

# COMMITTED TO EXCELLENCE



Federal Supply Service Authorized Federal Supply Schedule Price List On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

## **GSA MULTIPLE AWARD SCHEDULE (MAS)**

**Contract Number: GS-10F-0300Y, OPTION 1**

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

**Price List Current as of Modification #PS-0046, effective 04/07/2022**

**Contract Period: May 10, 2012-May 9, 2027**

**Contractor:** ANDROMEDA SYSTEMS INCORPORATED  
615 LYNNHAVEN PARKWAY SUITE 104  
VIRGINIA BEACH, VA 23452 4707

**Web Site:** <http://www.androsysinc.com>

**Contract**

**Administration:** Stephen Toloczko

**Telephone:** (904) 402-8652

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**E-mail:** [stephen.toloczko@androsysinc.com](mailto:stephen.toloczko@androsysinc.com)

**Business Size:** Large

*Continuously Pushing the Limits of Innovation, Technology, and Conventional Thinking*

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# GSA MULTIPLE AWARD SCHEDULE (MAS)

Contract Number: GS-10F-0300Y



Andromeda Systems Incorporated (ASI) is a recognized leader in the fields of engineering; information technology, and logistics. We provide professional and technical services in engineering design and analysis, reliability engineering and analysis, information technology, logistics, process improvement and program management. Our highly qualified and multi-disciplined staff supports a variety of US Government and commercial customers.

ASI is a privately held business based in Virginia Beach, Virginia with additional locations across the United States. Contact us to see how our capabilities can help support your mission and improve your bottom line.

## Engineering:

- Reliability Engineering
- In-service Engineering
- Product Support Engineering
- Stress analysis
- Finite Element Analysis
- Fatigue and Damage Tolerance Analysis
- Aircraft Repair Design and Analysis
- Aircraft Modification Design and Analysis
- Fleet Support Engineering

## Maintenance & Logistics:

- Reliability-Centered Maintenance (RCM)
- Maintenance Planning
- CMMS Configuration & Integration
- FMEA / FMECA
- Level of Repair Analysis (LORA)
- Product Support Analysis (PSA)
- Technical Publications

## Information Technology:

- Application Development & Integration
- Network Administration & Design
- Database Administration & Design
- Security Assessment
- Help Desk Support

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**Customer Information:**

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

Large Category	Subcategory	SIN	SIN Description
Professional Services	Technical and Engineering Services (non-IT)	541330ENG	Engineering Services
Scientific Management and Solutions	Testing and Analysis	541380	Testing Laboratory Services
Professional Services	Technical and Engineering Services (non-IT)	541420	Engineering System Design and Integration Services
Information Technology	IT Services	54151S	Information Technology Professional Services
Professional Services	Business Administrative Services	541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Professional Services	Technical and Engineering Services (non-IT)	541715	Engineering Research and Development and Strategic Planning
Professional Services	Financial Services	522310	Financial Advising, Loan Servicing and Asset Management Services
Professional Services	Identity Protection Services	541990RISK	Risk Assessment and Mitigation Services
Information Technology	IT Solutions	518210C	Cloud and Cloud-Related IT Professional Services
Miscellaneous	Complimentary Special Item Numbers (SINs)	OLM	Order Level Materials (OLM)

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See pages 5-9.**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See pages 5-9.**

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

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

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

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

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

**7. Quantity discounts:** None Offered

**8. Information for Ordering Offices:** Prompt Payment Discount Terms: Net 30 Days.

**Information for Ordering Offices:  
Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**

9. **Foreign items:** N/A
- 10a. **Time of Delivery.** Contact Contractor or To Be Determined at the Task Order level
- 10b. **Expedited Delivery.** Contact Contractor or To Be Determined at the Task Order level
- 10c. **Overnight and 2-day delivery.** Contact Contractor or To Be Determined at the Task Order level
- 10d. **Urgent Requirements.** Contact Contractor or To Be Determined at the Task Order level
11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as Contractor
- 12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment address(es):** Same as company address
14. **Warranty provision.:** Contractor's standard commercial warranty.
15. **Export Packing Charges (if applicable):** N/A
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A
- 22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A
- 22b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).** N/A
23. **Unique Entity Identifier (UEI) number:** TKJLJMJKH6G1
24. **Notification regarding registration in System for Award Management (SAM) database:** Registered



## Service Contract Act (SCA) Matrix

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

<u>SCA Eligible Contract Labor Category</u>	<u>SCA Equivalent Code and Title</u>	<u>WD Number</u>
Administrative Assistant**	Secretary I: 01311	2015-4539
Administrative Specialist**	Secretary III: 01313	2015-4539
Administrative Support**	Administrative Assistant: 01020	2015-4539
Clerk Typist**	Document Preparation Clerk: 01070	2015-4539
Computer Operator**	Computer Operator I: 14041	2015-4539
Key Entry Operator**	Data Entry Operator I: 01051	2015-4539
CAD/CAM Support**	Drafter/CAD Operator IV: 30064	2015-4539
Engineering Material Technician**	Engineering Technician III: 30083	2015-4539
Industrial Engineering Technician**	Engineering Technician II: 30082	2015-4539
Jr. Programmer**	Computer Programmer I: 14071	2015-4539
Logistics Technician **	Engineering Technician III: 30083	2015-4539
IT Specialist, Junior**	Computer Systems Analyst II: 14103	2015-4539

Should the Contractor propose in an area with higher SCA rates or is subject to a Collective Bargaining Agreement (CBA) in accordance with FAR 22.1008-2, resulting in higher wages being required that exceeds their approved GSA rate, the Contractor will notify their Procurement Contracting Officer (PCO) and submit a modification to their contract via the eMod system accordingly.

**SINS: 541330ENG, 541380, 541420, 54151S, 541611, 541715, 522310,  
541990RISK, 518210C**

Service Proposed	Year 10 (5/10/2021- 5/9/2022)	Year 11 (5/10/2022- 5/9/2023)	Year 12 (5/10/2023- 5/9/2024)	Year 13 (5/10/2024- 5/9/2025)	Year 14 (5/10/2025- 5/9/2026)	Year 15 (5/10/2026- 5/9/2027)
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**SINS: 54151S, 541330ENG,  
541611, 541611, 541420,  
541715, 541380, 522310,  
541990RISK,**

Administrative Assistant**	\$ 37.23	\$ 38.27	\$ 39.35	\$ 40.45	\$ 41.58	\$ 42.74
Administrative Specialist**	\$ 62.82	\$ 64.58	\$ 66.39	\$ 68.24	\$ 70.16	\$ 72.12
Administrative Support**	\$ 41.20	\$ 42.36	\$ 43.54	\$ 44.76	\$ 46.02	\$ 47.30
Clerk Typist**	\$ 29.28	\$ 30.10	\$ 30.94	\$ 31.81	\$ 32.70	\$ 33.61
Computer Operator**	\$ 38.98	\$ 40.07	\$ 41.20	\$ 42.35	\$ 43.53	\$ 44.75
Key Entry Operator**	\$ 23.25	\$ 23.90	\$ 24.57	\$ 25.25	\$ 25.96	\$ 26.69
Jr. Analyst	\$ 51.50	\$ 52.95	\$ 54.43	\$ 55.95	\$ 57.52	\$ 59.13
Analyst	\$ 71.12	\$ 73.11	\$ 75.16	\$ 77.26	\$ 79.42	\$ 81.65
SR Analyst	\$ 108.88	\$ 111.93	\$ 115.06	\$ 118.29	\$ 121.60	\$ 125.00
Senior Financial Analyst	\$ 80.37	\$ 82.62	\$ 84.93	\$ 87.31	\$ 89.75	\$ 92.27
Jr. Engineer	\$ 97.28	\$ 100.00	\$ 102.80	\$ 105.68	\$ 108.64	\$ 111.68
Engineer	\$ 108.00	\$ 111.02	\$ 114.13	\$ 117.33	\$ 120.61	\$ 123.99
SR Engineer	\$ 117.24	\$ 120.52	\$ 123.90	\$ 127.37	\$ 130.93	\$ 134.60
CAD/CAM Support	\$ 56.39	\$ 57.97	\$ 59.59	\$ 61.26	\$ 62.97	\$ 64.74
Engineering Material Technician**	\$ 56.89	\$ 58.48	\$ 60.12	\$ 61.80	\$ 63.53	\$ 65.31
Industrial Engineering Technician**	\$ 50.82	\$ 52.25	\$ 53.71	\$ 55.21	\$ 56.76	\$ 58.35
Logistics Engineer	\$ 106.03	\$ 109.00	\$ 112.06	\$ 115.19	\$ 118.42	\$ 121.73
Sr. Logistics Engineer	\$ 143.93	\$ 147.96	\$ 152.10	\$ 156.36	\$ 160.74	\$ 165.24
Systems Engineer IT	\$ 93.84	\$ 96.47	\$ 99.17	\$ 101.95	\$ 104.80	\$ 107.73
Jr. Programmer**	\$ 52.65	\$ 54.12	\$ 55.64	\$ 57.20	\$ 58.80	\$ 60.44
Programmer	\$ 93.84	\$ 96.47	\$ 99.17	\$ 101.95	\$ 104.80	\$ 107.73
Senior Programmer	\$ 108.03	\$ 111.05	\$ 114.16	\$ 117.36	\$ 120.65	\$ 124.02
Software Developer	\$ 106.03	\$ 109.00	\$ 112.06	\$ 115.19	\$ 118.42	\$ 121.73
Logistics Analyst	\$ 83.67	\$ 86.02	\$ 88.42	\$ 90.90	\$ 93.45	\$ 96.06
Logistics Technician**	\$ 62.86	\$ 64.62	\$ 66.43	\$ 68.29	\$ 70.21	\$ 72.17
Junior Logistics Manager	\$ 58.74	\$ 60.38	\$ 62.07	\$ 63.81	\$ 65.60	\$ 67.43
Operations Logistics Manager	\$ 66.92	\$ 68.79	\$ 70.72	\$ 72.70	\$ 74.73	\$ 76.82
SR Operations Logistics Manager	\$ 92.79	\$ 95.39	\$ 98.06	\$ 100.80	\$ 103.63	\$ 106.53
Acquisition Logistics Manager	\$ 78.21	\$ 80.40	\$ 82.65	\$ 84.96	\$ 87.34	\$ 89.79
Sr. Acquisition Logistics Manager	\$ 131.69	\$ 135.38	\$ 139.17	\$ 143.06	\$ 147.07	\$ 151.19

**SINS: 541330ENG, 541380, 541420, 54151S, 541611, 541715, 522310,  
541990RISK, 518210C**

Service Proposed	Year 10 (5/10/2021- 5/9/2022)	Year 11 (5/10/2022- 5/9/2023)	Year 12 (5/10/2023- 5/9/2024)	Year 13 (5/10/2024- 5/9/2025)	Year 14 (5/10/2025- 5/9/2026)	Year 15 (5/10/2026- 5/9/2027)
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**SINS: 54151S, 541330ENG,  
541611, 541611, 541420,  
541715, 541380, 522310,  
541990RISK,**

Consultant	\$ 91.14	\$ 93.69	\$ 96.31	\$ 99.01	\$ 101.78	\$ 104.63
Program Manager	\$ 133.19	\$ 136.92	\$ 140.76	\$ 144.70	\$ 148.75	\$ 152.91
Manager	\$ 135.57	\$ 139.37	\$ 143.27	\$ 147.28	\$ 151.40	\$ 155.64
Operations Analyst	\$ 65.34	\$ 67.17	\$ 69.05	\$ 70.98	\$ 72.97	\$ 75.01
Systems Analyst	\$ 95.39	\$ 98.06	\$ 100.80	\$ 103.62	\$ 106.53	\$ 109.51
Associate Test Specialist	\$ 67.65	\$ 69.55	\$ 71.50	\$ 73.50	\$ 75.56	\$ 77.67
Senior Test Specialist	\$ 83.51	\$ 85.85	\$ 88.25	\$ 90.72	\$ 93.26	\$ 95.87
Subject Matter Expert	\$ 188.07	\$ 193.34	\$ 198.75	\$ 204.31	\$ 210.04	\$ 215.92
Senior Software Engineer	\$ 139.79	\$ 143.71	\$ 147.73	\$ 151.87	\$ 156.12	\$ 160.49
Integration Architect	\$ 87.89	\$ 90.35	\$ 92.88	\$ 95.48	\$ 98.16	\$ 100.91
Network Engineer	\$ 87.89	\$ 90.35	\$ 92.88	\$ 95.48	\$ 98.16	\$ 100.91
Senior Network Engineer	\$ 109.86	\$ 112.94	\$ 116.10	\$ 119.35	\$ 122.69	\$ 126.13
Senior Systems Analyst	\$ 118.19	\$ 121.50	\$ 124.90	\$ 128.40	\$ 131.99	\$ 135.69
IT Specialist Junior**	\$ 108.75	\$ 111.80	\$ 114.93	\$ 118.14	\$ 121.45	\$ 124.85
IT Specialist Journeyman	\$ 139.79	\$ 143.70	\$ 147.73	\$ 151.86	\$ 156.12	\$ 160.49
IT Specialist Senior	\$ 151.62	\$ 155.87	\$ 160.23	\$ 164.72	\$ 169.33	\$ 174.07
Jr. Management Analyst	\$ 81.69	\$ 83.98	\$ 86.33	\$ 88.75	\$ 91.24	\$ 93.79
Journeyman Management Analyst	\$ 89.94	\$ 92.46	\$ 95.04	\$ 97.71	\$ 100.44	\$ 103.25
Sr. Management Analyst	\$ 130.72	\$ 134.38	\$ 138.14	\$ 142.01	\$ 145.99	\$ 150.07
Web Administrator	\$ 109.86	\$ 112.94	\$ 116.10	\$ 119.35	\$ 122.69	\$ 126.13
Database Administrator	\$ 120.84	\$ 124.23	\$ 127.71	\$ 131.28	\$ 134.96	\$ 138.74
Quality Control (QC) Manager	\$ 56.74	\$ 58.33	\$ 59.96	\$ 61.64	\$ 63.37	\$ 65.14
Systems Security Administrator	\$ 73.76	\$ 75.82	\$ 77.94	\$ 80.13	\$ 82.37	\$ 84.68
Servicing Lead	\$ 187.27	\$ 192.52	\$ 197.91	\$ 203.45	\$ 209.14	\$ 215.00
Risk Management Lead	\$ 141.86	\$ 145.83	\$ 149.91	\$ 154.11	\$ 158.43	\$ 162.86
Servicing Manager	\$ 113.48	\$ 116.66	\$ 119.93	\$ 123.29	\$ 126.74	\$ 130.29
Servicing Supervisor	\$ 85.12	\$ 87.50	\$ 89.95	\$ 92.47	\$ 95.06	\$ 97.72
Loan Processing Assistant	\$ 66.68	\$ 68.54	\$ 70.46	\$ 72.43	\$ 74.46	\$ 76.55
Servicing Specialist	\$ 34.06	\$ 35.02	\$ 36.00	\$ 37.00	\$ 38.04	\$ 39.11
Accountant	\$ 68.82	\$ 70.74	\$ 72.72	\$ 74.76	\$ 76.85	\$ 79.01



**SINS: 541330ENG, 541380, 541420, 54151S, 541611, 541715, 522310, 541990RISK, 518210C**

Service Proposed	Year 10 (5/10/2021- 5/9/2022)	Year 11 (5/10/2022- 5/9/2023)	Year 12 (5/10/2023- 5/9/2024)	Year 13 (5/10/2024- 5/9/2025)	Year 14 (5/10/2025- 5/9/2026)	Year 15 (5/10/2026- 5/9/2027)
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**SINS: 54151S, 541330ENG, 541611, 541611, 541420, 541715, 541380, 522310, 541990RISK,**

Consultant	\$ 91.14	\$ 93.69	\$ 96.31	\$ 99.01	\$ 101.78	\$ 104.63
Program Manager	\$ 133.19	\$ 136.92	\$ 140.76	\$ 144.70	\$ 148.75	\$ 152.91
Manager	\$ 135.57	\$ 139.37	\$ 143.27	\$ 147.28	\$ 151.40	\$ 155.64
Operations Analyst	\$ 65.34	\$ 67.17	\$ 69.05	\$ 70.98	\$ 72.97	\$ 75.01
Systems Analyst	\$ 95.39	\$ 98.06	\$ 100.80	\$ 103.62	\$ 106.53	\$ 109.51
Associate Test Specialist	\$ 67.65	\$ 69.55	\$ 71.50	\$ 73.50	\$ 75.56	\$ 77.67
Senior Test Specialist	\$ 83.51	\$ 85.85	\$ 88.25	\$ 90.72	\$ 93.26	\$ 95.87
Subject Matter Expert	\$ 188.07	\$ 193.34	\$ 198.75	\$ 204.31	\$ 210.04	\$ 215.92
Senior Software Engineer	\$ 139.79	\$ 143.71	\$ 147.73	\$ 151.87	\$ 156.12	\$ 160.49
Junior Aerospace Engineer	\$ 69.40	\$ 71.34	\$ 73.34	\$ 75.39	\$ 77.51	\$ 79.68
Journeyman Aerospace Engineer	\$ 98.40	\$ 101.16	\$ 103.99	\$ 106.90	\$ 109.89	\$ 112.97
Senior Aerospace Engineer	\$ 129.47	\$ 133.09	\$ 136.82	\$ 140.65	\$ 144.59	\$ 148.64
Junior Aerospace Structures Engineer - General	\$ 69.40	\$ 71.34	\$ 73.34	\$ 75.39	\$ 77.51	\$ 79.68
Journeyman Aerospace Structures Engineer - General	\$ 98.40	\$ 101.16	\$ 103.99	\$ 106.90	\$ 109.89	\$ 112.97
Senior Aerospace Structures Engineer - General	\$ 134.65	\$ 138.42	\$ 142.29	\$ 146.28	\$ 150.37	\$ 154.58
Junior Aerospace Structures/Stress Engineer	\$ 72.50	\$ 74.53	\$ 76.62	\$ 78.77	\$ 80.97	\$ 83.24
Journeyman Aerospace Structures/Stress Engineer	\$ 101.50	\$ 104.35	\$ 107.27	\$ 110.27	\$ 113.36	\$ 116.53
Senior Aerospace Structures/Stress Engineer	\$ 149.14	\$ 153.32	\$ 157.61	\$ 162.02	\$ 166.56	\$ 171.22
Junior Electrical Engineer	\$ 69.40	\$ 71.34	\$ 73.34	\$ 75.39	\$ 77.51	\$ 79.68
Journeyman Electrical Engineer	\$ 98.40	\$ 101.16	\$ 103.99	\$ 106.90	\$ 109.89	\$ 112.97
Senior Electrical Engineer	\$ 134.65	\$ 138.42	\$ 142.29	\$ 146.28	\$ 150.37	\$ 154.58
Junior Mechanical Systems Engineer	\$ 69.40	\$ 71.34	\$ 73.34	\$ 75.39	\$ 77.51	\$ 79.68
Journeyman Mechanical Systems Engineer	\$ 98.40	\$ 101.16	\$ 103.99	\$ 106.90	\$ 109.89	\$ 112.97
Senior Mechanical Systems Engineer	\$ 134.65	\$ 138.42	\$ 142.29	\$ 146.28	\$ 150.37	\$ 154.58

**SINS: 541330ENG, 541380, 541420, 54151S, 541611, 541715, 522310,  
541990RISK, 518210C**

<b>Service Proposed</b>	<b>Year 10 (5/10/2021- 5/9/2022)</b>	<b>Year 11 (5/10/2022- 5/9/2023)</b>	<b>Year 12 (5/10/2023- 5/9/2024)</b>	<b>Year 13 (5/10/2024- 5/9/2025)</b>	<b>Year 14 (5/10/2025- 5/9/2026)</b>	<b>Year 15 (5/10/2026- 5/9/2027)</b>
<b>518210C</b>						
Cloud Solutions Architect, Junior	\$ 108.75	\$ 111.80	\$ 114.93	\$ 118.14	\$ 121.45	\$ 124.85
Cloud Solutions Architect, Journeyman	\$ 139.79	\$ 143.70	\$ 147.73	\$ 151.86	\$ 156.12	\$ 160.49
Cloud Solutions Architect, Senior	\$ 151.62	\$ 155.87	\$ 160.23	\$ 164.72	\$ 169.33	\$ 174.07
Cloud Specialist Solutions Architect, Data-bases	\$ 139.79	\$ 143.70	\$ 147.73	\$ 151.86	\$ 156.12	\$ 160.49
Cloud Specialist Solutions Architect, Migration	\$ 151.62	\$ 155.87	\$ 160.23	\$ 164.72	\$ 169.33	\$ 174.07
Cloud Subject Matter Expert:	\$ 188.07	\$ 193.34	\$ 198.75	\$ 204.31	\$ 210.04	\$ 215.92
Cloud Software Engineer, Senior	\$ 151.62	\$ 155.87	\$ 160.23	\$ 164.72	\$ 169.33	\$ 174.07
Cloud Network Engineer	\$ 139.79	\$ 143.70	\$ 147.73	\$ 151.86	\$ 156.12	\$ 160.49
Cloud Network Engineer, Senior	\$ 151.62	\$ 155.87	\$ 160.23	\$ 164.72	\$ 169.33	\$ 174.07

## Labor Category Qualifications

**Administrative Assistant:** Administrative Assistant will prepare, maintain, and preserve technical or administrative documentation, data, correspondence, and records; prepare for meetings and conferences by arranging for location, recording minutes, preparing minutes, proposing attendees, agenda, etc.; and perform typing, word processing, transcription, graphics preparation, filing, reproduction, and office equipment operation. AAs will provide administrative and project management support, analysis and documentation/presentation support, and collect and coordinate information for use in executive level briefings.

**Education:** High School Diploma; the individual must demonstrate proficiency in general customer relations and administrative skills, which may include word processing, accounting, editing and filing.

**Experience:** Three (3) years' clerical, secretarial, or office work experience. Types 50WPM. Familiar with one or more standard office SW packages.

**Administrative Specialist:** Administrative Specialists (ASs) will prepare, maintain, and preserve technical or administrative documentation, data, correspondence, and records; prepare for meetings and conferences by arranging for location, recording minutes, preparing minutes, proposing attendees, agenda, etc.; and perform typing, word processing, transcription, graphics preparation, filing, reproduction, and office equipment operation. ASs will provide administrative and project management support, analysis and documentation/presentation support, and collect and coordinate information for use in executive level briefings. They will be expected to work independently with limited supervision and will be responsible for the quality of their work.

**Education:** High School diploma.

**Experience:** Five (5) year's clerical, secretarial, or office work experience. Types 50WPM. Familiar with one or more standard office SW packages.

**Administrative Support:** Functions as administrative support for logistics managers performing industrial and logistics maintenance planning and sustainment tasks. Processes technical reports, papers, plans, correspondence, messages, instructions, briefing/presentation materials and other logistics documentation in final format from rough notes or drafts. Assists in performing financial management functions, Applies familiarity with specialized and technical terminology to edit, proofread, and correct spelling, grammar, and phraseology. Provides administrative support for meetings and conferences. Operates word processing, transcription, and reproduction equipment. Fields telephone calls and performs filing and data entry.

**Education:** High School diploma.

**Experience:** At least four (4) year of experience performing the foregoing functions. Must be proficient in the use of MS Office products.

**Clerk Typist:** Clerk Typists (CTs) will review and prepare logistics related documents, reports, and technical papers from notes, rough drafts, or hand-written manuscripts. They will be required to type technical reports, papers, test plans, or other program documentation in final format from rough notes or drafts, and shall edit, proofread, and correct spelling, grammar, and phraseology. The CT will assist in preparing reports and CDRL deliverables, compiling data for reports and analyses, and performing project administrative support. CTs will be expected to work independently with limited supervision and will be responsible for the quality of their work.

**Education:** A High School diploma.

**Experience:** Three (3) years of practical experience in the preparation of manuscript copy that demonstrates the following: Familiarity with logistics, maintenance, scientific or technical terminology, maintenance or engineering documents, and reproduction equipment. Ability to use various automatic typing equipment including computers, in the preparation of manuscript copy at a speed of at least 60 words per minute. Ability to provide typing in final format from rough notes, technical papers, reports, rough drafts and other similar source materials without intermediate drafts.

**Computer Operator:** Computer Operators (COs) will provide assistance with IT systems and databases used in the performance of technical tasks. Tasks may include software setup and administration, data import and migration, account management, process documentation, and systems training. They will be expected to work independently with limited supervision and will be responsible for the quality of their work.

**Education:** High School diploma.

**Experience:** Two (2) years' experience in operating computer equipment and peripheral equipment. Demonstrated ability to power-up and secure equipment and to load and off-load various automated information data types and media. Ability to operate from a remote terminal.

**Key Entry Operator:** Key Entry Operators (KEOs) will assist other technical project staff with collection and entry of data in IT systems. They will develop databases and spreadsheets to support logistics analysis efforts. KEOs will research, collect, review, and manipulate data in spreadsheets and databases. They will develop data presentations in and type technical reports. KEOs will be expected to work independently with limited supervision and will be responsible for the quality of their work.

**Education:** High School diploma.

**Experience:** Two (2) years' experience must be in data entry on micro-, mini-, and/or mainframe computer systems. Experience or training with computers must include entering data into electronic databases

**Jr. Analyst:** Junior Analysts (JA) will support LAs and SLAs in the performance of their duties. JAs will research, analyze and assist in the development of a variety of ILS products and reports in support of the acquisition and sustainment of aircraft, systems, or equipment. They will perform reliability and maintainability analysis, resource requirements determination, and lifecycle cost analysis as required. They will collect, research, analyze, and present maintenance and logistics data available through Navy maintenance data systems. They will be expected to work independently with limited supervision. They will be responsible for the quality of their work.

**Education:** High School diploma

**Experience:** Four (4) years of experience conducting analytical studies applicable to design interface and maintenance planning.

**Analyst:** Analysts (ALs) Leads with gathering facts, analyzing data, and preparing project synopsis. Performs research and prepares technical reports for use by engineering, scientific, operational, or management personnel. Compares alternatives, recommends actions, and prepares specifications.

**Education:** Associate's Degree.

**Experience:** Six (6) year's performing analytical tasking as part of a technical team. Experience in moderate to large-scale system and associated programs.

**Sr Analyst:** Senior Analysts (SAs) Oversees the gathering of facts, analyzing data, and preparing project synopsis. Performs research and prepares technical reports for use by engineering, scientific, operational, or management personnel. Compares alternatives, recommends actions, and prepares specifications.

**Education:** Bachelor's Degree in the area of expertise required by the Task Order, or demonstrated comprehensive knowledge of analytical principles to support complex research and analysis assignments.

**Experience:** Ten (10) years' experience in performing increasingly more complex analysis on moderate to large-scale systems and programs. Experienced as a technical task team leader

**Senior Financial Analyst:** Responsible for functions of the accounting and budgetary process. Using established procedures, analyzes departmental fiscal data, programs and operations. Applies fundamental fiscal concepts, prepares written and oral budgetary recommendations for implementation in department budgets. Assists departmental management staff and other personnel in technical budgetary matters during budget hearings, finance meetings, and in the general preparation and administration of the budget. Prepares short and long range budgetary projections utilizing economic forecasting and financial analytic techniques to assess the impact of budget changes and legislative requirements. Utilizes current organization-wide and/or department specific software to complete assignments.

**Education:** Bachelor's degree.

**Experience:** Eight (8) years of experience in financial analysis, business administration, general accounting, cost accounting, economic analysis, systems analysis, personnel administration, or related area.

**Jr. Engineer:** Junior Engineers (JEs) assist with system design analyses and recommends technical solutions. Applies engineering principals to investigate, analyze, plan, design, implement, test, and troubleshoot project related systems. Supports various engineering tasks for project related systems. Reviews technical, scientific, engineering, and design problems. Participates in periodic technical performance reviews. Assists with life cycle engineering tasks.

**Education:** Bachelor's degree in engineering.

**Experience:** Entry level, no experience required

**Engineer:** Engineers (ENs) provide system design analysis and recommends technical solutions. Applies engineering principals to investigate, analyze, plan, design, implement, test, and troubleshoot project related systems. Applies engineering experience to perform functions such as hardware/software design, system integration, and configuration management tasks. Leads engineering and technical teams. Supports various engineering tasks for project related systems. Resolves technical, scientific, engineering, and design problems. Prepares detail specifications and participates in periodic technical performance reviews. Conducts life cycle engineering tasks.

**Education:** Bachelor's degree in engineering.

**Experience:** Four (4) years of project related experience.

**Sr Engineer:** Senior Engineers (SEs) analyze project related engineering problems. Provides System design analysis and recommends technical solutions. Provides technical review and approval of design and analysis work of others. Applies engineering principals to investigate, analyze, plan, design, implement, test, and troubleshoot project related systems. Applies engineering experience to perform functions such as hardware/software design, system integration, and configuration management tasks. Leads and trains engineering and technical teams. Supports various engineering tasks for project related systems. Resolves technical, scientific, engineering and design problems. Prepares detail specifications and conducts periodic technical performance reviews. Conducts life cycle engineering tasks.

**Education:** Bachelor's degree in engineering.

**Experience:** Six (6) years of project related experience.

**CAD/CAM Support:** CAD /CAM Technicians (CCTs) provide design of equipment and tooling/fixtures, incorporate design changes to existing equipment and tooling, prepare, update, and maintain drawings and solid models using various CAD/CAM software systems.

**Education:** High school diploma.

**Experience:** Two (2) years' experience using Computer Aided Drafting (CAD) techniques or automated graphics programs, adhering to standards governing style and format.



**Engineering Material Technician:** EMT's will develop and maintain the material data in the MRP II system (BOM Building); inputs include Product Structures, Item Masters, Bill of Materials (BOM), Bill of Labor (BOL), Manufactured Part, Repair Factors, Purchase Parts, and Lead Times, Lead time Offset, National Item Identification Number (NIIN), and Local Stock Number (LSN) for specific programs including Performance Based Logistic Programs in accordance with shop operating procedures, directives and contractual agreements, obtain and analyze applicable data from various technical manuals, engineering directives, and engineered drawings to maintain data integrity within MRP II, analyze differing and unrelated data to determine applicable material requirements and articulate verbally and/or in writing findings or actions taken, interview production artisans, production controllers, equipment specialists, examiners & evaluators, Performance Base Logistic (PBL) representatives, and other personnel as required to effectively resolve technical directive requirements, provide supporting data for make or purchase decisions and maintain various types of material kitting data within MRP II. This position requires moderate supervisory assistance and the work will be reviewed by an Industrial Engineering Technician (IET) for soundness of techniques used and accuracy of results achieved; will work independently and/or as a team member in performing duties.

**Education:** High School graduate or GED equivalent.

**Experience:** Six (6) years of experience in word document development, industrial processes, MRPII software, and FRC operations. Possess a minimum of four (4) years' experience directly relating to aircraft, Components and/or engine overhaul repair processes.

**Industrial Engineering Technician:** IET's perform full range of technical work in support of development, installation, test, design, and operation of non-routine and complex systems including responsibility for planning and conducting a complete project of a broad scope, develop new work documents and maintain accuracy of existing documents, work with other engineering entities and personnel in related activities to resolve problems and integrate the technical work of others, develop designs, construct major units, devices or equipment, conduct tests or experiments, analyzes results and redesign or modify equipment to improve performance; reports results, review, update, and develop work plans and routing sequence operations MRP II. Incorporate Airspeed/6 Sigma methodology and resource kitting information into the Work Plans and Routers, develop and apply appropriate capacity coding requirements (lead time/lead time off-set) to the work plans (routers and Bill of Material (BOMS)) within required time frames, review technical data packages (TDP) to determine feasibility to establish; ensure all logistic elements are in place to support full declaration, analyze/compare processes with Airspeed/6 Sigma goals to determine actions necessary to improve efficiencies and increase thru-put. Provide technical support to implement LEAN/6 Sigma initiatives, develop Standard Work processes to reduce process variability, increase first time yield, and ensure customer cost and schedule requirements are met.

**Education:** High School diploma

**Experience:** Six (6) years of experience performing mechanical, industrial, or electrical engineering technician duties including document development, Industrial processes, Airspeed and 6 Sigma methodology, MRPII software, and FRC operations or Possess a minimum of four (4) years experience directly relating to aircraft, Components and/or engine overhaul/repair processes and industrial trades (may be substituted for two years engineering technician experience).

**Logistics Engineer:** LE's will perform a wide spectrum of design interface and maintenance planning technical analyses, studies and evaluations such as reliability and maintainability analysis, supportability test and evaluation, failure modes and effects analysis, reliability-centered maintenance analysis, statistical analysis such as Weibull analysis, engineering investigations, root cause failure analysis, logistics support analysis, life-cycle cost analysis and supportability analysis to determine and implement supportability requirements through systems engineering and design interface in support of acquisition or sustainment of aircraft, systems and equipment. The will review and prepare reports, engineering change proposals, engineering and process specifications, and other technical documentation.

**Education:** Bachelor's degree in engineering or related disciplines such as physics or mathematics.

**Experience:** Five (5) years of specific experience in maintenance/logistics engineering disciplines including maintenance/logistics engineering for aircraft or weapons systems such as reliability and maintainability analysis, supportability test and evaluation, determining/implementing supportability requirements through systems engineering and design, failure modes and effects analysis, reliability-centered maintenance, logistic support analysis, or supportability analysis while working for or supporting an operational or acquisition command.

**Sr. Logistics Engineer:** Senior Logistics Engineers (SLEs) will plan, control, and direct logistics programs. They conduct a wide spectrum of technical analyses, studies, and evaluations such as reliability and maintainability analysis, supportability test and evaluation, failure modes and effects analysis, reliability-centered maintenance analysis, statistical analysis such as Weibull analysis, engineering investigations, root cause failure analysis, logistics support analysis, life-cycle costs analysis, and supportability analysis to determine and implement supportability requirements through systems engineering and design interface in support of acquisition or sustainment of aircraft, systems and equipment. SLEs will develop and recommend analytical tools and algorithms. They will review and prepare reports, engineering change proposals, engineering and process specifications, and other technical documentation involving design interface and maintenance planning aspects. SLEs will serve as Task Leads overseeing the activities of Logistics Engineers, and other support personnel under their cognizance. They will also provide the quality reviews necessary to ensure the accuracy and consistency of products.

**Education:** Bachelor's degree in engineering or related disciplines such as physics or mathematics.

**Experience:** Ten (10) years' Experience must include: A minimum of four years of maintenance/logistics engineering management experience including planning, controlling, or directing technical/logistics programs, and a minimum of four years of specific experience in maintenance/logistics engineering disciplines including maintenance/logistics engineering for aircraft or weapons systems such as reliability and maintainability analysis, supportability test and evaluation, determining/implementing supportability requirements through systems engineering and design, failure modes and effects analysis, reliability-centered maintenance, logistic support analysis, or supportability analysis while working for or supporting an acquisition command.

**Systems Engineer IT:** Systems Engineer-IT (SEITs) perform a variety of technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed within the total system life-cycle to include concept, design, fabrication, test, installation, operation, maintenance, and disposal.

**Education:** Bachelor's degree from an accredited college or university in an engineering discipline.

**Experience:** Five (5) years of project related experience

**Jr. Programmer:** Junior Programmers (JPs) write or modify systems applications and software. Uses current technology and high level languages as required to support project changes and upgrades. Analyzes new applications tools.

**Education:** Bachelor's degree.

**Experience:** None required; entry-level position.

**Programmer:** Programmers (PGs) write or modify systems applications and software. Uses current technology and high level languages as required to support project changes and upgrades. Analyzes new applications tools. Develops new applications or code independently.

**Education:** Bachelor's degree in computer science, mathematics, engineering or project related discipline.

**Experience:** Five (5) years' experience in the computer programming field. Depending on the job assignment, knowledge of or certification in specific applications or processes may be required in the following areas: Web technologies, design technologies, specific programming languages, authoring languages and systems, and Modeling and Simulation (M&S) technologies, processes, and tools.

**Senior Programmer:** Senior Programmers write or modify systems applications and software. Uses current technology and high level languages as required to support project changes and upgrades. Analyzes new applications tools. Develops new applications or code independently.

**Education:** Bachelor's degree in computer science, mathematics, engineering or project related discipline.

**Experience:** Eight (8) years' experience in the computer programming field. Depending on the job assignment, knowledge of or certification in specific applications or processes may be required in the following areas: Web technologies, design technologies, specific programming languages, authoring languages and systems, and Modeling and Simulation (M&S) technologies, processes, and tools.

**Software Developer:** Software Developers will plan, develop, test, debug, implement, and support innovative web-based military & business applications, analyze, determine, and utilize creative problem solving abilities in approaching developmental tasks, work effectively with all business units and work closely with project manager and other team members to meet deadlines and reach departmental goals, leverage experience, foresight and analytical skills to efficiently find solutions in completing tasks.

**Education:** Bachelor of Science in Computer Science or related discipline.

**Experience:** Two (2) years' experience. Working knowledge of software development life cycle.

**Logistics Analyst:** Logistics Analysts ( LAs) will perform comprehensive analyses and provide recommendations for tailoring, optimizing, and establishing logistics element requirements. They focus on reliability and maintainability analysis, as well as resource requirements determination for a number of logistics support products, not only in acquisition, but throughout the life cycle of an aircraft, system, or equipment. LAs conduct complex logistics, supportability, level of repair, and operational analyses; analyze logistics, maintenance, supply, reliability, and total ownership cost data to recommend the most cost effective maintenance concepts and sustainment strategies; identify supportability issues; and evaluate ECPs. They will conduct technical studies and develop technical reports as tasked. LAs will be expected to work independently with little or no supervision.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Six (6) years experience in aircraft systems or equipment reliability and maintainability analysis AND a minimum of two years' experience to include at least two of the following areas: Logistics Support Analysis, Operational Availability Analysis, Life Cycle Costing

**Logistics Technician:** Logistics Technician (LTs) will assist other logistics analysts, managers, and engineers in the performance of their duties. They will research, analyze, and assist in the development of a variety of ILS products and reports in support of the acquisition and sustainment of aircraft, systems, or equipment. They will collect, research, analyze, and present maintenance and logistics data. LTs will be used in the areas of RCM, maintenance task analysis and documentation, support equipment, and other areas where hands-on work or experience, drafting, documentation, or maintenance skills are required. They support maintenance and logistics analytical efforts including collecting, compiling, and drafting engineering, logistics, and technical data for use in technical analyses and evaluations. LTs will be expected to work independently with limited supervision and will be responsible for the quality of their work.

**Education:** High School diploma.

**Experience:** Four (4) years work experience in a logistics/maintenance engineering or scientific field in one of the following areas: engineering design, drafting, CAD/CAM, testing, or maintenance, or supportability.

**Junior Logistics Manager:** The Junior Logistics Manager will support both the Acquisition and Operations Logistics Managers in the performance of their activities. They will research, analyze and assist in the development of a variety of Logistics Products necessary to both the acquisition and sustainment of aircraft, systems or equipment. They will support logistics planning and management efforts including compiling and assessing logistics data, evaluating logistics support effectiveness to determine problem areas and identify potential solutions, tracking the implementation of required corrective actions and milestone accomplishments, and preparing and coordinating review of reports, plans, and/or logistics documentation. They will be expected to work independently with limited supervision. They will be responsible for the quality of their work.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Two (2) years of experience in design interface and maintenance planning.

**Operations Logistics Manager:** Operations Logistics Managers (OLMs) will perform logistics support analysis/maintenance planning on fielded systems. They will be responsible for developing a variety of logistics products necessary for system sustainment to a prescribed readiness level. They will focus on researching, analyzing and evaluating a number of issues in all of the Integrated Logistics Support elements to ensure supportability. OLMs will evaluate maintenance concepts and tasks and logistics resources, processes, and policies to isolate supportability issues impacting in-service programs and devise alternatives, recommendations, and solutions. They will make recommendations to the Government Customer as a result of their research. They will also conduct technical studies and develop technical reports as tasked. OLMs will be expected to work independently with little or no supervision.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Six (6) years of specific experience in supportability analysis or technical analysis of operational ILS requirements while working for or supporting an operational or acquisition command. Minimum of three years of specific experience in in-service maintenance planning.

**Sr Operations Logistics Manager:** The SOLM will perform primarily operational logistics support/maintenance planning on fielded systems. They will be responsible for developing a variety of logistics products necessary for system sustainment to a prescribed readiness level. Their expertise in operational environments will be used in evaluating all of the ILS elements to ensure supportability and making recommendations to the Government Customer. SOLMs will evaluate maintenance concepts and tasks and logistics resources, processes, and policies to isolate supportability issues impacting in-service programs and devise alternatives, recommendations, and solutions. They will conduct technical studies and develop technical reports as tasked. SOLMs will serve as Task Leads overseeing the activities of Operations Logistics Managers, Junior Logistics Managers and other support personnel under their cognizance. They will also provide the quality reviews necessary to ensure the integrity of products.

**Education:** Must have: Bachelor's degree from an accredited college or university.

**Experience:** Twelve (12) years' experience must include: A minimum of four years' experience supervising and directing at least three operational technicians in the performance of comprehensive analysis across the full spectrum of design interface and maintenance planning while working for or supporting an operational or acquisition command. A minimum of three years providing in-service logistics support specifically in design interface and maintenance planning.

**Acquisition Logistics Manager:** The Acquisition Logistics Manager supports acquisition programs and will support activities across the entire spectrum of acquisition logistics with primary focus on the areas of Maintenance Planning/Design Interface. They will be responsible for researching, analyzing and developing a variety of Logistics Products necessary to the acquisition process. Their expertise will be used in evaluating the requirement for specific Logistics Products and making recommendations to the Government Customer. They will conduct technical studies and develop technical reports as tasked. They will be expected to work independently with little or no supervision. As necessary, they will serve as Task Leads overseeing the activities of Junior Logistics Managers. They will also provide the quality reviews necessary to ensure the integrity of products.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Six (6) years of specific experience in supportability analysis or technical analysis of acquisition ILS requirements while working for or supporting an acquisition command. A minimum of three years of specific experience in maintenance planning is required.



**Sr. Acquisition Logistics Manager:** Senior Acquisition Logistics Manager (SALMs) will support acquisition programs and will support activities across the entire spectrum of acquisition logistics. They will be responsible for developing a variety of logistics products necessary to the acquisition process. SALMs will support industrial and logistics maintenance planning policy and sustainment strategy development. They will perform logistics/supportability analysis and define logistics requirements for acquisition programs; develop acquisition logistics plans for translating and integrating the requirements into material solutions; and assess program information, evaluate qualitative and quantitative logistics data, and devise alternatives, recommendations, and solutions for development of or changes to policies, maintenance concepts, schedules, logistics elements, and/or processes resulting in improvements to logistics programs. SALMs will serve as Task Leads overseeing the activities of Acquisition Logistics Managers and other support personnel under their cognizance. They will also provide the quality reviews necessary to ensure the integrity of products.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Twelve (12) years of experience must include: A minimum of four years' experience supervising and directing the activities of at least three acquisition logistics managers in the performance of comprehensive analysis across the full spectrum of design interface and maintenance planning while working for or supporting an acquisition command. A minimum of four years of acquisition logistics support experience. A minimum of four years of specific experience in design interface and maintenance planning for an acquisition program.

**Consultant:** Consultants (CN)s will interpret analysis and research and apply to project. Write and review plans, policies, procedures, and exercise documents. Prepare for and conduct client meetings. Conduct surveys, analyze and interpret results. Participate in facilitating and evaluating exercises, focus groups, and stakeholder meetings. Assist in overall project management including budgets. Participate in proposal development. Lead project team. Provide subject matter expertise to project.

**Education:** Bachelor's Degree

**Experience:** Four (4) Years project related experience.

**Program Manager:** Program Managers (PMs) will be accountable for cost, schedule and performance under the contract. PMs will also provide budget, financial management, and strategic planning support. Duties and responsibilities include, but are not limited to: Performing liaison and coordination duties among corporate entities, team members, and government representatives; Analyzing and recording program needs; Developing program management plans for Government approval and implementing Government-approved program management plans; Analyzing, developing, tracking, and reporting on program budgets and execution; Developing long-term funding strategies; supporting Government leadership in the development of budget requirements and documentation; responding to data calls; Developing program schedules for Government approval, and implementing and reporting on Government-approved program schedules; Developing risk mitigation actions at the program level for Government approval; Developing quality assessment and assurance procedures at the program level for Government approval, and implementing the Government-approved quality assessment and assurance procedures; Recommending to the Government the best utilization of team member personnel resources; Providing analysis, planning, and coordination for strategic planning and strategy efforts.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Fifteen (15) years of experience must include: A minimum of five years in senior level positions responsible for program management on a multi-functional team and administration of a major Integrated Logistics Support (ILS) program with a primary focus on design interface/maintenance planning or in-service support while working for or supporting an acquisition command. Specific functions managed during the five-year minimum must include but are not limited to maintenance plan development and support, design interface with a specific focus toward supportability requirements development and assessment, and Reliability-Centered Maintenance analysis and sustainment. This five year minimum experience must include specific ILS disciplines such as contained in Section C of this RFP, as well as work in developing program controls and management procedures. The last twenty years must also include a minimum of five years' experience supervising, directing, reviewing, and coordinating all work performed. This supervision/coordination oversight must have been exercised over ten or more people. A minimum of four years performing technical analysis of DoD logistics support is also required.



**Manager:** Oversee the technical application design, construction and implementation for assigned accounts and projects.

**Education:** Bachelor's degree in a technical discipline or equivalent.

**Experience:** Ten (10) plus years' experience as a technical project manager or project leader in an online commerce or software venue.

**Operations Analyst:** The OA has the capability to gather facts, analyze data, and prepare project synopsis. Performs research and prepares technical reports for use by engineering, scientific, operational, or management personnel. Compares alternatives, recommends actions, and prepares specifications.

**Education:** Associate's Degree

**Experience:** Entry level. Demonstrated capability to support research and analysis assignments, as well as a working knowledge of analytical principles.

**Systems Analyst:** Systems Analyst (SAs) will formulate/defines system scope and objectives based on user needs. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary. SAs will be competent to work at the highest technical level of all phases of applications systems analysis activities. May use CASE tools.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Ten (10) years' experience which must include team management responsibilities.

**Associate Test Specialist:** Understand technical requirements, functional specifications, and other inputs into test plans. Work closely with development teams to understand technology, functionality, and test strategies. Develop and document test scenarios, procedures, scripts, etc in test database tools. Execute functional and system test cases and record and communicate results. Report defects using defect tracking tools. Verify and validate fixed defects for resolution. Perform regression testing as required to mitigate risk in changes. Participate in planning and be able to provide inputs into estimates and test schedules. Work in a team environment and follow direction of leads and managers. Be able to adapt to shifting priorities and schedules.

**Education:** Associate's Degree

**Experience:** One (1) year experience in a QA testing role, software and/or firmware testing.

**Senior Test Specialist:** Understand technical requirements, functional specifications, and other inputs into test plans.

Work closely with development teams to understand technology, functionality, and test strategies. Develop and document test scenarios, procedures, scripts, etc in test database tools. Execute functional and system test cases and record and communicate results. Report defects using defect tracking tools. Verify and validate fixed defects for resolution. Perform regression testing as required to mitigate risk in changes. Participate in planning and be able to provide inputs into estimates and test schedules. Work in a team environment and follow direction of leads and managers. Be able to adapt to shifting priorities and schedules.

**Education:** Bachelor's Degree.

**Experience:** Five (5) years' experience in a QA testing role, software and/or firmware testing.

**Subject Matter Expert:** Provides extremely high-level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require high-level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the customer.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Fifteen (15) years' experience in subject matter area.

**Software Engineer, Senior:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Interprets software requirements and design specifications to code, and integrates and tests software components. Estimates software development costs and schedule. May supervise a staff of programmers and/or other engineers. Works independently without direct supervision.

**Education:** BA/BS in Engineering, Computer Science or related field or Microsoft Certified Application Developer (MCAD) or comparable certification.

**Experience:** Seven (7) years of technical experience including five (5) years of specialized experience in supervision, design methodologies, and design tools.

**Integration Architect:** Responsible for the architectural design, development, and deployment of the enterprise's overall systems. Defines system solutions based on user/client needs, cost, and required integration with existing applications, systems, or platforms. Researches, identifies, selects, and tests technology products required for solution delivery. Establishes, implements, and documents the technology integration or migration strategies. Works on advanced, complex technical projects or business issues requiring state of the art technical or industry knowledge. Works autonomously.

**Education:** BA/BS degree in related technical field.

**Experience:** Ten (10) years of related experience.

**Network Engineer:** Installs, maintains and evaluates network systems and communications. Troubleshoots the complex network issues involving various factors. Conducts network architecture design, feasibility and cost studies. Must have extensive knowledge of Internet, computer, routers, switches, firewall, etc.

**Education:** BA/BS degree in computer science, computer engineering or related technical field.

**Experience:** Three (3) years of related experience.

**Network Engineer, Senior:** Installs, maintains and evaluates network systems and communications. Troubleshoots the complex network issues involving various factors. Conducts network architecture design, feasibility and cost studies. Must have extensive knowledge of Internet, computer, routers, switches, firewall, etc. A specialist on complex technical and business matters. Work is highly independent.

**Education:** BA/BS degree in computer science, computer engineering or related technical field.

**Experience:** Seven (7) years of related experience.

**Systems Analyst, Senior:** Oversees plans for automated data processing systems from project inception to conclusion. Analyzes user needs to determine requirements and conducts feasibility studies. Identifies resources required for each task. May supervise a large support staff and/or serve as liaison to client staff. Provides strategic guidance to other technical staff in areas such as specifications, architectures, and information system design. Researches developments in field of expertise and applies them to the client environment including emerging technologies, lessons learned, best practices, and assessment methodologies. Interfaces with client personnel at all organizational levels. Develops white papers and system documentation. Converts functional specifications to technical specifications. Works independently without direct supervision.

**Education:** BA/BS in Computer Science or related field.

**Experience:** Seven (7) years of related experience.

**IT Specialist, Junior:** 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, and responsibility for developing project plans, guidelines, and controls.

**Education:** A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university.

**Experience:** Three (3) years of experience performing the foregoing functions is required.

**IT Specialist, Journeyman:** 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, and responsibility for developing project plans, guidelines, and controls.

**Education:** A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university.

**Experience:** Six (6) years of experience performing the foregoing functions is required.

**IT Specialist, Senior:** 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.

**Education:** A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university.

**Experience:** Ten (10) years of experience performing the foregoing functions is required.

**Management Analyst, Junior:** Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by leadership and customers. Draws conclusions and devises draft solutions to problems relating to improvement of management effectiveness, organizational cost structures, work methods and procedure efficiency, resource requirements, utilization and controls. Develops and tracks program or project milestones, progress monitoring, financial and acquisition monitoring and quality control. May perform program or project operations cost reviews and cost studies.

**Education:** BA/BS degree.

**Experience:** Entry Level Position.

**Management Analyst, Journeyman:** Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by leadership and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational cost structures, work methods and procedure efficiency, resource requirements, utilization and controls. Develops and tracks program or project milestones, progress monitoring, financial and acquisition monitoring and quality control. Performs program or project operations cost reviews and cost studies. Relies upon and uses automated management information systems, and other tools, in performing fact finding, analytical, and advisory functions.

**Education:** BA/BS degree.

**Experience:** Six (6) years of related experience.

**Management Analyst, Senior:** Independently applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by leadership and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational cost structures, work methods and procedure efficiency, resource requirements, utilization and controls. Develops and tracks program or project milestones, progress monitoring, financial and acquisition monitoring and quality control. Performs program or project operations cost reviews and cost studies. Relies upon and uses automated management information systems, and other tools, in performing fact finding, analytical, and advisory functions.

**Education:** BA/BS degree.

**Experience:** Ten (10) years of related experience.

**Web Administrator:** Maintains hardware and software critical to the functionality of the organization's website. Monitors usage and performance, creates and maintains backups, and troubleshoots and resolves issues as they arise.

**Education:** BS/BA degree.

**Experience:** Four (4) years of related experience.

**Database Administrator:** Manages and maintains the company database of medium to high complexity. Optimizes database configuration and access. Resolves database performance and capacity issues. Performs database recovery and back-up. Usually involves some development work.

**Education:** BA/BS degree in related field.

**Experience:** Eight (8) years of related experience.



**Quality Control Manager:** Quality Control Manager (QC Manager) will inspect maintenance activities such as handling, storing, servicing and repairing. Responsible for conducting quality control inspections. Responsible for collecting and analyzing data to make decisions that improve maintenance quality, performance, and customer satisfaction. Analyze and display data to allow decision making based on maintenance history and quality performance data. Monitors the activities of all personnel engaged in the input, receipt, and dissemination of related reports. Use and interpret data and readiness reports to identify maintenance status, trends and process deficiencies. Coordinates with supervisors to ascertain compatibility of procedures among various organizations or branches engaged in maintenance support activities and to ensure a close integration of operations. Coordinates with management to train employees on the techniques and tools to identify, analyze, and lead efforts to solve problems and to provide improved customer satisfaction. Conducts classes on maintenance management subjects. Identify opportunities for process improvements. Establish and lead teams to work process improvement initiatives. Document team progress. Collect, monitor, display, interpret, and communicate process metrics to senior management team. Achieve quality performance and productivity goals.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Four (4) years' experience in quality management.

**Systems Security Administrator:** Systems Security Administrator will perform installation, testing, monitoring, configuration, migration, maintenance and troubleshooting of assigned technology. Manage system/application environment and ongoing operations. Proactively monitor and report performance and utilization of assigned technologies. Troubleshoots software and/or hardware issues/failures. Resolves alerts and performs remediation activities. Manages problem or escalated tickets and tasks and out of cycle requests from systems/software owners. Collect and present data for reporting and planning. Assist with developing tactical strategies, processes and procedures related to systems/application administration. Collaborate with IT and business area partners on work groups and initiatives. Assist in identification of alternative configurations and approaches to enable business needs. Serve as a liaison with IT and business area partners to identify, understand, document and advise on security requirements, impacts and risks. Develop and maintain documentation for security systems, procedures and security diagrams. Analyze, propose and implement solutions concerning residual risk, vulnerabilities and other security exposures. Participate on assigned projects, ensuring that security best practices and requirements are considered and addressed. Participates in initiatives to identify, select and implement technical controls. Develop information security processes, policies and procedures. Advise on service level agreements and works to ensure that security controls are managed and maintained.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Four (4) years' experience must include: Knowledge of directory server (Oracle, TDS, AD, LDAP, etc.) Experience with Oracle and SQL databases. Understanding of how to secure cloud-based solutions (e.g. PaaS, SaaS or IaaS). Demonstrate a working knowledge of multiple technologies and their interfaces and integration. Competency in one or more environments highly integrated with an operating system. Extensive experience implementing and administering/managing technical solutions in major, large-scale system implementations. Knowledge of information security principles, including risk assessment and management, threat and vulnerability management, incident response and identity and access management. Knowledge of network infrastructure including routers, switches, firewalls and associated network protocols and concepts. Experience developing, documenting and maintaining security procedures.

**Servicing Lead:** Servicing Lead will oversee the performance accountability for the outside servicing vendor. Develop, writes and implements new policies and procedures related to loan servicing. Thorough knowledge of reporting requirements. Oversee the design and development of reporting infrastructure of monthly reports. Act as consultant with servicing leaders on interpretations of rule changes. Oversee the opportunity and risk analysis of new product offerings. Provide recommendations to senior management for changes/improvements as they pertain to loan service. Recommend new products and services to increase efficiency. Consult with servicing leaders on any interpretation of rule changes which includes research and communication with in-house counsel. Analyze Servicing policies and recommend procedural changes based on potential risk or gaps. Maintain a reporting schedule and documentation of reporting procedures.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Ten (10) years' experience of servicing. Minimum of 8 years in management and supervisory role.

**Risk Management Lead:** Risk Management Lead will conduct detailed risk assessments. Analyze market trends, reports, statistics, and relevant documentation. Compile and analyze data and information about the organization, its practices, and legal



**Servicing Manager:** Servicing Manager will oversee daily management of mortgage servicing operations performed by sub-servicer and interim servicing performed internally. Design, streamline and implement standard policies and procedures as an Agency approved Seller/Service. Document the monitoring of sub-servicer operations, including loss mitigation, in accordance with regulatory guidelines. Implement Agencies' policy guide changes related to any and all selling, securitization and servicing and investor reporting activities. Participate in department/division strategic planning. Coordinate activities with sales, operations, compliance, and other lines of business to ensure that State and Federal regulations are monitored and adhered to accordingly. Identify areas of improvement related to workflows, training, and product and facilitate effective change as needed. Analyze data and identify areas of improvement. Formulate and implement new and revised processes and procedures; collaborate with the Executive team to ensure compliance and efficiency.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Eight (8) years' experience of service management.

**Servicing Supervisor:** Servicing Supervisor will oversee daily management of mortgage servicing operations performed by sub-servicer and interim servicing performed internally. Design, streamline and implement standard policies and procedures as an Agency approved Seller/Service. Document the monitoring of sub-servicer operations, including loss mitigation, in accordance with regulatory guidelines. Implement Agencies' policy guide changes related to any and all selling, securitization and servicing and investor reporting activities. Participate in department/division strategic planning. Coordinate activities with sales, operations, compliance, and other lines of business to ensure that State and Federal regulations are monitored and adhered to accordingly. Identify areas of improvement related to workflows, training, and product and facilitate effective change as needed. Analyze data and identify areas of improvement. Formulate and implement new and revised processes and procedures; collaborate with the Executive team to ensure compliance and efficiency.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Six (6) years' experience of service supervision.

**Loan Processing Assistant:** Loan Processing Assistant will work with processors in gathering the necessary documentation required to complete a loan package for delivery to underwriting for approval. Work with title companies, settlement/closing attorneys, and insurance agents at the request of the processor to gather required documents. At the request of the processor, work with employers, borrowers and others involved to obtain verification of employment as required to document the file. Assist the processor as requested to schedule mortgage loan closings between consumers and closing attorneys.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Two (2) years' experience of loan processing.

**Servicing Specialist:** Servicing Specialist will provide prompt and effective customer service via phone and email to internal and external customers. Post loan payments and payoffs in a timely, accurate manner. Establish ACH setups/changes and address changes on the current servicing system. Research loan history transactions on current and prior cold storage databases

**Education:** Associate degree.

**Experience:** Two (2) years' experience of servicing.

**Accountant:** Accountant will perform the day-to-day, monthly and year-end operations within the Finance Department, including budget review and analysis. Perform the processing and recording of Accounts Payable transactions ensuring all invoices and reimbursements are paid accurately and in accordance with Finance policies and procedures. Review Expense Account coding to ensure compliance. Manage processing of Accounts Receivable, including cash receipts, and the recording of Revenue. Upload Billing Department files to payers, receive files and reconcile to cash receipts. Perform the processing expense allocations, monthly accruals, amortization of prepaid expenses, fixed asset depreciation schedules and the recording of journal entries, including reclassification and adjustments to journal entries. Prepare and analyze monthly forecast to actual variance reports. Perform general account analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals and prepaid expenses. Assist in the preparation of financial reports, including financial statements, budgeted performance and interim reporting.

**Education:** Bachelor's degree in accounting or project related discipline.

**Experience:** Three (3) years' experience in accounting.

**Junior Aerospace Engineer:** Junior Aerospace Engineers apply entry-level engineering principles to contribute to the design, manufacturing, and testing of aircraft and aerospace products. Applies entry-level technical knowledge to solve and properly mitigate complex aerospace engineering and stress analysis issues. Identifies, plans, evaluates, and prescribes corrective action for aircraft deficiencies of significant proportions reported through appropriate reporting systems to improve reliability, maintainability, safety, accuracy, and/or efficiency. Studies proposed projects to assess safety and feasibility. Evaluates designs regarding engineering principles, customer requirements, and environmental regulations. Produces and presents prototypes and models for proposed designs. Conducts tests on prototypes and models. Inspects damaged or malfunctioning products to determine the problem and propose solutions. Assists in production of manuals and troubleshooting guides for finished product. Typically reports to a supervisor or manager, contributes in a support role to complex aspects of a project, and work is closely managed.

**Education:** Bachelor's degree in Aerospace, Aerodynamics, Materials Science, or Mechanical Engineering.

**Experience:** Entry-level Position.

**Journeyman Aerospace Engineer:** Journeyman Aerospace Engineers contribute to the design, manufacturing, and testing of aircraft and aerospace products. Applies basic technical knowledge to solve and properly mitigate complex aerospace engineering and stress analysis issues. Identifies, plans, evaluates, and prescribes corrective action for aerospace deficiencies of significant proportions reported through appropriate reporting systems, to improve reliability, maintainability, safety, accuracy, and/or efficiency. Evaluates and recommends disposition of emergent stress analyses. Studies proposed projects to assess safety and feasibility. Evaluates designs regarding engineering principles, customer requirements, and environmental regulations. Produces and presents prototypes and models for proposed designs. Conducts tests on prototypes and models. Inspects damaged or malfunctioning products to determine the problem and propose solutions. Assists in production of manuals and troubleshooting guides for finished product. Coordinates with other teams to ensure standards and timelines are met. Typically reports to a manager, contributes moderately to complex aspects of a project, and work is generally independent and collaborative in nature.

**Education:** Bachelor's degree in Aerospace, Aerodynamics, Materials Science, or Mechanical Engineering.

**Experience:** Three (3) years of engineering project related experience.

**Senior Aerospace Engineer:** Senior Aerospace Engineers apply advanced engineering principles to contribute to the design, manufacturing, and testing of aircraft and aerospace products. Plans, coordinates, conducts, and solves difficult aerospace engineering issues requiring substantial stress analysis and evaluation of causes. Applies extensive technical knowledge to solve and properly mitigate complex aerospace engineering and stress analysis issues. Identifies, plans, evaluates, and prescribes corrective action for aerospace deficiencies of significant proportions reported through appropriate reporting systems, to improve reliability, maintainability, safety, accuracy, and/or efficiency. Evaluates and recommends disposition of emergent stress analyses. Studies proposed projects to assess safety and feasibility. Evaluates designs regarding engineering principles, customer requirements, and environmental regulations. Produces and presents prototypes and models for proposed designs. Conducts tests on prototypes and models. Inspects damaged or malfunctioning products to determine the problem and propose solutions. Determines costs for financial feasibility. Assists in production of manuals and troubleshooting guides for finished product. Coordinates with other teams to ensure standards and timelines are met. Contributes to efforts of the organization by accomplishing related tasks as needed. Typically reports to a manager or executive, contributes extensively to and/or manages complex aspects of a project, and work is independent and supervisory in nature.

**Education:** Bachelor's degree in Aerospace, Aerodynamics, Materials Science, or Mechanical Engineering.

**Experience:** Ten (10) years of engineering project related experience.

**Junior Aerospace Structures Engineer - General:** Junior Aerospace Structures Engineers apply entry-level engineering principles to provide aerospace engineering services with a focus in aero-structures. They provide technical support to more senior engineers in the development of aircraft structural repair, rework and modification, CAD/CAM support utilizing industry standard CAD/CAM packages. They also provide support in the development of analytical substantiation for structural rework, repair and/or modification. Interfaces with other engineering disciplines and provides engineering input to different types of structures projects. Provides input and conducts and solves entry-level to complex aircraft engineering issues requiring basic stress analysis and evaluation of causes. Applies entry-level technical knowledge to solve and properly mitigate complex aircraft engineering and structural analysis issues. Identifies, plans, evaluates, and prescribes corrective action for aircraft deficiencies of significant proportions reported through appropriate reporting systems to improve reliability, maintainability, safety, accuracy, and/or efficiency. Typically reports to a supervisor or manager, contributes in a support role to complex aspects of a project, and work is closely managed.

**Education:** Bachelor's degree in Aerospace, Civil, Material Science, or Mechanical Engineering or Engineering Technology.

**Experience:** Entry-level position.

**Journeyman Aerospace Structures Engineer - General:** Journeyman Aerospace Structures Engineers provide design and liaison/MRB engineering assistance in support of aero-structures. Physically inspect aircraft nonconforming structure and provide repair guidance to artisans. Create reports that demonstrate all relevant design requirements have been satisfied. Develop structural rework instructions, repairs and modifications and can perform initial sizing analysis based on airframe static strength/fatigue requirements. In design roles, provides CAD/CAM support utilizing industry standard CAD/CAM packages. They interface with other engineering disciplines and provide engineering input to different types of structures projects. Provides input, coordinates, conducts, and solves basic to complex aircraft engineering issues requiring moderate stress analysis and evaluation of causes. Applies basic technical knowledge to solve and properly mitigate complex aircraft engineering and stress analysis issues. Identifies, plans, evaluates, and prescribes corrective action for aircraft deficiencies of significant proportions reported through appropriate reporting systems, to improve reliability, maintainability, safety, accuracy, and/or efficiency. Typically reports to a manager, contributes moderately to complex aspects of a project, and work is generally independent and collaborative in nature.

**Education:** Bachelor's degree in Aerospace, Civil, Material Science, or Mechanical Engineering or Engineering Technology.

**Experience:** Three (3) years of engineering project related experience.

**Senior Aerospace Structures Engineer - General:** Senior Aerospace Structures Engineers provide design and liaison/MRB engineering assistance in support of aero-structures. Physically inspect aircraft nonconforming structure and provide repair guidance to artisans. Create, review, and approve reports that demonstrate all relevant design requirements have been satisfied. Develop, review, and approve repairs and prepare static strength/fatigue analysis of engineering repair dispositions for nonconforming aircraft structure. They apply advanced engineering principles, interface with other engineering disciplines and provide engineering oversight of complex projects. Plans, coordinates, conducts, and solves difficult aircraft engineering issues requiring substantial analysis and evaluation of causes. Applies extensive technical knowledge to solve and properly mitigate complex aircraft engineering issues. Identifies, plans, evaluates, and prescribes corrective action for aircraft deficiencies of significant proportions, to improve reliability, maintainability, safety, accuracy, and/or efficiency. In design roles, provides CAD/CAM support utilizing industry standard CAD/CAM packages. Typically reports to a manager or executive, contributes extensively to and/or manages complex aspects of a project, and work is independent and supervisory in nature.

**Education:** Bachelor's degree in Aerospace, Civil, Materials Science, or Mechanical Engineering or Engineering Technology.

**Experience:** Ten (10) years of engineering project related experience.

**Junior Aerospace Structures/Stress Engineer:** Junior Aerospace Structures/Stress Engineers apply entry-level engineering principles to provide aerospace engineering services with a focus in aero-structures/stress. Provides technical support to more senior engineers in the stress analysis area using classical methods of analysis as well as advanced techniques including finite element modeling (FEM). Utilizes standard software packages to facilitate classical methods of analysis, interfaces with other engineering disciplines, and provides engineering input to different types of structures and stress analysis projects. Provides input, conducts and solves entry-level to complex aircraft engineering issues requiring entry-level stress analysis and evaluation of causes. Applies entry-level technical knowledge to solve and properly mitigate complex aircraft engineering and stress analysis issues. Identifies, plans, evaluates, and prescribes corrective action for aircraft deficiencies of moderate proportions to improve reliability, maintainability, safety, accuracy, and/or efficiency. Typically reports to a lead engineer, supervisor or manager, contributes in a support role to complex aspects of a project, and work is closely managed.

**Education:** Bachelor's degree in Aerospace, Civil, Materials Science, or Mechanical Engineering or Engineering Technology.  
**Experience:** Entry-level position.

**Journeyman Aerospace Structures/Stress Engineer:** Journeyman Aerospace Structures/Stress Engineers perform and review stress analyses utilizing industry standard classical methods of analysis as well as advanced finite element analysis applications, and crack initiation/crack growth codes when durability and damage tolerance analyses are required. Provides technical support in the stress analysis area and interfaces with other engineering disciplines providing engineering input to different types of structures and stress analysis projects. Initiates the analysis of complex rework, repair and modifications to aircraft structure; prepares static strength/fatigue/damage tolerance analysis and reports of engineering repair dispositions for nonconforming aircraft structure. Identifies, plans, evaluates, and prescribes corrective action for aircraft deficiencies of significant proportions, to improve reliability, maintainability, safety, accuracy, and/or efficiency. Manages project components including establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources. Develops reports that demonstrate designs satisfy all relevant design requirements. Typically reports to a supervisor or manager, contributes moderately to complex aspects of a project, and work is generally independent and collaborative in nature.

**Education:** Bachelor's degree in Aerospace, Civil, Materials Science, or Mechanical Engineering or Engineering Technology.  
**Experience:** Three (3) years of engineering project related experience.

**Senior Aerospace Structures/Stress Engineer:** Senior Aerospace Structures/Stress Engineers perform, review, and approve stress analyses utilizing industry standard classical methods of analysis as well as advanced finite element analysis applications, and crack initiation/crack growth codes when durability and damage tolerance analyses are required. Applies advanced engineering principles to perform stress analyses, to include, but not limited to, providing technical support in the stress analysis area using finite element modeling (FEM) software, interfacing with other engineering disciplines, providing engineering oversight of complex projects. Plans, coordinates, conducts, and solves difficult aircraft engineering issues requiring substantial stress analysis and evaluation of causes. Applies extensive technical knowledge to solve and properly mitigate complex aircraft engineering and stress analysis issues. Identifies, plans, evaluates, and prescribes corrective action for aircraft deficiencies of significant proportions reported through appropriate reporting systems, to improve reliability, maintainability, safety, accuracy, and/or efficiency. Evaluates and recommends disposition of emergent stress analyses, oversees, reviews and approves the development of analysis methods. Typically reports to a manager or executive, contributes extensively to and/or manages complex aspects of a project, and work is independent and supervisory in nature.

**Education:** Bachelor's degree in Aerospace, Civil, Materials Science, or Mechanical Engineering or Engineering Technology.  
**Experience:** Ten (10) years of engineering project related experience.



**Junior Electrical Engineer:** Junior Electrical Engineers apply entry-level engineering principles to troubleshoot and resolve problems and issues with test equipment and aircraft/electrical power, avionics, navigation, communications, and radar systems. Capable of correct interpretation, reading, and understanding of paper and electronic engineering drawings, specifications, and technical documents. Creates, modifies, and works with CAD software packages to create, modify and interpret engineering drawings. Recommends to more senior engineers a correct course of action to change or modify aircraft systems. Typically reports to a supervisor or manager, contributes in a support role to complex aspects of a project, and work is closely managed.

**Education:** Bachelor's degree in Computer, Electrical, Electronics, or Mechanical Engineering or Engineering Technology.

**Experience:** Entry-level position.

**Journeyman Electrical Engineer:** Journeyman Electrical Engineers apply basic engineering principles to troubleshoot and resolve problems and issues with test equipment and aircraft electrical/power, avionics, navigation, communications, and radar systems. Supports correct interpretation of reading and understanding of paper and electronic engineering drawings, specifications, and technical documents. Experienced in designing, maintaining, or modifying aircraft systems and developing and changing paper and electronic engineering drawings and specifications to document the design or modification. Able to create, modify, and work with CAD engineering drawings. Typically reports to a manager, contributes moderately to complex aspects of a project, and work is generally independent and collaborative in nature.

**Education:** Bachelor's degree in Computer, Electrical, Electronics, or Mechanical Engineering or Engineering Technology.

**Experience:** Three (3) years of engineering project related experience.

**Senior Electrical Engineer:** Senior Electrical Engineers apply advanced engineering principles to troubleshoot and resolve problems and issues with test equipment and aircraft electrical/power, avionics, navigation, communications, and radar systems. Supports rapid and correct interpretation of reading and understanding of complex paper and electronic engineering drawings, specifications, and technical documents. Develop, design, maintain, and modify test equipment and aircraft electrical/power, avionics, navigation, communications, and radar systems; and develop and changing paper and electronic engineering drawings and specifications to document the design or modification. Develop electrical load distribution analyses (ELDAs). Proficient in CAD design and modification. Typically reports to a manager or executive, contributes extensively to and/or manages complex aspects of a project, and work is independent and supervisory in nature.

**Education:** Bachelor's degree in Computer, Electrical, Electronics, or Mechanical Engineering or Engineering Technology.

**Experience:** Ten (10) years of engineering project related experience.

**Junior Mechanical Systems Engineer:** Junior Mechanical Systems Engineers apply entry-level engineering principles to help develop, modify, and troubleshoot test equipment, aircraft electrical/power, air conditioning, cabin pressure, auxiliary power, hydraulics and mechanical (flight controls /landing gear) systems. Has knowledge in reading and understanding paper and electronic engineering drawings, specifications, and technical documents. Has experience creating and working with CAD drawings and software. Typically reports to a supervisor or manager, contributes in a support role to complex aspects of a project, and work is closely managed.

**Education:** Bachelor's degree in Aerospace, Aerodynamics, Electrical, or Mechanical Engineering or Engineering Technology.

**Experience:** Entry-level position.

**Journeyman Mechanical Systems Engineer:** Journeyman Mechanical Systems Engineers apply basic engineering principles to develop, modify, and troubleshoot test equipment, aircraft electrical/power, air conditioning, cabin pressure, auxiliary power, hydraulics and mechanical (flight controls /landing gear) systems. Experienced in reading and understanding paper and electronic engineering drawings, specifications, and technical documents. Moderate experience in designing or modifying aircraft systems and developing engineering drawings and specifications to document the design or modification. Moderate experience creating and working with CAD drawings or software. Typically reports to a manager, contributes moderately to complex aspects of a project, and work is generally independent and collaborative in nature.

**Education:** Bachelor's degree in Aerospace, Aerodynamics, Electrical, or Mechanical Engineering or Engineering Technology.

**Experience:** Three (3) years of engineering project related experience.



**Senior Mechanical Systems Engineer:** Senior Mechanical Systems Engineers apply extensive theoretical and applicable engineering principles to perform fluid dynamics, heat transfer, thermodynamics, mechanical, hydraulic and kinematic analyses, provide technical support (development and review), interface with other engineering disciplines (Mechanical, Avionics and Structural Engineers), and provide oversight of and input to complex projects. Proficient in performing fluid dynamics, heat transfer, mechanical design, hydraulic design, and kinematic analyses. Extensive experience in designing or modifying aircraft systems and developing engineering drawings and specifications to document the design or modification. Extensive experience creating and working with CAD drawings or software. Typically reports to a manager or executive, contributes extensively to and/or manages complex aspects of a project, and work is independent and supervisory in nature.

**Education:** Bachelor's degree in Aerospace, Aerodynamics, Electrical, or Mechanical Engineering or Engineering Technology.

**Experience:** Ten (10) years of engineering project related experience.

**Cloud Solutions Architect, Junior:** 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 grammatical 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, and responsibility for developing project plans, guidelines, and controls. Some experience architecting, designing, migrating workloads to the public cloud.

**Education:** A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university.

**Experience:** Three (3) years of experience performing the foregoing functions is required.

**Cloud Solutions Architect, Journeyman:** 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 grammatical 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, and responsibility for developing project plans, guidelines, and controls. Experience architecting, designing, migrating workloads to the public cloud.

**Education:** A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university.

**Experience:** Six (6) years of experience performing the foregoing functions is required.

**Cloud Solutions Architect, Senior:** 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. Extensive experience architecting, designing, migrating workloads to the public cloud

**Education:** A bachelor's or postgraduate degree in computer science, information systems management, mathematics, operations research, statistics, or engineering from an accredited college or university.

**Experience:** Ten (10) years of experience performing the foregoing functions is required.

**Cloud Specialist Solutions Architect, Databases:** Design Database customer solutions and collaborate with Solutions Architects to determine the best cloud purpose-built database for the solution. Implementation and tuning experience of Databases including knowledge of Schema Design, Query Tuning and Optimization and Data Migration and Integration.

**Education:** BA/BS degree in related field.

**Experience:** Eight (8) or more years of Relational Database implementation and operations experience. Very strong Oracle and/or SQL Server experience. Three (3) years' experience with cloud purpose-built databases.

**Cloud Specialist Solutions Architect, Migration:** Responsible for the architectural design, development, and deployment of the enterprise's overall systems. Defines system solutions based on user/client needs, cost, and required integration with existing applications, systems, or platforms. Researches, identifies, selects, and tests technology products required for solution delivery. Establishes, implements, and documents the technology integration or migration strategies. Works on advanced, complex technical projects or business issues requiring state of the art technical or industry knowledge. Works autonomously.

**Education:** BA/BS degree in related technical field.

**Experience:** Ten (10) years of related experience. Six (6) years of experience migrating information systems and applications to the cloud.

**Cloud Subject Matter Expert:** Provides extremely high-level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require high-level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the customer.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Fifteen (15) years' experience in subject matter area. Eight (8) years' experience utilizing public clouds.

**Cloud Software Engineer, Senior:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Interprets software requirements and design specifications to code and integrates and tests software components. Estimates software development costs and schedule. Integrates software with cloud Platform as a Service (PaaS) offerings as defined by Solutions Architects. May supervise a staff of programmers and/or other engineers. Works independently without direct supervision.

**Education:** BA/BS in Engineering, Computer Science or related field or Microsoft Certified Application Developer (MCAD) or comparable certification.

**Experience:** Ten (10) years of technical experience including five (5) years of specialized experience in supervision, design methodologies, and design tools. Three (3) years of technical experience utilizing PaaS cloud offerings.

**Cloud Network Engineer:** Design and deploy cloud virtual networks. Works with Solutions Architects to implement required solutions. Troubleshoots the complex network issues involving various factors. Conducts network architecture design, feasibility and cost studies. Must have extensive knowledge of internet, routers, switches, firewall, and all applicable cloud equivalents.

**Education:** BA/BS degree in computer science, computer engineering or related technical field.

**Experience:** Three (3) years of related experience.

**Cloud Network Engineer, Senior:** Design and deploy cloud virtual networks. Works with Solutions Architects to implement required solutions. Troubleshoots the complex network issues involving various factors. Conducts network architecture design, feasibility and cost studies. Must have extensive knowledge of internet, routers, switches, firewall, and all applicable cloud equivalents.. A specialist on complex technical and business matters. Work is highly independent.

**Education:** BA/BS degree in computer science, computer engineering or related technical field.

**Experience:** Seven (7) years of related experience.

**Education/Experience Substitution Table:**

Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Administrative Assistant**	High School	3	N/A	N/A	0	1	
Administrative Specialist**	High School	5	N/A	N/A	1	3	
Administrative Support**	High School	4	N/A	N/A	0	2	
Clerk Typist**	High School	3	N/A	N/A	0	1	
Computer Operator**	High School	2	N/A	N/A	0	1	
Key Entry Operator**	High School	2	N/A	N/A	0	1	
Jr. Analyst	High School	4	N/A	N/A	0	2	
Analyst	Associates	6	N/A	N/A	2		8
SR Analyst	Bachelors	10	N/A	8		12	14
Senior Financial Analyst	Bachelors	8	N/A	6		10	N/A
Jr. Engineer	Bachelors	0	N/A	N/A		N/A	N/A
Engineer	Bachelors	4	N/A	2		N/A	N/A
SR Engineer	Bachelors	6	N/A	4		N/A	N/A
CAD/CAM Support**	High School	2	N/A	N/A	N/A	N/A	
Engineering Material Technician**	High School	6	N/A	N/A	N/A	N/A	
Industrial Engineering Technician**	High School	6	N/A	N/A	N/A	N/A	
Logistics Engineer	Bachelors	5	N/A	3		N/A	N/A
Sr. Logistics Engineer	Bachelors	10	N/A	8		N/A	N/A
Systems Engineer IT	Bachelors	5	N/A	3		N/A	N/A
Jr. Programmer**	Bachelors	0	N/A	N/A		2	4
Programmer	Bachelors	5	N/A	3		7	9
Senior Programmer	Bachelors	8	N/A	6		10	12
Software Developer	Bachelors	2	N/A	0		4	N/A
Logistics Analyst	Bachelors	6	N/A	4		12	14
Logistics Technician	High School	4	N/A	N/A	N/A	N/A	
Junior Logistics Manager	Bachelors	2	N/A	0		8	10
Operations Logistics Manager	Bachelors	6	N/A	4		12	14
SR Operations Logistics Manager	Bachelors	12	N/A	10		18	20
Acquisition Logistics Manager	Bachelors	6	N/A	4		12	14
Sr. Acquisition Logistics Manager	Bachelors	12	N/A	10		18	20
Consultant	Bachelors	4	N/A	2		N/A	N/A
Program Manager	Bachelors	15	N/A	13		21	23
Manager	Bachelors	10	N/A			N/A	N/A
Operations Analyst	Associates	0	N/A	0	0		N/A
Systems Analyst	Bachelors	10	N/A	8		16	18
Associate Test Specialist	Associates	1	N/A	N/A	N/A		3
Senior Test Specialist	Bachelors	5	N/A	N/A		3	9
Subject Matter Expert	Bachelors	15	11	13		20	23

**Education/Experience Substitution Table:**

Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Sr. Software Engineer	Bachelors	7	N/A	5		N/A	N/A
Integration Architect	Bachelors	10	N/A	8		12	14
Network Engineer	Bachelors	3	N/A	1		N/A	N/A
Sr. Network Engineer	Bachelors	7	N/A	5		N/A	N/A
Senior System Analyst	Bachelors	7	N/A	5		9	11
Jr. IT Specialist	Bachelors	3	N/A	1		5	7
Journeyman IT Specialist	Bachelors	6	N/A	4		8	10
Sr. IT Specialist	Bachelors	10	N/A	8		12	14
Jr. Management Analyst	Bachelors	0	N/A	N/A		2	4
Journeyman Management Analyst	Bachelors	6	N/A	4		8	10
Sr. Management Analyst	Bachelors	10	N/A	8		12	14
Web Administrator	Bachelors	4	N/A	2		6	8
Database Administrator	Bachelors	8	N/A	6		10	12
Quality Control (QC) Manager	Bachelors	4	N/A	2		6	8
Systems Security Administrator	Bachelors	4	N/A	2		6	8
Servicing Lead	Bachelors	10	N/A	N/A		12	14
Risk Management Lead	Bachelors	8	N/A	6		10	12
Servicing Manager	Bachelors	8	N/A	6		10	12
Servicing Supervisor	Bachelors	6	N/A	4		8	10
Loan Processing Assistant	Bachelors	2	N/A	N/A		4	6
Servicing Specialist	Associates	2	N/A	N/A	N/A		4
Accountant	Bachelors	3	N/A	N/A		5	7
Junior Aerospace Engineer	Bachelors	0	N/A	N/A		N/A	N/A
Journeyman Aerospace Engineer	Bachelors	3	N/A	N/A		N/A	N/A
Senior Aerospace Engineer	Bachelors	10	8	8		N/A	N/A
Junior Aerospace Structures Engineer - General	Bachelors	0	N/A	N/A		N/A	N/A
Journeyman Aerospace Structures Engineer - General	Bachelors	3	N/A	N/A		N/A	N/A
Senior Aerospace Structures Engineer - General	Bachelors	10	8	8		N/A	N/A
Junior Aerospace Structures/Stress Engineer	Bachelors	0	N/A	N/A		N/A	N/A
Journeyman Aerospace Structures/Stress Engineer	Bachelors	3	N/A	N/A		N/A	N/A
Senior Aerospace Structures/Stress Engineer	Bachelors	10	8	8		N/A	N/A
Junior Electrical Engineer	Bachelors	0	N/A	N/A		N/A	N/A



**Education/Experience Substitution Table:**

Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Journeyman Electrical Engineer	Bachelors	3	N/A	N/A		N/A	N/A
Senior Electrical Engineer	Bachelors	10	8	8		N/A	N/A
Junior Mechanical Systems Engineer	Bachelors	0	N/A	N/A		N/A	N/A
Journeyman Mechanical Systems Engineer	Bachelors	3	N/A	N/A		N/A	N/A
Senior Mechanical Systems Engineer	Bachelors	10	8	8		N/A	N/A
Cloud Solutions Architect, Junior	Bachelors	3	N/A	1		5	7
Cloud Solutions Architect, Journeyman	Bachelors	6	N/A	4		8	10
Cloud Solutions Architect, Senior	Bachelors	10	N/A	8		12	14
Cloud Specialist Solutions Architect, Databases	Bachelors	8	N/A	6		10	12
Cloud Specialist Solutions Architect, Migration	Bachelors	10	N/A	8		12	14
Cloud Subject Matter Expert:	Bachelors	15	11	13		20	23
Cloud Software Engineer, Senior	Bachelors	10	N/A	8		12	14
Cloud Network Engineer	Bachelors	3	N/A	1		5	7
Cloud Network Engineer, Senior	Bachelors	7	N/A	5		9	11