

AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or
Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Tyonek Manufacturing LLC
1689 C Street, Suite 219
Anchorage, Alaska 99501-5131
907.272.0707
www.tyonek.com

Contract Number: **GS-35F-0430S**

Period Covered by Contract: **5/31/2006 - 5/30/2011**

General Services Administration
Federal Supply Service

Pricelist current through Modification # _____, dated _____.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS & PAYMENT INFORMATION

a. Ordering Address:

**Tyonek Manufacturing LLC
1689 C Street, Suite 219
Anchorage, Alaska 99501-5131**

b. Payment Address:

**Tyonek Manufacturing LLC
1689 C Street, Suite 219
Anchorage, Alaska 99501-5131
Attn: Accounts Receivable**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
(907) 272-0707

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **134166771**

Block 30: Type of Contractor: **A. Small Disadvantaged Business**

Block 31: Woman-Owned Small Business: **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **92-0178060**

- a. CAGE Code: **3GS14**
- b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

- a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO):

132-51 As negotiated in each order

- b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS:

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. **Prompt Payment:** Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. **Quantity:** See Rate Table
- c. **Dollar Volume:** NONE
- d. **Government Educational Institutions:** NONE
- e. **Other:** NONE

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not applicable to this contract

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is **\$100.00**.

11. MAXIMUM ORDER: (All dollar amounts are exclusive of any discount for prompt payment.)

a. The Maximum Order value for the following Special Item Numbers (SINs) is **\$500,000**:

Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION

STANDARDS REQUIREMENTS: Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS

PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

No Exceptions

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Not Applicable

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions:

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES SPECIAL ITEM NUMBER 132-51 AUTHORIZED RATES AND DISCOUNTS
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Commercial Rates / Customer Site

Customer Site Rates/ Commercial

		2006	2007	2008	2009	2010
Position/Classification	Pay Class	Commercial Rate	Commercial Rate	Commercial Rate	Commercial Rate	Commercial Rate
Consultant, MIS/IT	FS02	\$ 200.00	\$ 206.00	\$ 212.18	\$ 218.55	\$ 225.10
Senior Manager - Technical	FS03	\$ 175.00	\$ 180.25	\$ 185.66	\$ 191.23	\$ 196.96
Senior Principal Development Engineer	FS03					

Senior Principal Manufacturing Engineer	FS03					
Senior Principal Test Engineer	FS03					
Senior System Consultant	FS03					
Software Scientist	FS03					
Branch Manager	FS04	\$ 150.00	\$ 154.50	\$ 159.14	\$ 163.91	\$ 168.83
I/O Intelligence Support Specialist	FS04					
Customer Application Consultant	FS04					
Manager Technical	FS04					
Principal Development Engineer	FS04					
Principal Manufacturing Engineer	FS04					
Principal Test Engineer	FS04					
Senior Staff Application Instructor	FS04					
Support Consultant	FS04					
System Consultant	FS04					
Software Consultant	FS04					
I/O Special Tactics Operations Specialist	FS05	\$ 125.00	\$ 128.75	\$ 132.61	\$ 136.59	\$ 140.69
I/O Warfare Support Specialist	FS05					
Senior Customer Application Engineer	FS05					
Senior Support Engineer	FS05					
Senior Technical Consultant - Field Service	FS05					
Staff Application Instructor	FS05					
Staff MIS Analyst	FS05					
Staff System Specialist	FS05					
Engineering Technician VI	FS06	\$ 120.00	\$ 123.60	\$ 127.31	\$ 131.13	\$ 135.06
Computer Work Group Manager, Sr	FS06					
Customer Application Engineer	FS06					
Principal MIS Analyst	FS06					
Senior Development Engineer	FS06					
Senior Staff Supervisor – Technical	FS06					
Senior System Engineer	FS06					
Senior Test Engineer	FS06					
Support Engineer	FS06					
Senior Software Analyst	FS06					
Financial/Budget Advisor	FS06					
Web/Database Designer/Manager	FS07	\$ 100.00	\$ 103.00	\$ 106.09	\$ 109.27	\$ 112.55
Senior Designer - Technical	FS07					
Senior System Specialist	FS07					
Technical Consultant	FS07					
Computer Work Group Manager, Jr	FS08	\$ 96.00	\$ 98.88	\$ 101.85	\$ 104.90	\$ 108.05
Associate Customer Application Engineer	FS08					
Associate Support Engineer	FS08					
Development Engineer	FS08					
Senior Field Engineer	FS08					

Senior MIS Programmer / Analyst	FS08					
Software Analyst	FS08					
Staff Supervisor - Technical	FS08					
System Engineer	FS08					
Test Engineer	FS08					
Event Scheduler	FS08					
Planner/Scheduler II	FS08					
Computer Programmer III	FS09	\$ 92.00	\$ 94.76	\$ 97.60	\$ 100.53	\$ 103.55
Computer Programmer IV	FS09					
Computer Systems Analyst I	FS09					
Computer Systems Analyst II	FS09					
Computer Systems Analyst III	FS09					
MIS Programmer Analyst	FS09					
Senior Administrative Assistant	FS09					
Senior Support Technician	FS09					
System Specialist	FS09					
Electronics Technician III	FS10	\$ 90.00	\$ 92.70	\$ 95.48	\$ 98.35	\$ 101.30
Drafter (CAD Operator) IV	FS10					
Engineering Technician III	FS10					
Computer Operator V	FS10					
Computer Programmer II	FS10					
Associate Engineer	FS10					
Database Manager/ Administrator I	FS10					
Computer Operation Specialist	FS10					
Programmer	FS10					
Senior Engineering Technician	FS10					
Support Technician	FS10					
Technical Writer	FS11	\$ 87.00	\$ 89.61	\$ 92.30	\$ 95.07	\$ 97.92
Computer Operator IV	FS11					
Computer Programmer I	FS11					
Administrative Assistant II	FS11					
Computer Workgroup Manager/STO	FS12	\$ 82.00	\$ 84.46	\$ 86.99	\$ 89.60	\$ 92.29
Word Processor III	FS12					
Computer Operator III	FS12					
Video Technology Center (VTC) Manager	FS13	\$ 78.00	\$ 80.34	\$ 82.75	\$ 85.23	\$ 87.79
Data Entry Clerk II	FS13					
Computer Data Librarian	FS13					

- Rates Listed are \$ per Man Hour

Commercial Rates / Tyonek Site

Tyonek Site Rates/ Commercial

		2006	2007	2008	2009	2010
Position/Classification	Pay Class	Commercial Rate	Commercial Rate	Commercial Rate	Commercial Rate	Commercial Rate
Consultant, MIS/IT	FS02	\$ 200.00	\$ 206.00	\$ 212.18	\$ 218.55	\$ 225.10
Senior Manager - Technical	FS03	\$ 175.00	\$ 180.25	\$ 185.66	\$ 191.23	\$ 196.96
Senior Principal Development Engineer	FS03					
Senior Principal Manufacturing Engineer	FS03					
Senior Principal Test Engineer	FS03					
Senior System Consultant	FS03					
Software Scientist	FS03					
Branch Manager	FS04	\$ 150.00	\$ 154.50	\$ 159.14	\$ 163.91	\$ 168.83
I/O Intelligence Support Specialist	FS04					
Customer Application Consultant	FS04					
Manager Technical	FS04					
Principal Development Engineer	FS04					
Principal Manufacturing Engineer	FS04					
Principal Test Engineer	FS04					
Senior Staff Application Instructor	FS04					
Support Consultant	FS04					
System Consultant	FS04					
Software Consultant	FS04					
I/O Special Tactics Operations Specialist	FS05	\$ 125.00	\$ 128.75	\$ 132.61	\$ 136.59	\$ 140.69
I/O Warfare Support Specialist	FS05					
Senior Customer Application Engineer	FS05					
Senior Support Engineer	FS05					
Senior Technical Consultant - Field Service	FS05					
Staff Application Instructor	FS05					
Staff MIS Analyst	FS05					
Staff System Specialist	FS05					
Engineering Technician VI	FS06	\$ 125.00	\$ 128.75	\$ 132.61	\$ 136.59	\$ 140.69
Computer Work Group Manager, Sr	FS06					
Customer Application Engineer	FS06					
Principal MIS Analyst	FS06					
Senior Development Engineer	FS06					
Senior Staff Supervisor – Technical	FS06					
Senior System Engineer	FS06					
Senior Test Engineer	FS06					

Support Engineer	FS06					
Senior Software Analyst	FS06					
Financial/Budget Advisor	FS06					
Web/Database Designer/Manager	FS07	\$ 100.00	\$ 103.00	\$ 106.09	\$ 109.27	\$ 112.55
Senior Designer - Technical	FS07					
Senior System Specialist	FS07					
Technical Consultant	FS07					
Computer Work Group Manager, Jr	FS08	\$ 100.00	\$ 103.00	\$ 106.09	\$ 109.27	\$ 112.55
Associate Customer Application Engineer	FS08					
Associate Support Engineer	FS08					
Development Engineer	FS08					
Senior Field Engineer	FS08					
Senior MIS Programmer / Analyst	FS08					
Software Analyst	FS08					
Staff Supervisor - Technical	FS08					
System Engineer	FS08					
Test Engineer	FS08					
Event Scheduler	FS08					
Planner/Scheduler II	FS08					
Computer Programmer III	FS09	\$ 100.00	\$ 103.00	\$ 106.09	\$ 109.27	\$ 112.55
Computer Programmer IV	FS09					
Computer Systems Analyst I	FS09					
Computer Systems Analyst II	FS09					
Computer Systems Analyst III	FS09					
MIS Programmer Analyst	FS09					
Senior Administrative Assistant	FS09					
Senior Support Technician	FS09					
System Specialist	FS09					
Electronics Technician III	FS10	\$ 95.00	\$ 97.85	\$ 100.79	\$ 103.81	\$ 106.92
Drafter (CAD Operator) IV	FS10					
Engineering Technician III	FS10					
Computer Operator V	FS10					
Computer Programmer II	FS10					
Associate Engineer	FS10					
Database Manager/ Administrator I	FS10					
Computer Operation Specialist	FS10					
Programmer	FS10					
Senior Engineering Technician	FS10					
Support Technician	FS10					
Technical Writer	FS11	\$ 90.00	\$ 92.70	\$ 95.48	\$ 98.35	\$ 101.30
Computer Operator IV	FS11					
Computer Programmer I	FS11					
Administrative Assistant II	FS11					

Computer Workgroup Manager/STO	FS12	\$ 88.00	\$ 90.64	\$ 93.36	\$ 96.16	\$ 99.04
Word Processor III	FS12					
Computer Operator III	FS12					
Video Technology Center (VTC) Manager	FS13	\$ 80.00	\$ 82.40	\$ 84.87	\$ 87.42	\$ 90.04
Data Entry Clerk II	FS13					
Computer Data Librarian	FS13					

- Rates Listed are \$ per Man Hour

GSA Schedule 70 Rates / Customer Site

GSA Schedule 70 Rates / Customer Site

			2006	2007	2008	2009	2010
Position/Classification	Pay Class	Minimum % Discount from Commercial	Maximum Billable Rate	Maximum Billable Rate	Maximum Billable Rate	Maximum Billable Rate	Maximum Billable Rate
Consultant, MIS/IT	FS02	20%	\$ 160.00	\$ 164.80	\$ 169.74	\$ 174.84	\$ 180.08
Senior Manager - Technical	FS03	20%	\$ 140.00	\$ 144.20	\$ 148.53	\$ 152.98	\$ 157.57
Senior System Consultant	FS03						
I/O Intelligence Support Specialist	FS04	20%	\$ 120.00	\$ 123.60	\$ 127.31	\$ 131.13	\$ 135.06
Manager Technical	FS04						
Principal Test Engineer	FS04						
I/O Special Tactics Operations Specialist	FS05	20%	\$ 100.00	\$ 103.00	\$ 106.09	\$ 109.27	\$ 112.55
I/O Warfare Support Specialist	FS05						
Senior Customer Application Engineer	FS05						
Senior Software Analyst	FS06	22%	\$ 93.75	\$ 96.56	\$ 99.46	\$ 102.44	\$ 105.52
Web/Database Designer/Manager	FS07	22%	\$ 78.00	\$ 80.34	\$ 82.75	\$ 85.23	\$ 87.79
System Engineer	FS08	24%	\$ 73.00	\$ 75.19	\$ 77.45	\$ 79.77	\$ 82.16
Event Scheduler	FS08						
MIS Programmer Analyst	FS09	24%	\$ 70.00	\$ 72.10	\$ 74.26	\$ 76.49	\$ 78.79
System Specialist	FS09						
Associate Engineer	FS10	29%	\$ 64.00	\$ 65.92	\$ 67.90	\$ 69.93	\$ 72.03
Database Support/Manager	FS10						
Administrative Assistant	FS11	31%	\$ 60.00	\$ 61.80	\$ 63.65	\$ 65.56	\$ 67.53
Computer Workgroup Manager/STO	FS12	32%	\$ 56.00	\$ 57.68	\$ 59.41	\$ 61.19	\$ 63.03
Video Technology Center Manager	FS13	31%	\$ 54.00	\$ 55.62	\$ 57.29	\$ 59.01	\$ 60.78

- Rates Listed are \$ per Man Hour/ IFF Inclusive

GSA Schedule 70 Rates / Tyonek Site

GSA Schedule 70 Rates / Tyonek Site

			2006	2007	2008	2009	2010
Position/Classification	Pay Class	Minimum % Discount from Commercial	Maximum Billable Rate	Maximum Billable Rate	Maximum Billable Rate	Maximum Billable Rate	Maximum Billable Rate
Consultant, MIS/IT	FS02	20%	\$ 160.00	\$ 164.80	\$ 169.74	\$ 174.84	\$ 180.08
Senior Manager - Technical	FS03	20%	\$ 140.00	\$ 144.20	\$ 148.53	\$ 152.98	\$ 157.57
Senior System Consultant	FS03						
I/O Intelligence Support Specialist	FS04	20%	\$ 120.00	\$ 123.60	\$ 127.31	\$ 131.13	\$ 135.06
Manager Technical	FS04						
Principal Test Engineer	FS04						
I/O Special Tactics Operations Specialist	FS05	20%	\$ 100.00	\$ 103.00	\$ 106.09	\$ 109.27	\$ 112.55
I/O Warfare Support Specialist	FS05						
Senior Customer Application Engineer	FS05						
Senior Software Analyst	FS06	25%	\$ 93.75	\$ 96.56	\$ 99.46	\$ 102.44	\$ 105.52
Web/Database Designer/Manager	FS07	18%	\$ 82.00	\$ 84.46	\$ 86.99	\$ 89.60	\$ 92.29
System Engineer	FS08	23%	\$ 77.00	\$ 79.31	\$ 81.69	\$ 84.14	\$ 86.66
Event Scheduler	FS08						
MIS Programmer Analyst	FS09	26%	\$ 74.00	\$ 76.22	\$ 78.51	\$ 80.86	\$ 83.29
Systems Specialist	FS09						
Associate Engineer	FS10	37%	\$ 60.00	\$ 61.80	\$ 63.65	\$ 65.56	\$ 67.53
Database Support/Manager	FS10						
Administrative Assistant	FS11	31%	\$ 62.00	\$ 63.86	\$ 65.78	\$ 67.75	\$ 69.78
Computer Workgroup Manager/STO	FS12	32%	\$ 60.00	\$ 61.80	\$ 63.65	\$ 65.56	\$ 67.53
Video Technology Center Manager	FS13	28%	\$ 58.00	\$ 59.74	\$ 61.53	\$ 63.38	\$ 65.28

- Rates Listed are \$ per Man Hour/ IFF Inclusive

**INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
SPECIAL ITEM NUMBER 132-51
LABOR CATEGORY DESCRIPTIONS**

GSA Schedule 70 Position Descriptions,

Pay Class: FS02

Job Title: Consultant, Management Information Systems, Information Technology

a. Summary: Works in collaboration with management and senior level individual contributors to plan, conduct and technically direct projects or major phases of significant projects. May coordinate efforts of technical support staff in the performance of assigned projects. Assignments will be in one or more phases of the development cycle for Company products. Applies advanced principles, theories, and concepts to highly complex and important problems. Provides studies, evaluations, and recommendations to the solutions of these problems. Contributes to the development of new principles and concepts. Incumbent's opinions regarding industry trends, commercial applications, system proposals, or programming/software development, etc., are highly valued. Will be required to work independently. Contributions at this level may impact Company as well as industry direction in the areas of design, development and production of Company products. Acts as advisor to management and customers on advanced technical research and applications.

b. Training and Experience: Bachelor's Degree with 15 years related experience. Masters Degree preferred.

Pay Class: FS03

Job Title: Senior Manager - Technical

a. Summary: Coordinates and manages the activities of a technical function within a division, a region, or a product group, involved in the development and support of Company products such as, product development, product documentation, certification, training or pre-sale and post-sale product support, or MIS/CIS. Along with other managers, will coordinate activities of a section or department with responsibility for results in terms of costs, methods and employees. May be responsible for developing organization's schedule and technical requirements. Receives assignments in the form of objectives and negotiates target dates with management to meet objectives. Ensures that technical and/or administrative activities proceed according to schedule and technical requirements. Frequent contact with Company managers and customer representatives concerning projects, operational decisions, scheduling requirements, or contractual clarifications. Responsible for recommending new administrative procedures and technical direction for assigned activities. Interprets and administers Company policies. Maintains proper staffing and training to meet short and long-range goals and objectives of own organization.

b. Training and Experience: Bachelor's degree and 10 years related experience or 14 years related experience.

Pay Class: FS03

Job Title: Senior Principal Development Engineer

a. Summary: Works with considerable independence and performs as a recognized technical expert in the company. Responsibilities will be in one or more phases of the engineering design cycle for the development of company products. Conceives and plans projects involving definition and selection of new concepts and approaches to the design or development of new or improved products. Will provide guidance on engineering trends, systems proposals and/or technical specifications. Contributes inventions, new designs or techniques that are regarded as major advances in the field. Extensive originality, ingenuity,

independent judgment, self-direction and decision-making are expected. May provide technical guidance to lower level company professionals

b. Training and Experience: Bachelor's degree in Engineering or a related technical discipline with a minimum of 10 years applicable experience.

Pay Class: FS03

Job Title: Senior Principal Manufacturing Engineer

a. Summary: Independently, works on complex manufacturing engineering problems of diverse scope with instructions given as to the general results expected. Working with management provides advice on proposed plans or projects. Plans, schedules, conducts and/or coordinates all phases of manufacturing engineering projects. Work requires in-depth knowledge of manufacturing engineering processes such as layout, process flow, production equipment, fabrication techniques, assembly methods, and manpower requirements for complex operations. Prepares studies and recommendations for major equipment expenditures. May design special tools or fixtures for production or inspection, which requires creative application of engineering principles and theories. Prepares test procedures for quality programs. Develops new engineering approaches for complex manufacturing problems. May provide technical direction to lower level manufacturing engineers.

b. Training and Experience: Bachelor's degree in engineering or a related technical discipline with 10 or more years manufacturing engineering experience.

Pay Class: FS03

Job Title: Senior Principal Test Engineer

a. Summary: Independently, develops and applies advanced test engineering theories and techniques in the investigation and solution of complex and advanced manufacturing, hardware, or software test engineering problems. Works with considerable independence on complex problems where analysis of data requires an evaluation of intangible variance factors. Develops and applies advanced test engineering theories and techniques in the investigation and solution of complex and advanced technical problems. Exercises independent judgment in developing methods, techniques and evaluation criterion for obtaining results. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of the technical support staff in the performance of assigned projects.

b. Training and Experience: Bachelor's degree in engineering or a related technical discipline with 10 or more years of test engineering experience.

Pay Class: FS03

Job Title: Senior System Consultant

a. Summary: Independently, performs as a recognized technical expert in the area of system integration or project management. Applies intensive knowledge of hardware and/or software engineering principles. Assignments will result in studies, evaluations, and recommendations and solutions to highly complex and important engineering or technical problems. May provide technical guidance to lower level engineers or software professionals. Extensive originality, ingenuity and independent judgment and a sizable degree of self-direction and decision making are expected.

b. Training and Experience: Bachelor's degree in an engineering or technical discipline with a minimum of 10 years related experience.

Pay Class: FS03

Job Title: Software Scientist

a. Summary: Independently, applies extensive expertise as a generalist or specialist plus the working knowledge of other related technical disciplines to develop solutions to problems that require extensive originality, ingenuity and independent judgment. Duties will include, but are not limited to: writing test plans for software; programming; and designing compilers, assemblers, user interfaces, databases, network communications and application software for related markets. Functions as a key contributor to the technical design of Company products. Applies comprehensive knowledge of principles, theories, and concepts of a particular field of software specialization to the solution of difficult assignments. May function as a team leader for a group of software development professionals.

b. Training and Experience: Bachelor's degree in computer science or related technical discipline with a minimum of 10 or more years of applicable experience. Masters Degree preferred.

Pay Class: FS04

Job Title: Branch Manager

a. Summary: Under the direction of a District Sales Manager or appropriate sales management, directs and supervises the activities sales representatives, as well as sells products to achieve both unit and revenue objectives. Operates within established expense objectives. Assists subordinate with difficult situations and participates in important negotiations. Performance is based on meeting sales quotas, organizational objectives and schedules. Defines individual sales territories or accounts and monitors the sales activity within those territories or accounts. Assists in planning sales strategy and in training direct reports. Reviews and evaluates the work performance of subordinates. Reviews and evaluates the work performance of subordinates. Interprets Company policies and procedures.

b. Training and Experience: Bachelor's degree and 7 years related experience or 10 years related experience. Prior sales management experience is needed.

Pay Class: FS04

Job Title: Information Operations (I/O) Intelligence Support Specialist

a. Summary: Maintains information systems, platforms, and operating procedures in accordance with established corporate standards for efficiency, accuracy and security. Evaluates IT infrastructure in terms of risk to the organization and establishes controls to mitigate loss. Determines and recommends improvements in current risk management controls and implementation of system changes or upgrades. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area, Master's degree preferred. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. Under minimum supervision, provides technical and functional expertise in AOC's on compartmented capabilities. As a Senior Intelligence Analyst, applies comprehensive knowledge of intelligence processes and extensive familiarization with AOC operations, systems, and processes in support of Intelligence Operations. Minimum 4 years AOC Intelligence experience in AF C2 required. NAF level experience required, Air Staff or MAJCOM experience preferred. Platform instructor experience preferred.

b. Training and Experience: Master's preferred or Bachelor's Degree with a minimum of 6-8 years of relative experience.

Pay Class: FS04

Job Title: Customer Application Consultant

a. Summary: Under minimum supervision, performs pre-sales and/or post sales support of company products and solutions. Provides technical support in sales presentations and product demonstrations,

conducts customer training, and provides solutions to customer application problems. Must be capable of relating the company's products to a particular discipline and giving direction and guidance to customers during the definition and implementation of company products. May be called on to provide technical guidance and direction to lower level professionals. Develops solutions to problems that require extensive originality, ingenuity and independent judgment. Applies extensive expertise as a generalist or as a specialist plus has working knowledge of other related disciplines. May act in a liaison capacity with other divisions and companies.

b. Training and Experience: Bachelor's degree in engineering or a related technical discipline with 10 or more years related experience.

Pay Class: FS04

Job Title: Manager - Technical

a. Summary: Coordinates and manages the activities of a technical function within a division, a region, or a product group, involved in the development and support of Company products such as, product development, product documentation, certification, training or pre-sale and post-sale product support, or MIS/CIS. Receives assignments in the form of objectives. Responsible for planning, execution, and control of the work tasks assigned to the group(s). Determines and coordinates the assignments of subordinates and provides technical and administrative assistance as needed. Frequently interacts with other managers to ensure coordination of group's assignments with other related activities. Frequent contact with customers if responsible for pre-sale or post-sale activities. Interprets and administers Company policies and procedures.

b. Training and Experience: Bachelor's degree and 7 years related experience.

Pay Class: FS04

Job Title: Principal Development Engineer

a. Summary: Under minimum supervision, applies advanced theoretical knowledge of engineering principles and practices in the development of Company products. Assignment will be in one or more phases of engineering design cycle of product development. Performs complex assignments that result in the development of new or improved techniques, procedures, products, equipment and/or engineering methods. Exercises considerable discretion and independent judgment. Recognized as a technical leader in a particular field. Provides technical guidance to support personnel and lower level engineers. On occasion, acts in a liaison capacity with other departments, divisions, product groups and companies.

b. Training and Experience: Bachelor's degree in a related technical discipline with 7 or more years relative experience or 10 years of relative experience.

Pay Class: FS04

Job Title: Principal Manufacturing Engineer

a. Summary: Independently, works on manufacturing engineering problems of diverse scope with instructions given as to the general results expected. Receives supervisory approval on proposed plans or projects. Plans, schedules, conducts or coordinates detailed phases of manufacturing engineering work of a large project. Work requires in-depth knowledge of manufacturing engineering processes such as layout, process flow, production equipment, fabrication techniques, assembly methods, and manpower requirements for complex operations. Prepares studies and recommendation for major equipment expenditures. May design special tools or fixtures for production or inspection that requires creative application of engineering principles and theories. Prepares test procedures for quality programs. May devise new engineering approaches to complex manufacturing problems. May be assisted by lower level manufacturing engineers or personnel.

b. Training and Experience: Bachelor's degree in a related technical discipline with 7 or more years relative experience or 10 years of relative experience.

Pay Class: FS04

Job Title: Principal Test Engineer

a. Summary: Under minimum supervision, works on test engineering problems of diverse scope with instructions given as to the general results expected. Develops and applies advanced theory, methods and techniques in the investigation and solution of complex and advanced test engineering programs. Receives supervisory approval on proposed plans or projects. May plan or direct test engineering projects or major phases of test projects and coordinate the efforts of engineers and technical support staff in the performance of assigned projects. May design special tools or fixtures for production or inspection that new engineering approaches to complex test problems. May be assisted by lower level engineers. On occasion, acts as a liaison with other departments, divisions, product group or vendors.

b. Training and Experience: Bachelor's degree in a related technical discipline with 8 or more years of relative experience or 10 years relative experience.

Pay Class: FS04

Job Title: Senior Staff Application Instructor

a. Summary: Independently, provides instructional/communication and technical support for customer training or documentation projects that require a high level of understanding of the customer's operating environment or industry, the ability to communicate technical information through the most effective media, and a high level of understanding of company products. As necessary, conducts market analysis of training course demand and determines the sales potential of varied training products and services. Plays a leadership role in coordinating training and education service matters with sales, software development, and other product groups. Must be capable of relating the Company's products to a particular discipline and giving training direction and guidance to customer's during the definition and instructional guidance and direction to lower level professionals. Develops instructional solutions to problems that require extensive originality, ingenuity and independent judgment. May act in a liaison capacity with other divisions and companies.

b. Training and Experience: Bachelor's degree in computer science, engineering or a directly related discipline with 8 or more years applicable experience. Course development, training delivery and evaluation, and strong presentation skills preferred.

Pay Class: FS04

Job Title: Support Consultant

a. Summary: Under minimum supervision, represents the Company in response to customer reported problems and to situations presented that require diverse and expert knowledge of Company products. Provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and to situations presented. Performs technical tasks in support of installation, maintenance and use of Company products. Assignments may include determining and/or developing software specifications, input/output processes and working parameters for hardware/software compatibility. Must be capable of relating all Company products to a particular discipline and giving direction and guidance during the development and implementation of Company products. May participate in technical workshops and training and will conduct technical presentations for customers. Assignments may be performed at customer site, as required. Participates in consulting functions and services. May provide technical guidance and direction to lower level professionals. May perform product certification assignments. Participates and leads the development of specialized standard practices and procedures utilized in customer support. Assignments require extensive originality, ingenuity and independent judgment to the development solutions to complex problems. Demonstrates a comprehensive knowledge of principles, and concepts of a product specialization. Applies extensive expertise as a generalist or as a

specialist and has a working knowledge of interrelationship of products. Will exercise a sizable degree of self-direction and decision-making..

b. Training and Experience: Bachelor's degree in computer science, engineering or related technical discipline, with 10 years of related experience.

Pay Class: FS04

Job Title: System Consultant

a. Summary: Under minimum supervision, applies intensive and diversified knowledge of hardware and/or software engineering principles and practices in the area of system integration or project management. Carries out complex assignments requiring the development of new or improved techniques and procedures. Work is expected to result in the development and implementation Company products. As a project manager, will be responsible for managing scheduling and processes to meet internal or contractual commitments. Independent judgment is required. A sizeable degree of self-direction and decision-making is expected. Is recognized as a technical leader in a particular field. Provides technical guidance to support personnel and lower level engineers and software professionals. May act in a liaison capacity with other departments, divisions and companies.

b. Training and Experience: Bachelor's Degree in a related technical discipline with a minimum of 8 years related experience.

Pay Class: FS04

Job Title: Software Consultant

a. Summary: Under minimum supervision, plans, conducts, and provides leadership for a variety of programming/software assignments in the development of Company software products. Applies a comprehensive knowledge of principles, theories and concepts of a particular field of programming/software specialization to the solution of difficult assignments. Assignment will be in one or more of the following areas, such as, designing and writing compilers, assemblers, user interfaces, databases, graphic tools, network communications and/or application software. May write test plans for certifying new software and may conduct tests on new software. Assignments require originality, ingenuity and the use of independent judgment. May be a team leader and/or provide technical guidance to support programming/software personnel at lower levels.

b. Training and Experience: Bachelors Degree in computer science or a related technical discipline with a minimum of 8 or more years of relative experience. Masters Degree or an advanced certification is preferred.

Pay Class: FS05

Job Title: Information Operations (I/O) Special Tactical Operations (STO) Specialist

a. Summary: Works with end user groups to evaluate and solve problems within existing systems and/or user needs to analyze, design, recommend, and implement system changes. Requires a bachelor's degree and at least 6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager under minimum supervision, provides technical and functional expertise in AOC's on compartmented capabilities. As a Senior STO Analyst, applies comprehensive knowledge of STO processes and extensive familiarization with AOC operations, systems, and processes in support of Intelligence Operations. Minimum 4 years AOC STO experience in AF C2 required. NAF level experience required, Air Staff or MAJCOM experience preferred. Platform instructor experience preferred.

b. Training and Experience: Bachelors Degree with a minimum of 6 or more years of relative experience.

Pay Class: FS05

Job Title: Information Operations (I/O) Warfare Support Specialist

a. Summary: Works with end user groups to evaluate and solve problems within existing systems and/or user needs to analyze, design, recommend, and implement system changes. Requires a bachelor's degree and at least 6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager under minimum supervision, provides technical and functional expertise in AOC's on compartmented capabilities. As a Senior Information Warfare Analyst, applies comprehensive knowledge of Information Warfare processes and extensive familiarization with AOC operations, systems, and processes in support of Intelligence Operations. Minimum 4 years AOC STO experience in AF C2 required. NAF level experience required, Air Staff or MAJCOM experience preferred. Platform instructor experience preferred.

b. Training and Experience: Bachelors Degree with a minimum of 6 or more years of relative experience

Pay Class: FS05

Job Title: Senior Customer Application Engineer

a. Summary: Under minimum supervision, responsible for pre-sales and/or post sales support of Company products and services. Provides technical support in sales presentations and product demonstrations, conducts customer training, and provides solutions to customer application problems. Must be capable of relating the company's products to a particular discipline and giving direction and guidance to customers during the definition and implementation of Company products. May be called on to provide technical guidance and direction to lower level professionals. Demonstrates considerable originality and ingenuity to the solution of complex problems. Demonstrates a comprehensive knowledge of principles, theories, and concepts of a discipline specialization. Will exercise a sizable degree of self-direction and decision making.

b. Training and Experience: Bachelors Degree in a related technical discipline with 6 or more years of relative experience.

Pay Class: FS05

Job Title: Senior Support Engineer

a. Summary: Under minimum supervision, represents the Company in response to customer reported problems. Provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and answers to questions. Interfaces directly with the customer base or with the regional Company representative who, in turn interfaces with the customer. Communications are performed via the telephone, for the most part, but also in writing (letter, fax and electronic mail). Performs technical tasks in support of installation and maintenance of many Company products and systems. Assignments include determining input/output processes and working parameters for hardware/software compatibility. Must be capable of relating all Company's and third party products to a particular discipline and giving direction and guidance during the implementation of these products. Participates in technical workshop, training and conducts technical presentations for customers. Assignments are generally performed at Company location, but may be performed at customer site as required. May perform product certification tasks and assignments. May be assigned as a technical leader providing day-to-day technical direction to a group of professionals performing support activities in the incumbent's field of expertise. Participates and leads the development of specialized standard practices and procedures utilized in customer support. Demonstrates considerable originality and ingenuity to the solution of complex problems. Demonstrates a comprehensive knowledge of principles, theories, and concepts of a product specialization. Responsibly exercises a sizable degree of self-direction and decision making.

b. Training and Experience: Bachelors Degree in Engineering or related technical discipline with 6 or more years related experience.

Pay Class: FS05

Job Title: Senior Technical Consultant – Field Service

a. Summary: Provides extensive technical assistance and/or consulting services to field service personnel and customers in resolution of complex system problems. Designs and installs hardware and software patches and traps required to diagnose the problems. Provides on-the-job training to other field service personnel. On occasion, troubleshoots all hardware/firmware problems to the component level. Provides customer with assistance in interfacing their equipment to Company products. Works independently. Maintains awareness of new techniques and advances in own and related technical fields for application to current and future problems.

b. Training and Experience: Bachelors Degree with 8 years of relative experience. Advanced technical certifications are a plus.

Pay Class: FS05

Job Title: Staff Application Instructor

a. Summary: Under minimum supervision, designs, develops and evaluates curriculum and individual training course, workshops and specialized training programs for customers in the use of Company products. An understanding of training products and services such as curriculum, course guides, lab exercises, transparencies, computer assisted instruction programs as well as needs assessment and evaluation instruments is necessary. Monitors, evaluates and enhances the certification and development process for more junior level instructors. Frequently consults with the customer during the development of customer specific training programs, coordination of large training proposals, and evaluation of training delivery systems. An understanding of the customer's operating environment or industry, the ability to communicate technical information through the most effective media, and a high level of understanding of integrated hardware and software systems is necessary. Must be capable of relating the Company's products to a particular industry or workflow and giving training direction and guidance to customer's during the definition and implementation phases of projects. As necessary, participates in the product development process to assess and determine technical characteristics of new technology appropriate for new course content.

b. Training and Experience: Bachelors Degree in Computer Science, Engineering or a related technical discipline and 6 or more years related technical training and education experience. Course development, training delivery and evaluation, demonstrated software or hardware competence, and strong presentation skills needed.

Pay Class: FS05

Job Title: Staff MIS Analyst

a. Summary: Under minimum supervision, analyzes, designs, develops, implements, troubleshoots and maintains software applications and management information systems used in such areas as Finance, Accounting, Human Resources, Manufacturing or customer support organizations. Applies a comprehensive knowledge of principles, concepts, and techniques to the solution of complex assignments. Assignments require originality, ingenuity and the use of independent judgment. May have frequent contacts inside and outside of the Company. May be a project leader, a group leader or provide technical guidance to other employees.

b. Training and Experience: Bachelors Degree in Computer Science, Management Information Systems or a related discipline with 8 or more years related experience.

Pay Class: FS05
Job Title: Staff System Specialist

a. Summary: Under minimum supervision, performs assignments, which require an in-depth understanding of the use and/or operation of the Company's products. Assignments frequently involve complex problems that require considerable originality, ingenuity and independent judgment to solve. Demonstrates a comprehensive knowledge of principle, theories and concepts underlying the products being supported. Is expected to make recommendations that will improve Company products and/or procedures. May function as a team leader and provide technical assistance to professionals at a lower level. Assignments may involve frequent contacts with, and the support of, Company customers.

b. Training and Experience: Bachelors Degree in a technical discipline with 7 or more years of applicable experience.

Pay Class: FS06
Job Title: Engineering Technician VI

a. Summary: Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:

Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).

Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

b. Training and Experience: Bachelors Degree in a technical discipline with 7 or more years of applicable experience.

Pay Class: FS06
Job Title: Computer Work Group Manager, Sr.

a. Summary. Working unsupervised, the Work Group Manager is responsible for a group or section of computers and ensuring that all computers are properly configured for maximum productivity and reliability. Using provided network security protocols, they will ensure that all security systems are in place and used by individual operators. They will assemble new computers, configure the system, install software, and debug problems on new or currently used computers. They will travel to individual work stations to provide maintenance and repair of hardware and software. They will maintain an inventory of

all hardware and software on each system. The Work Group Manager works with the communications provider to access intranet and internet connectivity and security. They will have an excellent understanding of debugging procedures for operator software. They may be responsible for setting up, managing and controlling a large server or server farm. They will be thoroughly familiar with processes to remove viruses and spyware from computers and restore the system to full function.

b. Training and Experience: Bachelors Degree in a technical discipline with 5 or more years of applicable experience.

Pay Class: FS06

Job Title: Customer Application Engineer

a. Summary: Working independently, this individual is responsible for pre-sales and/or post-sales support of Company products. Provides technical support in sales presentations and product demonstrations and has the ability to provide accurate estimates of the time to design, build, and implement customized solutions. Has the ability to develop and deliver customized customer training and provide solutions to customer application problems. Must be capable of developing technical proposals, requirement specifications, and system design for a customer's organization. Demonstrates considerable originality and ingenuity to the solution of complex problems. Demonstrates a comprehensive knowledge of principles, theories, and concepts of a discipline specialization. Responsibly exercises a sizable degree of self-direction and decision-making.

b. Training and Experience: Bachelors Degree in a related technical discipline with 6 or more years of relative experience.

Pay Class: FS06

Job Title: Principal MIS Analyst

a. Summary: Under limited supervision, designs, develops and maintains software applications and management information systems used in such areas as Finance, Accounting, Human Resources, Manufacturing or customer support organizations. Applies a comprehensive knowledge of programming principles, concepts and techniques to the solution of moderately complex assignments. Assignments require originality, ingenuity and the use of independent judgment. May provide technical guidance to support other programming personnel. Work is reviewed upon completion for adequacy in meeting objectives.

b. Training and Experience: Bachelors Degree in a related technical discipline with 6 or more years of relative experience.

Pay Class: FS06

Job Title: Senior Development Engineer

a. Summary: Under limited supervision, plans and conducts complex engineering assignments in the development of Company products. Assignment will be in one or more phases of the engineering design cycle for product development. Applies independent judgment, appreciable originality and ingenuity in the solution of engineering problems. May receive technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. On occasion, provides technical guidance to support personnel and engineers at lower levels. Regularly interacts with personnel outside the Company.

b. Training and Experience: Bachelors Degree in a related technical discipline with 3 years of applicable experience.

Pay Class: FS06

Job Title: Senior Staff Supervisor - Technical

a. Summary: Supervises employees engaged in technical function such as the development and support of Company products. The work performed by these groups will involve moderately complex engineering/software work tasks. Receives assignments in the form of objectives with target dates determined and operating instruction necessary to achieve objectives. Coordinates and controls the work of subordinates and provides them with technical assistance as needed. Confers with technical personnel and other management within and outside the Company to resolve technical problems as necessary. Interprets Company policies and procedures.

b. Training and Experience: Bachelors Degree and 4 years related experience preferred.

Pay Class: FS06

Job Title: Senior System Engineer

a. Summary: Under limited supervision, plans and conducts assignments providing solutions to a variety of complex customer problems. Assignments may include determining and/or developing system specifications, input/output processes, and working parameters for hardware/software compatibility. May coordinate design of subsystems and integration of total systems. As a project manager, will be responsible for managing scheduling and processes to meet internal or contractual commitments. Applies standard principles, theories and concepts to the solutions of problems of moderate or diverse scope. Incumbent is expected to have or rapidly obtain, in depth knowledge of Company products and/or procedures.

b. Training and Experience: Bachelors Degree in a related technical discipline with 5 or more years of applicable experience.

Pay Class: FS06

Job Title: Senior Test Engineer

a. Summary: Under limited supervision, plans and conducts complex test engineering assignments requiring a high degree of technical competence. Plans, organizes and conducts projects in the preparation of test and diagnostic programs, design of test fixtures and equipment and completion of specifications and procedures for new products. Receives supervisory approval on proposed plans and projects. On occasion, provides technical guidance to support personnel and engineers at lower levels. May be assisted by lower level engineers. Regularly interacts with engineers in the same or other departments.

b. Training and Experience: Bachelors Degree in a related technical discipline with 3 or more years of related experience.

Pay Class: FS06

Job Title: Support Engineer

a. Summary: Provides technical support for internal and external customers, interfaces directly with product development and provides solutions to reported problems and answers to questions. Interfaces directly with customer base or with Company representatives who, in turn, interface with the customer. Communications are performed via the telephone, for the most part, but also in writing (letter, fax and electronic mail). Performs technical tasks in support of installation and maintenance of several Company products. Assignments include determining input/output processes and working parameters for hardware/software compatibility. Must be capable of relating Company and third-party products to a particular discipline and giving direction and guidance during the implementation of these products. Participates in technical workshops, training and conducts technical presentations for customers. Assignments are generally performed at a Company location, but may be performed at customer site, as required. May perform product certification tasks and assignments. Assignments require independent judgment and the full use and application of standard practices and procedures in analyzing situations or data from which answers can be readily obtained. Applies basic principles, theories and concepts to the solution of problems of moderate or diverse scope. Incumbent is considered a fully competent professional in all conventional aspects of specific Company products. Incumbent has latitude of self-direction and

decision-making. Regularly interacts with other technical personnel within the Company and customers using the Company's products.

b. Training and Experience: Bachelors Degree in a related technical discipline, with 3 or more years of relative experience.

Pay Class: FS06

Job Title: Senior Software Analyst

a. Summary: Under limited supervision, plans and conducts complex programming/software assignments in the development of Company software products. Assignments will be in one or more of the following areas, such as, designing and writing compilers, assemblers, user interfaces, databases, graphic tools, network communications and/or application software for related markets. May write test plans for certifying new software. May conduct tests on new software. Assignments require the use of independent judgment and the full use and application of programming software principles, theories and concepts. Regularly interacts with technical and software personnel in other areas of the Company. On occasion, interacts with personnel outside of the company.

b. Training and Experience: Bachelors Degree in Computer Science or a related technical discipline with 3 or more years of applicable experience. Advanced degree is preferred.

Pay Class: FS06

Job Title: Financial/Budget Advisor

a. Summary: Under limited supervision, applies detailed, intensive knowledge of the policies, precedents, goals, objectives, regulations and guidelines of functional areas such as financial oversight, budget formulation, and budget execution. Budget and Programming experience desired includes: Financial/Resource Management process development/maintenance for geographically dispersed organizations. Ability to work well under the following conditions is paramount: Lack of predictive data, Conflicting program and financial/budgetary objectives, Changing guidelines for the work. Minimum five years at Comptroller level for Operation and Maintenance funded Wing required. Minimum of three years at MAJCOM level Staff Budget and Programming desired.

b. Training and Experience: Bachelors Degree in Finance or related discipline with 3 or more years in Acquisition Budgeting.

Pay Class: FS07

Job Title: Web/Database Designer/Manager

a. Summary: Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. Familiarity with a variety of the field's concepts, practices, and procedures required. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

b. Training and Experience: Bachelor's degree in a related area and 5 years of experience in the field or in a related area required. Previous Air Force design experience required.

Pay Class: FS07

Job Title: Senior Designer - Technical

a. Summary: Under general supervision, assists engineers in the design and development of complex plans and detailed layouts of Company products. Establishes design standards and dimensions. Works on assignments that are complex in nature. Exercises considerable latitude of judgment and initiative in determining solutions to problems. Determines methods and procedures to use on new assignments and may provide technical guidance to lower level designers and drafters.

b. Training and Experience: Bachelors Degree with 5 years of relative experience is preferred.

Pay Class: FS07

Job Title: Senior System Specialist

a. Summary: Under limited supervision, plans and conducts assignments providing solutions to a variety of complex customer problems. Assignments may include determining and/or developing system specifications, input/output processes, and working parameters for hardware/software compatibility. May coordinate design of subsystems and integration of total systems. As a project manager, may be responsible for managing scheduling and processes to meet internal or contractual commitments. Applies standard principles, theories and concepts to the solutions of problems of moderate or diverse scope. Incumbent is expected to have an in-depth knowledge of Company products and procedures.

b. Training and Experience: Bachelors Degree in a related technical discipline with 4 years of relative experience.

Pay Class: FS07

Job Title: Technical Consultant

a. Summary: Provides extensive technical assistance and/or consulting services to field service personnel and customers in the resolution of complex system problems. Designs and installs hardware and software patches and traps required to diagnose the problems. Provides on-the-job training to other field service personnel. On occasion, troubleshoots all hardware/firmware problems to the component level. Provides customer with assistance in interfacing their equipment to Company products. Works independently. Maintains awareness of new techniques and advances in own and related technical fields for application to current and future problems.

b. Training and Experience: Bachelors Degree preferred. 4 years of related technical experience is needed. Advanced technical certifications are a plus.

Pay Class FS08

Job Title: Computer Work Group Manager, Jr.

a. Summary. With supervision, the Work Group Manager is responsible for a group or section of computers and ensuring that all computers are properly configured for maximum productivity and reliability. Using provided network security protocols, they will ensure that all security systems are in place and used by individual operators. They will assemble new computers, configure the system, install software, and debug problems on new or currently used computers. They will travel to individual work stations to provide maintenance and repair of hardware and software. They will maintain an inventory of all hardware and software on each system. The Work Group Manager works with the communications provider to access intranet and internet connectivity and security. They will have a good understanding of debugging procedures for operator software. They may be responsible for assisting in setting up, managing and controlling a large server or server farm. They will have a basic understanding in the removal of viruses and spyware and the ability to restore the system to original operating parameters.

b. Training and Experience: Bachelors Degree in a technical discipline with 5 or more years of applicable experience.

Pay Class: FS08

Job Title: Associate Customer Application Engineer

a. Summary: Under general supervision, performs assignments that require the full use and application of standard principles, theories, and concepts of a professional discipline. Incumbent is considered a fully competent professional in all conventional aspects of specific Company products. Incumbent has some latitude for self-direction and decision-making. May be responsible for pre-sales and/or post-sales support of Company products and systems. Provides technical support in sales presentations and product demonstrations, conducts customer training, and provides solutions to customer application problems. Assignments may be at a customer site, field office or Company location. May provide technical support to internal and external customers. Interfaces directly with product development and provides solutions to reported problems and answers to questions. Assignments include determining input/output processes and working parameters for hardware/software compatibility. Interfaces directly with the customer base. Incumbents must be capable of relating to Company and third-party products to a particular discipline and giving direction and guidance during the implementation of these products.

b. Training and Experience: Bachelors Degree in a related technical discipline with 2 years of relative experience preferred.

Pay Class: FS08

Job Title: Associate Support Engineer

a. Summary: Under general supervision, provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and answers to questions. Interfaces directly with the customer base or with the Company representatives who, in turn, interface with the customer. Communications are performed via the telephone, for the most part, but also in writing (letter, fax and electronic mail). Performs technical tasks in support of installation and maintenance of a several Company products. Assignments include determining in put/output processes and working parameters for hardware/software compatibility. Must be capable of relating Company and third-party products to a particular discipline and giving direction and guidance during the implementation of these products. Participates in technical workshops, training and conducts technical presentations for customers. Assignments are generally performed at a Company location, but may be performed at customer site, as required. May perform product certification tasks and assignments. Applies basic principles, theories and concepts to the solution of problems of moderate or diverse scope. Incumbent is considered a competent professional in all conventional aspects of specific Company products. Incumbent has latitude for self-direction and decision-making. Regularly interacts with other technical personnel within the Company and customers using the Company's products.

b. Training and Experience: Bachelors Degree in a related technical discipline with 1 year of relative experience.

Pay Class: FS08

Job Title: Development Engineer

a. Summary: Under general supervision, plans and conducts complex engineering assignments in the development of Company products. Assignment will be in one or more phases of the engineering design cycle for product development. Applies independent judgment, appreciable originality and ingenuity in the solution of engineering problems. May receive technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Regularly interacts with personnel outside the Company.

b. Training and Experience: Bachelors Degree in a related technical discipline with 1 year of relative experience.

Pay Class: FS08

Job Title: Senior Field Engineer

a. Summary: Under limited supervision, the incumbent receives detailed instructions on all work. Incumbent is assigned field service related tasks that are routine in nature and will contribute to acquiring job skills and learning the Company's field service policies, procedures and products. Assignments will be in the areas of assisting with on-site repairs, installations, maintenance, and product upgrades.

b. Training and Experience: Associates Degree with 3 years of relative experience preferred. Advanced technical training a plus.

Pay Class: FS08

Job Title: Senior MIS Programmer/Analyst

a. Summary: Under limited supervision, analyzes, designs, develops, implements, troubleshoots and maintains software applications and management information systems used in such areas as Finance, Accounting, Human Resources, Manufacturing or customer support organizations. Applies a comprehensive knowledge of principles, concepts, and techniques to the solution of complex assignment. Assignments require originality, ingenuity and the use of independent judgment. May have frequent contacts inside and outside of the Company

b. Training and Experience: Bachelors Degree in a related technical discipline with 2-3 years of relative experience.

Pay Class: FS08

Job Title: Software Analyst

a. Summary: Under general supervision, performs assignments of moderate complexity in the development of Company software products. Assignments will be in one or more of the following areas: designing and writing compilers, assemblers, user interfaces, databases, graphic tools, network communications and/or application software for related markets. May write test plans for certifying new software. May conduct tests on new software. Assignments require the use of independent judgment and the application of programming/software principles, theories and concepts. Contacts are primarily with immediate supervisor and other professionals in the group. May have interaction with personnel outside of the Company.

b. Training and Experience: Bachelors Degree in Computer Science or a related technical discipline with 2 years of relative experience.

Pay Class: FS08

Job Title: Staff Supervisor - Technical

a. Summary: Supervises employees engaged in a technical function such as the development and support of Company products. The duties performed by these groups will involve moderately complex engineering/software tasks. Receives assignments in the form of objectives with target dates determined and operating instructions necessary to achieve objectives. Coordinates and controls the work of subordinates and provides them with technical assistance as needed. Confers with technical personnel and other management within and outside the Company to resolve technical problems as necessary.

b. Training and Experience: Bachelors Degree and 2 years of relative experience is preferred.

Pay Class: FS08

Job Title: System Engineer

a. Summary: Under general supervision, plans and conducts assignments providing solutions to a variety of complex customer problems. Assignments may include determining and/or developing system specifications, input/output processes, and working parameters for hardware/software compatibility. May coordinate design of subsystems and integration of total systems. As a project manager, will be responsible for managing scheduling and processes to meet internal or contractual commitments. Applies standard principles, theories and concepts to the solutions of problems of moderate or diverse scope. Incumbent is expected to have or rapidly obtain, in depth knowledge of Company products and/or procedures.

b. Training and Experience: Bachelors Degree in a related technical discipline with 1 year of relative experience.

Pay Class: FS08

Job Title: Test Engineer

a. Summary: Under general supervision, plans and conducts complex test engineering assignments requiring a high degree of technical competence. Plans, organizes and conducts projects I the preparation of test and diagnostic programs, design of test fixtures and equipment and completion of specifications and procedures for new products. Receives supervisory approval on proposed plans and projects. May be assisted by lower level engineers or Technicians. Regularly interacts with engineers in the same or other departments.

b. Training and Experience: Bachelors Degree in a related technical discipline with 1 year of relative experience is preferred.

Pay Class: FS08

Job Title: Event Scheduler

a. Summary: Coordinates all IT projects and ensures company resources are utilized appropriately. Compiles project status reports, coordinates project schedules, manages project meetings, and identifies and resolves technical problems. Identifies and analyzes systems requirements and defines project scope, requirements, and deliverables. Coordinates project activities and ensures all project phases are documented appropriately. Requires a bachelor's degree and at least 3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A degree of creativity and latitude is required. Typically reports to a supervisor or manager

b. Training and Experience: Requires a Bachelors degree with at least 3 years of experience in the field or in a related area.

Pay Class: FS08

Job Title: Plans and Programs Senior Analyst

a. Summary: Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

b. Training and Experience: Requires a bachelor's degree and at least 5 years of experience in the field or in a related area.

Pay Class: FS08

Job Title: Planner/Scheduler II

a. Summary: Responsible for the planning and scheduling of materials through the production schedules. May coordinate with purchasing, production, or engineering directors/division managers. Familiarity with a variety of the field's concepts, practices, and procedures for exercises, events, and experiments required. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

b. Training and Experience: Requires a Bachelors degree with at least 3 years of experience in the field or in a related area.

Pay Class: FS09

Job Title: Computer Programmer III

a. Summary: As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is

reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

b. Training and Experience: Bachelors Degree in a related technical discipline with 5 years of relative experience is preferred.

Pay Class: FS09

Job Title: Computer Programmer IV

a. Summary: Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.

In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

b. Training and Experience: Bachelors Degree in a related technical discipline with 8 years of relative experience is preferred.

Pay Class: FS09

Job Title: Computer Systems Analyst I

a. Summary: At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis

where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.

b. Training and Experience: Bachelors Degree in a related technical discipline with 4 years of relative experience is preferred.

Pay Class: FS09

Job Title: Computer Systems Analyst II

a. Summary: Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work. Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

b. Training and Experience: Bachelors Degree in a related technical discipline with 6 years of relative experience is preferred.

Pay Class: FS09

Job Title: Computer Systems Analyst III

a. Summary: Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

b. Training and Experience: Bachelors Degree in a related technical discipline with 8 years of relative experience is preferred.

Pay Class: FS09

Job Title: MIS Programmer Analyst

a. Summary: Under general supervision, analyzes, designs, develops, implements, troubleshoots and maintains software applications and management information systems used in such areas as Finance, Accounting, Human Resources, Manufacturing, or customer support organizations. Applies a comprehensive knowledge of principles, concepts, and techniques to the solution of complex assignment. Assignments require originality, ingenuity and the use of independent judgment. May have frequent contacts inside and outside of the Company.

b. Training and Experience: Bachelors Degree in a related technical discipline with 1 year of relative experience preferred.

Pay Class: FS09

Job Title: Senior Administrative Assistant

a. Summary: Under limited supervision, perform special administrative tasks and assignments that require the regular and consistent (more than 50% of the time) use of discretion and judgment. Will perform administrative tasks of an extremely complex scope in one or more areas of Company business. May act as an individual contributor in a team environment, or may be solely responsible for supporting management personnel in daily administrative routines. Work is generally of a critical or confidential nature. May execute special or continuous research and data analysis tasks. Must be proficient in office software applications. Will communicate with internal and external customers.

b. Training and Experience: Bachelors Degree with more than 6 years of relative experience preferred. Must have demonstrated ability and experience to perform major administrative tasks.

Pay Class: FS09

Job Title: Senior Support Technician

a. Summary: Under general supervision, performs assignments that require an understanding of the operation of hardware and system software products used internally by Company personnel. The incumbent's primary responsibility is to respond to internal user reported computer operation/desktop problems. Other assignments are in such areas as: system implementation planning, system startup, remedial maintenance, system maintenance and upgrades, and reporting. The incumbent has the ability to work on assignments that are complex in nature where the ability to recognize deviation from accepted practice is required. The incumbent normally receives general instructions on routine work and detailed instructions on new assignments.

b. Training and Experience: Associates Degree with 5 years of relative experience is preferred.

Pay Class: FS09

Job Title: System Specialist

a. Summary: Under general supervision, performs assignments that require an in-depth understanding of the use and/or operation of the Company's products. Assignments frequently involve complex problems that require considerable originality, ingenuity and independent judgment to solve. Demonstrates a comprehensive knowledge of principle, theories and concepts underlying the products being supported. Is expected to make recommendations that will improve Company products and/or procedures. May function as a team leader and provide technical assistance to professionals at a lower level. Assignments may involve frequent contact with, and the support of, Company customers.

b. Training and Experience: Bachelors Degree in a related technical discipline with 1 year of relative experience is preferred.

Pay Class: FS10

Job Title: Electronics Technician III

a. Summary: Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

b. Training and Experience: Associates Degree with 5 years of relative experience is preferred.

Pay Class: FS10

Job Title: Drafter (CAD Operator) IV

a. Summary: Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring

considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

b. Training and Experience: Bachelors Degree in a related technical discipline with 1 year of relative experience or Associate Degree in a related technical discipline and 3 years experience..

Pay Class: FS10

Job Title: Engineering Technician III

a. Summary: Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:

Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.

Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.

Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.

Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.

Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

b. Training and Experience: Bachelors Degree in a related technical discipline or Associate Degree in a related technical discipline and 2 years experience..

Pay Class: FS10

Job Title: Computer Operator V

a. Summary: Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

b. Training and Experience: Bachelors Degree in a related technical discipline and 4 years experience or Associate Degree in a related technical discipline and 6 years experience..

Pay Class: FS10

Job Title: Computer Programmer II

a. Summary: At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

b. Training and Experience: Bachelors Degree in a related technical discipline or Associate Degree in a related technical discipline and 2 years experience..

Pay Class: FS10

Job Title: Associate Engineer

a. Summary: Using established engineering procedures, performs assigned tasks to support more experienced engineers and to gain proficiency in engineering techniques, practices and procedures. Assignments are usually of limited scope. Close direction and guidance are provided while acquiring knowledge of products, processes and procedures. Performs a variety of tasks utilizing engineering skills. Works with established or state-of-the-art equipment and systems.

b. Training and Experience: Associates Degree in Engineering or a related technical discipline with 2 years of related experience.

Pay Class: FS10

Job Title: Database Manager/Administrator I

a. Summary: Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Is familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

b. Training and Experience: May require an Associates degree in a related area and 2-4 years of experience in the field or in a related area.

Pay Class: FS10

Job Title: Computer Operation Specialist

a. Summary: Under minimal supervision, operates, monitors and controls Company computer equipment to process business, scientific, or other data according to operating instructions. Selects and loads input and output units with materials for operating runs. Oversees machines for errors or stoppage. Inputs alternate commands into computer to correct failure or error. Should have knowledge of system hardware/software to maintain integrity of systems to be used. Prepares software packages for delivery to customers or users.

b. Training and Experience: Associates Degree with 2 years related experience. Thorough knowledge of system hardware/software operation is required.

Pay Class: FS10

Job Title: Programmer

a. Summary: Under minimal supervision, performs programming tasks of moderate complexity to support more experienced programmer/software personnel and to gain proficiency in programming/software techniques, practices and procedures. Works with established and state-of-the-art equipment and systems.

b. Training and Experience: Associates Degree in a related technical discipline with 2 or more years of relative experience preferred.

Pay Class: FS10

Job Title: Senior Engineering Technician

a. Summary: Under general supervision, performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of limited scope related to electrical, mechanical, or electronic programs. Selects and adapts plans, techniques, design or layouts. Completed work is reviewed for technical adequacy. May be assisted by lower level technicians. Designs, develops and constructs major units, devices or equipment. Performs tests or experiments, analyzes results, and modifies equipment to improve performance. Must be familiar with a variety of related test equipment to perform hardware and software test procedures. Prepares layouts, detailed specifications, parts lists, estimates, procedures, etc., as needed.

b. Training and Experience: Associates Degree and 4 or more years of relative experience.

Pay Class: FS10

Job Title: Support Technician

a. Summary: Under general supervision, performs assignments that require an understanding of the operation of hardware and system software products used internally by Company personnel. The incumbent's primary responsibility is to respond to internal user reported computer operation/desktop problems. Other assignments are in such area as: system implementation planning, system startup, remedial maintenance, system maintenance and upgrades, and reporting. The incumbent will provide routine technical support to internal users and refer more complex situations to senior technicians, or a supervisor, in order to provide solutions to reported problems and answers to users' questions. The incumbent has the ability to work on assignments that are complex in nature where ability to recognize deviation from accepted practice is required. The incumbent normally receives general instructions on routine work and detailed instructions on new assignments.

b. Training and Experience: Associates Degree with 2 or more years of relative work experience preferred.

Pay Class: FS11

Job Title: Technical Writer

a. Summary: Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

b. Training and Experience: Associates Degree with 5 or more years of relative work experience preferred.

Pay Class: FS11

Job Title: Computer Operator IV

a. Summary: Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

b. Training and Experience: Associates Degree with 3 or more years of relative work experience preferred.

Pay Class: FS11

Job Title: Computer Programmer I

a. Summary: Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision. In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff. May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

b. Training and Experience: Associates Degree with 3 or more years of relative work experience preferred.

Pay Class: FS11

Job Title: Administrative Assistant II

a. Summary: Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

b. Training and Experience: Requires an Associates degree with 2 years of experience or High School Diploma, or GED, and 4 years experience in the field or in a related area.

Pay Class: FS12

Job Title: Computer Workgroup Manager

a. Summary: Plans, directs, and manages the daily operations of a computer operations department. Assists in establishing department policies and procedures. Responsible for operation of mainframe and peripheral information system equipment and for developing schedules for equipment usage. Generally supervises a group of computer operators. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

b. Training and Experience: Associates Degree and 2 or more years of relative work experience preferred or 5 years relative work experience.

Pay Class: FS12

Job Title: Word Processor III

a. Summary. Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

b. Training and Experience: High School diploma or GED required with 3 years of relative work experience. College training is a plus.

Pay Class: FS12

Job Title: Computer Operator III

a. Summary: Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

b. Training and Experience: Associates Degree and 2 or more years of relative work experience preferred or 5 years relative work experience.

Pay Class: FS13

Job Title: Video Technology Center (VTC) Manager

a. Summary. Requires a broad understanding of software applications and presentation practices to prepare briefings, charts, etc. that include still and motion media. Familiarity with the set up of video cameras, video telecommunications systems, audio telecommunications systems, and internet communications required. Responsible for setting up video conferences and phone teleconferences. Will use media provided in multiple formats such as CD, flash memory, or email files to construct conference visual aids. Ability to troubleshoot common problems required.

b. Training and Experience: High School diploma or GED required with 3 years of relative administrative experience. College training is a plus.

Pay Class: FS13

Job Title: Data Entry Clerk II

a. Summary: Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

b. Training and Experience: High School diploma or GED required with 2 years of relative administrative experience. College training is a plus.

Pay Class: FS13

Job Title: Computer Data Librarian

a. Summary: Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. Classifies, catalogs, and stores items in accordance with standardized system. Issues media for processing on request. Maintains record of items received, stored, issued, and returned. Examines returned media for damage or excessive wear to determine if they need replacing. May make minor repairs to damaged tapes.

b. Training and Experience: High School diploma or GED required with 2 years of relative administrative experience. College training is a plus.

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Chris Scaife, 757.597.9161, cscaife@tyonek.com, Fax 907.274.7125.**

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures:

Ordering Activity		Contractor		Date
Date				Date

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL	BPA	DISCOUNT/PRICE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(2) Delivery:

DESTINATION	DELIVERY	SCHEDULES	/	DATES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT	OF	CONTACT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

