; and develops, analyzes and maintains administrative operating processes and procedures.

**Minimum Education:** Associates Degree in a related field, or a High School Diploma with an additional two to three years of related experience, combined with completion of training courses relevant to duties and functions of the requirement, may be substituted for the degree requirement.

### ADMINISTRATIVE SPECIALIST III

**Minimum/General Experience:** Three years of related experience performing administrative support functions. At least one year of this experience should include supervisory or executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

**Functional Responsibility:** Functions as executive administrator for an office or program. Manages activity, schedules and workflow of administrative support staff as well as performing

administrative support functions. Prepares and/or reviews/edits final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files; performs budget and finance functions; and develops, analyzes and maintains administrative operating processes and procedures.

**Minimum Education:** Associates Degree, or an additional three to four years of relevant experience and proficiency in the area of specialty, combined with completion of training courses relevant to duties and functions of the requirement, may be substituted for the degree requirement.

## ADMINISTRATIVE SPECIALIST II

**Minimum/General Experience:** Two years of related experience performing administrative support functions. Must be organized and have good oral and written communication skills. Must possess experience using word processing and desktop publishing application software and hardware.

**Functional Responsibility:** Functions as administrative assistant for an office or program. Provides administrative support functions such as: prepares final correspondence, reports and other published material; prepares briefing material; maintains program files; supports budget and finance functions; and executes administrative operating processes and procedures.

**Minimum Education:** High School Diploma or equivalent.

## ADMINISTRATIVE SPECIALIST I

**Minimum/General Experience:** One to two years of secretarial, clerical, or general office experience. Well-developed written and verbal communication skills, organizational skills, and the ability to operate standard office equipment and software. Flexibility in accepting changes in working environment.

**Functional Responsibility:** Responsible for general secretarial and administrative functions as assigned. Assists in routine clerical and administrative functions. Responsible for the accurate and timely input of information for monitoring program status and effectiveness. Works under direct supervision.

**Minimum Education:** High School Diploma/GED.

## ASSOCIATE CLERK

**Minimum/General Experience:** This is an entry-level position. Written and verbal communication skills, organizational skills, and the ability to take instruction and carry out orders as assigned.

**Functional Responsibility:** General secretarial and administrative functions as assigned. Assists in maintaining filing, telephone communications, and other routine clerical and administrative functions. Works under direct supervision.

**Minimum Education:** High School Diploma/GED.

## ASSIST. ADMIN. COORD/RECORDS MAINTENANCE

**Minimum/General Experience:** Four years of commercial records maintenance in an office environment. Knowledge of government financial and contract documents safeguard, storage and retrieval. Experience with Records Retention Center database, "Total Recall" preferred.



**Functional Responsibility:** Manages and maintains the warehouse records management facility for long term storage of documents including headquarters, departments and subsidiaries. Receives, records, and catalogs information in the Records Retention Center database. Sorts, stores and maintains records in banker boxes for easy retrieval. Ensures records are logged out and all transactions are recorded and maintained for safeguard and continuity. Prepares and implements biyearly destruction of records in accordance with authorized destruction procedures. Serves as liaison to company personnel and facilities management concerning retrieval requests, document maintenance, safeguard and security. May supervise and train temporary and part-time personnel in records maintenance and retention processes(s). Performs other related duties as assigned.

**Minimum Education:** High School diploma or equivalent experience.

### WORD PROCESSING SUPERVISOR

**Minimum/General Experience:** 6 years of general clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

**Functional Responsibility:** Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision. One-year supervisory experience preferred.

**Minimum Education:** High School Diploma/GED.

### WORD PROCESSOR II

**Minimum/General Experience:** 4 years of general word processing/clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

**Functional Responsibility:** Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.

**Minimum Education:** High School Diploma/GED.

### WORD PROCESSOR I

**Minimum/General Experience:** Normally requires eighteen months to two years of word processing/clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

**Functional Responsibility:** Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.

**Minimum Education:** High School Diploma/GED.

## PERSONNEL SECURITY CLERK

**Minimum/General Experience:** 2 years of experience in coding or entering personnel information for ADP systems. Capable of developing/maintaining automated human resources database. Must be tactful and articulate, and exhibit considerable skill and diplomacy in communications.

**Functional Responsibility:** Completes documentation of all interviews and investigations conducted. Updates security files for changes and verifies employee clearances for special meetings, projects, etc. Assists persons requesting information on personnel security procedures. Provides investigation status reports and maintains the personnel security roster. Processes background or suitability investigations.

**Minimum Education:** Requires relevant college courses. AA Degree preferred. High School Diploma/GED plus a minimum of 3 years of experience in a personnel department.

## PRINCIPAL ENGINEER

**Minimum/General Experience:** Twelve (12) years of mechanical, electrical, or civil engineering experience or ten (10) years of Systems Engineering experience; including a minimum of five (5) years of specialized experience in the Security or Electrical Security Systems field.

**Functional Responsibility:** Integrates project/program-engineering efforts across disciplines including software and hardware. Derives program/project requirements through analysis of the client's needs documents such as (but not limited to) mission needs statements, objectives, security threat assessments, etc. Defines methodology, processes, and standards to be applied by the entire project team. Defines engineering methodology and process framework for entire projects/program. Manages the day-to-day technical activities of the project's system engineering team. Applies the applicable standards (statutory codes and industry standards) as needed. Is capable of leading project requirements analysis and/or requirements management activities on projects of any level of complexity.

**Minimum Education:** Masters Degree or equivalent (e.g. Bachelors Degree + 4 years experience or 12+ years applicable experience) in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology.

## SENIOR ENGINEER

**Minimum/General Experience:** Seven years (7) of mechanical engineering electrical engineering, civil engineering or information systems engineering experience or five (5) years of applicable systems engineering experience.

**Functional Responsibility:** Integrates project/program-engineering efforts across disciplines including software and hardware. Derives program/project requirements through analysis of the client's needs documents such as (but not limited to) mission needs statements, objectives, security threat assessments, etc. Defines methodology, processes, and standards to be applied by the entire project team. Applies the applicable standards (statutory codes and industry standards) as needed. Is capable of leading project requirements analysis and/or requirements management activities on projects of simple or medium complexities.

**Minimum Education:** Bachelors Degree or equivalent (e.g. 8 years experience) in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology.

## ENGINEER

**Minimum/General Experience:** Five (5) years of mechanical engineering electrical engineering or civil engineering.

**Functional Responsibility:** Executes project/program engineering efforts within his/her discipline; defines methodology and standards to be applied by the project's design and installation team within his/her discipline. Applies the applicable standards (statutory codes and industry standards) to be used the project within his/her discipline.

**Minimum Education:** Bachelors Degree or equivalent (e.g. 8 years experience) in Civil Engineering, Electrical Engineering or Mechanical Engineering.

## SENIOR ENGINEERING TECHNICAL SPECIALIST

**Minimum/General Experience:** seven to eight years of related technical experience.

**Functional Responsibility:** Assists in the origination, design, and development of mechanical and electro-mechanical equipment and systems. Collaborates with scientists and engineers on the definition of functional requirements and evaluates alternative configurations consistent with schedule, cost and material limitations. Coordinates technical administrative tasks of the project. May provide work leadership to lower level employees. Performs other, related duties as assigned.

**Minimum Education:** Technical training equal to an Associates Degree.

## ENGINEERING TECHNICAL SPECIALIST

**Minimum/General Experience:** Six to seven years of related technical experience.

**Functional Responsibility:** Assists in the origination, design, and development of mechanical and electro-mechanical equipment and systems. Collaborates with scientists and engineers on the definition of functional requirements and evaluates alternative configurations consistent with schedule, cost and material limitations. Coordinates technical administrative tasks of the project. Provides leadership to lower level employees. Performs other related duties.

**Minimum Education:** Technical training equivalent to an Associates Degree.

## SENIOR ENGINEERING TECHNICIAN

**Minimum/General Experience:** Four to five years experience as an engineering technician.

**Functional Responsibility:** Performs technical engineering support work for mechanical and electro-mechanical equipment and systems. Works with considerable independence; may supervise or train lower level technicians. May prepare advanced charts, sketches, diagrams and designs. Performs other related duties as assigned.

**Minimum Education:** Requires technical training or equivalent experience.

## STAFF ENGINEERING TECHNICIAN

**Minimum/General Experience:** Two to three years experience as an engineering technician.

**Functional Responsibility:** Performs technical engineering support work for mechanical and electro-mechanical equipment and systems. Works under general supervision. Has some latitude for independent action. May prepare advanced charts, sketches and diagrams. Performs other related duties as assigned.

**Minimum Education:** Requires technical training or equivalent experience.

### ASSOCIATE ENGINEERING TECHNICIAN

**Minimum/General Experience:** Entry level position, following completion of training.

**Functional Responsibility:** Performs technical engineering support work for mechanical and electro-mechanical equipment and systems. Works under close supervision, following specific procedures. Requires understanding and interpreting complex charts, sketches and diagrams to determine costs, materials and processes. Performs other, related duties as assigned.

**Minimum Education:** Normally requires technical training or equivalent experience.

### TECHNICAL SPECIALIST – RESEARCH

**Minimum/General Experience:** Seven years of related research laboratory experience. Requires expertise in one of the following: physics, engineering, optics or other specialized area.

**Functional Responsibility:** Collaborates with project scientists and or engineers in the design, development and evaluation of experimental apparatus, equipment, experimental facilities and instrumentation systems. Directs the development of apparatus, equipment and systems by interpreting objectives and translating them into design concepts and definition of job requirements. Collects data and analyzes results from scientific experiments and assists in the preparation of reports relating such results to project objectives. Applications may be in such specialized areas as radiography, technical photography, etc. May provide work leadership to lower level employees.

**Minimum Education:** Technical training equivalent to an Associates Degree.

### SENIOR TECHNICIAN - RESEARCH

**Minimum/General Experience:** Five years related research laboratory experience including knowledge of physics, geoscience, engineering or optics.

**Functional Responsibility:** Responsible for the safe and correct operation of major subsystems, research experiments, apparatus, instrumentation systems and/or experimental facilities. Prepares operational procedures, equipment and materials, specifications and technical summary reports. Diagnoses and debugs operational equipment problems and decides on repair or replacement actions. Plans the methods and procedures required for fabricating, assembling, installing and testing a variety of experimental apparatus and equipment. Applications may be in such specialized areas as radiography, technical photography, etc. May provide work leadership to lower level employees.

**Minimum Education:** Technical training equivalent to an Associates Degree.

### STAFF TECHNICIAN - RESEARCH

**Minimum/General Experience:** Three years related research laboratory experience.

**Functional Responsibility:** Responsible for the operation of research apparatus and for providing technical support in executing scientific research and development projects. Plans methods and procedures, sets up and operates equipment and test apparatus, diagnostic devices and related equipment. Participates in preparation of experimental procedures, material and equipment specifications and technical summary reports. Applications may be in such specialized areas as radiography, technical photography, etc.

**Minimum Education:** Technical training equivalent to an Associates Degree.

### ASSOCIATE TECHNICIAN - RESEARCH

**Minimum/General Experience:** One year related research laboratory experience.

**Functional Responsibility:** Provides fabrication, assembly, installation, maintenance, modification, testing and related technical support activities for research and development experiments and procedures. Applications may be in such specialized areas as radiography, technical photography, etc.

**Minimum Education:** High school diploma or equivalent, some college or technical training preferred.

### RESEARCH ASSOCIATE PROFESSIONAL STAFF

**Minimum/General Experience:** 1-2 years of experience preferred.

**Functional Responsibility:** Following established procedures and formats, plans, organizes, and conducts research in a variety of areas, such as new or existing products, science, social science, law or business, and assigned topics. Researches, writes, edits and proofreads information and compiles reports. Gathers data and assists in development of final product. May be required to perform administrative duties as requested. Plans research schedule according to a variety of methods to be used, availability and quantity of resources. May use Internet, Intranet, magazines, periodicals, journals and other media to perform research. Analyzes verbal or statistical data to prepare reports and studies for use by professionals. Searches sources, such as reference works, literature, documents, newspapers, statistical records, and other sources of information, to collect, records. Analyzes and evaluates facts. Analyzes and evaluates applicability of collected data. Discusses finding with other assigned personnel when required. Prepares reports and/or designs and specifications of completed projects. May contact and interview individuals to obtain data or draft correspondence to answer inquiries. Performs other related duties as assigned.

**Minimum Education:** Bachelors Degree in Business Administration, Education or applicable field or equivalent experience and excellent written communication skills.

### BUSINESS MANAGEMENT ANALYST

**Minimum/General Experience:** Five years of applicable experience in financial management and administrative activities such as budgeting, staffing, and resource planning, and financial reporting.

**Functional Responsibility:** Duties include, but are not limited to, developing work breakdown structures, preparing charts, tables, graphs, and diagram to assist in analyzing resources, workflow, and project adherence to schedule.

**Minimum Education:** Bachelors Degree or equivalent Accounting, Business Administration, Computer Science, or Management Information Systems.

### LEAD TRAINING SPECIALIST

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

**Functional Responsibility:** Coordinates the development and delivery of training programs in support of complex products and procedures and/or for a major area or customer. May deliver training courses or assist lower level trainers in the classroom. Establishes and/or reviews course



content and objectives. Provides work leadership, guidance, and direction to lower level employees. Other duties may include evaluating employee effectiveness or their training presentations and programs. Provides input to management for scope, schedule and cost estimates. Reviews documentation and course material, as necessary.

**Minimum Education:** Bachelors Degree or equivalent experience.

### SENIOR TRAINING SPECIALIST

**Minimum/General Experience:** Five to eight years of related experience.

**Functional Responsibility:** Exercises the lead role in all phases of Instructional Systems Design. May serve as day-to-day project/task manager and designer/developer on many projects. Able to conduct complex courses from start to completion. Excellent communications and problem solving skills. Coordinates the development and delivery of training programs in support of complex products and procedures and/or for a major area or customer. May deliver training courses or assist lower level trainers in the classroom. Establishes and/or reviews course content and objectives. May provide work leadership for lower level employees, including evaluating the effectiveness of training presentations and programs. Provides input to management for scope, schedule and cost estimates. Reviews documentation and course material, as necessary.

**Minimum Education:** Bachelors Degree or equivalent experience.

### STAFF TRAINING SPECIALIST

**Minimum/General Experience:** Two to five years of related experience. This position is filled by qualified technical specialists, as opposed to entry level positions.

**Functional Responsibility:** Develops, tests, maintains and delivers training programs and related materials in support of customer products. Establishes and/or reviews course content and objectives. Conducts training sessions and evaluates the effectiveness of training activities.

**Minimum Education:** Bachelors Degree or equivalent experience.

### ASSOCIATE TRAINING SPECIALIST

Minimum/General Experience: Entry level position.

Functional Responsibility: Participates in the development, testing, maintenance and delivery of training programs and related materials in support of customer products. Assists in the development and establishment of course content and objectives. Conducts training sessions and assists in evaluating the training activity effectiveness. Updates course documentation to ensure timeliness and relevance. Obtains technical input from system development team.

Minimum Education: Bachelors Degree or equivalent experience.

### SENIOR TECHNICAL SPECIALIST – WRITING

**Minimum/General Experience:** Ten years technical editing/writing experience.

**Functional Responsibility:** Researches, organizes, writes, edits and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods and the like. Coordinates publication with outside sources and vendors, as needed. Develops department editing standards and styles. May provide work leadership for lower level employees. Develops estimates for task assignment.

**Minimum Education:** Bachelors Degree in applicable technical field or equivalent experience and excellent communication skills.

### SENIOR DOCUMENTATION SPECIALIST/TECHNICAL WRITER

**Minimum/General Experience:** Seven years technical editing/writing experience.

**Functional Responsibility:** Researches, organizes, writes, edits and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods and the like. Coordinates publication with outside sources and vendors, as needed. Develops department editing standards and styles. May provide work leadership for lower level employees. Develops estimates for task assignment. Plans, coordinates and controls all resources necessary to accomplish tasking. Coordinates inputs to estimates for task assignment. Reviews and evaluates products. Coordinates with customers for data exchange.

**Minimum Education:** Bachelors Degree in applicable technical field or equivalent experience and excellent communication skills.

### DOCUMENTATION SPECIALIST/TECHNICAL WRITER

**Minimum/General Experience:** Five years technical writing and editing experience.

**Functional Responsibility:** Participates in all phases of documentation development. Researches, organizes, writes, edits and produces technical data for major publication projects. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. May participate in the establishment of style guidelines and standards for text and illustration. Extracts data from technical manuals to satisfy requirements. Obtains material from vendor manuals for incorporation into new documentation. Interfaces with customer for data/task clarification. May provide work leadership for lower level employees.

**Minimum Education:** Bachelors Degree in applicable technical field or equivalent experience and excellent communication skills.

### JUNIOR DOCUMENTATION SPECIALIST/TECHNICAL WRITER

**Minimum/General Experience:** Two years technical writing and editing experience.

**Functional Responsibility:** Researches, writes, edits and proofreads technical data for use in documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. Assists in establishing style guidelines and standards for text and illustration. Develops technical material in accordance with specifications. Edits, reviews and generates materials for product completeness. Interfaces with technical elements for clarification of data.

**Minimum Education:** Bachelors Degree in applicable technical field or equivalent experience and excellent communication skills.

### ASSOCIATE DOCUMENTATION SPECIALIST/TECHNICAL WRITER

Minimum/General Experience: Entry level position.

Functional Responsibility: Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents or sections of documents such

as manuals, procedures and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics coverage, format and style. Assists in production of product deliverables. Gathers data and assists in development of draft products. Assists in coordinating product production. Reviews specifications against developed product for compliance.

Minimum Education: Bachelors Degree in applicable technical field or equivalent experience and excellent communication skills.

### SENIOR TECHNICAL SPECIALIST – ILLUSTRATION

**Minimum/General Experience:** 7-10 or more years of directly related experience.

**Functional Responsibility:** Directs and coordinates the work activities of illustrators and other assigned staff. Typically applies expert knowledge of computerized equipment to support work activities. Schedules work, reviews completed work for formatting, accuracy and general appearance. May work on more complex assignments. Defines work requirements with clients and other users. Is proficient in a wide range of media. Selects, trains and evaluates the work of assigned staff. Interfaces with technical leads and customer for data inputs to illustration efforts.

**Minimum Education:** Associates Degree or equivalent required. Bachelors Degree preferred.

### TECHNICAL SPECIALIST – ILLUSTRATION

**Minimum/General Experience:** Six to ten years of related experience.

**Functional Responsibility:** Directs and coordinates the work activities of illustrators and other assigned staff. Typically applies expert knowledge of computerized equipment to support work activities. Schedules work, reviews completed work for formatting, accuracy and general appearance. Defines work requirements with clients and other users. Is proficient in a wide range of media. Selects, trains and evaluates the work of assigned staff. Interfaces with technical leads and customer for data inputs to illustration efforts. Directs and coordinates subordinate work activities. Interfaces with various sources for development materials. Reviews, evaluates and provides feedback on data generated by department personnel.

**Minimum Education:** Associates Degree or equivalent required. Bachelors Degree preferred.

### SENIOR TECHNICIAN – ILLUSTRATION

**Minimum/General Experience:** Five to seven years of related experience.

**Functional Responsibility:** Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Genigraphics or Compugraphics. Produces a variety of artwork including technical and commercial documentation support assignments, view graph and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures and other forms of artwork. May use perspective, isometric, orthographic and schematic techniques to prepare technical and non-technical line drawings for slide presentations, view graphs, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up. Provides technical review of developed materials. Maintains a graphics database and repository for all previously developed graphic work. Accesses the Internet and other sources to obtain, extract, and use authorized graphic materials. Assists junior personnel in use and operation of equipment.

**Minimum Education:** Normally requires two to four years of college or training in a related discipline.

## STAFF TECHNICIAN – ILLUSTRATION

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

**Functional Responsibility:** Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Genigraphics or Compugraphics. Uses common software illustration software to construct graphs, charts, simplified schematics, and various mechanical illustrations. Produces a variety of artwork including technical and commercial documentation support assignments, view graph and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures and other forms of artwork. Knowledgeable of tools and techniques to prepare line drawings of such configurations as component parts, modules, circuit assemblies, instrument panels, and consoles; to simplify data from blueprints and rough sketches so that it can be understood by technical and non-technical personnel; and to convert orthographic, blueprints, and other engineering data into isometrics, exploded views, or sketches. May use perspective, isometric, orthographic and schematic techniques to prepare technical and non-technical line drawings. Produces finished artwork from information furnished in oral form, rough sketches or written data. May perform inking and paste-up.

**Minimum Education:** Normally requires two to four years of college or training in a related discipline.

## ASSOCIATE TECHNICIAN – ILLUSTRATION

Minimum/General Experience: Entry Level Position.

Functional Responsibility: Prepares finished mechanical artwork suitable for reproduction, including diagrams, and other illustrative materials. Generally works with finished illustrations or photographs supplied by others, following page designs prepared by authors or senior artists. Prepares final layouts for magazines, ads, brochures, newsletters or other publications. Performs other, related duties as assigned. Develops and prepares illustrations for various documents. Reviews data input and coordinates input updates.

Minimum Education: Requires formal training and/or experience in the graphic arts.

## LEAD QUALITY ASSURANCE ANALYST

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

**Functional Responsibility:** Defines and develops quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex, in-process rejections and implements corrective action as needed. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. Provides management with feedback on inspection and test trends, returns and vendor performance. Provides work leadership, guidance, and direction to employees.

**Minimum Education:** Bachelors Degree or equivalent experience.

## SENIOR QUALITY ASSURANCE ANALYST

**Minimum/General Experience:** Five to eight years related experience.

**Functional Responsibility:** Defines and develops quality standards for receiving, in-process and final inspection. Reviews and evaluates complex, in-process rejections and implements corrective action. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. Conducts

and assists with benchmarking and surveys. Provides management with feedback on inspection and test trends, returns and vendor performance. May provide work leadership to lower level employees. Conducts Quality Assurance training. Has a broad knowledge of quality assurance standards and testing strategies, and participates in development, implementation and execution of certification programs for testing. Ensures documentation is in conformance with approved test and quality assurance standards. Writes both testing and certification compliance reports.

**Minimum Education:** Bachelors Degree or equivalent experience.

### STAFF QUALITY ASSURANCE ANALYST

**Minimum/General Experience:** Two to four years of related experience.

**Functional Responsibility:** Defines and develops quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex, in-process rejections and implements corrective action as needed. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. May provide work leadership to lower level employees. Demonstrated ability to perform and coordinate quality assurance activities such as the design and development of test plans, criteria and procedures, to assemble test data, and conduct, evaluate, and verify test results. Knowledge of structured design, quality assurance, business practices, configuration control and change management. Conducts quality assurance testing of products. Documents procedures and discrepancies. Performs audits and provides technical advice to the development team.

**Minimum Education:** Bachelors Degree or equivalent experience.

### ASSOCIATE QUALITY ASSURANCE ANALYST

Minimum/General Experience: Entry level position.

Functional Responsibility: Develops, applies, revises and maintains quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Writes inspection procedures. Assists in reviewing and evaluating in-process rejections, obtains disposition and implements corrective action as needed. Participates in audits. May provide technical support to inspection personnel.

Minimum Education: Bachelors Degree or equivalent experience.

### SENIOR LINGUIST

**Minimum/General Experience:** Two (2) years of practical application experience. Ability to do graphic translation and analysis in one of the following languages: FARSI, ARABIC, PUSHTU and URDU and DARI, PORTUGUESE, Chinese and must be proficient in both translation and analysis. Must have US citizenship and applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Studies components, structure, and relationships within specified language to provide comprehension of its social functioning. Prepares description of sounds, forms, and vocabulary of language. Contributes to the development of linguistic theory. Applies linguistic theory to any of following areas: development of improved methods in translation, including computerization; teaching of language to other than native speakers; preparation of language-teaching materials, dictionaries, and handbooks; reducing previously unwritten languages to standardized written form; preparation of literacy materials; preparation of tests for language-learning aptitudes and language proficiency; consultation with government agencies



regarding language programs; or preparation of descriptions of comparative languages to facilitate improvement of teaching and translation. May provide leadership and guidance to lower level employees.

**Minimum Education:** Bachelors Degree in a foreign language or equivalent experience and 2 years of practical application. Masters Degree preferred.

### STAFF LINGUIST

**Minimum/General Experience:** Under direct supervision, supports overall business process or facility / security functions by performing language translation or transcription. Supports overall Customer Service where language is a barrier to communication or data input / analysis. Ability to do graphic translation and analysis in one of the following languages: FARSI, ARABIC, PUSHTU and URDU and DARI, PORTUGUESE, Chinese and must be proficient in both translation and analysis. Must have US citizenship and applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Studies components, structure, and relationships within specified language to provide comprehension of its social functioning. Prepares description of sounds, forms, and vocabulary of language. Contributes to the development of linguistic theory. Applies linguistic theory to any of following areas: development of improved methods in translation, including computerization; teaching of language to other than native speakers; preparation of language-teaching materials, dictionaries, and handbooks; reducing previously unwritten languages to standardized written form; preparation of literacy materials; preparation of tests for language-learning aptitudes and language proficiency; consultation with government agencies regarding language programs; or preparation of descriptions of comparative languages to facilitate improvement of teaching and translation.

**Minimum Education:** Bachelors Degree in a foreign language or equivalent experience. Masters Degree preferred.

### BIOMETRICS ENGINEER I

**Minimum/General Experience:** 1-3 years related experience.

**Functional Responsibility:** Project coordination, management and engineering for Biometrics related projects. Provides comprehensive definition of all aspects of Biometrics Systems development from analysis of mission needs to verification of system performance and installation and maintenance. Performs evaluation of alternatives and assessment of risks and costs. Analyzes system requirements and develops design alternatives. Provides technical leadership developing solutions for engineering studies and applications related to Biometrics projects. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Mobilizes 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:** Bachelors Degree or equivalent experience and technical training.

### BIOMETRICS ENGINEER II

**Minimum/General Experience:** 3 - 7 years related experience.

**Functional Responsibility:** Project coordination, management and engineering for Biometrics related projects. Provides comprehensive definition of all aspects of Biometrics Systems development from analysis of mission needs to verification of system performance and installation and maintenance. Performs evaluation of alternatives and assessment of risks and costs. Analyzes system requirements and develops design alternatives. Provides technical leadership developing solutions for engineering studies and applications related to Biometrics projects. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Mobilizes 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:** Bachelors Degree or equivalent experience and technical training.

### BIOMETRICS ENGINEER III

**Minimum/General Experience:** 7+ years related experience.

**Functional Responsibility:** Project coordination, management and engineering for Biometrics related projects. Provides comprehensive definition of all aspects of Biometrics Systems development from analysis of mission needs to verification of system performance and installation and maintenance. Performs evaluation of alternatives and assessment of risks and costs. Analyzes system requirements and develops design alternatives. Provides technical leadership developing solutions for engineering studies and applications related to Biometrics projects. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Mobilizes 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:** Bachelors Degree or equivalent experience and technical training.

### BIOMETRICS TECHNICIAN I

**Minimum/General Experience:** 1-3 years related experience.

**Functional Responsibility:** Supports operation, testing, installation, and maintenance of Biometrics systems. Meets directly with customers to complete forms and carry out identification, authentication and other related security processes.

**Minimum Education:** High School Diploma, plus related technical training.

### BIOMETRICS TECHNICIAN II

**Minimum/General Experience:** 3-7 years related experience.

**Functional Responsibility:** Supports operation, testing, installation, and maintenance of Biometrics systems. Meets directly with customers to complete forms and carry out identification, authentication and other related security processes.

**Minimum Education:** High School Diploma, plus related technical training. Prefer some college or formal technical school training.

### BIOMETRICS TECHNICIAN III

**Minimum/General Experience:** 7+ years related experience.

**Functional Responsibility:** Supports operation, testing, installation, and maintenance of Biometrics systems. Meets directly with customers to complete forms and carry out identification authentication and other related security processes.

**Minimum Education:** Technical training equivalent to an Associates Degree and a minimum of seven years related experience.

### FINGERPRINT SITE SUPERVISOR

**Minimum/General Experience:** Eight years experience in a DoD, DoE, or other industrial security program. Prefer one or more years as Fingerprint or Quality Assurance Technician. Supervisory experience required.

**Functional Responsibility:** Responsible for all operational aspects of Fingerprint Site Support. Supervises Quality Assurance Technicians, Fingerprint Technicians, and Entry Control Technicians assigned to the site. Manages the day-to-day duties of the fingerprinting site, including staff hiring, administration, property control, safety, and production as required. Supervises and monitors all fingerprinting, I-90, and Biometrics processes by observation and/or participation. Provides staff's scheduling to maximize the fingerprint processing capacity. Prepares and submits timely and accurate reports to the Project Office to include the Weekly Production Report, Customer Service Report, all employee timesheets, training records and evaluations, quarterly inventory of Government Furnished Property (GFP), Significant Incident Reports, and other documents as may be necessary or requested. Conducts training for all new fingerprinting personnel in the areas of "The mission of the Fingerprint Support Operation", "The Fingerprint Process", "The I-90 Process", "The Biometrics Process", and "Customer Service". Provides continual on-the-job staff training to enhance employee potential. Provides leadership, guidance, motivation, and career development assistance to all fingerprint site employees. Conduct periodic counseling, and is responsible for initiating and preparing of disciplinary actions as may be required. Submits requests for employee awards when appropriate. Maintains a professional and cooperative relationship with the customer and customer support personnel. Performs the duties of Quality Assurance Technician, Fingerprint Technician, Biometrics Technician, and I-90 Technician as needed. Maintains the necessary supply levels for the efficient and continuous operation of the site. Maintains all documents and records required for the administration of the site. Maintains a current log/file of all potential candidates for employment and assists candidates in the processing of their application for employment, including security clearance documentation.

**Minimum Education:** Bachelors Degree in a related field or equivalent experience.

### CUSTOMER SERVICE STAFF I

**Minimum/General Experience:** 0-3 years experience, entry level position

**Functional Responsibility:** Directly supports facility customer service efforts by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports. Develops and updates graphic presentations to improve the quality and enhance the usability of documents. 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.

**Minimum Education:** High School Diploma or equivalent training.

### **CUSTOMER SERVICE STAFF II**

**Minimum/General Experience:** 3 - 5 years experience.

**Functional Responsibility:** **Directly supports facility customer service efforts by maintaining personnel and other files;** prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Performs high level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

**Minimum Education:** High School Diploma or equivalent training.

### **CUSTOMER SERVICE STAFF III**

**Minimum/General Experience:** 5 - 7 years related experience.

**Functional Responsibility:** Supervises Administrative/Clerical Staff. Directly supports facility customer service efforts by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Prepares in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. 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.

**Minimum Education:** High School Diploma or equivalent training.

### **CUSTOMER SERVICE STAFF IV**

**Minimum/General Experience:** 7 - 10 years related experience.

**Functional Responsibility:** Serves as an Administrative Supervisor. Directly supports facility customer service efforts by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports. Performs Executive Level support. Supports Business Process improvement related to data management. Support data assurance and proofreads correspondence, reports, and documentation. Maintains filing system. Answers customer inquires via telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

**Minimum Education:** High School Diploma or equivalent training.

### **CUSTOMER SERVICE STAFF V**

**Minimum/General Experience:** 10+ years related experience.

**Functional Responsibility:** Serves as an Administrative Supervisor. Directly supports facility customer service efforts by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports. Develops and updates graphic presentations to improve the quality and enhance the usability of documents. Performs Executive Level support. Supports Business Process improvement related to data management. Support data assurance and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers customer inquiries via telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

**Minimum Education:** High School Diploma or equivalent training.

### **FINGERPRINT TECHNICIAN/LINGUIST**

**Minimum/General Experience:** 0 - 6 Months. Entry Level Position.

**Functional Responsibility:** Under direct supervision of the Site Supervisor, meets with customers to complete forms and carry out fingerprinting and linguistic processes. Uses manual and/or electronic fingerprint processes. Demonstrates familiarity with terminology of work environment, knowledge, and understanding of agency paperwork and procedures. Ensures all documentation is complete. Performs initial quality assurance check on own work for accuracy and completeness, including fingerprints. Differentiates between acceptable and non-acceptable sets of fingerprints in accordance with FBI fingerprint processing standards. Responsible for tracking the time it takes to serve each applicant. Performs Biometrics processing to include taking electronic photographs, electronic signatures, and press prints. Provides customer service. Assists customers with routine questions; refers less routine questions and problems to the site supervisor. Performs other related duties to include traveling to and assisting at other sites to accommodate applicant flow.

Linguist capability for host country language:

- § Able to read routine correspondence, reports and technical material in their specialty field. Can grasp the essentials of articles of the above types without using a dictionary. For accurate understanding, frequent use of the dictionary is required. Has occasional difficulty with unusual complex sentence structure.
- § Able to speak the language with sufficient structural accuracy and vocabulary to participate in most formal and informal conversations on practical and professional topics. Can discuss particular interests and special fields of competence with reasonable ease and comprehension. Vocabulary is broad enough that they rarely have to grope for a word. The accent may be obviously foreign but control of grammar is good.
- § Can draft official correspondence and reports in their special field. Control of structure, spelling and vocabulary is adequate to convey the message accurately, but style may be quite foreign. All formal writing needs to be edited by an educated native.

**Minimum Education:** Equivalent of High School preferred. Newly hired Fingerprint Technicians will receive on-the-job training (OJT). Emphasis will be on the follow core areas: standard operating procedures for manual and electronic fingerprinting, customer service, safety, review of host country language specialty requirements.



## FINGERPRINT QUALITY CONTROL TECHNICIAN I

**Minimum/General Experience:** One to three years experience, with a minimum of 6 months previous fingerprint technician experience.

**Functional Responsibility:** Supports facility operation, security and business processes by performing process inspection. Meets directly with customers as required, ensuring adherence to policy and procedure. Supports Customer staff and other project staff as required with policy guidance. Completes forms and carryouts fingerprinting and other related security processes. Reviews records and records management process to assure data integrity; reports results to Site Supervisor, Project Manager, Program Manger or, if directed, directly to designated Government representative. Under direct supervision of the Site Supervisor, reviews fingerprints for compliance with required standards. Proofs and checks work of all fingerprint technicians for accuracy and completeness. Performs initial quality assurance check on own work, including fingerprints. Differentiates between acceptable and non-acceptable sets of fingerprints in accordance with FBI fingerprint processing standards. Possesses knowledge and application of FBI minimum standards for quality control. Uses quality control system to ensure fingerprint and immigration benefit processes, including paperwork and fingerprint cards, are completed and meet acceptable quality standards. Able to perform all duties of the Fingerprint Technician: completes manual and/or electronic fingerprint processing, assists customer with fingerprinting process including rolling of fingerprints with ink or operating DBI equipment. May perform I-90 and/or Biometrics processing. May direct lower level employees, including occasional supervisory responsibility. Maintains and controls records, files, and reports, some of which may be confidential in nature. Performs other related duties to include traveling to and assisting at other sites to accommodate applicant flow.

**Minimum Education:** Equivalent of High School preferred. QC Specialists are normally promoted from Fingerprint Technicians. They will receive refresher training in SOPs, Customer Service and Safety. In addition, the QC Specialist will become familiar with ISO 9000 audit procedures.

## FINGERPRINT QUALITY CONTROL TECHNICIAN II

**Minimum/General Experience:** 3 - 5 years experience.

**Functional Responsibility:** Supports facility operation, security and business processes by performing process inspection. Meets directly with customers as required, ensuring adherence to policy and procedure. Supports Customer and other project staff as required with policy guidance. Completes forms and carries out fingerprinting and other related security processes. Reviews records and records management process to assure data integrity; reports results to Site Supervisor, Project Manager, Program Manger or, if directed, directly to designated Government representative. Under direct supervision of the Site Supervisor, reviews fingerprints for compliance with required standards. Proofs and checks work of fingerprint technicians for accuracy and completeness. Differentiates between acceptable and non-acceptable sets of fingerprints in accordance with FBI fingerprint processing standards. Possesses knowledge and application of FBI minimum standards for quality control. Uses quality control system to ensure fingerprint and immigration benefit processes, including paperwork and fingerprint cards, are completed and meet acceptable quality standards. Able to perform all duties of the Fingerprint Technician. Can complete manual and/or electronic fingerprint processing. Assists customer with fingerprinting process including rolling of fingerprints with ink or operating DBI equipment. May be required to perform I-90 and/or Biometrics processing. May direct lower level employees, including occasional supervisory responsibility. Maintains and controls records, files, and reports,

some of which may be confidential in nature. Performs other related duties, which may include travel to and assisting at other sites to accommodate applicant flow.

**Minimum Education:** Equivalent of High School preferred. QC Specialists are normally promoted from Fingerprint Technicians. They will receive refresher training in SOPs, Customer Service and Safety. In addition, the QC Specialist will become familiar with ISO 9000 audit procedures.

### FINGERPRINT QUALITY CONTROL TECHNICIAN III

**Minimum/General Experience:** 5 - 7 years experience.

**Functional Responsibility:** Supports facility operation, security and business processes by performing process inspection. Meets directly with customers as required ensuring adherence to policy and procedure. Supports Customer staff and other project staff as required with policy guidance. Completes forms and carries out fingerprinting and other related security processes. Reviews records and records management process to assure data integrity; reports results to Site Supervisor, Project Manager, Program Manger or, if directed, directly to designated Government representative. Under direct supervision of the Site Supervisor, reviews fingerprints for compliance with required standards. Proofs and checks work of all fingerprint technicians for accuracy and completeness. Performs initial quality assurance check on own work, including fingerprints. Differentiates between acceptable and non-acceptable sets of fingerprints in accordance with FBI fingerprint processing standards. Possesses knowledge and application of FBI minimum standards for quality control. Uses quality control system to ensure fingerprint and immigration benefit processes, including paperwork and fingerprint cards, are completed and meet acceptable quality standards. Able to perform all duties of the Fingerprint Technician. Can complete manual and/or electronic fingerprint processing. Assists customer with fingerprinting process including rolling of fingerprints with ink or operating DBI equipment. May be required to perform I-90 and/or Biometrics processing. May direct lower level employees, including occasional supervisory responsibility. Maintains and controls records, files, and reports, some of which may be confidential in nature. Performs other related duties as assigned or requested, which may include travel to and assisting at other sites to accommodate applicant flow.

**Minimum Education:** Associate Degree or equivalent training. QC Specialists are normally promoted from Fingerprint Technicians. They will receive refresher training in SOPs, Customer Service and Safety. In addition, the QC Specialist will become familiar with ISO 9000 audit procedures.

### FINGERPRINT TECHNICIAN I

**Minimum/General Experience:** 0 - 6 Months. Entry Level Position.

**Functional Responsibility:** Supports operation, testing, installation, and maintenance of fingerprinting systems. Under direct supervision of the Site Supervisor, meets directly with customers to complete forms and carry out fingerprinting and biometrics processes or other security processes. Uses manual and/or electronic fingerprint processes. Demonstrates familiarity with terminology of work environment, knowledge, and understanding of agency paperwork and procedures. Proofs and checks own work for accuracy and completeness. Performs initial quality assurance check on own work, including fingerprints. Differentiates between acceptable and non-acceptable sets of fingerprints in accordance with FBI fingerprint processing standards. Responsible for tracking the time it takes to serve each applicant. Performs Biometrics processing to include taking electronic photographs, electronic signatures, and press prints. Assists customers with routine questions. Refers less routine questions and problems to the site supervisor. Performs general administrative duties using discretion.

Provides customer service. Performs other related duties as assigned or requested, which may include travel to and assisting at other sites to accommodate applicant flow.

**Minimum Education:** Equivalent of High School preferred. Newly hired Fingerprint Technicians will receive on-the-job training (OJT).

### **FINGERPRINT TECHNICIAN II**

**Minimum/General Experience:** 1 - 3 years related experience.

**Functional Responsibility:** Supports operation, testing, installation, and maintenance of fingerprinting systems. Under direct supervision of the Site Supervisor, meets directly with customers to complete forms and carry out fingerprinting and biometrics processes or other security processes. Uses manual and/or electronic fingerprint processes. Demonstrates familiarity with terminology of work environment, knowledge, and understanding of agency paperwork and procedures. Proofs and checks own work for accuracy and completeness. Performs initial quality assurance check on own work, including fingerprints. Differentiates between acceptable and non-acceptable sets of fingerprints in accordance with FBI fingerprint processing standards. Responsible for tracking the time it takes to serve each applicant. Performs Biometrics processing to include taking electronic photographs, electronic signatures, and press prints. Assists customers with routine questions. Refers less routine questions and problems to the site supervisor. Performs general administrative duties using discretion. Provides customer service. Performs other related duties as assigned or requested, which may include travel to and assisting at other sites to accommodate applicant flow.

**Minimum Education:** Equivalent of High School preferred. Fingerprint Technicians receive on-the-job training (OJT).

### **FINGERPRINT TECHNICIAN III**

**Minimum/General Experience:** 3 – 7 years related experience.

**Functional Responsibility:** Supports operation, testing, installation, and maintenance of fingerprinting systems. Under direct supervision of the Site Supervisor, meets directly with customers to complete forms and carry out fingerprinting and biometrics processes or other security processes. Uses manual and/or electronic fingerprint processes. Demonstrates familiarity with terminology of work environment, knowledge, and understanding of agency paperwork and procedures. Proofs and checks own work for accuracy and completeness. Performs initial quality assurance check on own work, including fingerprints. Differentiates between acceptable and non-acceptable sets of fingerprints in accordance with FBI fingerprint processing standards. Responsible for tracking the time it takes to serve each applicant. Performs Biometrics processing to include taking electronic photographs, electronic signatures, and press prints. Assists customers with routine questions. Refers less routine questions and problems to the site supervisor. Performs general administrative duties using discretion. Provides customer service. Performs other related duties as assigned or requested, which may include travel to and assisting at other sites to accommodate applicant flow.

**Minimum Education:** Equivalent of High School preferred. Fingerprint Technicians receive on-the-job training (OJT).

### **MOBILE ROUTE SUPERVISOR**

**Minimum/General Experience:** 5 - 7 years related experience.

**Functional Responsibility:** Responsible for all operational aspects of Mobil Route Fingerprint Site Support. Supervises Fingerprint Technicians and Security Driver/Guard assigned to the Mobile Route Vehicle, operates as QC Technician to review fingerprints for compliance with required standards. Operates as the backup Driver.

**Minimum Education:** Associate Degree or equivalent training.

### **MOBILE ROUTE CUSTOMER SERVICE/DRIVER/GUARD I**

**Minimum/General Experience:** 0 - 3 years related experience. Entry level position.

**Functional Responsibility:** Under direct supervision of the Mobile Route Supervisor, meets directly with customers to inspect forms, verify identity and inspect customer's hands for fingerprintability and to preserve order at the fingerprint site. The Fingerprint Technician/Guard is responsible for the safety and security of the fingerprint site, its staff and customers as well as operating as the primary driver of the mobile facility vehicle.

**Minimum Education:** Equivalent of High School preferred. All newly hired Guards will receive training in the following areas: administration and orientation to private security; applicable sections of the State Codes and regulations; legal authority and arrest authority and procedures; and emergency and defensive procedures.

### **MOBILE ROUTE CUSTOMER SERVICE/DRIVER/GUARD II**

**Minimum/General Experience:** 3-5 years related experience.

**Functional Responsibility:** Under direct supervision of the Mobile Route Supervisor, meets directly with customers to inspect forms, verify identity and inspect customer's hands for fingerprintability and to preserve order at the fingerprint site. The Fingerprint Technician/Guard is responsible for the safety and security of the fingerprint site, its staff and customers as well as operating as the primary driver of the mobile facility vehicle.

**Minimum Education:** Equivalent of High School preferred. All Guards will receive training in the following areas: administration and orientation to private security; applicable sections of the State Codes and regulations; legal authority and arrest authority and procedures; and emergency and defensive procedures.

### **CUSTOMER SERVICE/CITIZENSHIP TESTING TECHNICIAN I**

**Minimum/General Experience:** 0-3 years experience. Entry Level Position

**Functional Responsibility:** Under direct supervision of the Site Supervisor, meets directly with customers to administer the Citizenship Test and evaluate results of tests administered. Responsibilities include Miscellaneous Customer Service support duties as assigned by the Site Supervisor.

**Minimum Education:** Equivalent of High School preferred.

### **CUSTOMER SERVICE/CITIZENSHIP TESTING TECHNICIAN II**

Minimum/General Experience: 3 - 5 years experience.

Functional Responsibility: Under direct supervision of the Site Supervisor, meets directly with customers to administer the Citizenship Test and evaluate results of tests administered. Responsibilities include Miscellaneous Customer Service support duties as assigned by the Site Supervisor.

Minimum Education: Equivalent of High School preferred.

**CUSTOMER SERVICE/CITIZENSHIP TESTING TECHNICIAN III**

Minimum/General Experience: 5 + years experience.

Functional Responsibility: Under direct supervision of the Site Supervisor, meets directly with customers to administer the Citizenship Test and evaluate results of tests administered. Responsibilities include Miscellaneous Customer Service support duties as assigned by the Site Supervisor.

Minimum Education: Equivalent of High School preferred.

**ENTRY CONTROL TECHNICIAN**

**Minimum/General Experience:** 0 - 6 Months. Entry Level Position.

**Functional Responsibility:** Primary duties involve physically manning guard posts at assigned locations, conducting area security checks and controlling access to designated areas. Deal with the public in an effective and congenial manner while adhering to policy and regulations. Maintain a security land visitor log. May prepare and file reports. Maintain security equipment in an acceptable state of readiness and keep the guard shack in a clean and presentable manner. In-processes visitors, issues badges, verifies paperwork and inspects incoming and outgoing materials and equipment. Conducts security checks via foot patrol and vehicle. Processes paperwork to include: reports, schedules and pass-down instructions.

**Minimum Education:** High school diploma. Security background preferred.



## **LABOR CATEGORY RATES**



**CONTRACTOR SITE**

| <b>GSA Labor Category</b>                           | <b>Contractor Site Rate</b> |
|---|-----------------------------|
| Senior Program Manager                              | \$462.21                    |
| Program Manager                                     | \$384.37                    |
| Assoc. Program Manager                              | \$323.00                    |
| Project Manager                                     | \$316.55                    |
| Task Manager  | \$239.02                    |
| Site Supervisor II                                  | \$217.62                    |
| Site Supervisor I                                   | \$179.27                    |
| Principal Project Engineer                          | \$341.08                    |
| Senior Project Engineer                             | \$237.41                    |
| Staff Project Engineer                              | \$194.20                    |
| Associate Project Engineer                          | \$158.27                    |
| Director Facilities Management                      | \$377.50                    |
| Senior Project Manager - Health and Safety          | \$316.55                    |
| Lead Staff Specialist - Safety and Health           | \$254.37                    |
| Senior Staff Specialist - Safety and Health         | \$224.07                    |
| Staff Specialist - Safety and Health                | \$169.57                    |
| Security Director                                   | \$356.59                    |
| Senior Manager - Security                           | \$194.20                    |
| Staff Manager - Security                            | \$152.21                    |
| Lead Staff Specialist - Security                    | \$220.44                    |
| Senior Staff Specialist - Security                  | \$179.27                    |
| Staff Specialist - Security                         | \$146.96                    |
| Professional Staff - Security                       | \$116.28                    |
| Associate Professional Staff - Security             | \$90.61                     |
| Principal Information Systems Security Analyst/Eng. | \$361.76                    |
| Senior Information Systems Security Engineer        | \$276.98                    |
| Principal Computer Forensic & Intrusion Analyst     | \$519.63                    |
| Senior Computer Forensic & Intrusion Analyst        | \$414.65                    |
| Computer Forensic & Intrusion Analyst II            | \$309.68                    |
| Computer Forensic & Intrusion Analyst I             | \$204.70                    |
| Senior Manager - Intelligence                       | \$209.14                    |
| Principal Intelligence Analyst                      | \$335.92                    |
| Lead Intelligence Analyst                           | \$276.98                    |
| Senior Intelligence Analyst                         | \$224.07                    |
| Staff Intelligence Analyst                          | \$180.87                    |
| Principal Security Analyst                          | \$310.08                    |
| Lead Security Analyst                               | \$237.41                    |
| Senior Security Analyst                             | \$179.27                    |
| Staff Security Analyst                              | \$135.66                    |
| Lead Technology Protection Analyst                  | \$316.55                    |
| Senior Technology Protection Analyst                | \$239.02                    |
| Lead Information Systems Security Analyst           | \$276.98                    |
| Senior Information Systems Security Analyst         | \$209.14                    |



| GSA Labor Category                           | Contractor Site Rate |
|--|----------------------|
| Information Systems Security Analyst II      | \$158.27             |
| Information Systems Security Analyst I       | \$131.78             |
| Security Consultant/Analyst V                | \$387.60             |
| Security Consultant/Analyst IV               | \$335.92             |
| Security Consultant/Analyst III              | \$257.19             |
| Security Consultant/Analyst II               | \$194.20             |
| Security Consultant/Analyst I                | \$146.96             |
| Security Specialist VII                      | \$559.60             |
| Security Specialist VI                       | \$361.76             |
| Security Specialist V                        | \$335.92             |
| Security Specialist IV                       | \$310.08             |
| Security Specialist III                      | \$276.98             |
| Security Specialist II                       | \$169.57             |
| Security Specialist I                        | \$123.55             |
| Functional Analyst IV                        | \$296.76             |
| Functional Analyst III                       | \$239.02             |
| Functional Analyst II                        | \$180.87             |
| Functional Analyst I                         | \$131.78             |
| Information Assurance Analyst V              | \$387.60             |
| Information Assurance Analyst IV             | \$296.76             |
| Information Assurance Analyst III            | \$239.02             |
| Information Assurance Analyst II             | \$180.87             |
| Information Assurance Analyst I              | \$148.25             |
| Investigator I                               | \$125.97             |
| Investigator II                              | \$146.96             |
| Investigator III                             | \$179.27             |
| Investigator IV                              | \$220.44             |
| Risk Management/Lease Administration Analyst | \$169.57             |
| Information Technology Specialist II         | \$203.17             |
| Information Technology Specialist I          | \$135.66             |
| Senior Computer Services Manager             | \$179.27             |
| Staff Computer Services Manager              | \$128.79             |
| Senior LAN Administration Manager            | \$194.20             |
| Staff LAN Administration Manager             | \$138.17             |
| Principal Systems Engineer                   | \$335.92             |
| Senior Systems Engineer                      | \$257.19             |
| Staff Systems Engineer                       | \$209.14             |
| Associate Systems Engineer                   | \$158.27             |
| Lead Systems Analyst                         | \$276.98             |
| Senior Systems Analyst                       | \$209.14             |
| Staff Systems Analyst                        | \$169.57             |
| Associate Systems Analyst                    | \$115.31             |
| Principal Network Engineer                   | \$335.92             |
| Senior Network Engineer                      | \$276.98             |
| Staff Network Engineer                       | \$209.14             |
| Associate Network Engineer                   | \$146.96             |



| GSA Labor Category                      | Contractor Site Rate |
|---|----------------------|
| Help Desk Manager                       | \$209.14             |
| Help Desk Technician IV                 | \$163.92             |
| Help Desk Technician III                | \$146.96             |
| Help Desk Technician II                 | \$125.97             |
| Help Desk Technician I                  | \$107.08             |
| Senior Communications Specialist        | \$209.14             |
| Staff Communications Specialist         | \$158.27             |
| Principal Software Engineer             | \$335.92             |
| Senior Software Engineer                | \$276.98             |
| Staff Software Engineer                 | \$209.14             |
| Associate Software Engineer             | \$144.70             |
| Principal Analyst/Programmer            | \$310.08             |
| Lead Analyst/Programmer                 | \$257.19             |
| Senior Analyst/Programmer               | \$209.14             |
| Staff Analyst/Programmer                | \$151.48             |
| Associate Analyst/Programmer            | \$112.01             |
| Web Developer                           | \$123.55             |
| Lead Database Design Analyst            | \$296.76             |
| Senior Database Design Analyst          | \$224.07             |
| Staff Database Design Analyst           | \$169.57             |
| Associate Database Design Analyst       | \$115.31             |
| Database Administrator                  | \$224.07             |
| Principal Hardware Engineer             | \$310.08             |
| Senior Hardware Engineer                | \$237.41             |
| Staff Hardware Engineer                 | \$194.20             |
| Associate Hardware Engineer             | \$146.96             |
| Senior Field Engineer                   | \$221.58             |
| Staff Field Engineer                    | \$179.27             |
| Associate Field Engineer                | \$146.96             |
| Personnel Security Coordinator          | \$179.27             |
| Senior Logistics Engineer               | \$237.41             |
| Staff Logistics Engineer                | \$179.27             |
| Associate Logistics Engineer            | \$135.66             |
| Senior Technical Specialist - Logistics | \$194.20             |
| Technical Specialist - Logistics        | \$152.21             |
| Senior Technician - Logistics           | \$146.96             |
| Staff Technician - Logistics            | \$116.28             |
| Associate Technician - Logistics        | \$98.84              |
| Senior Facilities Engineer              | \$197.84             |
| Senior Facilities Technical Specialist  | \$179.27             |
| Facilities Technical Specialist         | \$140.51             |
| Senior Technician - Facilities          | \$124.35             |
| Staff Technician - Facilities           | \$106.58             |
| Associate Technician - Facilities       | \$90.61              |
| Facility Commander                      | \$276.98             |
| Physical Security Manager               | \$335.92             |



| GSA Labor Category                                  | Contractor Site Rate |
|---|----------------------|
| Security Training Manager                           | \$209.14             |
| Trainer I   | \$146.96             |
| Trainer II  | \$194.20             |
| Trainer III   | \$257.19             |
| Master Trainer                                      | \$310.08             |
| Security Trainer                                    | \$122.09             |
| Sr. Office Administrator                            | \$164.32             |
| Administrative Manager                              | \$140.51             |
| Administrative Supervisor                           | \$128.88             |
| Administrative Specialist III                       | \$107.08             |
| Administrative Specialist II                        | \$98.84              |
| Administrative Specialist I                         | \$69.77              |
| Associate Clerk                                     | \$48.45              |
| Assist. Admin. Coord./Records Maintenance           | \$135.66             |
| Word Processing Supervisor                          | \$102.72             |
| Word Processor II                                   | \$81.40              |
| Word Processor I                                    | \$56.52              |
| Personnel Security Clerk                            | \$98.84              |
| Principal Engineer                                  | \$335.92             |
| Senior Engineer                                     | \$276.98             |
| Engineer  | \$209.14             |
| Senior Engineering Technical Specialist             | \$194.20             |
| Engineering Technical Specialist                    | \$152.21             |
| Senior Engineering Technician                       | \$142.44             |
| Staff Engineering Technician                        | \$125.97             |
| Associate Engineering Technician                    | \$98.84              |
| Technical Specialist - Research                     | \$152.21             |
| Senior Technician - Research                        | \$113.05             |
| Staff Technician - Research                         | \$100.77             |
| Associate Technician - Research                     | \$93.90              |
| Research Associate Professional Staff               | \$107.08             |
| Business Management Analyst                         | \$135.66             |
| Lead Training Specialist                            | \$257.19             |
| Senior Training Specialist                          | \$209.14             |
| Staff Training Specialist                           | \$135.66             |
| Associate Training Specialist                       | \$98.84              |
| Senior Technical Specialist - Writing               | \$194.20             |
| Senior Documentation Specialist/Technical Writer    | \$152.21             |
| Documentation Specialist/Technical Writer           | \$135.66             |
| Junior Documentation Specialist/Technical Writer    | \$116.28             |
| Associate Documentation Specialist/Technical Writer | \$98.84              |
| Senior Technical Specialist - Illustration          | \$164.32             |
| Technical Specialist - Illustration                 | \$140.51             |
| Senior Technician - Illustration                    | \$124.35             |
| Staff Technician - Illustration                     | \$106.58             |
| Associate Technician - Illustration                 | \$90.61              |





| GSA Labor Category                                  | Contractor Site Rate |
|---|----------------------|
| Lead Quality Assurance Analyst                      | \$257.19             |
| Senior Quality Assurance Analyst                    | \$194.20             |
| Staff Quality Assurance Analyst                     | \$146.96             |
| Associate Quality Assurance Analyst                 | \$115.31             |
| Senior Linguist                                     | \$209.14             |
| Staff Linguist                                      | \$158.27             |
| Biometrics Engineer I                               | \$209.14             |
| Biometrics Engineer II                              | \$257.19             |
| Biometrics Engineer III                             | \$276.98             |
| Biometrics Technician I                             | \$125.97             |
| Biometrics Technician II                            | \$146.96             |
| Biometrics Technician III                           | \$163.92             |
| Fingerprint Site Supervisor                         | \$140.51             |
| Customer Service Staff I                            | \$89.54              |
| Customer Service Staff II                           | \$107.08             |
| Customer Service Staff III                          | \$115.31             |
| Customer Service Staff IV                           | \$125.97             |
| Customer Service Staff V                            | \$146.96             |
| Fingerprint Technician/Linguist                     | \$98.84              |
| Fingerprint Quality Control Technician I            | \$106.58             |
| Fingerprint Quality Control Technician II           | \$124.35             |
| Fingerprint Quality Control Technician III          | \$140.51             |
| Fingerprint Technician I                            | \$90.61              |
| Fingerprint Technician II                           | \$96.90              |
| Fingerprint Technician III                          | \$113.05             |
| Mobile Route Supervisor                             | \$152.21             |
| Mobile Route Customer Service/Driver/Guard I        | \$71.06              |
| Mobile Route Customer Service/Driver/Guard II       | \$95.35              |
| Customer Service/Citizenship Testing Technician I   | \$90.61              |
| Customer Service/Citizenship Testing Technician II  | \$116.28             |
| Customer Service/Citizenship Testing Technician III | \$135.66             |
| Entry Control Technician                            | \$81.40              |



**GOVERNMENT SITE**

| <b>GSA Labor Category</b>                           | <b>Government Site Rate</b> |
|---|-----------------------------|
| Senior Program Manager                              | \$399.12                    |
| Program Manager                                     | \$331.90                    |
| Assoc. Program Manager                              | \$278.91                    |
| Project Manager                                     | \$273.33                    |
| Task Manager  | \$206.40                    |
| Site Supervisor II                                  | \$187.92                    |
| Site Supervisor I                                   | \$154.80                    |
| Principal Project Engineer                          | \$294.53                    |
| Senior Project Engineer                             | \$205.00                    |
| Staff Project Engineer                              | \$167.69                    |
| Associate Project Engineer                          | \$136.67                    |
| Director Facilities Management                      | \$325.97                    |
| Senior Project Manager - Health and Safety          | \$273.33                    |
| Lead Staff Specialist - Safety and Health           | \$219.65                    |
| Senior Staff Specialist - Safety and Health         | \$193.49                    |
| Staff Specialist - Safety and Health                | \$146.43                    |
| Security Director                                   | \$307.91                    |
| Senior Manager - Security                           | \$167.69                    |
| Staff Manager - Security                            | \$131.44                    |
| Lead Staff Specialist - Security                    | \$190.35                    |
| Senior Staff Specialist - Security                  | \$154.80                    |
| Staff Specialist - Security                         | \$126.90                    |
| Professional Staff - Security                       | \$100.40                    |
| Associate Professional Staff - Security             | \$78.24                     |
| Principal Information Systems Security Analyst/Eng. | \$312.38                    |
| Senior Information Systems Security Engineer        | \$239.16                    |
| Principal Computer Forensic & Intrusion Analyst     | \$448.70                    |
| Senior Computer Forensic & Intrusion Analyst        | \$358.05                    |
| Computer Forensic & Intrusion Analyst II            | \$267.41                    |
| Computer Forensic & Intrusion Analyst I             | \$176.76                    |
| Senior Manager - Intelligence                       | \$180.60                    |
| Principal Intelligence Analyst                      | \$290.06                    |
| Lead Intelligence Analyst                           | \$239.16                    |
| Senior Intelligence Analyst                         | \$193.49                    |
| Staff Intelligence Analyst                          | \$156.18                    |
| Principal Security Analyst                          | \$267.75                    |
| Lead Security Analyst                               | \$205.00                    |
| Senior Security Analyst                             | \$154.80                    |
| Staff Security Analyst                              | \$117.15                    |
| Lead Technology Protection Analyst                  | \$273.33                    |
| Senior Technology Protection Analyst                | \$206.40                    |
| Lead Information Systems Security Analyst           | \$239.16                    |
| Senior Information Systems Security Analyst         | \$180.60                    |



| GSA Labor Category                           | Government Site Rate |
|--|----------------------|
| Information Systems Security Analyst II      | \$136.67             |
| Information Systems Security Analyst I       | \$113.79             |
| Security Consultant/Analyst V                | \$334.69             |
| Security Consultant/Analyst IV               | \$290.06             |
| Security Consultant/Analyst III              | \$222.09             |
| Security Consultant/Analyst II               | \$167.69             |
| Security Consultant/Analyst I                | \$126.90             |
| Security Specialist VII                      | \$483.21             |
| Security Specialist VI                       | \$312.38             |
| Security Specialist V                        | \$290.06             |
| Security Specialist IV                       | \$267.75             |
| Security Specialist III                      | \$239.16             |
| Security Specialist II                       | \$146.43             |
| Security Specialist I                        | \$106.68             |
| Functional Analyst IV                        | \$256.25             |
| Functional Analyst III                       | \$206.40             |
| Functional Analyst II                        | \$156.18             |
| Functional Analyst I                         | \$113.79             |
| Information Assurance Analyst V              | \$334.69             |
| Information Assurance Analyst IV             | \$256.25             |
| Information Assurance Analyst III            | \$206.40             |
| Information Assurance Analyst II             | \$156.18             |
| Information Assurance Analyst I              | \$128.01             |
| Investigator I                               | \$108.78             |
| Investigator II                              | \$126.90             |
| Investigator III                             | \$154.80             |
| Investigator IV                              | \$190.35             |
| Risk Management/Lease Administration Analyst | \$146.43             |
| Information Technology Specialist II         | \$175.43             |
| Information Technology Specialist I          | \$117.15             |
| Senior Computer Services Manager             | \$154.80             |
| Staff Computer Services Manager              | \$111.21             |
| Senior LAN Administration Manager            | \$167.69             |
| Staff LAN Administration Manager             | \$119.30             |
| Principal Systems Engineer                   | \$290.06             |
| Senior Systems Engineer                      | \$222.09             |
| Staff Systems Engineer                       | \$180.60             |
| Associate Systems Engineer                   | \$136.67             |
| Lead Systems Analyst                         | \$239.16             |
| Senior Systems Analyst                       | \$180.60             |
| Staff Systems Analyst                        | \$146.43             |
| Associate Systems Analyst                    | \$99.57              |
| Principal Network Engineer                   | \$290.06             |
| Senior Network Engineer                      | \$239.16             |
| Staff Network Engineer                       | \$180.60             |
| Associate Network Engineer                   | \$126.90             |



| GSA Labor Category                      | Government Site Rate |
|---|----------------------|
| Help Desk Manager                       | \$180.60             |
| Help Desk Technician IV                 | \$141.55             |
| Help Desk Technician III                | \$126.90             |
| Help Desk Technician II                 | \$108.78             |
| Help Desk Technician I                  | \$92.46              |
| Senior Communications Specialist        | \$180.60             |
| Staff Communications Specialist         | \$136.67             |
| Principal Software Engineer             | \$290.06             |
| Senior Software Engineer                | \$239.16             |
| Staff Software Engineer                 | \$180.60             |
| Associate Software Engineer             | \$124.96             |
| Principal Analyst/Programmer            | \$267.75             |
| Lead Analyst/Programmer                 | \$222.09             |
| Senior Analyst/Programmer               | \$180.60             |
| Staff Analyst/Programmer                | \$130.81             |
| Associate Analyst/Programmer            | \$96.73              |
| Web Developer                           | \$106.68             |
| Lead Database Design Analyst            | \$256.25             |
| Senior Database Design Analyst          | \$193.49             |
| Staff Database Design Analyst           | \$146.43             |
| Associate Database Design Analyst       | \$99.57              |
| Database Administrator                  | \$193.49             |
| Principal Hardware Engineer             | \$267.75             |
| Senior Hardware Engineer                | \$205.00             |
| Staff Hardware Engineer                 | \$167.69             |
| Associate Hardware Engineer             | \$126.90             |
| Senior Field Engineer                   | \$191.33             |
| Staff Field Engineer                    | \$154.80             |
| Associate Field Engineer                | \$126.90             |
| Personnel Security Coordinator          | \$154.80             |
| Senior Logistics Engineer               | \$205.00             |
| Staff Logistics Engineer                | \$154.80             |
| Associate Logistics Engineer            | \$117.15             |
| Senior Technical Specialist - Logistics | \$167.69             |
| Technical Specialist - Logistics        | \$131.44             |
| Senior Technician - Logistics           | \$126.90             |
| Staff Technician - Logistics            | \$100.40             |
| Associate Technician - Logistics        | \$85.35              |
| Senior Facilities Engineer              | \$170.83             |
| Senior Facilities Technical Specialist  | \$154.80             |
| Facilities Technical Specialist         | \$121.33             |
| Senior Technician - Facilities          | \$107.38             |
| Staff Technician - Facilities           | \$92.05              |
| Associate Technician - Facilities       | \$78.24              |
| Facility Commander                      | \$239.16             |
| Physical Security Manager               | \$290.06             |



| GSA Labor Category                                  | Government Site Rate |
|---|----------------------|
| Security Training Manager                           | \$180.60             |
| Trainer I   | \$126.90             |
| Trainer II  | \$167.69             |
| Trainer III   | \$222.09             |
| Master Trainer                                      | \$267.75             |
| Security Trainer                                    | \$105.43             |
| Sr. Office Administrator                            | \$141.89             |
| Administrative Manager                              | \$121.33             |
| Administrative Supervisor                           | \$111.28             |
| Administrative Specialist III                       | \$92.46              |
| Administrative Specialist II                        | \$85.35              |
| Administrative Specialist I                         | \$60.25              |
| Associate Clerk                                     | \$41.83              |
| Assist. Admin. Coord./Records Maintenance           | \$117.15             |
| Word Processing Supervisor                          | \$88.69              |
| Word Processor II                                   | \$70.29              |
| Word Processor I                                    | \$48.80              |
| Personnel Security Clerk                            | \$85.35              |
| Principal Engineer                                  | \$290.06             |
| Senior Engineer                                     | \$239.16             |
| Engineer  | \$180.60             |
| Senior Engineering Technical Specialist             | \$167.69             |
| Engineering Technical Specialist                    | \$131.44             |
| Senior Engineering Technician                       | \$123.00             |
| Staff Engineering Technician                        | \$108.78             |
| Associate Engineering Technician                    | \$85.35              |
| Technical Specialist - Research                     | \$131.44             |
| Senior Technician - Research                        | \$97.62              |
| Staff Technician - Research                         | \$87.02              |
| Associate Technician - Research                     | \$81.09              |
| Research Associate Professional Staff               | \$92.46              |
| Business Management Analyst                         | \$117.15             |
| Lead Training Specialist                            | \$222.09             |
| Senior Training Specialist                          | \$180.60             |
| Staff Training Specialist                           | \$117.15             |
| Associate Training Specialist                       | \$85.35              |
| Senior Technical Specialist - Writing               | \$167.69             |
| Senior Documentation Specialist/Technical Writer    | \$131.44             |
| Documentation Specialist/Technical Writer           | \$117.15             |
| Junior Documentation Specialist/Technical Writer    | \$100.40             |
| Associate Documentation Specialist/Technical Writer | \$85.35              |
| Senior Technical Specialist - Illustration          | \$141.89             |
| Technical Specialist - Illustration                 | \$121.33             |
| Senior Technician - Illustration                    | \$107.38             |
| Staff Technician - Illustration                     | \$92.05              |
| Associate Technician - Illustration                 | \$78.24              |





| GSA Labor Category                                  | Government Site Rate |
|---|----------------------|
| Lead Quality Assurance Analyst                      | \$222.09             |
| Senior Quality Assurance Analyst                    | \$167.69             |
| Staff Quality Assurance Analyst                     | \$126.90             |
| Associate Quality Assurance Analyst                 | \$99.57              |
| Senior Linguist                                     | \$180.60             |
| Staff Linguist                                      | \$136.67             |
| Biometrics Engineer I                               | \$180.60             |
| Biometrics Engineer II                              | \$222.09             |
| Biometrics Engineer III                             | \$239.16             |
| Biometrics Technician I                             | \$108.78             |
| Biometrics Technician II                            | \$126.90             |
| Biometrics Technician III                           | \$141.55             |
| Fingerprint Site Supervisor                         | \$121.33             |
| Customer Service Staff I                            | \$77.32              |
| Customer Service Staff II                           | \$92.46              |
| Customer Service Staff III                          | \$99.57              |
| Customer Service Staff IV                           | \$108.78             |
| Customer Service Staff V                            | \$126.90             |
| Fingerprint Technician/Linguist                     | \$85.35              |
| Fingerprint Quality Control Technician I            | \$92.05              |
| Fingerprint Quality Control Technician II           | \$107.38             |
| Fingerprint Quality Control Technician III          | \$121.33             |
| Fingerprint Technician I                            | \$78.24              |
| Fingerprint Technician II                           | \$83.67              |
| Fingerprint Technician III                          | \$97.62              |
| Mobile Route Supervisor                             | \$131.44             |
| Mobile Route Customer Service/Driver/Guard I        | \$61.36              |
| Mobile Route Customer Service/Driver/Guard II       | \$82.33              |
| Customer Service/Citizenship Testing Technician I   | \$78.24              |
| Customer Service/Citizenship Testing Technician II  | \$100.40             |
| Customer Service/Citizenship Testing Technician III | \$117.15             |
| Entry Control Technician                            | \$70.29              |