



U.S. General Services  
Administration General Services  
Administration  
Federal Supply Services  
**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 GSA *Advantage!*® is: GSAAvantage.gov.

## MULTIPLE AWARD SCHEDULE (MAS)

FCS Group: MAS

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

**DCS Corporation**  
**6909 Metro Park Drive**  
**Suite 500**  
**Alexandria, VA 22310**

<https://www.dcscorp.com/contract-vehicles/gsa-schedules>

**Contract Manager:** Andrea Farris  
[gsacontracts@dcscorp.com](mailto:gsacontracts@dcscorp.com)

**Voice:** (571) 227-6226

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

**Contract Number: GS-23F-0303K**  
**Contract Period: 6/15/2000 – 6/14/2020**

**Business Size:** Small Business – 1,000 employees or less

**Pricelist current through Modification:** PS-A812, dated March 9, 2020

**Customer Information**

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

- 541330ENG – Engineering Services
- 541715 – Engineering Research and Development and Strategic Planning
- 541420 – Engineer System Design and Integration Services
- 541380 – Testing Laboratories
- 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- OLM – Order-level Materials

**1b. Lowest Priced Model Number/Lowest Unit Price:**

Labor Category	GSA Hourly Rate	SIN
Admin Clerk	\$31.20	541330ENG, 541715, 541420, 541380, 541611

**1c. Labor Rates:** Please see page 4.

**1d. Labor Category Descriptions:** Please see Page 5 and following.

- 2. Maximum Order Threshold:** The maximum order threshold value per order for all 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):** Domestic - delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities
- 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
  - 2468 Historic Decatur Road, Suite 100, San Diego, CA 92106
  - 109 Bailey Drive, Niceville, FL 32578
  - 3504 Lake Lynda Drive, Suite 325, Orlando, FL 32817
  - 295 Foster Street, Suite 120, Littleton, MA 01460
  - 46641 Corporate Drive, Lexington Park, MD 20653
  - 100 Walter Ward Boulevard Suite 100 Abingdon, Maryland 21009
  - 7400 Miller Drive, Warren, MI 48092-4729
  - 2043 Woodland Parkway, Suite 100 St. Louis, MO 63146
  - 9 Trafalgar Sq., Ste. 220, Nashua, NH 03063
  - 4027 Col. Glenn Hwy., 210, Dayton, OH 45431
  - 1900 Polaris Pkwy, Columbus, OH 43240

Modification: PS-A812 Dated: March 9, 2020

- 17932 S. Fraley Boulevard, Suite 101, Dumfries, VA 22026
  - 17243 Dahlgren Road King George, VA 22485
  - 4445 Corporation Lane, Suite 214, Virginia Beach, VA 23462
6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted.)
  7. **Quantity discounts:** Additional 3% discount on Task Orders or Delivery Orders over \$10,000,000.00.
  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 will 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), are found in Federal Acquisition Regulation (FAR) 8.405-3.
  14. **Payment address(s):** DCS Corporation, 6909 Metro Park Dr., Suite 500, Alexandria, VA 22310, Attn: Accounts Payable
  15. **Warranty 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):** Not applicable.
  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.

Modification: PS-A812 Dated: March 9, 2020

- 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. **System for Award Management (SAM) database:** DCS Corporation is registered in the System for Award Management (SAM) Database. **CAGE Code:** 1P418

Modification: PS-A812 Dated: March 9, 2020

**PRICING**

The following price reflects DCS proposed GSA Rates for the initial period of performance, inclusive of discounts off our commercial price list. The rates in this table include IFF.

	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	\$64.07	\$65.54	\$67.05
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

SCLS Eligible Contract Labor	SCLS Equivalent Code and Title	WD - Number
Admin Assist III	01020-Admin Assist	2015-4587

**Modification: PS-A812 Dated: March 9, 2020**

Admin Assist II	01113- General Clerk III	2015-4587
Admin Assist I	01112- General Clerk II	2015-4587
Admin Clerk	01111- General Clerk	2015-4587

\* The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

### Labor Category Descriptions

The following pages provide each proposed position's description, including minimum education and number of years of experience for each position.

#### 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.

---

#### 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

Modification: PS-A812 Dated: March 9, 2020

- 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
- 

### 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
- 

### 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



**Modification: PS-A812 Dated: March 9, 2020**

- 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
- 

### **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
- 

### **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

Modification: PS-A812 Dated: March 9, 2020

Education:

- Bachelor's degree in a technical discipline

Experience:

- Minimum of 2 years
- 

### 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
- 

### 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

### 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
- 

### 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
-

### 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
- 

### 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:

**Modification: PS-A812 Dated: March 9, 2020**

- Minimum of 3 years
- 

### **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
- 

### **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
- 

### **ANALYST I**

Responsibilities:

- Assist with project/program efforts
- Perform data analysis

**Modification: PS-A812 Dated: March 9, 2020**

- 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)
- 

### **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
- 

### **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

### 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
- 

### 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:

Modification: PS-A812 Dated: March 9, 2020

- Minimum of 3 years
- 

### **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 or
  - minimum of 2 years applicable experience with appropriate formal technical school training
- 

### **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
- 

### **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:



**Modification: PS-A812 Dated: March 9, 2020**

- 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
- 

### **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
- 

### **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

Modification: PS-A812 Dated: March 9, 2020

Education:

- High school diploma

Experience:

- Minimum of 3 years
- 

### **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
- 

### **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
- 

### **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,

**Modification: PS-A812 Dated: March 9, 2020**

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

---

### **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

**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
- 

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

### 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
- 

### 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

### **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
- 

### **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

Modification: PS-A812 Dated: March 9, 2020

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
- 

### 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
- 

### 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

Modification: PS-A812 Dated: March 9, 2020

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

Latitude:

- 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
- 

## 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
- or
- 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



### 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