

# CALIBRE

## GSA Professional Services Schedule

**Federal Supply Groups: CORP**

**Contract Number: GS00F185CA**

**Contract Period: July 1, 2015 – June 30, 2020**

**Schedule: 00CORP**

CALIBRE Systems, Inc.  
6354 Walker Lane, Suite 300  
Metro Park  
Alexandria, VA 22310-3252  
Telephone: 703-797-8500  
Facsimile: 703-797-8501  
Web Site: [www.calibresys.com](http://www.calibresys.com)  
E-mail: [contracts@calibresys.com](mailto:contracts@calibresys.com)  
Business Size: Large

Federal Supply Service  
Authorized Federal Supply Schedule Price List

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

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

### **Schedule for Professional Services**

**Federal Supply Group:** CORP

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**Contract Period:** July 1, 2015 – June 30, 2020

**Contractor:** CALIBRE Systems, Inc.  
6354 Walker Lane, Suite 300  
Alexandria, VA 22310 3252

**Business Size:** Large

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

**Telephone:** (703) 797/8500  
**FAX Number:** (703) 797/8501  
**Web Site:** [www.calibresys.com](http://www.calibresys.com)  
**E-mail:** [contracts@calibresys.com](mailto:contracts@calibresys.com)  
**Contract Administration:** Mindy Scott

## **CUSTOMER INFORMATION:**

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

SIN	Recovery	SIN Description
100-03	100-03RC	Ancillary Supplies and/or Services
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-21	520-21RC	Program Management Services
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services
899-1	899-1RC	Environmental Consulting Services

899-3	899-3RC	Environmental Training Services
899-7	899-7RC	Geographic Information Systems (GIS) Services
899-8	899-8RC	Remediation and Reclamation Services

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

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

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

**3. Minimum Order:** \$100.00

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

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

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

**7. Quantity discounts:** None Offered

**8. Prompt payment terms:** Net 30 days

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

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept over \$3,000

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

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

**11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor

**11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

**11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor

**12. F.O.B Points(s):** Destination

- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Numbering System (DUNS) number:** 555498187
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**GSA AWARDED LABOR CATEGORIES AND RATES**

SINs	LABOR CATEGORY	BASE PERIOD				
		Year 1	Year 2	Year 3	Year 4	Year 5
899-1, 899-3, 899-7, 899-8	Senior Consultant	\$241.10	\$245.92	\$250.84	\$255.86	\$260.97
899-1, 899-3, 899-7, 899-8	Program Manager	\$157.61	\$160.76	\$163.98	\$167.26	\$170.60
899-1, 899-3, 899-7, 899-8	Environmental Engineer III	\$167.77	\$171.13	\$174.55	\$178.04	\$181.60
899-1, 899-3, 899-7, 899-8	Environmental Analyst	\$71.54	\$72.97	\$74.43	\$75.92	\$77.44
899-1, 899-3, 899-7, 899-8	Research Analyst IV	\$61.77	\$63.01	\$64.27	\$65.55	\$66.86
899-1, 899-3, 899-7, 899-8	Research Analyst III	\$54.44	\$55.53	\$56.64	\$57.77	\$58.93
899-1, 899-3, 899-7, 899-8	Research Analyst II	\$45.44	\$46.35	\$47.28	\$48.22	\$49.19
899-1, 899-3, 899-7, 899-8	Research Analyst I	\$42.05	\$42.89	\$43.75	\$44.62	\$45.52
899-1, 899-3, 899-7, 899-8	Expert Consultant	\$310.90	\$317.12	\$323.46	\$329.93	\$336.53
899-1, 899-3, 899-7, 899-8	Subject Matter Expert I	\$195.47	\$199.38	\$203.36	\$207.43	\$211.58
899-1, 899-3, 899-7, 899-8	Subject Matter Expert	\$142.76	\$145.62	\$148.53	\$151.50	\$154.53
899-1, 899-3, 899-7, 899-8	Environmental Engineer II	\$183.03	\$186.69	\$190.42	\$194.23	\$198.12
899-1, 899-3, 899-7, 899-8	Environmental Engineer I	\$142.35	\$145.20	\$148.10	\$151.06	\$154.08
899-1, 899-3, 899-7, 899-8	Environmental Engineer	\$101.68	\$103.71	\$105.79	\$107.90	\$110.06
899-1, 899-3, 899-7, 899-8	Environmental Analyst VII	\$123.27	\$125.74	\$128.25	\$130.82	\$133.43
899-1, 899-3, 899-7, 899-8	Environmental Analyst VI	\$93.80	\$95.68	\$97.59	\$99.54	\$101.53
899-1, 899-3, 899-7, 899-8	Environmental Analyst V	\$88.60	\$90.37	\$92.18	\$94.02	\$95.90
899-1, 899-3, 899-7, 899-8	Environmental Analyst IV	\$123.03	\$125.49	\$128.00	\$130.56	\$133.17

899-1, 899-3, 899-7, 899-8	Environmental Analyst III	\$111.85	\$114.09	\$116.37	\$118.70	\$121.07
899-1, 899-3, 899-7, 899-8	Environmental Analyst II	\$96.60	\$98.53	\$100.50	\$102.51	\$104.56
899-1, 899-3, 899-7, 899-8	Environmental Analyst I	\$69.32	\$70.71	\$72.12	\$73.56	\$75.03
899-1, 899-3, 899-7, 899-8	GIS Analyst I	\$97.82	\$99.78	\$101.77	\$103.81	\$105.88
899-1, 899-3, 899-7, 899-8	GIS Analyst	\$75.12	\$76.62	\$78.15	\$79.72	\$81.31
899-1, 899-3, 899-7, 899-8	GIS Technician	\$60.77	\$61.99	\$63.23	\$64.49	\$65.78
899-1, 899-3, 899-7, 899-8	Field Crew Member II**	\$66.30	\$67.62	\$68.98	\$70.36	\$71.76
899-1, 899-3, 899-7, 899-8	Field Crew Member I **	\$44.81	\$45.71	\$46.62	\$47.55	\$48.50
899-1, 899-3, 899-7, 899-8	Laborer **	\$40.12	\$40.92	\$41.74	\$42.58	\$43.43
520-12, 520-13, 520-21	Executive Consultant	\$235.19	\$239.89	\$244.69	\$249.58	\$254.58
520-12, 520-13, 520-21	Principal Consultant	\$163.17	\$166.43	\$169.76	\$173.15	\$176.62
520-12, 520-13, 520-21	Senior Financial Consultant	\$185.47	\$189.18	\$192.96	\$196.82	\$200.76
520-12, 520-13, 520-21	Financial Program Manager	\$148.43	\$151.40	\$154.43	\$157.51	\$160.66
520-12, 520-13, 520-21	Senior Cost Analyst	\$170.20	\$173.60	\$177.08	\$180.62	\$184.23
520-12, 520-13, 520-21	Principal Financial Analyst	\$168.19	\$171.55	\$174.98	\$178.48	\$182.05
520-12, 520-13, 520-21	Financial Project Manager	\$148.52	\$151.49	\$154.52	\$157.61	\$160.76
520-12, 520-13, 520-21	Financial Consultant	\$163.65	\$166.92	\$170.26	\$173.67	\$177.14
520-12, 520-13, 520-21	Functional Subject Matter Expert	\$152.74	\$155.79	\$158.91	\$162.09	\$165.33
520-12, 520-13, 520-21	Cost Analyst	\$147.29	\$150.24	\$153.24	\$156.31	\$159.43
520-12, 520-13, 520-21	Senior Financial Manager	\$152.30	\$155.35	\$158.45	\$161.62	\$164.85

520-12, 520-13, 520-21	Senior Budget Analyst	\$146.97	\$149.91	\$152.91	\$155.97	\$159.09
520-12, 520-13, 520-21	Financial Manager	\$142.98	\$145.84	\$148.76	\$151.73	\$154.77
520-12, 520-13, 520-21	Senior Financial Analyst	\$143.82	\$146.70	\$149.63	\$152.62	\$155.68
520-12, 520-13, 520-21	Senior Financial Systems Analyst	\$117.53	\$119.88	\$122.28	\$124.72	\$127.22
520-12, 520-13, 520-21	Budget Analyst	\$133.11	\$135.77	\$138.49	\$141.26	\$144.08
520-12, 520-13, 520-21	Financial Analyst	\$129.82	\$132.42	\$135.06	\$137.77	\$140.52
520-12, 520-13, 520-21	Senior Accounting Analyst	\$122.20	\$124.64	\$127.14	\$129.68	\$132.27
520-12, 520-13, 520-21	Systems Analyst	\$97.95	\$99.91	\$101.91	\$103.95	\$106.02
520-12, 520-13, 520-21	Accounting Analyst	\$109.11	\$111.29	\$113.52	\$115.79	\$118.10
520-12, 520-13, 520-21	Senior Financial Technical Support	\$87.28	\$89.03	\$90.81	\$92.62	\$94.47
520-12, 520-13, 520-21	Functional Analyst	\$74.18	\$75.66	\$77.18	\$78.72	\$80.29
520-12, 520-13, 520-21	Financial Technical Support/Writer	\$62.02	\$63.26	\$64.53	\$65.82	\$67.13
520-12, 520-13, 520-21	Administrative Support	\$53.33	\$54.40	\$55.48	\$56.59	\$57.73
874-1, 874-4, 874-5, 874-6, 874-7	Senior Officer/Director	\$206.53	\$210.66	\$214.87	\$219.17	\$223.55
874-1, 874-4, 874-5, 874-6, 874-7	Principal Consultant	\$192.53	\$196.38	\$200.31	\$204.32	\$208.40
874-1, 874-4, 874-5, 874-6, 874-7	Senior Business Consultant	\$157.54	\$160.69	\$163.91	\$167.18	\$170.53
874-1, 874-4, 874-5, 874-6, 874-7	Principal Business Analyst	\$140.02	\$142.82	\$145.68	\$148.59	\$151.57
874-1, 874-4, 874-5, 874-6, 874-7	Program Manager	\$117.86	\$120.21	\$122.62	\$125.07	\$127.57
874-1, 874-4, 874-5, 874-6, 874-7	Senior Business Analyst	\$106.18	\$108.30	\$110.47	\$112.67	\$114.93
874-1, 874-4, 874-5, 874-6, 874-7	Program Analyst	\$86.35	\$88.08	\$89.84	\$91.63	\$93.47

874-1, 874-4, 874-5, 874-6, 874-7	Business Analyst	\$73.50	\$74.97	\$76.47	\$78.00	\$79.56
874-1, 874-4, 874-5, 874-6, 874-7	Assistant Business Analyst	\$58.05	\$59.21	\$60.39	\$61.60	\$62.83
874-1, 874-4, 874-5, 874-6, 874-7	Business Support	\$43.19	\$44.05	\$44.93	\$45.83	\$46.75

\*\* SCA labor categories

### SUPPORT PRODUCTS AWARDED UNDER SIN 100-03

Support Product (ODC's)	Time of Delivery ARO	Domestic or Overseas	Unit of Issue	GSA PRICE
Black and white, reproduction on 8-1/2 x 11 inch paper (per printed page)	Per TO	Domestic Only	each	\$0.07
Completion Certificates in color (each)	Per TO	Domestic Only	each	\$1.68
DVD//CD containing course materials (handouts, reading material, forms, etc.) and appropriate CD cover (each)	Per TO	Domestic Only	each	\$13.10
CALIBRE Conference Room Without Computers (seating up to 40 people) (per day)	Per TO	Domestic Only	day	\$156.20
CALIBRE Conference Room with 12 Computers and up to 24 people (per day)	Per TO	Domestic Only	day	\$364.47

### SERVICE CONTRACT ACT (SCA) MATRIX

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Field Crew Member I	Surveying Technician – 99831	2005-2103
Field Crew Member II	Surveying Technician – 99832	2005-2103
Laborer	Laborer, Grounds Maintenance – 11210	2005-2103

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 SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).



## LABOR CATEGORY DESCRIPTIONS

### LABOR CATEGORY AWARDED UNDER SINS 899-1, 899-3, 899-7, AND 899-8

#### SENIOR CONSULTANT

**Functional Responsibility:** Consult with agency heads, directors, and senior managers on management information analysis and information technology solutions, strategic analysis & organizational engineering, resource management, and cost and economic analysis. Conduct senior executive level workshops, benchmarking, and surveys. Facilitate process improvement efforts. Manage a team of consultants and analysts. Develop, analyze, and promote the customer's needs and issues, including the responsiveness of required deliverables.

**Minimum Education:** Possess a Masters of Arts or Master of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management.

**Minimum/General Experience:** Twelve (12) years of functional experience, which includes experience in the application of research and analytical methodologies, information technology and tools. Specializing in management, business development, and resource allocation, environmental management, or information technology. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers. Highly specialized experience may be substituted for degree or general experience requirements.

#### PROGRAM MANAGER

**Functional Responsibility:** Plans, conducts, and supervises programs, projects, or assignments of significant importance. Frequently manages multiple major projects or assignments concurrently. Selects and assigns staff, and estimates and schedules work to meet completion dates. Makes changes in methods, design, staff or equipment when necessary. May function as a technical expert on assignments. Provide overall project/program management. Responsible for enforcing work standards, coordinating contractor schedules, reviewing work, and communicate policies and procedures. Responsible for overall contract/task order performance and direct interface with customer. Manages project team of analysts and consultants.

**Minimum Education:** Possess a Bachelor of Arts or Bachelor of Science degree.

**Minimum/General Experience:** Eight (8) years of experience is required in overall project/program management. Manages project team of analysts and consultants. Additional specialized experience may substitute for education or years of experience.

#### ENVIRONMENTAL ENGINEER III

**Functional Responsibility:** Develop, design, and plan projects including but not limited to environmental inspection, characterization, remediation, modeling, and other activities related to soil, surface water, ground water, sediment contamination. Includes hydrologic diversions, water bars, sediment basins, critical area stabilization and other associated conservation measure to improve training and land conditions. Conduct environmental engineering projects and watershed analysis to ensure successful project implementation. Maximize the use of new technology. Coordinate project development, designs, and plans with various staff components. Coordinate project requirements with various government agencies including, but not limited to: state and Federal environmental regulatory agencies (e.g., US Environmental Protection Agency and EPA Regions), the Natural Resource Conservation Service (NRCS), State Soil Conservation Services, Army Corps of Engineers, and state and local regulators. Coordinate with key stakeholders, to include commercial customers, land owners, attorneys, and Federal conservation agencies and land owners. Oversee construction, investigation, remediation and other field crews. Coordinate with customer to develop project estimates. Develop, prepare and conduct project briefings.

**Minimum Education:** Possess a Bachelor of Science degree in an Engineering discipline (including Industrial Engineering, ORSA, Math or related discipline); other education, commensurate experience and demonstrated ability of individual may be substituted. Possesses Professional Engineer (PE) certification/registration.

**Minimum/General Experience:** Twelve (12) years experience in remedial investigation, design, and implementation; construction design, road/trail design, range design, erosion control structures, land management, or related fields. Specialized experience may substitute for general years of experience.

## **ENVIRONMENTAL ANALYST**

**Functional Responsibility:** Perform a wide variety of administrative and analytical duties related to environmental issues. Serves as a technical authority in environmental and engineering issues, with responsibility for the planning, advisory, reviewing, and procedural development support to project management. Plans, prioritizes and tracks environmental compliance projects. Develops annualized resource programming information for environmental compliance projects. Develops and maintains standardized procedures needed to conduct environmental compliance programs including, identification of environmental protection facilities, conduct of assurance/quality control, preparation/processing of records, notification/reporting to regulatory agencies, coordination of corrective actions to maintain regulatory compliance, information/document review and release, community relations, environmental compliance project tracking and accounting, and other related activities. Typical activities include but are not limited to reviewing technical documents and plans; performing technology evaluations; conducting studies and modeling; evaluating or performing risk assessments; reviewing sampling and analyses procedures and results; performing pollution prevention surveys; supporting policy development and conducting audits and technical assessments. Uses computerized decision support systems including Geographical Information Systems (GIS) in support of programs under management.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in a related field; other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Typical background includes but is not limited to biology, geology, chemistry, archeology, engineering, and computer and information sciences.

## **RESEARCH ANALYST IV**

**Functional Responsibility:** Provides environmental planning, policy, technical, regulatory, and information management support for the development, execution, and evaluation of environmental programs, projects, and systems. Typical activities include but are not limited to reviewing plans and reports; conducting planning and compliance activities; supporting technical and public outreach meetings; supporting policy development; conducting regulatory reviews, compliance audits, and permit development and reviews; supporting waste management activities; preparing and delivering training and facilitation/partnering services; providing telephone advisory services; and developing and maintaining records centers or information systems and repositories.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in a related field; other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Four (4) years' experience required in performing analyses concerning budgets, cost factors, environmental and land management practices. Specialized experience may substitute for years of experience. Typical backgrounds include but are not limited to environmental policy/studies, environmental management, natural resource management, geography, and information management.

## **RESEARCH ANALYST III**

**Functional Responsibility:** Provides environmental planning, policy, technical, regulatory, and information management support for the development, execution, and evaluation of environmental programs, projects, and systems. Typical activities include but are not limited to reviewing plans and reports; conducting planning and compliance activities; supporting technical and public outreach meetings; supporting policy development; conducting regulatory reviews, compliance audits, and permit development and reviews; supporting waste management activities; preparing and delivering training and facilitation/partnering services; providing telephone advisory services; and developing and maintaining records centers or information systems and repositories.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in a related field; other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Three (3) years' experience required in performing analyses concerning budgets, cost factors, environmental and land management practices. Specialized experience may substitute for years of

experience. Typical backgrounds include but are not limited to environmental policy/studies, environmental management, natural resource management, geography, and information management.

## **RESEARCH ANALYST II**

**Functional Responsibility:** Provides environmental planning, policy, technical, regulatory, and information management support for the development, execution, and evaluation of environmental programs, projects, and systems. Typical activities include but are not limited to reviewing plans and reports; conducting planning and compliance activities; supporting technical and public outreach meetings; supporting policy development; conducting regulatory reviews, compliance audits, and permit development and reviews; supporting waste management activities; preparing and delivering training and facilitation/partnering services; providing telephone advisory services; and developing and maintaining records centers or information systems and repositories.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in a related field; other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Two (2) years' experience required in performing analyses concerning budgets, cost factors, environmental and land management practices. Specialized experience may substitute for years of experience. Typical backgrounds include but are not limited to environmental policy/studies, environmental management, natural resource management, geography, and information management.

## **RESEARCH ANALYST I**

**Functional Responsibility:** Provides environmental planning, policy, technical, regulatory, and information management support for the development, execution, and evaluation of environmental programs, projects, and systems. Typical activities include but are not limited to reviewing plans and reports; conducting planning and compliance activities; supporting technical and public outreach meetings; supporting policy development; conducting regulatory reviews, compliance audits, and permit development and reviews; supporting waste management activities; preparing and delivering training and facilitation/partnering services; providing telephone advisory services; and developing and maintaining records centers or information systems and repositories.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in a related field; other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Typical backgrounds include but are not limited to environmental policy/studies, environmental management, natural resource management, geography, and information management.

## **EXPERT CONSULTANT**

**Functional Responsibility:** Consult with agency heads, directors, and senior managers on management information analysis and information technology solutions, strategic analysis & organizational engineering, resource management, and cost and economic analysis. Conduct senior executive level workshops, benchmarking, and surveys. Facilitate process improvement efforts. Manage a team of consultants and analysts. Give lectures, speeches or write articles. Develop, analyze, and promote the customer's needs and issues, including the responsiveness of required deliverables.

**Minimum Education:** Possess a Masters of Arts or Master of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management.

**Minimum/General Experience:** Seven years of functional experience, which includes experience in the application of research and analytical methodologies, information technology and tools. Specializing in management, business development, and resource allocation, environmental management, or information technology. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers. Highly specialized experience may be substituted for degree or general experience requirements.

## **SUBJECT MATTER EXPERT I**

**Functional Responsibility:** Coordinate with agency heads, directors, and senior managers on management information analysis, and environmental and/or information technology solutions, strategic analysis &

organizational engineering, resource management, and cost and economic analysis. Conduct senior executive level workshops, benchmarking, and surveys. Facilitate process improvement efforts. Manage a team of consultants and analysts. Give lectures, speeches or write articles. Develop, analyze, and promote the customer's needs and issues, including the responsiveness of required deliverables.

**Minimum Education:** Possess a Masters of Arts or Master of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management.

**Minimum/General Experience:** Six years of functional experience, which includes experience in the application of research and analytical methodologies, environmental and/or information technology and tools. Specializing in management, business development, and resource allocation or environmental and/or information technology. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers. Highly specialized experience may be substituted for degree or general experience requirements.

## **SUBJECT MATTER EXPERT**

**Functional Responsibility:** Provide consulting to agency heads, directors, and senior managers on environmental management and/or information analysis and information technology solutions, strategic analysis & organizational engineering, resource management, and cost and economic analysis. Conduct senior executive level workshops, benchmarking, and surveys. Facilitate process improvement efforts. Manage a team of consultants and analysts. Give lectures, speeches or write articles. Develop, analyze, and promote the customer's needs and issues, including the responsiveness of required deliverables.

**Minimum Education:** Possess a Masters of Arts or Master of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management.

**Minimum/General Experience:** Five (5) years of functional experience, which includes experience in the application of research and analytical methodologies, environmental and/or information technology and tools. Specializing in management, business development, resource allocation or information technology. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

## **ENVIRONMENTAL ENGINEER II**

**Functional Responsibility:** Develop, design, and plan projects including but not limited to environmental inspection, characterization, remediation, modeling, and other activities related to soil, surface water, ground water, sediment contamination. Includes hydrologic diversions, water bars, sediment basins, critical area stabilization and other associated conservation measure to improve training and land conditions. Conduct environmental engineering projects and watershed analysis to ensure successful project implementation. Maximize the use of new technology. Coordinate project development, designs, and plans with various staff components. Coordinate project requirements with outside agencies including, but not limited to, state and Federal environmental regulatory agencies (e.g., US Environmental Protection Agency and EPA Regions), the Natural Resource Conservation Service (NRCS), State Soil Conservation Services, Army Corps of Engineers, state and local regulators. Coordinate with key stakeholders, to include commercial customers, land owners, attorneys, and Federal conservation agencies and land owners. Complete and coordinate permit applications. Manage, supervise and oversee construction, investigation, remediation and other field crews. Coordinate with customer to develop project estimates. Manage project budgets to ensure delivery timely and satisfactory completion. Develop, prepare and conduct project briefings.

**Minimum Education:** Possess a Bachelor of Science degree in an Engineering discipline (including Industrial Engineering, ORSA, Math or related discipline); other education, commensurate experience and demonstrated ability of individual may be substituted. Possesses Professional Engineer (PE) certification/registration.

**Minimum/General Experience:** Seven years of experience in remedial investigation, design, and implementation; construction design, road/trail design, range design, erosion control structures, land management, or related fields. Specialized experience may substitute for general years of experience.

## **ENVIRONMENTAL ENGINEER I**

**Functional Responsibility:** Develop, design, and plan small projects including but not limited to environmental inspection, characterization, remediation, modeling, and other activities related to soil, surface water, ground water, sediment contamination. Includes hydrologic diversions, water bars, sediment basins, critical area stabilization and other associated conservation measure to improve training and land conditions. Conduct environmental engineering projects and watershed analysis to ensure successful project implementation. Maximize the use of new technology. Coordinate project development, designs, and plans with various staff components. Coordinate project requirements with outside agencies including, but not limited to, state and Federal environmental regulatory agencies (e.g., US Environmental Protection Agency and EPA Regions), the Natural Resource Conservation Service (NRCS), State Soil Conservation Services, Army Corps of Engineers, state and local regulators. Coordinate with key stakeholders, to include commercial customers, land owners, attorneys, and Federal conservation agencies and land owners. Complete and coordinate permit applications. Manage, supervise and oversee construction, investigation, remediation and other field crews. Coordinate with customer to develop project estimates. Manage project budgets to ensure delivery timely and satisfactory completion. Develop, prepare and conduct project briefings.

**Minimum Education:** Possess a Bachelor of Science degree in an Engineering discipline (including Industrial Engineering, ORSA, Math or related discipline); other education, commensurate experience and demonstrated ability of individual may be substituted. Possesses Professional Engineer (PE) or Engineer in Training (EIT) certification/registration.

**Minimum/General Experience:** Five years of experience in remedial investigation, design, and implementation; construction design, road/trail design, range design, erosion control structures, land management, or related fields. Specialized experience may substitute for general years of experience.

## **ENVIRONMENTAL ENGINEER**

**Functional Responsibility:** Implement projects under direction of more senior engineer including but not limited to environmental inspection, characterization, remediation, modeling, and other activities related to soil, surface water, ground water, sediment contamination. Includes hydrologic diversions, water bars, sediment basins, critical area stabilization and other associated conservation measure to improve training and land conditions. Conduct environmental engineering projects and watershed analysis to ensure successful project implementation. Maximize the use of new technology. Coordinate project development, designs, and plans with various staff components. Coordinate project requirements with outside agencies including, but not limited to, state and Federal environmental regulatory agencies (e.g., US Environmental Protection Agency and EPA Regions), the Natural Resource Conservation Service (NRCS), State Soil Conservation Services, Army Corps of Engineers, state and local regulators. Coordinate with key stakeholders, to include commercial customers, land owners, attorneys, and Federal conservation agencies and land owners. Complete and coordinate permit applications. Manage, supervise and oversee construction, investigation, remediation and other field crews. Coordinate with customer to develop project estimates.

**Minimum Education:** Possess a Bachelor of Science degree in an Engineering discipline (including Industrial Engineering, ORSA, Math or related discipline); other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Three (3) years experience in remedial investigation, design, and implementation; construction design, road/trail design, range design, erosion control structures, land management, or related fields. Specialized experience may substitute for general years of experience.

## **ENVIRONMENTAL ANALYST VII**

**Functional Responsibility:** Independently performs a wide variety of analytical duties related to environmental issues. Serves as a technical authority in environmental and engineering issues. Responsibilities include planning, prioritizing, and implementing environmental projects. Independently develops standardized procedures to conduct environmental compliance programs including, identification of environmental protection facilities, assurance/quality control, reporting to regulatory agencies, corrective actions to maintain regulatory compliance, community relations, and other related activities.

Independently manages requirements to insure compliance with the National Environmental Policy Act (NEPA) policies, laws and regulations. Review and advise regarding contents of Environmental Impact Statements (EISs), Environmental Assessments (EAs), Records of Environmental Consideration (RECs), Mitigation Action Plans

(MAPs). Review EISs, EAs, RECs, MAPs, and other environmental documents prepared by others (generally contractors, grantors, and other agencies). Evaluate implementation of mitigation commitments. Responsible for oversight of NEPA actions with stakeholders. Develop and implement Integrated Natural Resources Management Plan (INRMP). Use computerized decision support systems including Geographical Information Systems (GIS) in support of programs under management.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, business management; other education. Commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Seven years of experience required in performing environmental/regulatory analyses and/or land management practices. May include oversight responsibility for junior level staff. Specialized experience may substitute for years of experience.

## **ENVIRONMENTAL ANALYST VI**

**Functional Responsibility:** Independently performs a wide variety of analytical duties related to environmental issues. Serves as a technical authority in environmental and engineering issues. Responsibilities include planning, prioritizing, and implementing environmental projects. Independently develops standardized procedures to conduct environmental compliance programs including, identification of environmental protection facilities, assurance/quality control, reporting to regulatory agencies, corrective actions to maintain regulatory compliance, community relations, and other related activities.

Independently manages requirements to insure compliance with the National Environmental Policy Act (NEPA) policies, laws and regulations. Review and advise regarding contents of Environmental Impact Statements (EISs), Environmental Assessments (EAs), Records of Environmental Consideration (RECs), Mitigation Action Plans (MAPs). Review EISs, EAs, RECs, MAPs, and other environmental documents prepared by others (generally contractors, grantors, and other agencies). Evaluate implementation of mitigation commitments. Responsible for oversight of NEPA actions with stakeholders. Develop and implement Integrated Natural Resources Management Plan (INRMP). Use computerized decision support systems including Geographical Information Systems (GIS) in support of programs under management.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management; other education. Commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Six years of experience required in performing environmental analyses and/or land management practices. May include oversight responsibility for junior level staff. Specialized experience may substitute for years of experience.

## **ENVIRONMENTAL ANALYST V**

**Functional Responsibility:** Independently performs a wide variety of analytical duties related to environmental issues. Serves as a technical authority in environmental and engineering issues. Responsibilities include implementing environmental project management. Plans and prioritizes environmental compliance projects. Develops standardized procedures to conduct environmental compliance programs including, identification of environmental protection facilities, assurance/quality control, reporting to regulatory agencies, corrective actions to maintain regulatory compliance, community relations, and other related activities.

Independently manages requirements to insure compliance with the National Environmental Policy Act (NEPA) policies, laws and regulations. Develop and review Environmental Impact Statements (EISs), Environmental Assessments (EAs), Records of Environmental Consideration (RECs), and Mitigation Action Plans (MAPs). Manages the development of and review EISs, EAs, RECs, MAPs, and other environmental documents prepared by others (generally contractors, grantors, and other agencies). Evaluates the implementation of mitigation commitments.

Oversight responsibility for the coordination of NEPA actions with stakeholders. Develops and implements Integrated Natural Resources Management Plan (INRMP), and memoranda of understanding/agreement with federal and state regulatory and natural resource management agencies. Uses computerized decision support systems including Geographical Information Systems (GIS) in support of programs under management.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management; other education. Commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Five (5) years of experience required in performing environmental/regulatory analyses in land management practices. May include oversight responsibility for junior level staff. Specialized experience may substitute for years of experience.

#### ENVIRONMENTAL ANALYST IV

**Functional Responsibility:** Independently performs a wide variety of analytical duties related to environmental issues. Serves as a team member in environmental and engineering issues with responsibility for planning, advising, reviewing, and development of project management. Plans and prioritizes environmental compliance projects. Develops standardized procedures to conduct environmental compliance programs including, identification of environmental protection facilities, assurance/quality control, reporting to regulatory agencies, corrective actions to maintain regulatory compliance, community relations, and other related activities.

Manages compliance documentation to insure compliance with the National Environmental Policy Act (NEPA) policies, laws and regulations. Develop and review Environmental Impact Statements (EISs), Environmental Assessments (EAs), Records of Environmental Consideration (RECs), and Mitigation Action Plans (MAPs). Manages the development of and reviews EISs, EAs, RECs, MAPs, and other environmental documents prepared by others (generally contractors, grantors, and other agencies). Evaluates the implementation of mitigation commitments.

Coordinates NEPA actions with stakeholders. Participates in the development and implementation of the Integrated Natural Resources Management Plan (INRMP), and memoranda of understanding/agreement with federal and state regulatory and natural resource management agencies. Uses computerized decision support systems including Geographical Information Systems (GIS) in support of programs under management.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree. Commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Four (4) years of experience required in performing analyses in land management practices and military training/testing activities. May include oversight responsibility for junior level staff. Specialized experience may substitute for years of experience.

#### ENVIRONMENTAL ANALYST III

**Functional Responsibility:** Perform a wide variety of administrative and analytical duties related to environmental issues. Serves as a technical authority in environmental and engineering issues, with responsibility for the planning, advisory, reviewing, and procedural development duties associated with project management. Plans and prioritizes environmental compliance projects. Develops standardized procedures to conduct environmental compliance programs including, identification of environmental protection facilities, assurance/quality control, reporting to regulatory agencies, corrective actions to maintain regulatory compliance, community relations, and other related activities.

Designs, plans, measures, writes, and manages compliance documentation to insure compliance with the National Environmental Policy Act (NEPA) policies, laws and regulations. Develops Environmental Impact Statements (EISs), Environmental Assessments (EAs), Records of Environmental Consideration (RECs), Mitigation Action Plans (MAPs), and related support documents. Manages the development of and reviews EISs, EAs, RECs, MAPs, and other environmental documents prepared by others (generally contractors, grantors, and other agencies). Evaluates the implementation of mitigation commitments.

Coordinates NEPA actions with stakeholders. Participates in the development and implementation of the Integrated Natural Resources Management Plan (INRMP), and memoranda of understanding/agreement with federal and state regulatory and natural resource management agencies. Uses computerized decision support systems including Geographical Information Systems (GIS) in support of programs under management.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management; other education. Commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Three (3) years of experience required in performing analyses in land management practices and military training/testing activities. Specialized experience may substitute for years of experience.

## **ENVIRONMENTAL ANALYST II**

**Functional Responsibility:** Perform a wide variety of administrative and analytical duties related to environmental issues. Serves as a technical authority in environmental and engineering issues, with responsibility for the planning, advisory, reviewing, and procedural development duties associated with project management. Plans, prioritizes and tracks environmental compliance projects. Develops annualized resource programming information for environmental compliance projects. Develops, maintains and distributes standardized and procedures for the conduct environmental compliance programs including, identification of environmental protection facilities, conduct of assurance/quality control, preparation/processing of records, notification/reporting to regulatory agencies, coordination of corrective actions to maintain regulatory compliance, information/document review and release, community relations, prioritizing environmental compliance projects, project documentation, execution reporting, environmental compliance project tracking and accounting, procurement of technical support, and other related activities.

Designs, plans, measures, writes, and manages compliance documentation to insure compliance with the National Environmental Policy Act (NEPA) policies, laws and regulations. Develops Environmental Impact Statements (EISs), Environmental Assessments (EAs), Records of Environmental Consideration (RECs), Mitigation Action Plans (MAPs), and related support documents. Manages the development of and reviews EISs, EAs, RECs, MAPs, and other environmental documents prepared by others (generally contractors, grantors, and other agencies). Tracks, monitors, and evaluates the implementation of mitigation commitments.

Coordinates NEPA actions with all Installation and outside stakeholders. Accomplishes planning and budgeting for soil erosion projects concerned with the causes and extent of environmental damage to natural and cultural resources and risks to military training.

Participates in the development and implementation of the Integrated Natural Resources Management Plan (INRMP), and memoranda of understanding/agreement with federal and state regulatory and natural resource management agencies. Develops contract scopes of work for baseline data acquisition, impact investigation research, compliance documentation, mitigation, and repair. Uses computerized decision support systems including Geographical Information Systems (GIS) in support of programs under management.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in mathematics, statistics, physical sciences, environmental sciences, engineering, computer science, logistics, or business management; other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Two (2) years of experience required in performing analyses concerning budgets, cost factors, land management practices and military training/testing activities. Specialized experience may substitute for years of experience.

## **ENVIRONMENTAL ANALYST I**

**Functional Responsibility:** Perform a wide variety of administrative and analytical duties related to environmental issues. Serves as a technical authority in environmental and engineering issues, with responsibility for the planning, advisory, reviewing, and procedural development duties associated with project management. Plans, prioritizes and tracks environmental compliance projects. Develops annualized resource programming information for environmental compliance projects. Develops and maintains standardized procedures for the conduct environmental compliance programs including, identification of environmental protection facilities, conduct of assurance/quality control, preparation/processing of records, notification/reporting to regulatory agencies, coordination of corrective actions to maintain regulatory compliance, information/document review and release, community relations, prioritizing environmental compliance projects, project documentation, execution reporting, environmental compliance project tracking and accounting, procurement of technical support, and other related activities.

Designs, plans, measures, writes, and manages compliance documentation to insure compliance with the National Environmental Policy Act (NEPA) policies, laws and regulations. Develops Environmental Impact Statements (EISs), Environmental Assessments (EAs), Records of Environmental Consideration (RECs), Mitigation Action Plans (MAPs), and related support documents. Manages the development of and reviews EISs, EAs, RECs, MAPs,



and other environmental documents prepared by others (generally contractors, grantors, and other agencies). Tracks, monitors, and evaluates the implementation of mitigation commitments. Coordinates NEPA actions with all Installation and outside stakeholders, other federal and state agencies, the public, and other's. Accomplishes planning and budgeting for soil erosion projects concerned with the causes and extent of environmental damage to natural and cultural resources and risks to military training. Participates in the development and implementation of the Integrated Natural Resources Management Plan (INRMP), and memoranda of understanding/agreement with federal and state regulatory and natural resource management agencies. Ensures program and project documentation, records, budgets, expenses, and deliverables are accurate, up-to-date and available for review and audit. Uses computerized decision support systems including Geographical Information Systems (GIS) in support of programs under management.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree in a related field; other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** One (1) year experience required in performing analyses concerning budgets, cost factors, land management practices and military training/testing activities. Specialized experience may substitute for years of experience.

## GIS ANALYST I

**Functional Responsibility:** Performs a wide variety of administrative and analytical duties related to GIS Projects. Serves as a technical authority in GIS issues, with responsibility for the planning, advisory, reviewing, and procedural development duties associated with project management. Plans and prioritizes GIS projects. Develops standardized procedures to execute GIS programs and projects.

Provides planning and oversight to projects which utilize GIS technology to ensure that GIS serves the functional problem. Provides specialized GIS analyses, including, but not limited to: GIS database design, GIS application customization, 3-dimensional analyses, raster analyses, and GIS database management. Provides programmatic support to organizations planning to utilize GIS for environmental projects.

**Minimum Education:** Possesses Bachelor's Degree in physical sciences, environmental sciences, engineering, computer science, or geography. Commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Four years of experience required in performing GIS analyses. Specialized experience may substitute for years of experience.

## GIS ANALYST

**Functional Responsibility:** Performs digitization of Geographic Information from paper maps, digital basemaps, and personal interviews into Geographic Information database. Performs GIS database and spatial analyses. Collects Global Positioning System (GPS) data. Builds simple data automation routines to support projects.

**Minimum Education:** Possesses a Bachelor's Degree in physical sciences, environmental sciences, engineering, computer science, or geography. Commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** Two years of experience required in performing GIS analyses. Specialized experience may substitute for years of experience.

## GIS TECHNICIAN

**Functional Responsibility:** Performs digitization and data entry of Geographic Information from paper maps and digital basemaps into Geographic Information database. Collects Global Positioning System (GPS) data.

**Minimum Education:** Possesses an Associates' Degree in physical sciences, environmental sciences, engineering, computer science, or geography. Commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** One year of experience and experience with GIS digitizing methods.

## FIELD CREW MEMBER II

**Functional Responsibility:** Supervise and assist in the collection of data on soils, flora, fauna, hydrology, elevation, slope and other biophysical characteristics to assess the environmental effects of training activities. Collect data for each inventory and survey using hand-held data loggers, written log sheets and global positioning systems for incorporation into databases. Perform data entry, summarize and analyze field data. Determine trends in ecosystem populations, community structure, species distribution, species abundance and densities, diversity indices and soil erosion affected by military training activities. Conduct endangered species surveys and sensitive species.

**Minimum Education:** Possesses a Bachelor of Arts or Bachelor of Science degree; other education, commensurate experience and demonstrated ability of individual may be substituted.

**Minimum/General Experience:** One year of experience working on a crew. Capable to perform fieldwork involving heavy lifting and climbing over rough terrain under various weather conditions.

#### **FIELD CREW MEMBER I**

**Functional Responsibility:** Collect data on soils, flora, fauna, hydrology, elevation, slope and other biophysical characteristics to assess the environmental effects of training activities. Collect data for each inventory and survey using hand-held data loggers, written log sheets and global positioning systems for incorporation into databases. Perform data entry, summarize and analyze field data. Assist senior members in determining trends in ecosystem populations, community structure, species distribution, species abundance and densities, diversity indices and soil erosion affected by military training activities. Assist senior members in conducting endangered species surveys and sensitive species.

**Minimum Education:** Possess a high school diploma.

**Minimum/General Experience:** One year of experience working on a crew. Capable to perform fieldwork involving heavy lifting and climbing over rough terrain under various weather conditions.

**Minimum/General Experience:** Four years of experience required in performing GIS analyses. Specialized experience may substitute for years of experience.

#### **LABORER**

**Functional Responsibility:** Provides support necessary to maintain and improve land resources. Conducts daily inventories and repairs, safety maintenance, land maintenance, maintenance and operation of equipment for optimum performance. Daily reporting of any repairs or problems. Responsible for ensuring a safe and efficient workplace environment. Inspect, install, repair and/or remove Mitigation signs. Provide land maintenance which may include grading ground surfaces in preparation for revegetation and/or trail maintenance, spreading gravel, rock, and soil to hardened or stabilize ground. Provides monthly updates on hazardous materials.

**Minimum Education:** Possess a high school diploma.

**Minimum/General Experience:** Capable to perform fieldwork involving heavy lifting and climbing over rough terrain under various weather conditions.

#### **LABOR CATEGORIES AWARDED UNDER SINS 520-12, 520-13, 520-21**

#### **EXECUTIVE CONSULTANT**

**Functional Responsibility:** Responsible for overall contract management and ultimate delivery of professional quality products. Provide executive consultation in support of agency heads, directors and senior officers and managers in management, organizational and business improvement efforts. Provide technical and managerial skills in areas of expertise that may include, but are not limited to: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Oversee team of consultants and analysts, ensuring that products and deliverables meet customer requirements and deadlines.

**Minimum Education/Experience:** Possess a Master's Degree. Minimum 15 years of experience is required. Specialized certification and training may substitute for years of experience. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess communication skills necessary to present and promote integrated solutions to customers.

## **PRINCIPAL CONSULTANT**

**Functional Responsibility:** Provide executive consultation in support of agency heads, directors, and senior officers and managers in management, organizational and business improvement efforts, including resolution of complex problems. As required, manage a team of consultants and analysts to ensure that products and deliverables meet customer requirements and deadlines. Provide technical and managerial skills in areas of expertise that may include, but are not limited to: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Facilitate timely delivery of required deliverables.

**Minimum Education/Experience:** Possess a Master's Degree. Minimum 10 years of relevant experience is required. Specialized certification and training may substitute for years of experience. Possess and apply highly developed leadership and managerial skills that cross functional areas and core competencies. Possess communication skills necessary to present and promote integrated solutions to customers.

## **SENIOR FINANCIAL CONSULTANT**

**Functional Responsibility:** Provide senior level consulting to agency heads, directors, and senior managers on one or more of the following core competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Possess highly developed knowledge to be used in identification of complex problems and their solutions. Develop, analyze, and promote customer needs and issues. Facilitate timely delivery of required deliverables.

**Minimum Education/Experience:** Possess a Master's Degree. Minimum nine years of relevant experience is required. Specialized certification and training may substitute for years of experience.

## **FINANCIAL PROGRAM MANAGER**

**Functional Responsibility:** Provide overall project/program management in accordance with customer requirements and company guidelines. Direct, organize and monitor work activity and is responsible for meeting program cost, schedule, and performance objectives. Provide the strategic planning for successful completion of the program. Create process change in response to program challenges. Demonstrated ability to interface with all levels of management, to include conferring regularly with government management officials regarding contractor activities and performance. Other responsibilities may include enforcing work standards, oversight of deliverable services and products and detecting, coordinating contractor schedules, reviewing work, communicating policies and procedures, and creatively solving a wide variety of business problems.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum 10 years of management experience is required. Capable of managing at Capability Maturity Model Integration (CMMI) Level II. Possess Project Management Institute certification or equivalent experience.

## **SENIOR COST ANALYST**

**Functional Responsibility:** As needed, lead team of cost analysts, ensuring that all task requirements are satisfied. Deep knowledge of common analytical approaches, e.g., cost benefit analyses, cost effectiveness analyses, and business case analyses, and when use of each is appropriate. Perform cost analyses to evaluate the costs of alternative ways to accomplish functional objectives. Identify investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Build cost models as required to develop or support analyses. Ensure that cross-functional and other integration issues are addressed.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of relevant experience is required. Specialized certification and training may substitute for years of experience.

## **PRINCIPAL FINANCIAL ANALYST**

**Functional Responsibility:** Manage a team of consultants and analysts. Provide consulting to directors and senior managers on one or more of the following core competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Adept at problem definition and resolution and recommending cost effective strategies to meet customer objectives. Generate papers and documents. Assist in developing, analyzing, and promoting the customer's needs and issues. Support timely delivery of required deliverables.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of relevant experience is required. Specialized certification and training may substitute for years of experience. Possess functional, managerial, technical, and communication skills that allow for development and presentation of integrated solutions to customers.

## **FINANCIAL PROJECT MANAGER**

**Functional Responsibility:** Manage projects, tasks, or subtasks. Advise and assist project staff on execution of specific project requirements. Responsible for management of complete project, or specific task elements as assigned. Implement directives and schedules necessary to ensure effective project management. Provide technical consulting on complex projects and provides detailed guidance and direction to project staff. Demonstrated ability to interface with all levels of management, to include conferring regularly with government management officials regarding contractor activities and performance.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of management experience is required. Specialized certification and training may substitute for years of experience. Possess a detailed knowledge of concepts, practices, and procedures in several activity, technical and management fields.

## **FINANCIAL CONSULTANT**

**Functional Responsibility:** Provide consulting to agency heads, directors, and senior managers on one or more of the following core competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Develop, lead, and conduct workshops, seminars, and study plans. Manage a team of consultants and analysts as required. Facilitate process improvement efforts. Assist in developing, analyzing, and promoting the customer's needs and issues. Support timely delivery of required deliverables.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum eight years of relevant experience is required. Specialized certification and training may substitute for years of experience.

## **FUNCTIONAL SUBJECT MATTER EXPERT**

**Functional Responsibility:** Advise government customers and team in areas of expertise such as: financial or resource management, accounting or budget operations, or accounting systems. Define problems, identify solutions and develop plans and requirements to implement those solutions. Understand how to formulate strategic financial plans, prepare cost estimates and correlate requirements into executable budgets.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of relevant experience is required. Specialized certification and training may substitute for years of experience. Possess knowledge of legacy and available new technologies and how they may be harnessed to support agency requirements.

## **COST ANALYST**

**Functional Responsibility:** Knowledge of common analytical approaches, e.g., cost benefit analyses, cost effectiveness analyses, and business case analyses, and when use of each is appropriate. Perform cost analyses, e.g., functional economic analyses, to evaluate the costs of alternative ways to accomplish functional objectives. Identify investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensure that cross-functional and other integration issues are addressed.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum four years of relevant experience is required. Specialized certification and training may substitute for years of experience.

#### **SENIOR FINANCIAL ANALYST**

**Functional Responsibility:** As needed, manage teams of consultants and analysts. Possess senior functional and technical skills, and provide leadership and/or coordination specializing in financial management and systems, cost and economic analysis or resource allocation. Able to support formulation of strategic financial plans, prepare cost estimates and correlate requirements into executable budgets. Able to assess internal controls for compliance with applicable government standards. Lead or support in evaluation and redesign of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance. Identify, recommend and design cost effective strategies for use of system technology to meet customer information objectives.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience.

#### **SENIOR BUDGET ANALYST**

**Functional Responsibility:** Lead team of budget analysts in analyzing data and performing procedures specified in the contract. Deep knowledge and experience in federal budget formulation and execution, to include requirements determination. Oversee preparation of budget schedules and supporting documentation, as required.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience.

#### **FINANCIAL MANAGER**

**Functional Responsibility:** As needed, lead teams of financial management professionals with expertise across several financial and business disciplines. Assess products and procedures for compliance with applicable laws, government regulations and standards, accounting principles and system requirements. Able to address financial management requirements using automated solutions. and grasp the interrelationships. Must be able to support formulation of strategic financial plans, prepare cost estimates and correlate requirements into executable budgets.

**Minimum Education/Experience:** Possess a Bachelor's Degree, MBA preferred. Minimum seven years of relevant experience is required, to include supervisory duties. Specialized certification and training may substitute for years of experience. Possess functional and technical skills, and provide leadership and/or coordination specializing in financial management and systems, cost and economic analysis or resource allocation.

#### **SENIOR FINANCIAL ANALYST**

**Functional Responsibility:** As needed, manage teams of consultants and analysts. Possess senior functional and technical skills, and provide leadership and/or coordination specializing in financial management and systems, cost and economic analysis or resource allocation. Able to support formulation of strategic financial plans, prepare cost estimates and correlate requirements into executable budgets. Able to assess internal controls for compliance with applicable government standards. Lead or support in evaluation and redesign of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance.

Identify, recommend and design cost effective strategies for use of system technology to meet customer information objectives.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### **SENIOR FINANCIAL SYSTEMS ANALYST**

**Functional Responsibility:** Consult with and advise customers concerning efficient methods of automating processes and developing new automated systems. Work with customers to define requirements, and recommend methods to automate processes. Create high-level systems design and models (including data flow diagrams and processing specifications) and guide programmers and systems analysts in developing appropriate application systems. Participate in all phases of software development projects including definition, design, coding, testing, documenting and implementation of automated systems.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of relevant experience is required. Specialized certification and training may substitute for years of experience. Data processing experience should include: analysis and design of business applications on complex systems for large scale computers and client-server environments, version control, configuration management, and other quality control techniques, logical and physical database design, and the use of current programming languages and database management systems; knowledge of current storage and retrieval methods; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

### **BUGET ANALYST**

**Functional Responsibility:** Knowledge and experience in federal budget formulation and execution, to include requirements determination. Analyze data, perform procedures and prepare budget schedules and supporting documentation, as required. May recommend changes to established procedures.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum three years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### **FINANCIAL ANALYST**

**Functional Responsibility:** Provide functional and technical skills in financial management and systems, cost and economic analysis or resource allocation. Able to support formulation of strategic financial plans, prepare cost estimates and correlate requirements into executable budgets. Able to assess internal controls for compliance with applicable government standards. Responsible for data collection, modeling, analysis, and documentation as required. May support evaluation and redesign of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance. May identify, recommend and design cost effective strategies for use of system technology to meet customer information objectives.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum four years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### **SENIOR ACCOUTNING ANALYST**

**Functional Responsibility:** Lead team of accounting analysts in performing procedures specified in the contract and promoting effective stewardship of public funds. Responsible for major segments of accounting work performed. Exercise supervisory control over subordinate personnel and review work products prepared during the conduct of work performed for proper documentation and internal control. Manage completion of work to meet or exceed customer requirements for timeliness and accuracy.

**Minimum Education/Experience:** Possess a Bachelor's Degree in Accounting or related field. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience. Must have knowledge of activity based costing.

## **SYSTEMS ANALYST**

**Functional Responsibility:** Participate in data collection, modeling, analysis, documentation and product generation. Organize and translate data into information for studies, reports, and documentation. Conduct analyses, including defining parameters of requested data output and analysis. Collect, compile and assemble data for financial and analytical reports. Provide research support. Assist in preparation of reports, briefings, and documentation of deliverables.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum four years of relevant experience is required. Specialized certification and training may substitute for years of experience. Possess advanced computer and Internet search skills and other applicable computer-based tools, e.g., process engineering.

## **ACCOUNTING ANALYST**

**Functional Responsibility:** Examine and analyze accounting documents to verify accuracy or computations and uniform application of policies, procedures and generally-accepted accounting principles. As required, maintain journals or subsidiary ledgers of an accounting system, and balance and reconcile accounts consistent with established manual or automated internal controls. Resolve questionable entries with the submitting unit. Prepare working papers and supporting documentation, as required. May recommend changes to established procedures.

**Minimum Education/Experience:** Possess a Bachelor's Degree in Accounting or related field. Minimum three years of relevant experience is required. Specialized certification and training may substitute for years of experience.

## **SENIOR FINANCIAL TECHNICAL SUPPORT**

**Functional Responsibility:** Perform variety of financial management duties under supervision of more senior personnel. Duties may include supporting analysis for budget formulation and execution, posting and balancing a wide variety of budget and accounting data in government financial systems, data entry, or performing checks and verifying transactions to ensure the accuracy and consistency of entries.

**Minimum/General Experience:** Possess a Bachelor's Degree. Minimum one year of relevant experience is required. Specialized certification and training may substitute for bachelor's degree.

## **FUNCTIONAL ANALYST**

**Functional Responsibility:** Support more senior personnel performing accounting, budget, cost, financial or systems analyses. Participate in data collection, modeling, analyses and product generation. Organize and translate data. Provide research support. Assist in preparation of reports, briefings and documentation deliverables. May recommend changes to established procedures.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum one year of relevant experience is required. Specialized certification and training may substitute for experience.

## **FINANCIAL TECHNICAL SUPPORT/WRITER**

**Functional Responsibility:** Assist in collecting and organizing information for preparation of customer deliverables that may include reports, technical documents, user manuals and briefings produced in a variety of media. May provide graphic support.

**Minimum Education/Experience:** Possess a High School Diploma. Entry-level position. Must possess good communication skills, i.e., proven ability to read, write, edit and speak effectively with correct grammar and sentence structure.

#### **ADMINISTRATIVE/SUPPORT PERSONNEL**

**Functional Responsibility:** Perform variety of administrative duties as required. Experience in word processing, use of electronic spreadsheet and briefing chart software and other administrative software products. Possess general knowledge of federal government documents and procedures to produce deliverables as required by the team and customer.

**Minimum Education/Experience:** Possess a High School Diploma. Entry-level position.

#### **LABOR CATEGORY QUALIFICATIONS AWARDED UNDER SINS 874-1, 874-4, 874-5, 874-6, AND 874-7**

#### **SENIOR OFFICER/DIRECTOR**

**Functional Responsibility:** Provide executive advice and counseling in support of agencies management, organizational and business improvement efforts. Areas of expertise may include, but are not limited to, management and process improvement, strategic analysis & organizational engineering, resource management, systems improvement, problem solving, dispute resolution, and outsourcing and privatization. Implement and direct senior executive level workshops, seminars and pilot projects that require executive experience and applications. Oversee facilitation process improvement efforts. Manage a team of consultants and analysts. Direct executive lectures, briefings, discussions and speeches.

**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Fifteen years of experience is required. Additional specialized experience may substitute for education or years of experience.

#### **PRINCIPAL CONSULTANT**

**Functional Responsibility:** Provide executive consultation in support of agency heads, directors, and senior officers and managers in management, organizational and business improvement efforts. Areas of expertise may include, but are not limited to, management and process improvement, strategic analysis & organizational engineering, resource management, systems improvement, problem solving, dispute resolution, and outsourcing and privatization. Lead senior executive level workshops, seminars and pilot projects, which require experience in core competencies and applications. Facilitate and direct process improvement efforts. Manage a team of consultants and analysts. Give and lead lectures, briefings, discussions and speeches.

**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Twelve years of experience is required. Additional specialized experience may substitute for education or years of experience.

#### **SENIOR BUSINESS CONSULTANT**

**Functional Responsibility:** Provide senior level consulting to directors and senior managers and Principal Consultants on any of the following core competencies: management and process improvement, strategic analysis & organizational engineering, resource management, systems improvement, problem solving, dispute resolution, curriculum development and outsourcing and privatization. Develop, lead, and conduct workshops, seminars, and study plans. Facilitate process improvement efforts. Assist in developing, analyzing, and promoting the customer's needs and issues, including the responsiveness of required deliverables.



**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Ten years of experience is required. Additional specialized experience may substitute for education or years of experience.

### **PRINCIPAL BUSINESS ANALYST**

**Functional Responsibility:** Provide leadership and/or coordination for the evaluation and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques or outsourcing and privatization. Refine training curriculum, recommend and select methods of learning transfer, and deliver platform instruction related to subject matter expertise. Recommend and design cost effective strategies to meet customer objectives. May manage a team of consultants and analysts. Must be adept at problem definition and resolution.

**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Ten years of experience is required. Additional specialized experience may substitute for education or years of experience.

### **PROGRAM MANAGER**

**Functional Responsibility:** Provide overall project/program management. Responsible for enforcing work standards, coordinating contractor schedules, reviewing work, and communicate policies and procedures. Responsible for overall contract/task order performance and direct interface with customer. Manages project team of analysts and consultants.

**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Eight years of experience is required. Additional specialized experience may substitute for education or years of experience.

### **SENIOR BUSINESS ANALYST**

**Functional Responsibility:** Provide senior functional and technical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques or outsourcing initiatives. Formulate and design cost effective strategies to meet customer objectives. Leads and participates in facilitation workshops. Refine curriculum and deliver platform instruction related to subject matter expertise. Must be adept at problem definition and resolution.

**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Seven years of experience is required. Additional relevant experience may substitute for education or years of experience.

### **PROGRAM ANALYST**

**Functional Responsibility:** Provide functional and technical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques or outsourcing initiatives. Assist in the presentation of workshops, seminars, training sessions and A-76 documentation. Assist in the facilitation of process improvement efforts. Responsible for data collection, modeling, analysis, and documentation as required.

**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Six years of experience is required. Additional experience may substitute for education or years of experience.

### **BUSINESS ANALYST**

**Functional Responsibility:** Participates in data collection, modeling, analysis, documentation and product generation. Organizes and translates data into information for studies, reports, and documentation. Conducts analyses including defining parameters of requested data output and analysis. Collects, compiles

and assembles data for financial and analytical reports. Provides research support and platform instruction related to technical topics. Assists in preparation of reports, briefings, training materials and documentation deliverables.

**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Five years of experience is required. Additional experience may substitute for education or years of experience.

#### **ASSISTANT BUSINESS ANALYST**

**Functional Responsibility:** Participate in data collection, modeling, analysis and product generation. Organizes and translates data. Provides research support. Assists in preparation of reports, briefings, and documentation deliverables. May provide technical writing, editing, technical support or graphic support.

**Minimum Education/Experience:** Possess a Bachelor of Arts or Bachelor of Science degree. Two to four years' experience required. Additional experience may substitute for education or years of experience.

#### **BUSINESS SUPPORT**

**Functional Responsibility:** Develops, writes, and edits material for reports, manuals, briefs, proposals, training courses and other related documents. Provides technical editing by reviewing grammar, writing styles and syntax of documents and technical reports. Provides graphical and technical support as needed.

**Minimum Education/Experience:** Possess a High School Diploma. Entry-level position.