



**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service**

*Authorized Federal Supply Schedule Price List*

**XL Associates Inc. (XLA)**

**8614 Westwood Center Drive, Suite 700**

**Vienna, VA 22182**

**Phone: (703) 584-8311**

**Fax: (703) 848-2077**

<http://www.xla.com>

**Contract Administrator:** Cynthia Andrews, [candrews@xla.com](mailto:candrews@xla.com)

Contract Number: **GS-00F-289CA**

Period Covered by Contract: **09/03/2020 to 09/02/2025**

Business Size: **Other Than Small Business**

Schedule Title: Multiple Award Schedule

Federal Supply Group: Professional Services

Pricelist current through Modification **#PS-0026**, effective **03/07/2023**.

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: [GSAAdvantage.gov](http://GSAAdvantage.gov)

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

**CUSTOMER INFORMATION:**

**1. Awarded Special Item Number(s):**

<b>SIN</b>	<b>Recovery</b>	<b>SIN Description</b>
541219	541219RC	Budget and Financial Management Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	611430RC	Professional and Management Development Training
611512	611512RC	Flight Training
OLM	OLMRC	Order Level Materials

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See pricing beginning on page 4.
- 1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 9.
- 2. **Maximum Order:** For SINs 541219, 541611, 611430, and 611512: \$1,000,000.00  
For SIN OLM: \$250,000.00
- 3. **Minimum Order:** \$100
- 4. **Geographic Coverage:** Domestic Only
- 5. **Point of Production:** XLA facilities and customer sites as required
- 6. **Prices Shown Herein are Net (discount deducted)**
- 7. **Quantity Discount:** Considered on a case by case basis
- 8. **Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
- 9. **Foreign Items:** None
- 10a. **Time of Delivery:** As agreed in each task/delivery order.
- 10b. **Expedited Delivery:** Contact XLA
- 10c. **Overnight/2-Day Delivery:** Contact XLA
- 10d. **Urgent Requirements:** Contact XLA
- 11. **FOB Point:** Destination

**12. a. Ordering Address:** XL Associates Inc. (XLA)  
8614 Westwood Center Drive, Suite 700  
Vienna, VA 22182  
Phone: (703) 848-0400  
Fax: (703) 848-2077  
www.xla.com

**b. Ordering Procedures For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**

**13. Payment Address:** XL Associates Inc. (XLA)  
8614 Westwood Center Drive, Suite 700  
Vienna, VA 22182

**14. Warranty Provisions:** N/A

**15. Export Packing charges:** N/A

**16. Terms and conditions of rental, maintenance, and repair:** N/A

**17. Terms and conditions of installation:** N/A

**18a. Terms and conditions of repair parts:** N/A

**18b. Terms and conditions for any other services:** N/A

**19. List of service and distribution points:** N/A

**20. List of participating dealers:** N/A

**21. Preventive maintenance:** N/A

**22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
Not applicable

**22b.** Contact XL Associates Inc. (XLA) for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>. N/A

**23. Unique Entry Identifier (UEI) Number:** NPT2KUKPST38

**24.** XL Associates Inc. (XLA) is registered in the System for Award Management (SAM) database



**GSA Hourly Pricing for SINs 541219 and 541611 (w/ IFF)**

SIN	Labor Category	9/3/2020	9/3/2021	9/3/2022	9/3/2023	9/3/2024
		-	-	-	-	-
		9/2/2021	9/2/2022	9/2/2023	9/2/2024	9/2/2025
541219, 541611	Business Analyst I	\$48.33	\$49.30	\$50.29	\$51.30	\$52.33
541219, 541611	Business Analyst II	\$51.95	\$52.99	\$54.05	\$55.13	\$56.23
541219, 541611	Business Analyst III	\$61.80	\$63.04	\$64.30	\$65.59	\$66.90
541219, 541611	Business Analyst IV	\$76.25	\$77.78	\$79.34	\$80.93	\$82.55
541219, 541611	Financial Management Analyst	\$100.22	\$102.22	\$104.26	\$106.35	\$108.48
541219, 541611	Financial Management Consultant	\$168.77	\$172.15	\$175.59	\$179.10	\$182.68
541219, 541611	Organizational Consultant	\$219.33	\$223.72	\$228.19	\$232.75	\$237.41
541219, 541611	Project Assistant I	\$51.64	\$52.67	\$53.72	\$54.79	\$55.89
541219, 541611	Project Assistant II	\$56.46	\$57.59	\$58.74	\$59.91	\$61.11
541219, 541611	Project Assistant III	\$71.33	\$72.76	\$74.22	\$75.70	\$77.21
541219, 541611	Project Manager	\$113.22	\$115.48	\$117.79	\$120.15	\$122.55
541219, 541611	Quality Control Officer	\$119.60	\$121.99	\$124.43	\$126.92	\$129.46
541219, 541611	Requirements Consultant	\$132.49	\$135.14	\$137.84	\$140.60	\$143.41

541219, 541611	Senior Project Manager	\$159.98	\$163.18	\$166.44	\$169.77	\$173.17
541219, 541611	Senior Subject Matter Expert	\$180.64	\$184.25	\$187.94	\$191.70	\$195.53
541219, 541611	Specialist I	\$43.43	\$44.30	\$45.19	\$46.09	\$47.01
541219, 541611	Specialist II	\$67.89	\$69.25	\$70.64	\$72.05	\$73.49
541219, 541611	Subject Matter Expert 1	\$94.83	\$96.73	\$98.66	\$100.63	\$102.64
541219, 541611	Subject Matter Expert 2	\$120.56	\$122.97	\$125.43	\$127.94	\$130.50
541219, 541611	Subject Matter Expert 3	\$147.90	\$150.86	\$153.88	\$156.96	\$160.10
541219, 541611	Subject Matter Expert 4	\$162.84	\$166.10	\$169.42	\$172.81	\$176.27
541219, 541611	Task Manager	\$74.00	\$75.48	\$76.99	\$78.53	\$80.10
541219, 541611	Technical Manager	\$84.62	\$86.31	\$88.04	\$89.80	\$91.60
541611	Acquisition Administrative Support Specialist	\$57.14	\$58.28	\$59.45	\$60.64	\$61.85
541611	Acquisition Subject Matter Expert (SME)	\$252.56	\$257.61	\$262.76	\$268.02	\$273.38
541611	Administrator I	\$57.14	\$58.28	\$59.45	\$60.64	\$61.85
541611	Administrator II	\$74.90	\$76.40	\$77.93	\$79.49	\$81.08
541611	Analyst	\$83.18	\$84.84	\$86.54	\$88.27	\$90.04
541611	Associate	\$112.62	\$114.87	\$117.17	\$119.51	\$121.90
541611	Business Process Consultant (Archivist/ Records Manager)	\$58.23	\$59.39	\$60.58	\$61.79	\$63.03

541611	Business Process Consultant (Senior Archivist/ Records Manager)	\$95.19	\$97.09	\$99.03	\$101.01	\$103.03
541611	Contract Specialist I	\$94.68	\$96.57	\$98.50	\$100.47	\$102.48
541611	Contract Specialist II	\$109.08	\$111.26	\$113.49	\$115.76	\$118.08
541611	Contract Specialist III	\$122.00	\$124.44	\$126.93	\$129.47	\$132.06
541611	Cost/Price Analyst	\$95.54	\$97.45	\$99.40	\$101.39	\$103.42
541611	Directing Associate	\$173.24	\$176.70	\$180.23	\$183.83	\$187.51
541611	Enterprise Architect	\$154.28	\$157.37	\$160.52	\$163.73	\$167.00
541611	Executive Assistant	\$55.66	\$56.77	\$57.91	\$59.07	\$60.25
541611	Expert Consultant	\$163.40	\$166.67	\$170.00	\$173.40	\$176.87
541611	Financial Analyst	\$78.39	\$79.96	\$81.56	\$83.19	\$84.85
541611	Grants Administrative Support Specialist	\$52.45	\$53.50	\$54.57	\$55.66	\$56.77
541611	Grants Administrator	\$124.44	\$126.93	\$129.47	\$132.06	\$134.70
541611	Grants Associate I	\$63.66	\$64.93	\$66.23	\$67.55	\$68.90
541611	Grants Associate II	\$76.72	\$78.25	\$79.82	\$81.42	\$83.05
541611	Grants Process Analyst	\$90.42	\$92.23	\$94.07	\$95.95	\$97.87
541611	Graphics/Documentation Specialist	\$62.85	\$64.11	\$65.39	\$66.70	\$68.03
541611	Junior Acquisition Administrative Support Specialist	\$46.17	\$47.09	\$48.03	\$48.99	\$49.97

541611	Junior Cost/Price Analyst	\$79.77	\$81.37	\$83.00	\$84.66	\$86.35
541611	Junior Financial Analyst	\$50.39	\$51.40	\$52.43	\$53.48	\$54.55
541611	Junior Grants Administrative Support Specialist	\$42.17	\$43.01	\$43.87	\$44.75	\$45.65
541611	Junior Grants Associate	\$56.72	\$57.85	\$59.01	\$60.19	\$61.39
541611	Junior Management Consultant	\$73.67	\$75.14	\$76.64	\$78.17	\$79.73
541611	Level 1 – Project Manager / SME	\$164.58	\$167.87	\$171.23	\$174.65	\$178.14
541611	Level 2 – Project Manager / SME	\$186.61	\$190.34	\$194.15	\$198.03	\$201.99
541611	Management Consultant	\$114.26	\$116.55	\$118.88	\$121.26	\$123.69
541611	Management Technician	\$49.59	\$50.58	\$51.59	\$52.62	\$53.67
541611	Managing Associate I	\$128.93	\$131.51	\$134.14	\$136.82	\$139.56
541611	Managing Associate II	\$149.07	\$152.05	\$155.09	\$158.19	\$161.35
541611	Program Support Specialist	\$67.86	\$69.22	\$70.60	\$72.01	\$73.45
541611	Project Data Analyst – 1	\$48.44	\$49.41	\$50.40	\$51.41	\$52.44
541611	Project Data Analyst – 2	\$52.07	\$53.11	\$54.17	\$55.25	\$56.36
541611	Project Data Analyst – 3	\$61.92	\$63.16	\$64.42	\$65.71	\$67.02
541611	Project Management Analyst	\$99.41	\$101.40	\$103.43	\$105.50	\$107.61
541611	Project Manager I/SME	\$155.73	\$158.84	\$162.02	\$165.26	\$168.57

541611	Project Manager II/SME	\$168.37	\$171.74	\$175.17	\$178.67	\$182.24
541611	Purchasing Agent	\$69.34	\$70.73	\$72.14	\$73.58	\$75.05
541611	Secretary	\$33.12	\$33.78	\$34.46	\$35.15	\$35.85
541611	Senior Analyst	\$95.25	\$97.16	\$99.10	\$101.08	\$103.10
541611	Senior Contract Specialist	\$142.21	\$145.05	\$147.95	\$150.91	\$153.93
541611	Senior Executive Associate	\$291.51	\$297.34	\$303.29	\$309.36	\$315.55
541611	Senior Financial Analyst	\$120.69	\$123.10	\$125.56	\$128.07	\$130.63
541611	Senior Grants Administrator	\$140.90	\$143.72	\$146.59	\$149.52	\$152.51
541611	Senior Grants Management Specialist	\$126.23	\$128.75	\$131.33	\$133.96	\$136.64
541611	Senior Management Consultant	\$142.85	\$145.71	\$148.62	\$151.59	\$154.62
541611	Senior Technical Manager	\$84.80	\$86.50	\$88.23	\$89.99	\$91.79
541611	Senior Technical Writer/Editor	\$100.03	\$102.03	\$104.07	\$106.15	\$108.27
541611	SME / Program Manager	\$274.20	\$279.68	\$285.27	\$290.98	\$296.80
541611	Specialist	\$43.53	\$44.40	\$45.29	\$46.20	\$47.12
541611	Subject Matter Expert – 1	\$136.94	\$139.68	\$142.47	\$145.32	\$148.23
541611	Subject Matter Expert – 2	\$167.98	\$171.34	\$174.77	\$178.27	\$181.84
541611	Subject Matter Expert – 3	\$190.36	\$194.17	\$198.05	\$202.01	\$206.05



541611	Subject Matter Expert – 4	\$216.81	\$221.15	\$225.57	\$230.08	\$234.68
541611	Task Manager	\$111.25	\$113.48	\$115.75	\$118.07	\$120.43
541611	Team Lead	\$74.75	\$76.25	\$77.78	\$79.34	\$80.93
541611	Technical Specialist I	\$87.62	\$89.37	\$91.16	\$92.98	\$94.84
541611	Technical Specialist II	\$97.13	\$99.07	\$101.05	\$103.07	\$105.13
541611	Technical Writer/Editor	\$77.76	\$79.32	\$80.91	\$82.53	\$84.18

**Service Contract Labor Standards Matrix:**

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

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Management Technician	01113 – General Clerk III	2015-4281 Rev 21
Project Data Analyst	01111 – General Clerk I	2015-4281 Rev 21
Secretary	01111 – General Clerk I	2015-4281 Rev 21
Administrator 1	01113 – General Clerk III	2015-4281 Rev 21



**GSA Course Rates for SIN 611430 (w/ IFF)**

**Sample Course Titles**

- Interpersonal Skills
- Introduction to Team Building
- Developing Self-Managed Teams

Number of Participants	9/3/2020	9/3/2021	9/3/2022	9/3/2023	9/3/2024
	-	-	-	-	-
	9/2/2021	9/2/2022	9/2/2023	9/2/2024	9/2/2025
Up to 6	\$3,628.84	\$3,701.42	\$3,775.45	\$3,850.96	\$3,927.98
7	\$3,772.02	\$3,847.46	\$3,924.41	\$4,002.90	\$4,082.96
8	\$3,915.19	\$3,993.49	\$4,073.36	\$4,154.83	\$4,237.93
9	\$4,058.37	\$4,139.54	\$4,222.33	\$4,306.78	\$4,392.92
10	\$4,201.52	\$4,285.55	\$4,371.26	\$4,458.69	\$4,547.86
11	\$4,344.71	\$4,431.60	\$4,520.23	\$4,610.63	\$4,702.84
12	\$4,487.88	\$4,577.64	\$4,669.19	\$4,762.57	\$4,857.82



## Labor Category Descriptions for SINs 541219 and 541611

### Business Analyst I

**Minimum/General Experience:** One (1) year of experience in understanding business needs and proposing solutions. Knowledge of financial concepts, management reporting and business analysis.

**Functional Responsibility:** Provide guidance, advice, and support in accounting and budget operations, financial systems analysis, implementation planning, business processes, internal controls, and policies and procedures. Provide resource and financial management solutions, including budget planning and execution, accounts and financial reporting and reconciliation.

**Minimum Education/Training/Certifications/Clearances:** High school diploma. Requires the ability to obtain a SECRET clearance.

### Business Analyst II

**Minimum/General Experience:** Two (2) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis.

**Functional Responsibility:** Responsible for collecting and analyzing data. Knowledgeable of cost methodologies and cost modeling applications. Provide cost estimating and financial management support, including all activities which occur during the life cycle of a program. Presents plans, recommendations, analyses, and other advice within a broad functional area. Prepares studies, plans, and analyses in support of the projects.

**Minimum Education/Training/Certifications/Clearances:** Associate's degree. Requires the ability to obtain a SECRET clearance.

### Business Analyst III

**Minimum/General Experience:** Three (3) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis. Knowledge of how the various financial management systems, applications, and modules are used during the course of the financial management business life-cycle.

**Functional Responsibility:** Responsible for collecting and analyzing data and developing presentations and recommendations. Knowledgeable of cost methodologies and cost modeling applications. Provide cost estimating and financial management support, including all activities which occur during the life cycle of a program. Presents plans, recommendations, analyses, and other advice within a broad functional area. Prepares studies, plans, and analyses in support of the projects.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent

degree program. Requires the ability to obtain a SECRET clearance.

#### **Business Analyst IV**

**Minimum/General Experience:** Five (5) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis. Knowledge of how the various financial management systems, applications, and modules are used during the course of the financial management business life-cycle.

**Functional Responsibility:** Provide guidance, advice, and support in accounting and budget operations, financial systems analysis, implementation planning, business processes, internal controls, and policies and procedures. Provide resource and financial management solutions, including budget planning and execution, accounts and financial reporting and reconciliation.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

#### **Financial Management Analyst**

**Minimum/General Experience:** Eight (8) years of cost estimating, cost analysis experience, and/or financial management disciplines. Experience shall include activities which occur during the total acquisition life cycle, statistical techniques, applied mathematics, and economics to conduct analytical studies. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

**Functional Responsibility:** Integrate business, cost estimating and financial management processes to ensure the efficient management of funds. Ability to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Familiar with activity based costing, business case analysis and outsourcing requirements.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

#### **Financial Management Consultant**

**Minimum/General Experience:** Twelve (12) years of cost estimating, cost analysis experience, and/or financial management disciplines. Experience shall include activities which occur during the total acquisition life cycle, statistical techniques, applied mathematics, and economics to conduct analytical studies. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

**Functional Responsibility:** Responsibilities include providing leadership to financial management professionals. Ensure program/project is working in accordance with automated complex business

practices within the timeframe required by the customers, meeting all requirements. Ability to assess procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to understand interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added system concurrently or later. Familiar with activity based costing, business case analysis and outsourcing requirements.

**Minimum Education/Training/Certifications/Clearances:** Master's degree and/or specialized certification (PMP, CPA, etc.). Requires the ability to obtain a SECRET clearance.

### **Organizational Consultant**

**Minimum/General Experience:** Fifteen (15) years of experience in a subject relevant to a particular program or organization.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular organization. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government executive management personnel and functional proponents.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

### **Project Assistant I**

**Minimum/General Experience:** One (1) year of relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in spreadsheets, data entry, and word processing.

**Functional Responsibility:** Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include document preparation, providing meeting support, and maintaining spreadsheets and reports.

**Minimum Education/Training/Certifications/Clearances:** High School Diploma. Requires ability to obtain a SECRET clearance.

### **Project Assistant II**

**Minimum/General Experience:** Two (2) years of relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in spreadsheets, data entry, and word processing.

**Functional Responsibility:** Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include document preparation, providing meeting support, and maintaining spreadsheets and reports.

**Minimum Education/Training/Certifications/Clearances:** Associate's Degree. Requires ability to obtain a SECRET clearance.

### **Project Assistant III**

**Minimum/General Experience:** Four (4) years of relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in project support activities and experience in coordinating and executing organizational functions.

**Functional Responsibility:** Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May provide financial or project guidance to other employees on a portion of project effort. May include maintaining and monitoring executive performance schedules and providing meeting support. Provides support activities and coordinates and executes administrative, office management, and organizational functions.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

### **Project Manager**

**Minimum/General Experience:** Ten (10) years of experience in accounting, finance, or related field, including five (5) years of increasing responsibilities in management.

**Functional Responsibility:** Responsible for overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

### **Quality Control Officer**

**Minimum/General Experience:** Ten (10) years of experience. Experience includes developing and monitoring the quality control system including maintenance of quality control documents.

**Functional Responsibility:** Ensures that processes needed for the quality control plan are established, implemented and maintained, reporting to top management on the performance of quality management and any need for improvement, and ensures the promotion of awareness of quality control throughout the organization.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

### Requirements Consultant

**Minimum/General Experience:** Ten (10) years of experience gathering requirements for business and technical solutions. Responsible for gathering data to formulate and recommend technical and business solutions to improve financial systems and support services. Must have strong writing and communications skills and the ability to interface with senior and executive management. Must be knowledgeable with the implementation of applicable Government mandates such as the Federal Acquisition Regulation (FAR).

**Functional Responsibility:** Duties may include conducting process or requirements analyses, supporting financial systems development with subject matter knowledge, assisting in procurement, performing system audits, conducting training, and assisting in the preparation of management and financial reports and presentations.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

### Senior Project Manager

**Minimum/General Experience:** Twelve (12) years of experience in accounting, finance, or related field, including eight (8) years of increasing responsibilities in management.

**Functional Responsibility:** Responsible for overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort.

**Minimum Education/Training/Certifications/Clearances:** Master's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

### Specialist I

**Minimum/General Experience:** One (1) year of relevant experience. Relevant experience may include, but is not limited to business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support programs and projects by analyses of program management and support costs. Analyses may include: Cost/Benefit Analysis, Transaction Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certifications/Clearances:** High School Diploma. Requires the ability to obtain a SECRET clearance.

### Specialist II

**Minimum/General Experience:** Three (3) years of relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule

performance of programs.

**Functional Responsibility:** Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Support programs and projects by performing analyses of program management and support costs. Analyses may include: Cost/Benefit Analysis, Transaction Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

### **Sr. Subject Matter Expert**

**Minimum/General Experience:** Fifteen (15) years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

**Functional Responsibility:** Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

### **Subject Matter Expert 1**

**Minimum/General Experience:** Eight (8) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Functional Responsibility:** Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.



### **Subject Matter Expert 2**

**Minimum/General Experience:** Ten (10) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Functional Responsibility:** Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

### **Subject Matter Expert 3**

**Minimum/General Experience:** Twelve (12) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Functional Responsibility:** Provide guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

### **Subject Matter Expert 4**

**Minimum/General Experience:** Twelve (12) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Functional Responsibility:** Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

### **Task Manager**

**Minimum/General Experience:** Five (5) years of experience in accounting, finance, or related field, including two (2) years of increasing responsibilities in management.

**Functional Responsibility:** Responsible for the management of tasks(s) and ensuring that the financial solutions and schedules in the project(s) are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned tasks. Demonstrates competent writing and oral communication skills.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

### **Technical Manager**

**Minimum/General Experience:** Eight (8) years of experience in accounting, finance, or related field, including three (3) years of increasing responsibilities in management.

**Functional Responsibility:** Responsible for day-to-day management of support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

### **Experience versus Education – For All MAS Labor Categories**

The criteria for experience substituted for education are as follow:

- One (1) year of experience beyond the minimal experience requirement is equivalent to an Associate's degree.
- Four (4) years of experience beyond the minimal experience requirement is equivalent to a Bachelor's degree.
- Two (2) years of experience beyond the minimal experience requirement is equivalent to Master's degree.

**First Example:** A requirement for an Associate's degree and two years of experience could be satisfied by three years of experience.

**Second Example:** A requirement for a Master's degree and six years of experience could be satisfied by a Bachelor's degree and eight years of experience.

**Third Example:** A requirement for a Master's degree and six years of experience could be satisfied by twelve years of experience.

The criteria for education substituted for experience is as follows:

- Bachelor's degree is equivalent to five (5) years of experience.
- Master's degree is equivalent to two (2) years of experience.

**First Example:** A requirement for five years (or less) of experience and no degree could be satisfied by a Bachelor's degree.

**Second Example:** A requirement for a Bachelor's degree and six years of experience could be satisfied by a Master's degree and four years of experience.



## Labor Category Descriptions for SIN 541611

### Acquisition Administrative Support Specialist

**Minimum/General Experience:** One (1) year of experience.

**Functional Responsibilities:** Provides support for the Acquisition Team by providing assistance with tracking of proposals, tracking awards, and providing project status reports to Senior Acquisition Team members. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

**Minimum Education/Training/Certification/Clearances:** Associates Degree

### Acquisition Subject Matter Expert (SME)

**Minimum/General Experience:** Twenty (20) years of experience.

**Functional Responsibilities:** Widely experienced, has managed large acquisition projects, has created and established related policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES).

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree and/or 24 semester hours business related studies

### Administrator I

**Minimum/General Experience:** Six (6) months of experience.

**Functional Responsibilities:** General administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

**Minimum Education/Training/Certification/Clearances:** Associates Degree

### Administrator II

**Minimum/General Experience:** Two (2) years of experience.

**Functional Responsibilities:** General administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or Professional Certification

### **Analyst**

**Minimum/General Experience:** Six (6) years of progressive experience within the general functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, test and evaluation, human factors, reliability and maintainability, systems security, organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

**Minimum Education:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years functional area experience). Requires ability to obtain a SECRET clearance.

### **Associate**

**Minimum/General Experience:** Three (3) years of experience.

**Functional Responsibilities:** Mid-level professional position performing generalist activities under supervision with basic analytical skills and provides recommendations to senior project team members. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. May also have experience in advanced computer programs.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree

### **Business Process Consultant (Archivist/Records Manager)**

**Minimum/General Experience:** Four (4) years of relevant experience. Relevant experience may include, but is not limited to analyzing, making strategic recommendations, and implementing policies and procedures.

**Functional Responsibility:** Provide guidance and develop policies to comply with regulations and directives such as those outlined in Federal Enterprise Architecture (FEA) Records Management Profile: Electronic Records Management and Recordkeeping Requirements Checklists. Develop and maintain program management plan and support development of related documents. Develops or coordinates responses to management audits and assessments. Requires understanding of organization's business

systems and industry requirements. Creates process change by integrating new process with existing ones and communicating these changes to stakeholders. Recommends and facilitates quality improvement efforts.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

#### **Business Process Consultant (Senior Archivist/Records Manager)**

**Minimum/General Experience:** Eight (8) years of relevant experience. Relevant experience may include, but is not limited to analyzing, making strategic recommendations, and implementing policies and procedures.

**Functional Responsibility:** Provide guidance and develop policies to comply with regulations and directives such as those outlined in Federal Enterprise Architecture (FEA) Records Management Profile: Electronic Records Management and Recordkeeping Requirements Checklists. Develop and maintain program management plan and support development of related documents. Develops or coordinates responses to management audits and assessments. Requires understanding of organization's business systems and industry requirements. Creates process change by integrating new process with existing ones and communicating these changes to stakeholders. Recommends and facilitates quality improvement efforts.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

#### **Contract Specialist I**

**Minimum/General Experience:** Six (6) years of experience.

**Functional Responsibilities:** Responsible for assisting in the: (1) gathering, organizing, analyzing, and composing technical information, (2) preparation of Statements of Work, or any other customer deliverables and documents, (3) conducting research and ensuring the use of proper technical terminology and appropriate acquisition vehicles/contract types; and (4) post- award contract administration activities. Supports other more senior Contract Specialists in a full range of acquisition lifecycle activities. Is familiar with the FAR and is capable of operating automated acquisition systems.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree and/or 24 semester hours business related studies

#### **Contract Specialist II**

**Minimum/General Experience:** Eight (8) years of experience.

**Functional Responsibilities:** Responsible for duties similar to the Contract Specialist I, but requires less supervision and has broader authorities reflecting the additional year(s) of experience.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree and/or 24 semester hours of business related studies

### **Contract Specialist III**

**Minimum/General Experience:** Twelve (12) years of experience.

**Functional Responsibilities:** Responsible for: (1) gathering, organizing, analyzing, and composing technical information, (2) preparation of Statements of Work, or any other customer deliverables and documents, (3) conducting research and ensuring the use of proper technical terminology and appropriate acquisition vehicles/contract types; and (4) post-award contract administration activities. Supports other more senior Contract Specialists in a full range of acquisition lifecycle activities. Familiar with the FAR and is capable of operating automated acquisition systems.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree and/or 24 semester hours business related studies

### **Cost/Price Analyst**

**Minimum/General Experience:** Four (4) years of experience.

**Functional Responsibilities:** The Cost/Price Analyst performs duties similar to the Junior Cost/Price Analyst, but with reduced supervision and broader authorities reflecting additional years of experience.

**Minimum Education/Training/Certification/Clearances:** Minimum BS/BA or Professional Certification

### **Directing Associate**

**Minimum/General Experience:** Eight (8) years of experience.

**Functional Responsibilities:** Senior professional position with extensive technical and managerial skills. The Directing Associate may be assigned as a Project Manager. In that capacity is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Directing Associate may also be required to be a Subject Matter Expert (SME) for a particular assignment.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree

### **Enterprise Architect**

**Minimum/General Experience:** Fifteen (15) years of directly related experience designing and implementing business enterprises. Must understand process interactions, entity relationships, market dynamics, and entrepreneurial approaches required for successful enterprise development. Must be familiar with recognized Enterprise Architecture models, e.g., DODAF, FEAF.

**Functional Responsibility:** Develop, manage, and execute project management plans. Duties may include performing or leading architecture analysis and design, system development, defining systems and data architectures, providing technical direction, analyzing alternative designs, integration, and migration. Develop project-specific architecture products, i.e. impact assessments, blueprints, simulation, and performance measures.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent degree program (or an additional two (2) years specialized experience). Requires ability to obtain a SECRET clearance. Certification in Enterprise Architecture (or an additional two (2) years general management experience).

#### **Executive Assistant**

**Minimum/General Experience:** Two (2) years of relevant experience. Relevant experience may include coordinating and performing technical and office administrative duties.

**Functional Responsibility:** Assist program and project managers in accomplishing goals. Provide program/project-wide organizational and administrative support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include maintaining and monitoring executive performance schedules, providing meeting support, and making travel arrangements.

**Minimum Education/Training/Certification/Clearances:** Associate's Degree (or an additional two (2) years administrative experience). Requires ability to obtain a SECRET clearance.

#### **Expert Consultant**

**Minimum/General Experience:** Requires fifteen (15) years of experience in field of expertise (management, acquisition, etc.).

**Functional Responsibility:** Duties may include providing expert services and leadership in field of expertise. Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent degree program (or an additional two (2) years specialized experience). Requires ability to obtain a SECRET clearance.

#### **Financial Analyst**

**Minimum/General Experience:** Eight (8) years of relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.



**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

#### **Grants Administrative Support Specialist**

**Minimum/General Experience:** 6 months of experience.

**Functional Responsibility:** Provides support for the Grants Team by providing assistance with tracking of grant proposals, tracking grant agreements, and providing project status reports to Senior Grants Team members. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

**Minimum Education/Training/Certifications/Clearances:** Associate's Degree

#### **Grants Administrator**

**Minimum/General Experience:** Seven (7) years of experience.

**Functional Responsibility:** Responsible for the activities of the organization or foundation, both before and after the awards process. Establishes standards and deadlines for proposals, reviews proposals for completeness, and ensures compliance with organizational or foundation standards. Maintains records of funding sources and grant applicants. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

#### **Grants Associate I**

**Minimum/General Experience:** One (1) year of experience.

**Functional Responsibility:** Responsible for the development and coordination of activities related to grants or contracts. Responsibilities may include program development, ensuring that grants or contracts adhere to organizational standards, and disbursement of funds. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks; works under general supervision. A certain degree of creativity and latitude is expected. May report to a supervisor or a manager.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

#### **Grants Associate II**

**Minimum/General Experience:** Three (3) years of experience.

**Functional Responsibility:** Prepares and manages proposals for grants in accordance with funder's policies and legal requirements. Prepares contract proposals and administers major contracts. Negotiates contractual provisions with potential partners. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of

creativity and latitude is expected. Typically reports to head of unit/department.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

### **Grants Process Analyst**

**Minimum/General Experience:** Five (5) years of experience.

**Functional Responsibility:** Obtains, analyzes and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. May work under the supervision of a senior process expert. Responsible for understanding and documenting processes, including sensitivity variables and human/process interfaces. Fully capable in the use of desktop computers, including Microsoft Office Suite programs, as well as automated process tools.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

### **Graphics/Documentation Specialist**

**Minimum/General Experience:** Requires five (5) years of experience. Relevant experience includes, but is not limited to, writing and editing project documentation and business processes. Documentation skills include use of graphics software.

**Functional Responsibility:** Duties may include writing and editing documents, manuals and training course materials. In addition, may include developing graphical representations of business processes.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

### **Junior Acquisition Administrative Support Specialist**

**Minimum/General Experience:** Six (6) months of experience.

**Functional Responsibilities:** Administrative support for the Acquisition Team throughout pre- award, award and post award phases of the acquisition lifecycle. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

**Minimum Education/Training/Certification/Clearances:** High School Diploma

### **Junior Cost/Price Analyst**

**Minimum/General Experience:** Four (4) years of experience.

**Functional Responsibilities:** Under direct supervision, the Junior Cost/Price Analyst obtains, analyzes and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. Performs comparative analysis of vendor terms and/or cost proposals with historical data to develop recommendations on vendor selection, program/contract terms, or prices. Researches and uses the most appropriate methodology to forecast program completion cost. Verifies cost data with Government accounting and audit agency recommended rates. Analyzes proposed prices or cost, including such aspects as evaluating technical

and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating cost through various types of overhead and general and administrative expense.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or Professional Certification

#### **Junior Financial Analyst**

**Minimum/General Experience:** Two (2) years of relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certification/Clearances:** Twenty-four (24) credit hours in accounting and/or budgeting from an accredited two (2) year or four (4) year college or university. Requires ability to obtain a SECRET clearance.

#### **Junior Grants Administrative Support Specialist**

**Minimum/General Experience:** Six (6) months of experience.

**Functional Responsibility:** Provides administrative support for the Grants Team throughout pre-award, award and post award phases of grant lifecycle. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

**Minimum Education/Training/Certifications/Clearances:** High School Diploma

#### **Junior Grants Associate**

**Minimum/General Experience:** One (1) year of experience.

**Functional Responsibility:** Provides support for the Grants Team including helping to write solicitations, providing assistance in coordinating review panels and administrative preparation of award documents. Fully capable in the use of desktop computers, including Microsoft Office Suite programs.

**Minimum Education/Training/Certifications/Clearances:** Associate's Degree

#### **Junior Management Consultant**

**Minimum/General Experience:** Four (4) years of relevant experience. Relevant experience may include, but is not limited to, automated office procedures, acquisition support, business process

analysis, application of PMBOK project management knowledge areas, functional or subject matter knowledge, proposal development, report preparation, knowledge of database management, contractor/government relations on, and auditing and contract administration. Master's degree is equivalent to two (2) years of experience.

**Functional Responsibility:** Develop business and management solutions. Develops documentation, white papers and proposals to communicate developed solutions. Prepares project schedules and develops project processes. May perform other duties as assigned.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional two (2) years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

### **Level 1 – Project Manager / SME**

**Minimum/General Experience:** Eight (8) years of experience.

**Functional Responsibility:** Responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

### **Level 2 – Project Manager / SME**

**Minimum/General Experience:** Twelve (12) years of experience.

**Functional Responsibility:** Responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment. The Project Manager II may oversee particularly complex projects or multiple, related projects.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

### **Management Consultant**

**Minimum/General Experience:** Requires ten (10) years of experience managing large-scale projects, contracts, funds, and resources. This individual must have specialized experience in facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer.

**Functional Responsibility:** Duties may include contract management, large-scale project management,

and working with the customer to determine program requirements.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional two (2) years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

#### **Management Technician**

**Minimum/General Experience:** Requires one (1) year of relevant experience providing logistics, inventory, property management, and/or communication support. Must possess knowledge of analytical techniques, and experience in gathering data for tracking purposes.

**Functional Responsibility:** Duties may include analysis of complex problems, support of inventory and property management, development of logistics processes to ensure accuracy of information. Interact with management and other personnel to ensure open communication to rely updated information.

**Minimum Education/Training/Certification/Clearances:** High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

#### **Managing Associate I**

**Minimum/General Experience:** Four (4) years of experience.

**Functional Responsibilities:** Mid-level professional position performing generalist activities and discipline-specific activities under supervision. Has basic analytical skills and provides recommendations to senior project team members. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. May also have experience in advanced computer programs. Has or is acquiring basic supervision skills. Developing subject matter expertise in a particular technical discipline.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree

#### **Managing Associate II**

**Minimum/General Experience:** Six (6) years of experience.

**Functional Responsibilities:** Mid-level professional position performing generalist activities and discipline-specific activities under supervision. Has advanced analytical skills and provides recommendations to senior project team members. Prepares reports and makes formal presentations to internal and external audiences. Capable of operating desktop computers and associated standard network software programs such as the Microsoft Office Suite. Has subject matter expertise in a particular technical discipline. May also have experience in advanced computer programs. Has basic supervision skills and direct supervisory experience.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree

#### **Program Support Specialist**

**Minimum/General Experience:** Four (4) years of relevant experience providing program and data management support to program(s) of like size or scope.

**Functional Responsibility:** Establish and maintain action item databases; track action items; prepare and deliver progress reports and other documents in support of program(s); prepare and monitor delivery schedules; support preparation for, attend and record minutes and actions items for meetings; assist in scheduling and preparation of program(s) activities.

**Minimum Education/Training/Certification/Clearances:** Associate's Degree (or an additional two (2) years related experience). Requires ability to obtain a SECRET clearance.

#### **Project Data Analyst - 1**

**Minimum/General Experience:** Requires two (2) years of experience. Relevant experience includes, but is not limited to, efficient data entry and ability to prepare and deliver reports and other documents in support of project(s).

**Functional Responsibility:** Duties may include data input, preparing letters, files, forms, and other required documents; communicate with appropriate personnel to obtain necessary information; provide administrative, legal, and technical support.

**Minimum Education/Training/Certification/Clearances:** High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

#### **Project Data Analyst - 2**

**Minimum/General Experience:** Require three (3) years of experience. Relevant experience includes, but is not limited to, efficient data entry and ability to prepare and deliver reports and other documents in support of project(s).

**Functional Responsibility:** Duties may include data input, preparing letters, files, forms, and other required documents practically error-free and within time constraints; communicate with appropriate personnel to obtain necessary information; provide administrative, legal, and technical support; ability to train junior staff.

**Minimum Education/Training/Certification/Clearances:** High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

#### **Project Data Analyst - 3**

**Minimum/General Experience:** Requires four (4) years of experience. Relevant experience includes, but is not limited to, efficient data entry and ability to prepare and deliver reports and other documents in support of project(s).

**Functional Responsibility:** Duties may include data input, preparing letters, files, forms, and other required documents practically error-free and within time constraints; communicate with appropriate personnel to obtain necessary information; provide administrative, legal, and technical support; ability to train junior staff; ability to coordinate and direct the activities of others; responsible for subordinates' work efforts including: identification of problems, issues, and strategies for resolution.

**Minimum Education/Training/Certification/Clearances:** High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

### **Project Management Analyst**

**Minimum/General Experience:** Requires eight (8) years of experience managing large-scale projects, contracts, funds, and resources. This individual must have specialized experience in facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer.

**Functional Responsibility:** Duties may include contract management, large-scale project management, and working with the customer to determine program requirements.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional two (2) years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

### **Project Manager I/SME**

**Minimum/General Experience:** Eight (8) years of experience.

**Functional Responsibilities:** Responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree and/or 24 semester hours business related studies

### **Project Manager II/SME**

**Minimum/General Experience:** Twelve (12) years of experience.

**Functional Responsibilities:** Responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment. The Project Manager II may oversee particularly complex projects or multiple, related projects.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree and/or 24 semester hours business related studies

### **Purchasing Agent**

**Minimum/General Experience:** Three (3) years of experience.

**Functional Responsibilities:** Responsible for the acquisition of materials and services using existing

purchase vehicles and commercial item lists. Shall be capable of developing potential material sources and pre-qualifying commercial suppliers. Operates and maintains automated purchasing systems. Specifies material storage requirements and special handling requirements as defined by senior purchasing or technical personnel. Capable of performing material receipt inspections and verification of satisfaction of purchase requirements.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree

### **Secretary**

**Minimum/General Experience:** Six (6) months of experience.

**Functional Responsibilities:** General administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

**Minimum Education/Training/Certification/Clearances:** High School Diploma

### **Senior Analyst**

**Minimum/General Experience:** Eight (8) years of progressive experience within the general functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, test and evaluation, human factors, reliability and maintainability, systems security, organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

**Minimum Education:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years functional area experience). Requires ability to obtain a SECRET clearance.

### **Senior Contract Specialist**

**Minimum/General Experience:** Fifteen (15) years of experience.

**Functional Responsibilities:** In addition to the duties of the Contract Specialist III, the Senior Contract Specialist will provide senior level support and assistance in coordination and oversight of acquisition projects. The capability to provide a full range of acquisition program management support services is also required. The Senior Contract Specialist will be experienced in the acquisition of complex major systems and/or related services. Expert familiarity with the FAR and is capable of initiating new projects in automated acquisition systems.



**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree and/or 24 semester hours business related studies

### **Senior Executive Associate**

**Minimum/General Experience:** Fifteen (15) years of experience.

**Functional Responsibilities:** Widely experienced, has managed large projects, has created and established policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES).

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree

### **Senior Financial Analyst**

**Minimum/General Experience:** Ten (10) years of relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

### **Senior Grants Administrator**

**Minimum/General Experience:** Nine (9) years of experience.

**Functional Responsibility:** Obtains, analyzes, and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. Performs comparative analysis of grantee or applicant grant proposals with historical data to develop recommendations on program selection, contract terms, or prices. Researches and uses the most appropriate methodology to forecast program completion cost. Verifies grant cost data with Government accounting and audit agency or other benchmark rates. Analyzes grant applications, including such aspects as evaluating technical and performance reports, evaluating economic factors and cost reasonableness, evaluating implementation efficiencies, and evaluating applicant methods of allocating cost through various types of overhead and general and administrative expense as appropriate. In addition s/he will be working toward possessing the qualifications required for signature authority for grant awards. Actual award signature authority is reserved for government personnel. Acts as a SME for grants processes and administration. May be a SME for financial management and reporting systems. In addition s/he will possess the qualifications required for signature authority for grant awards. Actual award signature authority is reserved for government

personnel. May supervise Grants Administrators.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

### **Senior Grants Management Specialist**

**Minimum/General Experience:** Eight (8) years of experience.

**Functional Responsibility:** Responsible for managing and coordinating a complex grants portfolio, including inter-agency agreements, cooperative agreements, and highly technical special projects. May serve as expert for the planning, implementation and evaluation of grant proposals and provide guidance on cooperative agreements, cost-share agreements, participating agreements, collection agreements, interagency and intra-agency agreements and memoranda of understanding. May participate in the negotiation, award, and review all reimbursement requests for appropriateness. Ensure that awardees are in compliance with established administrative and financial policies, procedures, and sound business practices. Post-award - monitors all phases of award and closing, including assessment of technical progress and performance. The positions knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grants administration issues and knowledge of laws, regulations, agency policy, precedent cases, and other requirements that affect grant program administration.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

### **Senior Management Consultant**

**Minimum/General Experience:** Ten (10) years of experience providing comprehensive business and management solutions. Must have strong writing and communications skills and the ability to interface with senior and executive management. Relevant experience may include, but is not limited to, acquisition support, business process analysis, application of PMBOK project management knowledge areas, functional or subject matter knowledge, proposal development, report preparation, auditing and contract administration. Master's degree is equivalent to two (2) years of experience.

**Functional Responsibility:** Leads teams to develop business and management solutions. Develops documentation, white papers and proposals to communicate developed solutions. Prepares project schedules and develops project processes. May perform other duties as assigned.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional two (2) years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

### **Senior Technical Manager**

**Minimum/General Experience:** Requires six (6) years of progressive management experience of technical projects and/or tasks. Relevant experience includes, but is not limited to, experience in managing large-scale projects, contracts, funds, and resources.

**Functional Responsibilities:** Duties may include task order management, project management, and working with the customer to determine project requirements. Also may include managing technical areas of projects and serving as the focal point for questions about projects.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree

program (or an additional two (2) years functional area experience). Requires ability to obtain a SECRET clearance.

#### **Senior Technical Writer/Editor**

**Minimum/General Experience:** Six (6) years of relevant experience. Relevant experience may include, but is not limited to program support to review and edit highly complex written and graphic technical and/or legal materials, including system configuration, technical documentation, studies, reports, closing documents and presentation graphics.

**Functional Responsibility:** Ensures compliance with standards of style and format, good usage of English, and overall structure and organization of material. Maintain electronic data systems, compose letters/communications and advertising orders. Ensure legal guidelines are adhered to when applicable. Compose and maintain status documentation.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

#### **SME / Program Manager**

**Minimum/General Experience:** Fifteen (15) years of experience.

**Functional Responsibility:** Widely experienced, has managed large acquisition projects, has created and established related policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES). Generally manages multiple projects and is PMP certified.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree

#### **Specialist**

**Minimum/General Experience:** Requires two (2) years of specialized experience. Relevant experience includes, but is not limited to, conducting research and the use of various financial instruments.

**Functional Responsibility:** Duties may include the ability to read and analyze financial reports and documents; provide administrative, legal, and technical support.

**Minimum Education/Training/Certification/Clearances:** High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

#### **Subject Matter Expert – 1**

**Minimum/General Experience:** Ten (10) years of experience in a subject relevant to a particular program or project.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years subject matter manager experience). Requires ability to obtain a SECRET clearance.

#### **Subject Matter Expert – 2**

**Minimum/General Experience:** Twelve (12) years of experience in a subject relevant to a particular program or project.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years subject matter manager experience). Requires ability to obtain a SECRET clearance.

#### **Subject Matter Expert – 3**

**Minimum/General Experience:** Fifteen (15) years of experience in a subject relevant to a particular program or project.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular program or project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional six (6) years subject matter manager experience). Requires ability to obtain a SECRET clearance.

#### **Subject Matter Expert – 4**

**Minimum/General Experience:** Fifteen (15) years of experience in a subject relevant to a particular program or project.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular program or project. Provide studies, audits, reports, guidance, training, analysis, evaluations, and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

**Minimum Education/Training/Certification/Clearances:** Master's Degree or other equivalent degree program (or an additional two (2) years specialized experience). Requires ability to obtain a SECRET clearance.

#### **Task Manager**

**Minimum/General Experience:** Eight (8) years of relevant experience. Relevant experience may

include, but is not limited to program direction through completion of tasks within estimated timeframes and budget constraints.

**Functional Responsibility:** Organizes, directs, and coordinates planning and execution of all program/technical support activities. Monitors and controls the expenditure of funds and labor hours on the overall contract. Responsible for program status, including: identification of problems, issues, and strategies for resolution. Does strategic long-range and short-range planning; backup and security planning and implementation; hardware/software evaluation and selection, etc. Provides resolutions and implements improvements. Assigns schedules, reviews work quality, and communicates policies, purposes, and goals

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance. functional proponents.

#### **Team Lead**

**Minimum/General Experience:** Requires four (4) years of experience. Relevant experience includes, but is not limited to, knowledge of basic investigative techniques and laws.

**Functional Responsibility:** Duties may include the ability to direct multiple tasks and projects; plan, control, direct, and coordinate the work of subordinates; provide administrative, legal, and technical support.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional two (2) years of specialized experience). Requires ability to obtain a SECRET clearance.

#### **Technical Specialist I**

**Minimum/General Experience:** Two (2) years of experience.

**Functional Responsibilities:** Trained in a particular technical discipline or specialty area and may be professionally accredited in the area of expertise. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. Able to operate specialized computer programs in area of technical specialty.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or Professional Certification

#### **Technical Specialist II**

**Minimum/General Experience:** Four (4) years of experience.

**Functional Responsibilities:** Trained in a particular technical discipline or specialty area and may be professionally accredited in the area of expertise. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. Able to operate specialized computer programs in area of technical specialty.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or Professional Certification

### **Technical Writer/Editor**

**Minimum/General Experience:** Four (4) years of relevant experience. Relevant experience may include, but is not limited to program support to review and edit highly complex written and graphic technical and/or legal materials, including system configuration, technical documentation, studies, reports, closing documents and presentation graphics.

**Functional Responsibility:** Ensures compliance with standards of style and format, good usage of English, and overall structure and organization of material. Maintain electronic data systems, compose letters/communications and advertising orders. Ensure legal guidelines are adhered to when applicable. Compose and maintain status documentation.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

### **Experience versus Education – For All MAS Labor Categories**

The criteria for experience substituted for education are as follow:

- One (1) year of experience beyond the minimal experience requirement is equivalent to an Associate's degree.
- Four (4) years of experience beyond the minimal experience requirement is equivalent to a Bachelor's degree.
- Two (2) years of experience beyond the minimal experience requirement is equivalent to Master's degree.

**First Example:** A requirement for an Associate's degree and two years of experience could be satisfied by three years of experience.

**Second Example:** A requirement for a Master's degree and six years of experience could be satisfied by a Bachelor's degree and eight years of experience.

**Third Example:** A requirement for a Master's degree and six years of experience could be satisfied by twelve years of experience.

The criteria for education substituted for experience is as follows:

- Bachelor's degree is equivalent to five (5) years of experience.
- Master's degree is equivalent to two (2) years of experience.

**First Example:** A requirement for five years (or less) of experience and no degree could be satisfied by a Bachelor's degree.

**Second Example:** A requirement for a Bachelor's degree and six years of experience could be satisfied by a Master's degree and four years of experience.