

***General Services Administration
Federal Supply Schedule 874***

***Logistics Worldwide
(LOGWORLD)***

Professional Services



***GlobeTech
Exchange***

Your Information Technology Solution

Small, Disadvantaged, Woman-Owned, 8(a) Certified Business

***Authorized Logistics Services
(LOGWORLD) Schedule Labor Category
Descriptions and Price List***

Contract No: GS-10F-0209M

Contract Period: 22 March 2002 through 21 March 2007

Price List Current through FY2006

GlobeTech Exchange Inc., 1616 Mardon Drive Beaver creek, OH 45432-1922

Products and ordering information in the Authorized Logistics Services (LOGWORLD) Schedule Price List is also available on the GSA Advantage! System. Agencies can browse GSA Advantage! via the GSA homepage on the Internet at www.gsa.gov.

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1. GlobeTech Exchange Price List for Logistics Worldwide (LOGWORLD) Services

1.1 GlobeTech Facility (Off-Site)

Labor Category	2003	2004	2005	2006
Administrative Support (AS-1)	\$24.38	25.29	26.43	27.62
Administrative Support (AS-2)	\$27.98	29.03	30.34	31.71
Administrative Support (AS-3)	\$39.33	40.81	42.65	44.57
Administrative Support (AS-4)	\$44.32	45.97	48.04	50.20
Associate Logistician (AL)	\$41.55	43.10	45.04	47.07
CAD Specialist (CAD)	\$57.62	59.77	62.46	65.27
Computer Security Systems Specialist (SM-C)	\$64.26	66.66	69.66	72.79
Configuration/Data Management (CDM-1)	\$27.98	29.03	30.34	31.71
Configuration/Data Management (CDM-2)	\$41.55	43.10	45.04	47.07
Configuration/Data Management (CDM-3)	\$53.46	55.46	57.96	60.57
Configuration/Data Management (CDM-4)	\$57.62	59.77	62.46	65.27
Consultant 1 (SME-3)	\$138.50	143.68	150.15	156.91
Consultant 2 (SME-4)	\$166.20	172.42	180.18	188.29
Documentation Specialist (DS)	\$39.33	40.81	42.65	44.57
Effectiveness Analyst (TA)	\$76.45	79.31	82.88	86.61
ENG-0 Entry-Level Engineer/Coop (See Note 1)	\$37.12	38.50	40.23	42.04
ENG-1 Engineer (See Note 1)	\$46.54	48.28	50.45	52.72
ENG-2 Journeyman Engineer (See Note 1)	\$53.46	55.46	57.96	60.57
ENG-3 Senior Engineer (See Note 1)	\$67.31	69.83	72.97	76.25
ENG-4 Principal Engineer (See Note 1)	\$76.45	79.31	82.88	86.61
ENG-5 Chief Engineer (See Note 1)	\$110.80	114.94	120.11	125.51
Facilitator (FAC-1)	\$46.54	48.28	50.45	52.72
Facilitator (FAC-2)	\$53.46	55.46	57.96	60.57
Facilitator (FAC-3)	\$67.31	69.83	72.97	76.25
GFP Specialist (GFP-1)	\$41.55	43.10	45.04	47.07
GFP Specialist (GFP-2)	\$53.46	55.46	57.96	60.57
GFP Specialist (GFP-3)	\$57.62	59.77	62.46	65.27
Graphics Specialist (GS)	\$57.62	59.77	62.46	65.27
Journeyman Logistician (JL)	\$53.46	55.46	57.96	60.57
Level 1 - Junior Professional (See Note 2)	\$53.46	55.46	57.96	60.57
Level 2 - Journeyman Professional (See Note 2)	\$53.46	55.46	57.96	60.57
Level 3 - Senior Professional (See Note 2)	\$67.31	69.83	72.97	76.25
Level 4 - Recognized Professional Authority (See Note 2)	\$110.80	114.94	120.11	125.51
Operations Research Analyst (ORA)	\$110.80	114.94	120.11	125.51
Programmer (PG)	\$57.62	59.77	62.46	65.27
Security Management (SM-1)	\$41.55	43.10	45.04	47.07

Security Management (SM-2)	\$53.46	55.46	57.96	60.57
Security Management (SM-3)	\$57.62	59.77	62.46	65.27
Security Management (SM-4)	\$64.26	66.66	69.66	72.79
Senior Logistician (SL)	\$57.62	59.77	62.46	65.27
Subject Matter Expert (SME-1)	\$64.26	66.66	69.66	72.79
Subject Matter Expert (SME-2)	\$110.80	114.94	120.11	125.51
Task Lead (TL)	\$76.45	79.31	82.88	86.61
Technical Editor (TE)	\$57.62	59.77	62.46	65.27
Technical Illustrator (TI)	\$57.62	59.77	62.46	65.27
Technical Information Specialist (TIS-1)	\$53.46	55.46	57.96	60.57
Technical Information Specialist (TIS-2)	\$57.62	59.77	62.46	65.27
Technical Information Specialist (TIS-3)	\$64.26	66.66	69.66	72.79
Technical Word Processor (AS-0)	\$24.38	25.29	26.43	27.62
Technical Writer (TW)	\$53.46	55.46	57.96	60.57
Test & Evaluation Management (TE-1)	\$46.54	48.28	50.45	52.72
Test & Evaluation Management (TE-2)	\$53.46	55.46	57.96	60.57
Test & Evaluation Management (TE-3)	\$67.31	69.83	72.97	76.25
Test & Evaluation Management (TE-4)	\$76.45	79.31	82.88	86.61
Threat-Command and Control Analyst (TA)	\$76.45	79.31	82.88	86.61
Trainer (TR-1)	\$41.55	43.10	45.04	47.07
Trainer (TR-2)	\$53.46	55.46	57.96	60.57
Trainer (TR-3)	\$57.62	59.77	62.46	65.27
Training Specialist (TS)	\$57.62	59.77	62.46	65.27

*Note: Price includes .75% GSA IFF.

1.2 Government Facility (On-Site Rate)

Labor Category	2003	2004	2005	2006
Administrative Support (AS-1)	\$21.03	21.83	22.81	23.84
Administrative Support (AS-2)	\$24.14	25.05	26.18	27.36
Administrative Support (AS-3)	\$33.95	35.22	36.80	38.46
Administrative Support (AS-4)	\$38.25	39.68	41.47	43.34
Associate Logistician (AL)	\$35.86	37.21	38.88	40.63
CAD Specialist (CAD)	\$49.72	51.58	53.90	56.33
Computer Security Systems Specialist (SM-C)	\$55.46	57.53	60.12	62.83
Configuration/Data Management (CDM-1)	\$24.14	25.05	26.18	27.36
Configuration/Data Management (CDM-2)	\$35.86	37.21	38.88	40.63
Configuration/Data Management (CDM-3)	\$46.13	47.86	50.01	52.26
Configuration/Data Management (CDM-4)	\$49.72	51.58	53.90	56.33
Consultant 1 (SME-3)	\$118.11	122.53	128.04	133.80

Consultant 2 (SME-4)	\$140.61	145.86	152.42	159.28
Documentation Specialist (DS)	\$33.95	35.22	36.80	38.46
Effectiveness Analyst (TA)	\$65.97	68.44	71.52	74.74
ENG-0 Entry-Level Engineer/Coop (See Note 1)	\$32.04	33.24	34.74	36.30
ENG-1 Engineer (See Note 1)	\$40.16	41.66	43.53	45.49
ENG-2 Journeyman Engineer (See Note 1)	\$46.13	47.86	50.01	52.26
ENG-3 Senior Engineer (See Note 1)	\$57.37	59.51	62.19	64.99
ENG-4 Principal Engineer (See Note 1)	\$65.97	68.44	71.52	74.74
ENG-5 Chief Engineer (See Note 1)	\$95.61	99.19	103.65	108.31
Facilitator (FAC-1)	\$40.16	41.66	43.53	45.49
Facilitator (FAC-2)	\$46.13	47.86	50.01	52.26
Facilitator (FAC-3)	\$58.09	60.26	62.97	65.80
GFP Specialist (GFP-1)	\$35.86	37.21	38.88	40.63
GFP Specialist (GFP-2)	\$46.13	47.86	50.01	52.26
GFP Specialist (GFP-3)	\$49.72	51.58	53.90	56.33
Graphics Specialist (GS)	\$49.72	51.58	53.90	56.33
Journeyman Logistician (JL)	\$46.13	47.86	50.01	52.26
Level 1 - Junior Professional (See Note 2)	\$46.13	47.86	50.01	52.26
Level 2 - Journeyman Professional (See Note 2)	\$46.13	47.86	50.01	52.26
Level 3 - Senior Professional (See Note 2)	\$58.09	60.26	62.97	65.80
Level 4 - Recognized Professional Authority (See Note 2)	\$95.61	99.19	103.65	108.31
Operations Research Analyst (ORA)	\$95.61	99.19	103.65	108.31
Programmer (PG)	\$49.72	51.58	53.90	56.33
Security Management (SM-1)	\$35.86	37.21	38.88	40.63
Security Management (SM-2)	\$46.13	47.86	50.01	52.26
Security Management (SM-3)	\$49.72	51.58	53.90	56.33
Security Management (SM-4)	\$55.46	57.53	60.12	62.83
Senior Logistician (SL)	\$49.72	51.58	53.90	56.33
Subject Matter Expert (SME-1)	\$55.46	57.53	60.12	62.83
Subject Matter Expert (SME-2)	\$95.61	99.19	103.65	108.31
Task Lead (TL)	\$65.97	68.44	71.52	74.74
Technical Editor (TE)	\$49.72	51.58	53.90	56.33
Technical Illustrator (TI)	\$49.72	51.58	53.90	56.33
Technical Information Specialist (TIS-1)	\$46.13	47.86	50.01	52.26
Technical Information Specialist (TIS-2)	\$49.72	51.58	53.90	56.33
Technical Information Specialist (TIS-3)	\$55.46	57.53	60.12	62.83
Technical Word Processor (AS-0)	\$21.03	21.83	22.81	23.84
Technical Writer (TW)	\$46.13	47.86	50.01	52.26
Test & Evaluation Management (TE-1)	\$40.16	41.66	43.53	45.49
Test & Evaluation Management (TE-2)	\$46.13	47.86	50.01	52.26

Test & Evaluation Management (TE-3)	\$58.09	60.26	62.97	65.80
Test & Evaluation Management (TE-4)	\$65.97	68.44	71.52	74.74
Threat-Command and Control Analyst (TA)	\$65.97	68.44	71.52	74.74
Trainer (TR-1)	\$35.86	37.21	38.88	40.63
Trainer (TR-2)	\$46.13	47.86	50.01	52.26
Trainer (TR-3)	\$49.72	51.58	53.90	56.33
Training Specialist (TS)	\$49.72	51.58	53.90	56.33

*Note: Price includes .75% GSA IFF.

2. Discounts Offered

GlobeTech has prepared the pricing for this proposal using our best possible rates. We have evaluated the requirements of this Schedule and compared it to similar requirements on our GSA 871 Schedule. We are proposing that we use many of the same Labor Categories and rates already established and in use on the 871 Schedule.

We are not converting any commercial catalogs and discounting existing rates. We have been performing these types of services and have a good understanding of market rates for professional Logistics support services. Within common labor categories we have established levels determined by a combination of education and years of experience. The rates provided are representative of labor rates used nationwide and represent worst possible case, or highest market scales. We are prepared to evaluate each job opportunity to determine when and if discounts are warranted.

3. Pricing Narrative

3.1 GlobeTech Exchange Cost Proposal Support Data Certification

September 15, 2001

I certify and warrant that to the best of my knowledge the information contained in this contract cost proposal and back up data package is true, correct and complete.

Lorin Berry III
 Director of Operations
 GlobeTech Exchange

3.2 Cost Summary Data

GlobeTech exchange is pleased to provide the following cost data in support of our proposal for award of GSA Schedule 874V, Logistics Worldwide (LOGWORLD) Services. The following is general certification and identification data for GlobeTech Exchange.

- Certified as a Small Business
- Certified as an 8a Small Disadvantaged Business (SDB)
- Certified as a Woman-Owned Business
- CAGE CODE: 095N2
- DUNS NUMBER: 84-024-5500
- TIN: 31-1389440

3.2.1 General Discussion of the pricing methodology used to develop the cost estimates.

GlobeTech has been supporting commercial and government contractors in the Dayton area since 1992. We have been compiling cost data for non-personal Engineering, Administrative, and Technology services type contracts throughout this time. For this and previous contracts GlobeTech has used accounting information that was compiled according to generally accepted accounting practices. Our GSA 871 Schedule and associated Rates were established using actual Salary data and business expenses calculated using cost data for previous three (3) years.

These same data were used to justify labor rates established for a new USAF Contract (FA8770-01-D-0046) Awarded to GlobeTech by Wright-Patterson AFB and certified by DCAA during an Audit in May 2001.

3.2.2 Pricing Assumptions

No Travel or Other Direct Cost data has been applied within this proposal. We assume that any direct allowable expenses resulting from the performance of this contract will be reimbursable under any resulting T&M Contract. We are prepared to support any tasking as a result of the award of this contract.

The GlobeTech rates provided for Government Site are discounted 15% and are based upon all office space, telephone services, equipment, furniture, janitorial services, computer and network systems, e-mail and internet services, application software and general office supplies being provided by Government.

3.2.3 Scope limitations

This proposal is valid from delivery for a period not to exceed 180 days. Should the contract not be awarded within this time frame, GlobeTech reserves the right to adjust rates accordingly. If the initial contract start date is delayed beyond April 2002, we should expect the Government to discuss the impact and apply escalation factors to the rates for the period beyond that shown on labor tables.

3.3 GlobeTech Exchange Professional Compensation Plan

GlobeTech Exchange is a small disadvantaged business certified under the Small Business Administration 8a program. GlobeTech is also a woman owed small business. GlobeTech has been able to attract and retain employees by offering a combination of competitive salaries and an excellent fringe benefit program. We pride ourselves on the quality of our professional and Administrative Support Staff and have made the effort to provide a compensation package that many small companies are unable to establish so early in company life. We have tried to provide an overview of our benefits package as follows.

- a. Group Medical Program for individual and/or family. GlobeTech supplements this program and the employee has a small co-share payment based upon which policy he/she elects to enroll in. The program is provided by American Community Insurance.

- b. Group Dental Program for individual and/or family. GlobeTech offers this program and the employee makes payment based upon which policy he/she elects to enroll in. The dental program is provided by Met Life.
- c. Group short-term and long-term Disability insurance is provided to each employee as part of their employment with GlobeTech. This program is provided through Unum and is an industry standard policy.
- d. Employee Life Insurance is provided as part of their employment. This \$25,000 is provided through American Community and Unum. Additional term insurance can be provided through these companies at a small cost to employees.
- e. Pay for Holidays. GlobeTech provides Holiday pay to all full time employees for the 10 standard Federal Holidays. Should an employee be requested to work on these days they can elect to take a day off in place of the Holiday or elect to receive full pay for the day.
- f. Sick leave. GlobeTech provides for five (5) days per year of sick leave for each employee. Should the employee require more time off due to illness or injury, the disability insurance or workman's compensation insurance paid for by GlobeTech provides for compensation.
- g. Vacation leave. GlobeTech believes that every employee needs to relax and get away from the work environment. GlobeTech provides for ten (10) days of annual vacation time for every employee, accrued from start of employment. This increases to 15 days after five (5) years of employment.
- h. Bereavement leave. GlobeTech provides employees with time off in time of hardship.
- i. Military leave. GlobeTech recognizes that some of our employees may be called upon to support our country. We permit military leave for attendance in scheduled training events and required service.
- j. 401k pension plan. GlobeTech provides a 401k program through Delaware Investments. Employees are allowed to join this individual retirement program immediately upon start of employment. At the present time GlobeTech pays for all administrative charges associated with this plan. We plan to start a company matching fund provision in the near term.
- k. Christmas bonus program. GlobeTech has provided employees with a performance bonus averaging over \$500 per employee. Hopefully this will grow as company resources permit.
- l. Employee referral bonus program. Employees are provided a referral bonus of \$500 when a referred candidate is hired and stays with the company for six months. This is one of our incentives for recruiting new employees.
- m. Tuition assistance. GlobeTech believes that education is a good return on investment and provides the opportunity for employees to further their education and/or maintain their professional certifications. We have budgeted over \$1500 a year for professional employees.
- n. Professional Membership. GlobeTech will supplement employees for membership in continuing education seminars and/or membership in recognized professional societies.
- o. Direct deposit. GlobeTech provides for direct deposit of employees pay into accounts of their choice. This service also includes direct withholdings and deposit of funds into other accounts such as house payments or insurance.
- p. GlobeTech continues to offer social gatherings for employees to share in fellowship and relaxation. These include summer events and Christmas Parties. Luncheons are also gathering place for employees on periodic basis.

GlobeTech provides all of the tax payments required for businesses such as the matching Social Security withholdings tax, workman's compensation insurance payments, and unemployment insurance.

3.4 Uncompensated Overtime

GlobeTech does not utilize any form of uncompensated overtime on either our commercial or government business base. Our employees are compensated for actual hours worked. An hourly rate is calculated based upon salary divided by an industry standard of 2080 hours per year.

Salary, or total compensation, includes the fringe compensation for Holidays, Vacation and Sick time. Therefore no additional support data is provided for uncompensated overtime.

3.5 Summary Description of Standard Estimating Methods

GlobeTech is a small business and is enjoying some growth in our business base. We have been refining and in some cases developing our estimating procedures based upon experience and knowledge gained from our corporate staff. We have been undergoing a change in our business base from all commercial, to a blend consisting of commercial, government contractors, and as direct government contractor. All of this has caused us to redefine our process and better understand how our company will grow and thus estimate better the anticipated costs associated with increased business base.

We have been conservative in our estimation of new business anticipated from both this contract and other business ventures. We are aware that as a small company we must control our core expenses to remain competitive. We have recently established a base line of business costs and have been planning for the growth of the business. Our efforts have provided us with estimates for continued growth while maintaining a small core corporate/business staff.

Our estimate show that we are in line with most other small businesses in the area and with controlled growth will be able to provide value for money to our customers. Our base rates include a very comprehensive fringe package necessary to acquire and maintain a quality workforce.

As we add new employees our cost of conducting business will continue to decrease. Our rates for this contract reflect a significant reduction in some of our associated costs and G&A rate. Many of the cost of business expenses are fixed or at a constant level until our growth requires that we add overhead support personnel.

We have basically addressed this anticipated growth in our proposed rate structure used on this proposal.

3.6 Support Data

The following tables are the basis of estimate data used to project and propose labor costs for recent Contract and DCAA Audit.

3.6.1 Overall Business Projections

GlobeTech Exchange, Inc. Business Projections	Actual	Actual	Projected	Projected
	1999	2000	2001	2002
Direct Payroll	855,881	577,256	656,804	909,251
Vacation	32,917	22,201	25,261	35,925
Sick	16,459	11,101	12,630	17,485
Holiday	32,917	22,201	25,261	36,716
Indirect Payroll	186,875	176,574	365,577	420,800
Vacation	7,187	6,791	14,060	16,184
Sick	3,594	3,396	7,030	8,092
Holiday	7,187	6,791	14,060	16,184
Payroll Taxes	78,443	55,212	86,691	90,593
401k Costs	1,192	1,288	1,352	1,454
401k Contributions (1%)				26,601
GSA IFF (1% GSA Revenue)	-	2,171		
Payroll Preparation	1,459	2,176	2,285	2,399
Employee Morale			7,500	10,125
Meals/Entertainment (Working lunches)	3,221	1,353	2,401	2,521
Office Equipment	1,570	-	824	865
Depreciation	22,269	4,134	13,862	14,555
Dues, Subscriptions and Memberships	1,356	867	1,167	1,225
Travel	7,837	18,496	13,825	14,516
Miscellaneous	11,835	1,192	6,839	4,216
Office Supplies	4,984	2,666	4,016	4,217
Postage/Shipping	1,377	1,201	1,353	1,421
Software	2,620	902	1,849	1,942
Reproduction/Printing	285	282	298	313
Repairs & Maintenance	2,498	352	1,496	1,571
Facilities Lease	32,771	46,083	54,387	48,003
Telephone	7,559	6,430	7,344	7,712
Internet	1,532	1,339	1,507	1,583
Security	599	374	511	536
Recruiting	8,398	8,020	8,619	9,050
Insurance	35,231	17,155	26,300	56,070
Training & Tuition Assistance	-	2,519	10,000	10,500
Professional Fees	12,327	5,923	9,581	10,060
Bad Debts	20	-	-	-
Interest Paid (Cost of Money See Note:)	6,044	6,696	6,689	7,023
Contributions	2,565	-	5,000	5,000
State Income Tax	12,357	8,116	-	-
Banking Expenses	1,862	2,990	2,547	2,675
State and Local Taxes	1,099	500	839	881
Advertising (Job Placement)	6,850	262	3,734	3,920
Total Expenditures	\$ 1,312,915	\$ 952,529	\$ 1,305,200	\$ 1,671,599
Total Revenues	\$ 1,547,695	\$ 1,106,725	\$ 1,263,269	\$ 1,662,324
Gross Profit (Before Taxes)	234,780	154,196	(41,931)	(9,275)

	1999	2000	2001	2002
Overhead Rate	0.44	0.50	0.72	0.61
G&A Rate	0.17	0.20	0.26	0.25
Fee (Profit)	0.10	0.10	0.08	0.08
Total Wrap rate	1.84	1.98	2.34	2.17

Note: Treated as other expenses for Statement of Income and Retained Earning.

3.6.2 Overhead Projections

GlobeTech Exchange, Inc. Projected Overhead	Actual 1999	Actual 2000	Projected 2001	Projected 2002
Direct Payroll (100)	855,881	577,256	656,804	909,251
Vacation	32,917	22,201	25,261	35,925
Sick	16,459	11,101	12,630	17,485
Holiday	32,917	22,201	25,261	36,716
Indirect Payroll (50)	93,438	88,287	182,788	210,400
Vacation	3,594	3,396	7,030	8,092
Sick	1,797	1,698	3,515	4,046
Holiday	3,594	3,396	7,030	8,092
Payroll Taxes (100% Direct 50% Indirect)	74,706	51,681	79,380	82,177
GSA IFF (1% GSA Revenue)	-	2,171	-	-
Employee Morale (50)	-	-	3,750	5,063
Meals & Entertainment (Working Lunch) (50)	1,611	677	1,201	1,261
Office Equipment (50)	785	-	412	433
Depreciation (50)	11,135	2,067	6,931	7,277
Dues, Subscriptions and Memberships (50)	678	434	584	613
Travel (50)	3,919	9,248	6,913	7,258
Miscellaneous (50)	5,918	596	3,420	2,108
Office Supplies (50)	2,492	1,333	2,008	2,109
Postage/Shipping (50)	689	601	677	711
Software (50)	1,310	451	925	971
Reproduction/Printing (50)	143	141	149	156
Repairs & Maintenance (50)	1,249	176	748	786
Facilities Lease (50)	16,386	23,042	27,194	24,001
Telephone (50)	3,780	3,215	3,672	3,856
Internet (50)	766	670	754	791
Security (50)	300	187	255	268
Recruiting	4,199	4,010	4,310	4,525
Insurance (50)	17,616	8,578	13,150	28,035
Training & Tuition Assistance (75)	-	1,889	7,500	7,875
Advertising (Job Placement) (50)	3,425	131	1,867	1,960
Professional Fees (50)	6,164	2,962	4,791	5,030
Total Pool (Does not include Direct Labor, but includes fringe)	\$ 332,995	\$ 258,047	\$ 416,528	\$ 487,789
Less Unallowable Expenses	-	-	-	-
Net Allowable Expenses	\$ 332,995	\$ 258,047	\$ 416,528	\$ 487,789
Allocation Base				
Direct Labor	\$ 764,604	\$ 513,264	\$ 576,077	\$ 798,895
Rate	43.55%	50.28%	72.30%	61.06%

3.6.3 G&A Projections

GlobeTech Exchange, Inc. PROJECTED G&A EXPENSES	Actual 1999	Actual 2000	Projected 2001	Projected 2002
Indirect Payroll (50)	93,438	88,287	182,788	210,400
Vacation	3,594	3,396	7,030	8,092
Sick	1,797	1,698	3,515	4,046
Holiday	3,594	3,396	7,030	8,092
Payroll Taxes	3,738	3,531	7,312	8,416
401k Costs (100)	1,192	1,288	1,352	1,454
401k Contributions (100)	-	-	-	26,601
Employee Morale (50)	-	-	3,750	5,063
Meals & Entertainment (Working Lunch) (50)	1,611	677	1,201	1,261
Office Equipment (50)	785	-	412	433
Depreciation (50)	11,135	2,067	6,931	7,277
Dues, Subscriptions and Memberships (50)	678	434	584	613
Travel (50)	3,919	9,248	6,913	7,258
Miscellaneous (50)	5,918	596	3,420	2,108
Office Supplies (50)	2,492	1,333	2,008	2,109
Postage/Shipping (50)	689	601	677	711
Software (50)	1,310	451	925	971
Reproduction/Printing (50)	143	141	149	156
Repairs & Maintenance (50)	1,249	176	748	786
Facilities Lease (50)	16,386	23,042	27,194	24,001
Telephone (50)	3,780	3,215	3,672	3,856
Internet (50)	766	670	754	791
Security (50)	300	187	255	268
Recruiting	4,199	4,010	4,310	4,525
Insurance (50)	17,616	8,578	13,150	28,035
Training & Tuition Assistance (25)	-	630	2,500	2,625
Professional Fees (50)	6,164	2,962	4,791	5,030
Interest Paid (Cost of Money) (100)	6,044	6,696	6,689	7,023
Contributions (100)	2,565	-	5,000	5,000
State Income Tax (100)	12,357	8,116	-	-
Banking Expenses (100)	1,862	2,990	2,547	2,675
State and Local Taxes (100)	1,099	500	839	881
Advertising (50)	3,425	131	1,867	1,960
Total G&A and B&P	\$ 204,873	\$ 170,554	\$ 292,735	\$ 362,286
Less Unallowable Expenses				
Interest Paid (Cost of Money)	6,044	6,696	6,689	7,023
Contributions	2,565	-	5,000	5,000
Net Allowable Expenses	\$ 196,244	\$ 163,858	\$ 281,047	\$ 350,263
Allocation Base				
Labor	855,881	577,256	656,804	909,251
Overhead	332,995	258,047	416,528	487,789
Materials	-	-	-	-
Total Base	\$ 1,188,876	\$ 835,303	\$ 1,073,332	\$ 1,397,040
Rate	16.51%	19.62%	26.18%	25.07%

3.6.4 Cognizant Government Agency

Defense Contract Management Command (DCMC)

DCMC Dayton
Building 30
1725 Van Patton Drive
Wright-Patterson AFB OH 45433
(937) 656-3104

Defense Contract Audit Agency (DCAA)

DFAS Columbus
P.O. Box 182317
Columbus, OH 43218
(800) 232-3586

3.6.5 Statement on Approval of Rates

The labor and burden rate source data provided within this proposal have been reviewed by cognizant Government Administrative Contracting Officer and approved for proposal pricing purposes. The DCAA Audit was accomplished during the Certification of contract FA8770-01-D-0046 cost data in May 2001. GlobeTech accounting, estimating and purchasing systems follow industry standards and our accounting records are provided to registered auditing firm for yearly reconciliation.

We have previously provided our labor rates and justification data to the GSA to establish our GSA Schedule 70 and GSA Schedule 871.

We are not proposing any new rates associated with this schedule. We are using a subset of labor rates already approved on our 871 Schedule.

3.6.6 Escalation Rates

We are using a subset of labor rates already approved on our 871 Schedule for FY 02-04. For FY 05-06 we are recommending using an escalation rate of 4.5% per year. The escalation rate is based upon several factors, mainly economic conditions, both actual for the previous years and an estimate for continued economic growth. Inflation has been running at low rates; however, recent changes in the economic forecasts do not guarantee these continuing. We recently extended our GSA 70 rates for 5 additional years using this 4.5% rate and consider this a very conservative approach to estimating the future labor rates.

4. GLOBETECH Exchange Labor Categories Descriptions and Qualifications

GlobeTech recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. More and more, we find that the skills needed to support advanced technology efforts, and to meet today's problems and tomorrow's challenges, are not always supported by a traditional education and work experience combination. Therefore, GlobeTech may substitute between equivalent experience and education in order to provide the quality of services required by the client.

NOTE: This document specifies the education and experience levels required for the labor categories listed. These categories are for labor only. Training and certification requirements for a labor category are listed in the specific experience description. In addition, depending on the

specific task order there may also be a requirement that the individual possess a specified security clearance in addition to the requirements listed below. The categories listed below are GlobeTech's best estimate as to what categories of engineering and related services that may be used.

Skill Level Explanation: The skill level an individual qualifies for is dependent upon the relevant education, experience, and capabilities of the individual, which equips him/her to perform within the assigned functional area. The individual Task Order Sow will be written in terms of work to be accomplished and may reference the discipline areas only to categorize the type of support needed to perform the task. For each task, GlobeTech will propose the recommended disciplines, skill mix, and skill level that we believe is most effective for accomplishing the task.

4.1 Acquisition Management Support (AM)

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

4.1.1 Acquisition Management (AM-4)

This position requires the individual to have mastery of the acquisition process and areas relating to acquisition policy matters including acquisition streamlining, integrated weapon systems management, manning, best practices and lessons learned. These individuals shall have responsibility for interpreting, organizing, executing, and coordinating assignments. Individuals shall perform work involving exploration of the subject area, definition of scope, and selection of problems for investigation. They apply intensive and diverse knowledge to problems. They may be called upon to support the management personnel from time to time at executive levels including major program reviews, inspections, conferences, and other program evaluations and major milestone events. Assignment at this level is generally limited to support of major acquisition programs.

Minimum Education/Experience Requirements (one of the following): 1) A Master's degree in Business Administration, Public Administration or other related field and 15 years of Acquisition Management experience (Government or industry). Five (5) years of the experience must be in a Defense acquisition program, as a program/project manager, IPT lead, or as a sub-IPT lead. OR

2) A Master's degree in a technical field and 15 years of Acquisition Management experience (Government or industry). Eight (8) years of the experience must be in a Defense acquisition program office as a program/project manager, IPT lead, or as a sub-IPT lead. In all cases, at least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

4.1.2 Acquisition Management (AM-3)

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

Minimum Education/Experience Requirements (one of the following): 1) Bachelor's degree in any field and 10 years of Acquisition Management experience (Government or industry) of which 5 years must be in a Defense acquisition program as either a program/project manager, IPT lead, or sub-IPT lead. OR 2) High School Diploma or GED equivalent and 20 years of Acquisition Management experience (Government or industry) of which 10 years must be in a Defense acquisition program as either a program/project manager, IPT lead, or sub-IPT lead. In all cases, at least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

4.1.3 Acquisition Management (AM-2)

These individuals must be able to perform assignments in the particular discipline when specific objectives are stated. They will be required, with minimal supervisory guidance, to work independently on tasks and to exercise reasonable judgment in the execution of tasks and selection of alternatives. They plan, organize, coordinate, perform and manage assigned projects within the program office. They recommend courses of action after evaluating issues as they arise, and prepare correspondence, briefing materials, and other documentation in support of the program office. They are required to establish and utilize appropriate management information and feedback systems to review, control, and report on assigned projects. Level of contact will be working level program offices, support organization, and weapon system contractor employees in support of the assigned program (s), usually working within an assigned integrated product team.

Minimum Education/Experience Requirements (one of the following): 1) Bachelor's degree in any field and 5 years of Acquisition Management experience (Government or industry) of which 3 years must be in a Defense acquisition program as either a program/project manager, IPT lead, or sub-IPT lead. OR 2) High School Diploma or GED equivalent and 10 years of Acquisition Management experience (Government or industry). Five (5) years of the experience must be in a Defense acquisition program as a program/project manager, IPT lead, or sub-IPT lead. In all

cases, at least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

4.1.4 Acquisition Management (AM-1)

These individuals must be able to perform specific, routine tasks within a narrowly defined scope of responsibility, on a set timeline. They will be required to work independently but will have recourse to supervisory direction for events outside the defined scope of the task.

Minimum Education/Experience Requirements (one of the following): 1) Bachelor's degree in any field and 1 year of Acquisition Management experience (Government or industry). OR 2) High School Diploma or GED equivalent and 5 years of Acquisition Management experience (Government or industry).

4.2 Test and Evaluation Management Support (TE)

Applies knowledge and experience of test and evaluation in the design, planning, execution, and analysis phases of test programs (including FAA certifications) to assess the performance of aeronautical systems, subsystems, and equipment, as they progress through acquisition milestones. Requires comprehensive knowledge of and necessary skills to determine the levels of effort, resources and integration required to develop executable T&E programs and the technical/managerial ability to execute the T&E plan.

4.2.1 Test & Evaluation Management (TE-4)

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

Minimum Educational/Experience Requirements: This person must possess a Master's degree and have successfully completed 24 semester hours of college level courses in science, math and/or engineering. Fifteen years experience in Defense systems acquisition is mandatory and must include 10 years program office experience. Eight years defense acquisition test management experience is required and may be concurrent with the program office experience. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract.

4.2.2 Test & Evaluation Management (TE-3)

Individuals must be fully competent in all aspects of the T&E discipline in the required task area. The person must be capable of the evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria to meet program office requirements and objectives in a fluid test environment. The person must also be capable of identifying problems and recommending solutions with little or no supervision and able to devise innovative approaches to solve problems. Ability to integrate the participation of various elements and attendant responses from other agencies, such as other program offices, directorates and matrix organizations, DoD test agencies and major commands. Provides direction and advice on significant requirements, approaches, and potential problem areas. Able to review the products of subordinates to determine quality, timeliness, and responsiveness to assigned tasks. Must be able to review test progress to assess problems and workloads and to adjust priorities and tasking as necessary to meet program office requirements and objectives.

Minimum Education/Experience Requirements: This person must possess a Bachelor's degree and have successfully completed 24 semester hours of college level courses in science, math and/or engineering. Twelve years experience in Defense systems acquisition is mandatory and must include 8 years program office experience. Five years defense acquisition test management experience is required and may be concurrent with the program office experience. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for in the applicable task area is required. Up to 6 years credit can be granted towards the 12 year requirement for performing rated (pilot or navigator) military flight duties of commensurate duration. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract. - OR - A minimum of a Bachelor's degree in any field and a minimum of 15 years experience in defense acquisition test management or closely related field is mandatory. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract. However, up to 6 years credit can be granted towards the 15 year requirement for performing rated (pilot or navigator) military flight duties of commensurate duration.

4.2.3 Test & Evaluation Management (TE-2)

These individuals must be able to perform assignments in the test arena when provided specific objectives and standards. They will be required, with minimal supervisory guidance, to work independently on tasks and to exercise reasonable judgment in the execution of tasks and selection of alternatives. They will plan, organize, coordinate, and manage assigned test related projects within the program office. They recommend courses of action after evaluating testing issues and events and prepare correspondence, briefing materials, and other documentation to support the program office. These individuals are expected and required to establish and utilize appropriate management information and feedback systems to review, control, and report on assigned projects. Primary contacts will be working level program offices, support organization, and weapon system contractor employees in support of the assigned program (s), generally working within an assigned integrated product team.

Minimum Education/Experience Requirements: This person must possess a Bachelor's degree and have successfully completed 24 Semester hours of college level courses in science, math and/or engineering. 8 years experience in defense systems acquisition is mandatory and must include 5 years program office experience. Three years defense acquisition test management experience is required and may be concurrent with the program office experience. Additionally, at least six months of this experience must have been attained within the last 5 years prior to

selection for in the applicable task area is required. Up to 3 years credit can be granted towards the 8 year requirement for performing rated (pilot or navigator) military flight duties of commensurate duration. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract. – OR - A Bachelor's degree in any field and 8 year's experience in defense acquisition test management. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract. Up to 3 years credit can be granted towards the 8-year requirement for performing rated (pilot or navigator) military flight duties of commensurate duration.

4.2.4 Test & Evaluation Management (TE-1)

These individuals must be able to perform specific, routine tasks within a narrowly defined scope of responsibility on a set timeline. They will be required to work independently but will have recourse to supervisory guidance and direction for events outside the defined scope of the task.

Minimum Education/Experience Requirements: Entry level test managers must possess a Bachelor's degree in a technical field or specialty or 5 years experience in Defense acquisition test management and a high school diploma or GED equivalent.

4.3 Administrative Support Overview

4.3.1 Administrative Support (AS-4)

Duties include: Total responsibility for scheduling, monitoring and supervision of all on-site administrative support personnel proposed in the individual Task Order. Other responsibilities include the generation and implementation of procedures to define the who, what, where, when, why and how of all typing, filing, copying, paper shredding, destruction of sensitive data, control of documentation, correspondence and action items. Identifies work requirements and produces schedule of workload. Outlines objectives to be achieved, priorities and deadlines for assigned personnel. These objectives will follow accepted administrative office procedures. Reviews completed work for accuracy of data, procedure compliance and error-free documentation. Keeps the program office apprised as to progress, problems and issues associated with the projects. Summarizes the major activities accomplished during the reporting period.

Minimum Education/Experience Requirements: Individuals must have a minimum of 15 years of administrative support experience of which four years must be in a supervisory capacity. -OR- At least two years of education above high school* in related fields and a minimum of 10 years of administrative support experience of which two years must be in a supervisory capacity; -OR- at least four years of education above high school* in related fields and a minimum of five years of administrative support experience and four years of supervisory experience.

*NOTE - One year of education above high school is defined as 30 semester hours, 45 quarter hours or the equivalent in a college or university.

4.3.2 Administrative Support (AS-3)

Duties include: Develop spreadsheets, databases, etc. to organize and store program data. Retrieves data in the form of reports and queries. Develop tracking systems for the identification and correction of deficiencies. Provide support in the planning, formulation, editing, development and publication of finished products, e.g. program documentation, plans, directives, reports, briefings and other presentations as required (technical and non-technical; classified and non-classified) in the media format requested. Provide support for internal and external briefings and reports by providing expert knowledge and capability. This knowledge is in the use of personal computers and operating systems to produce visual aids (slides, view-graphs, briefing charts and other graphics) using appropriate software applications (such as: Microsoft Word, Fox

Pro, Microsoft Power Point, Microsoft Excel, Perform Pro and Microsoft Access). Assists in improving internal management processes by proposing and/or implementing improvements to visual, computer-based communications used by the program office to manage its critical processes. Assists personnel in the creation of training documents and training modules by advising them through one-on-one and group instruction on the capabilities of in-house software tools available to produce the documents and modules.

Minimum Education/Experience Requirements: Individuals must have a high school diploma or GED equivalent and a minimum of 10 years of administrative support experience; OR at least two years of education above high school* in related fields and a minimum of five years of administrative support experience.

*NOTE - One year of education above high school is defined as 30 semester hours, 45 quarter hours or the equivalent in a college or university.

4.3.3 Administrative Support (AS-2)

Duties include: Provide support to the Video Teleconferencing (VTC) manager, assists with VTC bridge scheduling and VTC connectivity and interfaces with VTC maintenance contractor. Prepare various documentation and charts for management review and approval. Assist in the use of computers and operating systems to produce databases, spreadsheets, graphics, metrics and other specialized products. Assist in preparing briefings and documents and manipulating data provided by government personnel. Assist in retrieving data in the form of reports and queries. Must be familiar with electronic media to distribute charts and documents to customers. Must be proficient in the latest Microsoft Word, Excel, Power Point and calendar software versions. Must be proficient at collecting, analyzing and manipulating data in order to design graphic displays that optimize data usefulness. Assists in the maintenance of operating instructions (OI). This includes, but is not limited to, the maintenance of Self-Inspection checklists and the verification of checklists against administrative processes. Assists in the maintenance of a tracking system for identification and correction of deficiencies. Manages personnel and information management databases. Tracks personnel gains and losses and IPT manning. Integrates information into required reports. Compiles and prepares briefings and reports in hard copy, for special and/or recurring reports and provides assistance during briefings, upon request. Provides support to establish and maintain master files of programs and source selection data in order to facilitate tracking and resolution of issues associated with operations.

Minimum Education/Experience Requirements: Individuals must have a high school diploma or GED equivalent and a minimum of four years of administrative support experience.

4.3.4 Administrative Support (AS-1)

Duties include: Maintain and distribute current user listings and points of contact references. Update and distribute SPO telephone directories. Process and distribute telephone bills. Distribute program software and documentation. Maintain forms, files (Functional Area Records Management (FARM)) and program reference libraries. Monitor, track and update Publications; Suggestion Program; and Military Leave Program. Provide data entry such as with the HR Integrated Database (IDB) process travel orders (including overseas), prepare organizational charts and program correspondence. Facilitate the use of standardized automated forms such as travel orders, performance reports, materials procurement, maintenance and disposition, as well as other periodic or ad hoc reports. Provide management and operation of facsimile equipment. Deliver mail within the program office and, in some cases, from building to building. Process classified mail. Manage and distribute training information to program office personnel in coordination with the training OPR in the management operations office. Work with the training

OPR to ensure training suspense dates are met. Monitor, open and close conference rooms. Schedule and coordinate meetings for program demonstrations and briefings. Serve as the focal point for collecting and visually displaying materials for staff meetings. Take readings on copy machines and submit findings. Distribute supplies and equipment from local vendors, UPS, government agencies, etc. by telephone or by using delivery carts, etc. This support entails, but is not limited to, performing an inventory of items delivered, calling organizations to inform them of their need to pick up delivered items, putting items in temporary storage awaiting pick up, etc. Tracks SPO OPR/EPR and awards. File and retrieve graphics materials to facilitate research and expedite creation of briefings and reports.

Minimum Education/Experience Requirements: Individuals must have a high school diploma or GED equivalent and a minimum of one year of administrative support experience.

4.3.4.1 Technical Word Processor (AS-0)

Types a minimum of 60 words per minute with less than one (1) percent error rate. Prepares final-form technical documents. Familiar with ADP terminology and able to use various PC word processing software products (e.g., Microsoft Word, Word Perfect, Project Management, and Excel). Works closely with all management personnel and engages in frequent contact with other project personnel, related departments, and customers.

Minimum Education/Experience Requirements: Minimum two (2) years of administrative experience within the industry with one (1) year experience in a technical word processing position. High School diploma, GED, or equivalent experience in a related field.

4.3.5 Graphics Specialist (GS)

Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publication, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products

To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education/Experience Requirements: Minimum two (2) years experience in graphic arts and design using computer-based applications. High School diploma, GED, or equivalent experience in a related field. Course work and training in college, trade school, vocational school, or military.

4.4 Security Management Overview

The purpose of this effort is to provide technical security services relative to the development and acquisition of aeronautical weapon systems, subsystems, and associated support systems. Tasks will include items such as developing plans that define the methods and actions needed to determine system or equipment vulnerability to ground-initiated overt or covert attacks, as well as establishing physical security requirements during all phases of the acquisition process.

4.4.1 Security Management (SM-4)

Individual shall serve as: the focal point for all security matters relating to planning, organizing and directing the efforts of the group of technical security specialists; provide oversight of all

aspects of system security and program protection planning to assure information submitted to the government is complete; and interface with the task order single point of contract as necessary. This position requires acquisition security experience with knowledge of program protection, technology control, system security engineering and related Departmental Instructions. Individual must be capable of performing independent studies and analyses with only general direction and guidance; have experience with Government System Security Engineering Management, program protection and administrative handling procedures associated with classified information to include Top Secret and Special Access; and have experience in industrial security operations and procedures as they apply to weapon system contractors and DoD, USAF and other agency intelligence organizations. Experience with Government contractual practices for development and acquisition of aerospace weapon systems is essential.

Minimum Education/Experience Requirements: A Bachelor's degree with at least twelve (12) credit hours in police science or criminology and twelve (12) credit hours in business management, and a minimum of ten (10) years of acquisition security experience, at least five (5) of which were at the management level in System Security Engineering, program protection or Industrial Security in a DoD environment (government or contractor).

4.4.2 Security Management (SM-3)

Where applicable, individual will assist and support the Level 4 Security Manager in accomplishment of tasks or perform oversight functions in the absence of a Level 4 Security Manager. Individual will make recommendations on security support plans, CDRL, Statements of Work (SOW), Statements of Objectives (SOO) and other evaluation reports and be responsible for planning task accomplishment, coordinating on-site efforts and assuring compliance with the reporting requirements of the SOW.

Minimum Education/Experience Requirements: A Bachelor's degree in security administration or related field of study and five (5) years of security management experience in a DoD environment (government or contractor), OR a high school diploma or GED equivalent and ten (10) years security experience in a DoD environment.

4.4.3 Security Management (SM-2)

Individual will prepare studies, review physical security programs, recommend revisions to procedures and system security methods, process and maintain security records, and manage security databases to assist in performing analyses.

Minimum Education/Experience Requirements: A high school diploma or GED equivalent and five (5) years security analysis experience, three (3) of which include the use of word processing, database management and computer-generated report building.

4.4.4 Security Management (SM-1)

Individual will analyze security concerns, recommend solutions to validated problems, assist with administrative tasks related to developing reports, studies, assessments and reviews, and perform other duties as required by the SOW.

Minimum Education/Experience Requirements: A high school diploma or GED equivalent and three (3) years work experience that includes the equivalent of one (1) year experience in word processing, and building and maintaining reports and databases, AND one (1) year experience in a DoD (government or contractor) security setting.

4.4.5 Computer Security Systems Specialist (SM-C)

Regulates access to computer data files, monitors data file use, and updates computer security. Provides support to insure applicable government Information Resources Management standards,

policies, procedures, guidelines, rules, and regulations are followed for ADP security. Develops corporate contingency plans and disaster recovery procedures.

May also analyze and define security for Multilevel Security (MLS) issues. Provides high level expertise in developing complex software applications involving new technologies, methods, concepts or approaches. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules.

Minimum Education/Experience Requirements: Minimum three (3) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis. Including two (2) years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, to include experience in database management systems (DBMS), use of programming languages, defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to Multilevel Security (MLS) problems. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. B.A./B.S. degree or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree.)

4.5 Configuration/Data Management (CDM) Overview

The functional discipline of configuration/data management consists of hardware and software configuration management; contract data management; engineering data management; and deficiency report management. The experience and training requirements listed for each labor category represent the minimum acceptable qualifications for Contractor personnel to perform on this contract. A college degree in computer science or engineering may be equated to three (3) years of specialized experience at Levels 3 or 4.

4.5.1 Configuration/Data Management (CDM-4)

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

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

Minimum Education/Experience Requirements: Employee must have a minimum of ten (10) years experience in configuration/data management, with at least seven (7) of which was in a CM/DM specialist or CM/DM supervisory position, in a government or private industry program office. A thorough knowledge of government policy, directives, standards, handbooks, pamphlets, etc., as well as DoD adopted industry standards relating to configuration/data management is required. Employee must also be thoroughly knowledgeable of configuration/data management input requirements for program plans and SOO/SOW, CDRL, Section L - Instructions to Offerors, and Section M - Basis for Award for RFP. Employee experience for this level must have been acquired by performing tasks at the specialist or supervisory level directly associated with all seven of the configuration management processes listed in paragraph above. High school diploma or GED equivalent required. Specialized Training: 1) At least one intermediate level course in operation of PCs and associated word processing, spread sheet, graphics, and relational data base software. 2) At least one basic level and one advanced level course in configuration and contract data management. This training may have been acquired by attending DoD or comparable private industry courses.

4.5.2 Configuration/Data Management (CDM-3)

The duties include: Configuration Identification, including reviewing program unique specifications for hardware and software; reviewing engineering drawings and conducting in-process reviews; requesting nomenclature and CPIN assignment for CI; marking of CI/CSCI and associated documentation; and ensuring appropriate documentation is approved and placed on contract for establishment of government controlled baselines. Change Control, including reviewing ACSN, ECP, CCP, RFW, RFD for format and content requirements; resolving discrepancies and issues between the government and weapon system contractor; planning and scheduling CCB; Secretariat for CCB; preparing CCB briefings and documentation; and tracking implementation of approved changes. Manage Configuration Audits, including developing audit plans, coordinating on weapon system contractor proposed agendas and schedules for FCA/PCA; briefing audit teams; generating significant comments and action items; reviewing draft minutes; monitoring corrective actions and closure of action items; and preparing notifications to weapon system contractors when audit requirements have been satisfactorily met. Configuration Status Accounting, including determining CSA data base requirements; monitoring data input; tracking the configuration of fielded systems and equipment; and monitoring changes and status of configuration baseline documentation. Deficiency Reporting, including operation of ASE or similar system for receiving, processing and tracking closure of deficiency reports; monitoring investigations; processing and disposition of exhibits; responding to inquiries from field units, contractors, etc.; conducting briefings and generating reports for management on DR status and trends; and scheduling and performing secretariat function for MIP Review Boards. Contract Data Management, including issuing data calls; conducting data reviews; CDRL generation; application of distribution statements and FAR/DFAR data rights clauses; preparing One-Time-DID; evaluating change proposals for impacts to data; monitoring the delivery and approval of

contract technical data; and acquisition and use of Contractor Integrated Technical Information Service (CITIS). Engineering Data Management (EDM), including making recommendations to management on the acquisition of engineering drawings; conducting engineering drawings IPR; evaluating engineering drawings documentation to ensure format, drafting practices and limited rights legends comply with contractual requirements; maintaining EDM files; performing follow-up actions to resolve drawings deficiencies and closing out action items.

Minimum Education/Experience Requirements: Employee must have a minimum of seven (7) years experience in configuration management, at least three (3) of which was at the configuration/data management specialist level, in a government or private industry program office. A thorough knowledge of government policy, directives, standards, handbooks, pamphlets, etc., as well as DoD adopted industry standards relating to configuration/data management is required. Employee must also be thoroughly knowledgeable of configuration/data management input requirements for program plans and SOO/SOW, CDRL, Section L - Instructions to Offerors, and Section M - Basis for Award for RFP. Employee experience must have been acquired by performing tasks directly associated with at least five (5) of the configuration management processes listed in paragraph above. The exact task requirements for a specific job will be as specified in the task order. High school diploma or GED equivalent required.

Specialized Training: 1) At least one intermediate level course in operation of PCs and associated word processing, spreadsheet, graphics, or relational data base software. 2) At least one basic level and one advanced level course in configuration and contract data management. This training may have been acquired by attending either DoD or comparable private industry courses.

4.5.3 Configuration/Data Management (CDM-2)

The duties include: Operation of ASE or some similar Deficiency Reporting System for receiving, processing and tracking closure of deficiency reports; monitoring investigations; processing and disposition of exhibits; responding to inquiries from field units, contractor, etc.; conducting briefings and degenerating reports for management on deficiency reports status and trends; scheduling and performing secretariat function for Material Improvement Project (MIP) Review Boards; and generating input for program documentation, including program plans, SOO/SOW, CDRL, Section L - Instructions to Offerors, and Section M - Basis for Award for RFPs.

Minimum Education/Experience Requirements: Employee must have a minimum of five (5) years experience in Deficiency Report Management, at least three (3) of which was at the specialist level. A thorough knowledge of the USAF Deficiency Reporting and Investigation System is required, including operation of Application Support Environment (ASE) or similar system for receiving, processing and tracking closure of deficiency reports. Employee must also be thoroughly knowledgeable of deficiency reporting input requirements for program documentation, including program plan and SOO/SOW, CDRL, Section L - Instructions to Offerors, and Section M - Basis for Award for RFP. In addition, employee must have a detailed understanding of the MIP Review Board process, as well as providing guidance and instructions to field units for disposition of exhibits. High school diploma or GED equivalent required. At least one intermediate level course in operation of PCs and associated word processing, spreadsheet, graphics, and relational data base software.

4.5.4 Configuration/Data Management (CDM-1)

The duties include: Configuration Identification, including administrative tasks associated with receipt, processing, approval, and filing of program unique specifications, engineering drawings,

nomenclature requests, CPIN requests, etc. Change Control, including administrative tasks associated with receipt, processing, and maintaining official files for ACSN, ECP, CCP, RFD, RFW, as well as secretariat function at CCB. Configuration Audits, including assisting with the planning and conduct of FCA/PCA, tracking status and closure of action items, and maintaining official files. Deficiency Reporting, including operation of Application Support Environment (ASE) or similar system for receiving, processing, and tracking closure of Deficiency Reports, as well as performing secretariat function at MIP Review Boards. Contract Data Management, including use of the AMSDL and DID, issuing data calls, assisting with data reviews, CDRL preparation, use of distribution statements and FAR/DFAR data rights clauses, and operation of a MIS for data tracking and reports generation. Engineering Data Management, including assisting with the planning and conduct of engineering data guidance conferences, IPR, maintaining EDM files, and tracking the closure of action items.

Minimum Education/Experience Requirements: Employee must have a minimum of three (3) years experience working in a configuration/data management program office, either in government or private industry. This experience must have been acquired by performing tasks directly associated with two (2) or more configuration management processes listed in paragraph above. The mix of functional tasks required for a specific job will be as specified in the task order. In addition, employee must have: (1) a working knowledge of government policy directives, standards, specifications, handbooks, pamphlets, as well as DoD adopted industry standards, relating to configuration/data management; and (2) a working knowledge of office automation equipment and computer systems commonly used to store, process, and manage configuration management data. High school diploma or GED equivalent required. Specialized Training: At least one intermediate level course in operation of PCs and associated word processing, spread sheet, graphics, and relational data base software.

4.5.5 Documentation Specialist (DS)

Gathers, analyzes, or composes technical information. Conducts research and ensure the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Uses the standard help compiler to prepare all on-line documentation, for applications built to run in a Windows environment.

Minimum Education/Experience Requirements: Minimum two (2) years of experience in technical writing and documentation experience pertaining to all aspects of ADP. Including two (2) years of experience in preparing technical documentation, which is to include researching for applicable standards. A.A./A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

4.6 Manufacturing

The following skill levels/labor categories are applicable to all manufacturing disciplines. Acceptable degrees, specific experience requirements, and references to "the applicable task area" are further defined in individual category descriptions.

4.6.1 Level 4 - Recognized Professional Authority

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

Minimum Education/Experience Requirements: The person shall have an advanced degree appropriate to the task area and a minimum of 20 years experience in the required task area of which 5 years shall be in the recognized specialty area. For the Industrial Specialist, Quality Assurance Specialist, and Quality Assurance Specialist (Computer Software) disciplines, a minimum of 25 years of experience with 10 years of experience at the recognized professional authority level peculiar to that task area is acceptable in lieu of a degree.

4.6.2 Level 3 - Senior Professional

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

Minimum Education/Experience Requirements: The person shall have a Bachelor's degree or higher applicable to the task area and a minimum 15 years experience in the required task area. For the Industrial Specialist, Quality Assurance Specialist, and Quality Assurance Specialist (Computer Software) disciplines a minimum of 20 years of experience, with 10 years of experience at the senior professional level, peculiar to that task area is acceptable in lieu of a degree.

4.6.3 Level 2 - Journeyman Professional

Persons at this level are fully competent professionals in all aspects of the required task area. Devises new approaches to problems encountered.

Minimum Education/Experience Requirements: The person shall have a Bachelor's degree in the applicable task area with at least 8 years experience in the required technical area. For the Industrial Specialist, Quality Assurance Specialist and Quality Assurance Specialist (Computer Software) disciplines, a minimum of 12 years of experience with 5 years of experience at the journeyman level, peculiar to that task area is acceptable in lieu of a degree.

4.6.4 Level 1 - Junior Professional

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

Minimum Education/Experience Requirements: The person shall have a Bachelor's degree in the applicable task area. For the Industrial Specialist, Quality Assurance Specialist, and Quality Assurance Specialist (Computer Software) disciplines, a minimum of 7 years experience peculiar to that task area is acceptable in lieu of a degree.

4.7 Manufacturing Labor Categories

The following skill levels/labor rate categories are applicable to all manufacturing disciplines. Specific experience requirements and references to "the applicable task area" are further defined in the individual manufacturing labor category descriptions.

4.7.1 Manufacturing Process Specialist (MPS)

Person must have experience in manufacturing management principles and practices as they apply to the development and production of highly complex products. Areas of expertise in this discipline include, but are not limited to, depot maintenance policies, specifications and standards. Position also requires knowledge and experience in manufacturing resource/capital

planning, production schedule/capacity assessments, industrial base assessments, manufacturing direct/overhead costs assessments, and statistics.

4.7.2 Industrial Specialist (IS)

Person must have experience in manufacturing management principles and practices as they apply to the development and production of highly complex products. Areas of expertise in this discipline include, but are not limited to, manufacturing resource/capital planning, production schedule/capacity assessments, industrial base assessments, manufacturing direct/overhead costs assessments, and statistics.

4.7.3 Quality Assurance Specialist (QA)

Person must be experienced in quality assurance principles and practices as they apply to the development and production of highly complex products. Areas of expertise required include advanced quality system tools related to prevention of defects during design, production and deployment and quality standards such as MIL-Q-9858, MIL-I-45208, MIL-STD 1520, MIL-STD-1535 and the ANSI/ASQC Q9000 series standards. Each individual at Level 4 (Recognized Professional Authority) must have current certifications from the applicable organizations in at least two of the following: Certified Quality Engineer (CQE) from the American Society for Quality Control (ASQC); Certified Quality Manager (CQM), also from ASQC; or Lead ISO 9000 Assessor (ANSI/ASQC Q9000 Lead Auditor) from an organization approved and registered by the International Standards Organization for granting such designations.

4.7.4 Quality Assurance Specialist Software (QAS)

Person must have experience in quality assurance principles and practices as they apply to the development of highly complex computer software embedded in aeronautical/avionics systems and automatic test systems. Certification as a Software Quality Engineer from the American Society for Quality Control (ASQC) or equivalent is desirable. Participates in formal and informal reviews to determine quality and in the development of software quality assurance (SQA) plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Aids in the development of quality standards.

4.8 Engineering (E)

The following skill levels/labor rate categories are applicable to all engineering disciplines. Specific experience requirements and references to "the applicable task area" are further defined in the individual engineering labor category descriptions.

4.8.1 ENG-5 Chief Engineer

Minimum Education/Experience Requirements: Requires Masters degree in engineering or related technical field. Has 10 or more years related experience in engineering on complex and integrated programs. Has extensive knowledge in specific field of study. Has managed large scale engineering programs or departments.

4.8.2 ENG-4 Principal Engineer

Minimum Education/Experience Requirements: Requires Masters degree in engineering or related technical field. Has 7 or more years related experience in engineering on complex programs. Has been engineering lead on complex projects. Recognized as expert in specialized field of study.

4.8.3 ENG-3 Senior Engineer

Minimum Education/Experience Requirements: Must have engineering, or related technical degree, and have 5 years of related engineering experience. Should have completed Masters

degree program or nearing completion. Has experience as a project lead on non-complex projects. Can be assigned task lead for more complex/integrated tasks. Mentors less experienced engineers.

4.8.4 ENG-2 Journeyman Engineer

Minimum Education/Experience Requirements: Must have engineering, or related technical degree, and have over 3 years experience in engineering support position. Can accomplish normal engineering tasks without supervision. Can be task leader of non-complex projects.

4.8.5 ENG-1 Engineer

Minimum Education/Experience Requirements: Must have engineering, or related technical degree, and have over 1 year of experience in engineering support position. Can accomplish routine engineering tasks with minimum of supervision.

4.8.6 ENG-0 Entry-Level Engineer/Coop

Minimum Education/Experience Requirements: Degree in engineering discipline desired, or be in third (junior) year of courses and have two years of experience in engineering services. Requires close supervision, can complete simple tasks in controlled atmosphere.

4.9 Engineering Labor Disciplines

The following are typical Engineering Categories that may be specified by a customer. It includes, but is not limited to the following:

4.9.1 Systems Development Engineer

Person must have engineering experience in design, development and survivability analysis of aircraft weapon systems. Person must have experience in performing design, development, and survivability analysis of aircraft weapon systems utilizing operation research techniques.

4.9.2 Reliability and Maintainability Engineer

Person must have engineering experience in developing system/subsystem/equipment reliability and maintainability criteria tailored to the proposed application, for technical/ programming/contractual documents. Person must have experience in formulating reliability and maintainability test programs and operating procedures for system segments such as avionics and flight systems.

4.9.3 Logistics Engineer

Person must have engineering experience in logistics engineering support pertaining to maintenance and systems performance. Person must have experience in review and analysis of weapon system contractor's Integrated Support Plans. Person must be experienced in using reliability and maintainability information, weapon system contractor data, test and field reports to identify problems with operational systems and promote improved readiness and logistics supportability during design of new or modified systems. Person must have experience with LCOM and life cycle cost analysis.

4.9.4 Human Factors Specialist/Engineer

Person must have experience in experimental psychology or human factor considerations in the systems design process. Person must have experience in anthropometrics, vision, acoustics, pilot/vehicle interface, functional requirements/analysis/evaluation, and maintainer/machine interface requirements. Person must have extensive experience in conducting and evaluation of man-in-the-loop simulation, subjective workload assessment, pilot situation awareness, tactical evaluation of systems and subsystems, and crew task loading.

4.9.5 Maintenance Systems Engineer

Person must have engineering experience in acquisition or operations of aircraft, support/maintenance systems, built-in diagnostic systems and equipment, and inspection and diagnostics of air vehicle mechanical system and equipment.

4.9.6 Integrated Information Systems Engineer

Person must have engineering experience in acquisition or operation of military support/maintenance systems and equipment. Person must have experience with the Air Force logistics system and logistics management, maintenance management and data, and technical data information systems as they relate to and support maintenance activities at all levels of support.

4.9.7 Training Systems Engineer

Person must have engineering experience in development of aircrew training systems, weapon system acquisition process, and the systems engineering/configuration management process as used in Air Force weapon systems acquisitions. Person must be familiar with candidate training media, including computer-based training delivery systems, and system simulators.

4.9.8 Training System Analysts

Person must have experience in psychology, behavioral science, education, or engineering with specialized training in instructional system development. Person must have experience in the analysis or derivation of training systems, preferably for the operation and maintenance of large complex hardware systems. Person must possess a high degree of skill in both oral and written communications. Person must have the interrogation skills necessary to derive task requirements from subject matter experts or groups representative of target student populations.

4.9.9 Modification Design Engineer

Person must have engineering experience in the preparation of design and analysis of aircraft modifications. Person must be experienced in the preparation of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for analysis of air vehicle safety through investigations of aerodynamic loads, environmental control, fuel system requirements, hydraulic system requirements, aeroacoustic phenomenon, flying qualities, flight control systems, structural stress and fatigue, fracture mechanics, flutter, mass properties, electrical power source and capacity, and electromagnetic interference.

4.9.10 Mathematician

Person must have a Bachelor's degree in mathematics with experience in applied mathematical techniques and procedures to study, develop, and analyze complex mathematical models, statistical/probabilistic studies, and mathematical procedures involved with weapon system acquisition.

4.9.11 Environmental Engineer

Person must have engineering experience in designing, developing, and implementing environmental engineering programs and solutions in the materials process arena. Person must also have knowledge of environmental laws and chemistry pertaining to hazardous material used in manufacturing operations and processes.

4.10 Logistics/Manufacturing Staff Support

These definitions apply to members of the support staff who provide non-technical support for task performance. For each task performed, the Contractor shall propose the proper skill level

and functional area mix of support staff which is most effective and efficient in meeting the technical requirement of the delivery order.

4.10.1 Technical Editor (TE)

The technical editor must be able to examine draft documents for content and clarity, and resolve technical conflicts with technical specialists and engineers. The technical editor composes, edits and coordinates documents in conformance with the requirements of Air Force and DoD Standardization guidance and regulations. The editor shall demonstrate the knowledge and skills associated with the use of the hardware application software packages provided on the government-owned system including the use of associated Standard Generalized Markup Language (SGML) capabilities. The editor will also support all activities involved in technical document preparation, document coordination/publication, and managing and operating the publishing/editing /coordination system. In addition, the editor is required to operate a variety of support tools to include: scanners and associated software; color copying equipment; and optical storage devices. The editor must have good communication skills and is required to interface with a variety of technical and non-technical individuals in the performance of this position.

Minimum Education/Experience Requirements: Person must have a high school diploma or GED equivalent. Person must have a minimum of 3 years background and experience in editing of technical documents, preferably specifications and standards. Employee shall have a working knowledge of engineering terminology and concepts, and their application.

4.10.2 Technical Illustrator (TI)

The illustrator is responsible for the final style, format, and preparation of the illustrations associated with military specifications, standards, ad hoc publications, and handbooks. The illustrator will operate graphics workstation equipment, scanner equipment and associated software, and photo reproduction equipment. The illustrator must possess good communication skills to interface with technical and non-technical personnel in the performance of this position.

Minimum Education/Experience Requirements: Person must have a high school diploma or GED equivalent. Person must have 2 years experience in various art media such as sketching, engineering drawings, photos, exploded views, cutaways and perspective drawings. The illustrator shall have working knowledge of computer-generated graphics, photocopy reproduction, and page layout techniques.

4.10.3 Technical Writer (TW)

Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Authors functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Supports documentation activities such as technical writing, editing, proofreading, production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Provides technical writing for program and operational documentation. Provides documentation in presentation-ready quality output using advanced word processing or desk top publishing software.

Minimum Education/Experience Requirements: Minimum three (3) years of experience with one (1) year experience in writing/editing for publication. One (1) of the two (2) years must involve experience with technical or scientific information writing/editing. B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

4.10.4 CAD Specialist (CAD)

Operates computer-aided design (CAD) systems and software peripheral equipment to resize or modify architectural and engineering (A&E) drawings, geographical information system (GIS) layouts, and any other computer-aided design information.

Minimum Education/Experience Requirements: Minimum four (4) years experience in telecommunications automated systems, electrical, mechanical, or civil engineering system layout and design. Two (2) of the four (4) years should include experience utilizing computer aided CAD equipment. High School diploma, GED, or equivalent experience in a related field plus CAD course work and training in college, trade school, vocational school, or military.

4.11 Government Furnished Property Specialist (GFP)

The GFP Specialist is responsible for processing, costing, budgeting, and resolving GFP documentation/issues to ensure adequate asset availability. He/she must be familiar with FAR 45 and AFMC instructions pertaining to GFP/GFE. The GFP Specialist must possess good communication skills, verbal and written, to interface with technical and non-technical personnel in the performance of this position.

4.11.1 GFP Specialist (GFP-3)

Typical areas of experience and related experience include GFP Manager, Item Manager, Inventory/Material Management Specialist, Equipment Specialist, GFP Financial Manager/Analyst, GFP Acquisition Management System Manager, Support Equipment Manager, Acquisition/Logistics Specialist and Supply Analyst/Technician. Person at this level must have complete mastery of these areas and be able to work independently.

Minimum Education/Experience Requirements: Person must have a high school diploma with 5 or more years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline. One year of the 5 years experience must be in a Development System Office (DSO), System Program Office (SPO) or equivalent functional organization.

4.11.2 GFP Specialist (GFP-2)

Typical areas of experience and related experience include GFP Manager, Item Manager, Inventory/Material Management Specialist, Equipment Specialist, GFP Financial Manager/Analyst, GFP Acquisition Management System Manager, Support Equipment Manager, Acquisition/Logistics Specialist and Supply Analyst/Technician. Person at this level must be competent in all of these areas and be able to work with a minimum of guidance and direction.

Minimum Education/Experience Requirements: Person must have a high school diploma with 3 or more years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline.

4.11.3 GFP Specialist (GFP-1)

Typical areas of experience and related experience include GFP Manager, Item Manager, Inventory/Material Management Specialist, Equipment Specialist, GFP Financial Manager/Analyst, GFP Acquisition Management System Manager, Support Equipment Manager, Acquisition/Logistics Specialist and Supply Analyst/Technician. Person at this level must have a working knowledge of all these areas and be able to work with specific guidance and direction and will have access to supervisory direction if required.

Minimum Education/Experience Requirements: Person must have a high school diploma with 1 or more years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline.

4.11.4 Programmer (PG)

Duties include coding equations, logic, etc., in computer language as required to utilize computers for quantitative analysis work. Duties also require checking out all programs written and proper and complete documentation of work, including assistance in preparation of computer program user's manual.

Minimum Education/Experience Requirements: Four years of full time experience programming digital computers and have a knowledge of computer languages. A Bachelor's degree in any subject may be substituted for 2 years of the experience requirement. A degree in computer science may be substituted for 4 years of the experience requirement.

4.11.5 Data Technician (DT)

Duties are to assist analysts by collecting, organizing and maintaining cost, budget, or schedule related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source materials in support of cost analysis activities. Some computer-assisted analysis of data is required.

Minimum Education/Experience Requirements: Two years of experience in administrating technical or cost information including indexing, cataloging, processing, and abstracting cost or technical information in support of professional personnel. Two (2) years of collect credit may be substituted for the experience requirement.

4.12 Acquisition Logistics Labor Category Description And Qualifications

4.12.1 Operations Research Analyst (ORA)

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

Minimum Education/Experience Requirement: A Bachelor's degree in operations research, engineering, or a related field is required. A minimum of ten (10) years experience performing operations research type activities in the military acquisition or support environment is required. At least three (3) years of such experience must be in aeronautical weapon system acquisition as a logistics analysis or aeronautical weapon systems support of logistics analysis. There is no substitution of education for experience.

4.12.2 Senior Logistician (SL)

Provides technical advice and guidance to journeyman logisticians. Plans, schedules, coordinates and estimates major complex tasks, which are generally carried out by others. Directs activities of all acquisition logistics disciplines.

Minimum Education/Experience Requirements: Ten (10) years of logistics experience, five (5) of which were directly involved in aeronautical weapon systems acquisition logistics. A Bachelor's degree in business, management, logistics, engineering, or related quantitative field is required; however, fifteen (15) years of logistics experience, seven (7) of which were directly involved in aeronautical weapon systems acquisition logistics may be substituted. There is no substitution of education for experience.

4.12.3 Journeyman Logistician (JL)

Create and implement logistics plans and influence/evaluate the system design to ensure a fully supportable system is fielded.

Leads/directs efforts to ensure that integrated logistics support (ILS) objectives are considered and introduced as early as practical on assigned programs. Participates in the development of plans which will have far-reaching consequences for logistics design and support at early stages in the system program life cycle. Ensures comprehensive consideration of all factors that impact logistics design and support. Integrates current logistics concepts into preliminary planning to evaluate the various options for maintenance concepts, level-of-repair decisions, and support/test equipment requirements. Evaluates support alternatives from the standpoint of life cycle cost and other trade parameters to ensure optimal use of resources without degrading operational readiness. Helps create and makes recommendations on revisions of all Integrated Logistics Support Plans (ILSP), Contract Data Requirements Lists (CDRL), inputs to Program Management Plans (PMP), replies to Systems Operational Requirements Document (SOR), Statement of Work (SOW) and other evaluation criteria/reports.

Minimum Education/Experience Requirements: Four (4) years experience in integrated logistics support of aeronautical weapon systems acquisition programs.

4.12.4 Associate Logistician (AL)

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

Minimum Education/Experience Requirements: Two (2) years experience in integrated logistics support of aeronautical weapon systems acquisition programs. A Bachelor's degree in a related field may be substituted for this experience.

4.12.5 Task Lead (TL)

Duties are to coordinate the project activities of various task leads/project teams within a task order. This includes front-end team organization, assistance in providing methodology and general project approach concepts, mid-term and final project reviews, over-all management of the cost, schedule, and technical competency of multiple projects. Work requires the ability to manage and allocate/prioritize resources for simultaneous projects. Serves as focal point for contractor on technical matters. Plans, organizes and directs the efforts of a group of specialists skilled in the various disciplines of acquisition policies and procedures. Ensures all data submittals are complete, correct, and in accordance with the contract prior to submitting them to the Government. The Task Lead is intended to be limited in use and to be reserved for large and/or complex task orders that require continuous contractor oversight.

Minimum Education/Experience Requirements: A Bachelor's degree in business, management, engineering, operations research or related field with at least ten (10) years of Project Management experience. At least five (5) years of which involved aeronautical weapon systems acquisition.

4.12.6 Facilitator (FAC-3)

Duties include planning, scheduling, coordination and setup of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes establishment of site location, setup of audio/visual equipment/devices and computer equipment. Facilitator/briefer must be able to cope with controversial subject matter and differences of opinion from the attendees, and be able to channel the discussion into constructive exchanges

and plans that lead to satisfactory solutions. Facilitator will ensure agenda, attendees list minutes, and resulting action items are documented for the record.

Minimum Education/Experience Requirements: A Bachelor's degree in business, management, engineering, or related fields with at least 15 years experience in related facilitation activities. Duties require individual to possess 10 years experience in public speaking and hosting/briefing to large gatherings of personnel and experience in presentation to personnel with high levels of responsibility/importance. Experience requires facilitator/briefing personnel to be proficient in effective briefing and communication techniques.

4.12.7 Facilitator (FAC-2)

Duties include assisting in planning, scheduling, coordination and setup of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes establishment of site location, setup of audio/visual equipment/devices and computer equipment. Facilitator/briefer must be able to cope with controversial subject matter and differences of opinion from the attendees, and be able to channel the discussion into constructive exchanges and plans that lead to satisfactory solutions. Facilitator will ensure agenda; attendee's list, minutes, and resulting action items are documented for the record.

Minimum Education/Experience Requirements: Bachelor's degree in business, management, engineering, or related fields with at least 10 years experience in related facilitation activities. Duties require individual to possess 5 years experience in public speaking and hosting/briefing to large gatherings of personnel and experience in presentation to personnel with high levels of responsibility/importance. Experience requires facilitator/briefing personnel to be proficient in effective briefing and communication techniques.

4.12.8 Facilitator (FAC-1)

Duties include assisting in planning, scheduling, coordination and setup of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes setup and operation of audio/visual equipment/devices and computer equipment. Assistant facilitator will help ensure agenda, attendee's list, minutes, and resulting action items are documented for the record.

Minimum Education/Experience Requirements: The Assistant Facilitator shall, as a minimum possess a Bachelor's degree in business, management, engineering, or related fields with at least 5 years experience in related facilitation activities, OR in lieu of a bachelor's degree, have a minimal of 10 years experience in related facilitation activities. Duties require individual to possess 2 years experience in public speaking and hosting/briefing. Experience requires assistant facilitator to be effective in briefing and communication techniques.

4.13 Trainer (TR)

Duties include providing off-the-shelf or customized off-the-shelf training packages to meet specific program needs related to management, organization and business improvement services.

4.13.1 Trainer (TR-3)

Duties include providing a variety of Govt./Industrial acquisition reforms related training/concepts, user application of unique software, policy implementation/procedures, new processes/techniques/metrics/models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements: A Bachelor's degree in business, management, engineering, or related fields with at least 15 years acquisition experience in related training activities and associated acquisition area.

4.13.2 Trainer (TR-2)

Duties include providing a variety of Govt./Industrial acquisition reforms related training/concepts, user application of unique software, policy implementation/procedures, new processes/techniques/metrics/models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements: A Bachelor's degree in business, management, engineering, or related fields with at least 10 years acquisition experience in related training activities and associated acquisition area.

4.13.3 Trainer (TR-1)

Duties include preparation and development of training materials, assisting with scheduling and conduct of training sessions for a variety of topics to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements: A Bachelor's degree in business, management, engineering, or related fields with at least 5 years acquisition experience in related training activities and associated acquisition area, OR in lieu of a Bachelor's degree, have 10 years relevant experience.

4.13.4 Training Specialist (TS)

Provides technical training and documentation for various software applications in both a classroom environment and a one-on-one/small group setup.

As facilitator, provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education/Experience Requirements: Minimum two (2) years of training experience with a fully functional knowledge of applicable industry standard software applications and if required subject matter expertise. B.S./B.A. or equivalent experience in a related field. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

4.14 Subject Matter Expert/Consultant (SMEC) Overview

Duties include providing high-level expert advice, assistance, guidance or counseling in support of management, organizational and business improvement or investigative efforts. This may also include studies, analysis and reports documenting any proposed developmental, consultative or implementation efforts/recommendations. This level of expertise may be applied to any functional requirement shown in the Statement of Work, but will only be used in very limited unique and short-term applications that warrant specialized expertise not normally found in the preceding list of labor category requirements.

4.14.1 Subject Matter Expert (SME-1)

Application of SME will only be initiated when special areas of study are warranted, and when in the interest of implementing new policy/procedures, new processes, techniques,

metrics/models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements: A BA/BS degree in designated area of expertise and 7 years of specialized experience in acquisition or technical expertise area.

4.14.2 Subject Matter Expert (SME-2)

Application of SME will only be initiated when special areas of study are warranted, and when in the interest of implementing new policy/procedures, new processes, techniques, metrics/models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements: A Master's Degree in designated area of expertise and 7 years of specialized experience in acquisition or technical expertise area.

4.14.3 Consultant-1 (SME-3)

Application of SME-3 will only be initiated when special areas of study are warranted, and when in the interest of implementing new policy/procedures, new processes, techniques, metrics/models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements: A Master's degree in designated area of expertise and 12 years of specialized experience in acquisition or technical expertise area.

4.14.4 Consultant-2 (SME-4)

Application of SME-4 will only be initiated when special areas of study are warranted, and when in the interest of implementing new policy/procedures, new processes, techniques, metrics/models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Education/Experience Requirements: A Ph.D. in designated area of expertise and 10 years of specialized experience in acquisition or technical expertise area. Master's degree and 16 years experience may be substituted for Ph.D.

4.14.5 Technical Information Specialist (TIS-1)

Performs work concerned with analyzing, summarizing, and coding the intellectual content of scientific, medical, technological, or other specialized information related to developing or maintaining scientific information systems, including acquisition, analysis of subject content of the documents acquired, indexing and preparation of abstracts or extracts. May develop thesauri, list of descriptions, subject heading lists, etc. Analyzes questions from users and performs literature searches; prepares replies in the form of documents, bibliographies, or specific answers to query. Directs, administers, or coordinates technical information services related to information systems. Conducts information searches using online database sources. Work may also include special techniques, methods, and devices of a semi- or fully-automated documentation system.

Minimum Education/Experience Requirements: Minimum one (1) year experience in database software testing and electronic databases. Familiar with web-based search engines. B.S./B.A. or equivalent experience in a related field.

4.14.6 Technical Information Specialist (TIS-2)

Provides user services support for database access and submissions. Provides computer information search and retrieval for engineering and scientific technical staff. Able to answer e-mail and phone queries on all aspects of production and distribution. Capable of supervising and training other Information Specialists and support staff. Familiarity with service desk procedures.

Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies would be formulated, and for reviewing retrieved material for inclusion bibliographies. Produces final reports.

Minimum Education/Experience Requirements: Minimum four (4) years experience in web development, database software testing and electronic databases. Familiar with web-based search engines. B.S./B.A. degree.

4.14.7 Technical Information Specialist (TIS-3)

Provides information and resource materials for client projects, including regulations, chemical information, journal articles, and Government documents. Performs all necessary functions for support of the client library, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing; and publicizing new acquisitions to users.

Minimum Education/Experience Requirements: Minimum five (5) years experience in web development, database software testing and electronic databases. Familiar with web-based search engines. M.S./M.A. degree.