



**GENERAL SERVICES ADMINISTRATION**  
Federal Acquisition Service  
**Authorized Federal Supply Schedule FSS Price List**

**Advanced Management Strategies Group**  
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Dumfries, VA 22025-2045  
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[www.AMSGCORP.net](http://www.AMSGCORP.net)  
Contract Administrator: Christine Taylor, [ctaylor@amsgcorp.net](mailto:ctaylor@amsgcorp.net)

Contract Number: GS-00F-024CA  
Contract Period: January 23, 2015 – January 22, 2030  
Business Size: Small Business, Service Disabled Veteran Owned Small Business

**Schedule Title: Multiple Award Schedule**  
**Federal Supply Group: Professional Services, Scientific Management and Solutions, & Information Technology**

Price list current as of Modification PO-0036, effective January 23, 2025.

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: <https://www.GSAAdvantage.gov>.

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

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

<b>SIN</b>	<b>Recovery</b>	<b>SIN Description</b>
541330ENG	541330ENGRC	Engineering Services
541380	541380RC	Testing Laboratory Services
541420	541420RC	Engineering System Design and Integration Services
54151S	54151SRC	Information Technology Professional Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614	541614RC	Deployment, Distribution and Transportation Logistics Services
541614SVC	541614SVCRC	Supply and Value Chain Management
541715	541715RC	Engineering Research and Development and Strategic Planning
611430	611430RC	Professional and Management Development Training
OLM	OLMRC	Order Level Materials

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

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Labor Category Descriptions Pages 10-24.**

**2. Maximum Order:** For SINs 541330ENG, 541420, 541611, 541614, 541614SVC, 541715, & 611430 - \$1,000,000  
For SIN 54151S - \$500,000  
For SINs 541380 & OLM - \$250,000

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

**4. Geographic Coverage:** Domestic

**5. Point(s) of production:** Same as contractor address

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

**7. Quantity discounts:** 6.00% for any individual task order exceeding \$2,000,000.

- 8. Prompt payment terms:** 1.00%, 15 days. Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
- 9. Foreign items:** None
- 10a. Time of Delivery:** Specified on the Task Order
- 10b. Expedited Delivery:** Items available for expedited delivery are noted in this price list. Contact Contractor
- 10c. Overnight and 2-day delivery:** Contact Contractor
- 10d. Urgent Requirements:** Contact Contractor
- 11. F.O.B Points:** Destination
- 12a. Ordering Address:** Same as contractor address
- 12b. Ordering procedures:** See Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment address: Payment by mail:**  
AMSG  
ATTN: Laura Alston, Director of Contracts and Finance  
3800 Fetter Park Dr., STE 201  
Dumfries, VA 22025-2045
- Payment via wire transfer:**  
Eagle Bank  
9-Digit ABA Routing Number: see invoice  
Account Number: see invoice
- 14. Warranty provision:** Contractor's standard commercial warranty.
- 15. Export Packing Charges:** N/A
- 16. Terms and conditions of rental, maintenance, and repair:** N/A
- 17. Terms and conditions of installation:** N/A
- 18a. Terms and conditions of repair parts:** N/A
- 18b. Terms and conditions for any other services:** N/A
- 19. List of service and distribution points:** N/A
- 20. List of participating dealers:** N/A

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

**22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

**22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at:**  
<https://www.Section508.gov/> & <https://www.AMSGCORP.net>

**23. Unique Entity Identifier (UEI) Number:** D72GB943Q923

**24. Notification regarding registration in System for Award Management (SAM) database:**  
Advanced Management Strategies Group, Inc. is registered at SAM.gov.



**GSA Hourly Rates (w/IFF)**

**SINs 541330ENG, 541380, 541420, 54151S, 541611, 541614, 541614SVC, 541715, & 611430**

Labor Category	Contractor or Customer Site	Year 10 01/23/2024 - 01/22/2025	Year 11 01/23/2025 - 01/22/2026	Year 12 01/23/2026 - 01/22/2027	Year 13 01/23/2027 - 01/22/2028	Year 14 01/23/2028 - 01/22/2029	Year 15 01/23/2029 - 01/22/2030
Administrative Assistant I**	Contractor Site	\$47.57	\$48.28	\$49.01	\$49.74	\$50.49	\$51.25
Administrative Assistant I**	Customer Site	\$43.61	\$44.27	\$44.93	\$45.60	\$46.29	\$46.98
Administrative Assistant II**	Contractor Site	\$53.07	\$53.86	\$54.67	\$55.49	\$56.32	\$57.17
Administrative Assistant II**	Customer Site	\$48.61	\$49.34	\$50.08	\$50.83	\$51.59	\$52.37
Analyst I	Contractor Site	\$65.15	\$66.12	\$67.12	\$68.12	\$69.14	\$70.18
Analyst I	Customer Site	\$59.72	\$60.62	\$61.53	\$62.45	\$63.39	\$64.34
Analyst II	Contractor Site	\$79.73	\$80.93	\$82.14	\$83.37	\$84.62	\$85.89
Analyst II	Customer Site	\$73.09	\$74.18	\$75.29	\$76.42	\$77.57	\$78.73
Analyst III	Contractor Site	\$102.02	\$103.55	\$105.10	\$106.68	\$108.28	\$109.90
Analyst III	Customer Site	\$93.52	\$94.92	\$96.34	\$97.79	\$99.26	\$100.74
Analyst IV	Contractor Site	\$124.73	\$126.60	\$128.50	\$130.43	\$132.39	\$134.37
Analyst IV	Customer Site	\$114.34	\$116.06	\$117.80	\$119.56	\$121.36	\$123.18
Analyst V	Contractor Site	\$144.61	\$146.78	\$148.98	\$151.22	\$153.48	\$155.79
Analyst V	Customer Site	\$132.56	\$134.55	\$136.57	\$138.62	\$140.70	\$142.81
Consultant	Contractor Site	\$150.41	\$152.66	\$154.95	\$157.28	\$159.64	\$162.03
Consultant	Customer Site	\$137.87	\$139.94	\$142.04	\$144.17	\$146.33	\$148.53
Customer Service Representative I**	Contractor Site	\$47.57	\$48.28	\$49.01	\$49.74	\$50.49	\$51.25
Customer Service Representative I**	Customer Site	\$43.61	\$44.27	\$44.93	\$45.60	\$46.29	\$46.98
Customer Service Representative II**	Contractor Site	\$68.42	\$69.44	\$70.48	\$71.54	\$72.61	\$73.70
Customer Service Representative II**	Customer Site	\$62.72	\$63.66	\$64.61	\$65.58	\$66.56	\$67.56

Labor Category	Contractor or Customer Site	<u>Year 10</u> 01/23/2024 - 01/22/2025	<u>Year 11</u> 01/23/2025 - 01/22/2026	<u>Year 12</u> 01/23/2026 - 01/22/2027	<u>Year 13</u> 01/23/2027 - 01/22/2028	<u>Year 14</u> 01/23/2028 - 01/22/2029	<u>Year 15</u> 01/23/2029 - 01/22/2030
Customer Service Representative III**	Contractor Site	\$79.73	\$80.93	\$82.14	\$83.37	\$84.62	\$85.89
Customer Service Representative III**	Customer Site	\$73.09	\$74.18	\$75.29	\$76.42	\$77.57	\$78.73
Data Analyst	Contractor Site	\$46.50	\$47.20	\$47.90	\$48.62	\$49.35	\$50.09
Data Analyst	Customer Site	\$42.60	\$43.24	\$43.89	\$44.55	\$45.22	\$45.90
Data Management Analyst	Contractor Site	\$89.69	\$91.03	\$92.40	\$93.78	\$95.19	\$96.62
Data Management Analyst	Customer Site	\$82.11	\$83.34	\$84.59	\$85.86	\$87.15	\$88.45
Engineer I	Contractor Site	\$92.89	\$94.28	\$95.70	\$97.13	\$98.59	\$100.07
Engineer I	Customer Site	\$85.12	\$86.40	\$87.69	\$89.01	\$90.34	\$91.70
Engineer II	Contractor Site	\$108.05	\$109.67	\$111.31	\$112.98	\$114.68	\$116.40
Engineer II	Customer Site	\$99.05	\$100.53	\$102.04	\$103.57	\$105.12	\$106.70
Engineer III	Contractor Site	\$134.60	\$136.62	\$138.67	\$140.75	\$142.86	\$145.00
Engineer III	Customer Site	\$123.38	\$125.23	\$127.11	\$129.02	\$130.95	\$132.92
Engineer IV	Contractor Site	\$153.47	\$155.78	\$158.11	\$160.48	\$162.89	\$165.33
Engineer IV	Customer Site	\$140.68	\$142.79	\$144.94	\$147.11	\$149.32	\$151.56
Engineer V	Contractor Site	\$175.85	\$178.48	\$181.16	\$183.88	\$186.64	\$189.44
Engineer V	Customer Site	\$161.19	\$163.61	\$166.06	\$168.55	\$171.08	\$173.65
Equipment Specialist	Contractor Site	\$80.54	\$81.74	\$82.97	\$84.22	\$85.48	\$86.76
Equipment Specialist	Customer Site	\$73.82	\$74.93	\$76.05	\$77.19	\$78.35	\$79.52
Graphic Artist	Contractor Site	\$53.22	\$54.02	\$54.83	\$55.65	\$56.48	\$57.33
Graphic Artist	Customer Site	\$48.80	\$49.53	\$50.28	\$51.03	\$51.80	\$52.57
Illustrator/ Draftsman	Contractor Site	\$70.72	\$71.78	\$72.86	\$73.95	\$75.06	\$76.18
Illustrator/ Draftsman	Customer Site	\$64.83	\$65.80	\$66.79	\$67.79	\$68.81	\$69.84
Instructional System Designer Senior	Contractor Site	\$152.41	\$154.70	\$157.02	\$159.37	\$161.76	\$164.19
Instructional System Designer Senior	Customer Site	\$139.62	\$141.72	\$143.84	\$146.00	\$148.19	\$150.41
Junior Acquisition Specialist	Contractor Site	\$79.24	\$80.43	\$81.64	\$82.86	\$84.10	\$85.37
Junior Acquisition Specialist	Customer Site	\$73.37	\$74.47	\$75.59	\$76.72	\$77.87	\$79.04

Labor Category	Contractor or Customer Site	<u>Year 10</u> 01/23/2024 - 01/22/2025	<u>Year 11</u> 01/23/2025 - 01/22/2026	<u>Year 12</u> 01/23/2026 - 01/22/2027	<u>Year 13</u> 01/23/2027 - 01/22/2028	<u>Year 14</u> 01/23/2028 - 01/22/2029	<u>Year 15</u> 01/23/2029 - 01/22/2030
Junior Budget Analyst	Contractor Site	\$79.73	\$80.93	\$82.14	\$83.37	\$84.62	\$85.89
Junior Budget Analyst	Customer Site	\$73.09	\$74.18	\$75.29	\$76.42	\$77.57	\$78.73
Junior Financial Analyst	Contractor Site	\$79.73	\$80.93	\$82.14	\$83.37	\$84.62	\$85.89
Junior Financial Analyst	Customer Site	\$73.09	\$74.18	\$75.29	\$76.42	\$77.57	\$78.73
Junior Program Analyst	Contractor Site	\$84.08	\$85.34	\$86.62	\$87.92	\$89.24	\$90.58
Junior Program Analyst	Customer Site	\$77.08	\$78.23	\$79.41	\$80.60	\$81.81	\$83.03
Junior Web Developer	Contractor Site	\$102.02	\$103.55	\$105.10	\$106.68	\$108.28	\$109.90
Junior Web Developer	Customer Site	\$93.52	\$94.92	\$96.34	\$97.79	\$99.26	\$100.74
Logistics Specialist	Contractor Site	\$96.49	\$97.94	\$99.40	\$100.90	\$102.41	\$103.95
Logistics Specialist	Customer Site	\$88.45	\$89.78	\$91.13	\$92.49	\$93.88	\$95.29
Mid Acquisition Analyst	Contractor Site	\$102.03	\$103.56	\$105.11	\$106.69	\$108.29	\$109.91
Mid Acquisition Analyst	Customer Site	\$93.52	\$94.92	\$96.34	\$97.79	\$99.26	\$100.74
Mid Budget Analyst	Contractor Site	\$102.03	\$103.56	\$105.11	\$106.69	\$108.29	\$109.91
Mid Budget Analyst	Customer Site	\$93.52	\$94.92	\$96.34	\$97.79	\$99.26	\$100.74
Mid Financial Analyst	Contractor Site	\$102.02	\$103.55	\$105.10	\$106.68	\$108.28	\$109.90
Mid Financial Analyst	Customer Site	\$93.52	\$94.92	\$96.34	\$97.79	\$99.26	\$100.74
Program Analyst	Contractor Site	\$122.56	\$124.39	\$126.26	\$128.15	\$130.08	\$132.03
Program Analyst	Customer Site	\$112.33	\$114.02	\$115.73	\$117.47	\$119.23	\$121.02
Program Manager	Contractor Site	\$180.43	\$183.14	\$185.89	\$188.67	\$191.50	\$194.38
Program Manager	Customer Site	\$164.51	\$166.98	\$169.48	\$172.03	\$174.61	\$177.23
Project Manager	Contractor Site	\$160.13	\$162.53	\$164.97	\$167.44	\$169.95	\$172.50
Project Manager	Customer Site	\$146.77	\$148.97	\$151.20	\$153.47	\$155.77	\$158.11
Senior Acquisition Specialist	Contractor Site	\$134.10	\$136.11	\$138.15	\$140.23	\$142.33	\$144.46
Senior Acquisition Specialist	Customer Site	\$124.17	\$126.03	\$127.92	\$129.84	\$131.78	\$133.76
Senior Administrative Assistant**	Contractor Site	\$68.42	\$69.44	\$70.48	\$71.54	\$72.61	\$73.70
Senior Administrative Assistant**	Customer Site	\$62.72	\$63.66	\$64.61	\$65.58	\$66.56	\$67.56

Labor Category	Contractor or Customer Site	<u>Year 10</u> 01/23/2024 - 01/22/2025	<u>Year 11</u> 01/23/2025 - 01/22/2026	<u>Year 12</u> 01/23/2026 - 01/22/2027	<u>Year 13</u> 01/23/2027 - 01/22/2028	<u>Year 14</u> 01/23/2028 - 01/22/2029	<u>Year 15</u> 01/23/2029 - 01/22/2030
Senior Associate	Contractor Site	\$207.59	\$210.71	\$213.87	\$217.07	\$220.33	\$223.64
Senior Associate	Customer Site	\$190.29	\$193.15	\$196.04	\$198.98	\$201.97	\$205.00
Senior Budget Analyst	Contractor Site	\$124.73	\$126.60	\$128.50	\$130.43	\$132.39	\$134.37
Senior Budget Analyst	Customer Site	\$114.34	\$116.06	\$117.80	\$119.56	\$121.36	\$123.18
Senior Data Analyst	Contractor Site	\$127.36	\$129.27	\$131.21	\$133.18	\$135.18	\$137.21
Senior Data Analyst	Customer Site	\$116.64	\$118.39	\$120.17	\$121.97	\$123.80	\$125.66
Senior Executive	Contractor Site	\$239.90	\$243.50	\$247.15	\$250.86	\$254.62	\$258.44
Senior Executive	Customer Site	\$219.91	\$223.21	\$226.56	\$229.96	\$233.41	\$236.91
Senior Financial Analyst	Contractor Site	\$124.73	\$126.60	\$128.50	\$130.43	\$132.39	\$134.37
Senior Financial Analyst	Customer Site	\$114.34	\$116.06	\$117.80	\$119.56	\$121.36	\$123.18
Senior Graphic Artist	Contractor Site	\$86.69	\$87.99	\$89.31	\$90.65	\$92.01	\$93.39
Senior Graphic Artist	Customer Site	\$79.47	\$80.67	\$81.88	\$83.11	\$84.35	\$85.62
Senior Logistics Analyst	Contractor Site	\$129.42	\$131.36	\$133.33	\$135.33	\$137.36	\$139.43
Senior Logistics Analyst	Customer Site	\$118.63	\$120.41	\$122.21	\$124.05	\$125.91	\$127.80
Senior Logistics Manager	Contractor Site	\$114.75	\$116.48	\$118.22	\$120.00	\$121.80	\$123.62
Senior Logistics Manager	Customer Site	\$105.18	\$106.76	\$108.36	\$109.99	\$111.64	\$113.31
Senior Strategic Planner	Contractor Site	\$207.59	\$210.71	\$213.87	\$217.07	\$220.33	\$223.64
Senior Strategic Planner	Customer Site	\$190.29	\$193.15	\$196.04	\$198.98	\$201.97	\$205.00
Senior Systems Developer	Contractor Site	\$124.73	\$126.60	\$128.50	\$130.43	\$132.39	\$134.37
Senior Systems Developer	Customer Site	\$114.34	\$116.06	\$117.80	\$119.56	\$121.36	\$123.18
Senior Web Developer	Contractor Site	\$124.73	\$126.60	\$128.50	\$130.43	\$132.39	\$134.37
Senior Web Developer	Customer Site	\$114.34	\$116.06	\$117.80	\$119.56	\$121.36	\$123.18
Staff Technologist I	Contractor Site	\$153.76	\$156.07	\$158.41	\$160.78	\$163.20	\$165.64
Staff Technologist I	Customer Site	\$140.94	\$143.05	\$145.20	\$147.38	\$149.59	\$151.83
Staff Technologist II	Contractor Site	\$169.06	\$171.60	\$174.17	\$176.79	\$179.44	\$182.13
Staff Technologist II	Customer Site	\$154.99	\$157.32	\$159.68	\$162.07	\$164.50	\$166.97



Labor Category	Contractor or Customer Site	<u>Year 10</u> 01/23/2024 - 01/22/2025	<u>Year 11</u> 01/23/2025 - 01/22/2026	<u>Year 12</u> 01/23/2026 - 01/22/2027	<u>Year 13</u> 01/23/2027 - 01/22/2028	<u>Year 14</u> 01/23/2028 - 01/22/2029	<u>Year 15</u> 01/23/2029 - 01/22/2030
Staff Technologist III	Contractor Site	\$187.32	\$190.13	\$192.98	\$195.88	\$198.81	\$201.80
Staff Technologist III	Customer Site	\$171.71	\$174.28	\$176.90	\$179.55	\$182.24	\$184.98
Technical Expert I	Contractor Site	\$355.49	\$360.82	\$366.23	\$371.72	\$377.29	\$382.95
Technical Expert I	Customer Site	\$349.66	\$354.91	\$360.23	\$365.63	\$371.11	\$376.68
Technical Expert II	Contractor Site	\$410.33	\$416.48	\$422.73	\$429.07	\$435.51	\$442.04
Technical Expert II	Customer Site	\$404.49	\$410.56	\$416.72	\$422.96	\$429.31	\$435.75
Technical Writer	Contractor Site	\$76.49	\$77.64	\$78.80	\$79.99	\$81.19	\$82.40
Technical Writer	Customer Site	\$70.12	\$71.18	\$72.24	\$73.33	\$74.43	\$75.54
Training Specialist I	Contractor Site	\$74.10	\$75.22	\$76.34	\$77.49	\$78.65	\$79.83
Training Specialist I	Customer Site	\$67.92	\$68.94	\$69.97	\$71.02	\$72.08	\$73.17
Training Specialist II	Contractor Site	\$100.70	\$102.21	\$103.75	\$105.30	\$106.88	\$108.48
Training Specialist II	Customer Site	\$92.29	\$93.67	\$95.07	\$96.50	\$97.95	\$99.42
Training Specialist III	Contractor Site	\$125.85	\$127.73	\$129.65	\$131.59	\$133.57	\$135.57
Training Specialist III	Customer Site	\$115.37	\$117.10	\$118.86	\$120.64	\$122.45	\$124.29

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

SCLS Eligible Contract Labor Category	SCLS Equivalent Code-Title	WD Number
Administrative Assistant I**	01311 Secretary I	2015-4269
Administrative Assistant II**	01313 Secretary III	2015-4269
Senior Administrative Assistant**	01020 - Administrative Assistant	2015-4269
Customer Service Representative I** (Registration, Facility Management, Travel Support)	01041 - Customer Service Representative I	2015-4269
Customer Service Representative II** (Registration, Facility Management, Travel Support)	01042 - Customer Service Representative II	2015-4269
Customer Service Representative III** (Lead) (Registration Support)	01043 - Customer Service Representative III	2015-4269

**Labor Category Descriptions**  
**SIN 541330ENG, 541380, 541420, 54151S, 541611, 541614, 541614SVC, 541715, & 611430**

**Administrative Assistant I\*\***

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**Functional Responsibilities:** Under general supervision, performs administrative functions such as job ordering and reporting, maintenance of security records, supervision of typist and administrative clerks, word processing, data transcription, and procurement of material/equipment required for job performance.

**Minimum Education:** High School

**Minimum Experience:** 2 years

**Administrative Assistant II\*\***

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**Functional Responsibilities:** In addition to the experience as described in Administrative Assistant I, must have experience and be proficient with a wide variety of graphic and office automation tools and produce documents without errors. Must have experience and knowledge in proofreading and editing documents that are highly technical in nature which was created by others to ensure proper format, grammar, and style.

**Minimum Education:** High School

**Minimum Experience:** 6 years

**Analyst I**

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**Functional Responsibilities:** Under close supervision, performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation. Performs day-to-day maintenance of accounting data. May be called upon to deliver presentations and assist in task planning.

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

**Analyst II**

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**Functional Responsibilities:** Under general supervision, performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation. Performs day-to-day maintenance of accounting data. May be called upon to deliver presentations and assist in task planning.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Analyst III**

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**Functional Responsibilities:** Works as a team member and performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation. Performs day-to-day maintenance of accounting data. May be called upon to deliver presentations and assist in task planning.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Analyst IV**

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**Functional Responsibilities:** Works as a team member with advanced, comprehensive knowledge of methodologies, principles and practices related to logistics, business, or financial management disciplines. Ability to organize, analyze, interpret, and evaluate financial and management data in the solution of financial management and accounting problems. Ensures compliance with technological standards throughout the project. Operates with considerable latitude for actions and decisions. May serve as a prime point of contact with the client. May be called upon to deliver presentations, plan tasks, and coordinate resources and budgets.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Analyst V**

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**Functional Responsibilities:** Leads a team and applies advanced, comprehensive knowledge of methodologies, principals, and practices related to logistics, business, or financial management disciplines. Ability to organize, analyze, interpret, and evaluate financial and management data in the solution of financial management and accounting problems. Responsible for ensuring compliance with technological standards throughout the project. Operates with considerable latitude for actions and decisions. May serve as a prime point of contact with the client. May be called upon to deliver presentations, plan tasks, and coordinate resources and budgets.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Consultant**

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**Functional Responsibilities:** A Consultant provides expertise in providing consulting services across a range of areas. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty areas.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Customer Service Representative I\*\***

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**Functional Responsibilities:** Under general supervision, performs variety of customer support functions, travel and facilities management support. Tasks may include monitoring Mailbox (Outlook), responding to inquiries, forwarding inquiries to recipients, providing guidance for travelers regarding Travel Policy, certifying all local and TDY travel authorizations and vouchers, supporting customer efforts in the management of meeting space, working closely with IT, providing supplies and providing assistance in managing databases (SharePoint, etc.).

**Minimum Education:** High School

**Minimum Experience:** 2 years

### **Customer Service Representative II\*\***

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**Functional Responsibilities:** Under supervision of lead, performs variety of customer support functions, travel, and facilities management support. Tasks may include monitoring Mailbox (Outlook), responding to inquiries, forwarding inquiries to recipients, providing guidance for travelers regarding Travel Policy, certifying all local and TDY travel authorizations and vouchers, supporting customer efforts in the management of meeting space, working closely with IT, providing supplies, and providing assistance in managing databases (SharePoint, etc.).

**Minimum Education:** High School

**Minimum Experience:** 4 years

### **Customer Service Representative III\*\***

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**Functional Responsibilities:** Performs variety of customer support functions, travel, and facilities management support. May serve as team leader. Tasks may include monitoring Mailbox (Outlook), responding to inquiries, forwarding inquiries to recipients, providing guidance for travelers regarding Travel Policy, certifying all local and TDY travel authorizations and vouchers, supporting customer efforts in the management of meeting space, working closely with IT, providing supplies, and providing assistance in managing databases (SharePoint, etc.).

**Minimum Education:** High School

**Minimum Experience:** 6 years

### **Data Analyst**

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**Functional Responsibilities:** Works independently or under general direction to perform analysis, preparation, and entry of data into prescribed data formats. Submits recommendations for solutions. Prepares detailed specifications and flowcharts. Prepares written reports to management.

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

### **Data Management Analyst**

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**Functional Responsibilities:** Demonstrated capability of maintaining a variety of data products, chronological data status and accounting logs. Works independently or under general direction to conduct logical analyses of management problems and management information requirements and formulates models of problems for solution. Reviews operations and testing of models to ensure adequacy or to determine need for reformulating to support collection, manipulation, analysis, and other use of data. Prepares written reports to management.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Engineer I**

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**Functional Responsibilities:** Under close supervision and within well-defined guidelines, applies knowledge of engineering to assist in solving client problems. Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate information technology systems.

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

### **Engineer II**

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**Functional Responsibilities:** Under general supervision, performs a variety of engineering duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation related to a specific engineering discipline. May be called upon to deliver presentations.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Engineer III**

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**Functional Responsibilities:** Performs a variety of assigned engineering duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting, and documentation related to a specific engineering discipline. May be called upon to deliver presentations.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Engineer IV**

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**Functional Responsibilities:** Designs, develops, and evaluates various engineering programs. Functions as a team member responsible for specific technical duties related to engineering disciplines. These activities may consist of systems planning, performance management, capacity planning, testing and validation, information engineering, and development and staffing of a systems engineering management plan. Ensures compliance with technological standards throughout projects.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Engineer V**

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**Functional Responsibilities:** Functions as a team leader responsible for specific technical duties related to engineering disciplines. Possesses experience in design, development, and evaluation of various engineering programs. These activities may consist of systems planning, performance management, capacity planning, testing and validation, information engineering, and development and staffing of a systems engineering management plan. Ensures compliance with technological standards throughout projects.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Equipment Specialist**

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**Functional Responsibilities:** Possesses practical knowledge of equipment and its characteristics, properties, and uses in order to (1) collect, analyze, interpret, and provide specialized information about equipment together with related advice to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; (2) identify and recommend practical solutions to engineering design and manufacturing defects and recommend use of substitute testing or support equipment when the equipment requested is unavailable; or (3) develop, install, inspect, or revise equipment maintenance programs and techniques.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Graphic Artist**

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**Functional Responsibilities:** Under general supervision, produces line drawings, technical drawings, presentation art, viewgraphs, and slides. May be called upon to deliver presentations and assist in task planning.

**Minimum Education:** High School

**Minimum Experience:** 3 years

### **Illustrator/ Draftsman**

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**Functional Responsibilities:** Under general supervision, performs a variety of duties, including the preparation of drawings, charts, illustrations, schematics, diagrams, and flow charts.

**Minimum Education:** High School

**Minimum Experience:** 2 years

### **Instructional System Designer Senior**

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**Functional Responsibilities:** Performs tasks related to planning, coordination, and development of components of instructional design based on the findings of occupational analysis; determining the learning objectives and task learning relationships, clustering learning events, organizing course content, and developing instruction design plans; and analyzing learning problems, selecting teaching strategies using appropriate models, and developing course plans using this information. Tasks may include identifying training needs, presenting recommendations, and delivering learning solutions to address performance gaps; leveraging instructional design and performance improvement processes to analyze, design, develop, implement, and evaluate instructional materials and performance improvement programs; working with key stakeholders and subject matter experts to design and develop training interventions that incorporate best practices in behavioral and cognitive sciences to effectively address business and performance objectives.

**Minimum Education:** Bachelors

**Minimum Experience:** 12 years

### **Junior Acquisition Specialist**

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**Functional Responsibilities:** Under general supervision, performs tasks related to developing procurement request packages, monitoring acquisition and procurement lifecycle management activities, and use of Procurement Administrative Lead Time (PALT) analysis while supporting program office activities. Tasks may include supporting the development of requirements, market research, estimates, and other related documentation.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Junior Budget Analyst**

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**Functional Responsibilities:** Under close supervision performs tasks which apply knowledge and skill in budget-related laws, regulations, policies, precedents, methods, and techniques. Tasks may include support for Planning, Programming, Budgeting, and Execution (PPBE) activities; assists in conducting multi-year programming studies and budget analyses, including, survey methods, findings, evaluations, and recommendations; supporting budget formulation efforts by developing, managing, and maintaining spreadsheets and budget artifacts used for development of Congressional Budget Justification; financial analysis; and may be called upon for development of draft briefs for VA management on the organization's budget.

**Minimum Education:** Bachelors

**Minimum Experience:** 2 years

### **Junior Financial Analyst**

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**Functional Responsibilities:** Under general supervision performs financial analysis and consults with multiple levels of personnel in one or more of the following competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, and other applicable disciplines. May be asked to assist with recommend cost effective strategies to meet objectives.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Junior Program Analyst**

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**Functional Responsibilities:** A Junior Program Analyst must have knowledge to be able to gather the appropriate data that will be used to plan, analyze, and evaluate the effectiveness of operating programs.

**Minimum Education:** Bachelors

**Minimum Experience:** 2 years

### **Junior Web Developer**

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**Functional Responsibilities:** Under general supervision performs tasks requiring use of IT to advance the organization's goals by creating websites for programs and projects. Utilizes available commercial technology tools like MS SharePoint and Access Database. Tasks may include performing web development, computer programming and database integration; supporting data collection, statistical analysis and visualization of progress towards achieving objectives; articulating and assisting the customer with defining and refining product requirements; and may be called upon to assist in supporting Data and Information Management tasks.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years



### **Logistics Specialist**

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**Functional Responsibilities:** Requires good written communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work is required. Position may require travel and the ability to obtain and maintain a security clearance. Researches and analyzes business problems to determine logistics element(s) requirements, with minimum supervision. Collaborates with customer(s) to define, coordinate, and track the status of multidisciplinary task(s) and advises on management and logistics element planning and execution. Performs logistics tasks associated with engineering, supply chain, scientific or general data processing functions within Governmental and/or civil deployment, acquisition, sustainment and/or operational environments. Interfaces with individual users to resolve operational and/or business processes, and/or technical problems. Coordinates tasks with other employees. Participates as individual contributor and as a member of multiple cross-functional integrated product team and/or functional area teams. Analyzes contractual commitments, customer specifications, design changes, and other data. Provides assessments of current logistical practices and recommends possible solutions. Plans and develops logistic program documentation from conceptual stage through life-cycle product. Compiles data on standardization and interchangeability of parts to expedite logistic activities. May perform special research or technical studies critical to logistic support functions. May utilize computer techniques for analysis, simulation, or information systems and documentation.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Mid Acquisition Analyst**

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**Functional Responsibilities:** Under general supervision performs tasks related to developing procurement request packages, monitoring acquisition and procurement lifecycle management activities, and use of Procurement Administrative Lead Time (PALT) analysis while supporting program office activities. Tasks may include supporting the development of requirements, market research, estimates, and other related procurement documentation.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Mid Budget Analyst**

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**Functional Responsibilities:** Under general supervision performs tasks related to developing procurement request packages, monitoring acquisition and procurement lifecycle management activities, and use of Procurement Administrative Lead Time (PALT) analysis while supporting program office activities. Tasks may include supporting the development of requirements, market research, estimates, and other related procurement documentation.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Mid Financial Analyst**

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**Functional Responsibilities:** Performs complex financial analysis and consults with multiple levels of personnel in one or more of the following competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, and other applicable disciplines. May recommend cost effective strategies to meet objectives.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Program Analyst**

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**Functional Responsibilities:** A Program Analyst must have knowledge in how to plan, analyze and evaluate the effectiveness of operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Program Manager**

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**Functional Responsibilities:** Senior technical professional who possesses supervisory and managerial experience in completing an engineering project development from inception to production. The experience should also include a demonstrated ability to manage multiple projects simultaneously, providing guidance and direction for assigned tasks and project managers. Expertise in the management and control of schedules, funds and resources is required.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Project Manager**

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**Functional Responsibilities:** Technical professional who possesses supervisory and managerial experience in completing an engineering project development from inception to production. The experience should also include a demonstrated ability to provide guidance and direction for assigned tasks. Expertise in the management and control of schedules, funds and resources is preferable.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Senior Acquisition Specialist**

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**Functional Responsibilities:** Performs tasks related to developing procurement request packages, monitoring acquisition and procurement lifecycle management activities, and use of Procurement Administrative Lead Time (PALT) analysis while supporting program office activities. Tasks may include supporting the development of requirements, market research, estimates, and other related procurement documentation.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Senior Administrative Assistant\*\***

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**Functional Responsibilities:** Performs administrative functions such as job ordering and reporting, maintenance administrative and security records, supervision of typist and administrative clerks, word processing, data transcription, and procurement of material/equipment required for job performance. Serves in challenging administrative positions often reporting directly to senior executives, preparing executive correspondence, and coordinating meeting and schedules.

**Minimum Education:** High School

**Minimum Experience:** 10 years

### **Senior Associate**

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**Functional Responsibilities:** Senior technical professional who possesses qualifications as a senior consultant acting as an advisor and subject matter expert for complex and critical client projects. The Senior Associate provides expert scholarly advice to the project.

**Minimum Education:** Bachelors

**Minimum Experience:** 14 years

### **Senior Budget Analyst**

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**Functional Responsibilities:** Performs tasks which apply knowledge and skill in budget-related laws, regulations, policies, precedents, methods, and techniques. Tasks may include support for Planning, Programming, Budgeting, and Execution (PPBE) activities; conducting multi-year programming studies and budget analyses, including, survey methods, findings, evaluations, and recommendations; supporting budget formulation efforts by developing, managing, and maintaining spreadsheets and budget artifacts used for development of Congressional Budget Justification; financial analysis; and development of draft briefs for VA management on the organization's budget.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Senior Data Analyst**

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**Functional Responsibilities:** Performs tasks which may include obtaining data through advanced computerized models; extrapolating data patterns through advanced algorithms; developing simple graphs and charts to explain how the mathematical information will influence the specific project or business; and presenting to managers how to best alter their business models to generate profitable future trends.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Senior Executive**

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**Functional Responsibilities:** Acts as a consultant and uses broad experience as a subject matter expert to guide clients in solutions of complex or critical problems. Provides specific, demonstrated, recognized expertise directly related to the knowledge and skills required for an assigned task.

**Minimum Education:** Masters

**Minimum Experience:** 20 years of Engineering, Technical or Business Management experience

### **Senior Financial Analyst**

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**Functional Responsibilities:** Performs complex financial analysis and consults with multiple levels of personnel in one or more of the following competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, and other applicable disciplines. Recommends cost effective strategies to meet program, project and financial planning objectives. May function as team lead.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Senior Graphic Artist**

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**Functional Responsibilities:** Produces line drawings, technical drawings, presentation art, viewgraphs, and slides. May be called upon to deliver presentations and assist in task planning.

**Minimum Education:** High School

**Minimum Experience:** 8 years

### **Senior Logistics Analyst**

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**Functional Responsibilities:** Requires good communications skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates, and adjudicates comments from various organizations and prepares reports. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs. Requires knowledge of assisting and/or advising customer in all areas of program performance including technical, administrative, analytical, reporting and financial. Oversees, performs, and manages tasks as required. Creates, obtains, and manages program data and develops comprehensive status reports of project/program performance. Provides assessments of current logistical practices and recommends possible solutions. Plans and develops logistic program documentation from conceptual stage through life-cycle product. Compiles data on standardization and interchangeability of parts to expedite logistic activities. May perform special research or technical studies critical to logistic support functions. May utilize computer techniques for analysis, simulation, or information systems and documentation. May supervise and train entry-level personnel in the management, business, and organizational aspects of assigned work.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Senior Logistics Manager**

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**Functional Responsibilities:** Knowledge and skills in managing logistics support functions, including provisioning; logistics support analysis; life cycle cost; component and system test and evaluation; system requirements analysis and design; support equipment planning, acquisition and support; maintenance planning and development; and validation of provisioning, sustainment and support technical documentation. Familiarity with Government documentation, including specifications, standards and acquisition and sustainment regulations, practices and policies. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs. Consults as industry expert with managers, program managers and customers, advising on program/project policy development, planning and implementation. Position may require the ability to obtain and maintain a security clearance.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

### **Senior Strategic Planner**

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**Functional Responsibilities:** Performs tasks related to providing content and process expertise for providing advice for establishing and implementing a strategic direction. Tasks may include supporting strategic planning, including the development of strategic goals, objectives, strategies, performance measures, targets, improved programmatic outcomes, and linkages to programming, budgeting and evaluations; supporting strategic performance measure development, including improved linkage between VA-wide strategic goals and VA programmatic outcomes; and implementing the Government Performance and Results Act (GPRA) Modernization Act (GPRAMA).

**Minimum Education:** Bachelors

**Minimum Experience:** 15 years

### **Senior Systems Developer**

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**Functional Responsibilities:** Functional expert providing skills as a SharePoint Software Developer applying current graphics design and .NET technologies to develop, modify, maintain SharePoint server portals. Design, develop, and manage site content and capabilities and provide daily onsite maintenance of the existing Microsoft Office SharePoint Server (MOSS) portals. Manages the content hosted on SharePoint and helps expedite user adoption within the organization. Responsible for maintaining and securing the platform and monitoring system usage to optimize performance. Other basic tasks include: Creating and configuring new sites.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Senior Web Developer**

---

**Functional Responsibilities:** Performs tasks requiring use of IT to advance the organization's goals by creating websites for programs and projects. Utilizes available commercial technology tools like MS SharePoint and Access Database. Tasks may include performing web development, computer programming and database integration; supporting data collection, statistical analysis and visualization of progress towards achieving objectives; articulating and assisting the customer with defining and refining product requirements; and supporting Data and Information Management tasks.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Staff Technologist I**

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**Functional Responsibilities:** Works as a team member, with experience in fields such as development of expert systems, state-of-the-art methodologies, laser technology applications for surveillance and/or weapon guidance/control systems, particle physics, infrared imaging as applied to materials identification and weapons systems, concept and prototype development, operations research as applied to process methodology analysis, hazardous materials identification, control and disposal technology, or information technology and communication applications.

**Minimum Education:** Masters

**Minimum Experience:** 6 years

### **Staff Technologist II**

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**Functional Responsibilities:** Works independently, with experience in fields such as development of expert systems, state-of-the-art methodologies, laser technology applications for surveillance and/or weapon guidance/control systems, particle physics, infrared imaging as applied to materials identification and weapons systems, concept and prototype development, operations research as applied to process methodology analysis, hazardous materials identification, control and disposal technology, or information technology and communication applications.

**Minimum Education:** PhD

**Minimum Experience:** 8 years

### **Staff Technologist III**

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**Functional Responsibilities:** Senior technical professional who possesses supervisory and managerial experience in development and completion of engineering projects from inception to production. The experience shall be in fields such as development of expert systems, state-of-the-art methodologies for development of laser technology applications for surveillance and/or weapon guidance/control systems, particle physics, infrared imaging as applied to materials identification and weapons systems, concept and prototype development, operations research as applied to process methodology analysis, hazardous materials identification, control and disposal technology, or information technology and communication applications.

**Minimum Education:** PhD

**Minimum Experience:** 10 years

### **Technical Expert I**

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**Functional Responsibilities:** Senior technical professional that performs highly specialized, technical tasks associated with the most current technologies. Maintains current knowledge of a specialized area, and possesses advanced knowledge of the principles, methods, and techniques used in the area of their technical expertise.

**Minimum Education:** Bachelors or 4 years' work under a Professional Engineer or Management Certification (PMP) and for engineers, passing of at least two intensive competency exams with a license from their state's licensure board, or possess one of the following: Certified Chemical Engineer (CCE) or a Software Engineering Master Certification (SEMC)

**Minimum Experience:** 10 years' Engineering, Technical or Business Management experience

### **Technical Expert II**

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**Functional Responsibilities:** Senior technical/engineering professional who, by virtue of academic training and specialized experience, is recognized as an expert in a specific technical/scientific field or subject matter. Provides expert scholarly advice and technical services in a specific field or subject matter. Supervises Technical Expert I and Senior Associates.

**Minimum Education:** Masters degree or 4 years' work under a Professional Engineer or Management Certification (PMP) and for engineers, passing of at least two intensive competency exams with a license from their state's licensure board, or possess one of the following: Certified Chemical Engineer (CCE) or a Software Engineering Master Certification (SEMC)

**Minimum Experience:** 20 years' Engineering, Technical or Business Management experience

### **Technical Writer**

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**Functional Responsibilities:** Gathers, analyzes and composes technical information. Ensures the use of proper technical terminology, translates technical information into clear, readable documents to be used by technical and non-technical personnel. Edits functional descriptions, systems specifications, user's manuals and other deliverables and documents.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

### **Training Specialist I**

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**Functional Responsibilities:** Conducts research necessary to develop and revise training courses and prepares appropriate training materials. Assists in the development of all instructor materials that may include course outline, background material, and training aids. Develops all student materials that may include course workbooks, manuals, completion certificates, and course critique forms. Serves as a teaching assistant during classroom instruction.

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

### Training Specialist II

**Functional Responsibilities:** Conducts research necessary to develop and revise training courses and prepares appropriate training materials. Develops all instructor materials that may include course outline, background material, and training aids. Develops all student materials that may include course workbooks, manuals, completion certificates, and course critique forms. Serves as an instructor.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### Training Specialist III

**Functional Responsibilities:** Conducts research necessary to develop and revise training courses and prepares appropriate training materials. Leads or manages the development of all instructor materials that may include course outline, background material, and training aids. Develops all student materials that may include course workbooks, manuals, completion certificates, and course critique forms. Acts in a senior capacity for classroom instruction.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

Degree/Experience Equivalency		
Degree	Experience Equivalence	Note: All labor categories have an absolute minimum education of at least a high school diploma or equivalent.
Doctorate	Masters + 2 additional years relevant experience, Bachelors + 4 years relevant experience	
Masters	Bachelors +2 additional years relevant experience, or Associates degree + 4 years relevant experience	
Bachelors	Associates degree +2 additional years relevant experience, or 4 years relevant experience	