

**Authorized Federal Supply Schedule Pricelist**



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

**PROFESSIONAL ENGINEERING SERVICES (PES)**

Federal Supply Schedule 871

FSC GROUP: 871

For more information on ordering from Federal Supply Schedules click on the FSS Schedules link at <http://fss.gsa.gov>.

**DCS Corporation**

**Contract Number: GS-23F-0303K**

**6909 Metro Park Drive,  
Suite 500**

**Contract Period: 6/15/2000 - 6/14/2020**

**Alexandria, VA 22310**

[DCS Corporation GSA Web Page](#)

**Contract Manager: Perry Gann**

[GSA@DCScorp.com](mailto:GSA@DCScorp.com)

**Voice: (571) 227-6192**

**FAX: (571) 227-6001**

**Business Size: NAICS Code: 541712–Small Business - 1,000 employees or less**

**Pricelist current through Modification: PO-0020, dated June 15, 2015.**

**Customer Information**

**1a. Awarded Special Item Numbers/Primary Engineering Disciplines**

871-1 – Strategic Planning for Technology Programs/Activities

871-2 – Concept Development and Requirements Analysis

871-3 – System Design, Engineering and Integration

871-4 – Test and Evaluation

871-5 – Integrated Logistics Support

871-6 – Acquisition and Life Cycle Management

**1b. Labor Rates:** Please see page 5.

**1c. Labor Category Descriptions:** Please see Page 6 and following.

**2. Maximum Order Threshold:** The maximum order threshold value per order for all Professional Engineering Services will be \$1,000,000. Clients may request discounts for orders above \$1,000,000. (Please see Ordering Thresholds in the Terms and Conditions Section for details)

**3. Minimum Order:** The minimum dollar value per order for all Professional Engineering Services is \$100.

**4. Geographic coverage (delivery area):** Nationwide

**5. Point(s) of production:** DCS Corporation

- 6909 Metro Park Drive, Suite 500, Alexandria, VA 22310 (Main Office)
- 5030 Bradford Drive, Bldg II, Suite 125, Huntsville, AL 35805
- 137 W. Drummond Avenue, Ridgecrest, CA 93555

- 7676 Hazard Center Drive, Suite 750, San Diego, CA 92108
  - 51 Third Street, Bldg. 10, Shalimar, FL 32579
  - 295 Foster Street, Suite 120, Littleton, MA 01460
  - 46641 Corporate Drive, Lexington Park, MD 20653
  - 7400 Miller Drive, Warren, MI 48092-4729
  - 9 Trafalgar Sq., Ste. 220, Nashua, NH 03063
  - 17932 S. Fraley Boulevard, Suite 101, Dumfries, VA 22026
  - 5700 Cleveland Street, Suite 440, Virginia Beach, VA 23462
- 6. Discount from list prices or statement of net price:** Additional 3% discount on Task Orders or Delivery Orders over \$10,000,000.00.
- 7. Quantity discounts:** Not applicable.
- 8. Prompt payment terms:** No special discounts are offered for prompt payment. Payment terms are net 30 days. **Information for Ordering Offices:** Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold.** DCS accepts the Government Commercial Credit Card but does not provide any additional discounts.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold.** DCS does not accept the Government Purchase card above the micro-purchase threshold.
- 10. Foreign Items:** Not applicable.
- 11a. Time of Delivery:** As negotiated and specified in each delivery order.
- 11b. Expedited Delivery:** Items available for expedited delivery are noted in this price list. As negotiated and specified in each delivery order.
- 11c. Overnight and 2-day delivery:** As negotiated and specified in each delivery order.
- 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.
- 12. F.O.B.. Point(s):** Destination
- 13a. Ordering address(s):** DCS Corporation, 6909 Metro Park Dr, Suite 500, Alexandria, VA 22310
- 13b. Ordering Procedures:** The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).
- 14. Payment address(s):** DCS Corporation, 6909 Metro Park Dr, Suite 500, Alexandria, VA 22310, Attn: Accounts Payable
- 15. Warrant provision:** Not applicable.
- 16. Export Packing charges:** As negotiated and specified in each delivery order.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** As negotiated and specified in each delivery order.

18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable.
19. **Terms and Conditions of Installation:** Not applicable.
20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:** Not applicable.
- 20a. **Terms and Conditions for Any Other Services:** Not applicable.
21. **List of Service and Distribution Points:** Not applicable.
22. **List of Participating Dealers:** Not applicable.
23. **Preventive Maintenance:** Not applicable.
- 24a. **Special Attributes:** Not applicable.
- 24b. **Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at [ww.Section508.gov](http://www.Section508.gov).
25. **Data Universal Numbering System (DUNS) Number:** 08-366-2916
26. **Central Contractor Registration (CCR) Database:** DCS Corporation is registered in the Central Contractor Registration (CCR) Database.    **CAGE Code:** 1P418

	FSS Yr 16	FSS Yr 17	FSS Yr 18	FSS Yr 19	FSS Yr 20
LABOR CATEGORY	(15 Jun 15 -14 Jun 16)	(15 Jun 16 -14 Jun 17)	(15 Jun 17 -14 Jun 18)	(15 Jun 18 -14 Jun 19)	(15 Jun 19 -14 Jun 20)
Engineer VII	\$247.95	\$253.66	\$259.49	\$265.46	\$271.57
Engineer VI	\$190.46	\$194.84	\$199.32	\$203.91	\$208.60
Engineer V	\$153.10	\$156.62	\$160.23	\$163.91	\$167.68
Engineer IV	\$130.70	\$133.70	\$136.78	\$139.93	\$143.14
Engineer III	\$106.41	\$108.86	\$111.36	\$113.93	\$116.55
Engineer II	\$93.82	\$95.98	\$98.18	\$100.44	\$102.75
Engineer I	\$85.15	\$87.11	\$89.12	\$91.17	\$93.26
Staff Scientist II	\$168.00	\$171.86	\$175.81	\$179.86	\$183.99
Staff Scientist I	\$149.76	\$153.20	\$156.73	\$160.33	\$164.02
Analyst VI	\$144.64	\$147.97	\$151.37	\$154.85	\$158.42
Analyst V	\$117.19	\$119.89	\$122.65	\$125.47	\$128.35
Analyst IV	\$97.38	\$99.62	\$101.91	\$104.25	\$106.65
Analyst III	\$79.70	\$81.54	\$83.41	\$85.33	\$87.29
Analyst II	\$61.43	\$62.84	\$64.29	\$65.77	\$67.28
Analyst I	\$48.44	\$49.55	\$50.69	\$51.86	\$53.05
Analytical Asst.	\$48.95	\$50.08	\$51.23	\$52.41	\$53.61
Technician IV	\$87.52	\$89.53	\$91.59	\$93.70	\$95.85
Technician III	\$68.13	\$69.70	\$71.30	\$72.94	\$74.62
Technician II	\$58.30	\$59.64	\$61.01	\$62.42	\$63.85
Technician Asst.	\$37.03	\$37.88	\$38.76	\$39.65	\$40.56
Sr. Assistant	\$62.63	\$64.07	\$65.54	\$67.05	\$68.59
Admin Asst. III *	\$55.09	\$56.36	\$57.65	\$58.98	\$60.33
Admin Asst. II *	\$47.55	\$48.64	\$49.76	\$50.91	\$52.08
Admin Asst. I *	\$40.18	\$41.11	\$42.05	\$43.02	\$44.01
Admin Clerk *	\$31.20	\$31.92	\$32.65	\$33.40	\$34.17
Subject Matter Expert II	\$216.17	\$221.14	\$226.23	\$231.43	\$236.75
Subject Matter Expert I	\$198.76	\$203.33	\$208.01	\$212.79	\$217.69
Technical Specialist IV	\$171.19	\$175.13	\$179.15	\$183.27	\$187.49
Technical Specialist III	\$142.18	\$145.45	\$148.79	\$152.21	\$155.72
Technical Specialist II	\$121.86	\$124.66	\$127.53	\$130.46	\$133.46
Technical Specialist I	\$101.56	\$103.90	\$106.29	\$108.73	\$111.23
Technical Analyst VI	\$159.59	\$163.26	\$167.01	\$170.85	\$174.78
Technical Analyst V	\$136.38	\$139.51	\$142.72	\$146.00	\$149.36
Technical Analyst IV	\$127.67	\$130.61	\$133.61	\$136.68	\$139.83
Technical Analyst III	\$107.34	\$109.81	\$112.34	\$114.92	\$117.57
Technical Analyst II	\$87.05	\$89.05	\$91.10	\$93.19	\$95.34
Technical Analyst I	\$72.53	\$74.20	\$75.91	\$77.65	\$79.44

SCA Eligible Contract Labor Category	SCA Equivalent Code and Title	WD - Number
Admin Assist III	01020-Admin Assist	05-2008
Admin Assist II	01113- General Clerk III	05-2008
Admin Assist I	01112- General Clerk II	05-2008
Admin Clerk	01111- General Clerk	05-2008

\* 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 cover salaries that are at or above the U.S. Department of Labor Wage Determination minimum wages for the 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. DCS proposes these labor categories based in 2.3% annual escalation.

**ENGINEER VII**

Responsibilities:

- Conduct all duties assigned to a Division Manager or Executive
- Serve as technical expert within the scope of work covered in area(s) of responsibility
- Work within company strategic and policy framework set by Board of Directors
- Maintain current and long-term profitable operation and growth of an operating unit consisting of at least 50 professional employees and responsible for at least \$5 million in annual sales
- Oversee multiple significant programs encompassing a variety of projects involving complex technologies
- Implement all approved plans and exert a consistent effective management force for the achievement of Corporate objectives
- Manage product and business development activities
- Develop standards and guidelines
- Maintain contacts with key personnel and officials of other organizations
- Meet regularly with clients

Skills/Aptitudes:

- Leadership in the area of strategic business development, planning, and negotiation
- Project planning
- Ability to train managers and other employees
- Outstanding verbal and written communication
- Management abilities and business acumen
- Knowledge of company policies/procedures
- Creativity, initiative, and foresight in anticipating and solving unprecedented problems
- Identifying and assigning priorities for significant corporate projects
- Developing, maintaining and controlling organization budget
- Recruiting new employees
- Supervising, developing, and disciplining subordinate employees
- Developing and enforcing quality standards

Latitude:

- Work independently under policy framework provided by Board of Directors

Education:

- Advanced degree in a relevant technical discipline

Experience: Minimum of 13 years.

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**ENGINEER VI**

Responsibilities:

- Conduct all duties assigned to a Department Manager
- Ensure profitability of a unit(s)
- Serve as technical expert in area of responsibility
- Participate in strategic planning
- Practice financial planning and control
- Perform tactical business acquisition
- Conduct project planning and management
- Ensure quality control
- Develop business
- Supervise personnel staffing and training
- Provide direction and counseling to direct and indirect reports

Skills/Aptitudes:

- Negotiation and planning
- Excellent verbal and written communication
- Management abilities and business acumen
- Knowledge of company policies and procedures
- Recruiting new employees

Latitude:

- Works within corporate guidelines
- Considerable decision-making authority

Education:

- Bachelor's degree in a relevant technical discipline

Experience:

- Minimum of 13 years

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**ENGINEER V**

Responsibilities:

- Perform a variety of intensive and diversified project tasks applied to specialized technologies
- Serve as specialist in the application of advanced technical theories, concepts, principles and processes
- Ensure growth and profitability of a unit(s)
- Plan and develop engineering projects concerned with unique or controversial problems having an effect on major programs
- Select problems for investigation

Skills/Aptitudes:

- Interviewing
- Problem resolution including contributing new ideas, designs or techniques
- Excellent verbal and written communication
- Planning

Latitude:

- Minimal supervision

Education:

- Bachelor's degree in a relevant technical discipline

Experience:

- Minimum of 10 years

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**ENGINEER IV**

Responsibilities:

- Perform complex project tasks applied to specialized technology problems
- Develop engineering projects concerned with unique or controversial problems
- Research complex problem areas of considerable scope
- Remain current on new technical methods and recommend changes
- Develop system architecture, evaluate products, and serve as expert on technical specialties and equipment

Skills/Aptitudes:

- Problem solving
- Engineering/Math/Physics
- Excellent verbal and written communication

Latitude:

- Minimal supervision

Education:

- Bachelor's degree in relevant technical discipline

Experience:

- Minimum of 8 years

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**ENGINEER III**

Responsibilities:

- Perform a limited number of complex project tasks applied to specialized technology problems
- Develop engineering projects, selecting problems for investigation
- Perform systems integration
- Perform systems documentation
- Design and develop prototypes

Skills/Aptitudes:

- Problem solving
- Engineering/Math/Physics
- Good verbal and written communication

Latitude:

- Nominal supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- Minimum of 5 years

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**ENGINEER II**

Responsibilities:

- Perform a limited number of moderately complex project tasks applied to specialized technology
- Develop engineering projects defining scope of problems for investigation
- Perform systems integration and documentation of programs and systems
- Meet with clients to determine system requirements

Skills/Aptitudes:

- Database programming
- Systems testing and evaluation
- Engineering/Math/Physics
- Good verbal and written communication

Latitude:

- Detailed supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- Minimum of 2 years

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**ENGINEER I**

Responsibilities:

- Perform relatively routine tasks applied to specialized technology
- Perform systems integration and programmatic tasks
- Meet with client engineers to determine requirements

Skills/Aptitudes:

- Computer and electronics
- Engineering/Math/Physics
- Adequate verbal and written communication

Latitude:

- Close supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- 0 years

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**STAFF SCIENTIST II**

Responsibilities:

- Serve as a recognized expert in a scientific or engineering discipline
- Determine program objectives and requirements
- Organize programs/projects developing standards and guidelines for diverse activities
- Manage highly technical state-of-the-art projects
- Define methodology to research general hypotheses
- Serve as technical project leader on projects involving other scientists and engineers
- Supervise, train and develop lower level employees

Skills/Aptitudes:

- Creativity, initiative, foresight and sound judgment
- Innovative problem solving
- Project planning
- Project Management
- Outstanding verbal and written communication
- Management skills and business acumen
- Knowledge of company policies/procedures

Latitude:

- Minimum supervision, work within corporate guidelines
- Considerable decision-making authority

Education:

- Advanced technical degree (Master of Science)

Experience:

- Minimum of 13 years

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**STAFF SCIENTIST I**

Responsibilities:

- Serve as a recognized expert in a scientific or engineering discipline
- Determine program objectives and requirements
- Perform basic research efforts to generate new knowledge or understanding in assigned scientific discipline
- Review technical reports for validity and correctness
- Serve as technical project leader on efforts involving other scientists/ engineers
- Execute operational and profit responsibilities as required

Skills/Aptitudes:

- Creativity, initiative, foresight and sound judgment
- Complex problem solving
- Project planning
- Training and project management
- Excellent verbal and written communication
- Knowledge of company policies and procedures



Latitude:

- General guidance

Education:

- Technical Bachelor's degree

Experience:

- Minimum of 10 years

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**ANALYST VI**

Responsibilities:

- Determine program objectives and requirements
- Organize programs and projects
- Provide technical and management expertise for executing and coordinating large, complex, highly technical state-of-the-art projects
- Approve all project/contract correspondence
- Maintain/control project budget
- Ensure all efforts meet established standards for quality
- Interview and hire new employees
- Supervise, train and develop subordinate level employees

Skills/Aptitudes:

- Trade-off analysis/performance measures/mathematics/statistics
- Excellent verbal and written communication
- Knowledge of all company policies/procedures

Latitude:

- Minimal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 8 years

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**ANALYST V**

Responsibilities:

- Serve as technical/administrative leader for major projects/contracts
- Perform complex analysis tasks on contracts
- Develop and analyze computational techniques
- Develop solutions to specific problems, analyze results, complete required reports
- Recommend and plan efforts concerning original or advanced areas of customer problems
- Initiate, study and determine techniques or methods involved to accomplish objectives
- Identify and assign priorities for project accomplishment
- Ensure plans, policies, deliverables meet user requirements
- Interface and coordinate with customers
- Review all project correspondence
- Supervise, train, develop lower level employees

Skills/Aptitudes:

- Strong conceptual and analytical abilities
- Proven planning abilities
- Sound judgment and management skills (in areas including engineering, business, economics, statistics, mathematics)

Latitude:

- General guidance

Education:

- Bachelor's degree

Experience:

- Minimum of 5 years
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#### **ANALYST IV**

Responsibilities:

- Participate in program/project efforts
- Serve as on-site representative to provide technical assistance, liaison and consultation
- Conduct studies/analyses of complex problems
- Prepare documentation to meet client requirements; advise on appropriateness of system/project management functions, accuracy and validity of contract cost reports, formulation of budget exhibits, trade-off analysis and strategic fiscal planning
- Determine client requirements for discussion with senior staff or project managers
- Provide guidance/direction to less experienced personnel as required

Skills/Aptitudes:

- Proven analytical and technical abilities in business, economics, statistics or mathematics
- Knowledge of automated financial management systems
- Sound judgment and initiative

Latitude:

- Nominal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 3 years
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#### **ANALYST III**

Responsibilities:

- Participate in project/program efforts
- Maintain automated financial systems
- Maintain budget, develop databases, and hardware requirements
- Prepare appropriate documentation in area of responsibility

Skills/Aptitudes:

- Analytical and technical abilities in business, economics, statistics, mathematics or financial management
- Knowledge of automated information systems
- Familiarity with DoD acquisition cycle
- Exercise independent judgment in performance of work

Latitude:

- Nominal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 2 years
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#### **ANALYST II**

Responsibilities:

- Participate in project/program efforts
- Maintain current knowledge of DoD acquisition cycle

- Maintain automated financial management system
- Assemble, format, maintain and review technical, financial and programmatic data
- Prepare and evaluate expenditure plans, funding documentation and reconciliations
- Perform database development, spreadsheet formulation, and graphic display of data
- Interact regularly with clients

Skills/Aptitudes:

- Technical ability in one or more of the following areas: business, economics, statistics, mathematics, computers and financial management

Latitude:

- Nominal supervision

Education:

- Bachelor's Degree

Experience:

- Minimum of 0 years

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**ANALYST I**

Responsibilities:

- Assist with project/program efforts
- Perform data analysis
- Interact with clients
- Assist with maintenance of automated financial management system

Skills/Aptitudes:

- Technical ability in business, economics, statistics, mathematics, computers or financial management
- Possess initiative and sound judgment
- Demonstrate excellent customer relations and interpersonal skills

Latitude:

- Nominal supervision

Education:

- Associate Degree

Experience:

- Minimum of 2 years (0 years with Bachelor's degree)

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**ADMINISTRATIVE ASSISTANT I**

Responsibilities:

- Provide general secretarial support and assist staff
- Type, edit and reproduce a variety of documents
- Maintain files
- Make travel arrangements and answer phones as required

Skills/Aptitudes:

- Some knowledge of office equipment
- Good spelling, grammar
- Beginning word processing

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- Minimum of 1 year
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**ANALYTICAL ASSISTANT**

Responsibilities:

- Assist with general project/program efforts
- Perform data entry
- Type documents, spreadsheets and graphic displays

Skills/Aptitudes:

- Proficient with word processing, Excel and PowerPoint
- Excellent proofreading ability
- Good verbal and written communication skills

Latitude:

- Close supervision

Education:

- High School Diploma

Experience:

- Minimum of 4 years

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**TECHNICIAN IV**

Responsibilities:

- Perform assignments of substantial complexity
- Develop, test, evaluate, design standardization, maintenance, operation or installation of systems and equipment
- Conduct tests and experiments
- Prepare test procedures
- Record, analyze and evaluate test data
- Plan, schedule, coordinate work-flow and execute all phases of complex projects
- Provide technical direction and assistance to junior employees and expert consultation on difficult projects

Skills/Aptitudes:

- Creativity, initiative and sound judgment
- Technical knowledge in areas such as electronics/electricity, video, engineering, communications or physics
- Ability to read engineering drawings, specifications or other engineering technician work
- Excellent verbal and written communication

Latitude:

- Independent, with conceptual guidance

Education:

- Technical school graduate or a Bachelor's degree

Experience:

- Minimum of 5 years applicable experience with technical school training, or 2 years of applicable experience with a Bachelor's degree

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**TECHNICIAN III**

Responsibilities:

- Perform non-routine assignments of moderate complexity
- Follow test procedures, record measurements using test equipment
- Provide technical directions and assistance to junior employees
- Conduct training and development of subordinates from lesson guides
- Conduct field and/or laboratory testing
- Provide equipment and instrumentation set-up and operation or system installation and maintenance

Skills/Aptitudes:

- Creativity, initiative and sound judgment
- Technical knowledge in one or more of the following: electronics, video, communications, physics
- Good verbal and written communication

Latitude:

- Minimal supervision

Education:

- Some technical school training

Experience:

- Minimum of 3 years

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**TECHNICIAN II**

Responsibilities:

- Perform routine and non-routine assignments of low to moderate complexity
- Follow test procedures, conduct tests, take measurements
- Record and analyze test data

Skills/Aptitudes:

- Ability to follow written directions, procedures or systematic work methods
- Good verbal and written communication

Latitude:

- Close supervision

Education:

- High school diploma or appropriate formal technical school training

Experience:

- Minimum of 4 year applicable experience with high school diploma; minimum of 2 years applicable experience with appropriate formal technical school training

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**TECHNICIAN ASSISTANT**

Responsibilities:

- Perform basic tasks from detailed instructions
- Operate and adjust simple computer test equipment
- Perform data entry and minor computer maintenance

Skills/Aptitudes:

- Ability to follow written directions, procedures or work methods
- Good verbal and written communication

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- 1 year

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**SENIOR ASSISTANT**

Responsibilities:

- Provide general secretarial support to a Department level manager and assist staff
- Assist with all administrative duties of unit
- Handle sensitive information and maintain confidentiality
- Interface with various levels of personnel
- Receive and screen telephone calls

- Utilize various software packages
- Establish and maintain records
- Train/supervise lower level employees

**Skills/Aptitudes:**

- Initiative and sound judgment
- Computer
- Advanced word processing/spreadsheet/presentation
- Excellent spelling, grammar, correspondence
- Knowledge of company policies/procedures

**Latitude:**

- General supervision

**Education:**

- Bachelor's degree

**Experience:**

- Minimum of 5 years

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**ADMINISTRATIVE ASSISTANT III**

**Responsibilities:**

- Provide general secretarial support and assist staff
- Type, proof, edit and reproduce documents both technical and non-technical
- Complete complex tasks as assigned
- Establish and maintain files
- Compose and edit miscellaneous correspondence
- Assemble and compile data and references as required

**Skills/Aptitudes:**

- Initiative and sound judgment
- Advanced word processing
- Excellent spelling, grammar, correspondence
- Proficiency with office equipment
- Knowledge of company policies/procedures as they relate to immediate area of responsibility

**Latitude:**

- Nominal supervision

**Education:**

- High school diploma

**Experience:**

- Minimum of 5 years

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**ADMINISTRATIVE ASSISTANT II**

**Responsibilities:**

- Provide general secretarial support and assist staff
- Type, edit and reproduce a variety of documents
- Establish and maintain files
- Make travel arrangements and answer phones as required

**Skills/Aptitudes:**

- Initiative
- Knowledge of various office equipment
- Good spelling, grammar, correspondence
- Basic word processing skills

**Latitude:**

- Detailed supervision

Education:

- High school diploma

Experience:

- Minimum of 3 years

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**ADMINISTRATIVE ASSISTANT I**

Responsibilities:

- Provide general secretarial support and assist staff
- Type, edit and reproduce a variety of documents
- Maintain files
- Make travel arrangements and answer phones as required

Skills/Aptitudes:

- Some knowledge of office equipment
- Good spelling, grammar
- Beginning word processing

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- Minimum of 1 year

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**ADMINISTRATIVE CLERK**

Responsibilities:

- Perform clerical/technical functions based on requirements of supervisor
- Maintain files and databases
- Reproduce documents
- Answer phones
- Locate and extract materials from files
- Distribute materials as requested

Skills/Aptitudes:

- Beginning word processing or typing
- Basic computer

Latitude:

- Close supervision

Education:

- High school diploma (may be a student pursuing a high school education)

Experience:

- 0 years

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**SUBJECT MATTER EXPERT II**

Responsibilities:

- Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area. Must be well versed with related technologies, business strategies, acquisition policies
- Perform project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures
- Serve in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs

- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Recognized as an expert in a specific are of technology, engineering, or management
- Cost/Risk/Technical/Financial Analysis
- Excellent verbal and written communication
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- No supervision

Education/ Experience

- Bachelors degree and 20 years experience in a relevant technical or business discipline or
- 25 years experience culminating in subject matter expertise in a technical, military, or management field of endeavor

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**SUBJECT MATTER EXPERT I**

Responsibilities:

- Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area. Must be well versed with related technologies, business strategies, acquisition policies
- Perform project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures
- Serve in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Recognized as an expert in a specific are of military operations, intelligence, technology, engineering, or management
- Cost/Risk/Technical/Financial Analysis
- Excellent verbal and written communication
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- No supervision

Education/ Experience:

- Bachelors degree and 15 years experience in a relevant technical or business discipline or
- 20 years experience culminating in subject matter expertise in a technical, military, or management field of endeavor

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**TECHNICAL SPECIALIST IV**

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a key member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve as technical lead on projects

Skills/Aptitudes:



- Program management skills
- Project planning, budgeting, staffing
- Effective verbal and written communication
- Effective use of software based management tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelors degree in a relevant technical discipline and 12 years experience  
or
- Masters degree in a relevant technical discipline and 8 years experience

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**TECHNICAL SPECIALIST III**

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a key member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve in a key technical role in projects

Skills/Aptitudes:

- Program management skills
- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based management tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelors degree in a relevant technical discipline and 9 years experience
- Masters degree in a relevant technical discipline and 6 years experience
- Technical School (examples: military tech schools, certificate programs) and 13 years relevant experience

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**TECHNICAL SPECIALIST II**

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a support member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve in a mid-level technical role in projects

Skills/Aptitudes:

- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelors degree in a relevant technical discipline and 7 years experience or

- Masters degree in a relevant technical discipline and 4 years experience or
- Technical School (examples: military tech schools, certificate programs) and 10 years relevant experience

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**TECHNICAL SPECIALIST I**

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical assistant in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a support member on a project team as a part of an acquisition, test, or development program
- Serve in a journeyman technical role in projects

Skills/Aptitudes:

- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based tools and methods

Latitude:

- Nominal supervision

Education/ Experience

- Bachelors degree in a relevant technical discipline and 3 years experience

or

- Masters degree in a relevant technical discipline and 1 years experience

or

- Technical School (examples: military tech schools, certificate programs) and 7 years relevant experience

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**TECHNICAL ANALYST VI**

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a specialist in execution of program tasks that involve analysis or evaluation of technical, financial, business or logistics management aspects of programs
- Serve as a lead member on Integrated Product Teams as a part of an acquisition, development, validation or test program
- Serve as a project leader

Skills/Aptitudes:

- Program management/logistics management/engineering management/acquisition management skills
- Project planning, budgeting, staffing
- Cost/Risk/Technical Analysis
- Effective verbal and written communication
- Effective use of software based management and analysis tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelors degree in a relevant technical or business discipline and 10 years experience

or

- Masters degree in a relevant technical or business discipline and 7 years experience

or

- Technical School (examples: military tech schools, certificate programs, DSMC/DAU) and 12 years relevant experience

or

- High School graduate and 20 years relevant experience

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**TECHNICAL ANALYST V**

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a key role in execution of program tasks that involve analysis or evaluation of technical, financial, business or logistics management aspects of programs
- Serve as a key member on Integrated Product Teams as a part of an acquisition, development, validation or test program
- Serve in major support role to project leader

Skills/Aptitudes:

- Program management/logistics management/logistics engineering/acquisition management skills
- Cost/Risk/Technical Analysis
- Effective verbal and written communication
- Effective use of software based management and analysis tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelors degree in a relevant technical or business discipline and 7 years experience

or

- Masters degree in a relevant technical or business discipline and 4 years experience

or

- Technical School (examples: military tech schools, certificate programs, DSMC/DAU) and 10 years relevant experience or
- High School graduate and 14 years relevant experience

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**TECHNICAL ANALYST IV**

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
- Serve as a support member on Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Program management/logistics management/engineering management/acquisition management skills
- Cost/Risk/Technical/Financial Analysis
- Effective verbal and written communication
- Effective use of software based management and analysis tools

Latitude:

- Nominal supervision

Education/ Experience

- Bachelors degree in a relevant technical or business discipline and 6 years experience

or

- Masters degree in a relevant technical or business discipline and 3 years experience

or

- Technical School (examples: military tech schools, certificate programs, DSMC/DAU) and 8 years relevant experience

or

- High School graduate and 12 years relevant experience

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**TECHNICAL ANALYST III**

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business, or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes:

- Program Technical/Financial/Logistics Analysis
- Effective verbal and written communication
- Effective use of software based analysis tools
- Effective use of software based tools for preparation of reports and presentations

- Nominal supervision

Education/ Experience

- Bachelors degree in a relevant technical or business discipline and 4 years experience or
- Masters degree in a relevant technical or business discipline and 2 years experience or
- Technical School (examples: military tech schools, certificate programs, DSMC/ DAU) and 6 years relevant experience or
- High School graduate and 8 years relevant experience

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**TECHNICAL ANALYST II**

Responsibilities:

- Perform project tasks involving application of technical or management skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role to other project staff in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business, or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes:

- Program Technical/Financial/Logistics Analysis
- Effective verbal and written communication
- Effective use of software based tools for preparation of reports and presentations

Latitude:

- Nominal supervision

Education/ Experience

- Bachelors degree in a relevant technical or business discipline and 3 years experience
- Masters degree in a relevant technical or business discipline and 1 years experience

or

- Technical School (examples: military tech schools, certificate programs) and 4 years relevant experience

or

- High School graduate and 6 years relevant experience

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**TECHNICAL ANALYST I**

Responsibilities:

- Perform project tasks involving application of technical or management skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role to other project staff in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes:

- Effective verbal and written communication
- Effective use of software based tools for preparation of reports and presentations

Latitude:

- Nominal supervision

Education/ Experience

- Bachelors degree in a relevant technical or business discipline and 1 year experience

or

- Technical School (examples: military tech schools, certificate programs) and 2 years relevant experience

or

- High School graduate and 4 years relevant experience
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