



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!®, a menu-driven database system. The INTERNET address for GSA Advantage!® is:

<http://www.gsaadvantage.gov>

**Multiple Award Schedule
Federal Supply Group: Professional Services**

FSC/PSC	Description	Level 1 Category	Level 2 Category
R499	Support – Professional: Other	Professional Services	Management Advisory Services
R707	Support – Management: Contract/Procurement/Acquisition Support	Professional Services	Management Advisory Services

Contract Number: 47QRAA18D00DL

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: 3 August 2018 – 2 August 2023

Price list current as of Modification No. A812: 6 February 2020

Prices Shown Herein are Net (discount deducted)

KSJ & Associates, Inc.

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Contract Administration

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Business Size: Other than Small Business

Table of Contents

CUSTOMER INFORMATION	2
AWARDED PRICING	4
SERVICE CONTRACT LABOR STANDARDS (SCLS) MATRIX	9
LABOR CATEGORIES AND LABOR CATEGORY DESCRIPTIONS	10

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SIN) With Cross-references to Item Descriptions and Awarded Prices.

MAS Special Item Number (SIN)	SIN Title	Large Category	Subcategory
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	Professional Services	Business Administrative Services
OLM	Order-Level Materials	Miscellaneous	Complementary SINs

- See page 4 for Awarded Pricing
- See page 10 for Item Descriptions

1b. Identification of Lowest Priced Model Number and Unit Price for Each Awarded SIN:

See Appendix A

1c. Hourly Rates (Services Only):

See Appendix A

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

3. Minimum Order: \$100.00.

4. Geographic Coverage (delivery Area): Domestic and Overseas (Worldwide).

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

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

7. Quantity or volume discounts: 1.5% on task orders valued at \$2,000,000.00 or more.

- 8. Prompt payment terms:** Net 30 days.
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. Government purchase cards may be accepted above the micro-purchase threshold.**
Contact contractor for acceptable limit.
- 10. Foreign items (list items by country of origin):** None.
- 11a. Time of Delivery (Contractor insert number of days):** Negotiated on a Task Order basis.
- 11b. Expedited Delivery. Items available for expedited delivery are noted in this price list.**
Expedited delivery: Negotiated on a Task Order basis.
- 11c. Overnight and 2-day delivery.** Negotiated on a Task Order basis. The schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements.** Agencies and customers are encouraged to contact the Contractor's representative for the purpose of requesting accelerated delivery.
- 12. F.O.B Points(s):** Destination.
- 13a. Ordering Address:**
KSJ & Associates, Inc.
5203 Leesburg Pike, Suite 901
Falls Church, VA 22041-3468
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address:**
KSJ & Associates, Inc.
5203 Leesburg Pike, Suite 901
Falls Church, VA 22041-3468
- 15. Warranty provision.:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** Not applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable.
- 19. Terms and conditions of installation (if applicable):** Not applicable.
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable.

- 20a. Terms and conditions for any other services (if applicable):** Not applicable.
- 21. List of service and distribution points (if applicable):** Not applicable.
- 22. List of participating dealers (if applicable):** Not applicable.
- 23. Preventive maintenance (if applicable):** Not applicable.
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not applicable.
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and full details can be found under Section 508 at: www.ksj.us/services. The EIT standards can be found at: www.Section508.gov/.**
- 25. Data Universal Numbering System (DUNS) number:** 031751811.
- 26. Notification regarding registration in System for Award Management (SAM) database:** KSJ & Associates, Inc. has an active registration in the System for Award Management (SAM) database.
- 27. Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

AWARDED PRICING

Awarded SIN	Awarded Labor Categories	Minimum Education	Minimum Years of Experience	Unit of Issue	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Subject Matter Expert (Functional IV)	Bachelors	15	Hour	\$302.61	\$311.08	\$319.79	\$328.75	\$337.95
541611	Subject Matter Expert (Functional) III	Bachelors	10	Hour	\$196.71	\$202.21	\$207.88	\$213.70	\$219.68
541611	Subject Matter Expert (Functional) II	Bachelors	7	Hour	\$161.89	\$166.43	\$171.09	\$175.88	\$180.80
541611	Subject Matter Expert (Functional) I	Bachelors	5	Hour	\$131.93	\$135.62	\$139.42	\$143.32	\$147.34
541611	Subject Matter Expert (Technical IV)	Masters	15	Hour	\$312.72	\$321.47	\$330.47	\$339.73	\$349.24

Awarded SIN	Awarded Labor Categories	Minimum Education	Minimum Years of Experience	Unit of Issue	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Subject Matter Expert (Technical) III	Masters	10	Hour	\$196.96	\$202.47	\$208.14	\$213.97	\$219.96
541611	Subject Matter Expert (Technical) II	Bachelors	7	Hour	\$159.54	\$164.00	\$168.60	\$173.32	\$178.17
541611	Subject Matter Expert (Technical) I	Bachelors	5	Hour	\$127.24	\$130.81	\$134.47	\$138.23	\$142.11
541611	General Management Professional III	Bachelors	6	Hour	\$244.00	\$250.83	\$257.86	\$265.08	\$272.50
541611	General Management Professional II	Bachelors	4	Hour	\$173.50	\$178.36	\$183.35	\$188.49	\$193.76
541611	General Management Professional I	Bachelors	2	Hour	\$78.35	\$80.54	\$82.80	\$85.11	\$87.50
541611	Program Manager - Senior	Bachelors	6	Hour	\$198.78	\$204.35	\$210.07	\$215.95	\$222.00
541611	Program Manager	Bachelors	4	Hour	\$183.27	\$188.41	\$193.68	\$199.10	\$204.68
541611	Project Manager - III	Bachelors	6	Hour	\$183.27	\$188.41	\$193.68	\$199.10	\$204.68
541611	Project Manager - II	Bachelors	4	Hour	\$153.48	\$157.78	\$162.20	\$166.74	\$171.41
541611	Quality Assurance Manager III	Bachelors	10	Hour	\$156.32	\$160.70	\$165.20	\$169.82	\$174.58
541611	Quality Assurance Manager II	Bachelors	6	Hour	\$144.56	\$148.61	\$152.77	\$157.05	\$161.45
541611	Quality Assurance Manager I	Bachelors	4	Hour	\$116.29	\$119.55	\$122.90	\$126.34	\$129.87

Awarded SIN	Awarded Labor Categories	Minimum Education	Minimum Years of Experience	Unit of Issue	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Task Manager - Advanced Technology	Bachelors	9	Hour	\$162.39	\$166.93	\$171.61	\$176.41	\$181.35
541611	Task Manager	Bachelors	5	Hour	\$117.35	\$120.64	\$124.01	\$127.49	\$131.06
541611	Consultant III	Bachelors	5	Hour	\$261.88	\$269.22	\$276.75	\$284.50	\$292.47
541611	Consultant II	Bachelors	5	Hour	\$186.23	\$191.44	\$196.80	\$202.31	\$207.98
541611	Consultant I.	Bachelors	4	Hour	\$84.09	\$86.45	\$88.87	\$91.35	\$93.91
541611	Financial Manager III	Bachelors	9	Hour	\$159.88	\$164.36	\$168.96	\$173.69	\$178.55
541611	Financial Manager II	Bachelors	6	Hour	\$122.09	\$125.50	\$129.02	\$132.63	\$136.34
541611	Financial Manager I	Bachelors	4	Hour	\$111.45	\$114.57	\$117.77	\$121.07	\$124.46
541611	Project Control Planner - Senior	Bachelors	6	Hour	\$142.32	\$146.30	\$150.40	\$154.61	\$158.94
541611	Project Control Specialist	Bachelors	4	Hour	\$90.77	\$93.31	\$95.93	\$98.61	\$101.37
541611	Business Process Engineer III	Bachelors	8	Hour	\$185.09	\$190.27	\$195.60	\$201.07	\$206.71
541611	Business Process Engineer II	Bachelors	4	Hour	\$131.93	\$135.62	\$139.42	\$143.32	\$147.34
541611	Business Process Engineer I	Bachelors	1	Hour	\$103.64	\$106.54	\$109.52	\$112.59	\$115.74

Awarded SIN	Awarded Labor Categories	Minimum Education	Minimum Years of Experience	Unit of Issue	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Cybersecurity Engineer III	Bachelors	6	Hour	\$153.68	\$157.99	\$162.41	\$166.96	\$171.63
541611	Cybersecurity Engineer II	Bachelors	5	Hour	\$132.46	\$136.17	\$139.99	\$143.90	\$147.93
541611	Cybersecurity Engineer I	Bachelors	3	Hour	\$105.65	\$108.61	\$111.65	\$114.78	\$117.99
541611	Systems Engineer III	Bachelors	4	Hour	\$168.00	\$172.70	\$177.54	\$182.51	\$187.62
541611	Systems Engineer II	Bachelors	2	Hour	\$133.88	\$137.63	\$141.49	\$145.45	\$149.52
541611	Systems Engineer I	Bachelors	2	Hour	\$105.18	\$108.12	\$111.15	\$114.26	\$117.46
541611	Systems Architect III	Bachelors	4	Hour	\$149.49	\$153.68	\$157.98	\$162.40	\$166.95
541611	Systems Architect II	Bachelors	2	Hour	\$115.63	\$118.86	\$122.19	\$125.61	\$129.13
541611	Systems Architect I	Bachelors	2	Hour	\$85.35	\$87.74	\$90.20	\$92.72	\$95.32
541611	System Administrator III	Bachelors	5	Hour	\$123.63	\$127.09	\$130.65	\$134.31	\$138.07
541611	System Administrator II	Bachelors	4	Hour	\$100.72	\$103.54	\$106.43	\$109.41	\$112.48
541611	System Administrator I	Bachelors	2	Hour	\$81.73	\$84.02	\$86.37	\$88.79	\$91.28
541611	Management Analyst III	Bachelors	4	Hour	\$171.05	\$175.84	\$180.77	\$185.83	\$191.03

Awarded SIN	Awarded Labor Categories	Minimum Education	Minimum Years of Experience	Unit of Issue	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Management Analyst II	Bachelors	2	Hour	\$142.32	\$146.30	\$150.40	\$154.61	\$158.94
541611	Management Analyst I	Bachelors	1	Hour	\$90.77	\$93.31	\$95.93	\$98.61	\$101.37
541611	Systems Analyst III	Bachelors	5	Hour	\$161.89	\$166.43	\$171.09	\$175.88	\$180.80
541611	Systems Analyst II	Bachelors	4	Hour	\$116.92	\$120.19	\$123.56	\$127.02	\$130.57
541611	Systems Analyst I	Bachelors	2	Hour	\$103.64	\$106.54	\$109.52	\$112.59	\$115.74
541611	Programmer III	Bachelors	6	Hour	\$173.82	\$178.69	\$183.69	\$188.84	\$194.12
541611	Programmer II	Associates	2	Hour	\$112.26	\$115.41	\$118.64	\$121.96	\$125.37
541611	Programmer I	Associates	1	Hour	\$86.05	\$88.45	\$90.93	\$93.48	\$96.09
541611	Administrative Assistant III **	Associates	6	Hour	\$77.83	\$80.01	\$82.25	\$84.56	\$86.92
541611	Administrative Assistant II **	Associates	4	Hour	\$61.78	\$63.51	\$65.29	\$67.12	\$69.00
541611	Administrative Assistant I **	Associates	2	Hour	\$52.72	\$54.19	\$55.71	\$57.27	\$58.87
541611	Technical Writer III	Bachelors	6	Hour	\$102.10	\$104.95	\$107.89	\$110.91	\$114.02
541611	Technical Writer II	Bachelors	4	Hour	\$94.36	\$97.00	\$99.72	\$102.51	\$105.38

Awarded SIN	Awarded Labor Categories	Minimum Education	Minimum Years of Experience	Unit of Issue	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Technical Writer I	Bachelors	2	Hour	\$89.73	\$92.25	\$94.83	\$97.48	\$100.21
541611	Trainer III	Bachelors	5	Hour	\$122.02	\$125.43	\$128.94	\$132.55	\$136.27
541611	Trainer II	Bachelors	3	Hour	\$113.74	\$116.93	\$120.20	\$123.57	\$127.03
541611	Trainer I	Bachelors	1	Hour	\$80.70	\$82.95	\$85.28	\$87.67	\$90.12
541611	Database Administrator	Bachelors	3	Hour	\$144.30	\$148.34	\$152.50	\$156.77	\$161.16

SERVICE CONTRACT LABOR STANDARDS (SCLS) MATRIX

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant I	01020 – Administrative Assistant	2015-4281
Administrative Assistant II	01020 – Administrative Assistant	2015-4281
Administrative Assistant III	01020 – Administrative Assistant	2015-4281

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Numbers identified in the SCLS Matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

LABOR CATEGORIES AND LABOR CATEGORY DESCRIPTIONS

SIN	LCAT #	Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements
541611	MAS-01	Subject Matter Expert (Functional IV)	Minimum 15+ years of experience directly related work in area of expertise	Definitive source of knowledge, technique, or expertise in a specific subject area, such as business management, business process engineering, and financial management. Provide expert advice and assistance in support of agency's business functions. Conduct research, evaluations, business intelligence, and market studies to obtain information on emerging technology needs and capabilities. Development of business policy and regulation development and strategy formulation. Understands, articulates and implements best practices related to area of expertise. Depending on the work environment, the subject matter expert will facilitate, lead or be an active participant of a workgroup with the need for specialized knowledge. Provide support services in conducting federal acquisition management activities such as; acquisition planning assistance, recommend procurement strategy, acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memo. Provide expert assistance in supporting proposal evaluations and contractor performance, contract modifications, contract discrepancies and close-out assistance.	Bachelor's Degree (Advanced degree preferred). Certification in the individual's area of expertise desired
541611	MAS-02	Subject Matter Expert (Functional) III	Minimum 10+ years of experience directly related work in area of expertise	Definitive source of knowledge, technique, or expertise in a specific subject area, such as business management, business process engineering, and financial management. Provide expert advice and assistance in support of agency's business functions. Conduct research, evaluations, business intelligence, and market studies to obtain information on emerging technology needs and capabilities. Development of business policy and regulation development and strategy formulation. Understands, articulates and implements best practices related to area of expertise. Depending on the work environment, the subject matter expert will facilitate, lead or be an active participant of a workgroup with the need for specialized knowledge. Provide support services in conducting federal acquisition management activities such as; acquisition planning assistance, recommend procurement strategy, acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memo. Provide expert assistance in supporting proposal evaluations and contractor performance, contract modifications, contract discrepancies and close-out assistance.	Bachelor's Degree (Advanced degree preferred). Certification in the individual's area of expertise desired
541611	MAS-03	Subject Matter Expert (Functional) II	Minimum 7+ years of experience directly related work in area of expertise	Definitive source of knowledge, technique, or expertise in a specific subject area, such as business management, business process engineering, and financial management. Represents the organization to key clients on critical issues. Understands, articulates and implements best practices related to area of expertise. Depending on the work environment, the subject matter expert may lead or be an active participant of a workgroup with the need for specialized knowledge. Provides guidance on how areas of capability can resolve an organizational need. Generally called upon, based on specific expertise, supporting multi-million value projects.	Bachelor's Degree. Certification in the individual's area of expertise desired
541611	MAS-04	Subject Matter Expert (Functional) I	Minimum 5+ years of experience of directly related work in area of expertise	Definitive source of knowledge, technique, or expertise in a specific subject area, such as business management, business process engineering, and financial management. Represents the organization to key clients on critical issues. Understands, articulates and implements best practices related to area of expertise. Leads or be an active participant of a workgroup with the need for specialized knowledge. Provides guidance on how areas of capability can resolve an organizational need. Generally called upon, based on specific expertise, supporting large projects.	Bachelor's Degree. Certification in the individual's area of expertise desired

SIN	LCAT #	Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements
541611	MAS-05	Subject Matter Expert (Technical IV)	Minimum 15+ years of experience directly related work in area of expertise	Accurately evaluates customers' strategic business issues, identify technical requirements, create business case justifications and propose appropriate enterprise solutions; Analyze current and future needs for IT/Operations environments. Develop customized solutions that address specific needs and the successful management and/or delivery of engagements. Develop, promote and follow engagement methodologies. Document current state, future state and proposed roadmap between both states. Recommend technical strategy and document best practices, methodologies, and cost models; also required is ability to drive creation/support creation of tools, templates and other tools to support best practices. Generally called upon, based on specific expertise, supporting multi-million value projects.	Advanced degree required in Computer Science, Management Information Systems, Engineering, or other technical areas. Certification in the individual's area of expertise desired.
541611	MAS-06	Subject Matter Expert (Technical) III	Minimum 10+ years of experience directly related work in area of expertise	Accurately evaluates customers' strategic business issues, identify technical requirements, create business case justifications and propose appropriate enterprise solutions; Analyze current and future needs for IT/Operations environments. Develop customized solutions that address specific needs and the successful management and/or delivery of engagements. Develop, promote and follow engagement methodologies. Document current state, future state and proposed roadmap between both states. Recommend technical strategy and document best practices, methodologies, and cost models; also required is ability to drive creation/support creation of tools, templates and other tools to support best practices. Generally called upon, based on specific expertise, supporting multi-million value projects.	Advanced degree required in Computer Science, Management Information Systems, Engineering, or other technical areas. Certification in the individual's area of expertise desired.
541611	MAS-07	Subject Matter Expert (Technical) II	Minimum 7+ years of experience directly related work in area of expertise	Accurately evaluates customers' strategic business issues, identify technical requirements, create business case justifications and propose appropriate enterprise solutions; Analyze current and future needs for IT/Operations environments. Develop customized solutions that address specific needs and the successful management and/or delivery of engagements. Develop, promote and follow engagement methodologies. Document current state, future state and proposed roadmap between both states. Recommend technical strategy and document best practices, methodologies, and cost models; also required is ability to drive creation/support creation of tools, templates and other tools to support best practices. Generally called upon, based on specific expertise, supporting multi-million value projects.	BS degree in Computer Science, Management Information Systems or Engineering; Advanced degree desired. Certification in the individual's area of expertise desired.
541611	MAS-08	Subject Matter Expert (Technical) I	Minimum 5+ years of experience directly related work in area of expertise	Definitive source of knowledge, technique, or expertise in a specific subject area, such as Information technology, information management, software development, process engineering, etc. Represents the organization to key clients on critical issues. Understands, articulates and implements best practices related to area of expertise. Leads or be an active participant of a workgroup with the need for specialized knowledge. Provides guidance on how areas of capability can resolve an organizational need. Generally called upon, based on specific expertise supporting large projects.	BS degree in Computer Science, Management Information Systems or Engineering. Certification in the individual's area of expertise desired.
541611	MAS-09	General Management Professional III	Minimum 6 years of related experience.	Incorporates innovative management, operational, and financial techniques that result in increased productivity and sustained organizational growth. Ability to find solutions to a myriad of business issues and problems. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with office suite of computer software applications.	Bachelor's Degree in a Business Management related discipline. MA preferred.
541611	MAS-10	General Management Professional II	Minimum 4 years of related experience.	Ability to incorporate innovative management, operational, and financial techniques that result in increased productivity and sustained organizational growth. Ability to find solutions to a myriad of business issues and problems. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with office suite of computer software applications.	Bachelor's Degree in a Business Management related discipline. MA preferred.
541611	MAS-11	General Management Professional I	Minimum 2 years of related experience.	Assists with the incorporation of innovative management, operational, and financial techniques that result in increased productivity and sustained organizational growth. Ability with assisting in finding solutions to a myriad of business issues and problems. Excellent oral and written communicator with good interpersonal skills. Experienced with office suite of computer software applications.	Bachelor's Degree in a Business Management related discipline. MBA preferred.

SIN	LCAT #	Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements
541611	MAS-12	Program Manager - Senior	Minimum 6 years of related experience.	Experience managing and directing activities of a large multi-disciplinary group. Organizational ability to determine enterprise needs of the customer, developing complex program plans to address needs and requirements, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, managing subcontractors' staff and executing program / business plans. Act as senior resource for a specific discipline or function. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives. Responsible for interviewing, hiring, and training contractor employees. Responsible for addressing complaints and resolving problems.	Bachelor's Degree in related discipline. MA preferred.
541611	MAS-13	Program Manager	Minimum 4 years of related experience.	Experience managing the activities of a large group; organizational ability to direct multiple activities of a group which includes determining needs, developing plans and projects, executing program/business plans, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, and managing staff. Act as senior resource for a specific discipline or function. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives. Directly supervises contractor employees. Responsible for interviewing, hiring, and training contractor employees. Responsible for staff development, planning, assigning and directing work. Responsible for addressing complaints and resolving problems.	Bachelor's Degree in related discipline. MA preferred.
541611	MAS-14	Project Manager - III	Minimum 6 years of related experience.	Demonstrated experience and ability to oversee and orchestrate advanced technology system design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Performs day-to-day management of assigned delivery order projects that involve teams of highly specialized technical professionals who are involved in analyzing, prototyping, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in highly technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including assessment of staff and expenditure of ODCs. Demonstrates writing and oral communication skills.	Bachelor's Degree in related discipline. MA preferred.
541611	MAS-15	Project Manager - II	Minimum 4 years of related experience.	Demonstrated experience and ability to oversee and orchestrate and performs day-to-day management of assigned delivery order projects that involve teams of consultants and functional experts and analyst. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including assessment of staff and expenditure of ODCs. Demonstrates writing and oral communication skills.	Bachelor's Degree in related discipline. MA preferred.

SIN	LCAT #	Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements
541611	MAS-16	Quality Assurance Manager III	Minimum 10+ years of experience directly related work in area of expertise	Demonstrated experience and ability to supervise or lead a team of Quality Assurance specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing. Demonstrated experience and ability to evaluate, recommend, and use software engineering processes and methodologies. Demonstrated experience and ability to determine and apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Ability to develop and present software and system quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a complex program of reporting, tracking, and analyzing key performance-based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and may include Quality Assurance Team supervision.	Bachelor's Degree in related discipline. MA preferred. Certification in the individual's area of expertise.
541611	MAS-17	Quality Assurance Manager II	Minimum 6+ years of experience directly related work in area of expertise	Works with a team of Quality Assurance specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing. Assists with the evaluation, recommendation, and use of software engineering processes and methodologies. Assists with the determination and application of the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Assists with the interpretation and application of Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Assists with the development and presentation of software and system quality assurance plans. Ability to conduct informal reviews at predetermined points throughout the development life cycle. Duties include implementing a complex program of reporting, tracking, and analyzing key performance-based system metrics; and monitoring quality procedures, evaluating system quality and efficiency.	Bachelor's Degree in related discipline. MA preferred. Certification in the individual's area of expertise.
541611	MAS-18	Quality Assurance Manager I	Minimum 4+ years of experience directly related work in area of expertise	Ability to determine and apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Duties include assistance with development and implementation of a complex program of reporting, tracking, and analyzing key performance-based system metrics; and monitoring quality procedures, evaluating system quality and efficiency.	Bachelor's Degree in related discipline. MA preferred. Certification in the individual's area of expertise.
541611	MAS-19	Task Manager - Advanced Technology	Minimum 9 years of experience directly related work in area of expertise	Demonstrated experience and ability to manage individual advanced technology system design, prototyping, development, integration, testing, training, deployment, operation and/or maintenance tasks. Ability to present system designs for user approval at formal reviews. Ability to perform configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory test results. Ability to provide solutions to identified software problem reports. Performs day-to-day management of highly technical tasks, working with other data processing or information system and management professionals. Demonstrates proven skills in the advanced technology areas addressed by the task to be managed. Plans, organizes, coordinates and executes all activities associated with assigned task. Demonstrates writing and oral communication skills.	Bachelor's degree (Master's preferred) or equivalent experience

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541611	MAS-20	Task Manager	Minimum 5 years of experience directly related work in area of expertise	Under the guidance of the Program Manager, responsible for the overall management of a specific Call Order, or, in the case of particularly complex Call Orders, responsible for management of a Call Order Task under the guidance of the Call Order Government Task Manager. Interfaces with Government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates. The Task Manager may also have demonstrated capability in the overall management of complex tasks, and strong team building skills.	Bachelor's degree (Master's preferred) or equivalent experience
541611	MAS-21	Consultant III	9 years experience expected (5 minimum)	Provide technical knowledge in their area of expertise, work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. In addition, Senior Consultants apply their specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings.	Bachelor's degree (Master's preferred) or equivalent experience
541611	MAS-22	Consultant II	8 years experience expected (5 minimum)	Provide technical knowledge in their area of expertise, work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. In addition, Senior Consultants apply their specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings.	Bachelor's degree (Master's preferred) or equivalent experience
541611	MAS-23	Consultant I.	6 years experience expected (4 minimum)	Interface with the client on a day-to-day basis, assist in identifying problems, performs technical analysis, and devise feasible solutions, support the completion of project specific tasks within estimated time frames and budget constraints, and support presentations and client meetings.	Bachelor's degree or equivalent experience
541611	MAS-24	Financial Manager III	Minimum 9 years of experience directly related work in area of expertise	Demonstrated experience and ability to supervise or lead a team of financial management professionals. Demonstrated experience and ability to interpret and apply Federal financial regulations and accounting systems requirements. Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the customer and that all of the requirements are met. Can present material before outside authorities for the client and/or prepare Program Managers for briefings and presentations. Able to evaluate and recommend metrics such as activity/event based costing, and other financial management options. Demonstrated experience and ability to conduct complex business case analysis and detailed financial assessment of outsourcing requirements.	Bachelor's Degree (MBA preferred) or equivalent experience.
541611	MAS-25	Financial Manager II	Minimum 6 years of experience directly related work in area of expertise	Demonstrated experience and ability to apply Federal financial guidelines and accounting rules and principles with minimal oversight. Demonstrated experience and ability to work with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement). Demonstrated experience and ability to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Demonstrated experience and ability to grasp interrelationships between financial management requirements and automated solutions in place or contemplated. Prepares milestone documentation and presentations for senior managers and colleagues.	Bachelor's Degree (MBA preferred) or equivalent experience.

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541611	MAS-26	Financial Manager I	Minimum 4 years of experience directly related work in area of expertise	Ability to understand general business operations and follow general financial guidelines and accounting rules. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. Ability to differentiate and work with various appropriations (e.g., O&M and Procurement). Ability to understand and comply with government standards, accounting principles, and system application standards. Maintains basic financial records and files. Prepares simple financial reports and routine presentations.	Bachelor's Degree in Finance (MBA preferred) or equivalent experience.
541611	MAS-27	Project Control Planner - Senior	Minimum 6 years of experience directly related work in area of expertise	Demonstrated experience and ability to independently prepare and analyze financial statements, develop highly complex project schedules, recommend and utilize cost accounting and labor-reporting systems, and manage multiple contracts and subcontracts. Demonstrated experience and ability to use spreadsheets and complex project management tools and systems to track deliverables, financial transactions, and management information. Ability to manage financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders.	Bachelor's Degree in Finance (MBA preferred) or equivalent experience.
541611	MAS-28	Project Control Specialist	Minimum 4 years of experience directly related work in area of expertise	Demonstrated experience and ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. Demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information. Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active contract task orders. Demonstrates writing and oral communication skills.	Bachelor's Degree in Finance (MBA preferred) or equivalent experience.
541611	MAS-29	Business Process Engineer III	8 years of experience in directly related work	Identify, assess, and record near, medium and long-term business needs and technology solutions. Conduct requirements gathering meetings, prepare meeting notes and follow up on agreed action items. Provide use-case scenarios. Prepare and track project plans for project inception to completion. Manage day-to-day individual workload, monitor milestones and critical dates. Document business requirements and communicate them to build team. Facilitate the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving. Position requires 2-4 years of business technology experience with a variety of assignments. Strong verbal and written communication skills including the ability to create frequent business presentations. Influencing skills are critical. Ability to communicate verbally and in writing with business and technical personnel at all levels.	Bachelor's degree or equivalent experience
541611	MAS-30	Business Process Engineer II	4 years of experience in directly related work	Assist with identification, assessment, and recording of near, medium and long-term business needs and technology solutions. Prepare and track project plans for project inception to completion. Supervise day-to-day individual workload, monitor milestones and critical dates. Assist with facilitation of the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving. Position requires 1-2 years of business technology experience with a variety of assignments. Strong verbal and written communication skills including the ability to create frequent business presentations. Ability to communicate verbally and in writing with business and technical personnel at all levels.	Bachelor's degree or equivalent experience

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541611	MAS-31	Business Process Engineer I	1 years of experience in directly related work	1 year experience in working with business process re-engineering. Undergraduate degree or equivalent experience required. Assist with identification, assessment, and recording of near, medium and long-term business needs and technology solutions. Prepare and track project plans for project inception to completion. Assist with facilitation of the implementation of new functionality, training and troubleshooting. Participates in effective problem solving. Good verbal and written communication skills. Participates in frequent business presentations. Ability to communicate verbally and in writing with business and technical personnel at all levels.	Bachelor's degree or equivalent experience
541611	MAS-32	Cybersecurity Engineer III	6 years of experience with Cyber Security technologies including the design, building and implementing Cyber Security solutions	Mentor the team in monitoring and research activities in support of an on-going integrated cyber security and cyber threat program. Provide direct support to client through multi-source analysis of cyber threats, identify trends and patterns within complex networks, employ analytical methods to isolate and resolve complex problem sets, proactively anticipate potential threats, and interface with the client and the larger stakeholder community, as needed, to include briefing senior leaders. Manage team's efforts result in actionable cyber intelligence that positively impacts the risk mitigation and cyber security posture of the client. Provide project planning, guidance and technical expertise in the following areas: Cyber Security engineering program, policy, process, and planning; risk management, auditing, and assessments; Assessment and Authorization (A&A) using the NIST Risk Management Framework (RMF) guidelines; and quality planning and control.	Bachelor's degree in Computer Science, or equivalent Cyber Security certifications, to include CISSP, CISM, CEH, and ECSA,
541611	MAS-33	Cybersecurity Engineer II	5 years of experience with Cyber Security technologies including the design, building and implementing Cyber Security solutions	Working under immediate supervision of the Cybersecurity Engineer III, responsible for maintaining and modifying moderately complex Cyber Security technologies. Manage team's efforts result in actionable cyber intelligence that positively impacts the risk mitigation and cyber security posture of the client. Provided project planning, guidance and technical expertise in the following areas: Cyber Security engineering program, policy, process, and planning; risk management, auditing, and assessments; Assessment and Authorization (A&A) using the NIST Risk Management Framework (RMF) guidelines; and quality planning and control.	Bachelor's degree in computer science, or equivalent Cyber Security certifications, to include CISSP, CISM, CEH, and ECSA,
541611	MAS-34	Cybersecurity Engineer I	3 years of experience with Cyber Security technologies including the design, building and implementing Cyber Security solutions	Working under immediate supervision of the Cybersecurity Engineer II, responsible for maintaining and modifying moderately complex Cyber Security technologies. Provided project planning, guidance and technical expertise in the following areas: Cyber Security engineering program, policy, process, and planning; risk management, auditing, and assessments; Assessment and Authorization (A&A) using the NIST Risk Management Framework (RMF) guidelines; and quality planning and control.	Bachelor's degree in Computer Science, or equivalent Cyber Security certifications, to include CISSP, CISM, CEH, and ECSA, Security+
541611	MAS-35	Systems Engineer III	6 years' experience expected (4 minimum)	Supervise the selection and installation of computer systems by providing technical advice and support, and by helping organizations acquire and set up affordable, workable data processing systems suited to current and projected needs. Serves as the primary technical resource for customers. Closely involved in installation and maintain contact with their customers. Analyze the customer's daily operations and confer with managers and other personnel to determine the customer's information handling needs. Recommend appropriate hardware, software, and accessories to the customer. Works with the customer to develop written proposals and give product demonstrations. Oversees system installation and may develop custom software to adapt the system to special applications. Evaluates the technical capabilities of the customer's staff to determine training requirements, prepares and conducts classes and seminars. Responsible for monitoring systems and providing additional guidance. Engage in problem solving or assisting with special projects, such as helping customers design and implement their own programs.	Bachelor's degree in computer science, or equivalent technical experience

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541611	MAS-36	Systems Engineer II	4 years' experience expected (2 years minimum)	Assists with the supervision of the selection and installation of computer systems by providing technical advice and support, and by helping organizations acquire and set up affordable, workable data processing systems suited to current and projected needs. Serves as a technical resource for customers. Participates in system installations. Assists with analysis of the customer's daily operations and confers with managers and other personnel to help determine the customer's information handling needs. Assists the customer to develop written proposals. Participates in system installation and the development of custom software to adapt the system to special applications. Assists with the evaluation of the technical capabilities of the customer's staff to determine training requirements. Assists with the monitoring of systems. Participates in problem solving and assistance with special projects.	Bachelor's degree in computer science, or equivalent technical experience
541611	MAS-37	Systems Engineer I	3 years' experience expected (2 years minimum)	Assists with the selection and installation of computer systems. Assists customers with the setup of affordable, workable data processing systems suited to current and projected needs. Serves as a technical resource for customers. Participates in system installations and the development of custom software. Assists senior system engineers with monitoring of systems. Participates in problem solving and special projects.	Bachelor's degree in computer science, or equivalent technical experience
541611	MAS-38	Systems Architect III	6 years' experience expected (4 minimum)	Demonstrated ability to lead a team of specialists in developing network, and technical architectures in support of complex and highly sophisticated client/server and mainframe applications. Ability to develop network and technical architectures for complex and highly sophisticated client/server and mainframe applications. Demonstrated ability to develop and execute architecture strategies, feasibility studies, and integration analyses. Ability to supervise and provide guidance in implementing various architectures. Able to independently gather and define the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.	Bachelor's degree in computer science, or equivalent technical experience
541611	MAS-39	Systems Architect II	4 years' experience expected (2 years minimum)	Demonstrated ability to develop and execute architecture strategies, feasibility studies, and integration analyses with minimal oversight. Demonstrated ability to develop network, and technical architectures for moderate to simple client/server and mainframe applications. Ability to gather and define architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.	Bachelor's degree in computer science, or equivalent technical experience
541611	MAS-40	Systems Architect I	3 years experience expected (2 years minimum)	Ability to assist in performing technical operation and testing of various types of fully integrated computer-based systems in a supervised setting. Ability to operate a wide variety of system components to include hardware, software, and mass storage technology. Ability to operate under supervision communications-computer systems, and install, implement, maintain and tune operating systems, disk and tape management systems, and computer operations automation software.	Bachelor's degree in computer science, or equivalent technical experience
541611	MAS-41	System Administrator III	Minimum 5 years experience of which at least 4 years must be specialized experience in administrating compliant open-systems. Minimum 12 years of experience with at least 8 years specialize with no degree.	Supervises and manages the daily activities of configuration and operation of business systems which may be mini or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems. Qualifications: with at least Alternate qualifications include (a) advanced degree with five years of experience of which at least three must be specialized, or (b) no degree is required with at least twelve years of experience of which at least eight years is specialized.	Bachelor's degree in computer science, information systems, engineering, business or other related discipline. Equivalent experience acceptable with more years experience.

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541611	MAS-42	System Administrator II	Minimum 4 years experience of which at least 3 years must be specialized experience in administrating compliant open-systems. Minimum 8 years of experience with at least 6 years specialize with no degree.	Supervises and manages the daily activities of configuration and operation of business systems which may be mini or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems. Qualifications: with at least Alternate qualifications include (a) advanced degree with three years of experience of which at least two must be specialized, or (b) no degree is required with at least eight years of experience of which at least six years is specialized.	Bachelor's degree in computer science, information systems, engineering, business or other related discipline
541611	MAS-43	System Administrator I	Minimum 2 years experience of which at least 1 year must be specialized experience in administrating compliant open-systems. Minimum 4 years of experience with at least 2 years specialize with no degree.	Supervises and manages the daily activities of configuration and operation of business systems which may be mini or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems. Qualifications: with at least. Alternate qualifications include no degree is required with at least four years of experience of which at least two years is specialized.	Bachelor's degree in computer science, information systems, engineering, business or other related discipline
541611	MAS-44	Management Analyst III	4 years of related experience	Demonstrated experience and ability to lead or supervise a team of specialists and other management staff to incorporate requirements into new or existing information management systems. Ability to assess and apply multiple organizational, and management improvement techniques in a government or commercial environment. Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Demonstrated ability to analyze client needs to determine systems requirements as they apply to the client's management systems. Ability to review client requirements and participate in client problem-solving and in the recommendation process. Ability to identify best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to communicate effectively orally or in writing with exceptional interpersonal skills.	BS in a management related discipline
541611	MAS-45	Management Analyst II	2 years of related experience.	Ability to assess and apply multiple organizational, and management improvement techniques in a government or commercial environment. Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Demonstrated ability to analyze client needs to determine systems requirements as they apply to the client's management systems. Ability to review client requirements and participate in client problem-solving and in the recommendation process. Ability to identify best practices, effect re-engineering, change management, business management techniques, organizational development, activity. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to communicate effectively orally or in writing with excellent interpersonal skills.	BS (or equivalent experience) in management related discipline

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541611	MAS-46	Management Analyst I	1 year of related experience	Assists with the assessment and application of multiple organizational, and management improvement techniques in a government or commercial environment. Demonstrated ability to assist with informal reviews at pre-determined points throughout the project life cycle. Ability to analyze client needs to determine systems requirements as they apply to the client's management systems. Ability to review client requirements and participate in client problem-solving and in the recommendation process. Ability to assist in the creation and assessment of performance measurements. Ability to communicate effectively orally or in writing with good interpersonal skills.	BS (or equivalent experience) in management related discipline
541611	MAS-47	Systems Analyst III	Minimum 5 years experience of which at least 4 years must be specialized to related field. Minimum 12 years of specialized experience with no degree.	Demonstrated ability to oversee analyst staff and analyze and evaluate existing systems to independently define problems, data availability, report requirements and system design issues. Demonstrated ability to provide technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Demonstrated ability to define system objectives and prepare system design specifications to meet user requirements and satisfy interface problems. Ability to coordinate with the Program Manager to ensure solutions to problems and user satisfaction. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation.	Bachelor's Degree or equivalent technical experience
541611	MAS-48	Systems Analyst II	Minimum 4 years experience of which at least 3 years must be specialized to related field. Minimum 8 years of specialized experience with no degree.	Demonstrated ability to analyze and evaluate existing systems with minimal oversight, and define problems, data availability, report requirements and system design issues. Ability to develop plans for IT systems from project inception to conclusion. Ability to analyze the problem and the information to be processed, define the problem and develop system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions.	Bachelor's Degree or equivalent technical experience
541611	MAS-49	Systems Analyst I	Minimum 2 years experience of which at least 1 year must be specialized to related field. Minimum 4 years of specialized experience with no degree.	Ability to assist in research and analysis of existing systems to define problems, data availability and report requirements. Ability to research and analyze requirements for information systems from a project's inception to its conclusion. Ability to research required specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization.	Bachelor's Degree or equivalent technical experience

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541611	MAS-50	Programmer III	Minimum 6-8 years experience that is directly related to functional responsibilities.	Develops clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Manages the maintenance and modification of programs. Manages the application of approved changes such as amending flow charts, developing processing logic, and coding changes. Manages the testing and documentation of modifications and writing of operational instructions. Performs complex programming assignments requiring extensive knowledge of established programming procedures and data processing requirements. Refines data and formats final product which is very similar to the input or is well-defined when significantly different. Manages the maintenance and modification of routine programs; supervises the implementation of approved changes, amendment of flow charts, development of detailed programming logic, and coding changes. Manages the testing and development of modifications and writing of operational instructions. Provides expertise for development of new program code using prescribed specifications, as appropriate. Provides on-call, expert support and problem resolution for computer applications. In addition: Able to support Information Technology (IT) Team in conducting research in IT, business intelligence and market studies to obtain information on emerging technology needs and capabilities. Assist with IT policy, regulation development, and formulation of strategy. Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.	BA/BS; Masters degree preferred
541611	MAS-51	Programmer II	Minimum 2 years experience directly relative to functional responsibility	Under general supervision, follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintains and modifies programs. Makes approved changes by amending flow charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Performs routine programming assignments requiring knowledge of established programming procedures and data processing requirements. Refines data and formats final product which is very similar to the input or is well-defined when significantly different. Maintains and modifies routine programs; makes approved changes by amending flow charts, developing detailed programming logic, and coding changes. Tests and develops modifications and writes operational instructions. Writes new program code using prescribed specifications, as appropriate. Evaluates simple interrelationships between programs (e.g., whether a contemplated change in one part of a program would cause unwanted results in a related part). Analyzes performance of programs and takes action to correct deficiencies based on consultation with users and approval of supervisor. Confers with users to gain understanding of needed changes or modifications of existing programs. Provides on-call support and problem resolution for computer applications. Uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems. Performs miscellaneous job-related duties as assigned such as support the Information Technology (IT) Team in conducting research in IT, business intelligence and market studies to obtain information on emerging technology needs and capabilities. Assist with IT policy, regulation development, and formulation of strategy. Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.	BA/BS, Associates Degree acceptable with equivalent years experience

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541611	MAS-52	Programmer I	Minimum of 1 year experience and/or training in the programmer field.	Under general supervision, follows clear-cut and complete specifications to perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Assists with the testing and documentation of modifications and writing of operational instructions. Performs routine programming assignments. Assists with the maintenance and modification of routine programs; with making approved changes by amending flow charts, developing programming logic, and coding changes. Assists with the testing and development of modifications and writing operational instructions. Participates in user conferences to gain understanding of needed changes or modifications of existing programs. Maintains an expanding knowledge of state-of-the-art technology, equipment, and/or systems. Performs miscellaneous job-related duties as assigned such as, support the Information Technology (IT) Team in conducting research in IT, business intelligence and market studies to obtain information on emerging technology needs and capabilities. Assist with IT policy, regulation development, and formulation of strategy. Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.	Associates degree, or equivalent experience.
541611	MAS-53	Administrative Assistant III	Minimum 6 years experience performing related work	Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interact with senior level managers such as high-level military and civilian medical, health care and technical personnel. Coordinates and directs a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations. Performs miscellaneous job-related duties such as conducting research, studies, analyses, scenarios/simulations, reports and business policy, regulation and/or strategy development. Assist with meeting minutes, facilitation and related decision support services. provide support to Acquisition Management Team with procurement strategy and drafting the acquisition document development to include but not limited to cost/price estimates, quality assurance surveillance plans, statement of work, synopses, solicitations and other supporting documents.	Associates Degree (Bachelor's Degree desired) with experience in related work

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541611	MAS-54	Administrative Assistant II	Minimum 4 years experience performing related work	Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interacts with senior level managers as directed. Coordinates a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations. Performs miscellaneous job-related duties such as conducting research, studies, analyses, scenarios/simulations, reports and business policy, regulation and/or strategy development. Assist with meeting minutes, facilitation and related decision support services. Provide administrative support to Acquisition Management Team with procurement strategy and drafting the acquisition document development to include but not limited to cost/price estimates, quality assurance surveillance plans, statement of work, synopses, solicitations and other supporting documents.	Associates Degree with experience in related work
541611	MAS-55	Administrative Assistant I	Minimum 2 years experience performing related work	Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interacts with senior level managers as directed. Coordinates a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations. Performs miscellaneous job-related duties supporting the team with research, studies, analyses, scenarios/simulations, reports and business policy, regulation and/or strategy development. Assist with meeting minutes, and related decision support services. Provide administrative support to Acquisition Management Team with procurement strategy and drafting the acquisition document development to include but not limited to cost/price estimates, quality assurance surveillance plans, statement of work, synopses, solicitations and other supporting documents.	Associates Degree with experience in related work

SIN	LCAT #	Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements
541611	MAS-56	Technical Writer III	6+ years of technical writing/editing experience	Responsible (either individually or with other team members) for the writing of major portions of technical publications. Supports the complete workflow process to ensure successful completion of each revision cycle and distribution of technical publications. Complies with established quality processes to ensure accuracy, ease of use and timely delivery of each revision cycle content. Writes technical publications content as directed. Conducts reviews and analyzes technical documents to gain a thorough understanding of how complex systems operate and how they are to be integrated into technical manuals to provide the end user with the level of text and graphics to support the efficient return to service of the aircraft system. Consults with internal/external customers and engineering to create/revise technical manuals to support the department/corporate operating priorities. Provide input to management on new processes or technology for integration into the technical publications business model. Assist in developing solutions for overcoming the technology/technical issues introduced by outside suppliers for incorporation into existing manuals. In addition: Able to support Information Technology (IT) Team in conducting research in IT, business intelligence and market studies to obtain information on emerging technology needs and capabilities. Assist with IT policy, regulation development, and formulation of strategy. Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.	Bachelor's Degree or equivalent experience in the authoring of technical publications required.
541611	MAS-57	Technical Writer II	4 years of technical writing/editing experience; 6 years additional experience in lieu of bachelor's degree	Prepare and edit documentation incorporating information provided by specialist, analyst, architect, engineer, and management personnel. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverable and documents. Develop documentation based on existing documentation templates or develop new templates based on requirements and direction. Review materials and recommend revisions or changes in scope, format, and content. Work as a member of a team to ensure production of quality written products. Coordinate, validate, and update existing documents, to include version control, document repository maintenance, and standards compliance. Work with subject matter experts and facilitate document review meetings to verify content. In addition: Able to support Information Technology (IT) Team in conducting research in IT, business intelligence and market studies to obtain information on emerging technology needs and capabilities. Assist with IT policy, regulation development, and formulation of strategy. Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.	Bachelor's degree, preferably in technical writing. Associate degree is acceptable with addition related work experience.
541611	MAS-58	Technical Writer I	2 years of technical writing/editing experience; 4 years additional experience in lieu of bachelor's degree	Prepares and/or provides editorial and quality assurance for technical manuals, identification guides, preliminary employment manuals, specifications, technical reports, training materials, and other technical documentations in accordance with applicable customer specifications. Must be able to work independently and in a group setting. In addition: Able to support Information Technology (IT) Team in conducting research in IT, business intelligence and market studies to obtain information on emerging technology needs and capabilities. Assist with IT policy, regulation development, and formulation of strategy. Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.	Bachelor's degree, preferably in technical writing. Associate degree is acceptable with addition related work experience.

SIN	LCAT #	Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements
541611	MAS-59	Trainer III	5-7 years experience as a writer and/or trainer for related work	Provides consultation, training, and curriculum development on research-informed, data driven strategies to meet business, management and/or technical requirements. Leads in training and adaptation of content for diverse subjects and audiences. Writes and maintains easy-to-understand technical documentation, user guides, administrator guides, and implementation guides for a variety of audiences, internal and external. Improves knowledge delivery systems and processes to meet audience needs while minimizing rework and maintenance. Serves as a point of contact for technical assistance related to business, management and/or technical strategies. Contributes, as a team member, to the development of diverse program requirements including media development, CBTs and other required media. Collaborates with Program Management Teams to ensure that all training materials are accurate and conducive to the needs of training participants and are reflective of new developments in the field. Partner with decision makers to evaluate, study, analyze the effectiveness of different methodologies of training; web based, self-paced, onsite training, etc. Support Acquisition Management in conducting market research, pricing/cost, procurement strategy and acquisition document development, contract administration as required for new training contract.	Bachelor's degree or experience in related field
541611	MAS-60	Trainer II	3-5 years experience as a writer and/or trainer for related work	Provides consultation, training, and curriculum development on research-informed, data driven strategies to meet business, management and/or technical requirements. Writes and maintains easy-to-understand technical documentation, user guides, administrator guides, and implementation guides for a variety of audiences, internal and external. Improves knowledge delivery systems and processes to meet audience needs while minimizing rework and maintenance. Serves as a point of contact for technical assistance related to business, management and/or technical strategies. Contributes, as a team member, to the development of diverse program requirements including media development, CBTs and other required media. Works with large project teams to ensure that all training materials are accurate and conducive to the needs of training participants and are reflective of new developments in the field. Partner with decision makers to evaluate, study, analyze the effectiveness of different methodologies of training; web based, self-paced, onsite training, etc. Support Acquisition Management in conducting market research, pricing/cost, procurement strategy and acquisition document development, contract administration as required for new training contract.	Bachelor's degree or experience in related field
541611	MAS-61	Trainer I	1-3 years experience as a writer and/or trainer for related work	Provides consultation, training, and curriculum development on research-informed, data driven strategies to meet business, management and/or technical requirements. Writes and maintains easy-to-understand technical documentation, user guides, administrator guides, and implementation guides for a variety of audiences, internal and external. Improves knowledge delivery systems and processes to meet audience needs while minimizing rework and maintenance. Serves as a point of contact for technical assistance related to business, management and/or technical strategies. Contributes, as a team member, to the development of diverse program requirements including media development, CBTs and other required media. Works with small project teams to ensure that all training materials are accurate and conducive to the needs of training participants and are reflective of new developments in the field. Partner with decision makers to evaluate, study, analyze the effectiveness of different methodologies of training; web based, self-paced, onsite training, etc. Support Acquisition Management in conducting market research, pricing/cost, procurement strategy and acquisition document development, contract administration as required for new training contract.	Bachelor's degree or experience in related field

SIN	LCAT #	Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements
541611	MAS-62	Database Administrator	Minimum 3-5 years System and/or database administrator. Strong knowledge of Oracle/SQL databases Strong communication, multi-tasking, written and teamwork skills Proficient with Microsoft Office products (Excel, Word, Power Point, and Outlook High degree of customer service awareness	Manage the day to day database administration. Add/remove users. Assist with Information Assurance Annual Review and Risk Management Framework. Coordinate effort with user groups and vendor • Supports databases including database design, development, performance tuning, database backup and restore, data validation, database replication, and developing plans and procedures to support those activities. Performs miscellaneous job-related duties as assigned; support Information Technology (IT) Team in conducting research in database technology, business intelligence and market studies to obtain information on emerging technology needs and capabilities. Assist with IT policy, regulation development, and formulation of strategy. Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.	A Bachelors' Degree in Computer Science and a security+ Certification are highly desired.