



JOINT VENTURE

Programs and Systems Support (PASS) Contract Overview

Sign In



Naval Air Systems Command (NAVAIR) 6.8
Corporate Business Office (CBO)

Table of Contents

1.0 BACKGROUND	1
1.1 General	1
1.2 Contract Information	1
1.3 Advantages of Using SDI	2
2.0 SPECIFIC TASK REQUIREMENTS	2
2.1 Project, Program, and Portfolio (PPP) Management	3
2.2 Business, Cost Estimating and Financial Management.....	4
2.3 Life Cycle Logistics (Integrated Product Support)	5
2.4 Systems Engineering	5
2.5 Business Improvement	6
2.6 Business Analytics	7
2.7 Modeling and Simulation Management	8
2.8 Test and Evaluation (T&E).....	8
2.9 Information Technology (IT)	9
3.0 Labor Category Qualification Definitions	13
3.1 Labor Category Description (All Senior Level are Key Personnel).....	15
3.1.1 Program Manager (PM) (Key Personnel)	15
3.1.2 Project Lead (PL) (Key Personnel)	16
3.1.3 Acquisition Management Support (AM).....	16
3.1.4 Test and Evaluation Management Support (T&E)	17
3.1.5 Administrative Support (AS)	19
3.1.6 Configuration/Data Management (CDM) Support	20
3.1.7 Facilitator/Trainer Support	22
3.1.8 Financial Management/Comptroller Support.....	23
3.1.9 Acquisition Logistics Support	24
3.1.10 Subject Matter Expert (SME) Support.....	25
3.1.11 Engineering Support	26
3.1.12 Operations Research Analyst (ORA) Support.....	32
3.1.13 Information Technology Support.....	33
3.1.14 Management Analyst Support:.....	34
3.1.15 Technical Writer/Editor/Illustrator Support	35
4.0 POINTS OF CONTACT	36



1.0 BACKGROUND

1.1 General

Programs and Systems Support (PASS) is a multiple award, indefinite delivery, indefinite quantity (IDIQ) NAVAIR contract vehicle awarded to Sabre/DCS/i3 (SDI), a joint venture with a team of over 30 subcontractors.

PASS supports the mission of the Naval Air Systems Command (NAVAIR) 6.8 Corporate Business Office (CBO), its successor and its customers. This PWS will provide for Programs and Systems Support (PASS) services to include the Department of Defense (DoD) Decision Support System that ensures effective interaction between Joint Capabilities Integration and Development System (JCIDS), the Acquisition System, and Planning, Programming, Budgeting, and Execution (PPBE) processes. The CBO supports all DoD Commands, Agencies, Field Activities, all other organizational DoD entities, including Medical, and their partners, United States Coast Guard (USCG) and the National Aeronautics and Space Administration (NASA).

1.2 Contract Information

Contract Number:	N00421-17-D-0009
Prime Contractor:	Sabre/DCS/i3
Contract Ceiling Value:	\$495,737,307.91
Contract Type:	Indefinite Delivery, Indefinite Quantity (IDIQ) contract with Firm Fixed Price, Cost Plus Fixed Fee, and Cost Reimbursement Task Orders.
Period of Performance:	Five-twelve month ordering periods Ordering Period 1: 04/10/17 - 04/09/18 Ordering Period 2: 04/10/18 - 04/09/19 Ordering Period 3: 04/10/19 - 04/09/20 Ordering Period 4: 04/10/20 - 04/09/21 Ordering Period 5: 04/10/21 - 04/09/22
Place of Performance:	CONUS and OCONUS locations
Ordering Authority:	Naval Air Warfare Center Aircraft Division (NAWCAD) Aircraft Support Contract Division
Rapid Response:	With only 8 awardees, customers receive adequate cost competition from technically viable teams while also having the benefit of faster acquisition cycles from rapid response Task Order proposals.

1.3 Advantages of Using the Sabre/DCS/i3 (SDI) Joint Venture (JV)

Unified Leadership. Senior members of the SDI JV have a long standing business relationship with experience and demonstrated success in managing JV prime contracts.

Lean. SDI's lean management structure and low pass-throughs incentivize our specialty and small business partners to market and bring work to the vehicle generating innovative, scientific, and technical solutions and services for PASS customers.

Right Sized. SDI offers the depth, breadth, and corporate strength of a large global company while simultaneously offering the responsiveness, flexibility, and customer centric solutions of a adaptive mid-tier company.

Innovative. SDI JV provides customers with a significant resource pool of talent resembling a large company, while offering an inherently greater potential for innovation by having access to specialized diverse companies.

Collaborative. SDI's Collaborative Partner Portal is optimized to provide transparent, accurate, real time reporting and deliverables to allow customers to make real-time and informed decisions.

Qualified and Experienced. Our JV offers three prime contractors working together under one umbrella making sound business decisions with our customers' best interests in mind. SDI strengths and capabilities include:

- Sabre (Managing Partner) – 450 professionals supporting Army, Navy, USMC, DEA, DHS, HHS, and other federal agencies with experience managing similar efforts as a prime.
- DCS (JV Partner) – 900+ engineers and technical specialists; managing similar efforts as a prime positioned across Army, Navy, USAF, USMC and USCG.
- i3 (JV Partner) – 200+ engineers and technical professionals; experience managing similar efforts as a prime for Army and AFRL.

2.0 PWS TASK REQUIREMENTS

The PWS provides for total integrated life cycle management activities for Project, Program and Portfolio (PPP) Management; Business, Cost Estimating and Financial Management; Life Cycle Logistics (Integrated Product Support); Systems Engineering; Business Improvement; Business Analytics; Modeling and Simulation Management; Test and Evaluation; Information Technology; Facilitation, Education and Training; Technical Editor, Writing and Illustration; and Physical Security Operations including efforts required for moving to an enterprise-wide, life cycle alignment of resources and outputs to achieve top-down performance driven outcomes for all DoD Commands, Agencies, Field Activities, all other organizational DoD entities, including Medical, and their partners for both CONUS / OCONUS sites. Foreign Military Sales (FMS) services are also included.

The PASS program may require the Contractor to provide FMS services and/or in country support, which may include but not be limited to the following countries: Germany, South Korea, Iraq, Afghanistan, Austria, Belgium, Bulgaria, Columbia, India, Indonesia, Kuwait, Lithuania, Mexico, Peru, Philippines, Romania, Tunisia, Czech Republic, Hungary, Portugal, Jordan, Morocco, Oman, Poland, South Korea, Argentina, Bahrain, Chile, Pakistan, Sweden, Taiwan, United Arab Emirates, New Zealand, Saudi Arabia, Israel, Australia, Brazil, Thailand, Spain, Canada, Greece, Japan, Denmark, Singapore, France, Egypt, Finland, Malaysia, Switzerland, United Kingdom, Italy, Netherlands, Turkey, Norway, and any emergent foreign countries under The United States European Command (EUCOM), Africa Command (AFRICOM), Pacific Command (PACOM), Central Command (CENTCOM), Northern Command (NORTHCOM), and Southern Command (SOUTHCOM) that require PASS services.

2.1 Project, Program, and Portfolio (PPP) Management

2.1.1 Planning

The Contractor shall establish the total scope (effort), define the objectives and develop the course of action. The Contractor shall assist in the development of the management plan and associated PPP documentation that will be utilized to execute the effort. The Contractor shall assist in the development and provide support for the iterative change process (assessment/documentation). The Contractor shall develop the Work Breakdown Structures (WBS) and other management planning/reporting methods/documentation, such as, milestone charts, Program Evaluation Review Technique (PERT) network charts and lead time charts identifying, at a minimum, applicable scope, goals, and objectives, work packages, associated tasks, duration, timelines and resources. The Contractor shall provide Status Report/Planning Documentation in accordance with (IAW) DI-MGMT-80368A (CDRL A001).

2.1.2 Requirements Analyses

The Contractor shall assist in the establishment and execution of Requirements Management process(s). Requirement activities shall be planned, tracked and reported. The Contractor shall prioritize requirements, perform configuration management, employ metrics and provide a traceability structure for Government review and approval. The Contractor shall provide Technical Report-Study/Services Documentation/Requirements Analyses Documentation IAW DI-MISC-80508B (CDRL B001).

2.1.3 Monitoring and Control

The Contractor shall support processes required to track, review and report Cost, Schedule and Performance (CSP). The Contractor shall observe and measure variances, perform integrated change control and monitor activities against the plan and baseline. The Contractor shall establish and execute PPP management processes in accordance with DoD and commercial best practices. The contractor shall develop and maintain a resource loaded Project Plan/Schedule and provide earned value and/or critical path/critical chain analysis and reporting to facilitate risk mitigation. Analysis of task status against baseline, along with identifying and tracking the status of issues and risks shall be performed. The Contractor shall assist the Government in the monitoring of the project for variances, identify the source of any problems and assist in the development and execution of a solution to implement corrective actions. The impact of the problem and solution shall be communicated to those affected (stakeholders). The Contractor shall perform program communication, collaboration and facilitation efforts. Program(s) audits and evaluations shall be accomplished. The Contractor shall provide Design to Cost/Life Cycle Cost and Variance Analysis Report Documentation/Monitoring and Control Documentation IAW DI-FNCL-80449 (CDRL C001).

2.1.4 Acquisition Life Cycle Documentation, Reporting and Presentation

The Contractor shall perform detailed research, analysis, and development of all required acquisition life cycle documentation, in accordance with DoD 5000 Series. The Contractor shall document applicable requirements such as mission needs assessments, assist in the conduct requirements definition activities, assist in the development of acquisition plans and analyses of alternatives, prepare life cycle cost estimates and/or economic analyses in support of new or 6 existing projects. The Contractor shall perform updates of appropriate acquisition documentation and/or presentation materials to support the program's requirements. The Contractor shall develop acquisition reports in accordance with DoD Directives to provide executive management with program status, progress, issues and risks. The Contractor shall provide Acquisition Support Documentation/Acquisition Life Cycle Documentation IAW DIMGMT- 81607 (CDRL A002).

2.1.5 Risk Management

The Contractor shall develop and execute a risk management program that consists of Risk Planning; Risk Identification; Risk Analysis; and Risk Handling that will allow risk assessment(s) at the lowest work package and WBS level. The Contractor shall perform tradeoff analysis utilizing Cost As an Independent Variable (CAIV) principles. The Contractor shall utilize a disciplined methodology for conducting thorough program/project risk assessments. The Contractor shall provide documentation containing the assessed prioritized risks. The Contractor shall also document potential and practical mitigation plans for each of the major risks uncovered during the risk assessment. The Contractor shall provide Contractor's Risk Management Plan Documentation/Risk Management Documentation IAW DI-MGMT-81808 (CDRL A003).

2.1.6 Continuity of Operations and Disaster Recovery (COOP/DR)

The Contractor shall provide Continuity of Operations and Disaster Recovery (COOP/DR) support to ensure the capability to maintain mission-critical functions in the wake of a disaster to include but not limited to hurricanes, earthquakes, terror attacks, industrial accidents, or other unexpected disruptions. The Contractor shall conduct detailed risk analysis and assist the Government in developing and maintaining various disaster recovery strategies and plans for ensuring continuity of Government operations and recovery. The Contractor shall support the testing and implementation of Government approved contingency plans. The Contractor shall provide Contractor's Risk Management Plan Documentation/COOP/DR Documentation IAW DI-MGMT-81808 (CDRL A004).

2.1.7 Administrative and Clerical Support

The Contractor shall provide administrative and clerical services to include, but not limited to, overall administration support, operation of office equipment, scanning/Optical Character Recognition (OCR), meeting planning and execution and assisting in Government travel arrangements. The Contractor shall provide Contract Summary Report Documentation/Administrative and Clerical Documentation IAW DI-ADMN-80447A (CDRL D001).

2.2 Business, Cost Estimating and Financial Management

2.2.1 Financial Management

The Contractor shall utilize the Planning, Programming, Budgeting, and Execution (PPBE) process to identify required funding allocations for all program / project operations. The Contractor shall convert the program event-driven acquisition strategy and phasing into the PPBE process calendar-driven funding profiles to assist in the identification of the appropriate amount and type of funds required to execute the program. The Contractor shall perform Business Financial Management (BFM) support. The Contractor shall provide Contract Summary Report Documentation/PPBE Documentation IAW DI-ADMN-80447A (CDRL D002).

The Contractor shall assist in preparing and updating mandated financial management documentation for presentation to the Program Office and/or higher authority. The Contractor shall assist in the development and deliver documentation such as fiscal year spend plan, Economic Analyses (EA), various budget exhibits, reports, and Program Office Estimates (POE). The Contractor shall provide Contract Summary Report Documentation/Financial Management Documentation IAW DI-ADMN-80447A (CDRL D003).

2.2.2 Cost Estimating Management

The Contractor shall perform financial analysis and cost estimating (such as Will Cost, Should Cost) for programs / projects and new initiatives. Industry best practices shall be utilized for developing cost estimates and justifying investments. The Contractor shall develop detailed project business case analyses (BCAs), estimate project Return on Investment (ROI), calculate

project payback periods and develop / analyze Earned Value Management (EVM) data. The Contractor shall provide Contract Summary Report Documentation/Cost Estimating Documentation IAW DI-ADMN-80447A (CDRL D004).

2.2.3 Business Management

Procurement Planning

The Contractor shall support procurement planning initiatives focused on acquiring products and services to support program goals and objectives. Services shall include but are not limited to research and development of procurement strategies, acquisition support, and cost estimating for new requirements as defined by the DoD customers. The Contractor shall prepare cost estimates for Government review and approval for activities such as program management, hardware, operating systems, application systems, interface development and installation, site activation, implementation, and sustainment requirements. The Contractor shall provide Acquisition Support Documentation/Procurement Planning Documentation IAW DI-MGMT-81607 (CDRL A005).

Contract Administration / Management

The Contractor shall support contract administration / management activities including cost performance reporting, progress reviews, assistance in reviewing vendor deliverables and monitoring and recording vendor performance. The Contractor shall assist in the development of and provide methods to the Government to monitor cost, schedule, performance and risk in contract execution. The Contractor shall provide Contractor's Progress, Status, and Management Report Documentation/Contract Administration/Management Documentation IAW DI-MGMT-80227 (CDRL A006).

2.3 Life Cycle Logistics (Integrated Product Support)

The Contractor shall provide planning, development, implementation and management support for a comprehensive, affordable and effective systems support strategy within Total Life Cycle Systems Management. The Contractor shall support Life Cycle Logistics encompassing acquisition (design, develop, test, produce and deploy), sustainment (operation and support) and disposal. The Contractor shall provide life cycle logistics support to design/maintain/improve readiness, improve affordability and minimize logistics footprint. The Contractor shall perform various supportability analyses and support program efforts to integrate acquisition, logistics and supply to ensure superior product support processes that focus on affordability and operational effectiveness. As part of an individual / portfolio program acquisition strategy, the Contractor shall develop an effective system / product support strategy that addresses and documents life cycle affordability considerations. The Contractor shall develop/support/maintain/perform all logistics support element processes including Maintenance Planning and Management; Manpower and Personnel; Supply Support; Support Equipment; Training and Training Support; Technical Data; Computer Resources Support; Facilities, Infrastructure and Packaging, Handling, Storage and Transportation; Sustainment Engineering; Design Interface and Product Support Management. The Contractor shall establish, support and perform equipment maintenance. The Contractor shall utilize a performance based logistics approach to the maximum extent feasible. In addition, the Contractor shall support Condition Based Maintenance Plus (CBM+), Reliability Centered Maintenance (RCM), Supply Chain Management, Preliminary Industrial Assessment(s), Core Logistics Analysis and Source of Repair Analysis efforts. The Contractor shall provide Contract Summary Report Documentation/Life Cycle Logistics Documentation IAW DI-ADMN-80447A (CDRL D005).

2.4 Systems Engineering

The Contractor shall support / execute a systems engineering process that optimizes operational capability, total systems performance and minimizes total ownership costs. The Contractor shall develop plans emphasizing risk reduction activities for Government review and approval. DoD 5000 series instructions and/ guides shall be utilized and/ followed. A systems engineering approach that includes all stakeholders to translate operational needs and capabilities into feasible, affordable and effective solutions shall be applied. The Contractor shall support / execute the Systems Engineering Technical Review (SETR)

processes. The Contractor shall support all Program Office engineering activities. In addition, the Contractor shall support planning, requirements management, interface management, risk management, configuration management, technical data management, technical assessment and decision analysis. The Contractor shall monitor the system affordability, seek out cost saving opportunities, and identify any associated cost, schedule, and performance risks. The Contractor shall support activities on defining and achieving affordability targets and desired capabilities. During the Technology Development (TD) phase, the Contractor shall work to reduce technical risk and develop a sufficient understanding of the materiel solution development to validate design approaches and cost estimates, to refine requirements and to ensure affordability is designed in to the desired capability. The Contractor shall support defining and achieving should cost estimates. The Contractor shall utilize should cost management as a deliberate strategy to drive cost efficiencies and productivity growth into programs. The Contractor shall support development of will cost estimate to determine the likely life-cycle cost of the system based on historical data. The Contractor shall identify inefficiencies and adjust should cost estimate based on specific actions and opportunities to mitigate, eliminate, or reduce those inefficiencies that allow the program to come in below the expected will cost estimates. The Contractor shall perform flight test engineering support for the planning of a specific flight test phase, which includes preparing the test plans in conjunction with other systems engineers, overseeing the buildup of the aircraft to the proper configuration, working with the flight test instrumentation engineer to ensure the sensors and recording systems are installed for required data parameters, and preparing the maneuver-by-maneuver plan for each test flight. The Contractor shall support the analysis of the data acquired during a test flight. Finally, the Contractor shall coordinate with specific systems engineers to write the final flight test report, documenting the results of a specific flight test phase. The Contractor may or may not fly in the test aircraft, depending on the aircraft type or mission objectives. When not in the test aircraft the Contractor shall monitor the test in real-time via data transmitted to a special flight test data center. The Contractor may actively control the aircraft during tests. The Contractor shall provide Engineering and Technical Services Accomplishment Report Documentation/Systems Engineering Documentation IAW DI-MGMT-80061A (CDRL A007).

2.5 Business Improvement

2.5.1 Business Transformation Initiatives

The Contractor shall assist in the planning, implementation and the supporting of transformation initiatives. The Contractor shall utilize DoD and industry best practices in developing strategies, programs, and processes. The Contractor shall perform detailed research and analysis and provide written reports, for Government review and approval, focusing on acquisition and information technology commercial best business practices. The initiatives shall include, but are not limited to, future logistics enterprise initiatives, Maintenance Repair and Overhaul (MRO), Business Process Reengineering (BPR), Theory of Constraints (TOC), Sales and Operations Planning, Just-in-Time, Lean Six Sigma, Airspeed, Balanced Scorecard, Certifications (such as Capability Maturity Model Integration (CMMI)) and other industry initiatives. The Contractor shall provide Program Progress Report Documentation/Business Transformation Documentation IAW DI-MGMT-80555A (CDRL A008).

2.5.2 Business Environment

The Contractor shall facilitate management awareness of the changing business environment to ensure that program efforts are aligned to strategic enterprise business objectives. The Contractor shall support requirement and process management activities. The Contractor shall coordinate requirement changes with appropriate stakeholders including the program team, management, sponsors and the customers. The Contractor, after Government review and approval, shall establish and execute a functional change management process for program requirement and process changes. The Contractor shall provide Program Progress Documentation/Business Environment Documentation IAW DI-MGMT-80555A (CDRL A009).

2.5.3 Benchmarking

The Contractor shall coordinate, perform, document and analyze benchmarking studies. Benchmarks shall be conducted against representative companies that share characteristics with DoD activities that are pertinent to the study. The analyses

shall include a comparison and contrast of current DoD processes to the benchmarked approach. The Contractor shall provide Technical Report-Study/Services Documentation/Benchmark Documentation IAW DI-MISC- 80508B (CDRL B002).

2.5.4 Concept of Operations (CONOPS)

The Contractor shall develop and / or maintain the business process CONOPS. The CONOPS shall provide a functional/data decomposition of business processes, information flows and allocated software applications used within the service. The Contractor shall provide Operational Concept Description Documentation/CONOPS Documentation IAW DI-IPSC-81430A (CDRL E001).

2.5.5 Functional Gap / Fit Analysis

The Contractor shall perform a detailed functional / data analysis for the total business solution for the enterprise. Based on an activity's current system, roles and responsibilities, business rules and location applications, the Contractor shall validate all data in the existing system/business solution to include data used on custom screens or in custom applications, and ensure the existing data meets applicable data specifications. The Contractor shall recommend data requirements of the target system and perform a detailed data analysis of the target system data/business solution and ensure target system data meets applicable data specifications. The Contractor shall compare existing system data with data required for the target system / solution, and document the level of data conformance, as well as identifying any deltas. Using information from the Gap / Fit Analysis, the Contractor shall document and maintain all business rules. The Contractor shall validate that business rules are implemented properly. The Contractor shall conduct lessons learned analysis and document findings. The Contractor shall provide Technical Report-Study/Services Documentation/Gap/Fit Analysis Documentation IAW DI-MISC-80508B (CDRL B003).

2.5.6 Business Needs / Outcomes Identification

The Contractor shall utilize best practices and lessons learned to make recommendations relative to infrastructure efficiencies and tool selection. The Contractor shall develop a core set of infrastructure metrics focused on measuring how the infrastructure supports business requirements and support the execution of migration plans. The Contractor shall provide Technical Report-Study/Services Documentation/Business Need/Outcome Documentation IAW DI-MISC-80508B (CDRL B004).

2.6 Business Analytics

The Contractor shall be required to conduct various types of specialized cost, schedule, technical, performance and program data research efforts. The Contractor shall conduct analytical investigations and develop analysis methods and techniques. The Contractor shall provide the technologies, applications and practices for continuous iterative exploration and investigation of past business performance to gain insight and drive business planning. The Contractor shall develop insights and understanding of business performance based on data and statistical methods. This shall include the use of data, statistical and quantitative analysis, explanatory and predictive modeling and fact-based management to drive decision making. The Contractor shall provide the analytical rigor, tools, processes, and policy to identify, evaluate, measure efficiencies and provide decision makers with sound, scientific, and quantitative basis for making decisions. The Contractor shall provide: quantitative techniques to solve problems or provide alternative solutions for management; apply scientific principles and mathematical methods to study problems and present the effects of alternative solutions; discovery of cause/effect relationships; and predictions of future events or explanations of past events. The following type of analyses shall be required, but not limited to:

Analogy: used when little specific information is known about the item(s) to be estimated. The Contractor reviews other items with similar characteristics. A judgment is made to determine a complexity rate, that is, an adjustment to the data based on known deltas. This approach allows for a Rough Order of Magnitude (ROM) estimate without the advantage of large amounts of supporting data.

Industrial Engineering: used for a shop or production line environment where a standard time to accomplish a task, the dollar rates, the quantity of material, and the cost of the material are known. The appropriate multiplications and additions are done and the products summed to determine an estimate for the whole activity.

Parametric: used to describe relationships between physical or performance characteristics of a system or process and its related cost. The relationships are evaluated mathematically using regression and correlation analysis. Regression techniques would give a descriptive equation with dependent and independent variables. Correlation statistics provide information as to whether the equation is acceptably precise.

Expert Opinion: used when the lack of information precludes the use of anything but a good guess. The expert opinion could be the result of one expert or Subject Matter Expert (SME), a committee of experts, or through the use of a Delphi Technique.

The Contractor shall provide Technical Report-Study/Services/Business Analytics Documentation IAW DI-MISC-80508B (CDRL B005).

2.7 Modeling and Simulation Management

The Contractor shall support Modeling and Simulation (M&S) activities to include tools, data and services. The Contractor shall develop plans, programs and procedures including collaborative research, development, acquisition and operation of M&S including the integration, verification and validation activities. The Contractor shall develop, utilize and support the use of models and simulations ranging from an engineering/technical level up to the campaign/strategic level in order to effectively analyze requirements, design, cost, schedule, performance, and risk. The Contractor shall consider federating existing models and simulations, using any of various interoperability standards, in order to create needed capability. In addition, the Contractor shall support developmental test and evaluation (DT&E) and operational test and evaluation (OT&E).

The Contractor shall ensure that planned modeling and simulation activities are:

- complete and comprehensive, including all efforts anticipated throughout the life cycle, to include planning, development, and acceptance through proper verification, validation, and accreditation.
- reflected in the program's technical planning (Work Breakdown Structure (WBS), schedules, budgets, Systems Engineering Plan (SEP), and other program documentation.

The Contractor shall ensure that the program's modeling and simulation activities are coordinated, managed, and controlled such that products are consistent with the system and architecture design at all levels. Modeling and simulation planning shall be part of the overall program plan; and shall be integrated with it. The Contractor shall ensure the modeling and simulation planning is kept up to date as the program plan adjusts.

The Contractor shall establish and maintain a repository of all relevant modeling and simulation data products that describe what the system is and does. This repository also should contain descriptive system information that could be used to feed other modeling and simulation efforts. They should ensure that all modeling and simulation products are established, maintained, controlled, and resourced to achieve an efficient and effective acquisition program. The Contractor shall provide DoD Modeling and Simulation Accreditation Plan Documentation/M&S Documentation/M&S Artifacts IAW DI-MSSM-81750 (CDRLs H001 and H002).

2.8 Test and Evaluation (T&E)

The Contractor shall support the Test and Evaluation process(s) / strategies to include design, planning, execution, facilitating and analysis and reporting. Support shall include all DoD 5000 Series required T&E activities/phases. The Contractor shall assist in the assessment of the performance of systems, sub-systems, and equipment as they progress through the various

acquisition phases and milestones. In addition, the Contractor shall support T&E processes in the acquisition of weapon systems, business systems, National Security Systems (NSS), and joint systems during DT&E and OT&E.

The Contractor shall conduct and/or support integrated testing ensuring collaborative planning and collaborative execution of test phases and events to provide shared data in support of independent analysis, evaluation, and reporting by all stakeholders, particularly the development (both Contractor and Government) and operational test and evaluation communities. Integrated testing shall include all types of test activities such as Contractor testing, developmental and operational testing, interoperability and IA testing, and certification testing.

The Contractor shall conduct a seamless test program producing credible qualitative and quantitative data useful to all evaluators, and addressing developmental, sustainment, and operational issues. The Contractor shall provide Test and Evaluation Program Plan Documentation/Test and Evaluation Documentation IAW DI-NDTI-81284 (CDRL F001).

2.9 Information Technology (IT)

2.9.1 IT Management

IT Strategy

The Contractor shall provide project / program oversight support of IT Strategy execution and assist in the planning, development, documentation and implementation of IT plans and strategies. Command level initiatives, IT Governance, policy and compliance support, and internal IT/IM Department business processes shall be supported. Services entail strategic and business planning, change management, and integration of business functions. The Contractor shall participate in implementing IT/IM solutions that enable the success of major command initiatives, such as, but not limited to, Business Process Reengineering, Enterprise Resource Planning (ERP), Activity Based Costing/Management and AIRSpeed. These IT/IM solutions are designed to facilitate improved management effectiveness, enhanced productivity and increased efficiency. The Contractor shall provide Technical Report-Study/Services Documentation/IT Strategy Documentation IAW DI-MISC-80508B (CDRL B006).

IT Portfolio Management

The Contractor shall design, implement and operate, after Government review and approval, an Enterprise Portfolio process by which the Government can continually and consistently evaluate, select, prioritize, budget, plan and manage IT investments. The Contractor shall assist with the development, implementation, and management of Portfolio Management processes. The Contractor shall participate in the development of various documents to ensure that Enterprise Portfolio processes are fully integrated and supportive of mission requirements. The Contractor shall conduct investment analysis and make recommendations regarding whether or not investments in IT are aligned to the command's strategic/business plan and priorities. The Contractor shall provide Technical Report-Study/Services Documentation/IT Portfolio Management Documentation IAW DIMISC- 80508B (CDRL B007).

Enterprise Architecture

The Contractor shall provide Enterprise Architecture (EA) analysis support. The Contractor shall support preparation of Enterprise Architecture & Solution Architecture principles, strategies, policies, models, standards and guidelines. The Contractor shall assist in proliferation and dissemination of these principles, strategies, policies, standards and guidelines. This support shall include, but not limited to, architecture development, management and transition efforts. The Contractor shall provide support to manage and establish baselines and objectives for infrastructure architectures to accommodate new functional requirements, technology upgrades, system migration initiatives and to ensure compliance with the enterprise architecture processes. The Contractor shall conduct infrastructure assessments targeted at integration activities and identify supportability risks for newly developed and modernized Automated Information Systems (AIS). The Contractor shall provide DoD Architecture Framework Documentation/EA Documentation IAW DI-MGMT-81644B (CDRL A010).

Retirement Planning

The Contractor shall conduct various analysis and assessments, provide recommendations and support overall system retirement planning. The Contractor shall support and execute system retirement activities in accordance with all legal and regulatory requirements. The Contractor shall provide Technical Report-Study/Services Documentation/IT Retirement Documentation IAW DI-MISC-80508B (CDRL B008).

Transition Planning

The Contractor shall support legacy transition planning and execution. Support shall include various analysis and assessments such as business process gap fit assessments and analysis of alternatives. The Contractor shall provide Technical Report-Study/Services Documentation/Transition Planning Documentation IAW DI-MISC-80508B (CDRL B009).

Customer Relationship Management (CRM)

The Customer Relationship Management area serves as the hub for sustainment of IT investments within the DoD community and in other Government areas. The Contractor shall apply knowledge of current information technology, information methodologies and processes, and analytical methods and techniques to introduce technologies and methodologies/processes into the customer environment. Facilitation and customer interface must be in accordance with Customer Relationship Management principles and techniques. The Contractor shall serve as customer liaison between IT/IM Department(s) and external customers. The Contractor shall provide Technical Report-Study/Services Documentation/CRM Documentation IAW DI-MISC-80508B (CDRL B010).

Change Management

The Contractor shall build and execute a Change Management Plan for Government review and approval. Change management products and services shall be tightly integrated with the project implementation strategy. The Change Management Plan shall include a process to allow for configuration management of business rules. The Contractor shall assist in diagnosing the impact of change driven by the product solution set. The Contractor shall assist customers in transforming their enterprise, taking into account a wide variety of priorities, resource constraints and other variables. The Contractor shall provide Management Plan Documentation/Change Management Documentation IAW DIMGMT- 80004A (CDRL A011).

Configuration Management (CM)

The Contractor shall support configuration management initiatives utilizing commercial best practices and tools. This support shall include building and updating CM plans, policies, and procedures documents, building and maintaining documentation libraries, and establishing guidelines and practices after Government review and approval for the operation of Configuration Control Board (CCBs). The Contractor shall support the development and maintenance of project CM processes. Support services shall also include implementation, procurement and operation services for CM (or program related) software tools. The Contractor shall ensure a managed discipline is in place to identify the proposed or implemented configuration of a system at discrete points in time. The Contractor shall systematically record and trace changes to all system components (conceptual and physical). The Contractor shall provide tools for controlling changes. The Contractor shall, throughout the lifecycle, ensure CM items can be verified by the Government via auditing and reporting. The Contractor shall provide Contractor's Configuration Management Plan Documentation/Configuration Management Documentation IAW DI-CMAN-80858B (CDRL I001).

Requirements Management

The Contractor shall provide program and system requirements definition and analysis support. The Contractor shall facilitate requirements definition sessions and reviews of processes and products. The Contractor shall provide requirements management traceability support. The Contractor shall document and maintain detailed enterprise functional requirements relative to the solution. The Contractor shall trace requirements to target system functionality. As part of the traceability analysis, the Contractor shall correlate each functional requirement against the ability of the target system to meet overall functional requirements. The analysis shall indicate the degree of compliance with the functional requirements. The Contractor shall provide Status Report Documentation/Requirements Management Documentation IAW DI-MGMT-80368A (CDRL A012).

Technical / Functional Evaluation

The Contractor shall conduct technical and functional research and analysis. The Contractor shall support the development of various program documents including technical / functional management plans / data manuals, system engineering plans and other required documentation. The Contractor shall also participate in various program technical and functional reviews and audits as applicable to the program's / project's acquisition strategy. The Contractor shall provide Status Report Documentation/Technical/Functional Documentation IAW DI-MGMT-80368A (CDRL A013).

2.9.2 IT Services

Help Desk Support

The Contractor shall provide for and support Help Desk initiatives involving multi-tier customer support such as ERP, Video Conference Scheduling and Support, Travel Manager, Defense Messaging System, network, voice, etc. The Contractor shall structure help desk support as appropriate to include, but not limited to, problem resolution in structured tiers with all calls initially handled at Tier 1 and complex problems/issues routed to higher levels for problem resolution. The Contractor shall provide Request for Engineering or Technical Assistance Documentation/Help Desk Support Documentation IAW DI-TCSP-80235A (CDRL G001).

Enterprise Hosting Support

The Contractor shall support unclassified and up to Top Secret classified secure technologies to deliver a range of enterprise level hosting capabilities. The Contractor shall provide infrastructure-as-a-service solutions utilizing a variety of environments and tool sets. Contractor provided services provided shall include, but not be limited to, the support of the entire technology stack of servers, networks, storage, communication devices, peripherals, and applications, to ensure the availability, integrity, and confidentiality of complete solutions. All Contractor staff shall utilize Government provided standard service management software, if available, to respond to user trouble tickets, track tasking, and to schedule system outages. The Contractor should advise and work towards the utilization of industry standard service models, such as Information Technology Infrastructure Library (ITIL). The development of project plans, tracking of projects, the establishment and use of workflows, and the use of the Knowledge Management repository shall be required of the Contractor. Contractor support shall include, but not be limited to, systems administration of various operating system environments; networking communications support; cable plant management; IT Governance services; data protection and recovery support; disaster recovery and continuity of operations support; project management; risk management; integration and engineering support; research; architectural design; acquisition management support; configuration management; monitoring of configurations, performance, system availability, and capacity; and supporting maintenance and administration of application solutions. The Contractor shall also provide customer technical assistance. The Contractor shall support any required DoD / Service directives and policies. Strategic planning for future solutions shall be a required activity by the Contractor.

The Contractor shall provide System Administration, Information Assurance, Configuration Management, Acquisition Management, and Enterprise Integration services in support of IT Environments, which include Production, Quality Assurance, Testing and Development. This support shall ensure availability, integrity and confidentiality of systems. The Contractor shall recommend improvements, address new requirements, extend/expand customer services (after Government approval is obtained) and sustain operations. The Contractor shall advise and work towards the utilization of industry standard service models, such as Information Technology Infrastructure Library (ITIL), Information Technology Services Management (ITSM) supporting IT development and IT operations. The Contractor shall provide Computer Software System Document/Enterprise Hosting Support Documentation IAW DI-IPSC-80942 (CDRL E002).

Service Provider Support

DoD standard service providers such as Navy Marine Corps Intranet (NMCI) provide standard desktop and network services for the entire NAVAIR community, with the exception of Research, Development, Test & Evaluation (RDT&E) and approved legacy networks. The Contractor shall provide desktop and network services in the absence of standard provided services. Contractor functions shall also include seat order process support, tracking seat metrics, site requirements plan support, technology refreshment support, customer liaison support, and information dissemination. The Contractor shall provide Request for

Engineering or Technical Assistance Documentation/Service Provider Support Documentation IAW DI-TCSP-80235A (CDRL G002).

Communications Support

Telecommunications: The Contractor shall provide/support network voice, video and data capability that complies with federal, state, and local codes and industry regulations and standards, including the Building Industry Consulting Services International publications. The Contractor shall ensure the integrity and reliability of communications to include, but not limited to, telephone, closed circuit television, computer networks and associated infrastructure. This effort includes all voice, video and data cable plant, fiber and building infrastructure services. The Contractor shall comply with Occupational Safety and Health Administration (OSHA) regulations.

Video Technologies Support: The Contractor shall support classified/unclassified video technologies, including audio/video teleconferencing (VTC), VTC equipment life-cycle management and other audio/video multimedia products, services and operations. The Contractor shall support on-site corrective and preventative maintenance. The Contractor shall perform scheduling of audio and video conferencing.

Defense Messaging Support: The Contractor shall support Defense Messaging services providing classified and unclassified messaging services to various sites, Department of Navy and DoD commands up to twenty-four hours a day, seven days a week. The Contractor shall provide Request for Engineering or Technical Assistance Documentation/Communications Support Documentation IAW DI-TCSP-80235A (CDRL G003).

Information Assurance / Network Security / Compliance

The Contractor shall support information assurance, network security, cyber security, and IT compliance and approval requirements/processes that are consistent with Service level and DoD policies, standards and architectures to include relevant standards, such as, DoD Information Assurance Certification and Accreditation Process (DIACAP), Department of Defense Risk Management Framework (DODRMF), Clinger Cohen Act (CCA) Compliance, Federal Information Security Management Act (FISMA) compliance and system inventory requirements. In addition, adherence to Office of Management and Budget (OMB), National Security, Chairman of the Joint Chiefs of Staff, Department of Defense and Service guidance is required. The Contractor shall support analyses of systems and networks from a security or vulnerability perspective. The Contractor shall provide Technical Report-Study/Services Documentation/IT Security/Compliance Documentation IAW DI-MISC-80508B (CDRL B011).

Data Conversion / Migration

The Contractor shall conduct planning and perform data purification in preparation for data conversion. The Contractor shall support data conversion and data movement from legacy or other systems to the target application and/or an archived or data warehouse system. The Contractor shall perform data validation and reconciliation of transitioned data. The Contractor shall provide Technical Report- Study/Services Documentation/Data Conversion/Migration Documentation IAW DI-MISC- 80508B (CDRL B012).

Web Support

The Contractor shall provide Web Services support. Contractor support shall include assisting in the design, development, maintenance and operation of web sites and applications in accordance with mandatory security / compliance requirements. The Contractor shall provide Request for Engineering or Technical Assistance Documentation/Web Support Documentation IAW DI-MISC-80508B (CDRL G004).

Database Administration

The Contractor shall perform database administration to include, but not limited to, control and maintenance of data repositories, data warehouses and relational databases. The Contractor shall also perform third party software, web, and database administration to include, but not limited to, installation and maintenance of third party commercial software, control and maintenance of data repositories, data warehouses, and relational databases. The Contractor shall provide

Request for Engineering or Technical Assistance Documentation/Data Base Administration Documentation IAW DI-TCSP-80235A (CDRL G005).

2.9.3 IT Systems Development, Deployment, Operations and Support

Application / Interface Development

The Contractor shall develop applications, mobile applications, and interfaces for Government review and approval. The Contractor shall perform work on all phases of the software life cycle, including, but not limited to, requirements analysis, system design, software development, licensing, testing, and implementation on various operating systems. Development activities shall require simulation and modeling, prototyping, or other rapid development concepts. The Contractor shall conduct reviews such as Preliminary Design Reviews (PDRs) and Critical Design Reviews (CDRs) when requested by the Government. The Contractor shall provide Software Documentation/Application/Interface Code IAW DI-IPSC-81756 (CDRL E003).

Embedded Systems and Software Support

software systems, applications, and mobile applications shall be developed / maintained such that they satisfy requirements for timely, effective and efficient collection, processing and storing of data. All systems must be inherently capable of producing information required for managers and working level personnel. The Contractor shall be required to provide system administration support for approved servers residing on legacy networks awaiting transition to Community of Interest (COI's) and other destinations, as well as, database administration support for applications residing on those servers. The Contractor shall coordinate network, information assurance, licensing, and database administration efforts for specialized software systems. Contractor support shall also be provided for system/software integration efforts. The Contractor shall provide Computer Software System Documentation/Embedded Systems and Software Support Documentation IAW DI-IPSC-80942 (CDRL E004) and Computer Software Product Documentation/Embedded Systems Code IAW DI-IPSC-81488 (CDRL E005).

3.9.3.3 Testing and Evaluation. The Contractor shall conduct / perform various test and evaluation activities and support Government acceptance test activities. The results shall be evaluated / documented to assess progress / completeness of design, performance, and supportability. The Contractor shall provide Test and Evaluation Program Plan Documentation IAW DI-NDTI-81284 (CDRL F002).

Independent Verification & Validation

The Contractor shall provide Independent Verification & Validation (IV&V) services to ensure infrastructure solutions are provided in accordance with DoD requirements and industry standards. IV&V activities shall include support for Government acceptance testing. The Contractor shall provide Technical Report- Study/Services Documentation/IV&V Documentation IAW DI-MISC-80508B (CDRL B013).

Deployment

The Contractor shall provide system deployment support to achieve operational capability that satisfies mission needs. Once the application maturity level has been demonstrated, reviewed and approved by the Government, the system or increment shall be base lined and a methodical and synchronized deployment plan (for all applicable locations) shall be developed and executed. The Contractor shall provide Program Progress Report Documentation/Deployment Plan Documentation IAW DI-MGMT-80555A (CDRL A014).

3.0 Labor Category Qualification Definitions

As used in the minimum personnel qualification descriptions for this contract, the terms indicated are defined as follows:

Academic year: a full year or complete year of study at a junior college, college, university, or other academic institution toward which at least 30 semester hours or 45 quarter hours of undergraduate study, or 18 semester hours or 27 quarter hours of post graduate study were completed.

Accredited institution: a post-secondary educational institution (junior college, college, university, or technical, trade, or professional school) which was approved by an accrediting agency listed as nationally recognized by the U.S. Department of Education.

Accredited program: an educational program or course of study offered by a postsecondary educational institution that was approved by an accrediting agency listed as nationally recognized by the U.S. Department of Education.

Degree: an academic title conferred by an educational institution upon completion of a unified course of study; if not otherwise qualified, the term shall mean a degree at the bachelors, masters or doctoral levels only from an accredited institution recognized by the U.S. Department of Education.

Postgraduate degree: Master's, Ph.D., or other professional degree for which completion of an undergraduate curriculum or receipt of a bachelor's degree was a prerequisite.

Engineering and engineering discipline: when used in relation to educational or work experience requirement, "engineering" shall mean any of the following specific subject, disciplines, or areas of work experience: aerospace, chemical, civil, computer, electrical, electronics, industrial, materials, mechanical, nuclear, safety engineering, engineering technology and computer, etc.

Experience and years of experience:

- A. When used in relation to requirements for past participation in professional work or employment activities, "experience" shall mean full-time (on the basis of a standard forty-hour workweek) participation, at least two-thirds of which time was spent performing qualifying functions as a practitioner or employee.
- B. When used in relation to requirements for a particular term or period of participation, "years of experience" shall mean full, productive years of participation. Productive years are work years of fifty-two weeks reduced by reasonable amounts of time for holiday, annual, and sick leave. If participation was part-time, or if less than two-thirds of the standard work week was spent performing qualifying functions, the actual time spent performing qualifying functions may be cumulated to arrive at full years (or years and months) of experience. For example, only the actual number of full days (or full-day equivalents) of duty of drills completed during a year of military reserve participation, or in other qualifying part-time employment or practice may be cumulated toward years of experience. Qualifying part-time experience performed in addition to other full-time qualifying employment during the same period of time may be cumulated on a full-time equivalent basis and added to the full-time experience to satisfy a total experience requirement.
- C. On a case by case basis, the Government may waive education or certain skill requirements if experience is significantly above the minimum required or a highly unique skill set is determined to qualify the individual to meet the need.

3.1 Labor Category Description (All Senior Level are Key Personnel)

Program Manager	Acquisition Logistics Support
Project Lead	Subject Matter Expert Support
Acquisition Management Support	Engineering Support
Test & Evaluation Management Support	Operations Research Analyst Support
Administrative Support	Information Technology Support
Configuration/Data Management Support	Management Analyst Support
Facilitator/Trainer Support	Technical Writer/Editor/Illustrator
Financial Management/Comptroller Support	

This document specifies the required minimum levels of education and experience for the required labor categories. There may also be a requirement that the individual possess a specified security clearance in addition to the requirements listed below. The categories listed below are the Government’s best estimate as to what categories will be needed for the contract period of performance. The Contractor is hereby advised that there is no guarantee that requirements exist for all categories listed and that some categories may not be utilized during the performance of the contract.

Skill Level Explanation:

The skill level an individual qualifies for is dependent upon the relevant education, experience, and capabilities of the individual which equips him/her to perform within the assigned functional/technical area. Task Order PWS will be written in terms of work to be accomplished and may reference the discipline areas only to categorize the type of support needed to perform the task. For each task, the Contractor shall propose the required disciplines, skill mix, and skill level which are most effective for accomplishing the task.

Education/Experience:

All Contractor personnel shall have a college degree from an accredited institution in a related discipline with the exception of the Administrative Support labor category requiring, at a minimum, the General Education Development (GED) requirements completion. Additional education requirements above a standard college degree may be included in the labor category description.

- Unless otherwise specified a Bachelor’s degree in a related technical discipline may be substituted for three (3) years experience, (e.g. a 15 years experience requirement may be satisfied with a Bachelor’s degree and 12 years of experience.)
- Unless otherwise specified a Master’s degree in a related technical discipline may be substituted for five (5) years experience, (e.g. a 15 year experience requirement may be satisfied with a Master’s degree and 10 years of experience.)
- In Section 3.13, Engineering, unless otherwise specified, a Bachelor’s degree in Engineering is a requirement for all engineering skill categories.

3.1.1 Program Manager (PM) (Key Personnel)

Duties are to manage overall PASS Task Order contractor team, consisting of prime contractor and all subcontractors of the team. Serves as the working level primary interface and point of contact with Government program authorities and representatives on program / project and contract administration issues for large / critical efforts (task order). Supervises program / project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. The PM is responsible for the timely staffing of qualified contractor personnel and subsequent availability to support the task order Performance Work Statement requirements. PM is responsible for top level oversight of task order project activities and communication / coordination between the appointed contractor task order project leaders/project teams. This includes front-end team organization, assistance in providing methodology and general

project approach concepts, interim and final project reviews, overall management of cost, schedule, and performance of all projects/task orders. Work requires the ability to manage and allocate/prioritize resources for simultaneous work efforts.

Minimum Education/Experience Requirements:

Twelve (12) years of direct Program / Project Management experience is required. At least five of those years must have been in a management position involving systems acquisition. Current Program Management Institute (PMI) Certification required.

3.1.2 Project Lead (PL) (Key Personnel)

Duties are to manage overall PASS Task Order contractor team, consisting of prime contractor and all subcontractors of the team. Serves as the working level primary interface and point of contact with Government program authorities and representatives on program/project and contract administration issues for the effort (task order). Supervises program / project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. The PL is responsible for the timely staffing of qualified contractor personnel and subsequent availability to support the task order Performance Work Statement requirements. PL is responsible for top level oversight of task order project activities and communication/coordination between the appointed contractor task order project leaders/project teams. This includes front-end team organization, assistance in providing methodology and general project approach concepts, interim and final project reviews, overall management of cost, schedule, and performance of all projects/task orders. Work requires the ability to manage and allocate/prioritize resources for simultaneous work efforts.

Minimum Education/Experience Requirements:

Eight (8) years of direct Program / Project Management experience is required. At least three (3) of those years must have been in a management position involving systems acquisition. Current Program Management Institute (PMI) Certification desirable.

3.1.3 Acquisition Management Support (AM)

Applies knowledge and experience in acquisition program management philosophy, policies and procedures to systems, subsystems, and equipment procurement activities, post award tasks and acquisition programs throughout their life cycles. Employs integration, communication, coordination, organization and planning expertise to technical and acquisition efforts across a broad spectrum of functional disciplines. Plans, organizes, and assists in managing critical aspects of the development, production, and/or deployment of systems, subsystems, and equipment. Assists in the coordination and integration of such aspects of systems acquisition as engineering, procurement, financial management, environmental management, configuration management, test, manufacturing and integrated logistics support in order to effectively assist in the implementation of program direction. Performs a wide range of program management activities, such as: gathering a variety of program information; conducting analyses; assisting in acquisition strategy planning; assisting in post-award document preparation; assisting in milestone planning, tracking, and scheduling; implementing contractor performance status systems; assisting in establishing and maintaining databases; assisting in developing and analyzing key program metrics; assisting in developing and integrating risk management plans and strategies; supporting program briefings; assisting in surveillance of weapon system prime contractor and subcontractor performance; assisting in determining program progress; and effectively communicating recommendations orally and in writing to higher organizational management.

Senior Acquisition Analyst (Key Personnel):

This position requires the individual to have mastery of the acquisition process and areas relating to acquisition policy matters including acquisition streamlining, integrated weapon systems management, manning, best practices and lessons learned. These individuals shall have responsibility for interpreting, organizing, executing, and coordinating assignments. Individuals shall perform work involving exploration of the subject area, definition of scope, and selection of problems for investigation.

They apply intensive and diverse knowledge to problems. They may be called upon to support the Government from time to time at executive levels within the government and other contractor organizations, including major program reviews, inspections, conferences, and other program evaluations and major milestone events. Frequent contacts may be required between the program office, supporting government offices, other contractors, and higher headquarters mid to upper level staff. Assignment at this level is generally limited to support of major acquisition programs.

Minimum Education/Experience Requirements:

15 years of Acquisition Management experience (Government or industry) of which 5 years must be in a Defense acquisition program as either a program/project manager, IPT lead, or sub-IPT lead. At least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

Acquisition Analyst; Journeyman Level:

Individuals are fully competent in all aspects of their discipline and are capable of evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. They are capable of identifying problems and recommending solutions with little or no supervision and must be able to devise new approaches to problems encountered. Individuals plan the management of acquisition strategy for assigned projects as directed by the program director. They evaluate program and mission requirements to establish detailed objectives and integrate these activities with other program and functional elements within the program office and outside organizations. They implement plans by preparing and reviewing program documents such as detailed acquisition plans, development and production schedules, engineering change proposals, design studies, etc. They perform Contractor activities for assigned projects and identify problem areas for further study and evaluation. They defend the program position at program reviews, conferences, and other functions, providing higher level management with status and decision information on assigned program(s). Level of contact on program issues will be working level and middle management within the program office, support organizations and weapon system contractors.

Minimum Education/Experience Requirements:

10 years of Acquisition Management experience (Government or industry) of which 5 years must be in a Defense acquisition program as either a program/project manager, IPT lead, or sub-IPT lead. In all cases, at least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

Acquisition Analyst; Junior Level:

These individuals must be able to perform specific, routine tasks within a narrowly defined scope of responsibility, on a set timeline. Assist in preparing correspondence, briefing materials, and other documentation in support of the program office. They are required to establish and utilize appropriate management information and feedback systems to review, control, and report on assigned projects. Level of contact will be working level program offices, support organization, and weapon system contractor employees in support of the assigned program(s), usually working within an assigned integrated product team. They will be required to work independently but will have recourse to supervisory direction for events outside the defined scope of the task.

Minimum Education/Experience Requirements:

3 years of Acquisition Management experience (Government or industry).

3.1.4 Test and Evaluation Management Support (T&E)

Applies knowledge and experience of test and evaluation in the design, planning, execution, and analysis phases of test programs (including FAA certifications) to assess the performance of aeronautical systems,

subsystems, and equipment, as they progress through acquisition milestones. Person requires comprehensive knowledge of and necessary skills to determine the levels of effort, resources and integration to develop executable T&E programs and the technical/managerial ability to execute the T&E plan.

Test & Evaluation Senior (Key Personnel):

These individuals must be fully capable of interpreting, organizing, executing, coordinating assignments for projects concerned with unique or potentially controversial test requirements having a major effect on the programs. Applies intensive and diverse knowledge to problems and makes independent decisions. Person must be capable of planning and developing an overall program test strategy. Individual will have the ability to perform research activities to define minimum test requirements, definition of task scope and selection of alternatives. Individual must have the ability to plan and organize the flight and ground testing of an aircraft, subsystems or components involving weapon system contractors, Allied test organizations and Department of Defense (DoD) agencies. Must have the ability to apply extensive knowledge to deal with and provide potential solutions for any program test problems, issues or concerns. Must have mastery of the acquisition process and of the entire system(s) being acquired to establish test objectives necessary to ensure a thorough, meaningful test program meeting program office objectives. There will be occasions when it will be necessary to support the Government at executive levels or other contractor organizations. Duties may require providing support at major program reviews, inspections, conferences, test plan working group meetings, executive independent reviews, other program evaluations, test and major milestone events. Frequent contact will be required between the program office(s), supporting government offices, contractors, and higher headquarters staff.

Minimum Education/Experience Requirements:

Fifteen years experience in Defense Systems acquisition (Government or industry) is mandatory and must include 10 years program office experience. Eight years defense acquisition test management experience is required and may be concurrent with the program office experience. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract.

Test & Evaluation Journeymen Level:

Individuals must be fully competent in all aspects of the T&E discipline in the required task area. The person must be capable of the evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria to meet program office requirements and objectives in a fluid test environment. Capable of identifying problems and recommending solutions with little or no supervision. Able to devise innovative approaches to solve problems. Plan, organize, coordinate, and manage assigned test related projects within the program office. Ability to integrate the participation of various elements and attendant responses from other agencies, such as other program offices, directorates and matrix organizations, DoD test agencies and major air commands. Provides direction and advice on significant requirements, approaches, and potential problem areas. Able to review the products of subordinates to determine quality, timeliness, and responsiveness to assigned tasks. They recommend courses of action after evaluating testing issues and events and prepare correspondence, briefing materials and other documentation to support the program office. These individuals are expected and required to establish and utilize appropriate management information and feedback systems, to review, control and report on assigned projects. Primary contacts will be working level program offices support organization and weapon system contractor employees in support of the assigned program(s), generally working within an assigned integrated product team. Must be able to review test progress to assess problems and workloads and to adjust priorities and tasking as necessary to meet program office requirements and objectives.

Minimum Education/Experience Requirements:

Ten years experience in Defense Systems acquisition is mandatory and must include 8 years program office experience (Government or industry). Five years defense acquisition test management experience is required and may be concurrent with the program office experience. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for in the applicable task area is required. However, up to 6 years credit can be granted towards the 10

year requirement for performing rated (pilot or navigator) military flight duties of commensurate duration. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract.

Test and Evaluation Junior Level:

These individuals must be able to perform specific, routine tasks within a narrowly defined scope of responsibility on a set timeline. They will be required to work independently but will have recourse to supervisory guidance and direction for events outside the defined scope of the task. They will be required, with minimal supervisory guidance to work independently on task and to exercise reasonable judgment in the execution of tasks and selection of alternatives. They will be required to assist in preparation of correspondence, briefing materials and other documentation to support the program office. Primary contacts will be at the working level.

Minimum Education/Experience Requirements:

Three (3) years experience in Defense acquisition test management.

3.1.5 Administrative Support (AS)

Administrative Assistant; Senior Level (Key Personnel):

Duties include: Generation and implementation of procedures for typing, filing, copying, paper shredding, destruction of sensitive data, control of documentation, correspondence and action items; Reviews completed work for accuracy of data, procedure compliance and error-free documentation; Keeps the program office apprised as to progress, problems and issues associated with the projects; Summarizes the major activities accomplished during the reporting period; Develops spreadsheets, databases, etc. to organize and store program data; Retrieves data in the form of reports and queries; Develops tracking systems for the identification and correction of deficiencies; Provides support in the planning, formulation, editing, development and publication of finished products, e.g. program documentation, plans, directives, reports, briefings and other presentations as required (technical and non-technical) in the media format requested; Provides expert level support for internal and external briefings and reports by providing expert knowledge and capability in the use of personal computers and operating systems to produce visual aids (slides, view-graphs, briefing charts and other graphics) using appropriate software applications (such as: Microsoft Word, Mail, Microsoft Power Point, Microsoft Excel, Perform Pro, Microsoft Access and SharePoint). Assists in improving internal management processes by proposing and/or implementing improvements to visual, computer-based communications used by the program office to manage its critical processes; Assist personnel in the creation of training and travel documents.

Minimum Education/Experience Requirements:

Individuals must have a minimum of twelve (12) years of administrative support experience of which four years must be in a workload, management or oversight capacity.

Administrative Assistant; Journeyman Level:

Duties include support of Video Teleconferencing (VTC), assists with VTC ridge scheduling and VTC connectivity and interfaces with VTC maintenance contractor. Prepares various documentation and charts or management review and approval. Assists in the use of computers and operating systems to produce databases, spreadsheets, graphics, metrics and other specialized products. Assists in preparing briefings and documents and manipulating data provided by government personnel. Assists in retrieving data in the form of reports and queries. Must be familiar with electronic media to distribute charts and documents to customers. Must be proficient in the latest Microsoft Word, Excel, Power Point, SharePoint and Mail software versions. Must be proficient at collecting, analyzing and manipulating data in order to design graphic displays that optimize data usefulness. Assists in the maintenance of a tracking system for identification and correction of deficiencies. Manages personnel and information management databases. Integrates information into required reports. Compiles and prepares briefings and

reports in hard copy, for special and/or recurring reports and provides assistance during briefings, upon request. Provides support to establish and maintain master files of programs and source selection data in order to facilitate tracking and resolution of issues associated with operations.

Minimum Education/Experience Requirements:

Individuals must have a minimum of seven (7) years of administrative support experience.

Administrative Assistant; Junior Level:

Duties include: Maintains and distributes current user listings and points of contact references; Updates and distributes telephone directories; Distributes program software and documentation; Maintains forms; files and program reference libraries; Monitors/tracks/updates publications; Provides data entry support; processes travel orders (including overseas); prepares organizational charts and program correspondence; Facilitates the use of standardized automated forms such as travel orders, performance reports, materials procurement, maintenance and disposition, as well as other periodic or ad hoc reports; Provides management and operation of facsimile equipment; Delivers mail within the program office and, in some cases, from building to building; Manages/distributes training information to program office personnel; Ensure training suspense's are answered; Monitors/opens/closes conference rooms; Schedules and coordinates meetings for program demonstrations and briefings; Serves as the focal point for collecting and visually displaying materials for staff meetings; Distributes supplies and equipment from local vendors, UPS, government agencies, etc. by telephone or by using delivery carts, etc; This support entails, but is not limited to, performing an inventory of items delivered, calling organizations to inform them of their need to pick up delivered items, putting items in temporary storage awaiting pick up, etc; Files and retrieves graphics materials to facilitate research and expedite creation of briefings and reports.

Minimum Education/Experience Requirements:

Individuals must have a minimum of two (2) years of administrative support experience.

3.1.6 Configuration/Data Management (CDM) Support

For purposes of this contract, the functional discipline of configuration/data management consists of hardware and software configuration management; contract data management; engineering data management; and deficiency report management. The core configuration/data processes are: identification, change control, configuration status accounting, audits, deficiency reporting, data management, and engineering data management.

Configuration/Data Management (CDM Support); Senior Level (Key Personnel):

The duties include: Configuration Identification, including reviewing program unique specifications for hardware and software; reviewing engineering drawings and conducting in process reviews; requesting nomenclature and CPIN assignment for CIs; marking of CI/CSCIs and associated documentation; and ensuring appropriate documentation is approved and placed on contract for establishment of government controlled baselines. Change Control, including reviewing ACSNs, ECPs, CCPs, RFWs, RFDs for format and content requirements; resolving discrepancies and issues between the government and weapon system contractor; planning and scheduling CCBs; Secretariat for CCBs; preparing CCB briefings and documentation; and tracking implementation of approved changes. Configuration Audits, including developing audit plans, coordinating on weapon system contractor proposed agendas and schedules for FCAs/PCAs; briefing audit teams; generating significant comments and action items; reviewing draft minutes; monitoring corrective actions and closure of action items; and preparing notifications to weapon system contractors when audit requirements have been satisfactorily met. Configuration Status Accounting, including determining CSA data base requirements; monitoring data input; tracking the configuration of fielded systems and equipment; and monitoring changes and status of configuration baseline documentation. Deficiency Reporting, including operation of ASE or similar system for receiving, processing and tracking closure of deficiency reports; monitoring investigations; processing and disposition of exhibits; responding to inquiries from field units, contractors, etc.; conducting briefings and generating reports for management on DR status and trends; and scheduling and performing secretariat function for MIP Review Boards. Contract

Data Management, including issuing data calls; conducting data reviews; CDRL generation; application of distribution statements and FAR/DFAR data rights clauses; preparing One-Time-DIDs; evaluating change proposals for impacts to data; monitoring the delivery and approval of contract technical data; and acquisition and use of Contractor Integrated Technical Information Service (CITIS). Engineering Data Management (EDM), including making recommendations to management on the acquisition of engineering drawings; conducting engineering drawings IPRs; evaluating engineering drawings documentation to ensure format, drafting practices and limited rights legends comply with contractual requirements; maintaining EDM files; performing follow-up actions to resolve drawings deficiencies and closing out action items. Individual would be required to work independently or with very little supervision.

Minimum Education/Experience Requirements:

Employee must have a minimum of eight (8) years experience in configuration management, at least three (3) of which was at the configuration/data management specialist level, in a government or private industry program office. A thorough knowledge of government policy, directives, standards, handbooks, pamphlets, etc., as well as DoD adopted industry standards relating to configuration/data management is required. Employee must also be thoroughly knowledgeable of configuration/data management input requirements for program plans and PWS, CDRL, Section L - Instructions to Offerors, and Section M - Basis for Award for RFPs. Employee experience must have been acquired by performing tasks directly associated with at least five (5) of the configuration management processes listed in paragraph 7.0 above. The exact task requirements for a specific job will be as specified in the task order. Specialized Training: At least one basic level and one advanced level course in configuration and contract data management. This training may have been acquired by attending either DoD or comparable private industry courses.

Configuration/Data Management (CDM Support); Journeyman Level:

The duties include: Configuration Identification, including supporting the review of program unique specifications for hardware and software; engineering drawing and participating in in-process reviews; requesting nomenclature and CPIN assignment for CIs; marking of CI/CSCIs and associated documentation; assisting and ensuring appropriate documentation is approved and placed on contract for establishment of government controlled baselines. Change Control, including reviewing ACSNs, ECPs, CCPs, RFWs, RFDs for format and content requirements; identify discrepancies and issues between the government and weapon system contractor; planning and scheduling CCBs; Secretariat for CCBs; preparing CCB briefings and documentation for the board; and tracking implementation of approved changes. Support Configuration Audits, including developing audit plans, coordinating on weapon system contractor proposed agendas and schedules for FCAs/PCAs; generating significant comments and action items; reviewing draft minutes; monitoring corrective actions and closure of action items; and assist with preparing notifications to weapon system contractors when audit requirements have been satisfactorily met. Configuration Status Accounting including monitoring data input; tracking the configuration of fielded systems and equipment; and monitoring changes and status of configuration baseline documentation. Deficiency Reporting, including operation of ASE or similar system for receiving, processing and tracking closure of deficiency reports; monitoring investigations; processing and disposition of exhibits; responding to inquiries from field units, contractors, etc.; supporting briefings and generating reports for management on DR status and trends; and scheduling and performing secretariat function for MIP Review Boards. Contract Data Management, including participating and issuing data calls; supporting data reviews; CDRL generation; application of distribution statements and FAR/DFAR data rights clauses; preparing One-Time-DIDs; reviewing change proposals for impact to data; monitoring the delivery and approval of contract technical data; and acquisition and use of Contractor Integrated Technical Information Service (CITIS). Engineering Data Management (EDM) includes participating in engineering drawings IPRs; reviewing engineering drawings documentation to ensure format, drafting practices and limited rights legends comply with contractual requirements; maintaining EDM files; performing follow-up actions to resolve drawings deficiencies and closing out action items.

Minimum Education/Experience Requirements:

Employee must have a minimum of five (5) years general experience, at least three (3) in configuration and data management. A thorough knowledge of government policy, directives, standards, handbooks, pamphlets, etc., as well as DoD adopted industry standards relating to configuration/data management is required. The Contractor must be thoroughly knowledgeable

of configuration/data management input requirements for program plans and Performance Work Statements (PWSs), Contract Data Requirements List (CDRL), Section L Instructions to Offeror, and Section M Basis for Award for Request for Proposals (RFPs). Employee experience must have been acquired by performing tasks directly associated with at least five (5) of the configuration management processes listed in paragraph 7.0 above. Specialized Training: At least one basic level course in configuration and contract data management. This training may have been acquired by attending either DoD or comparable private industry courses.

Configuration/Data Management (CDM Support); Junior Level:

The duties include: Configuration Identification, including administrative tasks associated with receipt, processing, approval, and filing of program unique specifications, engineering drawings, nomenclature requests. Change Control, including administrative tasks associated with receipt, processing, and maintaining official files for ACSNs, ECPs, CCPs, RFDs, RFWs, as well as secretariat function at CCBs. Configuration Audits, including assisting with the planning and conduct of FCAs/PCAs, tracking status and closure of action items, and maintaining official files. Deficiency Reporting including operation of a system for receiving, processing and tracking closure of Deficiency Reports, as well as performing secretariat function at Review Boards. Contract Data Management, DIDs, issuing data calls, assisting with data reviews, CDRL preparation, use of distribution statements and FAR/DFAR data rights clauses, and operation of a MIS for data tracking and reports generation. Engineering Data Management, including assisting with the planning and conduct of engineering data guidance conferences, IPRs and tracking the closure of action items.

Minimum Education/Experience Requirements:

Employee must have a minimum of three (3) years of general experience in an office environment either in government or private industry. The mix of functional tasks required for a specific job will be as specified in the task order. In addition, employee must have: (1) a working knowledge of government policy directives, standards, specifications, handbooks, pamphlets, as well as DoD adopted industry standards, relating to configuration/data management; and (2) a working knowledge of office automation equipment and computer systems commonly used to store, process, and manage configuration management data.

3.1.7 Facilitator/Trainer Support

Duties include providing training, facilitation, and related decision support services to offices engaging in group training sessions, collaboration efforts, working groups or integrated product, process or self-directed teams.

Facilitator/Trainer Support; Senior Level (Key Personnel):

Duties include planning, scheduling, coordination, setup and conducting of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes establishment of site location, setup of audio/visual equipment/devices and computer equipment. Facilitator/briefer must be able to consult on subject matter, lead/assist in strategic planning, cope with controversial subject matter and differences of opinion from the attendees, and be able to channel the discussion into constructive exchanges and plans that lead to satisfactory solutions. Facilitator will ensure agenda, attendees' list minutes, and resulting action items are documented for the record. Provide developed, off-the-shelf, or customized off-the-shelf training packages to meet specific program needs related to management, organization and business improvement services. Duties include providing a variety of Government/Industrial acquisition reform related training/concepts, user application of unique software, policy, implementation/procedures, new processes / techniques / metrics / models, and other timesaving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements:

Fifteen (15) years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting/briefing to large gatherings of personnel and experience in presentation to personnel with high

levels of responsibility/importance. Experience requires facilitator/trainer personnel to be proficient in effective briefing and communication techniques.

Facilitator/Trainer; Journeyman Level:

Duties include assisting in planning, scheduling, coordination, setup, and conducting of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes establishment of site location, setup of audio/visual equipment/devices and computer equipment. Facilitator/briefer must be able to assist in strategic planning, cope with controversial subject matter and differences of opinion from the attendees, and be able to channel the discussion into constructive exchanges and plans that lead to satisfactory solutions. Facilitator will ensure agenda, attendees list, minutes, and resulting action items are documented for the record. Provide a variety of Government/Industrial acquisition reform related training/concepts, user application of unique software, policy implementation/procedures, new processes/techniques/metrics/models, and other timesaving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements:

Ten (10) years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting / briefing to large gatherings of personnel, with effective briefing and communication techniques.

Facilitator/Trainer; Junior Level:

Duties include assisting in planning, scheduling, coordination, setup, and conducting of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes setup and operation of audio/visual equipment/devices and computer equipment. Assistant facilitator will help ensure agenda, attendees list, minutes, and resulting action items are documented for the record. Preparation and development of training materials, assisting with scheduling and conduct of training sessions for a variety of topics to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements:

Three (3) years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting/briefing. Experience requires individual to be effective in briefing and communication techniques.

3.1.8 Financial Management/Comptroller Support

Duties include performing Federal Government Financial Management and/or Comptroller support.

Financial Management/Comptroller Support; Senior Level:

(Key Personnel): Duties include the planning, organizing, and directing of cost, budget, and/or schedule analysis and research efforts of a group of specialists and/or advising on and performing professional or technical work in cost, budget or schedule analysis and research. Work requires the technical capability to independently plan, organize, complete, and present assessments of cost, budget and schedule implications of existing and projected technological advances as well as being able to evaluate the impact of new and innovative acquisition strategies. This encompasses a thorough knowledge of statistical techniques, applied mathematics, and economics along with understanding of engineering disciplines.

Minimum Education/Experience Requirements:

Fifteen (15) years of cost, budget, and/or schedule analysis. At least three of which involved weapon systems acquisition in a leadership / management role is required.

Financial Management/Comptroller Support; Journeyman Level:

Duties are to perform professional or technical work in cost, budget and/or schedule analysis and/or research. Work requires the technical capability to assess cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. This encompasses a basic knowledge of statistical techniques, applied mathematics, and economics along with basic understanding of engineering disciplines.

Minimum Education/Experience Requirement:

Ten (10) years of cost, budget, and/or schedule analysis experience is required.

Financial Management/Comptroller Support; Junior Level:

Duties are to perform professional or technical work in cost, budget, schedule analysis and/or research, coding equations, logic, etc., in computer language as required to utilize computers for quantitative analysis work, and/or collecting, organizing and maintaining cost, budget, or schedule related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source materials in support of analysis activities. Work is normally performed under the direction of a journeyman analyst and requires the technical capability to assess cost and schedule implications of existing and projected technological advances. This encompasses a basic knowledge of statistical techniques, applied mathematics, and economics.

Minimum Education/Experience Requirement:

At least three (3) years of cost, budget, and/or schedule analysis is required.

3.1.9 Acquisition Logistics Support

Duties include support of all Life Cycle Logistics support elements. Person provides technical and management discipline associated with the design, development, test, production; fielding, sustainment and improvement/modification of cost effective systems that achieve the user's readiness and sustainability requirements.

Logistician; Senior Level (Key Personnel):

Provides technical advice and guidance to Journeyman and Junior logisticians. Plans, schedules, coordinate and estimates major complex tasks. Directs activities of all acquisition logistics disciplines. Performs expert support for maintenance planning, technical data, manpower/personnel, computer resources support, supply support, facilities, support equipment, training and support, and packaging, handling, storage and transportation.

Minimum Education/Experience Requirements:

Fifteen (15) years of logistics experience, five (5) of which were directly involved in weapon systems acquisition logistics. At least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

Logistician; Journeyman Level:

Create and implement logistics plans and influence / evaluate the system design to ensure a fully supportable system is fielded. Leads / directs efforts to ensure that integrated logistics support (ILS) objectives are considered and introduced as early as practical on assigned programs. Participates in the development of plans which will have far reaching consequences for logistics design and support at early stages in the system program life cycle. Ensures comprehensive consideration of all factors that impact logistics design and support. Integrates current logistics concepts into preliminary planning to evaluate the various options for maintenance concepts, level-of-repair decisions, and support/test equipment requirements. Evaluates support

alternatives from the standpoint of life cycle cost and other trade parameters to ensure optimal use of resources without degrading operational readiness. Helps create and makes recommendations on revisions of all Integrated Logistics Support Plans (ILSPs), Contract Data Requirements Lists (CDRLs), inputs to Program Management Plans (PMPs), replies to Systems Operational Requirements Document (SOR), Performance Work Statement (PWS) and other evaluation criteria/reports.

Minimum Education/Experience Requirements:

Ten (10) years experience in integrated logistics support or maintenance activity of aeronautical weapon systems acquisition programs. At least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

Logistician; Junior Level:

Accomplish data gathering and analysis in assigned area of responsibility under detailed supervision of logistician or area analyst or specialist. Assists in preparing material for inclusion in preliminary and draft final reports. Duties are routine and instructions detailed.

Minimum Education/Experience Requirements:

Three (3) years experience in integrated logistics support or maintenance activity of aeronautical weapon systems acquisition programs.

3.1.10 Subject Matter Expert (SME) Support

Duties include providing high-level expert advice, assistance, guidance or counseling in support of management, technical, organizational and business improvement or investigative efforts. This may also include studies, analysis and reports documenting any proposed developmental, consultative or implementation efforts / recommendations.

NOTE - These levels of expertise may be applied to any functional / technical requirement in a Performance Work Statement, but will be used in unique applications that warrant specialized expertise not otherwise found in this list of labor category requirements.

SME; Master Level (Key Personnel):

Unique areas of study are warranted and in the interest of implementing new policy/procedures, new processes, techniques, metrics/models, and other timesaving/ cost-saving initiatives and processes to meet specific program needs related to management, technical, organization and business improvement services.

Minimum Education/Experience Requirements:

Must possess background experience/knowledge that demonstrates the individual is a very prominent and highly recognized authority in the subject matter field or area of consultation. A bachelor's or postgraduate degree in engineering, scientific, technical or business management disciplines from an accredited college or university. A total of at least twelve (12) years of experience in the specialized field is required.

SME; Senior Level (Key Personnel):

Special areas of study are warranted and in the interest of implementing new policy/procedures, new processes, techniques, metrics/models, and other timesaving/ cost-saving initiatives and processes to meet specific program needs related to management, technical, organization and business improvement services.

Minimum Education/Experience Requirements:

Must possess background experience/knowledge that demonstrates the individual is a prominent and recognized authority in the subject matter field or area of consultation. A bachelor's or postgraduate degree in engineering, scientific, technical or business management disciplines from an accredited college or university. A total of at least eight (8) years of experience in the specialized field is required.

3.1.11 Engineering Support

Acceptable degrees and specific experience requirements for all engineering (Labor Categories) are defined in subparagraphs. The "Engineering Labor Category Skill Level Descriptions" section identifies acceptable degrees and specific experience requirements for engineering disciplines that may require higher level or more specific skill and educational level qualifications and shall override subparagraphs when included as a requirement with the description of the task.

Engineer Senior (Key Personnel):

The person is a recognized authority in a specialty area. The person is capable of solving major problems in a narrow specialty field, or over a broad scope of specialties. Recommendations and conclusions of the person are considered authoritative and are seldom questioned from a technical point of view. The person is capable of exercising a high degree of originality and sound judgment in formulating, evaluating, and correlating broad engineering/ scientific concepts, guiding the analysis of unique problems, and developing new and improved techniques and methods.

Minimum Education/Experience Requirements:

The person shall have a Bachelor's Degree in professional engineering (from an American Board for Engineering and Technology [ABET]-accredited [www.abet.org] educational program) in the applicable task area. The person shall meet the requirements of a Senior Professional. An advanced degree is desired. A minimum of fifteen (15) years experience in the required task area, of which, five (5) years shall be in the recognized specialty area.

Engineer Journeyman:

The person shall be fully capable of interpreting, organizing, and executing projects concerned with unique or controversial items having a major effect on the programs. Applies intensive and diverse knowledge to problems and makes independent decisions.

Minimum Education/Experience Requirements:

The person shall have a Bachelor's Degree in professional engineering (from an American Board for Engineering and Technology [ABET]-accredited [www.abet.org] educational program) in the applicable task area. The person shall meet the requirements of a Journeyman Professional and a minimum ten (10) years experience in the required task area.

Engineer Junior:

Person at this level range from being able to perform entry level or developmental level assignments in the task area (i.e., assignments which have clearly specific objectives and require the investigation of a limited number of variables) on up to fully competent professionals in all aspects of the required task area. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of alternatives. Supervisor provides specific instructions and screens assignments for difficult or unusual problems.

Minimum Education/Experience Requirements:

The person shall have a Bachelor's Degree in professional engineering (from an American Board for Engineering and Technology [ABET]-accredited [www.abet.org] educational program) in the applicable task area. The person shall meet the requirements of a Junior Professional and a minimum three (3) years experience in the required task area is required.

Engineering Labor Category Skill Level Descriptions – (The Engineering labor category descriptions below further detail specific types of Engineers that may be required to support tasking on this Contract and Individual Task Orders). These specific type Engineers below will follow the same levels as the Engineer; Senior, Journeyman, and Junior.)

- **Manufacturing Systems Engineer.** Person must have a Bachelor's degree in any discipline of engineering or in physics or mathematics. Person must have experience with engineering principles and practices as they apply to manufacturing systems for highly complex products. The person must have experience in technologies/tools for translating operational requirements into design and fabrication objectives, integration of factory floor data into the design process, determination of suitability (stability and capability) of existing and proposed manufacturing processes for application to emerging product designs and variation reduction in manufacturing and assembly operations through the use of data and statistical process control. Areas of expertise in this discipline include, but are not limited to, producibility, quality engineering, Integrated Product and Process Design (IPPD), variability reduction, affordability, and reliability.
- **Industrial Engineer.** Person must have a Bachelor's degree in industrial engineering Person must have experience in industrial engineering/manufacturing management principles and practices as they apply to the development and production of highly complex products. Areas of expertise in this discipline include, but are not limited to, production planning / scheduling / control, facilities layout/utilization, materials handling, inventory control, work measurement, and factory simulation.
- **Reliability and Maintainability Engineer.** Person must have a Bachelor's degree in aeronautical, electrical, mechanical or reliability and maintainability engineering, and experience in developing qualitative and quantitative system / subsystem / equipment reliability and maintainability criteria tailored to the proposed application, for technical / programming / contractual documents. Person must have experience in formulating reliability and maintainability programs including reliability tests, maintainability demonstrations; Failure Modes, Effects and Criticality Analysis; Joint Reliability/Maintainability Evaluation Teams. Person must have working knowledge of maintenance data collection systems and software analysis tools.
- **Systems Integration Engineer.** Person must have a Bachelor's degree in aeronautical, electrical, or mechanical engineering. Person must have a basic grounding of System Program Office experience in developing subsystems (e.g., avionics, flight systems, training/support systems etc.) and integrating them into a complete operational system. Experience in multiple phases of weapon system acquisition is required. Person must have experience in managing complex systems interfaces: identifying and documenting interfaces, balancing competing requirements, and assuring the effective integration of multiple subsystems. He or she must demonstrate skills in problem solving, planning/organizing projects, written/oral communication, collaboration and team building. Person must have experience in interpreting operational requirements, establishing baselines, and analyzing design trade-offs to balance cost, performance, and schedules.
- **Armament Integration Engineer.** Person must have a Bachelor's Degree in engineering and acquisition experience in the armament integration area. Person must have experience and knowledge in integration efforts of the various conventional and GPS guided munitions, weapons, components, equipment, and installation of assigned nuclear/non-nuclear complex armament subsystems into advanced and complex weapon systems. Person must understand the respective aircraft/missile systems mission performance, design, integration, and interoperability requirements within the network warfare systems. Person must have experience pertaining to hardware and software integration including weapon control and stores management, suspension and release systems (launchers, racks, etc.), alternative mission equipment, armament training devices, munitions handling equipment, missiles, guns, and ordnance and munitions, conducting and evaluation of man-in-the-loop simulation, pilot situation awareness, tactical evaluation of systems and subsystems, integration actions pertaining to warhead (nuclear/non-nuclear) interface definition and crew task loading.

- **Training Systems Engineer.** Person must have a Bachelor's of Science degree in engineering with experience in the development of aircrew and/or maintenance training systems, weapon systems acquisition process, and the systems engineering process.
- **Training Systems Engineering Analyst.** Person must have a Bachelor's degree in psychology, behavioral science, education, human factors and/or human engineering with specialized training in the instructional system development process. Person must have experience in the analysis or derivation of training systems, preferably for the operation and maintenance of large complex weapon systems. Person must possess a high degree of skill in both oral and written communications. Person must have the interrogation skills necessary to derive training requirements from subject matter experts and/or representatives of the training system's target student populations.
- **Support/Maintenance Systems Engineer.** Person must have a Bachelor's degree in mechanical, electrical, electronic, or systems engineering and experience in acquisition or operations of aircraft, support/maintenance systems, built-in diagnostic systems and equipment, and inspection and diagnostics of air vehicle mechanical system and equipment.
- **Aircrew Systems Engineer.** Person must have a Bachelor's degree in aerospace, mechanical, aeronautical, or electrical engineering, and experience in studies and analyses of human interface with the crew station, mission systems, and maintenance tasks. Person must have demonstrated competency in aerial delivery systems, parachutes, emergency escape, personal equipment, and workload evaluations. Person must have skills in techniques of computer modeling, mockup evaluation, simulation, track and centrifuge testing, and other techniques commonly applied to aircrew systems.
- **Human Factors Specialist/Engineer.** Person must have a Bachelor's degree in human factors engineering with experience in cockpit or crew station design and development. Person must have knowledge and competency in human interface areas to include anthropometrics, vision, acoustics, pilot/vehicle interface, functional requirements/analysis/evaluation, and maintainer/machine interface requirements. Person must have extensive experience in conducting and evaluation of man-in-the-loop simulation, subjective workload assessment, pilot situation awareness, tactical evaluation of systems and subsystems, and crew task loading.
- **Propulsion Engineer.** Person must have a Bachelor's degree in aerospace, aeronautical, or mechanical engineering, with experience in the preparation, review and analysis of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for various types of propulsion systems, including gas turbine engines, ramjets, and rocket motors, with their related components, controls, accessories, and diagnostic equipment.
- **Flight Mechanics Engineer.** Person must have a Bachelor's degree in aerospace, aeronautical, mechanical, electrical, or computer engineering, with experience in the preparation, review and analysis of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for aircraft aerodynamics, flow field and wake characteristics, inlet and nozzle performance, flight vehicle performance, flying qualities, flight and vehicle control systems.
- **Structures Engineer.** Person must have a Bachelor's degree in aerospace, civil, aeronautical, or mechanical engineering, with experience in the preparation, review and analysis of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for analysis of aircraft external loads, internal loads and stress analysis, materials applications, fatigue and fracture mechanics, corrosion prevention and control, structural dynamics, and mass properties.
- **Air Vehicle Subsystems Engineer.** Person must have a Bachelor's degree in aerospace, electrical, aeronautical, or mechanical engineering, with experience in the preparation, review and analysis of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for analysis of environmental control systems, thermal management, hydraulic and fuel systems, engine installation, landing gear/wheels/brakes/steering, fire and overheat protection systems, auxiliary power systems, electrical systems and engine controls.
- **Modification Design Engineer.** Person must have a Bachelor's degree in aerospace, civil, electrical, aeronautical, or mechanical engineering, with experience in the preparation of design and analysis of aircraft modifications. Person must be experienced in the preparation of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for analysis of air vehicle safety through investigations of aerodynamic loads,

environmental control, fuel system requirements, hydraulic system requirements, aero-acoustic phenomenon, flying qualities, flight control systems, structural stress and fatigue, fracture mechanics, flutter, mass properties, electrical power source and capacity, and electromagnetic interference.

- **Electromagnetic Effects Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, electromagnetic effects; electromagnetic interference and compatibility; electrical bonding and grounding; lightning protection of aircraft; electromagnetic pulse protection of aeronautical systems; and conversion, distribution and energy storage.
- **Electrical Power Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in electrical power generation, storage and distribution and electrical distribution systems.
- **Fire Control Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, fire control; target acquisition; target identification; fire control algorithms; offensive and defense subsystem fusion; avionics systems control; and armament interface.
- **Avionics Integrity Engineer.** Person must have a Bachelor's degree in electrical engineering, mechanical engineering, or materials engineering, with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, avionics integrity; predictable and supportable life characteristics for electronic hardware; avionics systems engineering processes; concepts of reliability by design; electronic packaging; materials, parts and process characterization and control; life management plan; mechanical, electrical and chemical stresses; circuit tolerance, testability, and failure.
- **Vehicle Management System Engineer.** Person must have a Bachelor's degree in electrical engineering, systems engineering, or software engineering with experience in aeronautical flight critical computer resources that includes architectures, digital hardware and software.; Specialized knowledge includes, but is not limited to, system architecture design and evaluation, systems and software requirement analysis and allocation, system and subsystem level hardware-software integration, computer systems architecture, systems and subsystems test and evaluation; processors, memory, busses, higher order languages; modern software design, development and test tools and computer simulations. This experience should be in aeronautical vehicle control systems.
- **Low Observables Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, areas of reducing the signatures of the aircraft, computer models; simulations; and vehicle observables.
- **Navigation Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, inertial navigation; long-range radio navigation equipment; inertial heading and attitude reference equipment; global positioning systems; position updating and map correlation; gyros, accelerometers, and velocity sensing devices; Communication, Navigation, Surveillance, Air Traffic Management; and associated software support.
- **Cockpit Controls and Displays Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in aircraft cockpit display and control equipment, including heads up displays, multifunction displays, keyboards, flight and vehicle management system instruments, and the associated graphics generation hardware and software.
- **Communications Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, communications, voice communications; data link; Identify (ID) friend or foe; air traffic control systems; and collision avoidance.
- **Airborne Electronic Warfare Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, airborne electronic warfare; threat detection /warning and countermeasures, and analysis; target detection and tracking; system operations at the radio frequency (RF), infrared (IR) and the optical spectra, and weapons guidance.

- **Airborne Radar Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, airborne radar equipment; terrain following/terrain avoidance; Doppler; air-to-air; air-to-ground; beacon; weather; millimeter wave radar; radar altimeters; and electronic counter-countermeasures. • **Signal Intelligence (SIGINT) Systems Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in defining SIGINT system and subsystem requirements, familiarity with SIGINT system analysis, integration, test and evaluation activities, and familiarity with associated ground station design, development, integration and test activities.
- **Electro-Optics Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, electro-optics; coherent visual electro-optics subsystems; infrared electro-optics subsystems; laser electro-optics subsystems; and associated signal processors.
- **Avionics Integration Engineer.** Person must have a Bachelor's degree in electrical engineering or computer engineering with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, systems architecture; avionics integration/test; avionics system-level hardware/software integration/test; and avionics system interface specifications based on weapons system requirements.
- **Environmental Engineer.** Person must have a Bachelor's degree in civil, environmental, or chemical engineering. Person must have experience in systems acquisition. Person must have experience in designing, developing, and implementing environmental engineering programs and solutions in the areas of: The National Environmental Policy Act, emission reduction, environmental cleanup, and material and process substitution. Person must be knowledgeable and experienced in environmental engineering related to hazardous materials and hazardous waste for/from weapon system development, manufacturing, modification, operations, depot and flight line maintenance, and demilitarization/disposal. Person must be knowledgeable and experienced in the relevant environmental laws, regulations, and policies.
- **System Safety Engineer.** Person must have a Bachelor's degree (ABET-accredited) in aeronautical, electrical, mechanical, civil, or industrial engineering; completed commercially available course on System Safety Management and/or System Safety Analyses. Person must have experience in acquisition and establishing and determining the ability of assigned equipment and subsystems to meet design safety requirements, and experience in determining that the design safety requirements are met for the integration of system(s)/subsystem(s) into a complete operational aeronautical system. Person must have experience in interpreting operational requirements, determining subsystem interfaces, and analyzing risks and design trade-offs within limitations imposed by cost, performance, production schedules, and supporting requirements.
- **Systems Effectiveness Engineer.** Qualified individuals shall be experienced in the planning and execution of operational effectiveness studies of DoD systems. Specific experience conducting mission capability analysis, concept evaluations, technology assessments, design trade studies, requirements analysis and analysis of alternatives for DoD systems is desired. Experience with the setup, modification and utilization of standard DoD operational effectiveness computer simulations is required. Preparation of correspondence, briefing materials and other documentation to support the program office requirements is required. Specific experience conducting mission needs analysis, concept evaluations, technology assessments, design trade studies, requirements analysis and analysis of alternatives for DoD systems is desired. Primary contacts will generally be at the working level within the program office and with weapon system contractor employees in support of the assigned program(s) with occasional interaction with senior program offices and/or DoD officials. Minimum Education/Experience Requirements: A Bachelor's degree in aeronautical, electrical, or mechanical engineering, mathematics, physics or computer science is required.
- **Threat-Command and Control Engineer.** Person must have a Bachelor's degree in electrical engineering, with strength in telecommunications and radio. Person must have experience in surveillance and fire control/weapons control radar and in surface-to-air and air-to-air missiles. Person must have operational experience in complex command posts and knowledge of multiple types of command post operations. Person must have familiarity with fighter/interceptor aircraft, ground systems for real time control of these aircraft, and of modern avionics. Knowledge of ground force operations is essential. Person must be able to write effectively.

- **Computer Resources Systems Engineer.** Person must have a Bachelor's degree in electrical engineering, systems engineering, or computer engineering with experience in systems acquisition, system and subsystem level hardware-software integration, systems requirement analysis and allocation, computer systems architecture, and systems and subsystems test and evaluation. This experience should be in aeronautical vehicle control systems and / or airborne or related ground systems.
- **Mechanical Equipment and Subsystems Integrity Engineer.** Person must have a Bachelor's degree in mechanical, or aerospace engineering, with experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, mechanical subsystems integrity; predictable and supportable life characteristics for components; mechanical systems engineering processes; concepts of reliability by design; materials, parts and process characterization and control; life management planning; mechanical stresses and component failure.
- **System Survivability/Vulnerability Engineer.** Qualified individuals shall be experienced in the planning and execution of system survivability/vulnerability studies of DoD systems. Experience with all potential system vulnerabilities including ballistic threats effects such as hydrodynamic ram, blast, and fire; nuclear threats effects; and chemical/biological threat effects is required. Experience with the setup, modification and utilization of standard DoD survivability/vulnerability computer simulations is required. Specific experience conducting technology assessments, design trade studies and requirements analysis for DoD systems is desired. Experience with Office of Secretary of Defense (OSD) Live Fire Test and Evaluation program planning and execution is desired. Preparation of correspondence, briefing materials and other documentation to support the program office requirements is required. Primary contacts will generally be at the working level within the program office and with weapon system contractor employees in support of the assigned program(s) with occasional interaction with senior program office(s) and/or DoD officials. A Bachelor's degree in aeronautical or mechanical engineering is required.
- **Systems Integrity Engineer.** Person must have a Bachelor's degree in electrical engineering, mechanical engineering, or materials engineering, with experience in supporting subsystem allocations, integration, analysis, test and evaluation activities that include, but are not limited to, defining operating environments; defining mission profiles, ground usage, and threat effects; establishing on-board and off-board data collection and analysis schemes, defining fleet management activities to ensure systems integrity for the operational service life; concepts of reliability by design; packaging; materials, parts and process control; mechanical, physical, electrical, and chemical stresses; testability, and failure.
- **Network Centric Engineer.** Person must have a Bachelor's Degree in engineering from an ABET accredited school, and experience in interoperability and systems-of-systems networking.
- **Anti-Tamper / Certification and Accreditation Engineer.** Person must have a Bachelor's Degree in engineering from an ABET accredited school and experience in airborne and/or associated ground station system security to include anti-tamper methodologies and certification and accreditation processes.
- **Directed Energy Engineer.** Person must have a Bachelor's degree in electrical engineering with experience in supporting technology development and subsystem integration, analysis, test and evaluation activities that include, but are not limited to applications of airborne directed energy, both as an offensive and defensive capability, and analysis.
- **Flight Test Engineer.** Individuals shall be experienced in the flight test engineering including the planning of a specific flight test phase, overseeing the buildup of the aircraft to the proper configuration, working with the flight test instrumentation engineer to ensure the sensors and recording systems are installed for required data parameters, and preparing the maneuver-by-maneuver plan for each test flight. Person must have a degree in aerospace engineering, mechanical engineering, electrical engineering or cognitive science. A bachelor's degree is required, and a master's degree is recommended. While not required, many FTEs are also civilian or military rated pilots. The FTE may actively control the aircraft during tests.

3.1.12 Operations Research Analyst (ORA) Support

Applies knowledge and experience in supporting Business Analytics. Person provides analytical rigor, tools, processes, and policy to identify, evaluate, measure efficiencies and provide decision makers with sound, scientific, and quantitative basis for making decisions.

Operations Research Analyst (ORA); Senior Level (Key Personnel):

This position requires the individual to have mastery of the business analytics process. Uses operations research methods and mathematical techniques to analyze acquisition logistics problems, develop techniques in applied mathematics, and completes or supervises the accomplishment of analytical studies. Conducts analytical investigations, develops analysis methods and techniques, acts as management consultant, and manages mathematical operations relating to acquisition logistics. Responsible for the technical validity of studies. Advises acquisition logistics personnel of the results and implications of studies for which responsible, particularly in relation to advances in scientific knowledge and techniques in fields applicable to integrated logistics support (ILS) management techniques. Document and communicates orally and in writing the results of work along with recommendations for staff actions and summaries.

Minimum Education/Experience Requirement:

Fifteen (15) years experience performing operations research or maintenance type activities in the military acquisition or support environment is required. At least three (3) years of such experience must be in systems acquisition analysis or logistics analysis.

Operations Research Analyst (ORA); Journeyman Level:

Uses operations research methods and mathematical techniques to analyze acquisition logistics problems, develop techniques in applied mathematics, and completes or supervises the accomplishment of analytical studies. Conducts analytical investigations, develops analysis methods and techniques, acts as management consultant, and manages mathematical operations relating to acquisition logistics. Responsible for the technical validity of studies. Advises acquisition logistics personnel of the results and implications of studies for which responsible, particularly in relation to advances in scientific knowledge and techniques in fields applicable to integrated logistics support (ILS) management techniques. Document and communicates orally and in writing the results of work along with recommendations for staff actions and summaries.

Minimum Education/Experience Requirement:

Ten (10) years experience performing operations research or maintenance type activities in the military acquisition or support environment is required. At least two (2) years of such experience must be in weapon systems acquisition analysis or logistics analysis.

Operations Research Analyst (ORA); Junior Level:

Uses operations research methods and mathematical techniques to analyze acquisition logistics problems, develop techniques in applied mathematics, and completes the accomplishment of analytical studies. Conducts analytical investigations, develops analysis methods and techniques, acts as management consultant, and manages mathematical operations relating to acquisition logistics. Advises acquisition logistics personnel of the results and implications of studies for which responsible, particularly in relation to advances in scientific knowledge and techniques in fields applicable to integrated logistics support (ILS) management techniques. Document and communicates orally and in writing the results of work along with recommendations for staff actions and summaries.

Minimum Education/Experience Requirement:

Three (3) years experience performing operations research or maintenance type activities in the military acquisition or support environment is required.

3.1.13 Information Technology Support

Applies knowledge and experience in supporting information technology activities. Person provides requirements, data, design, planning, build, implementation, execution, and analysis for the entire program / project life cycle. The person designs, operates and/or maintains technology products. Provide services related to software, hardware, databases, Web resources, networks and enterprise systems. Perform network management, software development and database administration. Determine the practicality of changes and modification of systems. Determine way ahead on the most appropriate system or integration of multiple systems.

Information Technology Specialist; Senior Level (Key Personnel):

This position requires the person to independently apply knowledge of computer science principles, information management principles, hardware and software systems' structures and operation, and computer programming languages and techniques to solve automation problems. Interfaces with and uses computer systems in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate computer systems and simulation models. This person formulates architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes and software or equipment configurations; Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsibility for developing project plans, guidelines, and controls; May act as team or project leader, supervising and advising with respect to the work of other computer specialists, scientists, or technicians.

Minimum Education/Experience Requirement:

A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university. At least ten (10) years of experience performing the foregoing functions is required. At least 3 years of the foregoing total experience shall have been as a team leader or supervisor.

Information Technology Specialist; Journeyman Level:

This position requires the person to independently apply knowledge of computer science principles, information management principles, hardware and software systems' structures and operation, and computer programming languages and techniques to solve automation problems. Interfaces with and uses computer systems in addressing project objectives. Independently identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate computer systems and simulation models. This person formulates architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes and software or equipment configurations; Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsibility for developing project plans, guidelines, and controls; May act as team or project leader, supervising and advising with respect to the work of other computer specialists, scientists, or technicians.

Minimum Education/Experience Requirement:

A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university. At least eight (8) years of experience performing the foregoing functions is required.

Information Technology Specialist; Junior Level:

This position requires the person to apply knowledge of computer science principles, information management principles, hardware and software systems' structures and operation, and computer programming languages and techniques to solve automation problems. Interfaces with and uses computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate computer systems and simulation models. This person formulates architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes and software or equipment configurations; Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsibility for developing project plans, guidelines, and controls.

Minimum Education/Experience Requirement:

A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university. At least three (3) years of experience performing the foregoing functions is required. In lieu of the degree, at least six (6) years of experience performing the foregoing functions is required.

3.1.14 Management Analyst Support:

Applies knowledge and experience in business or operating procedures to devise most efficient methods of accomplishing work. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Gathers and organizes information on problem or procedures including present operating procedures. Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes. Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure. May install new systems and train personnel in application. May conduct operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. May develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

Management Analyst; Senior Level (Key Personnel):

This position requires the person to independently apply knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedure efficiency, and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

Minimum Education/Experience Requirement:

A bachelor's or postgraduate degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. At least ten (10) years of experience in performing the foregoing functions with respect to DoD programs/projects.

Management Analyst; Journeyman Level:

This position requires the person to apply knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedure efficiency, and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

Minimum Education/Experience Requirement:

A bachelor's or postgraduate degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. At least eight (8) years of experience in performing the foregoing functions with respect to DoD programs/projects.

Management Analyst; Junior Level:

This position requires the person to apply knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedure efficiency, and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

Minimum Education/Experience Requirement:

A bachelor's or postgraduate degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. At least three (3) years of experience in performing the foregoing functions with respect to DoD programs/projects. In lieu of the degree, at least six (6) years of experience performing the foregoing functions is required.

3.1.15 Technical Writer/Editor/Illustrator Support

Applies knowledge and experience to organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Maintain records and files of work and revisions. Edit, standardize, or make changes to material prepared by other writers or establishment personnel. Confer with customer representatives, vendors, plant executives, or publisher to establish technical specifications and to determine subject material to be developed for publication. Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. Select photographs, drawings, sketches, diagrams, and charts to illustrate material. Study drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods. Observe production, developmental, and experimental activities to determine operating procedure and detail. Arrange for typing, duplication, and distribution of material. Assist in laying out material for publication. Analyze developments in specific field to determine need for revisions in previously published materials and development of new material. Review manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Draw sketches to illustrate specified materials or assembly sequence.

Technical Writer/Editor/Illustrator; Journeyman Level:

Develops, writes, revises, and edits reports, articles, manuals, specifications, presentation materials, illustrations and other technical and non- technical documents, publications, etc. Uses rough outlines and resource materials and interprets information obtained through research or provided by technical specialists. Applies knowledge of AIS documentation content and format standards to prepare, edit and publish technical materials.

Minimum Education/Experience Requirement:

A bachelor's or postgraduate degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. At least eight (8) years of experience in performing the foregoing functions with respect to DoD programs/projects.

Technical Writer/Editor/Illustrator; Junior Level:

Develops, writes, revises, and edits reports, articles, manuals, specifications, presentation materials, illustrations and other technical and non- technical documents, publications, etc. Uses rough outlines and resource materials and interprets information obtained through research or provided by technical specialists. Applies knowledge of AIS documentation content and format standards to prepare, edit and publish technical materials.

Minimum Education/Experience Requirement:

A bachelor's or postgraduate degree in mathematics, statistics, or a business or management discipline such as business administration, accounting, finance, economics, or management information technology. At least three (3) years of experience in performing the foregoing functions with respect to DoD programs/projects. In lieu of the degree, at least six (6) years of experience performing the foregoing functions is required.

4.0 POINTS OF CONTACT

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