



U.S. General Services Administration

**COLSA Corporation  
(COLSA)**

*Professional Engineering Services  
(PES)*

**COLSA Corporation**

*6728 Odyssey Drive*

*Huntsville, AL 35806*

**256-964-5357 (Contracts)**

**256-964-5419 (Contracts Fax)**

**CONTRACT NUMBER GS-23F-0003L**

**PERIOD COVERED BY CONTRACT:**

**OCTOBER 04, 2000 THROUGH OCTOBER 03, 2015**

**GENERAL SERVICES ADMINISTRATION**

**FEDERAL ACQUISITION SCHEDULE**



**GENERAL SERVICES ADMINISTRATION**  
**Federal Acquisition 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!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for-Professional Engineering Services (PES)**

**Federal Supply Group: 871 Class: R425**

**Contract Number: GS-23F-0003L**

**For more information on ordering from Federal Supply Schedules**  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

**North American Industry Classification System (NAICS) Codes**

541712 (Primary) Commercial Physical and Biological Research – Small Business size is 500 employees

Except for     Aircraft – 1,500 employees  
                  Aircraft Parts and Auxiliary Equipment and Aircraft Engines and Parts  
                  –1,000 employees  
                  Space Vehicles and Guided Missiles and Propulsion units/parts –  
                  1,000 employees

541330 Engineering Services – Small Business Size is \$4.5M

Except for     Military and Aerospace Equipment and Military Weapons - \$25M  
                  Engineering Services under NEPA of 1992 - \$25M  
                  Marine Engineering and Naval Architecture - \$17M

**Contract Period**

Base Period October 04, 2000 through October 03, 2005  
Option 1 Period October 04, 2005 through October 03, 2010  
Option 2 Period October 04, 2010 through October 03, 2015

**Business Size:** Small Business – NAICS 541712 (Primary)  
Large Business – NAICS 541330



**Contractor Information:**

COLSA Corporation  
6728 Odyssey Drive  
Huntsville, AL 35806  
Phone 256-964-5357  
Fax 256-964-5419

**Website Address:** [www.colsa.com](http://www.colsa.com).

**Director of Contracts:**

Charlotte Curry  
COLSA Corporation  
6728 Odyssey Drive  
Huntsville, AL 35806  
Phone 256-964-5237  
Fax 256-964-5419  
[ccurry@colsa.com](mailto:ccurry@colsa.com)

**Contract Administrator:**






Penny Edwards  
COLSA Corporation  
6728 Odyssey Drive  
Huntsville, AL 35806  
Phone 256-964-5332  
Fax 256-964-5419  
[pedwards@colsa.com](mailto:pedwards@colsa.com)

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**CUSTOMER INFORMATION**

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**Special Item Numbers (SINs):**

SIN 871-2 Concept Develop and Rqmts Analysis  
SIN 871-2RC Recovery Item   
SIN 871-3 System Design, Engineering & Integration  
SIN 871-3RC Recovery Item   
SIN 871-4 Test and Evaluation  
SIN 871-4RC Recovery Item   
SIN 871-5 Integrated Logistics Support  
SIN 871-5RC Recovery Item   
SIN 871-6 Acquisition Life Cycle Management  
SIN 871-6RC Recovery Item 



**Labor Categories:**

Labor Categories accepted under this award/contract are applicable to all SINs and on all PEDs offered. Table of Labor Categories are provided below.

**Pricing:**

COLSA Corporation's listed labor prices applicable are provided in the Rate Tables below.

**Maximum Order:**

\$1,000,000.00 Requirements exceeding the Maximum Order will be processed in accordance with Clause I-FSS-125

**Minimum Order:** \$100

**Geographic coverage:** Domestic only

**Discounts:** None

**Quantity Discounts:** None

**Prompt Payment Terms:** Net 30 days

**Government Commercial Credit Card:**

COLSA Corporation accepts the Government Commercial Credit Card both below and in excess of the micro-purchase threshold but does not provide any additional discounts.

**Foreign Items:** None

**Delivery:** COLSA will adhere to each awarded order's specific stated Period of Performance.

**Urgent Requirements:**

Section 2.69 I-FSS-140-B "Urgent Requirements (Jan 1994) When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.



**FOB Point:** Destination

**Ordering Address:**

COLSA Corporation

6728 Odyssey Drive

Huntsville, AL 35806

Attention: Charlotte Curry, Director, Contracts 256-964-5237, [ccurry@colsa.com](mailto:ccurry@colsa.com)

Alternates: Penny Edwards, Contract Administrator 256-964-5332, [pedwards@colsa.com](mailto:pedwards@colsa.com)

**Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**Payment Address:**

COLSA Corporation

P.O. Box 1068

Huntsville, AL 35807-3301

Attention: Accounts Receivable

**Warranty:** None

**DUNS:** 10-206-7378

**CCR:** COLSA is registered in the System for Award Management (SAM) database.



**GS-23F-0003L LABOR CATEGORY DESCRIPTIONS**

**Two years of directly related experience may be substituted for each year of required education.**

**Administrative Assistant I**

**Principal Duties and Responsibilities (\*Essential functions)**

- \* Prepare designated reports for department
- \* Answers phones and responds to general inquiries concerning department functions
- \* May handle travel arrangements for department personnel, maintain manager's calendar or coordinate meetings and special activities
- \* May involve exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment

***Job Specifications***

- High school diploma or equivalent
- Minimum of two years related experience
- Working knowledge of desktop applications including word processing, spreadsheet and database applications

Security clearance may be required

**Administrative Assistant II**

**Principal Duties and Responsibilities (\*Essential functions)**

- \* Prepare designated reports for department
- \* Answers phones and responds to general inquiries concerning department functions
- \* May handle travel arrangements for department personnel, maintain manager's calendar or coordinate meetings and special activities
- \* May involve exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment

***Job Specifications***

- High school diploma or equivalent
- Minimum of four years related experience
- Working knowledge of desktop applications including word processing, spreadsheet and database applications

Security clearance may be required



### **Administrative Assistant III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Prepares designated reports for department
- Answers phones and responds to general inquiries concerning department functions
- May sort department mail
- May handle travel arrangements for department personnel

#### ***Job Specifications***

- High school diploma or equivalent
- Minimum of five years related experience
- Working knowledge of word processing programs
- Ability to use spread sheet software
- 10 key calculator skills

Security clearance may be required

### **Aeronautical Engineer I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Performs work in which the principles, theories and general body of knowledge of aeronautical engineering is required
- \* May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers

#### ***Job Specifications***

- Bachelor's degree in aeronautical engineering
- May require security clearance

### **Aeronautical Engineer II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Performs work in which the principles, theories and general body of knowledge of aeronautical engineering is required
- \* May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers

#### ***Job Specifications***

- Bachelor's degree in aeronautical engineering
  - Minimum of 2 years experience
- May require security clearance



### **Aeronautical Engineer III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Performs work in which the principles, theories and general body of knowledge of aeronautical engineering is required
- \* May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers

#### ***Job Specifications***

- Bachelor's degree in aeronautical engineering
- Minimum of 9 years experience

May require security clearance

### **Aeronautical Engineer IV**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Performs work in which the principles, theories and general body of knowledge of aeronautical engineering is required
- \* May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers

#### ***Job Specifications***

- Bachelor's degree in aeronautical engineering
- Master's degree preferred
- Minimum 12 years experience

May require security clearance

### **Configuration Management Specialist**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Develops requirements development, documentation development, configuration identification, configuration control, configuration accounting, and/or configuration verification. May also perform data resource management duties, such as the development, execution and supervision of plans, policies, programs and practices that manage and secure critical information and knowledge of HW/SW, programs, and systems.

#### ***Job Specifications***

- Bachelor's degree in related field such as information systems, engineering, etc.
- Typically has a BS degree.
- Minimum of 10 years of experience.

May require security clearance





### **Configuration & Data Management Analyst I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Records, tracks and maintains status of documents and action items via a database.
- \* Establishes baselines for hardware and software systems
- \* Update packages and/or documentation for completeness, proper authorizations and adherence to specific requirements, policies and theories
- \* Prepares agenda, directives, and meeting minutes; may participate in various meetings
- \* May develop and generate special reports and/or weekly progress reports
- \* May work closely with more experienced configuration/data management analysts on projects.
- \* May provide release desk and help desk support

#### ***Job Specifications***

- Bachelor's degree in business administration, management or related field, or equivalent experience
  - Entry level; 0-1 years related experience
  - Working knowledge of desktop applications including word processing, spreadsheet, and database software packages
- Security clearance may be required

### **Configuration Management Analyst II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Develops requirements development, documentation development, configuration identification, configuration control, configuration accounting, and/or configuration verification. May also perform data resource management duties, such as the development, execution and supervision of plans, policies, programs and practices that manage and secure critical information and knowledge of HW/SW, programs, and systems.

#### ***Job Specifications***

- Bachelor's degree in related field such as information systems, engineering, etc.
- Minimum of 3 years of experience.

May require security clearance



### **Configuration Management Analyst III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Develops requirements development, documentation development, configuration identification, configuration control, configuration accounting, and/or configuration verification. May also perform data resource management duties, such as the development, execution and supervision of plans, policies, programs and practices that manage and secure critical information and knowledge of HW/SW, programs, and systems.

#### ***Job Specifications***

- Bachelor's degree in related field such as information systems, engineering, etc.
- Minimum of 6 years of experience.

May require security clearance

### **Contracts Administrator II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Oversees and manages project budget
- Responsible for project time line and time management
- Serves as primary contact for customers and others
- Responsible for ensuring that required resources, including personnel and facilities, are adequate for the completion of the project
- Responsible for preparing cost reports and for verifying contract revenues
- Responsible for project close-out
- May be involved with more than one project

#### ***Job Specifications***

- Bachelor's degree in business or related field or equivalent experience
- Minimum of five years related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database software packages
- Security clearance may be required

### **Contracts Administrator III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Oversees and manages project budget
- Responsible for project time line and time management
- Serves as primary contact for customers and others
- Responsible for ensuring that required resources, including personnel and facilities, are adequate for the completion of the project



- Responsible for preparing cost reports and for verifying contract revenues
- Responsible for project close-out
- May be involved with more than one project
- May have responsibilities with customers resolving contractual issues.
- May serve as lead administrator with management duties as assigned

### ***Job Specifications***

- Bachelor's degree in business or related field or equivalent experience
- Minimum of twelve years related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database software packages

Security clearance may be required

### **Cost Engineer I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for inputting and analyzing documentation relating to the costs of programs or contracts
- \* Responsible for preparing standardized cost reports on assigned contracts
- \* Responsible for monitoring and resolving problems relating to the cost analysis on assigned contracts
- \* Provides reports to designated personnel concerning accruing/incurred costs and schedule progress
- May be assigned to government mandated cost/accounting management systems

### ***Job Specifications***

- Bachelor's Degree in an applicable field or equivalent experience
- Working knowledge of desktop applications including word processing, spreadsheets, and database programs
- Security clearance may be required

### **Cost Engineer II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for preparing reports concerning the financial/administrative aspects of assigned contracts/programs
- \* Participates in the cost, schedule, contract performance variance and risk analysis, and prepares reports as required
- May be assigned to government mandated cost/accounting management systems



### ***Job Specifications***

- Bachelor's Degree in an applicable field or equivalent experience
- Minimum of two years cost analysis experience
- Working knowledge of desktop applications including word processing, spreadsheets, and database programs
- Security clearance may be required

### **Cost Engineer III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for preparing reports concerning the highly complex financial/administrative aspects of assigned contracts/programs
- \* Conducts cost, schedule, contract performance variance and risk analysis, and prepares reports as required
- \* Develops cost controls, procedures, systems and forecasting techniques in order to evaluate contract/program status
- \* Responsible for ensuring compliance with government/customer requirements in assigned area
- May be assigned to government mandated cost/accounting management systems
- May provide work leadership for lower level employees

### ***Job Specifications***

- Bachelor's Degree in an applicable field or equivalent experience
- Minimum of eight years cost analysis experience
- Working knowledge of desktop applications including word processing, spreadsheets, and database programs
- Security clearance may be required

### **Cyber Specialist I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Monitor computer networks for security threats or unauthorized users
- \* Install computer security software
- \* Conduct regular security audits
- \* Prepare security status reports
- \* Assist in disaster recovery plans and audits

### ***Job Specifications***

- Bachelor's degree in computer science, information technology or equivalent field
- 0-2 years experience



- Knowledgeable of network access control systems, firewalls, routers, incident response techniques, intrusion prevention systems, information security methodologies, and authentication protocols

May require security clearance

## **Cyber Specialist II**

### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Monitor computer networks for security threats or unauthorized users
- \* Install computer security software
- \* Conduct regular security audits
- \* Prepare security status reports
- \* Assist in disaster recovery plans and audits

### ***Job Specifications***

- Bachelor's degree in computer science, information technology or equivalent field and 3+ years experience
- Advanced knowledge of network access control systems, firewalls, routers, incident response techniques, intrusion prevention systems, information security methodologies, and authentication protocols

May require security clearance

## **Drafter I**

### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for routine revising of simple drawings
- \* Responsible for maintaining dwg. library
- \* Responsible for maintaining drafting request processes
- \* Responsible for tracking government hardware within assigned area
- Assist in work on blue prints
- Assist in annual inventory and department audit

### ***Job Specifications***

- High school diploma or equivalent, two year business degree preferred
- Minimum of one year work experience in related field
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs preferred
- Working knowledge of CAD preferred
- Working knowledge of Workflow Manager preferred
- Security clearance may be required



### **Drafter II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for moderately complex revising of drawings
- \* Responsible for creating and revising commercial and government drawings
- May provide work leadership for lower level employees

#### ***Job Specifications***

- High school diploma or equivalent plus two year business degree in related field
- Minimum of two years work experience in related field
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Working knowledge of CAD
- Working knowledge of Workflow Manager
- Security clearance may be required

### **Drafter III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for creating and revising commercial and government drawings
- \* Develops application programs to support company drafting documentation
- \* Develops standards and procedures for the drafting process and for drawings
- \* Responsible for assigning work tasks to lower level employees
- May provide work leadership for lower level employees
- May perform as supervisor for lower level employees
- May provide training to lower level employees

#### ***Job Specifications***

- High school diploma or equivalent plus two year business degree in related field, bachelor's degree preferred
- Minimum of four years work experience in related field
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Working knowledge of CAD
- Working knowledge of Workflow Manager
- Security clearance may be required

### **Electrical Engineer I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Performs work in which the principles, theories and general body of knowledge of electrical engineering is required.



- May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers.

#### ***Job Specifications***

- Bachelor's degree in electrical engineering.
- Minimum of 0 – 1 years experience.
- May require security clearance.

### **Electrical Engineer II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Performs work in which the principles, theories and general body of knowledge of electrical engineering is required.
- May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers.

#### ***Job Specifications***

- Bachelor's degree in electrical engineering.
- Minimum of 2 years experience.
- May require security clearance.

### **Electrical Engineer III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Performs work in which the principles, theories and general body of knowledge of electrical engineering is required.
- May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers.

#### ***Job Specifications***

- Bachelor's degree in electrical engineering.
- Minimum of 9 years experience.

May require security clearance.

### **Engineering Assistant I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Assists in the creation and analysis of routine systems designs
- \* Assists in obtaining user information to conduct analysis when problems occur



- \* Assists in the preparation of systems specifications Assists in the preparation of basic functional process charts on existing and proposed operations
- \* Prepares routine logic flow charts on basic systems
- \* May prepare record layouts that are detailed in nature from provided specifications
- \* May conduct uncomplicated form designs and layouts
- \* May develop hardware and/or software products under close supervision
- \* May assist senior employees with research

### ***Job Specifications***

- High school diploma or equivalent
  - Minimum of 1 year of experience or equivalent education
  - May be currently enrolled as a full time student in an accredited college or university pursuing a degree in engineering, computer science, math, management information systems, or other related technical field
  - Enrolled in an accredited cooperative education program
  - Working knowledge of desktop applications including word processing, spreadsheet, and database programs
  - Knowledge or familiarity with current systems and applications
  - Knowledge or familiarity with current high level computer languages
- May require security clearance

## **Engineering Assistant II**

### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Assists in the creation and analysis of routine systems designs
- \* Assists in obtaining user information to conduct analysis when problems occur
- \* Assists in the preparation of systems specifications
- \* Assists in the preparation of basic functional process charts on existing and proposed operations
- \* Prepares routine logic flow charts on basic systems
- \* May prepare record layouts that are detailed in nature from provided specifications
- \* May conduct uncomplicated form designs and layouts
- \* May develop hardware and/or software products under close supervision
- \* May assist senior employees with research

### ***Job Specifications***

- High school diploma or equivalent
- Minimum of 2 year of experience or equivalent education
- Four semesters or eight quarter hours completed toward degree with an overall B average





- Enrolled in an accredited cooperative education program
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Knowledge of current systems and applications Knowledge of current high level computer languages

May require security clearance

### **Engineering Technician I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for providing routine technical support to assigned areas, such as research, design, development testing, or manufacturing process improvement
- \* Provides hardware support to systems
- \* Responsible for troubleshooting and repairing
- \* Responsible for installation and maintenance of computer systems
- May be responsible for assisting others, including customers, in using audio/video equipment or other special equipment
- May assist in engineering testing and/or experimental testing
- May assist in research work

#### ***Job Specifications***

- High school diploma or equivalent
- Two years of electronics training from technical trade school or military technical school preferred
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs preferred
- Must be able to work from schematics, diagrams, written/verbal descriptions or from defined plans
- Security clearance may be required

### **Engineering Technician II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for providing moderately complex technical support to assigned areas, such as research, design, development testing, or manufacturing process improvement
- \* Provides hardware support to systems
- \* Responsible for troubleshooting and repairing moderately complex problems
- \* Responsible for installation and maintenance of computer systems
- \* May be responsible for assisting others, including customers, in using audio/video equipment or other special equipment which may be somewhat complex in nature
- May assist in engineering testing and/or experimental testing



- May assist in research work

### ***Job Specifications***

- High school diploma or equivalent
- Two years of electronics training from technical trade school or military technical school
- Minimum of three years of related work experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Must be able to work from schematics, diagrams, written/verbal descriptions or from defined plans
- Knowledge of National Security Agency Procedures preferred
- Security clearance may be required

### **Engineering Technician III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for providing highly complex technical support to assigned areas, such as research, design, development testing, or manufacturing process improvement
- \* Provides hardware support to systems
- \* Responsible for troubleshooting and repairing complex problems
- \* Responsible for installation and maintenance of computer systems
- \* Diagnoses and corrects equipment and system malfunctions which fail to respond to standard corrective measures
- May be responsible for assisting others, including customers, in using audio/video equipment or other special equipment which may be somewhat complex in nature
- May assist in engineering testing and/or experimental testing
- May assist in research work

### ***Job Specifications***

- High school diploma or equivalent
- Two years of electronics training from technical trade school or military technical school
- Minimum of eight years of related work experience
- *Working knowledge of desktop applications including word processing, spreadsheet, and database programs*
- Working knowledge of Sun OS/2
- Must be able to work from schematics, diagrams, written/verbal descriptions or from defined plans
- Knowledge of National Security Agency Procedures



- Security clearance may be required

## **Government Property Administrator II**

### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for conducting periodic inventories of government-furnished material and equipment
- \* Responsible for maintaining inventory records on government equipment
- \* Responsible for tracking, monitoring and reporting the status and usage of government property
- \* Develops systems and procedures for control and monitoring
- \* Interfaces with other departments and subcontractors on the usage and repair of equipment
- \* May prepare reports and documents in compliance with government procedures and requirements
- \* Coordinate subcontractor repair activities
- \* Coordinates activities related to the disposition of government property

### ***Job Specifications***

- Bachelor's Degree in an applicable field or equivalent experience
- Minimum of two years related experience
- Working knowledge of desktop applications including word processing, spreadsheets, and database programs

Security clearance may be required

## **Graphics Technician III**

### **Principal Duties and Responsibilities (\*Essential functions)**

- Responsible for designing and developing difficult graphics and illustrations for company publications including briefs, proposals, manuals, etc.
- Responsible for operating department equipment such as scanners, binding machines and the like, used in the design and production of company material
- Responsible for preparing, revising, printing and storing text, illustrations, graphs, charts, etc.
- May provide work leadership for lower level employees



### ***Job Specifications***

- *High school diploma or equivalent, associates degree in graphic design/art preferred*
- *Minimum of five years work related experience*
- *Working knowledge of PowerPoint*
- *Working knowledge of desktop applications including word processing, spreadsheet, and database programs*
- *Working knowledge of Claris MacDraw Pro, Adobe PageMaker, Illustrator, PhotoShop or other graphic programs preferred*
- *Security clearance may be required*

### **Logistics Engineer I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Provides management, customers, and sub-contractors with logistics technology and information that ensure effective and economical support for manufacturing or servicing of products, equipment, and systems. Includes all facets of logistics engineering: maintenance support and test equipment logistics; supply tracking; resource planning and scheduling; training and training data management; packaging, handling, storage and transportation (PHS&T); facility logistics and design.

### ***Job Specifications***

- Bachelor's degree in related field such as logistics or engineering.
- Minimum of 0 – 1 years of experience.
- May require security clearance.

### **Logistics Engineer II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Provides management, customers, and sub-contractors with logistics technology and information that ensure effective and economical support for manufacturing or servicing of products, equipment, and systems. Includes all facets of logistics engineering: maintenance support and test equipment logistics; supply tracking; resource planning and scheduling; training and training data management; packaging, handling, storage and transportation (PHS&T); facility logistics and design.

### ***Job Specifications***

- Bachelor's degree in a related field such as logistics or engineering.
- Minimum of 3 years of experience.
- May require security clearance.



### **Logistics Engineer III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Provides management, customers, and sub-contractors with logistics technology and information that ensure effective and economical support for manufacturing or servicing of products, equipment, and systems. Includes all facets of logistics engineering: maintenance support and test equipment logistics; supply tracking; resource planning and scheduling; training and training data management; packaging, handling, storage and transportation (PHS&T); facility logistics and design.

#### ***Job Specifications***

- Bachelor's degree in related field such as logistics or engineering.
- Minimum of 6 years of experience.
- May require security clearance

### **Management Analyst I (Washington, DC Only)**

#### **Principal Duties and Responsibilities**

- Provide force structure and personnel management support.
- Participate in all aspects of development by providing systematic analysis, design, integration, verification, assessment and implementation advise on issues which require knowledge of the related technical subject matter for effective project performance.
- Provide analysis for combat and material development, system fielding, test and evaluation, integrated logistics support and manpower/force structure functions in support of major military systems acquisition processes.
- Ensure that staffing, facilities, equipment, etc. are adequate for successful completion of program/project.

#### ***Job Specifications***

- Bachelor's degree in related field.
- Minimum of 5 years experience in related field.
- May require security clearance.

### **Management Analyst II (Washington, DC Only)**

#### **Principal Duties and Responsibilities**

- Provide force structure and personnel management support.
- Participate in all aspects of development by providing high level systematic analysis, design, integration, verification, assessment and implementation advise on complex issues which require extensive knowledge of the related technical subject matter for effective project performance.



- Provide detailed analysis for combat and material development, system fielding, test and evaluation, integrated logistics support and manpower/force structure functions in support of major military systems acquisition processes.
- Responsible for ensuring that staffing, facilities, equipment, etc. are adequate for successful completion of program/project.

### ***Job Specifications***

- Bachelor's degree in related field.
- Minimum of 8 years experience in related field.
- May require security clearance.

## **Mechanical Engineer I**

### **Principal Duties and Responsibilities (\*Essential functions)**

- Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required.
- May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers.

### ***Job Specifications***

- Bachelor's degree in mechanical engineering.
- 0 – 1 years experience.
- May require security clearance.

## **Mechanical Engineer II**

### **Principal Duties and Responsibilities (\*Essential functions)**

- Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required.
- May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers.

### ***Job Specifications***

- Bachelor's degree in mechanical engineering.
- Minimum of 2 years experience.
- May require security clearance.

## **Mechanical Engineer III**

### **Principal Duties and Responsibilities (\*Essential functions)**



- Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required.
- May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers.

#### ***Job Specifications***

- Bachelor's degree in mechanical engineering.
- Minimum of 9 years experience.
- May require security clearance.

#### **Military Systems Specialist I (Washington, DC Only)**

##### **Principal Duties and Responsibilities**

- Assists in planning, organization, controlling, integration and completion of technical projects within military systems.
- Assists in the development of mission area analysis, operational requirements and concept of operations documents; battlefield development, equipment modernization, and basis of issue plans in direct support of major military systems processes.
- Assists in the design, development, verification, and evaluation of procedures, processes, techniques, models, and/or methodologies used to develop sophisticated/complex military systems solutions to customer requirements.
- Assists in providing solutions in specific system's integration with other defense systems.
- Provides specific knowledge on system interface issues.
- Provides technical approaches and methodology with regard to proposals.

#### ***Job Specifications***

- Bachelor's degree in related field
- Minimum of 8 years work related experience or 5 years recent experience.
- May require security clearance.

#### **Military Systems Specialist II (Washington, DC Only)**

##### **Principal Duties and Responsibilities**

- Provides planning, organization, controlling, integration and completion of technical projects within military systems.
- Responsible for providing analysis in the development of mission area analysis, operational requirements and concept of operations documents; battlefield development, equipment modernization, and basis of issue plans in direct support of major military systems processes.



- Executes design, development, verification, and evaluation of procedures, processes, techniques, models, and/or methodologies used to develop sophisticated/complex military systems solutions to customer requirements.
- Assists in providing solutions in specific system's integration with other defense systems.
- Coordinates system/problem definition work activities.
- Provides specific knowledge on system interface issues.
- Provides technical approaches and methodology with regard to proposals.
- Reviews and oversees work of lower level specialists.

### ***Job Specifications***

- Bachelor's degree in related field.
- Minimum of 10 years work related experience or 8 years recent experience.
- May require security clearance.

### **Military Systems Specialist III (Washington, DC only)**

#### **Principal Duties and Responsibilities**

- Provides detailed planning, organization, controlling, integration and completion of technical projects within military systems.
- Responsible for providing detailed analysis in the development of mission area analysis, operational requirements and concept of operations documents; battlefield development, equipment modernization, and basis of issue plans in direct support of major military systems processes.
- Executes design, development, verification, and evaluation of procedures, processes, techniques, models, and/or methodologies used to develop sophisticated/complex military systems solutions to customer requirements.
- Assists in providing solutions in specific system's integration with other defense systems.
- Coordinates system/problem definition work activities.
- Provides specific knowledge on system interface issues.
- Provides technical approaches and methodology with regard to proposals.
- Reviews and oversees work of lower level specialists.

### ***Job Specifications***

- Master's Degree preferred in related field
- Minimum of 15 years work related experience or 10 years recent experience
- May require security clearance.





### **Network Systems Analyst III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Analyzes complex local and wide area network systems including the planning, designing, evaluating, and selecting operating systems and protocol suites
- \* Configures communication media with concentrators, bridges and other devices
- \* Resolves difficult interoperability problems to obtain operations across all platforms
- \* Configures systems to user environment
- Supports acquisition of hardware and software, as well as, subcontractor services
- May act as a technical project leader
- May assist in proposal preparation
- Routinely acts as leader for lower level employees

#### ***Job Specifications***

- Bachelor's degree, Masters' preferred, in computer science or a related field
- Eight years of progressively responsible network systems engineering experience
- Working knowledge of desktop application including word processing, spreadsheets and database programs
- Working knowledge of current high level computer languages
- CNE and/or CNA certification required
- Work may be in an area that requires security clearance

### **Project Manager I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for the overall management of the staff assigned to the program/project
- \* Responsible for managing assigned budget
- \* Responsible for ensuring that staffing, facilities, equipment, etc., are adequate for successful completion of the program/project
- \* Responsible for preparing department specific reports as required by government or customer
- May assist in proposal preparation
- Serves as liaison between department and other departments as well as with outside customers, regulatory personnel, etc.

#### ***Job Specifications***

- Bachelor's Degree in related field or equivalent work experience
- Minimum of five years work related experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs required



Security clearance may be required

### **Project Manager II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for the overall management of the staff assigned to the program/project
- \* Responsible for managing assigned budget
- \* Responsible for ensuring that staffing, facilities, equipment, etc., are adequate for successful completion of the program/project
- \* Responsible for preparing department specific reports as required by government or customer
- May assist in proposal preparation
- May be involved in more than one project/program at a time
- Serves as liaison between department and other departments as well as with outside customers, regulatory personnel, etc.

#### ***Job Specifications***

- Bachelor's Degree in related field or equivalent work experience
- Minimum of eight years work related experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs required
- Security clearance may be required

### **Project Manager III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for the overall management of the staff assigned to the program/project
- \* Responsible for managing assigned budget
- \* Responsible for ensuring that staffing, facilities, equipment, etc., are adequate for successful completion of the program/project
- \* Responsible for preparing department specific reports as required by government or customer
- \* Responsible for the program's/project's growth
- May assist in proposal preparation
- May be involved in more than one project/program at a time
- Serves as liaison between department and other departments as well as with outside customers, regulatory personnel, etc.

#### ***Job Specifications***

- Bachelor's Degree (Master's preferred) in related field or equivalent work experience
- Minimum of fifteen years work related experience



- Working knowledge of desktop applications including word processing, spreadsheet, and database programs required
- Security clearance may be required

### **Project Specialist I**

#### **Principal Duties and Responsibilities**

- Coordinates and provides technical recommendations for planning, organizing, controlling, integrating and completing projects.
- Provides technical support to customers in Organizational Assessments, Process Involvement, Staffing Analysis, Risk Analysis, Acquisition Management, Program Integration, Change and/or Configuration/Data Management.
- Responsible for the effective assessment and resolution of critical project issues.
- Evaluates project requirements and developments while providing guidance, decisive resolutions, and specific expert advice.
- Assists in the development of technical approaches and methodologies that are required to render successful project results.

#### ***Job Specifications***

- BS in related field
- Minimum 8 years of experience in related field

May require security clearance.

### **Project Specialist II**

#### **Principal Duties and Responsibilities**

- Coordinates and provides technical recommendations for planning, organizing, controlling, integrating and completing projects.
- Provides technical support to customers in Organizational Assessments, Process Involvement, Staffing Analysis, Risk Analysis, Acquisition Management, Program Integration, Change and/or Configuration/Data Management.
- Responsible for the effective assessment and resolution of critical project issues.
- Evaluates complex project requirements and developments while providing guidance, decisive resolutions, and specific expert advice.
- Assists in the development of technical approaches and methodologies that are required to render successful project results.

#### ***Job Specifications***

- BS in related field



- Minimum 10 years of experience in related field
- May require security clearance.

### **Project Specialist III**

#### **Principal Duties and Responsibilities**

- Supervises, coordinates, and exerts authority for planning, organizing, controlling, integrating and completing projects.
- Provides technical support to customers in Organizational Assessments, Process Involvement, Staffing Analysis, Risk Analysis, Acquisition Management, Program Integration, Change and/or Configuration/Data Management.
- Responsible for the effective assessment and resolution of critical project issues.
- Oversees and evaluates complex project requirements and developments while providing guidance, decisive resolutions, and specific expert advice.
- Assists in the development of technical approaches and methodologies that are required to render successful project results.

#### ***Job Specifications***

- BS in related field, Masters preferred
- Minimum 15 years of experience in related field
- May require security clearance.

### **Quality Engineer I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Assists in managing hardware, software and service product quality standards
- \* Assists in the documentation of quality problems
- \* May assist in the review and evaluation of various product's performance

#### ***Job Specifications***

- Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline.
- Working knowledge of desktop applications including word processing, spreadsheets, and databases

Work may be performed in an area that requires security clearance



## **Quality Engineer II**

### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Develops quality control initiatives for hardware, software, and service products
- \* Responsible for the documentation of product problems
- \* Responsible for implementation and compliance of ISO 9000
- \* Responsible for overseeing the company's Configuration Management Process
- \* May assist in the review and evaluation of product performance
  
- \* Supports other departments as needed

### ***Job Specifications***

- Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline.
  - Minimum of two years related work experience
  - Working knowledge of desktop applications including word processing, spreadsheets, and databases
  - Working knowledge of current operating systems and programming languages
- Work may be performed in an area that requires security clearance

## **Quality Eng. III**

### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Develops quality initiatives for complex hardware, software, and service products
- \* Responsible for the documentation of product problems
- \* Responsible for assisting as needed in the implementation and compliance of ISO 9000
- \* Responsible for writing documentation and for the support of QMG implementation

### ***Job Specifications***

- Bachelor's degree, Masters' preferred, in computer science, information systems, engineering, business, or other related scientific or technical discipline.
- Minimum of five years related work experience
- Working knowledge of desktop applications including word processing, spreadsheets, and databases
- Working knowledge of current operating systems and programming languages Work may be performed in an area that requires security clearance



### **Satellite Communication Specialist I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Installs, configures, operates, aligns, and conducts performance tests, on satellite communications equipment
- \* Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems
- \* Installs tactical satellite antenna equipment
- \* Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures
- \* Performs complex and multifaceted tasks associated with stressed and unstressed network operations
- \* Ensures backup equipment, spares, and repair parts are available to sustain system operations.
- \* Compiles system and network statistics for reports

#### ***Job Specifications***

- Bachelor's Degree in Science or Technology with 0-2 years experience.
  - Knowledge with fundamental communication systems a plus.
- Ability to obtain a security clearance

### **Satellite Communication Specialist II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Installs, configures, operates, aligns, conducts performance tests, on satellite communications equipment
- \* Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems
- \* Installs tactical satellite antenna equipment
- \* Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems
- \* Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures
- \* Performs complex and multifaceted tasks associated with stressed and unstressed network operations
- \* Ensures backup equipment, spares, and repair parts are available to sustain system operations.
- \* Compiles system and network statistics for reports



### ***Job Specifications***

- Bachelor's Degree in Science or Technology with minimum 3 years experience.
  - Knowledge with fundamental satellite communication systems a plus.
- Security clearance required

### **Satellite Communication Specialist III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Installs, configures, operates, aligns, and conducts performance tests, on satellite communications equipment
- \* Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems
- \* Installs tactical satellite antenna equipment
- \* Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems
- \* Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures
- \* Performs complex and multifaceted tasks associated with stressed and unstressed network operations
- \* Supervises and performs alignment, control functions, and direct support maintenance on assigned communications equipment
- \* Ensures backup equipment, spares, and repair parts are available to sustain system operations.
- \* Compiles system and network statistics for reports

### ***Job Specifications***

- Bachelor's Degree in Science or Technology with minimum 7 years experience  
Master 's Degree preferred
  - Advanced knowledge with satellite communication systems a plus
- Security clearance required

### **Satellite Communication Specialist IV**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Installs, configures, operates, aligns, and conducts performance tests, on satellite communications equipment
- \* Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems



- \* Installs tactical satellite antenna equipment
- \* Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems
- \* Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures
- \* Performs complex and multifaceted tasks associated with stressed and unstressed network operations
- \* Supervises and performs alignment, control functions, and direct support maintenance on assigned communications equipment
- \* Ensures backup equipment, spares, and repair parts are available to sustain system operations.
- \* Compiles system and network statistics for reports

### ***Job Specifications***

- Bachelor's Degree in Science or Technology with 12+ yrs. experience. Master's Degree preferred
  - Advanced knowledge with satellite communication systems desired
- Security clearance required

### **Scientist**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Plans, conducts and technically directs research on various phases of projects
- \* Participates in the development of patent applications/protection of intellectual Property
- \* Conducts investigations and tests of considerable complexity
- \* Responsible for planning and executing research
- \* Reviews literature, patents and current practices relevant to the solution of assigned projects
- May contribute to scientific literature and conferences

### ***Job Specifications***

- Ph.D. in a related scientific field or Master's degree with extensive, proven technical expertise demonstrated through publication, patents, or equivalent
- Minimum of eight years of experience with advanced scientific or engineering development
- Must maintain substantial knowledge of state-of-the art principles and theories
- Working knowledge of desktop applications such as word processing, spreadsheet, and database programs





### **Senior Scientist**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Plans, conducts and technically directs research on extremely complex phases of projects
- \* Participates in the development of patent applications/protection of intellectual property
- \* Conducts investigations and tests of high complexity
- \* Responsible for planning and executing extremely complex and/or advanced research
- \* Reviews literature, patents and current practices relevant to the solution of assigned projects
- \* Exercises independent judgment in developing methods, techniques, and evaluation criterion for obtaining results
- May contribute to scientific literature and conferences
- May provide work leadership including assigning work

#### ***Job Specifications***

- Ph.D. in a related scientific field with extensive, proven technical expertise demonstrated through publication, patents, or equivalent
- Minimum of fifteen years of advanced scientific or engineering development
- Must maintain substantial knowledge of state-of-the art principles and theories
- Working knowledge of desktop applications such as word processing, spreadsheet, and database programs

### **Software Engineer I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Assists in designing and developing software programs
- \* Assists in analyzing user's software program needs and assists in troubleshooting
- \* Assists in the design and development of software using basic compilers, assemblers, utility programs and operating systems
- \* May advise hardware design engineers on machine characteristics that affect software systems
- \* May provide input for documentation of new or existing programs

#### ***Job Specifications***

- Bachelor's degree in computer science, information systems, engineering, business, or other related field or equivalent experience. Working knowledge of desktop applications including word processing, programs and spreadsheet, and database programs



- Working knowledge of current operating systems and programming languages

### **Software Engineer II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Designs and develops software programs
- \* Analyzes user's software program needs and assists in troubleshooting
- \* Design and develops software using basic compilers, assemblers, utility programs and operating systems
- \* Performs systems modeling, simulation and analysis May advise hardware design engineers on machine characteristics that affect software systems
- \* May provide input for documentation of new or existing programs

#### ***Job Specifications***

- Bachelor's degree in computer science, information systems, engineering, business, or other related field or equivalent experience.
- Two years applicable software design engineering experience
- Ability to use desktop applications such as word processing, spreadsheet, and database programs
- Working knowledge of current operating systems and programming languages

### **Software Engineer III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Designs and develops complicated and difficult software programs
- \* Analyzes user's software program needs and assists in troubleshooting
- \* Design and develops software using basic compilers, assemblers, utility programs and operating systems
- \* Performs systems modeling, simulation and analysis Advises hardware design engineers on machine characteristics that affect software systems May provide input for documentation of new or existing programs
- \* May provide work leadership for lower level employees

#### ***Job Specifications***

- Bachelor's degree (Masters preferred) in computer science, information systems, engineering, business, or other related field, or equivalent experience
- Five years applicable software design engineering experience
- Working knowledge of desktop applications such as word processing, spreadsheet, and database programs
- Working knowledge of current operating systems and programming languages



## **Software Engineer IV**

### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Plans, conducts and technically directs projects or major phases of significant projects
- \* Conducts investigations and tests of considerable complexity
- \* Reviews literature, patents & current practices relevant to the solution of assigned projects
- \* Reviews the completion and implementation of technical products
- \* May evaluate vendor capabilities to provide required products or services
- \* May provide technical consultation to other departments
- \* May provide work leadership to lower level employees

### ***Job Specifications***

- Master's degree in computer science, information systems, engineering, business, or other related field or equivalent experience.
- Minimum of eight years of applicable progressively complex software design engineering experience
- Knowledge of desktop applications such as word processing, spreadsheet, and database programs
- Working knowledge of current operating systems and programming languages

## **Statistician**

### **Principal Duties and Responsibilities (\*Essential functions)**

- Collect and analyze numerical data in order to solve practical problems.
- Using the mathematical theory of probability, statisticians/statistical scientists formalize this process in order to improve it.

### ***Job Specifications***

- Requirements: A bachelor's degree in statistics or a related discipline, with an emphasis on mathematics and computers.
- A master's degree is preferable, and will allow for more independent and less routine work.
- Research at the university level usually requires a Ph.D.

May require security clearance



### **Subject Matter Expert I**

#### **Principal Duties and Responsibilities**

- Serves as an expert in a specific functional area.
- Responsible for the effective assessment and resolution of critical program issues.
- Develops advanced methods, theories, and research techniques in the investigation and solution of complex issues.
- Ensures that focus is maintained on problem solution and task completion.
- Provides advice in developing programs and implementing creative and innovative solutions to customer's problems.

#### ***Job Specifications***

- Bachelors degree in related field
- Minimum 7 years of experience in related field
- Must be acknowledged as an expert in the specific functional area of task to be performed.
- May have published articles or books in field of expertise and/or made presentations at professional conferences.
- May require security clearance.

### **Subject Matter Expert II**

#### **Principal Duties and Responsibilities**

- Serves as an expert in a specific functional area.
- Responsible for the effective assessment and resolution of critical program issues.
- Develops advanced methods, theories, and research techniques in the investigation and solution of complex issues.
- Ensures that focus is maintained on problem solution and task completion.
- Provides advice in developing programs and implementing creative and innovative solutions to customer's problems.

#### ***Job Specifications***

- Bachelors degree in related field
- Minimum 12 years of experience in related field
- Must be acknowledged as an expert in the specific functional area of task to be performed.
- May have published articles or books in field of expertise and/or made presentations at professional conferences.
- May require security clearance.



### **Subject Matter Expert III**

#### **Principal Duties and Responsibilities**

- Serves as an expert in a specific functional area.
- Responsible for the effective assessment and resolution of critical program issues.
- Develops highly advanced methods, theories, and research techniques in the investigation and solution of extremely complex issues.
- Ensures that focus is maintained on problem solution and task completion.
- Provides advice in developing programs and implementing creative and innovative solutions to customer's problems.

#### ***Job Specifications***

- Bachelors degree in related field
- Minimum 17 years of experience in related field
- Must be acknowledged as an expert in the specific functional area of task to be performed.
- May have published articles or books in field of expertise and/or made presentations at professional conferences.

May require security clearance.

### **Sys Administrator/Network Analyst III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- Responsible for the evaluation, acquisition, installation and support of local area networks and/or wide area networks.
- Responsible for the on-going administration and support of a LAN or WAN.

#### ***Job Specifications***

- Bachelor's degree in related field such as information systems, engineering, etc.
- Minimum of 5 years of experience.
- May require security clearance

### **Systems Engineer I:**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Assists in the analysis process of existing systems
- \* Assists in the determination of system specification, input/output processes and working parameters for hardware/software compatibility
- \* Assists in identifying and analyzing program support deficiencies
- May assist in resolving program support deficiencies



### ***Job Specifications***

- Bachelor's degree in related field such as information systems, engineering, etc.
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- May require security clearance

### **Systems Engineer II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* *Responsible for analyzing, defining, designing and developing new system requirements*
- \* Determines system specifications, input/output processes and working parameters for hardware/software compatibility
- \* Coordinates design of subsystems and integration of total system
- \* Identifies, analyzes and resolves program support deficiencies

### ***Job Specifications***

- Bachelor's degree in related field such as information systems, engineering, etc.
- Minimum of two years system design experience
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- May require security clearance

### **Systems Engineer III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for developing and applying advanced techniques in the investigation and solution of advanced system requirements and problems
- \* Plans, conducts and technically directs projects or major phases of significant projects
- \* Coordinates efforts of technical support staff in the performance of assigned projects
- \* Conducts investigations and tests of considerable complexity
- \* Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management
- May evaluate vendor capabilities to provide required products or services
- May provide technical consultation to other departments
- May provide work leadership to lower level employees

### ***Job Specifications***

- Bachelor's degree in related field such as information systems, engineering, etc.  
Master's degree preferred



- Minimum of eight years experience in progressively complex systems design, including hardware/software integration of complex systems
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- May require security clearance

### **Systems Engineer Manager II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for managing assigned staff including employment, training and performance management
- \* Responsible for managing annual budget
- \* Responsible for task assignments
- \* Directs technical organization and ensures progress according to objectives
- \* Assesses results of assigned technical projects

#### ***Job Specifications***

- Bachelors degree or Master's degree, Ph.D. preferred, in related field
- Minimum of eight years experience in Systems Design Engineering, including supervisory experience.
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- May require security clearance

### **Technical Document Specialist I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for developing, writing, and editing routine, non-complex technical documentation such as technical manuals, user manuals, and technical orders, generally using standard office automation products
- \* Duties may include data manipulation, storage, and retrieval in database applications
- \* Duties may include requirements development, documentation development, configuration identification, configuration control, configuration accounting and/or verification

#### ***Job Specifications***

- Bachelor's degree in a related field, or the equivalent experience.
- Minimum of three years work related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Must possess excellent written communication skills



May require security clearance

### **Technical Document Specialist II**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for developing, writing, and editing routine, non-complex technical documentation such as technical manuals, user manuals, and technical orders, generally using standard office automation products, more unique applications such as Standard Generalized Mark-up Language, and specialized tools such as the Joint Computer-Aided Acquisition and Logistics System (JCALS)
- \* May include data manipulation, storage, and retrieval in database applications, as well as development of database applications.
- \* Responsible for evaluating potential user problems relating to assigned applications
- \* Responsible for using and evaluating test versions of software applications to identify application obstacles before applications are released
- \* Duties may include requirements development, documentation development, configuration identification, configuration control, configuration accounting and/or verification

#### ***Job Specifications***

- Bachelor's degree in a related field, or the equivalent experience.
- Minimum of five years work related experience required
- Working knowledge of desktop applications including word processing, spreadsheet, and database programs
- Must possess excellent written communication skills

May require security clearance

### **Technical Document Specialist III**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for developing, writing, and editing non-routine, complex technical user manuals
- \* Responsible for assigning and insuring proper configuration and numbering to documents and revisions
- \* Responsible for evaluating potential user problems relating to assigned applications
- \* Responsible for using test versions of software applications to identify application obstacles before applications are released
- \* Responsible for the documentation of relative information on assigned applications





- \* *Responsible for editing user manuals as needed*
- *May assemble document packages for delivery to customer*
- *May provide work leadership to lower level employees*

### ***Job Specifications***

- Bachelor's degree in a related field, or the equivalent experience.
- Minimum of eight years work related experience required
- Working knowledge of desktop applications including word processing , spreadsheet, and database programs
- Must possess excellent written communication skills
- May require security clearance

### **Technical Manager**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Responsible for the management of assigned staff including employment, training, and performance management
- \* Responsible for managing department budget
- \* Responsible for performing programming on assigned projects as needed
- \* Responsible for reporting requirements for department
- \* Responsible for the development and modifications to policies and procedures that are directly related to the department
- \* Serves as liaison with other departments and/or customers

### ***Job Specifications***

- Bachelor's degree a related field, or the equivalent experience
- Minimum of five years work related experience including supervisory experience
- Working knowledge of desktop applications including word processing , spreadsheet, and database programs
- Working knowledge of current systems and applications.
- Working knowledge of current high level computer languages
- Working knowledge of project specific operating systems and hardware preferred

May require security clearance

### **Training Specialist I**

#### **Principal Duties and Responsibilities (\*Essential functions)**

- \* Designs and coordinates training programs based on needs
- \* Conducts training courses
- \* Performs interviews and surveys to analyze training needs
- \* Assists in compiling training manuals



***Job Specifications***

- Bachelor's degree in related instructional field
- 0-2 years experience
- Effective training and presentation skills
- Excellent written and verbal communication skills

May require security clearance

**Training Specialist II**

**Principal Duties and Responsibilities (\*Essential functions)**

- \* Designs and coordinates training programs based on needs
- \* Conducts training courses
- \* Performs interviews and surveys to analyze training needs
- \* Assists in compiling training manuals

***Job Specifications***

- Bachelor's degree in related instructional field
- 3+ years experience
- Effective training and presentation skills
- Excellent written and verbal communication skills

May require security clearance



**COLSA Corporation GS23F-0003L Rate Table  
Option 2--10/4/2010-10/3/2015**

<b>Awarded Labor Categories COLSA-SITE OPTION 2</b>	<b>Year 11 01/1/2011 To 12/31/2011</b>	<b>Year 12 01/1/2012 To 12/31/2012</b>	<b>Year 13 01/1/2013 To 12/31/2013</b>	<b>Year 14 01/1/2014 To 12/31/2014</b>	<b>Year 15 01/1/2015 To 12/31/2015</b>
*Administrative Assistant I			\$28.35	\$29.20	\$30.08
*Administrative Assistant II			\$38.40	\$39.55	\$40.74
*Administrative Assistant III	\$40.83	\$42.05	\$43.31	\$44.61	\$45.95
Aeronautical Engineer I			\$50.28	\$51.79	\$53.34
Aeronautical Engineer II			\$65.99	\$67.97	\$70.01
Aeronautical Engineer III			\$80.12	\$82.52	\$85.00
Aeronautical Engineer IV			\$105.39	\$108.55	\$111.81
Configuration & Data Management Analyst I			\$45.66	\$47.03	\$48.44
Configuration Management Analyst II	\$45.90	\$47.28	\$48.70	\$50.16	\$51.66
Configuration Management Analyst III	\$64.66	\$66.60	\$68.60	\$70.66	\$72.78
Configuration Management Specialist	\$84.98	\$87.53	\$90.16	\$92.86	\$95.65
Contracts Administrator II	\$55.70	\$57.37	\$59.09	\$60.86	\$62.69
Contracts Administrator III	\$87.59	\$90.22	\$92.93	\$95.72	\$98.59
Cost Engineer I	\$42.83	\$44.11	\$45.43	\$46.79	\$48.19
Cost Engineer II	\$53.08	\$54.67	\$56.31	\$58.00	\$59.74
Cost Engineer III	\$75.25	\$77.51	\$79.84	\$82.24	\$84.71
Cyber Specialist I			\$39.33	\$40.51	\$41.73
Cyber Specialist II			\$52.72	\$54.30	\$55.93
*Drafter I	\$28.08	\$28.92	\$29.79	\$30.68	\$31.60
Drafter II	\$34.22	\$35.25	\$36.31	\$37.40	\$38.52
Drafter III	\$44.40	\$45.73	\$47.10	\$48.51	\$49.97
Electrical Engineer I	\$53.74	\$55.35	\$57.01	\$58.72	\$60.48
Electrical Engineer II	\$76.77	\$79.07	\$81.44	\$83.88	\$86.40
Electrical Engineer III	\$102.03	\$105.09	\$108.24	\$111.49	\$114.83
*Engineering Assistant I			\$28.59	\$29.45	\$30.33
*Engineering Assistant II			\$45.52	\$46.89	\$48.30
*Engineer Technician I	\$34.25	\$35.28	\$36.34	\$37.43	\$38.55
Engineer Technician II	\$41.13	\$42.36	\$43.63	\$44.94	\$46.29
Engineer Technician III	\$53.18	\$54.78	\$56.42	\$58.11	\$59.85
Government Property Administrator II			\$40.39	\$41.60	\$42.85
Graphics Technician III	\$47.05	\$48.46	\$49.91	\$51.41	\$52.95
Logistics Engineer I	\$45.75	\$47.12	\$48.53	\$49.99	\$51.49
Logistics Engineer II	\$68.88	\$70.95	\$73.08	\$75.27	\$77.53
Logistics Engineer III	\$93.07	\$95.86	\$98.74	\$101.70	\$104.75
Management Analyst I (Wash, DC Only)	\$116.61	\$120.11	\$123.71	\$127.42	\$131.24
Management Analyst II (Wash, DC Only)	\$131.20	\$135.14	\$139.19	\$143.37	\$147.67
Mechanical Engineer I	\$52.32	\$53.89	\$55.51	\$57.18	\$58.90
Mechanical Engineer II	\$78.95	\$81.32	\$83.76	\$86.27	\$88.86
Mechanical Engineer III	\$97.27	\$100.19	\$103.20	\$106.30	\$109.49
Military Systems Specialist I ( Wash, DC Only)	\$134.00	\$138.02	\$142.16	\$146.42	\$150.81
Military Systems Specialist II ( Wash, DC Only)	\$166.13	\$171.11	\$176.24	\$181.53	\$186.98
Military Systems Specialist III ( Wash, DC Only)	\$175.52	\$180.79	\$186.21	\$191.80	\$197.55
Network Systems Analyst III	\$81.82	\$84.27	\$86.80	\$89.40	\$92.08
Project Manager I	\$96.05	\$98.93	\$101.90	\$104.96	\$108.11



<b>Awarded Labor Categories COLSA-SITE OPTION 2</b>	<b>Year 11 01/1/2011 To 12/31/2011</b>	<b>Year 12 01/1/2012 To 12/31/2012</b>	<b>Year 13 01/1/2013 To 12/31/2013</b>	<b>Year 14 01/1/2014 To 12/31/2014</b>	<b>Year 15 01/1/2015 To 12/31/2015</b>
Project Manager II	\$116.65	\$120.15	\$123.75	\$127.46	\$131.28
Project Manager III	\$146.35	\$150.74	\$155.26	\$159.92	\$164.72
Project Specialist I	\$116.06	\$119.54	\$123.13	\$126.82	\$130.62
Project Specialist II	\$147.35	\$151.77	\$156.32	\$161.01	\$165.84
Project Specialist III	\$151.74	\$156.29	\$160.98	\$165.81	\$170.78
Quality Engineer I			\$51.36	\$52.90	\$54.49
Quality Engineer II			\$72.92	\$75.11	\$77.36
Quality Engineer III	\$91.68	\$94.43	\$97.26	\$100.18	\$103.19
Satellite Communication Specialist I			\$47.17	\$48.59	\$50.05
Satellite Communication Specialist II			\$55.83	\$57.50	\$59.23
Satellite Communication Specialist III			\$85.95	\$88.53	\$91.19
Satellite Communication Specialist IV			\$96.37	\$99.26	\$102.24
Scientist	\$121.09	\$124.72	\$128.46	\$132.31	\$136.28
Senior Scientist	\$128.36	\$132.21	\$136.18	\$140.27	\$144.48
Software Engineer I			\$56.45	\$58.14	\$59.88
Software Engineer II			\$73.80	\$76.01	\$78.29
Software Engineer III			\$85.20	\$87.76	\$90.39
Software Engineer IV			\$112.10	\$115.46	\$118.92
Statistician	\$55.54	\$57.21	\$58.93	\$60.70	\$62.52
Subject Matter Expert I **	\$194.94	\$200.79	\$206.81	\$213.01	\$219.40
Subject Matter Expert II **	\$270.05	\$278.15	\$286.49	\$295.08	\$303.93
Subject Matter Expert III **	\$330.43	\$340.34	\$350.55	\$361.07	\$371.90
Systems Administrator/Network Analyst III	\$93.03	\$95.82	\$98.69	\$101.65	\$104.70
Systems Engineer I	\$59.67	\$61.46	\$63.30	\$65.20	\$67.16
Systems Engineer II	\$76.22	\$78.51	\$80.87	\$83.30	\$85.80
Systems Engineer III	\$101.82	\$104.87	\$108.02	\$111.26	\$114.60
Systems Engineer Manager II	\$106.39	\$109.58	\$112.87	\$116.26	\$119.75
Technical Document Specialist I			\$44.19	\$45.52	\$46.89
Technical Document Specialist II			\$56.55	\$58.25	\$60.00
Technical Document Specialist III	\$66.58	\$68.58	\$70.64	\$72.76	\$74.94
Technical Manager	\$81.85	\$84.31	\$86.84	\$89.45	\$92.13
Training Specialist I			\$60.65	\$62.47	\$64.34
Training Specialist II			\$72.94	\$75.13	\$77.38

\* SCA applicable labor categories



<b>Awarded Labor Categories- CUSTOMER-SITE OPTION 2</b>	<b>Year 11 01/1/2011 To 12/31/2011</b>	<b>Year 12 01/1/2012 To 12/31/2012</b>	<b>Year 13 01/1/2013 To 12/31/2013</b>	<b>Year 14 01/1/2014 To 12/31/2014</b>	<b>Year 15 01/1/2015 To 12/31/2015</b>
*Administrative Assistant I			\$25.99	\$26.77	\$27.57
*Administrative Assistant II			\$34.92	\$35.97	\$37.05
*Administrative Assistant III	\$36.85	\$37.96	\$39.10	\$40.27	\$41.48
Aeronautical Engineer I			\$47.82	\$49.25	\$50.73
Aeronautical Engineer II			\$60.14	\$61.94	\$63.80
Aeronautical Engineer III			\$73.40	\$75.60	\$77.87
Aeronautical Engineer IV			\$95.09	\$97.94	\$100.88
Configuration & Data Management Analyst I			\$39.15	\$40.32	\$41.53
Configuration Management Analyst II	\$38.89	\$40.06	\$41.26	\$42.50	\$43.78
Configuration Management Analyst III	\$58.38	\$60.13	\$61.93	\$63.79	\$65.70
Configuration Management Specialist	\$76.74	\$79.04	\$81.41	\$83.85	\$86.37
Contracts Administrator II	\$50.28	\$51.79	\$53.34	\$54.94	\$56.59
Contracts Administrator III	\$75.08	\$77.33	\$79.65	\$82.04	\$84.50
Cost Engineer I	\$36.29	\$37.38	\$38.50	\$39.66	\$40.85
Cost Engineer II	\$47.94	\$49.38	\$50.86	\$52.39	\$53.96
Cost Engineer III	\$67.92	\$69.96	\$72.06	\$74.22	\$76.45
Cyber Specialist I			\$37.12	\$38.23	\$39.38
Cyber Specialist II			\$48.13	\$49.57	\$51.06
*Drafter I	\$25.37	\$26.13	\$26.91	\$27.72	\$28.55
Drafter II	\$28.98	\$29.85	\$30.75	\$31.67	\$32.62
Drafter III	\$40.08	\$41.28	\$42.52	\$43.80	\$45.11
Electrical Engineer I	\$48.50	\$49.96	\$51.46	\$53.00	\$54.59
Electrical Engineer II	\$68.62	\$70.68	\$72.80	\$74.98	\$77.23
Electrical Engineer III	\$91.64	\$94.39	\$97.22	\$100.14	\$103.14
Engineering Assistant I			\$26.01	\$26.79	\$27.59
Engineering Assistant II			\$41.32	\$42.56	\$43.84
*Engineer Technician I	\$29.50	\$30.39	\$31.30	\$32.24	\$33.21
Engineer Technician II	\$34.86	\$35.91	\$36.99	\$38.10	\$39.24
Engineer Technician III	\$48.01	\$49.45	\$50.93	\$52.46	\$54.03
Government Property Administrator II			\$33.92	\$34.94	\$35.99
Graphics Technician III	\$39.86	\$41.06	\$42.29	\$43.56	\$44.87
Logistics Engineer I	\$41.30	\$42.54	\$43.82	\$45.13	\$46.48
Logistics Engineer II	\$61.51	\$63.36	\$65.26	\$67.22	\$69.24
Logistics Engineer III	\$82.30	\$84.77	\$87.31	\$89.93	\$92.63
Management Analyst I (Wash, DC Only)	\$105.27	\$108.43	\$111.68	\$115.03	\$118.48
Management Analyst II (Wash, DC Only)	\$118.43	\$121.98	\$125.64	\$129.41	\$133.29
Mechanical Engineer I	\$44.88	\$46.23	\$47.62	\$49.05	\$50.52
Mechanical Engineer II	\$70.38	\$72.49	\$74.66	\$76.90	\$79.21
Mechanical Engineer III	\$86.53	\$89.13	\$91.80	\$94.55	\$97.39
Military Systems Specialist I ( Wash, DC Only)	\$120.96	\$124.59	\$128.33	\$132.18	\$136.15
Military Systems Specialist II ( Wash, DC Only)	\$145.46	\$149.82	\$154.31	\$158.94	\$163.71



<b>Awarded Labor Categories- CUSTOMER-SITE OPTION 2</b>	<b>Year 11 01/1/2011 To 12/31/2011</b>	<b>Year 12 01/1/2012 To 12/31/2012</b>	<b>Year 13 01/1/2013 To 12/31/2013</b>	<b>Year 14 01/1/2014 To 12/31/2014</b>	<b>Year 15 01/1/2015 To 12/31/2015</b>
Military Systems Specialist III ( Wash, DC Only)	\$156.91	\$161.62	\$166.47	\$171.46	\$176.60
Network Systems Analyst III	\$69.33	\$71.41	\$73.55	\$75.76	\$78.03
Project Manager I	\$81.36	\$83.80	\$86.31	\$88.90	\$91.57
Project Manager II	\$98.81	\$101.77	\$104.82	\$107.96	\$111.20
Project Manager III	\$123.98	\$127.70	\$131.53	\$135.48	\$139.54
Project Specialist I	\$104.78	\$107.92	\$111.16	\$114.49	\$117.92
Project Specialist II	\$125.41	\$129.17	\$133.05	\$137.04	\$141.15
Project Specialist III	\$136.97	\$141.08	\$145.31	\$149.67	\$154.16
Quality Engineer I			\$45.45	\$46.81	\$48.21
Quality Engineer II			\$64.73	\$66.67	\$68.67
Quality Engineer III	\$80.04	\$82.44	\$84.91	\$87.46	\$90.08
Satellite Communication Specialist I			\$41.71	\$42.96	\$44.25
Satellite Communication Specialist II			\$52.61	\$54.19	\$55.82
Satellite Communication Specialist III			\$76.54	\$78.84	\$81.21
Satellite Communication Specialist IV			\$86.48	\$89.07	\$91.74
Scientist	\$102.57	\$105.65	\$108.82	\$112.08	\$115.44
Senior Scientist	\$114.21	\$117.64	\$121.17	\$124.81	\$128.55
Software Engineer I			\$46.35	\$47.74	\$49.17
Software Engineer II			\$64.33	\$66.26	\$68.25
Software Engineer III			\$75.54	\$77.81	\$80.14
Software Engineer IV			\$102.16	\$105.22	\$108.38
Statistician	\$50.15	\$51.65	\$53.20	\$54.80	\$56.44
Subject Matter Expert I **	\$194.94	\$200.79	\$206.81	\$213.01	\$219.40
Subject Matter Expert II **	\$270.05	\$278.15	\$286.49	\$295.08	\$303.93
Subject Matter Expert III **	\$330.43	\$340.34	\$350.55	\$361.07	\$371.90
Systems Administrator/Network Analyst III	\$78.83	\$81.19	\$83.63	\$86.14	\$88.72
Systems Engineer I	\$50.55	\$52.07	\$53.63	\$55.24	\$56.90
Systems Engineer II	\$68.81	\$70.87	\$73.00	\$75.19	\$77.45
Systems Engineer III	\$91.92	\$94.68	\$97.52	\$100.45	\$103.46
Systems Engineer Manager II	\$90.14	\$92.84	\$95.63	\$98.50	\$101.46
Technical Document Specialist I			\$40.65	\$41.87	\$43.13
Technical Document Specialist II			\$51.70	\$53.25	\$54.85
Technical Document Specialist III	\$56.43	\$58.12	\$59.86	\$61.66	\$63.51
Technical Manager	\$73.89	\$76.11	\$78.39	\$80.74	\$83.16
Training Specialist I			\$50.95	\$52.48	\$54.05
Training Specialist II			\$69.37	\$71.45	\$73.59

\* SCA applicable labor categories



<b>Service Contract Act Matrix: GS-23F-0003L</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code-Title</b>	<b>WD Number</b>
Administrative Assistant I	01112-General Clerk II	2005-2007
Administrative Assistant II	01113-General Clerk III	2005-2007
Administrative Assistant III	01020-Administrative Assistant	2005-2007
Drafter I	30061-Drafter/CAD Operator I	2005-2007
Engineering Technician I	30081-Engineering Technician I	2005-2007
Engineering Assistant I	30081-Engineering Technician I	2005-2007
Engineering Assistant II	30082-Engineering Technician II	2005-2007

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