

**ADVANCED RESOURCE TECHNOLOGIES, INC.**



**CORPORATE COMMERCIAL PRICELIST**

**FOR**

**SECURITY SERVICES**



**EFFECTIVE 01 FEBRUARY 2024**

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**COMMERCIAL PRICE LIST**

Contract Line Item Number	Commercial Job Title	2024 ARTI Hourly Rate
1	Security Subject Matter Expert	\$128.97
2	Sr. Security Subject Matter Expert	\$140.18
3	Principle Security Subject Matter Expert	\$177.62
4	Budget Liaison Officer I	\$92.04
5	Budget Liaison Officer II	\$102.58
6	Budget Liaison Officer III	\$113.34
7	IT Security Specialist I	\$88.64
8	IT Security Specialist II	\$101.63
9	IT Security Specialist III	\$114.89
10	IT Security Specialist IV	\$130.15
11	IT Security Specialist V	\$174.40
12	Logistics Coordinator I	\$55.19
13	Logistics Coordinator II	\$80.42
14	Logistics Coordinator III	\$98.38
15	Security Manager I	\$65.10
16	Security Manager II	\$75.92
17	Security Manager III	\$87.79
18	Security Manager IV	\$106.38
19	Security Manager V	\$114.73
20	Security Admin IV	\$70.16
21	Security Specialist I	\$62.14
22	Security Specialist II	\$69.07
23	Security Specialist III	\$70.32
24	Security Specialist IV	\$77.88
25	Security Specialist V	\$97.10
26	Sr. Tech Sec Spec IV	\$152.19
27	Counterintelligence Specialist II	\$121.16
28	Transition and Commercialization SME	\$175.74
29	Transition and Commercialization Sr. SME	\$263.01

**ADVANCED RESOURCE TECHNOLOGIES, INC. (ARTI)  
LABOR CATEGORY DESCRIPTIONS**

If required, all labor categories will be subject to a Government Security Investigation and must meet eligibility for access to classified information at the appropriate clearance level at the date of hire as prescribed by the individual contract statement of work.

<b>1. SECURITY SUBJECT MATTER EXPERT</b>
<p><b>Minimum/General Experience:</b> Experience with subversive organizations and their methods of operation. Experience with national and international security practices. Experience with information security practices required to establish and maintain system integrity for safeguarding classified information in a secure environment. Experience includes achieving recognized standing in a related professional field through outstanding contribution and the ability to plan, conduct, and direct research and/or development work on complex projects necessitating the origination and application of new and unique approaches in relation to the security nature of the project.</p> <p><b>Functional Responsibility:</b> Provide consulting services in accordance with or directly related to the security environment to members of management, the professional staff, and to the customer. Plan and initiate studies for original or advanced areas of customer problems and determines the techniques or methods involved that will accomplish the objectives. Develop and analyze analytical data, techniques and methodology for the solution of highly complex problems. Review reports and other products intended for release to the public/customers to ensure that technical merit and style of presentation reflect the highest quality. Act in advisory capacity for the approach utilized in performing security tasks of unusual difficulty or complexity, frequently involving customer relationships; plan principles and procedures for accomplishing customer studies and gives expert professional analysis of methods and objectives.</p> <p><b>Minimum Education:</b> Graduate degree in a related scientific field preferred. 10 years of professional experience in security-related field (e.g., counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, technical security, security countermeasures programs, access systems operation and management, personnel protection and protecting/security information, or region desk officer).</p>

<b>2. SR. SECURITY SUBJECT MATTER EXPERT</b>
<p><b>Minimum/General Experience:</b> Experience with subversive organizations and their methods of operation. Experience with national and international security practices. Experience with information security practices required to establish and maintain system integrity for safeguarding classified information in a secure environment. Experience includes achieving recognized standing in a related professional field through outstanding contribution and the ability to plan, conduct, and direct research and/or development work on complex projects necessitating the origination and application of new and unique approaches in relation to the security nature of the project.</p> <p><b>Functional Responsibility:</b> Provide consulting services in accordance with or directly related to the security environment to members of management, the professional staff, and to the customer. Plan and initiate studies for original or advanced areas of customer problems and determines the techniques or methods involved that will accomplish the objectives. Develop and analyze analytical data, techniques and methodology for the solution of highly complex problems. Review reports and other products intended for release to the public/customers to ensure that technical merit and style of presentation reflect the highest quality. Act in advisory capacity for the approach utilized in performing security tasks of unusual difficulty or complexity, frequently involving customer relationships; plan principles and procedures for accomplishing customer studies and gives expert professional analysis of methods and objectives.</p> <p><b>Minimum Education:</b> Graduate degree in a related scientific field preferred. A Doctoral degree is desired. 20 years of professional experience in security-related field (e.g., counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, technical security, security countermeasures programs, access systems operation and management, personnel protection and protecting/security information, or region desk officer).</p>

<b>3. PRINCIPLE SECURITY SUBJECT MATTER EXPERT</b>
<p><b>Minimum/General Experience:</b> Experience with subversive organizations and their methods of operation. Experience with national and international security practices. Experience with information security practices required to establish and maintain system integrity for safeguarding classified information in a secure environment. Experience includes achieving recognized standing in a related professional field through outstanding contribution and the ability to plan, conduct, and direct research and/or development work on complex projects necessitating the origination and application of new and unique approaches in relation to the security nature of the project. Must be able to work independently of any direct supervision and provide technical direction and guidance to lower-level professional/technical personnel.</p>
<p><b>Functional Responsibility:</b> Provide consulting services in accordance with or directly related to the security environment to members of management, the professional staff, and to the customer. Plan and initiate studies for original or advanced areas of customer problems and determines the techniques or methods involved that will accomplish the objectives. Develop and analyze analytical data, techniques and methodology for the solution of highly complex problems. Review reports and other products intended for release to the public/customers to ensure that technical merit and style of presentation reflect the highest quality. Act in advisory capacity for the approach utilized in performing security tasks of unusual difficulty or complexity, frequently involving customer relationships; plan principles and procedures for accomplishing customer studies and gives expert professional analysis of methods and objectives.</p>
<p><b>Minimum Education:</b> Graduate degree in a related scientific field preferred. A Doctoral degree is desired. 20+ years of professional experience and is an acknowledged expert in a security-related field (e.g., counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, technical security, security countermeasures programs, access systems operation and management, personnel protection and protecting/security information, or region desk officer). Published papers and applicable industry certification desired.</p>
<b>4. BUDGET LIAISON OFFICER I</b>
<p><b>Minimum/General Experience:</b> Assist with tracking project budget with the responsibilities for justifying, obtaining, managing and tracking expenses related to the budgets for the division. Track financial operations in support of procurements, travel and project funding issues.</p>
<p><b>Functional Responsibility:</b> Review expenditures and prepare operating budgets for department managers to ensure conformance to budgetary limits and provide discrepancies to manager. Assist with the annual budget process and report and analyze operational expenses for each program area. Prepare department operating budget reports as needed. Assist with monitoring the budget data against plans, forecasts, and budgets tracking burn rates of allocated funds and report the status to the appropriate manager. Follows the established operating procedures and reporting instructions.</p>
<p><b>Minimum Education:</b> Undergraduate degree in Accounting, Finance, or Business Administration with 4 years of specialized experience in the areas of auditing, budgeting, or financial management required. With 8 years of specialized experience a degree is not required. Thorough knowledge of accounting theories, practices, regulations, and financial concepts relative to profitability and financial ratios. Knowledgeable of U. S. Government fiscal and budget policies and procedures.</p>
<b>5. BUDGET LIAISON OFFICER II</b>
<p><b>Minimum/General Experience:</b> Assist with tracking project budget with the responsibilities for justifying, obtaining, managing and tracking expenses related to the budgets for the division. Track financial operations in support of procurements, travel and project funding issues.</p>
<p><b>Functional Responsibility:</b> Review, analyze, and interpret financial data. Review expenditures and prepare operating budgets for department managers to ensure conformance to budgetary limits and provide discrepancies to manager. Examine and track the budget estimates or proposals for completeness, accuracy, and conformance with established procedures, regulations, and organizational objectives. Assist with cost-benefit analysis to review financial requests, assess program trade-offs, and examine past budget activities. Assist with the annual budget process and report and analyze operational expenses for each program area. Prepare department operating budget reports and perform analyses of related data as needed. Prepare detailed reports and presentations for manager. Assist with monitoring the budget data against plans, forecasts, and budgets tracking burn rates of allocated funds and report the status to the appropriate manager. Follows the established operating procedures and reporting instructions.</p>
<p><b>Minimum Education:</b> Undergraduate degree in Accounting, Finance, or Business Administration with 6 years of specialized experience in the areas of auditing, budgeting, or financial management required. With 10 years of specialized experience a degree is not required. Experience with accounting theories, practices, regulations, and financial concepts relative to profitability and financial ratios. Knowledgeable of U. S. Government fiscal and budget policies and procedures.</p>

<b>6. BUDGET LIAISON OFFICER III</b>
<p><b>Minimum/General Experience:</b> Manage and track project budget with the responsibilities for justifying, obtaining, managing and tracking expenses related to the budgets for the division. Track financial operations in support of procurements, travel and project funding issues. Program areas include division's base funds for training and travel for programs, special projects, vehicles, computers, and/or other equipment, and contract staff. Provide justification for new budget items, regular reporting of current budget to include status explanations, end of the year closeout reports, and audit reporting details.</p>
<p><b>Functional Responsibility:</b> Supervise subordinate Budget Analyst staff. Review, analyze, and interpret financial data. Review expenditures and prepare operating budgets for department managers to ensure conformance to budgetary limits and provide discrepancies to manager. Examine and track the budget estimates or proposals for completeness, accuracy, and conformance with established procedures, regulations, and organizational objectives. Perform cost-benefit analysis to review financial requests, assess program trade-offs, and examine past budget activities. Manage the annual budget process, and report and analyze operational expenses for each program area. Prepare department operating budget reports and perform analyses of related data as needed. Prepare detailed reports and makes presentations to senior management. Monitor the budget data against plans, forecasts, and budgets tracking burn rates of allocated funds and report the status to the appropriate manager. Update and train staff on the established operating procedures and reporting instructions.</p>
<p><b>Minimum Education:</b> Graduate degree in Accounting, Finance, or Business Administration with 6 years or Undergraduate degree with 8 years of specialized experience in the areas of auditing, budgeting, or financial management required. With 12 years of specialized experience a degree is not required. Advanced experience of accounting theories, practices, regulations, and financial concepts relative to profitability and financial ratios. Experienced with U. S. Government fiscal and budget policies and procedures.</p>

<b>7. IT SECURITY SPECIALIST I</b>
<p><b>Minimum/General Experience:</b> In support of the IT Security Program will perform tasks to develop, coordinate and document plans, procedures and architecture to include Certification &amp; Accreditation of systems, and NIST self assessments. Develop, promulgate and review security and policy elements of the IT Security Program.</p>
<p><b>Functional Responsibility:</b> Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Develop, and analyze IT security models, and maintain methodology to track Security Plans for each sensitive/critical major application and general support system within the organization. Develop, analyze, and maintain the entity-wide Concept of Operation Plan (COOP) update for critical operations. Conduct and write Certification &amp; Accreditation of systems. Conduct NIST self assessments. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation. Develop and maintain Systems and Infrastructure Security Plan. Develop and maintain IT Security Architecture Plan. Develop and evaluate plans, principles, and procedures for accomplishing customer IT security studies and provide professional analysis of methods and objectives.</p>
<p><b>Minimum Education:</b> Undergraduate degree in related field and 7 years specialized experience. With 11 years of specialized experience a degree is not required. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. CISSP or related industry certification desired. Thorough understanding of computer security requirements and practices in the civilian sector of the federal government. Must have experience in conducting and writing Certification &amp; Accreditation of systems. Must have experience conducting NIST self assessments. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Must have knowledge of FISMA.</p>



<b>8. IT SECURITY SPECIALIST II</b>
<p><b>Minimum/General Experience:</b> In support of the IT Security Program will perform tasks to develop, coordinate and document plans, procedures and architecture to include Certification &amp; Accreditation of systems, and NIST self assessments. Develop, promulgate and review security and policy elements of the IT Security Program.</p>
<p><b>Functional Responsibility:</b> Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Develop and analyze IT security models, and maintain methodology to track Security Plans for each sensitive/critical major application and general support system within the organization. Develop, analyze, and maintain the entity-wide Concept of Operation Plan (COOP) update for critical operations. Conduct and write Certification &amp; Accreditation of systems. Conduct NIST self assessments. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation. Develop and maintain Systems and Infrastructure Security Plan. Develop and maintain IT Security Architecture Plan. Develop and evaluate plans, principles, and procedures for accomplishing customer IT security studies and provide professional analysis of methods and objectives.</p>
<p><b>Minimum Education:</b> Undergraduate degree in related field and 9 years specialized experience. With 13 years of specialized experience a degree is not required. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. CISSP or related industry certification desired. Thorough understanding of computer security requirements and practices in the civilian sector of the federal government. Must have experience in conducting and writing Certification &amp; Accreditation of systems. Must have experience conducting NIST self assessments. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Experience with designing, implementing, documenting, and evaluating government computer security programs. Experience with writing government computer security policy documentation. Thorough understanding of and hands-on experience with computer operations and systems of various types as well as an understanding of computer security.</p>
<b>9. IT SECURITY SPECIALIST III</b>
<p><b>Minimum/General Experience:</b> In support of the IT Security Program will perform tasks to develop, coordinate and document plans, procedures and architecture to include Certification &amp; Accreditation of systems, and NIST self assessments. Develop, promulgate and review security and policy elements of the IT Security Program.</p>
<p><b>Functional Responsibility:</b> Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Develop and analyze IT security models, and maintain methodology to track Security Plans for each sensitive/critical major application and general support system within the organization. Develop, analyze, and maintain the entity-wide Concept of Operation Plan (COOP) update for critical operations. Conduct and write Certification &amp; Accreditation of systems. Conduct NIST self assessments. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation. Develop and maintain Systems and Infrastructure Security Plan. Develop and maintain IT Security Architecture Plan. Develop and evaluate plans, principles, and procedures for accomplishing customer IT security studies and provide professional analysis of methods and objectives.</p>
<p><b>Minimum Education:</b> Undergraduate degree in related field and 9 years specialized experience. With 13 years of specialized experience a degree is not required. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. CISSP or related industry certification desired. Thorough understanding of computer security requirements and practices in the civilian sector of the federal government. Must have experience in conducting and writing Certification &amp; Accreditation of systems. Must have experience conducting NIST self assessments. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Experience with designing, implementing, documenting, and evaluating government computer security programs. Experience with writing government computer security policy documentation. Thorough understanding of and hands-on experience with computer operations and systems of various types as well as an understanding of computer security.</p>

<b>10. IT SECURITY SPECIALIST IV</b>
<p><b>Minimum/General Experience:</b> In support of the IT Security Program will perform tasks to develop, coordinate and document plans, procedures and architecture to include Certification &amp; Accreditation of systems, and NIST self assessments. Develop, promulgate and review security and policy elements of the IT Security Program.</p>
<p><b>Functional Responsibility:</b> Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Develop, and analyze IT security models, and maintain methodology to track Security Plans for each sensitive/critical major application and general support system within the organization. Develop, analyze, and maintain the entity-wide Concept of Operation Plan (COOP) update for critical operations. Conduct and write Certification &amp; Accreditation of systems. Conduct NIST self assessments. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation. Develop and maintain Systems and Infrastructure Security Plan. Develop and maintain IT Security Architecture Plan. Conduct technical briefings to senior level government officials. Develop and evaluate plans, principles, and procedures for accomplishing customer IT security studies and provide professional analysis of methods and objectives. May supervise IT Security team.</p>
<p><b>Minimum Education:</b> Undergraduate degree in related field and 11 years specialized experience. With 15 years of specialized experience a degree is not required. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. CISSP or related industry certification desired. Subject matter expert of computer security requirements and practices in the civilian sector of the federal government. Must have experience in conducting and writing Certification &amp; Accreditation of systems. Must have experience conducting NIST self assessments. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Experience with designing, implementing, documenting, and evaluating government computer security programs. Experience with writing government computer security policy documentation. Experience with designing, implementing, documenting, and evaluating government computer security programs. Thorough understanding of and hands-on experience with computer operations and systems of various types as well as an understanding of computer security.</p>
<b>11. IT SECURITY SPECIALIST V</b>
<p><b>Minimum/General Experience:</b> In support of the IT Security Program will perform tasks to develop, coordinate and document plans, procedures and architecture to include Certification &amp; Accreditation of systems, and NIST self assessments. The office conducts independent and objective audits, evaluations, and investigations. Develop, promulgate and review security and policy elements of the IT Security Program.</p>
<p><b>Functional Responsibility:</b> Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Develop, and analyze IT security models, and maintain methodology to track Security Plans for each sensitive/critical major application and general support system within the organization. Develop, analyze, and maintain the entity-wide Concept of Operation Plan (COOP) update for critical operations. Evaluate and analyze the critical technology processing needs of the related services. Develop, analyze, and maintain Personnel Suitability Procedures for access and operate sensitive government computer systems. Conduct and write Certification &amp; Accreditation of systems. Conduct NIST self assessments. Research, develop, document, and implement tracking and inventory methodologies for maintaining inventory of critical assets (human resources, hardware and software). Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation. Develop and maintain Systems and Infrastructure Security Plan. Develop and maintain IT Security Architecture Plan. Present technical briefings to senior level government officials. Develop and evaluate plans, principles, and procedures for accomplishing customer IT security studies and provide professional analysis of methods and objectives. May supervise IT Security team.</p>
<p><b>Minimum Education:</b> Undergraduate degree in related field and 13 years specialized experience. With 17 years of specialized experience a degree is not required. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. CISSP or related industry certification desired. Subject matter expert of computer security requirements and practices in the civilian sector of the federal government. Must have experience in conducting and writing Certification &amp; Accreditation of systems. Must have experience conducting NIST self assessments. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Experience with designing, implementing, documenting, and evaluating government computer security programs. Experience with writing government computer security policy documentation. Experience with designing, implementing, documenting, and evaluating government computer security programs. Thorough understanding of and hands-on experience with computer operations and systems of various types as well as an understanding of computer security.</p>



<b>12. LOGISTICS COORDINATOR I</b>
<p><b>Minimum/General Experience:</b> Will maintain and control a system of records relative to purchasing and/or logistics for all contracting activities. Maintains and adheres to the agency's purchasing policies. Maintains and controls the Fixed Asset Inventory. Review and maintains the Purchase Order module of the in-house Accounting System.</p>
<p><b>Functional Responsibility: Purchasing:</b> Process purchase requisitions, purchase orders, and paperwork related to the purchase of materials and services for the Division. Select, justify, and negotiate the selection of vendors/subcontractors to provide supplies and services. Maintain and adhere to the Department's Procurement Manual and Purchasing Policy. Maintain the appropriate files and logs to support the purchasing function and contracting activities. Develop and implement procedures for Project Managers to follow in processing requisitions. <b>Logistics:</b> Maintain the records and control the fixed asset inventory. Direct the accurate preparation and maintenance of stock record accounts, property registers, and source documents. Establish stock control levels to maintain the appropriate inventory level. Control all requisitioned items back orders, and due-in and due-out records to ensure proper procurement identification. Authorize and direct the preparation of requests for local direct purchase transactions and work with Federal purchasing groups. Determine the status of repairable items with respect to rework, salvage or final disposition. Maintain contact with customer representatives &amp; other Government contractors in answering questions about Government property.</p>
<p><b>Minimum Education:</b> Undergraduate degree desired. Four years of related finance, budget, logistics, office management, or procurement experience may be substituted for the degree requirements. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. Must have 1 year specialized procurement and logistics experience. Must be proficient with excel and a database program to support reporting, budgeting, and tracking work activities. Must have sufficient computer and word processor skills to accomplish basic inventory and records keeping entries into supply forms in use. Ability to communicate, orally and in writing, and coordinate actions effectively with individuals at all organizational and management levels within, and external to, the Department.</p>

<b>13. LOGISTICS COORDINATOR II</b>
<p><b>Minimum/General Experience:</b> Will maintain and control a system of records relative to purchasing and/or logistics for all contracting activities. Maintains and adheres to the agency's purchasing policies. Maintains and controls the Fixed Asset Inventory. Review and maintains the Purchase Order module of the in-house Accounting System.</p>
<p><b>Functional Responsibility: Purchasing:</b> Process purchase requisitions, purchase orders, and paperwork related to the purchase of materials and services for the Division. Select, justify, and negotiate the selection of vendors/subcontractors to provide supplies and services. Maintain and adhere to the Department's Procurement Manual and Purchasing Policy. Maintain the appropriate files and logs to support the purchasing function and contracting activities. Develop and implement procedures for Project Managers to follow in processing requisitions. <b>Logistics:</b> Maintain the records and control the fixed asset inventory. Direct the accurate preparation and maintenance of stock record accounts, property registers, and source documents. Establish stock control levels to maintain the appropriate inventory level. Control all requisitioned items back orders, and due-in and due-out records to ensure proper procurement identification. Authorize and direct the preparation of requests for local direct purchase transactions and work with Federal purchasing groups. Determine the status of repairable items with respect to rework, salvage, or final disposition. Maintain contact with customer representatives and other Government contractors in answering questions about Government property.</p>
<p><b>Minimum Education:</b> Undergraduate degree desired. Seven years of related finance, budget, logistics, office management, or procurement experience may be substituted for the degree requirements. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. Must have 3 years specialized procurement and logistics experience. Must be proficient with excel and a database program to support reporting, budgeting, and tracking work activities. Must have sufficient computer and word processor skills to accomplish basic inventory and records keeping entries into supply forms in use. Ability to communicate, orally and in writing, and coordinate actions effectively with individuals at all organizational and management levels within, and external to, the Department.</p>

<b>14. LOGISTICS COORDINATOR III</b>
<p><b>Minimum/General Experience:</b> Will maintain and control a system of records relative to purchasing and/or logistics for all contracting activities. Maintains and adheres to the agency’s purchasing policies. Maintains and controls the Fixed Asset Inventory. Review and maintains the Purchase Order module of the in-house Accounting System.</p>
<p><b>Functional Responsibility: Purchasing:</b> Process purchase requisitions, purchase orders, and paperwork related to the purchase of materials and services for the Division. Select, justify, and negotiate the selection of vendors/subcontractors to provide supplies and services. Maintain and adhere to the Department’s Procurement Manual and Purchasing Policy. Maintain the appropriate files and logs to support the purchasing function and contracting activities. Develop and implement procedures for Project Managers to follow in processing requisitions. <b>Logistics:</b> Maintain the records and control the fixed asset inventory. Direct the accurate preparation and maintenance of stock record accounts, property registers, and source documents. Establish stock control levels to maintain the appropriate inventory level. Control all requisitioned items back orders, and due-in and due-out records to ensure proper procurement identification. Authorize and direct the preparation of requests for local direct purchase transactions and work with Federal purchasing groups. Determine the status of repairable items with respect to rework, salvage, or final disposition. Maintain contact with customer representatives and other Government contractors in answering questions about Government property.</p>
<p><b>Minimum Education:</b> Supervise subordinate Logistics personnel. Undergraduate degree desired. Nine years of related finance, budget, logistics, office management, or procurement experience may be substituted for the degree requirements. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. Must have 5 years specialized procurement and logistics experience. Must be proficient with excel and a database program to support reporting, budgeting, and tracking work activities. Must have sufficient computer and word processor skills to accomplish basic inventory and records keeping entries into supply forms in use. Ability to communicate, orally and in writing, and coordinate actions effectively with individuals at all organizational and management levels within, and external to, the Department.</p>

<b>15. SECURITY MANAGER I</b>
<p><b>Minimum/General Experience:</b> Will work under limited supervision in performing program security support. Conducts duties and responsibilities IAW agency policies and applicable security regulations. Possess a technical proficiency, specialized experience, and management in the area(s) of the project’s statement of work. Possesses analytical and specialized technical skills which will enable him/her to perform all aspect of the job to include security project management and policy issues agency-wide, formulate strategies, and establish priorities for their resolution in a timely, responsive manner.</p>
<p><b>Functional Responsibility:</b> For the Security Division or Program Office, manage the project in accordance with the statement of work, budget and scheduled deliverables. Provide recommendations regarding project management and participate in the development of project management practices, procedures, and processes. Provide a managed structure of data for decision making and recommend courses of action. Track, update and prepare reports on various specialized projects. Receive and review biweekly reports. Review project performance reviews and other documents. Prepare monthly status reports in prescribed format for management review. Update and review project schedule i. Forecast future progress based project data. Develop Agendas in coordination with managers, facilitate meetings as requested, and edit minutes of management meetings. Assist with special projects to include special presentation charts, model development, forms development, and project management training.</p>
<p><b>Minimum Education:</b> Undergraduate in an associated technical, security or management discipline, with a minimum of 1 year related specialized security experience. Five years of specialized experience can be substituted for the degree requirement. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. One year of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired. <b>Specialized Experience</b> – is directly related to duties and responsibilities to include policy and security standard development, security project management planning responsibilities. Experience with applicable security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience consistent with security principles and best practices with applicable Federal regulations and guidelines.</p>

<b>16. SECURITY MANAGER II</b>
<p><b>Minimum/General Experience:</b> Will work under limited supervision in performing program security support. Conducts duties and responsibilities IAW agency policies and applicable security regulations. Possess a technical proficiency, specialized experience, and management in the area(s) of the project's statement of work. Possesses analytical and specialized technical skills which will enable him/her to perform all aspects of the job to include security project management and policy issues agency-wide, formulate strategies, and establish priorities for their resolution in a timely, responsive manner.</p>
<p><b>Functional Responsibility:</b> For the Security Division or Program Office, manage the project in accordance with the statement of work, budget and scheduled deliverables. Provide recommendations regarding project management and participate in the development of project management practices, procedures, and processes. Provide a managed structure of data for decision making and recommend courses of action. Track, update and prepare reports on various specialized projects. Receive and review biweekly reports. Review project performance reviews and other documents. Prepare monthly status reports in prescribed format for management review. Update and review project schedule. Forecast future progress based project data. Develop Agendas in coordination with managers, facilitate meetings as requested, and edit minutes of management meetings. Assist with special projects to include special presentation charts, model development, forms development, and project management training.</p>
<p><b>Minimum Education:</b> Undergraduate in an associated technical, security or management discipline, with a minimum of 3 years related specialized security experience. With a Graduate degree, must have a minimum of 1 year related specialized experience. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. Two years of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired. <b>Specialized Experience</b> – is directly related to duties and responsibilities to include policy and security standard development, or security project management planning responsibilities. Experience with applicable security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience consistent with security principles and best practices with applicable Federal regulations and guidelines.</p>

<b>17. SECURITY MANAGER III</b>
<p><b>Minimum/General Experience:</b> Will work under minimal supervision in performing program security support. Conducts duties and responsibilities IAW agency policies and applicable security regulations. Possess a technical proficiency, specialized experience, and management in the area(s) of the project's statement of work. Possesses analytical and specialized technical skills which will enable him/her to perform all aspects of the job to include security project management and policy issues agency-wide, formulate strategies, and establish priorities for their resolution in a timely, responsive manner.</p>
<p><b>Functional Responsibility:</b> For the Security Division or Program Office, manage the project in accordance with the statement of work, budget and scheduled deliverables. Provide recommendations regarding project management and participate in the development of project management practices, procedures, and processes. Provide a managed structure of data for decision making and recommend courses of action. Track, update and prepare reports on various specialized projects. Receive and review biweekly reports. Review project performance reviews and other documents. Prepare monthly status reports in prescribed format for management review. Update and review project schedule. Forecast future progress based project data. Develop Agendas in coordination with managers, facilitate meetings as requested, and edit minutes of management meetings. Assist with special projects to include special presentation charts, model development, forms development, and project management training.</p>
<p><b>Minimum Education:</b> Undergraduate in an associated technical or management discipline, with a minimum of 5 years related specialized security experience and 1 year management experience. With a Graduate degree, must have a minimum of 3 years related specialized experience. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. Three years of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired.</p> <p>Specialized experience is directly related to duties and responsibilities to include policy and security standard development, or security, project management planning responsibilities. Experience with applicable security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience consistent with security principles and best practices with applicable Federal regulations and guidelines.</p>

<b>18. SECURITY MANAGER IV</b>
<p><b>Minimum/General Experience:</b> The project manager serves as the primary point of contact to the contract officer technical representative (COTR) and as the advisor to the staff elements and contractor representatives. Possess a technical proficiency, specialized IT security experience, and management in the area(s) of the project's statement of work. Provide overall corporate management of employees in support of contract performance, to include costs, time management, conflict resolution, task performance, vacancies, disciplinary actions, and evaluations.</p>
<p><b>Functional Responsibility:</b> Supervise the IT Security Team and manage the project in accordance with the statement of work, budget and scheduled deliverables. Develop and formally documents the security procedures and practices both in-place and under development; write system security plans, an entity-wide security program, and contingency plan for mission critical systems; design and teach computer security awareness program; and develop recommendations for organizational changes to enhance the automated information security posture in response to agency audits. Conduct IT security reviews, audits and tests. Submit project reports on a regular basis to the client. Prepare and present project briefings to senior level agency officials.</p>
<p><b>Minimum Education:</b> Undergraduate in an associated technical or management discipline, with a minimum of 7 years related specialized Security experience and 2 years management experience. With a Graduate degree, must have a minimum of 5 years related specialized experience and 1 year management experience. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. Five years of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired.</p>
<p><b>Experience in the Following Areas is Highly Desired:</b> Complete IT security project development from inception to full implementation and demonstrated ability to provide guidance and direction in IT security tasks. Subject matter expert of computer security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience consistent with security principles and best practices as reflected in FISMA, NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines.</p>

<b>19. SECURITY MANAGER V</b>
<p><b>Minimum/General Experience:</b> The project manager serves as the primary point of contact to the contract officer technical representative (COTR) and as the advisor to the staff elements and contractor representatives. Possess a technical proficiency, specialized IT security experience, and management in the area(s) of the project's statement of work. Provide overall corporate management of employees in support of contract performance, to include costs, time management, conflict resolution, task performance, vacancies, disciplinary actions, and evaluations.</p>
<p><b>Functional Responsibility:</b> Supervise the IT Security Team and manage the project in accordance with the statement of work, budget and scheduled deliverables. Develop and formally documents the security procedures and practices both in-place and under development; writes system security plans, an entity-wide security program, and contingency plan for mission critical systems; designs and teaches computer security awareness program; and develop recommendations for organizational changes to enhance the automated information security posture in response to agency audits. Conduct IT security reviews, audits, and tests. Submit project reports on a regular basis to the client. Prepare and present project briefings to senior level agency officials.</p>
<p><b>Minimum Education:</b> Undergraduate in an associated technical or management discipline, with a minimum of 14 years related specialized Security experience and 8 years management experience. With a Graduate degree, must have a minimum of 12 years related specialized experience and 6 years management experience. 7 years of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired. <b>Experience in the Following Areas is Highly Desired:</b> Complete IT security project development from inception to full implementation and demonstrated ability to provide guidance and direction in IT security tasks. Subject matter expert of computer security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience consistent with security principles and best practices as reflected in FISMA, NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines.</p>

<b>20. SECURITY ADMINISTRATOR IV</b>
<p><b>Minimum/General Experience:</b> Will support the division Manager and members of the team in the daily office administration, personnel, financial, database administration, and project requirements. Considerable coordination will be required within the division and with departments throughout the agency.</p>
<p><b>Functional Responsibility:</b> Provide administrative support for status reports, briefing presentations and special projects. Use work breakdown structures to track project activities. Prepare charts, tables, graphs, and diagrams to assist in tracking and reporting program activities. Coordinate the technical and programmatic input to support client briefings, status reports, and deliverable preparation. Coordinate and assist the office personnel to complete tasks within the following areas: security/clearance processing, timesheet reporting, purchasing, travel, training, material reproduction, inventory, etc. Prepare and maintain various budgetary spreadsheets for each project and provide summary and analysis as requested. Prepare monthly Status Reports for review and coordination with the appropriate manager. Track required information from other departments and update spreadsheets bi-monthly.</p>
<p><b>Minimum Education:</b> Undergraduate degree and 5 years specialized office experience. Without a degree, must have 5 years of specialized administrative experience. Specialized experience includes office management, suspense tracking, review of executive level correspondence, database administration, financial and project status tracking and reporting, monthly reports, and maintaining operating procedures. Thorough knowledge of electronic database operations management, administrative and correspondence processing procedures, and understanding of procedures required for processing actions for review, approval and release. Must be proficient with Microsoft Word; have basic skills with Excel and PowerPoint; database software experience required; and MS Project experience a plus.</p>

<b>21. SECURITY SPECIALIST I</b>
<p><b>Minimum/General Experience:</b> Overall program management support to an agency in support of specific security requirements. Responsibilities include industrial security, security policy review and research; working group assistance; security training; security program development; protection, acquisition and management of goods and services; investigations and inspections, security program review, development, and implementation; and liaison with other Government and/or private agencies.</p>
<p><b>Functional Responsibility:</b> Assist in the development and issuance of policy standards for a specific division with a specialized security function in support of division, organization or agency. Assist in the development, preparation, and issuance of program guides for Departmental programs. Monitor, analyze and investigate security violations to determine causes, highlight program weaknesses, pinpoint responsibility/culpability, and recommending corrective action as appropriate. Liaison with Senior Officers, Intelligence Community and other security agencies on office security programs as required. Provide support services for a comprehensive security awareness program designed to educate employees conducted through the use of briefings, lectures, audio-visual presentations, and printed media. Assist in developing and producing security awareness media to include posters, handbooks, and similar materials. Provide input/review of proposed briefing and training packages. Work independently, with oversight, to advise and assist office personnel on matters of security policy, procedures, and regulations. Conduct needs surveys and provides a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advise office personnel on national and international security developments. Prepare input for department briefings to senior level officials. Review outgoing office correspondence for appropriate office personnel. Travel domestically and overseas as required in support of program reviews, investigations, and security briefings.</p>
<p><b>Minimum Education:</b> Undergraduate degree with 4 years specialized experience in one of the following areas: counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, OPSEC, COMSEC, INFOSEC, security countermeasures programs, access systems operation and management, personnel protection and protecting classified information, or region desk officer. With 8 years of specialized experience a degree is not required. Knowledge of NISPOM and, national and international security requirements. Understanding of and experience-based familiarity with the U.S. Federal Government and DoD agencies and their security practices.</p>



**22. SECURITY SPECIALIST II**

**Minimum/General Experience:** Overall program management support to an agency in support of specific security requirements. Responsibilities include industrial security, security policy review and research; working group assistance; security training; security program development; protection, acquisition and management of goods and services; investigations and inspections, security program review, development, and implementation; and liaison with other Government and/or private agencies.

**Functional Responsibility:** Assist in the development and issuance of policy standards for a specific division with a specialized security function in support of division, organization or agency. Assist in the development, preparation, and issuance of program guides for Departmental programs. Monitor, analyze and investigate security violations to determine causes, highlight program weaknesses, pinpoint responsibility/culpability, and recommending corrective action as appropriate. Liaison with Senior Officers, Intelligence Community and other security agencies on office security programs as required. Provide support services for a comprehensive security awareness program designed to educate employees conducted through the use of briefings, lectures, audio-visual presentations, and printed media. Assist in developing and producing security awareness media to include posters, handbooks, and similar materials. Provide input/review of proposed briefing and training packages. Work independently, with oversight, to advise and assist office personnel on matters of security policy, procedures, and regulations. Conduct needs surveys and provides a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advise office personnel on national and international security developments. Prepare input for department briefings to senior level officials. Review outgoing office correspondence for appropriate office personnel. Travel domestically and overseas as required in support of program reviews, investigations, and security briefings.

**Minimum Education:** Undergraduate degree with 6 years specialized experience in one of the following areas: counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, OPSEC, COMSEC, INFOSEC, security countermeasures programs, access systems operation and management, personnel protection and protecting classified information, or region desk officer. With 10 years of specialized experience a degree is not required. Knowledge of NISPOM and, national and international security requirements. Understanding of and experience-based familiarity with the U.S. Federal Government and DoD agencies and their security practices.

**23. SECURITY SPECIALIST III**

**Minimum/General Experience:** Overall program management support to an agency in support of specific security requirements. Responsibilities include industrial security, security policy review and research; working group assistance; security training; security program development; protection, acquisition and management of goods and services; investigations and inspections, security program review, development, and implementation; and liaison with other Government and/or private agencies.

**Functional Responsibility:** Interpret management directives and guidance as it relates to security programs/ operations and make appropriate implementation recommendations. Assist in the development, preparation, and issuance of program guides for Departmental programs. Monitor, analyze and investigate security violations to determine causes, highlight program weaknesses, pinpoint responsibility/culpability, and recommending corrective action as appropriate. Liaison with Senior Officers, Intelligence Community and other security agencies on office security programs as required. Provide support services for a comprehensive security awareness program designed to educate employees conducted through the use of briefings, lectures, audio-visual presentations, and printed media. Assist in developing and producing security awareness media to include posters, handbooks, and similar materials. Provide input/review of proposed briefing and training packages. Work independently, with oversight, to advise and assist office personnel on matters of security policy, procedures, and regulations. Conduct needs surveys and provides a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advise office personnel on national and international security developments. Prepare input for department briefings to senior level officials. Review outgoing office correspondence for appropriate office personnel. Travel domestically and overseas as required in support of program reviews, investigations, and security briefings.

**Minimum Education:** Undergraduate degree with 8 years specialized experience in one of the following areas: counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, OPSEC, COMSEC, INFOSEC, security countermeasures programs, access systems operation and management, personnel protection and protecting classified information, or region desk officer. With 12 years of specialized experience a degree is not required. Knowledge of NISPOM and, national and international security requirements. Understanding of and experience-based familiarity with the U.S. Federal Government and DoD agencies and their security practices.



<b>24. SECURITY SPECIALIST IV</b>
<p><b>Minimum/General Experience:</b> Overall program management support to an agency in support of specific security requirements. Responsibilities include industrial security, security policy review and research; working group assistance; security training; security program development; protection, acquisition and management of goods and services; investigations and inspections, security program review, development, and implementation; and liaison with other Government and/or private agencies.</p>
<p><b>Functional Responsibility:</b> Interpret management directives and guidance as it relates to security programs/operations and make appropriate implementation recommendations. Assist in the development, preparation, and issuance of program guides for Departmental programs. Monitor, analyze and investigate security violations to determine causes, highlight program weaknesses, pinpoint responsibility/culpability, and recommending corrective action as appropriate. Liaison with Senior Officers, Intelligence Community and other security agencies on office security programs as required. Provide management services for a comprehensive security awareness program designed to educate employees conducted through the use of briefings, lectures, audio-visual presentations, and printed media. Assist in developing and producing security awareness media to include posters, handbooks, and similar materials. Provide input/review of proposed briefing and training packages. Work independently, with oversight, to advise and assist office personnel on matters of security policy, procedures, and regulations. Conducts needs surveys and provide a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advise office personnel on national and international security developments. Prepare and present department briefings to senior level officials. Review outgoing office correspondence for appropriate office personnel. Travel domestically and overseas as required in support of program reviews, investigations, and security briefings.</p>
<p><b>Minimum Education:</b> Undergraduate degree with 10 years specialized experience in one of the following areas: counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, OPSEC, COMSEC, INFOSEC, security countermeasures programs, access systems operation and management, personnel protection and protecting classified information, or region desk officer. With 14 years of specialized experience a degree is not required. Knowledge of NISPOM and, national and international security requirements. Understanding of and experience-based familiarity with the U.S. Federal Government and DoD agencies and their security practices.</p>

<b>25. SECURITY SPECIALIST V</b>
<p><b>Minimum/General Experience:</b> Overall program management support to an agency in support of specific security requirements. Responsibilities include industrial security, security policy review and research; working group assistance; security training; security program development; protection, acquisition and management of goods and services; investigations and inspections, security program review, development, and implementation; and liaison with other Government and/or private agencies.</p>
<p><b>Functional Responsibility:</b> Interpret management directives and guidance as it relates to security programs/operations and make appropriate implementation recommendations. Serve as lead in the development, preparation, and issuance of program guides for Departmental programs. Monitor, analyze and investigate security violations to determine causes, highlight program weaknesses, pinpoint responsibility/culpability, and recommending corrective action as appropriate. Liaison with Senior Officers, Intelligence Community and other security agencies on office security programs as required. Provide management services for a comprehensive security awareness program designed to educate employees conducted through the use of briefings, lectures, audio-visual presentations, and printed media. Assist in developing and producing security awareness media to include posters, handbooks, and similar materials. Provide input/review of proposed briefing and training packages. Work independently, with oversight, to advise and assist office personnel on matters of security policy, procedures, and regulations. Conduct needs surveys and provides a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advise office personnel on national and international security developments. Prepare and present department briefings to senior level officials. Review outgoing office correspondence for appropriate office personnel. Travel domestically and overseas as required in support of program reviews, investigations, and security briefings.</p>
<p><b>Minimum Education:</b> Undergraduate degree with 12 years specialized experience in one of the following areas: counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, OPSEC, COMSEC, INFOSEC, security countermeasures programs, access systems operation and management, personnel protection and protecting classified information, or region desk officer. With 16 years of specialized experience a degree is not required. Knowledge of NISPOM and, national and international security requirements. Understanding of and experience-based familiarity with the U.S. Federal Government and DoD agencies and their security practices.</p>

<p><b>26. SR. TECHNICAL SECURITY SPECIALIST IV</b></p>
<p><b>Minimum/General Experience:</b> Utilizing state-of-the-art technical equipment, the Sr. Technical Security Specialist will be responsible for Technical Surveillance Countermeasures (TSCM) investigations, inspections, in-conference security monitoring services, pre-construction advice, and assistance missions. Provide advice and research on technology solutions and equipment for the TSCM program. Conduct technical briefings to senior level government officials. Ability to read and understand design plans for purposed technical security upgrades. Knowledge of subversive organizations and their methods of operation. Knowledge of national and international security technology. Understanding of, and experience-based familiarity with, information and technical security practices within the Information Technology environment required to establish and maintain system integrity for safeguarding classified information in a secure environment. Ability to communicate and coordinate actions effectively with individuals at all organizational and management levels.</p>
<p><b>Functional Responsibility:</b> Serve as the technical subject matter expert providing oversight and advice to office personnel on matters of technical security policy, procedures, and regulations. Supervise and coordinate all TSCM activities within the department. Provide support services for a comprehensive technical security program designed to protect facilities and employees. Assist in developing and reviewing technical security designs for the agency's facilities. Providing input/review of proposed policies. Apply technical procedures in conducting needs surveys for preventing unauthorized access to, and possible disclosure of, classified information. Provide a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advising office personnel on national and international developments in commercial, state-of-the-art, security technology.</p>
<p><b>Minimum Education:</b> Undergraduate degree in an information technology, electronics, business, security or a related discipline with 10 years specialized experience in the areas of technical security programs, access systems operation and management, and RF/signal analysis with a background in electronics intelligence. Experience must include 2 years supervising subordinate TSCM Specialists. Knowledge of automated information and on-line systems and tools. With 14 years of specialized experience a degree is not required. Must have training and experience in Technical Surveillance Countermeasures (TSCM) and related fields to include graduation from a formal Federal TSCM training course; graduation from a formal Federal intelligence and/or counterintelligence course, and field experience with a Federal agency in TSCM, intelligence and counterintelligence activities. Must possess a current clearance at the required contract level.</p>

<p><b>27. COUNTERINTELLIGENCE SPECIALIST II</b></p>
<p><b>Minimum/General Experience:</b> Overall program management support to an agency in support of specific counterintelligence security requirements. Responsibilities include developing, implementing and overseeing a federal government or defense agency's security policies, programs and standards. Provides specialized security program support that may include security training and education. May work with various departments and other agencies in support of the security mission. Must be eligible for Top Secret level clearance.</p>
<p><b>Functional Responsibility:</b> Management responsibility for specific investigations or counterintelligence details. Leads and plans counter threat investigations. Monitors, collects, collates, analyzes and disseminates intelligence utilizing security databases. Manages and conducts investigations and interrogations. Analyzes raw intelligence and finished intelligence products from a wide variety of sources. Produces intelligence analyses reports. Collects and analyzes all intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies or terrorist targeting of personnel / facilities. Briefs senior level officials on investigations / intelligence results. Liaison with local, state, federal, and international law enforcement. May manage a security program office. May have subject matter expertise in a specialized security area.</p>
<p><b>Minimum Education:</b> Graduate degree with 5 years of specialized experience or undergraduate degree with 7 years specialized experience in the following areas: counterintelligence, HUMINT, counterespionage, anti-terrorism, intelligence, counter surveillance and/or security investigations. With 11 years of specialized experience a degree is not required. Any combined 6 months of military security related training is equivalent to 1 semester of college or 6 months of additional experience and can be substituted for specialized experience requirement. Knowledge of counterintelligence and investigative security requirements. Understanding of and experience-based familiarity with the U.S. Federal Government and DoD agencies and their security practices.</p>

**28. TRANSITION AND COMMERCIALIZATION SME [SME IV]**

**Minimum/General Experience:** Twelve years' experience in a specific field related to the scope of work. Six years of project management in the specified area of Agency scope of work. Ability to work independently in providing IT consulting services on specialized projects that are professional in nature. Required to exercise independent judgment and initiative in solving problems and performing technical tasks of the highest degree of complexity. Requires thorough knowledge of the principles and concepts of management and applicable knowledge of commercial and government business practices, and business organization, and the ability to plan and manage an activity with committed objectives, schedules, and costs. Expertise is in a particular domain or area of transition and commercialization technology. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Provide consulting services in accordance with or directly related to the scope of work to members of management, the professional staff, and to the customer. Perform complex technical efforts in IT specialty area by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and business development support to translate advanced technology theory into specific, practical applications of use for the client. Formulate general methods of operation to be followed in research and development programs and develop solutions to specific technical problems, calling upon his/her specific transition and commercial training experience or unusual inventive talents, interpreting the results, and establishing the best approach to the problems involved. Plan and initiate studies for original or advanced areas of customer problems and determine the techniques or methods involved that will accomplish the objectives. Develop and analyze analytical data, techniques, and methodology for the solution of highly complex problems. Review reports and other products intended for release to the public/customers to ensure that technical merit and style of presentation reflect the highest quality. Act in advisory capacity for the approach utilized in performing project tasks of unusual difficulty or complexity, frequently involving customer relationships; plan principles and procedures for accomplishing customer studies and gives expert professional analysis of methods and objectives. Analyze problem studies and problem history and prepare technical and managerial reports, including feasibility and desirability of extensions or modifications to the problem, program, or system. Generally, provides knowledge and problem-solving abilities that are integral to the project in a specialty area of study.

**Minimum Education:** Master's degree preferred. A bachelor's degree and 14 years of experience can be substituted for the master's degree. Related industry professional certification desired. A recognized industry certification or accreditation (i.e., management or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 6 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**29. TRANSITION AND COMMERCIALIZATION SR. SME [SME V]**

**Minimum/General Experience:** Fourteen years' experience in a specific field related to the scope of work. Six years of project management in the area of the Agency specified scope of work. Ability to work independently in providing IT consulting services on specialized projects that are professional in nature. Required to exercise independent judgment and initiative in solving problems and performing technical tasks of the highest degree of complexity. Requires thorough knowledge of the principles and concepts of management and applicable knowledge of commercial and government business practices, and business organization, and the ability to plan and manage an activity with committed objectives, schedules, and costs. Expertise is in a particular domain or area of transition and commercialization technology. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Provide consulting services in accordance with or directly related to the scope of work to members of management, the professional staff, and to the customer. Perform complex technical efforts in IT specialty area by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and business development support to translate advanced technology theory into specific, practical applications of use for the client. Formulate general methods of operation to be followed in research and development programs and develop solutions to specific technical problems, calling upon his/her specific transition and commercial training experience or unusual inventive talents, interpreting the results, and establishing the best approach to the problems involved. Plan and initiate studies for original or advanced areas of customer problems and determine the techniques or methods involved that will accomplish the objectives. Develop and analyze analytical data, techniques, and methodology for the solution of highly complex problems. Review reports and other products intended for release to the public/customers to ensure that technical merit and style of presentation reflect the highest quality. Act in advisory capacity for the approach utilized in performing project tasks of unusual difficulty or complexity, frequently involving customer relationships; plan principles and procedures for accomplishing customer studies and gives expert professional analysis of methods and objectives. Analyze problem studies and problem history and prepare technical and managerial reports, including feasibility and desirability of extensions or modifications to the problem, program, or system. Generally, provides knowledge and problem-solving abilities that are integral to the project in a specialty area of study.

**29. TRANSITION AND COMMERCIALIZATION SR. SME [SME V]**

**Minimum Education:** PHD degree preferred. A Master's required. A bachelor's degree and 14 years of experience can be substituted for the master's degree. Related industry professional certification desired. A recognized industry certification or accreditation (i.e., management or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 8 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**ORDERING INFORMATION**

For additional information and to receive a formal quotation please contact:

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