



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**CONSOLIDATED SCHEDULE
FSC GROUP: 00CORP**

**CONTRACT NUMBER:
GS-00F-186CA**

**PERIOD COVERED BY CONTRACT:
JUNE 30, 2015 – JUNE 29, 2020**

**Systems Planning and Analysis, Inc.
2001 N. Beauregard St., Suite 100
Alexandria, VA 22311 1748
Phone: (703) 399-7017
FAX: (703) 399-7005**

www.spa.com

**Contract Administration: Sandra Dunston
E-Mail: sdunston@spa.com**

**Business Size:
Large Business**

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

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

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
871-1	871-1RC	Strategic Planning for Technology Programs/Activities
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-4	871-4RC	Test and Evaluation
871-5	871-5RC	Integrated Logistics Support
871-6	871-6RC	Acquisition and Life Cycle Management
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

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

3. Minimum Order: *\$100.00*

4. Geographic Coverage (delivery Area): *Domestic only*

5. Point(s) of production (city, county, and state or foreign country): *Same as company address*

6. Discount from list prices or statement of net price: *Government net prices (discounts already deducted). See Attachment.*

7. Quantity discounts: *None Offered*

8. Prompt payment terms: *Net 30 days*

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: *Yes*

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: *Accepted*

10. Foreign items (list items by country of origin): *None*

11a. Time of Delivery (Contractor insert number of days): *Specified on the Task Order*

- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: *Contact Contractor*
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: *Contact Contractor*
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: *Contact Contractor*
12. **F.O.B Points(s):** *Destination*
- 13a. **Ordering Address(es):** *Same as Contractor*
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** *Same as company address*
15. **Warranty provision.:** *Contractor’s standard commercial warranty.*
16. **Export Packing Charges (if applicable):** *N/A*
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** *Contact Contractor*
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
19. **Terms and conditions of installation (if applicable):** *N/A*
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 20a. **Terms and conditions for any other services (if applicable):** *N/A*
21. **List of service and distribution points (if applicable):** *N/A*
22. **List of participating dealers (if applicable):** *N/A*
23. **Preventive maintenance (if applicable):** *N/A*
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** *N/A*
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov.**
25. **Data Universal Numbering System (DUNS) number:** *074814948*

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

27. Awarded GSA Pricing:

Item	SIN	Awarded Labor Category	Site (Customer/Contractor)	June 30, 2015 – June 29, 2016	June 30, 2016 – June 29, 2017	June 30, 2017 – June 29, 2018	June 30, 2018 – June 29, 2019	June 30, 2019 – June 29, 2020
1	874-1, 4, 6, & 7	Group Leader V	Both	\$268.11	\$274.81	\$281.68	\$288.73	\$295.94
2	874-1, 4, 6, & 7	Group Leader IV	Both	\$252.44	\$258.75	\$265.22	\$271.85	\$278.65
3	874-1, 4, 6, & 7	Group Leader III	Both	\$245.48	\$251.62	\$257.91	\$264.36	\$270.96
4	874-1, 4, 6, & 7	Group Leader II	Both	\$227.20	\$232.88	\$238.70	\$244.67	\$250.79
5	874-1, 4, 6, & 7	Group Leader I	Both	\$218.53	\$223.99	\$229.59	\$235.33	\$241.22
6	874-1, 4, 6, & 7	Program Manager V	Both	\$203.45	\$208.54	\$213.75	\$219.09	\$224.57
7	874-1, 4, 6, & 7	Program Manager IV	Both	\$192.52	\$197.33	\$202.27	\$207.32	\$212.51
8	874-1, 4, 6, & 7	Program Manager III	Both	\$178.83	\$183.30	\$187.88	\$192.58	\$197.39
9	874-1, 4, 6, & 7	Program Manager II	Both	\$164.38	\$168.49	\$172.70	\$177.02	\$181.44
10	874-1, 4, 6, & 7	Program Manager I	Both	\$151.82	\$155.62	\$159.51	\$163.49	\$167.58
11	874-1, 4, 6, & 7	Business Consultant II	Both	\$203.45	\$208.54	\$213.75	\$219.09	\$224.57
12	874-1, 4, 6, & 7	Business Consultant I	Both	\$178.83	\$183.30	\$187.88	\$192.58	\$197.39
13	874-1, 4, 6, & 7	Analyst VI	Both	\$164.38	\$168.49	\$172.70	\$177.02	\$181.44
14	874-1, 4, 6, & 7	Analyst V	Both	\$151.82	\$155.62	\$159.51	\$163.49	\$167.58
15	874-1, 4, 6, & 7	Analyst IV	Both	\$139.56	\$143.05	\$146.63	\$150.29	\$154.05
16	874-1, 4, 6, & 7	Analyst III	Both	\$126.09	\$129.24	\$132.47	\$135.79	\$139.18
17	874-1, 4, 6, & 7	Analyst II	Both	\$111.87	\$114.67	\$117.53	\$120.47	\$123.48
18	874-1, 4, 6, & 7	Analyst I	Both	\$98.54	\$101.00	\$103.53	\$106.12	\$108.77
19	874-1, 4, 6, & 7	Business Engineer VI	Both	\$164.38	\$168.49	\$172.70	\$177.02	\$181.44
20	874-1, 4, 6, & 7	Business Engineer V	Both	\$151.82	\$155.62	\$159.51	\$163.49	\$167.58
21	874-1, 4, 6, & 7	Business Engineer IV	Both	\$139.56	\$143.05	\$146.63	\$150.29	\$154.05
22	874-1, 4, 6, & 7	Business Engineer III	Both	\$126.09	\$129.24	\$132.47	\$135.79	\$139.18
23	874-1, 4, 6, & 7	Business Engineer II	Both	\$111.87	\$114.67	\$117.53	\$120.47	\$123.48
24	874-1, 4, 6, & 7	Business Engineer I	Both	\$98.54	\$101.00	\$103.53	\$106.12	\$108.77
25	874-1, 4, 6, & 7	Trainer IV	Both	\$142.07	\$145.62	\$149.26	\$152.99	\$156.82
26	874-1, 4, 6, & 7	Trainer III	Both	\$111.87	\$114.67	\$117.53	\$120.47	\$123.48
27	874-1, 4, 6, & 7	Trainer II	Both	\$97.50	\$99.94	\$102.44	\$105.00	\$107.62
28	874-1, 4, 6, & 7	Trainer I	Both	\$83.56	\$85.65	\$87.79	\$89.99	\$92.23
29	874-1, 4, 6, & 7	Support Personnel IV-Admin	Both	\$85.21	\$87.34	\$89.52	\$91.76	\$94.06

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30	874-1, 4, 6, & 7	Support Personnel III-Admin	Both	\$78.28	\$80.24	\$82.24	\$84.30	\$86.41
31	874-1, 4, 6, & 7	Support Personnel III-Graphics	Both	\$72.60	\$74.42	\$76.28	\$78.18	\$80.14
32	874-1, 4, 6, & 7	Support Personnel III-Editor	Both	\$126.09	\$129.24	\$132.47	\$135.79	\$139.18
33	874-1, 4, 6, & 7	Support Personnel II-Admin	Both	\$65.39	\$67.02	\$68.70	\$70.42	\$72.18
34	874-1, 4, 6, & 7	Support Personnel II-Graphics	Both	\$68.77	\$70.49	\$72.25	\$74.06	\$75.91
35	874-1, 4, 6, & 7	Support Personnel I-Admin	Both	\$44.39	\$45.50	\$46.64	\$47.80	\$49.00
36	874-1, 4, 6, & 7	Support Personnel I-Graphics	Both	\$52.23	\$53.54	\$54.87	\$56.25	\$57.65
37	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Administrative Support - Level 1	Both	\$71.45	\$73.24	\$75.07	\$76.94	\$78.87
38	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Administrative Support - Level 2	Both	\$81.35	\$83.38	\$85.47	\$87.61	\$89.80
39	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Analyst	Both	\$105.72	\$108.36	\$111.07	\$113.85	\$116.70
40	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Assistant Program Manager	Both	\$144.32	\$147.93	\$151.63	\$155.42	\$159.30
41	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Associate Analyst	Both	\$67.19	\$68.87	\$70.59	\$72.36	\$74.17
42	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Associate Engineer	Both	\$67.19	\$68.87	\$70.59	\$72.36	\$74.17
43	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Date Entry Operator	Both	\$67.19	\$68.87	\$70.59	\$72.36	\$74.17
44	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Engineer	Both	\$118.23	\$121.19	\$124.22	\$127.32	\$130.50
45	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Graphic Artist	Both	\$67.19	\$68.87	\$70.59	\$72.36	\$74.17
46	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Principal Analyst	Both	\$164.23	\$168.34	\$172.54	\$176.86	\$181.28
47	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Principal Engineer	Both	\$191.86	\$196.66	\$201.57	\$206.61	\$211.78
48	871-1, 871-2, 871-3, 871-4, 871-5, & 871- 6	Program Manager	Both	\$164.23	\$168.34	\$172.54	\$176.86	\$181.28

Item	SIN	Awarded Labor Category	Site	June 30, 2015 – June 29, 2016	June 30, 2016 – June 29, 2017	June 30, 2017 – June 29, 2018	June 30, 2018 – June 29, 2019	June 30, 2019 – June 29, 2020
49	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Programmer - Level 1	Both	\$67.19	\$68.87	\$70.59	\$72.36	\$74.17
50	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Programmer - Level 2	Both	\$93.13	\$95.46	\$97.84	\$100.29	\$102.80
51	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Programmer - Level 3	Both	\$130.50	\$133.76	\$137.11	\$140.53	\$144.05
52	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Project Leader	Both	\$130.50	\$133.76	\$137.11	\$140.53	\$144.05
53	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Research Scientist	Both	\$164.23	\$168.34	\$172.54	\$176.86	\$181.28
54	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Senior Analyst	Both	\$144.32	\$147.93	\$151.63	\$155.42	\$159.30
55	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Senior Engineer	Both	\$153.45	\$157.29	\$161.22	\$165.25	\$169.38
56	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Senior Manager	Both	\$224.48	\$230.09	\$235.84	\$241.74	\$247.78
57	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Senior Research Scientist	Both	\$191.86	\$196.66	\$201.57	\$206.61	\$211.78
58	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Senior Software Systems Engineer	Both	\$174.75	\$179.12	\$183.60	\$188.19	\$192.89
59	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Software Systems Engineer	Both	\$153.45	\$157.29	\$161.22	\$165.25	\$169.38
60	871-1, 871-2, 871-3, 871-4, 871-5, & 871-6	Technical Typist	Both	\$59.98	\$61.48	\$63.02	\$64.59	\$66.21

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Consolidated Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Category Descriptions:

Job Title: Senior Manager

Minimum/General Experience: 15 years of experience.

Functional Responsibilities: Responsible for business development for the Group, for the performance on all contracts assigned to the Group, and for leading all the staff assigned to the Group. Participates in budget development and has authority to manage affairs of a Group within budget and corporate policy guidelines. Reports to the President of SPA. *Note: Senior Managers regularly function as the Program Manager for a major contract.*

Minimum Education: M.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Senior Research Scientist

Minimum/General Experience: 15 years of experience (A relevant doctorate degree may replace up to 5 years of experience).

Functional Responsibilities: A recognized expert in a specific area of technical expertise applicable to contract requirements. Uses broad knowledge and experience to incorporate imaginative, innovative, and creative solutions to complex and critical client projects. Is at the top of the technical ladder and mentors less senior staff members.

Minimum Education: M.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Research Scientist

Minimum/General Experience: 8 years of experience (A relevant doctorate degree may replace up to 5 years of experience).

Functional Responsibilities: Highly knowledgeable in a specific area of technical expertise applicable to contract requirements. Uses broad knowledge and experience to incorporate extremely effective solutions to complex and critical client projects. Is a technical leader and may mentor junior staff members.

Minimum Education: M.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Program Manager

Minimum/General Experience: 10 years of experience.

Functional Responsibilities: Responsible for the performance on the contracts assigned by the Group Leader and for the staff assigned for those contracts. Operating with an agreed-upon budget and using assigned resources, is responsible for the conduct of the work and the performance of the staff in the execution of the contract. Primary technical interface with the client, responsible for the quality, quantity, and timeliness of the work required to satisfy the contract.

Minimum Education: M.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Assistant Program Manager

Minimum/General Experience: 7 years of experience.

Functional Responsibilities: Has proven management expertise and assumes the duties of the Program Manager in his/her absence, providing assistance, training, and guidance to Project Leaders. Assists Program Manager in developing Analysis Plans, establishing project schedules, determining necessary resources, and assuring quality control. Has demonstrated the ability to oversee multiple projects simultaneously. Reports directly to the Program Manager or Senior Manager.

Minimum Education: B.S. in Science, Engineering, Applied Mathematics, or related curriculum

Job Title: Project Leader

Minimum/General Experience: 5 years of experience.

Functional Responsibilities: Has demonstrated ability to plan, oversee, and successfully complete complex analytical assessments and to solve difficult problems while adhering to SPA's principles for quality assurance. Develops Analysis Plans and assists in establishing schedules for completing milestones. Reports directly to the Program Manager or the Group Leader.

Minimum Education: B.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Principal Engineer

Minimum/General Experience: 10 years of experience.

Functional Responsibilities: With proven expertise in the areas of electrical, mechanical, chemical, civil, aerospace, or systems engineering analysis and conceptual design and evaluation, provides direct technical supervision to and coordination of subordinate engineers on major and complicated tasks and projects. Works independently and coordinates staff efforts to develop creative and innovative solutions and to mentor less senior staff. Often functions as Project Leader, which involves interface with clients. Ensures compliance with technological standards throughout projects.

Minimum Education: M.S. in Engineering.

Job Title: Senior Engineer

Minimum/General Experience: 7 years of experience.

Functional Responsibilities: Using expertise in advanced electrical, mechanical, chemical, civil, aerospace, or systems engineering analysis and conceptual design and evaluation, provides general supervision of technical staff. Interprets data to formulate appropriate courses of action to non-standard tasks. Typical assignments are complex and require use of initiative and independent judgment. Can serve as Project Leader, which involves interface with clients. Ensures compliance with technological standards throughout projects.

Minimum Education: M.S. in Engineering.

Job Title: Engineer

Minimum/General Experience: 3 years of experience.

Functional Responsibilities: Working under general supervision, applies standard electrical, mechanical, chemical, civil, aerospace, or systems engineering analysis and conceptual design and evaluation to non-standard tasks.

Minimum Education: B.S. in Engineering.

Job Title: Associate Engineer

Minimum/General Experience: No experience required.

Functional Responsibilities: Working under direct supervision, assists Senior Engineers with routine tasks involving fundamental electrical, mechanical, chemical, civil, aerospace, or systems engineering.

Minimum Education: B.S. in Engineering.

Job Title: Principal Analyst

Minimum/General Experience: 10 years of experience.

Functional Responsibilities: With proven expertise in the areas of operations research, applied mathematics, and modeling and simulation on major and complicated tasks, supervises and coordinates subordinate analysts on assigned projects. Works independently and coordinates staff efforts to develop creative and innovative solutions, as well as to mentor less senior staff. Often functions as Project Leader, which involves interface with clients. Ensures compliance with technological standards throughout projects. May be called upon to deliver presentations, plan tasks, and coordinate resources and budgets.

Minimum Education: M.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Senior Analyst

Minimum/General Experience: 7 years of experience.

Functional Responsibilities: With expertise in advanced operations research, applied mathematics, and modeling and simulation, interprets data to formulate appropriate courses of action on non-standard tasks. Typical assignments are complex and require use of initiative and independent judgment. Provides general supervision of technical staff. Can serve as Project Leader, which involves interface with clients. Ensures compliance with technological standards throughout projects. May be called upon to deliver presentations, plan tasks, and coordinate resources and budgets.

Minimum Education: M.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Analyst

Minimum/General Experience: 3 years of experience.

Functional Responsibilities: Applies standard operations research, applied mathematics, and modeling and simulation to non-standard tasks. Works under general supervision. May be called upon to deliver presentations and assist in task planning.

Minimum Education: B.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Associate Analyst

Minimum/General Experience: No experience required.

Functional Responsibilities: Assists senior analysts with routine tasks involving fundamental operations research, applied mathematics, and modeling and simulation. Works under direct supervision. May be called upon to deliver presentations and assist in task planning.

Minimum Education: B.S. in Science, Engineering, Applied Mathematics, or related curriculum.

Job Title: Senior Software Systems Engineer

Minimum/General Experience: 8 years of experience.

Functional Responsibilities: Applies extensive knowledge in the areas of engineering, computer science, and information technology for the technical design, development, quality control, and implementation of complex projects. Researches and integrates design strategies and product specifications based on client requirements. Typical assignments are complex and require use of initiative and independent judgment. Provides general supervision and mentors technical staff. Often functions as Project Leader, which involves interface with clients.

Minimum Education: M.S. in Engineering, Computer Science, Applied Mathematics, or related curriculum.

Job Title: Software Systems Engineer

Minimum/General Experience: 4 years of experience.

Functional Responsibilities: Applies extensive knowledge in the areas of engineering, computer science, and information technology for the technical design, development, quality control, and implementation of non-standard projects. Researches and integrates design strategies and product specifications based on client requirements. Typical assignments require use of initiative and independent judgment. May provide general direction to subordinate. Can function as Project Leader, which involves interface with clients.

Minimum Education: B.S. in Engineering, Computer Science, Applied Mathematics, or related curriculum.

Job Title: Programmer Level 3

Minimum/General Experience: 6 years of experience.

Functional Responsibilities: Applies advanced knowledge in the areas of engineering, computer science, and information technology for the technical design, development, and implementation of complex projects. Gives technical direction to lower level programmers/analysts. Typical assignments are complex and require use of initiative and independent judgment. Develops solutions unique to client needs. Can function as Project Leader, which involves interface with clients.

Minimum Education: M.S. in Engineering, Computer Science, Applied Mathematics, or related curriculum.

Job Title: Programmer Level 2

Minimum/General Experience: 4 years of experience.

Functional Responsibilities: Applies advanced knowledge in the areas of engineering, computer science, and information technology for the technical design, development, and implementation of non-standard projects. Designs and develops more complex software/hardware processing systems. Able to work independently and may provide general direction to subordinate programmers/analysts.

Minimum Education: B.S. in Engineering, Computer Science, Applied Mathematics, or related curriculum.

Job Title: Programmer Level 1

Minimum/General Experience: No experience required.

Functional Responsibilities: Assists senior programmers with routine assignments. Applies fundamental knowledge of operating systems and programming languages. Works on well-defined problems and learns under direct supervision.

Minimum Education: B.S. in Engineering, Computer Science, Applied Mathematics, or related curriculum.

Job Title: Data Entry Operator

Minimum/General Experience: No experience required.

Functional Responsibilities: Enters data using word processing software. Maintains records and databases. Transcribes, deciphers, and codes alphanumeric data from source documents and verifies data for accuracy and completeness. Works on routine tasks under direct supervision.

Minimum Education: A.A. in Engineering, Computer Science, Applied Mathematics or related curriculum.

Job Title: Administrative Support Level 2

Minimum/General Experience: 3 years of experience.

Functional Responsibilities: Provides high level secretarial support. Types and proofreads correspondence, prepares complex technical presentations, and leads proposal production. May provide work direction to lower level secretarial staff.

Minimum Education: B.A. in Liberal Arts.

Job Title: Administrative Support Level 1

Minimum/General Experience: No experience required.

Functional Responsibilities: Provides routine secretarial support: typing, filing, answering phones, etc. Maintains files and coordinates meetings. Works under direct supervision.

Minimum Education: High school diploma or equivalent.

Job Title: Graphic Artist

Minimum/General Experience: 1 year of experience.

Functional Responsibilities: Prepares graphical presentations and proposals using standard hardware/software systems, e.g., MS Office PowerPoint, Excel, Adobe Illustrator 8, Adobe Premier 5.0, QuarkXPress, and/or Pagemaker 6.5.

Minimum Education: High school diploma or equivalent.

Job Title: Technical Typist

Minimum/General Experience: 1 year of experience.

Functional Responsibilities: Types technical documents and may incorporate graphics into text for final deliverable document. Works under direct supervision.

Minimum Education: High school diploma or equivalent.

Job Title: Group Leader V

Functional Responsibilities: Provides overall technical, business, and financial management of operating group, and relevant programs and projects. Defines program objectives and policies. Monitors daily group and program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Note: Group Leaders regularly function as the Program Manager for a major contract. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

PhD plus 11 years; Masters plus 18 years; Bachelors plus 25 years.

Job Title: Group Leader IV

Functional Responsibilities: Provides overall technical, business, and financial management of operating group, and relevant programs and projects. Defines program objectives and policies. Monitors daily group and program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Note: Group Leaders regularly function as the Program Manager for a major contract. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

PhD plus 10 years; Masters plus 16 years; Bachelors plus 21 years.

Job Title: Group Leader III

Functional Responsibilities: Provides overall technical, business, and financial management of operating group, and relevant programs and projects. Defines program objectives and policies. Monitors daily group and program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Note: Group Leaders regularly function as the Program Manager for a major contract. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Performs other duties as assigned

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

PhD plus 7 years; Masters plus 14 years; Bachelors plus 19 years.

Job Title: Group Leader II

Functional Responsibilities: Provides overall technical, business, and financial management of operating group, and relevant programs and projects. Defines program objectives and policies. Monitors daily group and program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Note: Group Leaders regularly function as the Program Manager for a major contract. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

PhD plus 5 years; Masters plus 12 years; Bachelors plus 17 years.

Job Title: Group Leader I

Functional Responsibilities: Provides overall technical, business, and financial management of operating group, and relevant programs and projects. Defines program objectives and policies. Monitors daily group and program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Note: Group Leaders regularly function as the Program Manager for a major contract. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

Masters plus 10 years; Bachelors plus 15 years.

Job Title: Program Manager V

Functional Responsibilities: Provides overall technical, business, and financial management of programs and projects. Defines program objectives and policies. Monitors daily program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Interfaces with subcontractors and consultants on performance and schedule requirements. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural, or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

PhD plus 10 years; or Masters plus 17 years; or Bachelors plus 24 years.

Job Title: Program Manager IV

Functional Responsibilities: Provides overall technical, business, and financial management of programs and projects. Defines program objectives and policies. Monitors daily program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Interfaces with subcontractors and consultants on performance and schedule requirements. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural, or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

PhD plus 9 years; or Masters plus 15 years; or Bachelors plus 20 years.

Job Title: Program Manager III

Functional Responsibilities: Provides overall technical, business, and financial management of programs and projects. Defines program objectives and policies. Monitors daily program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Interfaces with subcontractors and consultants on performance and schedule requirements. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural, or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

PhD plus 6 years; or Masters plus 10 years; or Bachelors plus 14 years.

Job Title: Program Manager II

Functional Responsibilities: Provides overall technical, business, and financial management of programs and projects. Defines program objectives and policies. Monitors daily program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Interfaces with subcontractors and consultants on performance and schedule requirements. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural, or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

PhD plus 2 years; or Masters plus 8 years; or Bachelors plus 10 years.

Job Title: Program Manager I

Functional Responsibilities: Provides overall technical, business, and financial management of programs and projects. Defines program objectives and policies. Monitors daily program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Interfaces with subcontractors and consultants on performance and schedule requirements. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural, or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

Masters plus 5 years; or Bachelors plus 8 years.

Job Title: Business Consultant II

Functional Responsibilities: Provides specialized policy, technical, or business analysis and advice. Applies significant educational and professional experience in the development and presentation of potential solutions and recommendations for clients. Participates as a member of study and analysis teams. Performs analytic, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic and technical requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Requires significant experience in consulting and providing advice to top-level decision-makers. Recognized as a Subject Matter Expert in a required policy or technical field. Experienced in analyzing and evaluating policies, systems, operations, and management problems. Possesses experience in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Experienced in program and contract planning and management.

PhD plus 18 years; or Masters plus 20 years; or Bachelors plus 25 years.

Job Title: Business Consultant I

Functional Responsibilities: Provides specialized policy, technical, or business analysis and advice. Applies significant educational and professional experience in the development and presentation of potential solutions and recommendations for clients. Participates as a member of study and analysis teams. Performs analytic, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic and technical requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Requires significant experience in consulting and providing advice to top-level decision-makers. Recognized as a Subject Matter Expert in a required policy or technical field. Experienced in analyzing and evaluating policies, systems, operations, and management problems. Possesses experience in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Experienced in program and contract planning and management.

PhD plus 15 years; or Masters plus 18 years; or Bachelors plus 20 years.

Job Title: Analyst VI

Functional Responsibilities: Gathers, organizes, and analyzes data and information in order to present potential solutions and recommendations for clients. Develops and implements necessary tests, assessments, and analytical procedures and processes. Participates individually or as a team member on study and analysis efforts. Performs analytic and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, economics, international relations, liberal arts, math, national security, planning, political science, or other social sciences.

Experienced in analyzing policies, systems, operations, and management problems. Requires knowledge of analysis techniques and tools such as policy analysis, standard accounting and financial practices, modeling and simulation, and business process reengineering. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

PhD plus 6 years; or Masters plus 12 years; or Bachelors plus 15 years.

Job Title: Analyst V

Functional Responsibilities: Gathers, organizes, and analyzes data and information in order to present potential solutions and recommendations for clients. Develops and implements necessary tests, assessments, and analytical procedures and processes. Participates individually or as a team member on study and analysis efforts. Performs analytic and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, economics, international relations, liberal arts, math, national security, planning, political science, or other social sciences.

Experienced in analyzing policies, systems, operations, and management problems. Requires knowledge of analysis techniques and tools such as policy analysis, standard accounting and financial practices, modeling and simulation, and business process reengineering. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

PhD plus 2 years; or Masters plus 10 years; or Bachelors plus 12 years.

Job Title: Analyst IV

Functional Responsibilities: Gathers, organizes, and analyzes data and information in order to present potential solutions and recommendations for clients. Develops and implements necessary tests, assessments, and analytical procedures and processes. Participates individually or as a team member on study and analysis efforts. Performs analytic and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, economics, international relations, liberal arts, math, national security, planning, political science, or other social sciences.

Experienced in analyzing policies, systems, operations, and management problems. Requires knowledge of analysis techniques and tools such as policy analysis, standard accounting and financial practices, modeling and simulation, and business process reengineering. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Masters plus 8 years; or Bachelors plus 10 years.

Job Title: Analyst III

Functional Responsibilities: Gathers, organizes, and analyzes data and information in order to present potential solutions and recommendations for clients. Develops and implements necessary tests, assessments, and analytical procedures and processes. Participates individually or as a team member on study and analysis efforts. Performs analytic and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, economics, international relations, liberal arts, math, national security, planning, political science, or other social sciences.

Experienced in analyzing policies, systems, operations, and management problems. Requires knowledge of analysis techniques and tools such as policy analysis, standard accounting and financial practices, modeling and simulation, and business process reengineering. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Masters plus 4 years; or Bachelors plus 6 years; or Associates plus 8 years.

Job Title: Analyst II

Functional Responsibilities: Gathers, organizes, and analyzes data and information in order to present potential solutions and recommendations for clients. Develops and implements necessary tests, assessments, and analytical procedures and processes. Participates individually or as a team member on study and analysis efforts. Performs analytic and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, economics, international relations, liberal arts, math, national security, planning, political science, or other social sciences.

Experienced in analyzing policies, systems, operations, and management problems. Requires knowledge of analysis techniques and tools such as policy analysis, standard accounting and financial practices, modeling and simulation, and business process reengineering. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Masters plus 1 year; or Bachelors plus 3 years; or Associates plus 7 years.

Job Title: Analyst I

Functional Responsibilities: Gathers, organizes, and analyzes data and information in order to present potential solutions and recommendations for clients. Develops and implements necessary tests, assessments, and analytical procedures and processes. Participates individually or as a team member on study and analysis efforts. Performs analytic and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, economics, international relations, liberal arts, math, national security, planning, political science, or other social sciences.

Experienced in analyzing policies, systems, operations, and management problems. Requires knowledge of analysis techniques and tools such as policy analysis, standard accounting and financial practices, modeling and simulation, and business process reengineering. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Bachelors plus 0 years; or Associates plus 4 years.

Job Title: Business Engineer VI

Functional Responsibilities: Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex organizational systems design requirements and problems. Performs functions such as quality assurance testing, configuration management, and system integration. Participates individually or as a team member on test and evaluation efforts. Performs analytic, test, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including design, engineering, operations research, physics, or other natural and applied sciences.

Experienced in conducting, preparing, and reviewing analyses, reports, and other documentation. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods. Experienced in applying engineering, scientific, or operational research principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

PhD plus 6 years; or Masters plus 12 years; or Bachelors plus 15 years.

Job Title: Business Engineer V

Functional Responsibilities: Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex organizational systems design requirements and problems. Performs functions such as quality assurance testing, configuration management, and system integration. Participates individually or as a team member on test and evaluation efforts. Performs analytic, test, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including design, engineering, operations research, physics, or other natural and applied sciences.

Experienced in conducting, preparing, and reviewing analyses, reports, and other documentation. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods. Experienced in applying engineering, scientific, or operational research principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

PhD plus 2 years; or Masters plus 10 years; or Bachelors plus 12 years.

Job Title: Business Engineer IV

Functional Responsibilities: Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex organizational systems design requirements and problems. Performs functions such as quality assurance testing, configuration management, and system integration. Participates individually or as a team member on test and evaluation efforts. Performs analytic, test, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including design, engineering, operations research, physics, or other natural and applied sciences. Experienced in conducting, preparing, and reviewing analyses, reports, and other documentation. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods. Experienced in applying engineering, scientific, or operational research principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Masters plus 8 years; or Bachelors plus 10 years.

Job Title: Business Engineer III

Functional Responsibilities: Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex organizational systems design requirements and problems. Performs functions such as quality assurance testing, configuration management, and system integration. Participates individually or as a team member on test and evaluation efforts. Performs analytic, test, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including design, engineering, operations research, physics, or other natural and applied sciences. Experienced in conducting, preparing, and reviewing analyses, reports, and other documentation. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods. Experienced in applying engineering, scientific, or operational research principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Masters plus 4 years; or Bachelors plus 6 years; or High School Diploma plus 10 years.

Job Title: Business Engineer II

Functional Responsibilities: Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex organizational systems design requirements and problems. Performs functions such as quality assurance testing, configuration management, and system integration. Participates individually or as a team member on test and evaluation efforts. Performs analytic, test, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including design, engineering, operations research, physics, or other natural and applied sciences. Experienced in conducting, preparing, and reviewing analyses, reports, and other documentation. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods. Experienced in applying engineering, scientific, or operational research principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and

experience in managing projects, funds, and resources. Masters plus 1 year; or Bachelors plus 3 years; or High School Diploma plus 7 years.

Job Title: Business Engineer I

Functional Responsibilities: Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex organizational systems design requirements and problems. Performs functions such as quality assurance testing, configuration management, and system integration. Participates individually or as a team member on test and evaluation efforts. Performs analytic, test, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including design, engineering, operations research, physics, or other natural and applied sciences. Experienced in conducting, preparing, and reviewing analyses, reports, and other documentation. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods. Experienced in applying engineering, scientific, or operational research principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.
Bachelors plus 0 years; or High School Diploma plus 4 years.

Job Title: Trainer IV

Functional Responsibilities: Develops, produces, and presents management, organizational and business improvement training packages and courses. Gathers, organizes, and analyzes data and information in order to tailor packages and courses to meet client requirements. Participates individually or as a team member on training efforts. Responsible for all aspects of creating and supplying off-the-shelf and customized off-the-shelf training packages and courses for clients. Interfaces with client and program management on training and course requirements. Ensures adequacy, accuracy, and technical quality of relevant training and course deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional, and/or equivalent experience in relevant work areas, including business management, course development, decision sciences, economics, liberal arts, planning, public speaking, teaching, or training.
Experienced in course and training development, design, production, and presentation. Requires knowledge of analysis techniques and tools such as management practices, modeling and simulation, and business process reengineering. Experienced in analyzing policies, systems, operations, and management problems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.
PhD plus 2 years; or Masters plus 6 years; or Bachelors plus 8 years.

Job Title: Trainer III

Functional Responsibilities: Develops, produces, and presents management, organizational and business improvement training packages and courses. Gathers, organizes, and analyzes data and information in order to tailor packages and courses to meet client requirements. Participates individually or as a team member on training efforts. Responsible for all aspects of creating and supplying off-the-shelf and customized off-the-shelf training packages and courses for clients. Interfaces with client and program management on training and course requirements. Ensures adequacy, accuracy, and technical quality of relevant training and course deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional, and/or equivalent experience in relevant work areas, including business management, course development, decision sciences, economics, liberal arts, planning, public speaking, teaching, or training.
Experienced in course and training development, design, production, and presentation. Requires knowledge of analysis techniques and tools such as management practices, modeling and simulation, and business process

reengineering. Experienced in analyzing policies, systems, operations, and management problems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.
Masters plus 4 years; or Bachelors plus 6 years; or High School Diploma plus 10 years.

Job Title: Trainer II

Functional Responsibilities: Develops, produces, and presents management, organizational and business improvement training packages and courses. Gathers, organizes, and analyzes data and information in order to tailor packages and courses to meet client requirements. Participates individually or as a team member on training efforts. Responsible for all aspects of creating and supplying off-the-shelf and customized off-the-shelf training packages and courses for clients. Interfaces with client and program management on training and course requirements. Ensures adequacy, accuracy, and technical quality of relevant training and course deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional, and/or equivalent experience in relevant work areas, including business management, course development, decision sciences, economics, liberal arts, planning, public speaking, teaching, or training.

Experienced in course and training development, design, production, and presentation. Requires knowledge of analysis techniques and tools such as management practices, modeling and simulation, and business process reengineering. Experienced in analyzing policies, systems, operations, and management problems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.
Masters plus 2 years; or Bachelors plus 4 years; or High School Diploma plus 8 years.

Job Title: Trainer I

Functional Responsibilities: Develops, produces, and presents management, organizational and business improvement training packages and courses. Gathers, organizes, and analyzes data and information in order to tailor packages and courses to meet client requirements. Participates individually or as a team member on training efforts. Responsible for all aspects of creating and supplying off-the-shelf and customized off-the-shelf training packages and courses for clients. Interfaces with client and program management on training and course requirements. Ensures adequacy, accuracy, and technical quality of relevant training and course deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional, and/or equivalent experience in relevant work areas, including business management, course development, decision sciences, economics, liberal arts, planning, public speaking, teaching, or training.

Experienced in course and training development, design, production, and presentation. Requires knowledge of analysis techniques and tools such as management practices, modeling and simulation, and business process reengineering. Experienced in analyzing policies, systems, operations, and management problems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.
Bachelors plus 1 year; or High School Diploma plus 5 years.

Job Title: Support Personnel IV (Admin)

Functional Responsibilities: Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents. These labor categories are only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead. Coordinates and participates in clerical/administrative support for an organizational segment of the company. Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications. Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields.

Experienced in all aspects of providing technical and administrative support to the analytic and management staffs. Experienced in such areas as preparation of briefings and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Masters plus 3 years; Bachelors plus 8 years.

Job Title: Support Personnel III (Admin)

Functional Responsibilities: Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents. These labor categories are only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead. Coordinates and participates in clerical/administrative support for an organizational segment of the company. Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications. Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields. Experienced in all aspects of providing technical and administrative support to the analytic and management staffs. Experienced in such areas as preparation of briefings and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Bachelors plus 5 years; or Associates plus 8 years; or High School Diploma plus 10 years.

Job Title: Support Personnel III (Graphics)

Functional Responsibilities: Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents. These labor categories are only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead. Coordinates and participates in clerical/administrative support for an organizational segment of the company. Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications. Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields. Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual art and multimedia disciplines, including graphic design, illustration, photography, and video. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents. Bachelors plus 4 years; or Associates plus 7 years; or High School Diploma plus 9 years.

Job Title: Support Personnel III (Editor)

Functional Responsibilities: Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents. These labor categories are only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead. Coordinates and participates in clerical/administrative support for an organizational segment of the company. Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications. Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields. Masters plus 1 year; or Bachelors plus 3 years; or Associates plus 5 years.

Job Title: Support Personnel II (Admin)

Functional Responsibilities: Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents. These labor categories are only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead. Coordinates and participates in clerical/administrative support for an organizational segment of the company. Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications. Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields. Experienced in all aspects of providing technical and administrative support to the analytic and management staffs. Experienced in such areas as preparation of briefings and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Bachelors plus 2 years; or Associates plus 4 years; or High School Diploma plus 6 years.

Job Title: Support Personnel II (Graphics)

Functional Responsibilities: Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents. These labor categories are only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead. Coordinates and participates in clerical/administrative support for an organizational segment of the company. Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications. Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields. Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual art and multimedia disciplines, including graphic design, illustration, photography, and video. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents. Bachelors plus 0 years; or Associates plus 3 years; or High School Diploma plus 5 years.

Job Title: Support Personnel I (Admin)

Functional Responsibilities: Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents. These labor categories are only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead. Coordinates and participates in clerical/administrative support for an organizational segment of the company. Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications. Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields. Experienced in all aspects of providing technical and administrative support to the analytic and management staffs. Experienced in such areas as preparation of briefings and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Associates plus 1 year; or High School Diploma plus 3 years.

Job Title: Support Personnel I (Graphics)

Functional Responsibilities: Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents. These labor categories are only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead. Coordinates and participates in clerical/administrative support for an organizational segment of the company. Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications. Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development. Performs other duties as assigned.

Education/Experience: Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields. Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual art and multimedia disciplines, including graphic design, illustration, photography, and video. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents.
High School Diploma plus 2 years.