



**Scientific Research Corporation**  
2300 Windy Ridge Parkway, Suite 400 South  
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**Federal Supply Service**  
**Authorized Federal Supply**  
**Schedule Price List**

**PROFESSIONAL SERVICES**  
**SCHEDULE (PSS)**

**Industrial Group: 00CORP**  
**Contract Number GS-23F-0125L**  
(through Modification PS-A723)

**Special Item Numbers (SINs) Offered**

**Primary Engineering  
Disciplines (PEDs) Offered**

871-1 & 871-1RC	Strategic Planning for Technology Programs/Activities	Electrical
871-2 & 871-2RC	Concept Development and Requirements Analysis	Electrical
871-3 & 871-3RC	System Design, Engineering and Integration	Electrical
871-4 & 871-4RC	Test and Evaluation	Electrical
871-5 & 871-5RC	Integrated Logistics Support	Electrical
871-6 & 871-6RC	Acquisition and Life Cycle Management	Electrical

**Contract Period:** 28 February 2001 – 27 February 2021

**Point of Contact:** Brad Brown, 770-989-9466 (voice), 770-989-9424 (fax),  
[bbrown@scires.com](mailto:bbrown@scires.com), mailing address shown above

**Business Size:** Large Business for NAICS Code 541330

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

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## CUSTOMER INFORMATION

### 1. Special Item Numbers (SINs)

The SINs listed below are covered by this price list. Labor rates for services provided under these CLINs are in Tables 1 and 2. The rates in Table 1 are for work performed in SRC facilities. Table 2 provides rates for work performed in Government facilities. Government site rates assume that SRC employees will be on continuous, long-term assignment (at least 90 days) in facilities provided by the Government.

#### ***871-1 & 871-1RC: Strategic Planning for Technology Programs/Activities***

Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting.

#### ***871-2 & 871-2RC: Concept Development and Requirements Analysis***

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual designs, training, and consulting.

#### ***871-3 & 871-3RC: System Design, Engineering and Integration***

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting.

#### ***871-4 & 871-4RC: Test And Evaluation***

Services required under this SIN involve the application of various techniques demonstrating that a system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype, first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation

and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting.

***871-5 & 871-5RC: Integrated Logistics Support***

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, training, and consulting.

***871-6 & 871-6RC: Acquisition and Life Cycle Management***

Services required under this SIN involve all of the planning, budget, contract and systems/program management functions required to procure and or/produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

***00CORP-500 & 00CORP-500RC: Order-Level Materials (OLMs)***

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not “open market items.”

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

The Maximum Order Threshold for the OLM SINs is \$100,000.



Prices for services provided at SRC locations are shown in Table 1. Prices for services provided at customer locations are in Table 2.

**2. Maximum Order**

The total dollar value of any order placed under this contract will be \$1,000,000.00 except for requirements exceeding the maximum order which will be processed in accordance with Clause 52.216-19 (DEVIATION II) of the basic contract.

**3. Minimum Order**

The minimum order which can be placed under this contract is \$100.00.

**4. Geographic Coverage**

The rates included in this contract are for professional services performed in the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

**5. Point(s) of Production (City, County, and State or Foreign Country)**

Services under this contract can be provided at Government or contractor sites. Current SRC locations are listed below.

<b>Location</b>	<b>Address</b>
Corporate Headquarters	2300 Windy Ridge Parkway, Suite 400 South, Atlanta, GA 30339
Charleston Operations	1101 Remount Rd, Suite 500, North Charleston, SC 29406
Huntsville Operations	103 Quality Circle, Suite 220, Huntsville, AL 35806
San Diego Operations	4025 Hancock Street, Suite 108, San Diego, CA 92110
Tampa Operations	6203 Johns Road, Suite 9-11, Tampa, FL 33634
Warner Robins Operations	701 Park Drive, Warner Robins, GA 31088
Aberdeen Operations	6180 Guardian Gateway Suite 108, Aberdeen, MD 21005
Arlington Operations	241 18 <sup>th</sup> Street South, Suite 410, Arlington, VA 22202
Beavercreek Operations	2661 Commons Blvd., Suite 131, Beavercreek, OH 45431

**6. Discount from List Prices or Statement of Net Price**

The prices established for this contract are based on substantial discounts from SRC's commercial rates and include GSA's 0.75% Industrial Funding Fee.

**7. Quantity Discounts**

Additional discounts may be negotiated for individual orders and for Blanket Purchase Agreements (BPAs).

**8. Prompt Payment Terms**

Payment terms are net 30 days.

## 9. Government Purchase Cards

Government purchase cards are accepted for orders at or below the micro-purchase threshold. Also, SRC will accept government purchase cards for orders above the micro-purchase threshold.

## 10. Foreign Items

No foreign items are included on this contract.

## 11. Time of Delivery

The schedule for delivery of services under this contract will be established on individual delivery orders in order to meet customer requirements. All services may be provided on an expedited basis in order to meet urgent customer requirements. The rates included in this price list do not include any overtime premium for hourly employees.

## 12. F.O.B. Point(s)

All deliveries will be F.O.B. destination in accordance with the basic contract.

## 13. Ordering Address

All orders under this contract should be placed with the Contracts Department at the address shown below.

**Scientific Research Corporation**  
2300 Windy Ridge Parkway  
Suite 400 South  
Atlanta, GA 30339  
Attention: Contracts Department  
[www.scires.com](http://www.scires.com)

Orders may also be placed by telephone, fax or email to the following point of contact.

**Primary POC:** Brad Brown, Director, Corporate Contracts

**Phone:** 770.989.9466, direct dial, or 770.859.9161 (main)

**Fax:** 770.989-9424

**email:** [bbrown@scires.com](mailto:bbrown@scires.com)

## 14. Payment Address

Remittance by check should be delivered to:

**Scientific Research Corporation**  
2300 Windy Ridge Parkway  
Suite 400 South  
Atlanta, GA 30339  
Attention: Accounts Receivable

Payment may also be made by electronic funds transfer to Regions Bank, ABA 061101375, and Account No. 0144898347.

**15. Warranty Provisions**

All services provided under this contract will be in accordance with sound professional engineering standards. Specific warranties for services rendered are not included in the contract rates. Warranty provisions, if required, will be negotiated on individual delivery orders.

**16. Export Packing Charges**

Export packing charges are not covered by this contract. Export packing charges will be addressed on individual delivery orders as required.

**17. Terms and Conditions of Government Purchase Card Acceptance (Orders Above the Micropurchase Level)**

Please contact contractor.

**18. Terms and Conditions of Rental, Maintenance and Repair**

SRC offers troubleshooting, maintenance and repair services for complex electronic equipment. Charges for engineering and support labor to perform these services will be at the labor rates included in this contract. Charges for replacement parts, shipping, packing and warranty are not covered by this contract and will be addressed on individual delivery orders.

**19. Terms and Conditions of Installation**

SRC offers turnkey installation services for complex electronic equipment and systems. Charges for engineering and support labor required to prepare for, document and perform installation services, as well as post-installation support will be at the labor rates included in this contract. Related charges for equipment to be installed, ancillary parts and supplies, travel, lodging and subsistence, shipping, packing and warranty are not covered by this contract and will be addressed on individual delivery orders.

**20. Terms and Conditions of Repair Parts**

Charges for repair replacement parts, shipping, packing and warranty are not covered by this contract and will be addressed on individual delivery orders.

**21. List of Service and Distribution Points**

SRC currently offers professional engineering and support services at the locations shown below. In addition, services are provided on-site at customer facilities worldwide. Service rates for OCONUS locations are not covered by this contract.

<u>Location</u>	<u>Address/Phone Number</u>
Atlanta, GA	2300 Windy Ridge Parkway, Suite 400 South, Atlanta, GA 30339 Phone: 770.859-9161
Charleston, SC	1101 Remount Road, Suite 500, North Charleston, SC 29406 Phone: 843.747.8766
Huntsville, AL	103 Quality Circle, Suite 220, Huntsville, AL 35806 Phone: 256.971.9880
San Diego, CA	4025 Hancock Street, Suite 108, San Diego, CA 92110 Phone: 619.564.5060

<b><u>Location</u></b>	<b><u>Address/Phone Number</u></b>
Tampa, FL	6203 Johns Road, Suite 9-11, Tampa, FL 33634 Phone: 813.884.2500
Warner Robins, GA	701 Park Drive, Warner Robins, GA 31088 Phone: 478.922.8333
Aberdeen, MD	6210 Guardian Gateway Suite 175, Aberdeen, MD 21005 Phone: 410.272.3184
Arlington, VA	241 18 <sup>th</sup> Street South, Suite 410, Arlington, VA 22202 Phone: 571.482.1200

**22. List of Participating Dealers**

Not applicable.

**23. Preventive Maintenance**

Not applicable.

**24. Environmental Attributes, e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollutants**

Not applicable.

**25. Data Universal Number System (DUNS) Number**

The SRC DUNS Number is 19-713-8274.

**26. Notification Regarding Registration in the System for Award Management (SAM) Database**

SRC is registered in the SAM database.



## 27. Administrative Information

The following information is frequently helpful for issuing and administering delivery orders issued under this contract.

CAGE Code (Atlanta Headquarters)	0D5A6
Tax Identification Number	76-0255801
Cognizant Audit Agency	Defense Contract Audit Agency 2233 Lake Park Drive, Suite 200 Smyrna, GA 30080 Telephone: (678) 742-3623 Fax: (770) 859-1449
Cognizant Administration Office	Defense Contract Management Agency – Atlanta 2300 Lake Park Drive, Suite 300 Smyrna, GA 30080-4091 Telephone: (678) 503-6466 Fax: (678) 503-6030
Contractor Purchasing System Approval Authority	Defense Contract Management Agency – Atlanta 2300 Lake Park Drive, Suite 300 Smyrna, GA 30080-4091 Telephone: (678) 503-6466 Fax: (678) 503-6030
Cognizant Security Office	Defense Security Service (IOFSA) Atlanta Field Office 1899 Powers Ferry Road, Suite 330 Atlanta, GA 30339 Phone: (770) 801-3347
Facility Clearance (Atlanta Headquarters)	TOP SECRET granted by Defense Security Service 15 August 1994

**Table 1: Hourly Rates – Contractor Site**

SRC-site GSA Labor Category	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	2/28/15-2/27/16	2/28/16-2/27/17	2/28/17-2/27/18	2/28/18-2/27/19	2/28/19-2/27/20	2/28/20-2/27/21
Principal Engineer/Scientist	170.83	176.30	181.94	187.76	193.77	199.97
Senior Systems Engineer	143.22	147.80	152.53	157.41	162.45	167.65
Senior Engineer/Scientist	121.45	125.34	129.35	133.49	137.76	142.17
Engineer/Scientist III	95.92	98.99	102.16	105.43	108.80	112.28
Engineer /Scientist II	75.78	78.20	80.70	83.28	85.94	88.69
Engineer/Scientist I	63.12	65.14	67.22	69.37	71.59	73.88
Senior Manager (Director)	201.73	208.19	214.85	221.73	228.83	236.15
Senior Program Manager	164.49	169.75	175.18	180.79	186.58	192.55
Program Manager	145.38	150.03	154.83	159.78	164.89	170.17
Project Manager	118.87	122.67	126.60	130.65	134.83	139.14
Senior Program Administrator	110.98	114.53	118.19	121.97	125.87	129.90
Program Administrator	69.93	72.17	74.48	76.86	79.32	81.86
Senior Logistics Engineer/Specialist	111.47	115.04	118.72	122.52	126.44	130.49
Logistics Engineer/Specialist III	87.86	90.67	93.57	96.56	99.65	102.84
Logistics Engineer/Specialist II	83.35	86.02	88.77	91.61	94.54	97.57
Logistics Engineer/Specialist I	55.74	57.52	59.36	61.26	63.22	65.24
Senior Technician*	67.66	69.83	72.06	74.37	76.75	79.21
Technician*	60.23	62.16	64.15	66.20	68.32	70.51
Senior Drafter/Graphic Artist*	59.26	61.16	63.12	65.14	67.22	69.37
Drafter/Graphic Artist*	44.30	45.72	47.18	48.69	50.25	51.86
Administrative Assistant II*	45.30	46.75	48.25	49.79	51.38	53.02
Administrative Assistant I*	37.31	38.50	39.73	41.00	42.31	43.66
Senior Network Administrator	76.22	78.66	81.18	83.78	86.46	89.23
Network Administrator	49.06	50.63	52.25	53.92	55.65	57.43
Purchasing Specialist	57.90	59.75	61.66	63.63	65.67	67.77
Technical Writer	49.73	51.32	52.96	54.65	56.40	58.20
Technical Editor	66.17	68.29	70.48	72.74	75.07	77.47
Senior Analyst	120.79	124.66	128.65	132.77	137.02	141.40
Subject Matter Expert	228.22	235.52	243.06	250.84	258.87	267.15

**Notes:**

1. \*Denotes SCA labor category.
2. 3.2% annual escalation applies

**Table 2: Hourly Rates – Government Site**

Customer-site	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
GSA Labor Category	2/28/15-2/27/16	2/28/16-2/27/17	2/28/17-2/27/18	2/28/18-2/27/19	2/28/19-2/27/20	2/28/20-2/27/21
Principal Engineer/Scientist	152.78	157.67	162.72	167.93	173.30	178.85
Senior Systems Engineer	128.08	132.18	136.41	140.78	145.28	149.93
Senior Engineer/Scientist	108.59	112.06	115.65	119.35	123.17	127.11
Engineer/Scientist III	85.79	88.54	91.37	94.29	97.31	100.42
Engineer /Scientist II	67.76	69.93	72.17	74.48	76.86	79.32
Engineer/Scientist I	56.43	58.24	60.10	62.02	64.00	66.05
Senior Manager (Director)	180.40	186.17	192.13	198.28	204.62	211.17
Senior Program Manager	147.10	151.81	156.67	161.68	166.85	172.19
Program Manager	130.02	134.18	138.47	142.90	147.47	152.19
Project Manager	106.31	109.71	113.22	116.84	120.58	124.44
Senior Program Administrator	99.26	102.44	105.72	109.10	112.59	116.19
Program Administrator	62.53	64.53	66.59	68.72	70.92	73.19
Senior Logistics Engineer/Specialist	99.67	102.86	106.15	109.55	113.06	116.68
Logistics Engineer/Specialist III	78.58	81.09	83.68	86.36	89.12	91.97
Logistics Engineer/Specialist II	74.54	76.93	79.39	81.93	84.55	87.26
Logistics Engineer/Specialist I	49.86	51.46	53.11	54.81	56.56	58.37
Senior Technician*	60.51	62.45	64.45	66.51	68.64	70.84
Technician*	53.87	55.59	57.37	59.21	61.10	63.06
Senior Drafter/Graphic Artist*	52.99	54.69	56.44	58.25	60.11	62.03
Drafter/Graphic Artist*	39.62	40.89	42.20	43.55	44.94	46.38
Administrative Assistant II*	40.52	41.82	43.16	44.54	45.97	47.44
Administrative Assistant I*	33.35	34.42	35.52	36.66	37.83	39.04
Senior Network Administrator	68.15	70.33	72.58	74.90	77.30	79.77
Network Administrator	43.88	45.28	46.73	48.23	49.77	51.36
Purchasing Specialist	51.79	53.45	55.16	56.93	58.75	60.63
Technical Writer	44.50	45.92	47.39	48.91	50.48	52.10
Technical Editor	59.16	61.05	63.00	65.02	67.10	69.25
Senior Analyst	108.01	111.47	115.04	118.72	122.52	126.44
Subject Matter Expert	204.08	210.61	217.35	224.31	231.49	238.90

**Notes:**

- \*Denotes SCA labor category.*
- Government site rates are based on the assumption that SRC personnel will be on continuous, long-term (greater than 90 days) assignment working exclusively in facilities provided by the Government.*
- 3.2% annual escalation applies*

**Table 3: SCA Matrix**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
Senior Technician	30084 – Engineering Technician IV	15-4471
Technician	30082 – Engineering Technician II	15-4471
Senior Drafter/Graphic Artist	30063 – Drafter/CAD Operator III 13042 – Illustrator II	15-4471
Drafter/Graphic Artist	30061 – Drafter/CAD Operator I 13041 – Illustrator I	15-4471
Administrative Assistant II	01020 – Administrative Assistant	15-4471
Administrative Assistant I	01312 – Secretary II	15-4471

The labor categories that are subject to the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) are identified in the matrix above. The prices for these labor categories meet or exceed the requirements in the SCA Wage Determinations identified in the matrix.

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

**Attachment 1**

**Labor Category Descriptions**

## **PRINCIPAL ENGINEER/SCIENTIST**

### **PURPOSE OF THE JOB:**

Performs as a technical authority and consultant to senior management and the customer. Regularly applies extensive and diversified knowledge of highly advanced technologies, scientific principles and theories contributing to the development of new processes, methods and concepts. Provides technical coordination on assigned programs and may assume the lead role in a project or program.

### **MAJOR RESPONSIBILITIES:**

- Based on broad objectives from management, independently provides solutions to significant technical problems which typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule and funding limitations.
- Performs complex analysis on a major program to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment.
- Represents the corporation as a recognized technical expert at regional/national/international symposiums and conferences. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles.
- Represents the company as a prime technical customer contact on engineering contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems or approaches to meet long term goals.
- Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors and/or subcontractors.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to significant customer problems which lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and twenty years work related experience or a Master's degree and eighteen years work related experience or a Ph.D. and fifteen years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professionals.

- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, short term and long term planning skills.

## **SENIOR SYSTEMS ENGINEER**

### **PURPOSE OF THE JOB:**

Independently performs unusually complex engineering tasks for management and/or the customer involving application of advanced engineering principles, theories and technical concepts that require extensive scientific/engineering knowledge, experience and ingenuity. Usually performs as a project lead on advanced projects and may have supervisory responsibilities including performance management.

### **MAJOR RESPONSIBILITIES:**

- Based on broad objectives from management, independently analyzes, evaluates and integrates solutions to unusually complex technical problems. Encourages optimum design within customer specifications, quality standards, schedule and funding limitations.
- Performs complex analysis on projects or major phases of significant projects to enhance the technical and economic development of the product and/or service. Resolves a variety of technical problems leading to advanced engineering studies designed to increase efficiency or reduce costs.
- Develops and delivers complex technical presentations to senior management and customers. Typically, leads major program and/or design reviews and major proposal activities.
- Represents the company as a prime technical customer contact on specialized projects or programs. Interacts with senior management and customer personnel on significant technical matters, advanced technical research studies and applications.
- Provides functional and technical guidance to engineering staff and management. May act as a technical project lead on advanced specialized projects.
- Develops new customer contacts in related technical areas. Actively identifies expanded/additional tasking with existing customers and defines complex technical requirements for draft statements of work.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and fifteen years work related experience or a Master's degree and thirteen years work related experience or a Ph.D. and ten years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply advanced knowledge and experience in a professional area to handle unusually complex tasks. This job may provide consulting assistance to more senior management or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, short term and long term planning skills.



## **SENIOR ENGINEER/SCIENTIST**

### **PURPOSE OF THE JOB:**

Independently performs highly complex engineering tasks for management and/or the customer involving the applications of advanced engineering studies and technical concepts for a major project or a total project of moderate scope. May perform in a lead role and provide technical support and guidance as a project team leader. May also have supervisory responsibilities including performance management

### **MAJOR RESPONSIBILITIES:**

- Based on broad objectives from management, identifies, defines and solves complex technical problems which require a high level of ingenuity and innovativeness. Encourages optimum design within project schedule and funding limitations.
- Interacts frequently as the organizational representative with the customer in the collection and translation of customer requirements to defined specifications. Makes frequent contact with customers, teaming partners, subcontractors and suppliers to obtain/exchange information, provide technical direction and to assist in the resolution of technical issues.
- Develops and delivers complex technical presentations to high-level program management and customers. May lead major program and/or design reviews and major proposal activities.
- Performs extensive research and complex analysis on a major project to enhance the technical and economic development of the product and/or service. Completed reports or studies may be deliverable engineering products to the customer.
- Provides functional and technical guidance to engineers; typically provides leadership and technical direction for a project team.
- Actively seeks new business opportunities in related technical areas. Identifies new customers and/or develops additional tasking with existing customers.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and ten years work related experience or a Master's degree and eight years work related experience or a Ph.D. and five years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include administrative, communication, leadership, short term planning skills and problem solving skills.

## **ENGINEER/SCIENTIST III**

### **PURPOSE OF THE JOB:**

Under minimal supervision, applies use and application of advanced engineering principles, theories and concepts. Independently evaluates, selects and applies standard engineering techniques to conduct complex research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines. Able to perform in a lead role as a project/task leader and may have supervisory responsibilities including performance management.

### **MAJOR RESPONSIBILITIES:**

- Identifies, defines analyzes and generates complex specifications for test conduction, coordination of systems and analyses, proposal submittal and performance of applied research and development.
- Develops, documents and implements solutions to complex technical problems associated with the analysis, design, development, operation and/or modification of engineering products and services.
- Researches, analyzes and conducts equipment (hardware/software) design and development, system analyses, process studies, and research investigations for complex technical problems.
- Establishes, develops and maintains an effective working interface and coordination/exchange of technical information among multi-disciplined engineering groups, subcontractors and/or the customer. Researches, prepares and delivers complex technical presentations to high level management and/or the customer.
- Provides functional and technical guidance to less experienced engineers in all aspects of engineering projects. Organizes and leads assigned sections of major program reviews, design reviews and proposals.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and five years work related experience or a Master's degree and three years work related experience or a Ph.D. in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication skills, computer skills, leadership and problem solving skills.

## **ENGINEER /SCIENTIST II**

### **PURPOSE OF THE JOB:**

Under general supervision, applies use and application of standard engineering principles, theories and concepts. Conducts research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines. May perform as a task lead on assignments of moderate scope.

### **MAJOR RESPONSIBILITIES:**

- Performs a variety of analyses of technical engineering data. Interprets the data, verifies product documentation, designs, layouts or drawings for adequacy and reliability.
- Develops, documents and recommends solutions or improvements for technical engineering problems of moderate scope.
- Researches and prepares draft and/or finished engineering presentations, reports, process studies or technical information used for such things as program reviews, design reviews and proposal activities.
- Initiates, develops and maintains active interfaces and coordination/exchange of technical information among multi-disciplined engineering groups, subcontractors and/or the customer. May assist in delivering presentations to management and/or the customer.
- Analyzes, develops and maintains technical databases and supportive engineering systems.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and two or more years work related experience or a Master's degree in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an intermediate level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.

## **ENGINEER/SCIENTIST I**

### **PURPOSE OF THE JOB:**

Under immediate supervision, applies use and application of standard engineering principles, theories and concepts of minor complexity. Assists in the research, analysis, compilation, design, development and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines.

### **MAJOR RESPONSIBILITIES:**

- Performs a variety of analyses of technical engineering data of limited scope. Under close supervision interprets the data, verifies product documentation, designs, layouts or drawings for adequacy and reliability.
- Develops, documents and recommends solutions or improvements for technical engineering problems of limited scope.
- Assists in the preparation of draft or finished technical presentations, reports, process studies or technical information used for both internal and external dissemination.
- Assists in the analysis, development and maintenance of technical databases and supportive engineering systems.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires a fundamental level of proficiency to do entry-level work.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.

## **SENIOR MANAGER**

### **PURPOSE OF THE JOB:**

Provides line management at the vice president or director level. Reports directly to senior vice president or company president. Has overall management responsibility for operating division or functional department. Plays critical role in identifying and capturing new business opportunities and execution of on-going programs. Has supervisory responsibilities including hiring, firing, and performance management.

### **MAJOR RESPONSIBILITIES:**

- Oversees and is accountable for overall performance of multiple programs;
- Manages overall company customer interface relationships for to assure responsiveness to customer needs and effective professional conduct.
- Coaches and develops team members; hires, fires, disciplines and documents performance.
- Directs and manages efforts of subordinates in order to meet contractual requirements; reviews work in progress to ensure that specifications, performance schedules and costs are maintained.
- Represents the company in dealing with customers on multiple contracts or programs.
- Establishes metrics and monitors progress to assure contract compliance, customer satisfaction and attainment of company commitments and objectives; reports progress to executive management.
- Develops new customer contacts and conceptualizes solutions to customer problems which lead to new business and/or improved business processes for the company.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and 18 years work related experience or a Master's degree and 15 years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional and business disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply broad knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professional.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, short term and long term planning skills.

## **SENIOR PROGRAM MANAGER**

### **PURPOSE OF THE JOB:**

Manages relatively complex, multi-million dollar, government or commercial programs at or above targeted level of profitability; develops future opportunities and acquires new business. Increases customer satisfaction through continuous improvement of quality products and services provided to improve company's position in market segment. May have supervisory responsibilities including hiring, firing, and performance management.

### **MAJOR RESPONSIBILITIES:**

- Oversees and is accountable for overall performance of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or services provided, level of profitability attained and other such measures as may be designated;
- Serves as primary customer contact and manages overall company customer interface relationships for defined scope(s) of work to assure responsiveness to customer needs and effective professional conduct.
- Coaches and develops team members; hires, fires, disciplines and documents performance.
- Directs and manages internal and external to meet contractual requirements; reviews work in progress to ensure that specifications, performance schedules and costs are maintained.
- Represents the company as the primary customer contact on company contracts or programs.
- Provides programmatic direction to organizational elements executing processes required to provide products and services that meet contract quality, performance, schedule and cost requirements.
- Establishes metrics and monitors progress to assure contract compliance, customer satisfaction and attainment of company commitments and objectives; reports progress to appropriate levels of management.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to customer problems which lead to new business for the corporation. Actively identifies additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and 15 years work related experience or a Master's degree and 13 years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply broad knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professional.

- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, short term and long term planning skills.

## **PROGRAM MANAGER**

### **PURPOSE OF THE JOB:**

Manages government or commercial programs of moderate risk and complexity at or above targeted level of profitability; develops future opportunities and acquires new business. Increases customer satisfaction through continuous improvement of quality products and services provided to improve company's position in market segment. Annual dollar value of program is typically \$1 million dollars or more. May have supervisory responsibilities including hiring, firing, and performance management.

### **MAJOR RESPONSIBILITIES:**

- Oversees and is accountable for overall performance of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or services provided, level of profitability attained and other such measures as may be designated;
- Serves as primary customer contact and manages overall company customer interface relationships for defined scope(s) of work to assure responsiveness to customer needs and effective professional conduct.
- Mentors and coaches assigned personnel to enhance performance and encourage professional development; hires, fires, disciplines and documents performance.
- Develops project schedules; defines and assigns work to engineers assigned to program; monitors and controls work in progress for technical adequacy; and provides active assistance to meet schedules or resolve complex technical or customer requirements.
- Represents the company as the primary customer contact on assigned engineering contracts or programs.
- Provides programmatic direction to organizational elements executing processes required to provide products and services that meet contract quality, performance, schedule and cost requirements.
- Establishes metrics and monitors progress to assure contract compliance, customer satisfaction and attainment of company commitments and objectives; reports progress to appropriate levels of management.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to customer problems which lead to new business for the corporation. Actively identifies additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and ten years work related experience or a Master's degree and eight years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.



- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, short term and long term planning skills.

## **PROJECT MANAGER**

### **PURPOSE OF THE JOB:**

Manages government or commercial programs of moderate risk and complexity at or above targeted level of profitability; develops future opportunities and acquires new business. Increases customer satisfaction through continuous improvement of quality products and services provided to improve company's position in market segment. Annual dollar value of program typically approaches \$1 million dollars. May have supervisory responsibilities including hiring, firing, and performance management.

### **MAJOR RESPONSIBILITIES:**

- Oversees and is accountable for overall performance of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or services provided, level of profitability attained and other such measures as may be designated;
- Serves as primary customer contact for specific efforts to assure responsiveness to customer needs and effective professional conduct.
- Mentors and coaches assigned personnel to enhance performance and encourage professional development; hires, fires, disciplines and documents performance.
- Develops project schedules; defines and assigns work to engineers assigned to program; monitors and controls work in progress for technical adequacy; and provides active assistance to meet schedules or resolve complex technical or customer requirements.
- Provides programmatic direction to organizational elements executing processes required to provide products and services that meet contract quality, performance, schedule and cost requirements.
- Establishes metrics and monitors progress to assure contract compliance, customer satisfaction and attainment of company commitments and objectives; reports progress to appropriate levels of management.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to customer problems which lead to new business for the corporation. Actively identifies additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and eight years work related experience or a Master's degree and six years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, short term and long term planning skills.

## **SENIOR PROGRAM ADMINISTRATOR**

### **PURPOSE OF THE JOB:**

Determine, negotiates, implements and administers operational requirements for a significant project or program. Ensures work scope, schedule, budget and/or security requirements are defined and maintained. Leads activities with the customer, functional organizations, vendors and subcontractors.

### **MAJOR RESPONSIBILITIES:**

- Plans and administers operational requirements such as schedules, budgets, facilities, security requirements and staffing for program; ensures overall quality and productivity are maintained within the program; identifies and resolves operational issues.
- Evaluates program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met.
- Develops plans including budgets and schedules to meet contractual/project requirements for major portions of a program; provides active assistance to meet schedules or resolve complex customer requirements; performs in-depth studies to determine optimum program plans.
- Manages the preparation of plans and reports that document program activity; prepares and coordinates program plans, project schedules, specialized reports and proposal documents.
- Organizes and leads the activities of assigned personnel in the development, integration, implementation and management of assigned projects.
- Serves as a primary liaison between the company and customers for program information; anticipates and responds to customer needs and maintains a thorough understanding of customer requirements.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and ten years work related experience or a Master's degree and 8 years work related experience in a relevant discipline.
- Performing work in this job's occupational field requires the application of general professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, and short term planning skills.

## **PROGRAM ADMINISTRATOR**

### **PURPOSE OF THE JOB:**

Assists in determining operational requirements for a significant project or program or may take lead role on a smaller scale project or program. Ensures work scope, schedule, budget and/or security requirements are defined and maintained. Supports activities with the customer, functional organizations, vendors and subcontractors.

### **MAJOR RESPONSIBILITIES:**

- Under supervision of senior staff administers operational requirements such as schedules, budgets, facilities, security requirements and staffing for program; ensures overall quality and productivity are maintained within the program; identifies and resolves operational issues.
- Evaluates program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met.
- Executes plans including budgets and schedules to meet contractual/project requirements for major portions of a program; provides active assistance to meet schedules or resolve complex customer requirements; performs studies to determine optimum program plans.
- Assists with the preparation of plans and reports that document program activity and coordinates program plans, project schedules, specialized reports and proposal documents.
- Assists senior staff with the development, integration, implementation and management of assigned projects.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and 5 years work related experience or a Master's degree and 4 years work related experience in a relevant discipline.
- Performing work in this job's occupational field requires the application of general professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an intermediate level of proficiency to apply broad knowledge and experience.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, and short term planning skills.

## **SENIOR LOGISTICS ENGINEER/SPECIALIST**

### **PURPOSE OF THE JOB:**

Develops innovative, responsive program supportability concepts incorporating applicable Department of Defense instructions relating to the ten Integrated Logistic Support Technical disciplines of maintenance planning; manpower and personnel; supply support, support equipment, technical data; training and training support; computer resources support; facilities; packaging, handling, storage, and transportation; and design interface. Selects appropriate concepts and develops packages to minimize life cycle costs and satisfy equipment needs. Establishes automated logistics support databases. May perform in a lead role and provides technical support as a project team leader. May also have supervisory responsibilities including performance management.

### **MAJOR RESPONSIBILITIES:**

- Originates supportability concepts/plans and integrates them with system specifications and program requirements; identifies needs for automated logistics support analysis data bases; coordinates with company and customer to establish appropriate automated data base applications.
- Establishes innovative, responsive program supportability concepts using maximum integration of logistics technical disciplines; identifies contractor, subcontractor, and government supportability roles and responsibilities; advises senior management of value of supportability activities to acquisition process with emphasis on value of contractor support for fielded systems.
- Analyzes program designs to determine support equipment needed to operate and maintain systems; identifies support equipment that best satisfies program requirements at lowest life cycle costs.
- Determines need for supportability trade-off studies; leads team conducting studies to determine best support concepts within cost parameters; identifies potential issues/risks and initiates resolution process to ensure system supportability.
- Originates and develops concepts to deploy and activate systems at field locations on time within budget.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and ten years work related experience or a Master's degree and eight years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership, short term planning and problem solving skills.

## **LOGISTICS ENGINEER/SPECIALIST III**

### **PURPOSE OF THE JOB:**

Under minimal supervision, determines the support packages (encompassing the ten Integrated Logistic Support Technical disciplines of maintenance planning; manpower and personnel; supply support, support equipment, technical data; training and training support; computer resources support; facilities; packaging, handling, storage, and transportation; and design interface contained in the Department of Defense Instruction 5000.2) that best minimize life cycle costs while satisfying program and systems equipment requirements. Plans and conducts testing of support packages. Establishes automated logistic support databases. Able to perform in a lead role as a project/task leader and may have supervisory responsibilities including performance management.

### **MAJOR RESPONSIBILITIES:**

- Conducts concurrent engineering forums with the program staff and decides on supportability design requirements for inclusion into systems designs.
- Determines program supportability procedures and prepares supportability plans in logistics technical disciplines. Guides and directs subcontractors in the logistics technical disciplines. Establishes automated logistics support analysis (LSA) databases; and coordinates implementation and maintenance of databases with customers.
- Analyze program designs to determine support equipment needed to operate and maintain systems. Identifies support equipment which best satisfy program requirements at the lowest life cycle costs.
- Conducts supportability trade-off studies in the ten logistics technical disciplines to determine alternate support concepts within cost parameters. Resolves supportability issues and risks to ensure systems are supportable when fielded.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and five years work related experience or a Master's degree and three years work related experience in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are short term planning skills. Other important skills include analytical, communication skills, leadership, long term planning and problem solving skills.

## **LOGISTICS ENGINEER/SPECIALIST II**

### **PURPOSE OF THE JOB:**

Under general supervision, determines and prepares supportability procedures and plans, based on established concepts (encompassing the ten Integrated Logistic Support Technical disciplines of maintenance planning; manpower and personnel; supply support, support equipment, technical data; training and training support; computer resources support; facilities; packaging, handling, storage, and transportation; and design interface contained in the Department of Defense Instruction 5000.2) that minimize life cycle costs while satisfying all phases of acquisition programs and fielded systems requirements. Assist in planning supportability testing. Implements automated logistic support databases.

### **MAJOR RESPONSIBILITIES:**

- Assists in establishing supportability capabilities for integration with overall program designs.
- Prepares program supportability procedures and plans based on established supportability procedures.
- Prepares, enters and maintains supportability documentation in automated logistics support analysis records.
- Assists in preparing supportability trade-off studies in the ten logistics technical disciplines to determine alternate support concepts within cost parameters.
- Prepares and implement plans to deploy and activate systems at field locations.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and two or more years work related experience or a Master's degree in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an intermediate level of proficiency to work on assignments of standard difficulty
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills, problem solving, short-term planning and computer skills.

## **LOGISTICS ENGINEER/SPECIALIST I**

### **PURPOSE OF THE JOB:**

Under immediate supervision, prepares supportability procedures and plans, based on established concepts (encompassing the ten Integrated Logistic Support Technical disciplines of maintenance planning; manpower and personnel; supply support, support equipment, technical data; training and training support; computer resources support; facilities; packaging, handling, storage, and transportation; and design interface contained in the Department of Defense Instruction 5000.2) that minimize life cycle costs while satisfying all phases of acquisition programs and fielded systems requirements. Assists in planning supportability testing. Assists with implementation and maintains automated logistic support databases.

### **MAJOR RESPONSIBILITIES:**

- Under close supervision, assists in preparing supportability capabilities for integration with overall program designs.
- Assists in the preparation of program supportability procedures and plans based on established supportability procedures.
- Enters and maintains supportability documentation in automated logistics support analysis records.
- Assists in preparing supportability trade-off studies in the ten logistics technical disciplines to determine alternate support concepts within cost parameters.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree in a relevant technical discipline.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires a fundamental level of proficiency to work on assignments of standard difficulty
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills, and computer skills.



## **SENIOR TECHNICIAN**

### **PURPOSE OF THE JOB:**

Working independently or in a lead capacity, performs a variety of highly complex technical functions in support of engineering activities such as design, test, checkout, modification, fabrication and assembly of electronic and electro-mechanical systems, experimental design circuitry, prototype models, and/or specialized test equipment. Conducts evaluation and procurement of components, subsystems, test equipment and software. Establishes procedures for the maintenance of laboratory equipment and facilities.

### **MAJOR RESPONSIBILITIES:**

- Participates in design, fabrication, integration and testing of electronic circuits and mechanical packaging including the development of electrical and mechanical prototypes.
- Performs detailed design tasks requiring the application of CAD equipment; designs projects such as simulation, printed circuit boards, and electronic and electrical assemblies requiring development of schematics.
- Performs on-site installation, servicing and repair of company products and equipment. Provides technical support to customers on operational or maintenance aspects of system equipment and performs troubleshooting on highly complex equipment and technical problems.
- Trains technical assistants including junior level electronics technicians, CAD specialists, support staff, cooperative students and temporary employees to perform general fabrication, assembly, test & evaluation, and documentation tasks.
- Develops test procedures, test plans, test reports and procedures to maintain lab facilities and calibrate test equipment. May conduct engineering tests and detailed experimental testing.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a two-year technical degree and six or more years work related experience or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills and methods taught in specialized training and or learned through formal apprenticeships.
- In relation to other jobs in the same functions, this job requires an advanced level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills.

## **TECHNICIAN**

### **PURPOSE OF THE JOB:**

Performs a variety of complex technical functions in support of engineering activities such as design, test, checkout, modification, fabrication and assembly of electronic and electro-mechanical systems, experimental design circuitry, prototype models, and/or specialized test equipment. Establishes procedures for the maintenance of laboratory equipment and facilities.

### **MAJOR RESPONSIBILITIES:**

- Assists engineering staff members in design, fabrication, integration and testing of electronic circuits and mechanical packaging including the development of electrical and mechanical prototypes.
- Performs detailed design tasks requiring the application of CAD equipment; designs projects such as simulation, printed circuit boards, and electronic and electrical assemblies requiring development of schematics.
- Performs on-site installation, troubleshooting and testing of company products and equipment. Provides technical support to customers on operational or maintenance aspects of system equipment.
- Develops test procedures, test plans, test reports and procedures to maintain lab facilities and calibrate test equipment. May conduct engineering tests and detailed experimental testing.
- Establishes procedures for the maintenance of laboratory facilities and equipment including cable diagrams, equipment schematics and configurations to support various system arrangements. May train laboratory personnel to operate, troubleshoot and maintain equipment.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a two-year technical degree and three or more years work related experience or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills and methods taught in specialized training and or learned through formal apprenticeships.
- In relation to other jobs in the same functions, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills.

## **SENIOR DRAFTER/GRAPHIC ARTIST**

### **PURPOSE OF THE JOB**

Designs and executes highly complex engineering drawings, layouts and technical documentation tailored to specific project requirements. Utilizes creative programming ability and skills to assure that all CAD generated files are technically correct and meet company and customer standards. Performs as a task lead on assignments responsible for quality assurance reviews, configuration management, configuration control, and data management of technical documentation packages. Suggests and recommends methods to improve or develop technical documentation processes.

### **MAJOR RESPONSIBILITIES:**

- Plans and renders technical drawings and documentation that conform to established customer standards and meet quality, cost and efficiency objectives
- Interprets engineering data gathered from field inspections, on-site inspections, site surveys, engineering notes, sketches, blueprints and photographs in order to create complex engineering design drawings and technical documentation packages.
- Interacts frequently with program management and/or the customer to obtain/exchange information and assist in the resolution of computer aided drafting issues.
- Identifies needed changes or additions to standards, procedures and specifications. Applies techniques and skills unique to the customer's technical requirements.
- Provides technical guidance to others on advanced drafting techniques and assists in training less experienced personnel in techniques, standards and procedures.
- Maintains a thorough knowledge of detailing/drafting principles and appropriate system software. Applies and promotes latest computer graphics technology.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of two years of specialized vocational training or an Associate's degree, and 5 years work-related experience.
- Performing work in this job's occupational field requires the application of craft or vocational skills and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function this job requires an advanced level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills are analytical skills.

## **DRAFTER/GRAPHIC ARTIST**

### **PURPOSE OF THE JOB:**

Under minimal supervision, applies appropriate standards, procedures and specifications to create complex design layout, engineering drawings and documentation. Ensures that all drawings and documentation are in proper format and comply with company, industrial and applicable military and federal specifications. May perform as a task lead responsible for quality assurance reviews, configuration management or data management of technical documentation packages.

### **MAJOR RESPONSIBILITIES:**

- Identifies, analyzes and generates specifications for the development of technical documentation and engineering drawings tailored to the requirements of a task.
- Interprets engineering data gathered from field inspections, on-site inspections, site surveys, engineering notes, sketches, blueprints, and photographs in order to create required technical documentation packages.
- Ensures that all drawings and documents are in proper format, comply with company and industrial standards and specifications and meet the quality, cost and productivity objectives of the company and the customer.
- Suggests and recommends methods to improve or develop technical documentation processes.
- Assists in training less experienced personnel in techniques, standards and procedures.
- Maintains a thorough knowledge of detailing/drafting principles and appropriate system software.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of two years specialized vocational training or an Associate's degree.
- Performing work in this job's occupational field requires the application of craft or vocational skills and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills are analytical skills.

## **ADMINISTRATIVE ASSISTANT II**

### **PURPOSE OF THE JOB:**

Under general supervision, provides complex secretarial and administrative support to one or more staff members for a multi-level organization.

### **MAJOR RESPONSIBILITIES:**

- Provides typing, graphic, and presentation support; selects appropriate computer applications, plans the details of formatting, spacing and page layout using various software capabilities. May perform editing of author's documentation based on training, experience, and/or reference sources.
- Answers routine inquiries of visitors, department employees, and telephone calls. Refers inquiries as appropriate.
- Coordinates and monitors management calendars, schedules meeting and appointments, and makes travel arrangements in accordance with company policy.
- Proofreads, assembles and distributes material.
- Uses basic arithmetic to compute ratios and calculate averages; prepares and interprets travel expense reports, charts, timesheets, accounting records, graphs and reports.
- Follows administrative, confidential, and sensitive data guidelines in maintaining the security of company proprietary and classified information. May escort visitors.
- Maintains division records and prepares special and recurring reports following general directions.
- Performs other general clerical duties including but not limited to distributing mail and paychecks, reproducing documents, ordering supplies, proofreading, establishing and maintaining files, reserving conference rooms and ordering refreshments for meetings.
- Typing is a primary function of this position and requires passing a typing test at a minimum of 45 words per minute.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES**

- This job requires a minimum of six months or more of post-high school clerical or job skills training and five years work related experience.
- Performing work in this job's occupational field requires the application of vocational or administrative skills and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function, this requires an intermediate level of proficiency to work on assignments of standard difficulty and a thorough knowledge of superior's area of responsibility as well as a general knowledge of company policies and procedures.
- The primary or most necessary skills required for this job are craft vocational skills. Other important skills areas include administrative, communication, and primary (reading/basic arithmetic) skills.

## **ADMINISTRATIVE ASSISTANT I**

### **PURPOSE OF THE JOB:**

Under general supervision, provides moderately complex secretarial and administrative support to one or more staff members in administrative, management or technical operations. Typically supports a Program Manager.

### **MAJOR RESPONSIBILITIES:**

- Provides typing, graphic, and presentation support; selects appropriate computer applications, plans the details of formatting, spacing and page layout using various software capabilities. May perform editing of author's documentation based on training, experience, and/or reference sources.
- Answers routine inquiries of visitors, department employees, and telephone calls. Refers inquiries as appropriate.
- Proofreads, assembles and distributes material.
- Uses basic arithmetic to compute ratios and calculate averages; prepares and interprets travel expense reports, charts, timesheets, accounting records, graphs and reports.
- Follows administrative, confidential, and sensitive data guidelines in maintaining the security of company proprietary and classified information. May escort visitors.
- Performs other general clerical duties including but not limited to distributing mail and paychecks, reproducing documents, ordering supplies, proofreading, establishing and maintaining files, expense reports, making travel arrangements, reserving conference rooms and ordering refreshments for meetings.
- Typing is a primary function of this position and requires passing a typing test at a minimum of 45 words per minute.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES**

- This job requires a minimum of six months or more of post-high school clerical or job skills training and three years work related experience.
- Performing work in this job's occupational field requires the application of procedures and methods learned primarily on the job in a few weeks to a few months.
- In relation to other jobs in the same function, this requires an intermediate level of proficiency to work on assignments of standard difficulty and a general knowledge of organization policies and practices.
- The primary or most necessary skills required for this job are administrative skills. Other important skills areas include communication, craft/vocational and primary (reading/basic arithmetic) skills.

### **WORKING CONDITIONS**

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed in a seated position with freedom to move about at will
- To avoid injury while performing this job requires ordinary care and attention.

## **SENIOR NETWORK ADMINISTRATOR**

### **PURPOSE OF THE JOB:**

Assumes lead responsibility in the evaluation and administration of computer network hardware and software products. Provides the technical expertise and supervision necessary to install software products, modify/repair hardware and resolve technical problems.

### **MAJOR RESPONSIBILITIES:**

- Establishes network administration procedures regarding user accounts and access rights.
- Supervises, monitors and/or trains less experienced staff in installation and maintenance for hardware and software products.
- Insures continuity of service for all network users.
- Provide software and hardware technical support to users as needed.
- Implements practices to more effectively utilize network resources.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a two-year technical degree and five or more years work related experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills and methods taught in specialized training and or learned through formal apprenticeships.
- In relation to other jobs in the same functions, this job requires an advanced level of proficiency to apply significant job related experience.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills and communication skills.

## **NETWORK ADMINISTRATOR**

### **PURPOSE OF THE JOB:**

Under general supervision assists in the evaluation and administration of computer network hardware and software products. Provides the technical expertise and assistance necessary to install software products, modify/repair hardware and resolve technical problems.

### **MAJOR RESPONSIBILITIES:**

- Assist in network administration regarding user accounts and access rights. Set up and/or terminate user accounts following policy and procedure, grant access rights to users, and assist in changes to accounts and user rights.
- Install and maintain hardware and software products.
- Assist in maintaining continuity of service for all network users. Serve as back up in absence of supervisor.
- Provide software and hardware technical support to users as needed.
- Assist in implementing practices that will more effectively utilize IS resources.
- Assist with other network duties as assigned.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a two-year technical degree and two or more years work related experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills and methods taught in specialized training and or learned through formal apprenticeships.
- In relation to other jobs in the same functions, this job requires an intermediate level of proficiency to apply significant job related experience.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills and communication skills.



## **PURCHASING SPECIALIST**

### **PURPOSE OF THE JOB:**

Under general supervision, performs material and equipment acquisition for in-house and project related material and supply requirements.

### **MAJOR RESPONSIBILITIES:**

- Identifies vendors capable of providing material, equipment, and supplies for specific requirements ranging from major subsystem items to installation hardware and material as nominal quantities of cabling, terminal boards, junction boxes, nuts, and bolts.
- Issues requests for quotes to qualified vendors.
- Evaluates vendor quotes for specific components and determines the best value approach for fulfilling material requisitions.
- Develops purchase orders for specific requirements.
- Ensure compliance with Federal Acquisition Regulations (FAR), Department of Defense Acquisition Regulations (DFARS) and Navy Acquisition Regulation Supplements (NAPS) for material acquisition.
- Monitors small business utilization in accordance with established goals.
- Utilize spreadsheets and word processors for developing, issuing, and tracking material requisitions and purchase orders.
- Provides information for the tracking and storage of government furnished equipment (GFE).
- Orders, stocks and maintains office supplies, forms and copier paper. Responds to special bulk order requests from employees.
- Maintains and orders coffee and related supplies for break areas.
- May perform other job related duties including but not limited to back up for shipping and receiving including distributing mail, courier service, reproducing documents, maintenance of files and clean-up.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES**

- This job requires a minimum of six months or more of post-high school clerical or job skills training and five years work related experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills and methods taught in specialized training.
- In relation to other jobs in the same function, this position requires a basic level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this job are administrative skills. Other important skills include communication, craft/vocational, manual and primary (reading and arithmetic) skills.

## **TECHNICAL WRITER**

### **PURPOSE OF THE JOB**

Under direct supervision, performs basic document processing services on electronic publishing systems in the production of documents, illustrations, graphic products, and other publication efforts. Formats, enters and checks text and graphic materials utilizing a variety of software programs.

### **MAJOR RESPONSIBILITIES**

- Produces a variety of text materials in response to customer requests utilizing a variety of word processing software packages. Receives publications such as proposals, technical manuals, reports and other narrative documents for final composition.
- Uses standard graphic art software packages to create tables, diagrams, flowcharts, equations, organization charts, and illustrations; electronically scans existing art for placement within text documents.
- Processes information utilizing various conversion formats including hardcopy, and floppy disks from other software media.
- Utilizes basic production techniques for design, layout and creation of standard graphic arts materials.
- Reviews work for accuracy to ensure customer specifications are met.

### **WORKING KNOWLEDGE, SKILLS, AND ABILITIES**

- This job requires a minimum of a Bachelor's degree in a relevant technical discipline and 6 months of work-related experience.
- Performing work in this job's occupational field requires the application of craft vocational or administrative skills and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function, this position requires a basic level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this position are craft/vocational skills. Other important skill areas include artistic skills and manual skills.

## **TECHNICAL EDITOR**

### **PURPOSE OF THE JOB**

Performs editing services for the production of documents, illustrations, graphic products, and other publication efforts.

### **MAJOR RESPONSIBILITIES**

- Edits and proofreads technical documents or sections of documents prepared by writers such as manuals, procedures, and specifications.
- Checks drafts for format, clarity and overall cohesiveness.
- Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format and style.
- May interface with technical writers in coordinating, preparing the edited draft for publication.
- Reviews rough drafts and makes suggestions.
- Assists in the development of department editing standards and styles and interpretation of government specifications.

### **WORKING KNOWLEDGE, SKILLS, AND ABILITIES**

- This job requires a minimum of a Bachelor's degree in a relevant technical discipline and 2 years of work-related experience.
- Performing work in this job's occupational field requires the application of craft vocational or administrative skills and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function, this position requires a basic level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this position are craft/vocational skills. Other important skill areas include artistic skills and manual skills.

## **SENIOR ANALYST**

### **PURPOSE OF THE JOB:**

Independently performs highly complex analysis of operational activities for decision making or resources allocation. May perform in a lead role and provide technical support and guidance as a project team leader.

### **MAJOR RESPONSIBILITIES:**

- Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a quantitative, rational basis for decision making or resource allocation.
- Utilizes advanced knowledge of modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational mathematics techniques, and other principles and laws of scientific and economic disciplines in determining solutions.
- May provide work leadership to lower level employees.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree in Operations Research, Mathematics, Physics, Computer Science, Financial Management, or other technical field and ten years work related experience or an equivalent combination of education and experience. Extensive experience in a defense operational discipline, test and evaluation, acquisition, or field-related to the SOW also required.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include administrative, communication, leadership, short term planning skills and problem solving skills.

## **SUBJECT MATTER EXPERT**

### **PURPOSE OF THE JOB**

Performs as the expert and technical authority in area of expertise. Serves as consultant to senior management, senior Government officials and/or the corporate customers. Regularly applies extensive and diversified knowledge and experience of highly advanced technologies, scientific principles and theories contributing to the development of new processes, methods and concepts. Provides technical coordination on assigned programs and may assume the lead role in a project or program.

### **MAJOR RESPONSIBILITIES:**

- Based on broad objectives from management and/or customers, independently provides guidance and advice related to significant technical problems and operational processes which typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule and funding limitations.
- Performs complex evaluation for major program to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed evaluation tests, products, or equipment.
- Represents the corporation as a recognized Subject Matter Expert (SME) at regional/national/international symposiums and/or conferences. Demonstrates creative ability through problem solving, scientific reports or technical papers and articles.
- Represents the company as a prime technical customer contact on contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems or approaches to meet long term goals.
- Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors and/or subcontractors.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to significant customer problems which lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.

### **WORKING KNOWLEDGE, SKILLS AND ABILITIES:**

- This job requires a minimum of a Bachelor's degree and twenty years work related experience or a Master's degree and eighteen years work related experience or a Ph.D. and fifteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.

- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to senior management, senior Government officials or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, short term and long term planning skills.