

**ADVANCED RESOURCE TECHNOLOGIES, INC.**



**CORPORATE COMMERCIAL PRICELIST**



**EFFECTIVE 01 December  
2024**

**COMMERCIAL PRICE LIST  
Information Technology**

<b>Commercial Job Title</b>	<b>ARTI Hourly Rate</b>
Communication Transmission Engineer, Senior	\$116.25
Configuration Management Specialist, Senior	\$102.84
Data Architect, Senior	\$130.66
Help Desk Support Service Specialist, Senior	\$64.12
Information Assurance Engineer, Senior	\$124.93
Information Security Specialist, Senior	\$124.34
IT Certified Professional, Senior	\$116.87
IT Database Specialist, Senior	\$129.11
IT Subject Matter Specialist, Senior	\$146.57
LAN/WAN/MAN Specialist, Senior	\$102.84
Network Engineer, Senior	\$110.85
Operations Manager, Senior	\$108.58
Programmer/Developer, Senior	\$118.81
Software Engineer, Senior	\$121.00
Systems Engineer, Senior	\$130.95
Program Manager I	\$99.50
Program Manager III	\$174.73
Task Manager I	\$62.60
Task Manager II	\$73.18
Task Manager III	\$89.45
Subject Matter Expert I	\$117.61
Subject Matter Expert II	\$148.73
Subject Matter Expert III	\$184.08
Senior Software Engineer II	\$125.84
Sr Network Administrator II	\$94.03
Sr Network Administrator III	\$112.97
Sr Computer Technician II	\$61.37
Data Analyst IV	\$61.37
Senior IT Technical Writer III	\$98.28
Administrative Assistant IV	\$57.88

**COMMERCIAL PRICE LIST**  
**Facilities**

<b>Commercial Job Title</b>	<b>ARTI Hourly Rate</b>
Security Subject Matter Expert	\$144.38
Sr. Security Subject Matter Expert	\$154.13
Principal Security Subject Matter Expert	\$195.29
Budget Liaison Officer I	\$101.19
Budget Liaison Officer II	\$112.78
Budget Liaison Officer III	\$124.61
IT Security Specialist I	\$97.46
IT Security Specialist II	\$111.75
IT Security Specialist III	\$126.33
IT Security Specialist IV	\$143.09
IT Security Specialist V	\$191.75
Logistics Coordinator I	\$60.68
Logistics Coordinator II	\$88.42
Logistics Coordinator III	\$108.16
Security Manager I	\$71.57
Security Manager II	\$83.47
Security Manager III	\$96.52
Security Manager IV	\$113.93
Security Manager V	\$126.13
Security Admin IV	\$78.41
Security Specialist I	\$68.32
Security Specialist II	\$75.95
Security Specialist III	\$77.31
Security Specialist IV	\$85.63
Security Specialist V	\$108.70
Sr. Tech Sec Spec IV	\$170.37
Counterintelligence Specialist II	\$133.22
Transition and Commercialization SME	\$193.52
Transition and Commercialization Sr. SME	\$289.62
Financial Analyst I	\$103.69
Financial Analyst II	\$115.67
Financial Analyst III	\$127.30
Financial Manager	\$165.37

## LABOR CATEGORY DESCRIPTIONS

### Information Technology

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>Communication Transmission Engineer, Senior</b>
<b>Minimum/General Experience:</b> Four years relevant experience. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel. Must have experience in design, development, implementation, modelling, and testing for transmission and the associated transmission designs. As required by the contract, must possess appropriate level clearance.
<b>Functional Responsibility:</b> Responsible for the implementation and configuration of voice and data technologies and their associated software, call management systems, voice mail, and video conferencing systems. Provides technical solutions for installation, upgrades, and changes. Performs system monitoring tasks. Open, follow-up and close trouble tickets. Log all vendor trouble tickets for monthly reporting. Provides trend analysis of systems in place. Provides coordination support for projects and programs. Able to supervise and assist subordinate staff.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement. Each recognized industry certification/accreditation is equivalent to one year of college.

<b>Configuration Management Specialist, Senior</b>
<b>Minimum/General Experience:</b> Four years relevant experience to include complete understanding and wide application of technical principles, theories and concepts in the configuration management field is required.
<b>Functional Responsibility:</b> Responsible for configuration management to ensure that software/hardware are reviewed, approved, and baselined at the appropriate points in their life cycles. Ensures that the proper documentation is available to deploy and maintain each version of a software product. Responsible for overall data integrity. Prepares and delivers presentations and briefings as required. Tracks and Analyzes change proposals for configuration impacts. Able to supervise and assist subordinate staff.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement. Each recognized industry certification/accreditation is equivalent to one year of college.

<b>Data Architect, Senior</b>
<b>Minimum/General Experience:</b> Five years relevant experience in designing, developing, managing, and maintaining SQL and relevant Databases, Data Warehouses and Multidimensional Databases. Also, must have experience in one or more of the following: Data Analysis, Data Migration Tools, Data Modelling, Data Integration, Data Warehousing, Database Design, Extract Transform and Load solutions, Structure Query Language (SQL).
<b>Functional Responsibility:</b> Responsible for Designing and building databases of relational and multi-dimensional data models. Can perform data access analysis design, archive/recovery design and implementation. Also responsible for overall data architecture and design. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Tests and troubleshoots data warehouse issues, providing appropriate feedback for project team. Can perform data Analysis, creation, and management of metadata. Reviews and develops object and data models to structure the data for better management and quicker access. Able to supervise and assist subordinate staff.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 1 year of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

<b>Help Desk Support Service Specialist, Senior</b>
<b>Minimum/General Experience:</b> Four years relevant experience in a position that administers and manages computer system(s) and the various interactions between system applications and business processes. Must have experience with help desk requests and ensure that both on site and remote staff have access to the resources required. Additional experience with providing a wide range of services which ensure system software is compliant with applicable directives, publications, and/or guidelines.
<b>Functional Responsibility:</b> Responsible for supporting end users for PC, server, or mainframe applications and hardware. Handles problems that subordinate staff is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problems. Simulates or recreates user problems to resolve operating difficulties. Can recommend system modifications to reduce user problems. Able to supervise and assist subordinate staff.
<b>Minimum Education:</b> An associate degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement. Each recognized industry certification/ accreditation is equivalent to one year of college.

<p><b>Information Assurance Engineer, Senior</b></p> <p><b>Minimum/General Experience:</b> Five year's relevant experience in identifying, tracking, and providing solutions to mitigate data security issues as part of overall risk management process by partnering with infrastructure and operations and business units, then communicating solutions and verifying remediation. Additional experience in the conducting of security reviews of projects and systems, assessing the risks and working with colleagues to develop mitigation plans.</p> <p><b>Functional Responsibility:</b> Responsible for designing and implementing complex enterprise information assurance systems. Specializes in enterprise security technologies such as firewalls, intrusion detection systems, and host-based access control systems. Able to integrate multiple diverse network, host, and application security technologies to protect IT Enterprise systems. Able to produce design documents, implement instructions and operating instructions. Performs system certification and accreditation planning and testing. Able to supervise and assist subordinate staff.</p> <p><b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 1 year of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.</p>
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<p><b>Information Security Specialist, Senior</b></p> <p><b>Minimum/General Experience:</b> Five years relevant experience with technical information security auditing, compliance reviews, and security assessments. Must possess In-depth, technical knowledge of information security, security tools and systems, security control implementation, application security, and computer network access technologies.</p> <p><b>Functional Responsibility:</b> Responsible for developing and/or assisting with the development of mechanisms for identifying and tracking security intrusions and violations. Performs analysis of security risks, threats, and vulnerabilities of networks, systems, and applications. Recommends strategies to prevent security exposures and detect intrusions. Assists with assessment of system penetrations using logs and reports from systems and monitoring tools. Develops and conducts training or coordinates training in information security policies and procedures to ensure compliance with requirements. Supports certification and accreditation activities leading to approval to operate systems and networks. Able to supervise and assist subordinate staff.</p> <p><b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 1 year of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.</p>
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<p><b>IT Certified Professional, Senior</b></p> <p><b>Minimum/General Experience:</b> Four years relevant experience in writing, maintaining, and enforcing all data-related procedures and protocols, based on customer needs and best practices. Requires experience in ensuring data compliance with legal regulations Auditing processes and controlling data integrity across all databases. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel. As required by the contract, must possess appropriate level clearance.</p> <p><b>Functional Responsibility:</b> Responsible for developing and testing logical and physical database designs. Projects long-range requirements for database administration and design. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases to ensure accurate and appropriate use of data. Advises users on access to various databases. Designs, implements, and maintains complex databases. Applies knowledge and experience with database technologies, development methodologies. Performs database programming and supports system design. Able to supervise and assist subordinate staff.</p> <p><b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement. Each recognized industry certification/ accreditation is equivalent to one year of college.</p>
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<p><b>IT Database Specialist, Senior</b></p> <p><b>Minimum/General Experience:</b> Five years relevant experience in writing, maintaining, and enforcing all data-related procedures and protocols, based on customer needs and best practices. Additional experience in supporting the design, development, modeling, simulation, integration, installation and implementation of databases and systems. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel. As required by the contract, must possess appropriate level clearance.</p> <p><b>Functional Responsibility:</b> Responsible for supporting and leading large projects related to Information Technology Support in both a functional and technical role. Prepares and delivers presentations to colleagues, staff, and government representatives. Supports the design, development, modeling, simulation, integration, installation and implementation of databases and systems. Assures the proper use of current or requested programming, testing and documentation techniques. Produces and reviews documents reflecting knowledge of areas as identified in the statement of work. Able to supervise and assist subordinate staff.</p> <p><b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 1 year of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.</p>
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**IT Subject Matter Specialist, Senior**

**Minimum/General Experience:** Six years relevant experience in the following areas business process/requirements analysis; collaborating with IT staff on technical specifications; application programming\*/configuring/enhancing, testing, implementation/integration, and evaluation; and preparing/delivering technical documentation, such as user/technical manuals/handbooks. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Responsible for performing a variety of electronic and technical assignments on data communications equipment and systems. Completes terminal troubleshooting using appropriate diagnostic equipment. Installs terminals, controllers, and test equipment and restores non-working lines and/or equipment to working condition. Maintains liaison with outside vendors on order circuits and/or equipment as required. Requires knowledge of specific modems, test equipment and terminal configuration. May develop recommendations for the combined usage of data processing and system hardware and software. Able to supervise and assist subordinate staff.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 2 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**LAN/WAN/MAN Specialist, Senior**

**Minimum/General Experience:** Five years relevant experience with the one or more of the following networks: TCP/IP, UDP, DHCP, DNS, MPLS, SONET, DWDM, EIGRP, BGP, HSRP, FTP, SFTP, STP, RSTP, TACACS+, ACS, RADIUS, RSA, SecureID, and SNMP monitoring and reporting. Experience in leading complex projects and tasks associated with LAN/WAN/MAN operations. Experience in providing ongoing maintenance for LAN/WAN hardware/ software, appliances, and vendor coordination. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Responsible for accomplishing complex requirements to include resolving complex network problems, addressing network security issues and interfacing with clients on all levels. Presents recommendations on network interfaces and configurations. Participates in and may lead aspects of major network installations and upgrades. Works with vendors and network analysts as needed to resolve unusually complex network problems. Able to supervise and assist subordinate staff.

**Minimum Education:** Associate degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 1 year of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Network Engineer, Senior**

**Minimum/General Experience:** Four years relevant experience in maintains data, voice or video network hardware and systems; investigates and resolves network and hardware matters of significance; research, analyzes, isolates and resolves errors; assesses and updates older networks as needed and in accordance with specified plans. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Responsible for a variety of network engineering tasks that include design and implementation of integrated networks. Supervises team through project completion. Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering, and customer specifications. Responsible for major technical and engineering projects of higher complexity and importance than subordinate staff. Coordinates the activities of network engineers and network technicians assigned to specific network engineering projects. Able to supervise and assist subordinate staff.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement. Each recognized industry certification/ accreditation is equivalent to one year of college.

**Operations Manager, Senior**

**Minimum/General Experience:** Five years relevant experience in managing IT Operations system projects, from concept to implementation. Provides oversight on systems strategy/needs and suggests proactive recommendations. Proven supervisory experience required with a successful track record of managing, hiring, motivating, and counseling employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Responsible for participating in all the management and operation of all phases of computer operating and hardware systems engineering projects or programs. Including design, analysis, and modeling at a highly technical level. Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review system capabilities, workflow, and scheduling limitations. Provided management in a functional and technical role. Able to supervise and assist subordinate staff.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 1 year of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

<b>Programmer/Developer, Senior</b>
<b>Minimum/General Experience:</b> Four years relevant experience in application performance testing and unit testing strategies and implementation. Also requires experience in the defining of Database Architecture and Development best practices. Must have the ability to design and develop using Object Oriented design principles and software design patterns to attain high reusability and maintainability. As required by the contract, must possess appropriate level clearance.
<b>Functional Responsibility:</b> Responsible for code development, testing, implementation, support, and hardware and software configuration. Also responsible for data management, reliability, and recovery. Devises or modifies procedures to solve complex problems. Responsible for quality assurance review. Also has duties instructing, directing, and checking the work of other systems analysis and programming personnel. Is expected to be able to document the code they develop and communicate effectively with the overall project team. Able to supervise and assist subordinate staff.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement. Each recognized industry certification/ accreditation is equivalent to one year of college.

<b>Software Engineer, Senior</b>
<b>Minimum/General Experience:</b> Seven years relevant experience in developing, maintaining, and enhancing complex and diverse software systems (e.g., processing-intensive analytics, novel algorithm development, manipulation of extremely large data sets, real-time systems, and business management information systems) based upon documented requirements. As required by the contract, must possess appropriate level clearance.
<b>Functional Responsibility:</b> Responsible for engineering software solutions based upon client requirements to include designing and coding software components, units, and modules that meet product specifications and development schedules. Tests and debugs assigned components and units. Participates in large systems and subsystem planning. Adheres to product build and release schedules and strategies. Provides functional analysis related to the design of software systems. Performs development of test strategies, devices, and systems. Able to solve engineering problems or manage the solution of engineering problems in specific functional areas assigned. Able to supervise and assist subordinate staff.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 1 year of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

<b>Systems Engineer, Senior</b>
<b>Minimum/General Experience:</b> Seven years relevant experience in the analysis, design, and development of fully integrated technology solutions with a technical emphasis in experience on hardware capabilities, software requirements and systems integration. As required by the contract, must possess appropriate level clearance.
<b>Functional Responsibility:</b> Responsible for executing systems engineering activities within a project. These activities consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering management plan. Analyzes and develops technical documentation detailing the integration and system performance. Performs quality assurance reviews. Able to supervise and assist subordinate staff.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 1 year of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

<b>Program Manager I</b>
<b>Minimum/General Experience:</b> Seven years relevant experience to include 3 years IT Project Management and/or Contracts Administration/Management or related field is required. Program management experience managing large multi-million-dollar, multi-year IT projects, including the scheduling, budgeting, reporting, and deliverables for employees, sub-contractors, and consultants required. Demonstrated experience in the preparation and analysis of financial statements and the development of milestone schedule and status tracking systems. Must have in-depth knowledge related to the IT statement of work of the project. Proven supervisory experience required with a successful track record of managing, hiring, motivating, and counseling IT employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel. As required by the contract, must possess appropriate level clearance.
<b>Functional Responsibility:</b> Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Communicates with customers and stakeholders and is responsible for the overall contract performance.
<b>Minimum Education:</b> Bachelor's degree in computer science, information systems, engineering, business or other related IT or technical discipline. A recognized industry certification or accreditation (i.e., PMP, GIAC, MCSE or related certification/accreditation) can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college. With a master's degree in a relevant discipline, 5 years of experience is required. Related industry professional certification desired.



**Program Manager III**

**Minimum/General Experience:** Eleven years relevant experience to include 7 years IT Project Management and/or Contracts Administration/Management or related field is required. Program management experience managing large multi-million-dollar, multi-year IT projects, including the scheduling, budgeting, reporting, and deliverables for employees, sub-contractors, and consultants required. Demonstrated experience in the preparation and analysis of financial statements and the development of milestone schedule and status tracking systems. Must have in-depth knowledge related to the IT statement of work of the project. Proven supervisory experience required with a successful track record of managing, hiring, motivating, and counseling IT employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Establishes and maintains expectations and priorities. Proactively identifies problems and opportunities for improvement. Communicates with customers and stakeholders and is responsible for the overall contract performance.

**Minimum Education:** Bachelor's degree in computer science, information systems, engineering, business or other related IT or technical discipline. A recognized industry certification or accreditation (i.e., PMP, GIAC, MCSE or related certification/accreditation) can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college. With a master's degree in a relevant discipline, 9 years of experience is required. Related industry professional certification desired.

**Task Manger I**

**Minimum/General Experience:** Three years of experience related to the IT statement of work of the project which may include training personnel, following, and administering operating procedures, program QA, reporting, IT requirements analysis, project schedule, process improvements or client liaison. Military, federal government or government contracting experience strongly desired. Supervisory experience desired. Must have strong MS Office suite experience and any specialized programs as required by the contract. Excellent oral and written communication skills. The ability to effectively interact with personnel at all levels in a dynamic work environment is required. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Plan, organize, staff, direct, and control IT Project Office. The responsibilities will include supervision of office operations functions and personnel. Reports to the Program Manager.

**Minimum Education:** Bachelor's degree. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Task Manager II**

**Minimum/General Experience:** Five years of experience related to the IT statement of work of the project which may include training personnel, following, and administering operating procedures, program QA, reporting, IT requirements analysis, project schedule, process improvements or client liaison. Military, federal government or government contracting experience strongly desired. Supervisory experience desired. Must have strong MS Office suite experience and any specialized programs as required by the contract. Excellent oral and written communication skills. The ability to effectively interact with personnel at all levels in a dynamic work environment is required. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Plan, organize, staff, direct, and control IT Project Office. The responsibilities will include supervision of office operations functions and personnel. Reports to the Program Manager.

**Minimum Education:** Bachelor's degree. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Task Manager III**

**Minimum/General Experience:** Seven years of experience related to the IT statement of work of the project which may include training personnel, following, and administering operating procedures, program QA, reporting, IT requirements analysis, project schedule, process improvements or client liaison. Military, federal government or government contracting experience strongly desired. Supervisory experience desired. Must have strong MS Office suite experience and any specialized programs as required by the contract. Excellent oral and written communication skills. The ability to effectively interact with personnel at all levels in a dynamic work environment is required. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Plan, organize, staff, direct, and control IT Project Office. The responsibilities will include supervision of office operations functions and personnel. Reports to the Program Manager.

**Minimum Education:** Bachelor's degree. A recognized industry certification or accreditation (i.e., Supervisory, or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.



**Subject Matter Expert I**

**Minimum/General Experience:** Seven years experience in a specific field related to the 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 IT 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 Information 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 IT 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 IT 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 9 years of experience can be substituted for a 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 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Subject Matter Expert II**

**Minimum/General Experience:** Ten years experience in a specific field related to the 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 IT 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 Information 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 IT 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 IT 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 12 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 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Subject Matter Expert III**

**Minimum/General Experience:** Twelve years' experience in a specific field related to the 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 IT 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 Information 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 IT 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 IT 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 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Senior Software Engineer II**

**Minimum/General Experience:** Nine years of experience in application design, analysis, development, testing and implementation of projects. Experience in designing, executing, assessing, and troubleshooting software programs and applications. This includes configuring, coding, developing, and documenting software specifications throughout the project life cycle. Should have experience in a structured software engineering environment employing version control, software modeling and documentation, analytical problem solving of workflow, organization, and planning and best in industry software standards. Must possess senior level analytical, problem solving, and communication skills. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Responsible for developing and maintaining numerous forms of complex applications and relational database models comprised of various languages, protocols, and interfaces essentially for the purpose of data dissemination. Performs technical tasks using both standard and non-standard analysis, design, and programming methods and techniques. Applies analytical and evaluative techniques to solve, design and implement software solutions to technical and implementation problems. Reengineers systems/applications to interface with evolving operating systems, compilers, and other system products and to meet changing functional requirements or mandated changes to procedures or policies. Collaborate with analysts and designers in the development and initiation of new software programs and applications. Consistently write, translate, and code software programs and applications according to specifications.

**Minimum Education:** Bachelor's degree in a relevant scientific or technical discipline. With a master's degree in a relevant field, 5 years of experience is required. Related industry professional certification desired. A recognized industry certification or accreditation (i.e., MCSA, MCAD or technical as relevant to the SOW) can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Senior Network Administrator II**

**Minimum/General Experience:** Seven years of experience with increasing responsibilities performing system administration tasks. Experience in network operations to include network monitoring and problem resolution required. Experience in the following areas is highly desired: system analysis, design, and installation of local and wide area networks; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, IEEE 802.3 / Ethernet, X.25, TCP/IP, frame relay, bridges, and routers. Familiarity with system documentation requirements. Knowledge of client to server environment. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Develops, recommends, tests, and administers LAN/WAN design changes to incorporate upgrades and new technology. Monitors LAN/WAN system, server and computer performance, operations, and administration. Makes upgrade recommendations. Performs diagnostic testing and recommends configuration changes. Establishes and maintains current network configuration documentation for all networks and peripherals. Installs, configures, and maintains network software, protocol software, bridges/hubs/routers, and internetworking devices. Diagrams and documents LAN infrastructure and wiring plant. Maintains IP addresses, node addresses, and trouble logs. Provides technical assistance, training, and hands-on help for all network hardware, software, and reconfiguration of the LAN as required and supplementary Help Desk support.

**Minimum Education:** High school diploma or GED equivalent. With a bachelor's degree only need 3 years of experience. A recognized industry certification or accreditation (i.e., MCP, MCSA, or other technical as relevant to the SOW) can be substituted for one year of experience or one year of college. Each year of college or appropriate technical training is equivalent to one year of experience.

<p><b>Senior Network Administrator III</b></p> <p><b>Minimum/General Experience:</b> Twelve years of experience with increasing responsibilities performing system administration tasks. Experience in network operations to include network monitoring and problem resolution required. Experience in the following areas is highly desired: system analysis, design, and installation of local and wide area networks; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, IEEE 802.3 / Ethernet, X.25, TCP/IP, frame relay, bridges, and routers. Familiarity with system documentation requirements. Knowledge of client to server environment. As required by the contract, must possess appropriate level clearance.</p> <p><b>Functional Responsibility:</b> Develops, recommends, tests, and administers LAN/WAN design changes to incorporate upgrades and new technology. Monitors LAN/WAN system, server and computer performance, operations, and administration. Makes upgrade recommendations. Performs diagnostic testing and recommends configuration changes. Establishes and maintains current network configuration documentation for all networks and peripherals. Installs, configures, and maintains network software, protocol software, bridges/hubs/routers, and internetworking devices. Diagrams and documents LAN infrastructure and wiring plant. Maintains IP addresses, node addresses, and trouble logs. Provides technical assistance, training, and hands-on help for all network hardware, software, and reconfiguration of the LAN as required and supplementary Help Desk support.</p> <p><b>Minimum Education:</b> High school diploma or GED equivalent. With a bachelor's degree only need 5 years of experience. A recognized industry certification or accreditation (i.e., MCP, MCSA, or other technical as relevant to the SOW) can be substituted for one year of experience or one year of college. Each year of college or appropriate technical training is equivalent to one year of experience.</p>
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<p><b>Senior Computer Technician II</b></p> <p><b>Minimum/General Experience:</b> Six years of experience with operations on a large-scale computer system or a multi-server local area network. Experience in computer hardware installation, problem troubleshooting, building, help desk, and repairing. Must have strong customer service skills and previous help desk support experience. Knowledge of and experience with a wide variety of hardware platforms and their associated peripherals and software applications. Experience administrating open systems compliant systems is highly desired. Must have strong oral communications and customer service skills. As required by the contract, must possess appropriate level clearance.</p> <p><b>Functional Responsibility:</b> Operates computer systems, peripheral and support equipment conforming to site specific operating procedures. Responsible for providing all aspects of technical system monitoring, administration, back-ups, configuration, and support for a variety of ADP hardware to include PCs, printers, modems, scanners, and other associated automation equipment. Technical support includes analysis of hardware problems and problem resolution first echelon repair of equipment; hardware installation/configuration; and preventive maintenance. Assists in determining equipment settings and operating instructions. May be responsible for help desk operations, and for providing all aspects of ADP hardware and software technical support to include PCs, printers, modems, scanners, and other associated automation equipment. May aid with help desk operations.</p> <p><b>Minimum Education:</b> High school diploma or GED equivalent. A recognized industry certification or accreditation (i.e., MCSA, A+, Network+ or other technical as relevant to the SOW) can be substituted for one year of experience or one year of college.</p>
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<p><b>Data Analyst IV</b></p> <p><b>Minimum/General Experience:</b> Seven years of experience in the collection, evaluation, processing, and dissemination of data. Experience in applying techniques to evaluate the quality of the data which could be in various formats. Requires proficiency in importing, exporting, and extracting data from internal and external repositories, such as databases. Work could be performed in a multiple computer operating system environment, to include but not limited to Windows and UNIX, and may require the use of special software or knowledge of software programming languages. Requires knowledge of related discipline, such as technical, professional, engineering, or scientific, to be able to apply related principles, theories, and practices sufficient to process and analyze data. Experience with spreadsheets, databases, or statistical software is required. As required by the contract, must possess appropriate level clearance.</p> <p><b>Functional Responsibility:</b> Collect, compute, and update technical data. Provide quality control, process, analyze, and disseminate data in accordance with standard operating procedures using a suite of custom application software or commercial application software. Review and perform quality control and data processing. Tabulate data means data on a regular basis. Perform special data analyses and investigations as required to evaluate the data and ensure the reliability and integrity of the data. Perform field work for data collection as required. May lead and direct the work of others.</p> <p><b>Minimum Education:</b> Bachelor's degree required. A recognized industry certification or accreditation can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.</p>
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<p><b>Senior IT Technical Writer III</b></p> <p><b>Minimum/General Experience:</b> Seven years specialized experience in an IT environment. Must have demonstrated competence in grammar and English usage in a technical writing environment, i.e., IT documentation, training materials or policies and procedures. Experience in organizing, writing, formatting, and presenting reports to executive level personnel desired. Understanding of IT terminology and practices in the civilian sector of the federal government required for editing documentation. May supervise or coordinate the work of other writer, editor or production staff. Ability to convey and communicate knowledge of IT systems. Highly developed writing and verbal communication skills required. Ability to effectively communicate with personnel at all levels. As required by the contract, must possess appropriate level clearance.</p> <p><b>Functional Responsibility:</b> Responsible for the writing, editing, formatting, and coordinating the development of IT plans,</p>
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procedures, documentation, and training materials through final production. Regular review and update of the Information Systems handbook and related documentation. Update, revise and expand the IT Architecture documents in support of the program initiatives. Responsible for all updates to the IT plans, policies and procedures, architecture documentation, handbooks, and other related documents. May maintain department's website and responsible for document version control and updating website documentation. Write and present reports and presentations to executive-level personnel.

**Minimum Education:** Bachelor's degree in related field. A recognized industry certification or accreditation can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college.

#### **Administrative Assistant IV**

**Minimum/General Experience:** Seven years of experience providing general administrative support. Work experience may include logistics, finance/budget, procurement, IT, or contract program office support. Basic knowledge of computer systems required to use judgment and initiative in problem solving in the IT environment. May provide desktop publishing and graphics support. May oversee and train other administrative personnel. Must have sufficient computer skills and advanced level proficiency in various administrative software applications. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Types memorandums, letters, messages, and other related correspondence and documents. Ensures prepared correspondence, completed forms or data in electronic files are neat, conform to appropriate formats and styles, and are grammatically accurate. Creates charts, view graphs, tables, spreadsheets, and other briefing materials. Maintain office calendar and coordinate department travel.

**Minimum Education:** High school diploma or GED equivalent. With a bachelor's degree in any field, 3 years of experience is required.

## LABOR CATEGORY DESCRIPTIONS

### Facilities

#### Security Subject Matter Expert

**Minimum/General Experience:** 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.

**Functional Responsibility:** 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 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 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.

**Minimum Education:** 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). With 14 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.

#### Sr. Security Subject Matter Expert

**Minimum/General Experience:** 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.

**Functional Responsibility:** 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 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 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.

**Minimum Education:** Graduate degree in a related scientific field preferred. 15 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). With 19 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.

#### Principal Security Subject Matter Expert

**Minimum/General Experience:** 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.

**Functional Responsibility:** 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 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 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.

**Minimum Education:** Graduate degree in a related scientific field preferred. 17 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. With 21 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.

#### **Budget Liaison Officer I**

**Minimum/General Experience:** 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. Program areas include division's base funds for training and travel for programs, special projects, vehicles, computers, and/or other equipment, and contract staff.

**Functional Responsibility:** Review expenditures and prepare operating budgets for department managers to ensure conformance to budgetary limits and provide discrepancies to managers. 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.

**Minimum Education:** 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. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. 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.

#### **Budget Liaison Officer II**

**Minimum/General Experience:** 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.

**Functional Responsibility:** 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 the 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.

**Minimum Education:** 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. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. 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.

<b>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 make 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. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. 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>IT Security Specialist I</b>
<p><b>Minimum/General Experience:</b> In support of an IT Security Program will assist in the development, coordination and documenting plans, procedures, and architecture to include Certification &amp; Accreditation of systems, and NIST self-assessments. Assist in the development, promulgation, and review of security and policy elements for the IT Security Program.</p>
<p><b>Functional Responsibility:</b> Assist in the development and administration of the entity-wide Security Plan using the existing documentation, industry standards and federal government legislation. Develop and maintain the entity-wide Concept of Operation Plan (COOP) update for critical operations. Update and maintain organizational Certification and Accreditation documentation. Develop government security policy documentation. Develop and maintain Systems and Infrastructure Security Plan. Assist with the development and maintenance of the IT Security Architecture Plan.</p>
<p><b>Minimum Education:</b> Undergraduate degree in related field and 5 years specialized experience. With 9 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. Understanding of computer security requirements and practices in the civilian sector of the federal government. Must have 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>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, 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>



**IT Security Specialist III**

**Minimum/General Experience:** In support of the IT Security Program will perform tasks to develop, coordinate and document plans, procedures, and architecture to include Certification & Accreditation of systems, and NIST self-assessments. Develop, promulgate, and review security and policy elements of the IT Security Program.

**Functional Responsibility:** Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, 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 & 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.

**Minimum Education:** 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 & 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.

**IT Security Specialist IV**

**Minimum/General Experience:** In support of the IT Security Program will perform tasks to develop, coordinate and document plans, procedures and architecture for the Security and Policy Program office to include Certification & Accreditation of systems, and NIST self-assessments. Develop, promulgate, and review security and policy elements of the IT Security Program.

**Functional Responsibility:** Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, 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 & 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.

**Minimum Education:** 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 & 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.

**IT Security Specialist V**

**Minimum/General Experience:** In support of the IT Security Program will perform tasks to develop, coordinate and document plans, procedures, and architecture to include Certification & Accreditation of systems, and NIST self-assessments. Develop, promulgate, and review security and policy elements of the IT Security Program.

**Functional Responsibility:** Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, 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 & 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.

**Minimum Education:** 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 & 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.

**Logistics Coordinator I**

**Minimum/General Experience:** 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.

**Functional Responsibility:** Purchasing: 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. Logistics: 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.

**Minimum Education:** Undergraduate degree desired. 4 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.

**Logistics Coordinator II**

**Minimum/General Experience:** 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.

**Functional Responsibility:** Purchasing: 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. Logistics: 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.

**Minimum Education:** Undergraduate degree desired. 7 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.

### Logistics Coordinator III

**Minimum/General Experience:** 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.

**Functional Responsibility:** Purchasing: 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. Logistics: 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.

**Minimum Education:** Supervise subordinate Logistics personnel. Undergraduate degree desired. 9 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>Security Manager I</b></p> <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 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 information. 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. 5 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. 1 year of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired. 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>
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<p><b>Security Manager II</b></p> <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 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 information. 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. 2 years of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired. 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>
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<p><b>Security Manager III</b></p> <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 technical proficiency, specialized experience, and</p>
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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.

**Functional Responsibility:** 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 information. 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.

**Minimum Education:** 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. 3 years of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired. 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.

#### Security Manager IV

**Minimum/General Experience:** 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 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.

**Functional Responsibility:** 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.

**Minimum Education:** 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. 5 years of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired. Experience in the following areas is highly desired: 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.

#### Security Manager V

**Minimum/General Experience:** 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 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.

**Functional Responsibility:** 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.

**Minimum Education:** Undergraduate in an associated technical or management discipline, with a minimum of 9 years related specialized Security experience and 3 years management experience. With a Graduate degree, must have a minimum of 7 years related specialized experience and 4 years 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. 7 years of direct Government contracting experience at task/project management level desired. Applicable Industry Certification desired. Experience in the following areas is highly desired: 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.

**Security Administrator IV**

**Minimum/General Experience:** 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.

**Functional Responsibility:** 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.

**Minimum Education:** Undergraduate degree and 5 years specialized office experience. Without a degree, must have 5 years of specialized administrative experience. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of 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.

**Security Specialist I**

**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 recommend 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 using 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 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 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 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. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. 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.

### 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 recommend 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 using 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 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 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. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. 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.



**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 recommend 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 using 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. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. 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.

**Security Specialist IV**

**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 recommend 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 using 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 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.

**Minimum Education:** 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. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. 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.

**Security Specialist V**

**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. 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 recommend 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 using 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.

**Minimum Education:** 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. One year of college is equivalent to one year of experience. Any related industry certification can be substituted for one year of experience. 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.

#### Sr. Technical Security Specialist IV

**Minimum/General Experience:** 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.

**Functional Responsibility:** 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 the 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.

**Minimum Education:** 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. Knowledge of automated information and on-line systems and tools. With 14 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. 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.

**Counterintelligence Specialist II**

**Minimum/General Experience:** 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.

**Functional Responsibility:** 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.

**Minimum Education:** 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.

**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.

**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.

**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.

**Financial Analyst I**

**Minimum/General Experience:** One year experience in a specific field related to the scope of work. The Contractor shall have an Associate's degree level education in a related technical field or equivalent experience/certification in a field relevant to the specific position, or substantial equivalent occupational experience. 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. Experience in Federal budget formulation, planning, programming, budgeting and execution (PPBE). HHS experience preferred. Government experience is highly desirable. Demonstrated creativity, foresight, and mature judgment in anticipating and solving problems in financial, administrative and program management. Experience in tracking technical and financial milestones. Requires knowledge/competence in web-based research as well as analysis using modern PC computer techniques, systems, and tools. At least one (1) years' experience working within specific government technical office(s) is highly desirable. 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:** Associate's degree level education in a related technical field or equivalent experience/certification in a field relevant to the specific position, or substantial equivalent occupational experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Financial Analyst II**

**Minimum/General Experience:** Three years' experience in a specific field related to the scope of work The Contractor shall have significant demonstrated mid-to-executive-level technical experience with the management of technical projects, or equivalent occupational experience with 3 years or more of relevant experience. The Contractor shall have a Master's or Bachelor's Degree in a related field, equivalent experience/certification in a field relevant to the specific position, or substantial equivalent occupational experience. 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. Experience in Federal budget formulation, planning, programming, budgeting and execution (PPBE). HHS experience preferred. Government experience is highly desirable. Demonstrated creativity, foresight, and mature judgment in anticipating and solving problems in financial, administrative and program management. Experience in tracking technical and financial milestones. Requires knowledge/competence in web-based research as well as analysis using modern PC computer techniques, systems, and tools. At least three (3) years' experience working within specific government technical office(s) is highly desirable. 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:** A Master's or Bachelor's Degree in related field, equivalent experience/certification in a field relevant to the specific position, or substantial equivalent occupational experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Financial Analyst III**

**Minimum/General Experience:** Eight years' experience in a specific field related to the scope of work. The Contractor shall have executive level technical experience with 8 years or more of relevant experience. The Contractor shall have a Master's Degree or higher in a related field, equivalent experience/certification in a field relevant to the specific position, or substantial equivalent occupational experience. 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. Experience in Federal budget formulation, planning, programming, budgeting and execution (PPBE). HHS experience preferred. Government experience is highly desirable. Demonstrated creativity, foresight, and mature judgment in anticipating and solving problems in financial, administrative and program management. Experience in tracking technical and financial milestones. Requires knowledge/competence in web-based research as well as analysis using modern PC computer techniques, systems, and tools. At least eight (8) years' experience working within specific government technical office(s) is highly desirable. 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:** A Master's Degree or higher in a related field, equivalent experience/certification in a field relevant to the specific position, or substantial equivalent occupational experience. Each recognized industry certification/accreditation is equivalent to one year of college.

**Financial Manager**

**Minimum/General Experience:** Twelve years relevant experience to include 7 years Project Management and/or Contracts Administration/Management or related field is required. Experience in Federal budget formulation, planning, programming, budgeting and execution (PPBE). HHS experience preferred. Program management experience managing large multi-million-dollar, multi-year projects, including the scheduling, budgeting, reporting, and deliverables for employees, sub-contractors, and consultants required. Demonstrated experience in the preparation and analysis of financial statements and the development of milestone schedule and status tracking systems. Must have in-depth knowledge related to the statement of work of the project. Proven supervisory experience required with a successful track record of managing, hiring, motivating, and counseling employees. Must demonstrate analytical, problem solving, and communication skills in working with technical, functional, and management personnel. As required by the contract, must possess appropriate level clearance.

**Functional Responsibility:** Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Establishes and maintains expectations and priorities. Proactively identifies problems and opportunities for improvement. Communicates with customers and stakeholders and is responsible for the overall contract performance.

**Minimum Education:** A Master's Degree or higher in computer science, information systems, engineering, business or other related financial or technical discipline. A recognized industry certification or accreditation (i.e., PMP, GIAC, MCSE or related certification/accreditation) can be substituted for the degree requirement with an additional 3 years of relevant experience. Each recognized industry certification/accreditation is equivalent to one year of college. With a master's degree in a relevant discipline, 12 years of experience is required. Related industry professional certification desired.

**ORDERING  
INFORMATION**

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

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