

The following lists the applicable contract labor assignments with their corresponding minimum personnel qualifications – specific educational or experience requirements shall be noted at the task order level:

1. Program Manager

Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business. Certified Project Management Professional (PMP).

Experience: Fifteen (15) years of technical experience in support of relevant technical field, to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years of Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of task specific project. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures. Note: Experience may be concurrent.

2. Project Manager

Education: BS degree in Engineering, Physical Sciences, Mathematics, or Management Information Systems. Certified Project Management Professional (PMP).

Experience: Ten (10) years of direct work experience with C5ISR relevant technical field. Eight (8) years of direct work experience, to include: Design, Development, Production, Installation, and Test & Evaluation of relevant technical field. Four (4) years as manager of task specific project, to include: Supervising Project Personnel, Scheduling Work, Writing Proposals and Preparing Bids, and Equipment and Material Logistics Control. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures. Note: Experience may be concurrent.

3. Engineer/Scientist 5

Education: BS degree in Engineering or Physical Science.

Software Engineer only: Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Fifteen (15) years of experience in relevant technical field, to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C5ISR requirements. Recognized as an expert of task specific project. Note: Experience may be concurrent.

4. Engineer/Scientist 4

Education: BS degree in Engineering or Physical Science.

Software Engineer only: Working towards the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Ten (10) years of experience in relevant technical field, to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture,

Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C5ISR requirements. Five (5) years of technical experience in support of task specific project. Note: Experience may be concurrent.

5. Engineer/Scientist 3

Education: BS degree in Engineering or Physical Science.

Software Engineer only: Working towards the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Six (6) years of experience in relevant technical field, to include: Systems Analysis, Systems Architecture, Systems/Equipment Support, Test and Evaluation, and Logistics support of C5ISR requirements. Three (3) years of technical experience in support of task specific project. Note: Experience may be concurrent.

6. Engineer/Scientist 2

Education: BS degree in Engineering or Physical Science.

Software Engineer only: Working towards the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Three (3) years of experience in relevant technical field, to include: Systems/Equipment Support, and Test and Evaluation support of C5ISR requirements. One (1) year of technical experience in support of task specific project. Note: Experience may be concurrent.

7. Engineer/Scientist 1

Education: BS degree in Engineering or Physical Science.

Software Engineer only: Working towards the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: One (1) year of experience in relevant technical field, to include: Systems/Equipment Support, and Test & Evaluation support of C5ISR requirements.

8. Junior Engineer/Scientist

Education: BS degree in Engineering or Physical Science.

Experience: None.

9. Logistician 5

Education: Bachelor's degree. Professional Logistics Certification – i.e., Defense Acquisition Workforce

Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics Level 3, or have equivalent logistics training (resume to specify all equivalent training), or possess an additional five (5) years working in direct support of defense life-cycle logistics.

Experience: Fifteen (15) years of experience in defense life-cycle (acquisition) logistics support (or 20 years if not DAWIA Level 3 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Eight (8) years of experience in support of C5ISR systems. Demonstrated management skills, to include: Analyzing Contracts, Analyzing System Design Specifications, Analyzing Engineering/Systems Management Data, Developing Logistics Plans and Procedures, and Developing Logistics Management Plans and Guidelines. Experience supervising Logistics Specialists. Note: Experience may be concurrent.

10. Logistician 4

Education: Bachelor's degree. Professional Logistics Certification – i.e., Defense Acquisition Workforce Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics Level 2, or have equivalent logistics training (resume to specify all equivalent training), or possess an additional three (3) years working in direct support of defense life-cycle logistics.

Experience: Ten (10) years of experience in defense life-cycle (acquisition) logistics support (or 13 years if not DAWIA Level 2 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Six (6) years of experience in support of C5ISR systems. Demonstrated management skills, to include: Analyzing Contracts, Analyzing System Design Specifications, Analyzing Engineering/Systems Management Data, Developing Logistics Plans and Procedures, and Developing Logistics Management Plans and Guidelines. Experience supervising Logistics Specialists. Note: Experience may be concurrent.

11. Logistician 3

Education: Bachelor's degree. Professional Logistics Certification – i.e., Defense Acquisition Workforce Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics Level 1, or have equivalent logistics training (resume to specify all equivalent training), or possess an additional two (2) years working in direct support of defense life-cycle logistics.

Experience: Six (6) years of experience in defense life-cycle (acquisition) logistics support (or 8 years if not DAWIA Level 1 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Four (4) years of experience in support of C5ISR systems. Demonstrated skills, to include: Analyzing Engineering/Systems Management Data, Developing Logistics Plans and Procedures, and Developing Logistics Management Plans and Guidelines. Note: Experience may be concurrent.

12. Logistician 2

Education: Bachelor's degree. Working towards Professional Logistics Certification – i.e., Defense Acquisition Workforce Improvement Act (DAWIA) in Lifecycle [Acquisition] Logistics Level 1, or have equivalent logistics training (resume to specify all equivalent training), or possess an additional one (1) year working in direct support of defense life-cycle logistics.

Experience: Three (3) years of experience in defense life-cycle (acquisition) logistics support of electronic systems, to include: logistics principles, practices, and processes. One (1) year of experience in support of C5ISR systems. Demonstrated skills, to include: Analyzing Engineering/Systems Management Data, and Developing Logistics Plans and Procedures. Note: Experience may be concurrent.

13. Logistician 1

Education: Bachelor's degree.

Experience: One (1) year of experience in defense life-cycle (acquisition) logistics support of electronic systems, to include: logistics principles, practices, and processes.

14. Junior Logistician

Education: Bachelor's degree in Engineering, Mathematics, Business, or Management Information Systems.

Experience: None.

15. Junior Management Analyst

Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Experience: None.

16. Management Analyst 3

Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Experience: Six (6) years of Contract Management experience, to include: Development of Program Acquisition Documentation, Development of Testing Criteria, Development of Corrective Action Systems, Development of Program Monitoring Approach (e.g. PERT, CPM, EVM), Analysis of Programs Health, Data Collection and Analysis, Development of Cost Estimates, and Development of Program Status Reports. Comprehensive knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

17. Management Analyst 2

Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Experience: Two (2) years of Contract Management experience, to include: Development of Program Acquisition Documentation, Data Collection and Analysis, Development of Cost Estimates, and Development of Program Status Reports. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

18. Management Analyst 1

Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Experience: One (1) year of Contract Management experience, to include: Development of Program Acquisition Documentation, Data Collection and Analysis. Familiarity with Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

19. Management Consultant (Senior)

Education: Bachelor's degree in Business, Organizational Development, Education, Engineering, Physical Science or business related specialty. Certified Project Management Professional (PMP).

Experience: Twenty (20) years of Strategic Business Management experience in relevant technical field, to include: Development of Corporate Strategic Plans, Development of Organizational Performance Management Plans, Development of Organization Governance Structures, Guiding significant organizational change management efforts. At least three years of business experience at the executive level.

20. Management Consultant

Education: Bachelor's degree in Business, Organizational Development, Education, Engineering, Physical Science or business related specialty. Certified Project Management Professional (PMP).

Experience: Ten (10) years of Strategic Business Management experience in relevant technical field, to include: Development of Corporate Strategic Plans, Development of Organizational Performance Management Plans, Development of Organization Governance Structures, Guiding significant organizational change management efforts.

21. Technical Analyst 4

Education: BS degree in Engineering, Physical Sciences, or Mathematics.

Experience: Ten (10) years of experience in technical specifications development, process analysis and design, technical problem solving, and analytical/logical thinking.

22. Technical Analyst 3

Education: BS degree in Engineering, Physical Sciences, or Mathematics.

Experience: Six (6) years of experience in technical specifications development, process analysis and design, technical problem solving, and analytical/logical thinking.

23. Technical Analyst 2

Education: BS degree in Engineering, Physical Sciences, or Mathematics.

Experience: Three (3) years of experience in technical specifications development, process analysis and design, technical problem solving, and analytical/logical thinking.

24. Technical Analyst 1

Education: BS degree in Engineering, Physical Sciences, or Mathematics.

Experience: One (1) year of experience in technical specifications development, process analysis and design, technical problem solving, and analytical/logical thinking.

25. Intelligence Specialist

Education: Bachelor's degree.

Experience: Ten (10) years of "Intelligence" operational experience, to include: C5ISR, remote sensing, arms certification, and "Intelligence" collection management.

26. Operations Specialist (Senior)

Education: Bachelor's Degree.

Experience: Twenty (20) years of operational experience, to include: knowledge of friendly forces and adversary's CONOPS, tactics, threat capabilities, targeting priorities, sensor/collection techniques, targeting priorities, planning or conducting operations analysis. Three (3) years of operational experience at executive level. Note: Experience may be concurrent.

27. Operations Specialist

Education: Bachelor's degree.

Experience: Ten (10) years of operational experience, to include: knowledge of friendly forces and adversary's CONOPS, tactics, threat capabilities, targeting priorities, sensor/collection techniques, targeting priorities, and planning and conducting operations analysis.

28. Safety Specialist 4

Education: Bachelor's degree in a Technical or Physical Science field.

Experience: Ten (10) years of experience, to include: comprehensive knowledge of Occupational Safety and Health Administration (OSHA) rules and regulations, safety principles/practices/procedures, and occupational health policies/programs/practices.

29. Safety Specialist 3

Education: Bachelor's degree.

Experience: Six (6) years of experience, to include: knowledge of Occupational Safety and Health Administration (OSHA) rules and regulations, safety principles/practices/procedures, and occupational health policies/programs/practices.

30. Safety Specialist 2

Education: Associate's Degree.

Experience: Three (3) years of experience working with safety principles/practices/ procedures, and occupational health policies/programs/practices.

31. Safety Specialist 1

Education: Associate's Degree.

Experience: One (1) year of experience working with safety principles/practices/ procedures.

32. Security Specialist 4

Education: Bachelor's degree. Applicable Discipline Certification (e.g. DISCO certification for Infosec Security Specialist).

Experience: Ten (10) years of experience, to include: applicable security discipline principles, practices, and procedures.

33. Security Specialist 3

Education: Bachelor's degree. Completed applicable discipline Certification (e.g. DISCO certification for Infosec Security Specialist) within one (1) year of assuming duties.

Experience: Six (6) years of experience, to include: applicable security discipline principles, practices, and procedures.

34. Security Specialist 2

Education: Associate's Degree. Completed applicable discipline Certification (e.g. DISCO certification for Infosec Security Specialist) within one (1) year of assuming duties.

Experience: Three (3) years of experience, to include: applicable security discipline principles, practices, and procedures.

35. Security Specialist 1

Education: Associate's Degree.

Experience: One (1) year of experience, to include: applicable security discipline principles, practices, and procedures.

36. Training Specialist 4

Education: Bachelor's degree in Education, English, or Psychology. Training Certification.

Experience: Fifteen (15) years of experience in task specific area, to include: establishing training needs, developing goals and objectives, developing training programs, and applying the instructional system development (ISD) process.

37. Training Specialist 3

Education: Bachelor's degree in Education, English, or Psychology. Training Certification.

Experience: Ten (10) years of experience in task specific area, to include: establishing training needs, developing goals and objectives, developing training programs, and applying the instructional system development (ISD) process.

38. Training Specialist 2

Education: Bachelor's degree in Education, English, or Psychology. Working towards Training Certification.

Experience: Five (5) years of experience in task specific area, to include: establishing training needs, developing goals and objectives, developing training programs, and applying the instructional system development (ISD) process.

39. Training Specialist 1

Education: Bachelor's degree in Education, English, or Psychology. Working towards Training Certification.

Experience: Three (3) years of experience in the training development environment.

40. Technical Writer/Editor 4

Education: BA degree in English, Journalism, or Technical Writing.

Experience: Fifteen (15) years of experience in relevant technical field, to include: writing/editing technical documentation, procedures and guidelines for C5ISR systems or equipment.

41. Technical Writer/Editor 3

Education: BA degree in English, Journalism, or Technical Writing.

Experience: Ten (10) years of experience in relevant technical field, to include: writing/editing technical documentation, procedures and guidelines for C5ISR systems or equipment.

42. Technical Writer/Editor 2

Education: BA degree in English, Journalism, or Technical Writing.

Experience: Five (5) years of experience in relevant technical field, to include: writing technical documentation, procedures and guidelines for C5ISR systems or equipment.

43. Technical Writer/Editor 1

Education: BA degree in English, Journalism, or Technical Writing.

Experience: Three (3) years of experience in relevant technical field, to include: writing technical documentation, procedures and guidelines for C5ISR systems or equipment.

44. Subject Matter Expert (SME) 5

Education: Technical Training in relevant technical field.

Experience: Eighteen (18) years of hands-on experience with task specific project, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in relevant technical field.

45. Subject Matter Expert (SME) 4

Education: Technical Training in relevant technical field.

Experience: Fifteen (15) years of hands-on experience with task specific project, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in relevant technical field.

46. Subject Matter Expert (SME) 3

Education: Technical Training in relevant technical field.

Experience: Twelve (12) years of hands-on experience with task specific project, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in relevant technical field.

47. Subject Matter Expert (SME) 2

Education: Technical Training in relevant technical field.

Experience: Ten (10) years of hands-on experience with task specific project, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and

Training. Recognized expert who has demonstrated industry and public service leadership in relevant technical field.

48. Subject Matter Expert (SME) 1

Education: Technical Training in relevant technical field.

Experience: Eight (8) years of hands-on experience with task specific project, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in relevant technical field.

49. Management and Program Technician 3

Education: High School diploma or GED.

Experience: Ten (10) years of direct work experience with the use of advanced information technology to develop and/or integrate complex data, to include: requirements analysis; project management procedures including out year budgeting for programs involving OMN, FMS, OPN, SCN, and RDT&E monies; development of contract schedules, out year planning and POM budgets, compliance planning and program planning. Must have knowledge of DoD standards and regulations like the FAR, DFAR, OPM requirements, and other business related regulations.

50. Management and Program Technician 2

Education: High School diploma or GED.

Experience: Six (6) years of direct work experience with the use of advanced information technology to develop and/or integrate complex data, to include: requirements analysis; project management procedures including out year budgeting for programs involving OMN, FMS, OPN, SCN, and RDT&E monies; development of contract schedules, out year planning and POM budgets, compliance planning and program planning. Must have knowledge of DoD standards and regulations like the FAR, DFAR, OPM requirements, and other business related regulations.

51. Management and Program Technician 1

Education: High School diploma or GED.

Experience: Three (3) years of direct work experience with the use of advanced information technology to develop and/or integrate complex data, to include: requirements analysis; project management procedures including out year budgeting for programs involving OMN, FMS, OPN, SCN, and RDT&E monies; development of contract schedules, out year planning and POM budgets, compliance planning and program planning. Must have knowledge of DoD standards and regulations like the FAR, DFAR, OPM requirements, and other business related regulations.

52. Accounting Clerk I

Education: High School Diploma or GED.

Experience: One (1) year of clerical accounting experience. Knowledge of established and standardized bookkeeping and accounting procedures and techniques.

53. Accounting Clerk II

Education: High School Diploma or GED.

Experience: Two (2) years of clerical accounting experience to include: double entry bookkeeping, posting actions to journals, making debit/credit entries. Performing one (1) or more accounting tasks such as: verifying mathematical accuracy of accounting documents; examining and verifying clerical accuracy of various types of reports, lists, calculations, etc.; or making entries or adjustments to accounts. Demonstrated knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system. Knowledge and understanding of the terminology, codes, and processes used in automated accounting systems.

54. Accounting Clerk III

Education: Associate's degree in Business.

Experience: Two (2) years of clerical accounting experience, to include: maintaining journals or subsidiary ledgers of an accounting system and balancing/reconciling accounts. Performing one (1) or more accounting tasks such as: verifying for internal consistency, completeness, and mathematical accuracy of accounting documents; examining and verifying clerical accuracy of various types of reports, lists, calculations, etc.; or making entries or adjustments to accounts. Demonstrated knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system. Knowledge and understanding of the terminology, codes, and processes used in automated accounting systems.

OR

Education: High School diploma or GED.

Experience: Four (4) years of clerical accounting experience, to include: maintaining journals or subsidiary ledgers of an accounting system and balancing/reconciling accounts. Performing one (1) or more accounting tasks such as: verifying for internal consistency, completeness, and mathematical accuracy of accounting documents; examining and verifying clerical accuracy of various types of reports, lists, calculations, etc.; or making entries or adjustments to accounts. Demonstrated knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system. Knowledge and understanding of the terminology, codes, and processes used in automated accounting systems.

55. Administrative Assistant

Education: Associate's Degree in Business or Computer Science.

Experience: Four (4) years of experience, to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD. Note: Experience may be concurrent.

OR

Education: High School Diploma or GED.

Experience: Eight (8) years experience to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD. Note: Experience may be concurrent.

56. Data Entry Operator I

Education: High School Diploma or GED.

Experience: Knowledge of computer equipment. Must be able to follow specific instructions and enter data in computer systems.

57. Data Entry Operator II

Education: High School Diploma or GED.

Experience: Two (2) years of experience, to include: operating a data entry device to record or verify a variety of standard, coded, or encoded business and statistical source data into a computer; searching, interpreting, and selecting coding items in accordance with established procedures.

58. Dispatcher

Education: High School Diploma or GED.

Experience: Two (2) years of experience, to include: assigning drivers and vehicles to transport freight or

passengers, coordinating drivers according to customer requests in compliance with DOT regulations and company rules, and entering assignment data in computer database.

59. General Clerk I

Education: High School Diploma or GED.

Experience: Three (3) months of general clerical experience. Knowledge of Microsoft Office Tools.

60. General Clerk II

Education: High School Diploma or GED.

Experience: Two (2) years of general clerical experience. Experience with Microsoft Office Tools.

OR

One (1) year of government or military experience in clerical functions. Experience with Microsoft Office Tools.

61. General Clerk III

Education: High School Diploma or GED.

Experience: Four (4) years of general experience in the clerical or administrative area. Experience with Microsoft Office Tools.

OR

Two (2) years of specialized government or military experience in clerical or administrative functions. Experience with Microsoft Office Tools.

62. Production Control Clerk

Education: High School Diploma or GED.

Experience: Two (2) years of experience, to include: logistics support for projects involving electronic/electrical repair and installation, ordering, acquisition, distribution of material, equipment, and resources; compiling and recording production data for government command to compare records regarding volume of production, consumption of material, quality control, and other aspects of production; performing any combination of the following duties: compiling and recording production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures; calculating types and quantities of items produced, materials used, amount of scrap, frequency of defects, worker and department production rates; writing production reports based on data compiled, tabulated and computed, following prescribed formats; maintaining files of documents used and prepared; compiling production sheets or work tickets for use by production workers as guides in assembly or manufacture of products; preparing schedules based on established guidelines and priorities; compiling material inventory records and preparing requisitions for procurement of materials and supplies; charting production using charts, graphs, or pegboards, based on statistics compiled for reference by production and management personnel; sorting and distributing work tickets or material to workers; computing wages from employee time cards and post wage data on records used for preparation of payroll.

63. Secretary I

Education: High School Diploma or GED.

Experience: One (1) year of experience in the compilation of data/information for management use.

64. Secretary II

Education: High School Diploma or GED.

Experience: Two (2) years of experience in the compilation of data/information for management use.

65. Secretary III

Education: Associate's degree in business.

Experience: Two (2) years of secretarial experience, to include: developing and processing correspondence, preparing briefing and presentation materials, updating existing briefing materials, scheduling events and preparing itineraries, preparing and maintaining files, preparation of reports, and interface with activity personnel and customers.

OR

Education: High School diploma or GED.

Experience: Four (4) years of secretarial experience in a DoD/DoN environment, to include: developing and processing correspondence, preparing briefing and presentation materials, updating existing briefing materials, scheduling events and preparing itineraries, preparing and maintaining files, preparation of reports, and interface with activity personnel and customers.

66. Supply Technician

Education: High School diploma or GED.

Experience: Five (5) years of experience, to include: supervisory or warehouse lead at a DoD facility; financial management; logistics support for projects involving electronic/ electrical repair and installation, ordering, acquisition, distribution of material, equipment and resources.

67. Word Processor I

Education: High School Diploma or GED.

Experience: One (1) year of experience with Microsoft Word.

68. Word Processor II

Education: High School Diploma or GED.

Experience: Two (2) years of experience with Microsoft Word.

69. Word Processor III

Education: High School Diploma or GED.

Experience: Three (3) years of experience with Microsoft Word.

70. Radiator Repair Specialist

Education: High School Diploma or GED. EPA MVAC Technician Certification.

Experience: Two (2) years of experience working with vehicle cooling systems, to include: installation, maintenance, troubleshooting, and repair.

71. Illustrator I

Education: Associate's degree in Electronic Technology or Technical Drawing.

Experience: Two (2) years of practical experience in graphic arts and a demonstrated knowledge of graphic production equipment. Experience, to include: generating electrical / electronic drawings and diagrams utilizing AutoCAD 2000 or higher.

72. Illustrator II

Education: Associate's degree in Electronic Technology or Technical Drawing.

Experience: Four (4) years of practical experience in graphic arts and a demonstrated knowledge of graphic production equipment. One (1) year of the last two (2) years experience, to include: preparing electrical/electronics drawings in support of engineering functions using AUTOCAD 2000 or higher software tools.

73. Illustrator III

Education: Associate's degree in Electronic Technology or Technical Drawing.

Experience: Eight (8) years of drafting experience and complete familiarity with official drawing guidelines, specifications, and procedures. Six (6) years of experience, to include: utilizing AutoCAD 2000 or later Computer Aided Design (CAD) software. Six (6) years of experience developing Military specific drawing packages, to include: Ships Installation Drawings (SIDs), Ship Alterations (ShipAlts), Temporary Alterations (TempAlts), Installation Control Drawings (ICDs), Installation Design Packages (IDPs), Basic Electronic Systems Engineering Plans (BESEP's) or As-Built drawings. Note: Experience may be concurrent.

74. Computer Operator I

Education: High School diploma or GED.

Experience: One (1) year of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Capable of typing at a rate of 40 words per minute.

75. Computer Operator II

Education: High School diploma or GED.

Experience: Two (2) years of progressive experience in computer systems operations.

One (1) year of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Note: Experience may be concurrent. Capable of typing at a rate of 40 words per minute.

76. Computer Operator III

Education: High School diploma or GED.

Experience: Four (4) years of progressive experience in computer systems operations.

Three (3) years of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Note: Experience may be concurrent. Capable of typing at a rate of 40 words per minute.

77. Computer Operator IV

Education: High School diploma or GED.

Experience: Six (6) years of progressive experience in computer systems operations.

Five (5) years of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Note: Experience may be concurrent. Capable of typing at a rate of 40 words per minute.

78. Computer Operator V

Education: High School diploma or GED.

Experience: Eight (8) years of progressive experience in computer systems operations.

Six (6) years of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Note: Experience may be concurrent. Capable of typing at a rate of 40 words per minute.

79. Computer Programmer I

Education: High School diploma or GED. Working towards completing applicable vendor/platform certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: One (1) year of software programming experience.

80. Computer Programmer II

Education: High School diploma or GED. Working towards completing the following certifications: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Three (3) years of experience, to include: Software Design, and Development. One (1) year programming experience with task specific project programming languages. Note: Experience may be concurrent.

81. Computer Programmer III

Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Six (6) years of experience, to include: Software Design, Development, and Test and Evaluation. Four (4) years of programming experience with task specific project programming languages. Three (3) years of experience, to include: Database development, Web page design, Computer Based Training development, and using .NET tools and .net Integrated Development Environment tools, asp.net, SQL Server 2005/2008, and HTML editor tools. Note: Experience may be concurrent.

82. Computer Programmer IV

Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Eight (8) years of experience, to include: software Design, Development, and Test and Evaluation. Five (5) years of programming experience with task specific project programming languages. Four (4) years of experience to include: Database development, Web page design, Computer Based Training, development and using .NET tools and .net Integrated Development Environment tools, asp.net, SQL Server 2005/2008, and HTML editor tools. Note: Experience may be concurrent.

83. Computer System Analyst I

Education: High School diploma or GED. Working towards completing applicable vendor/platform certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: One (1) year of Computerized System experience, to include: Network Protocols, and UNIX and Windows based operating system.

84. Computer System Analyst II

Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Three (3) years of task specific project Computerized System experience, to include: Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

85. Computer System Analyst III

Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Five (5) years of task specific project Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

86. Graphics Artist

Education: High School diploma or GED.

Experience: Two (2) years of experience developing graphic/artistic presentations.

One (1) year of specialized experience using commercial automated graphics systems, and desktop publishing systems. Note: Experience may be concurrent.

87. Technical Instructor

Education: High School Diploma or GED. Training Certification

Experience: Five (5) years of experience as instructor of task specific project or technology, to include: developing appropriate course material, hands on practical experience with techniques being taught, and researching latest technical discipline practices.

88. Technical Instructor/Course Developer

Education: High School Diploma or GED. Training Certification

Experience: Eight (8) years of experience in the task specific project or technology, to include: developing appropriate course material, hands on practical experience with techniques being taught, researching latest technical discipline practices, establishing training needs, developing goals and objectives, and developing training programs.

89. Machine – Tool Operator

Education: High School Diploma or GED. Completion of Machine-Tool Operator apprenticeship training program.

Experience: Six (6) years of experience, to include: specialist in one or more than one type of machine tool used to machine metal for use in shaping metal or nonmetallic material; planning and performing difficult machining operations which require complicated setups or a high degree of accuracy; determining proper feeds, speeds, tooling, and operation sequence.

90. Material Coordinator

Education: High School Diploma or GED.

Experience: Two (2) years of experience, to include: Coordinating and expediting flow of material, parts, and assemblies within or between various buildings in accordance with Facility Manager or Facility Staff Engineer(s) priorities. Reviewing production schedules and conferring with Facilities Staff to determine material requirements. Arranging transfer of materials to meet production schedules; examining material to verify type specified for current project; and computing amount of material needed for specific job orders. Compiling reports of quantity and type of material on hand and coordinating with Facility Staff for the repair and assembly/installation of facilities unique material.

91. Material Expediter

Education: High School diploma or GED.

Experience: Two (2) years of experience, to include: facilitating and expediting the flow of materials to and from various departments, dealing directly with vendors to ensure prompt and accurate delivery of goods to appropriate locations, and inspecting goods upon delivery to verify delivered goods match order specifications.

92. Material Handling Laborer

Education: High School diploma or GED.

Experience: None.

93. Shipping and Receiving Clerk

Education: High School diploma or GED.

Experience: Two (2) years of experience, to include: assembling orders and preparing goods for shipment; recording shipment data, including weight, charges, and space availability; receiving, unpacking materials/supplies and reporting damages and discrepancies for accounting, reimbursement and record-keeping purposes; and completing shipping and receiving reports.

94. Stock Clerk

Education: High School diploma or GED.

Experience: None, however, must have knowledge of commonly used concepts, practices, and procedures concerning stocking tasks such as: receipts, invoices, weights, updating of inventory, inspection, methods of storage, etc.

95. Warehouse Specialist

Education: High School diploma or GED.

Experience: Two (2) year of warehouse experience, to include: performing inventory, staging, packing, storage and shipping of electronic equipment and related material; operating motor vehicles and material handling equipment; and utilizing a computer-based inventory and bar coding system for entry, identification and tracking of material.

96. Electrician, Maintenance

Education: High School Diploma or GED. Must pass employer performance tests, standard governmental agencies certifications, and professional and technical association certifications.

Experience: Four (4) years of experience, to include: installation, maintenance, and repair of equipment for the generation, distribution or utilization of electric energy (e.g., generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, etc), working from blueprints or drawings, troubleshooting electrical systems, and computations of working standards relating to load requirements of wiring or electrical equipment.

97. Electronics Technician I

Education: High School diploma or GED. Formal electronics training from: Technical School, or Class A or B military school in electronics or communications, or four (4) year electronics apprentice program. Formal electronics training, to include: Installation Tasks, Soldering, Cable Dressing, Cable Tray, Conduit, and Making/Repairing Connectors.

Experience: Two (2) years of practical experience, to include: electronics repair, maintenance and checkout.

98. Electronics Technician II

Education: High School diploma or GED. Formal electronics training from: Technical School, or Class A or B military school in electronics or communications, or four (4) year electronics apprentice program. Formal electronics training, to include: Installation Tasks, Soldering, Cable Dressing, Cable Tray, Conduit, and Making/Repairing Connectors.

Experience: Four (4) years of practical experience, to include: electronics repair, maintenance and checkout. One (1) year of practical experience in electronics installation. Note: Experience may be concurrent.

99. Electronics Technician III

Education: High School diploma or GED. Formal electronics training from: Technical School, or Class A or B military school in electronics or communications, or four (4) year electronics apprentice program. Formal electronics training, to include: Installation Tasks, Soldering, Cable Dressing, Cable Tray, Conduit, and Making/Repairing Connectors.

Experience: Eight (8) years of practical experience, to include: Electronics Repair, Maintenance, Installation and Checkout. Two (2) years of experience, to include: supervision, and shop practices. Three (3) years of practical experience, to include: electronics repair and installation, and six (6) years of experience with the task specific project. Note: Experience may be concurrent.

100. General Maintenance Worker

Education: High School diploma or GED.

Experience: Two (2) years of experience, to include: performing maintenance and repair of equipment and buildings requiring practical skills in such trades as painting, carpentry, plumbing, masonry, and electrical work.

101. Heating, Ventilation, and Air Conditioning Mechanic

Education: High School Diploma or GED. EPA MVAC Technician Certification.

Experience: Two (2) years of experience, to include: heating, ventilation, and air conditioning installations, and repairs in office buildings, or areas that require such services. Experience mounting compressor and condenser units by following blueprints or engineering specifications.

102. Heavy Equipment Operator

Education: High School Diploma or GED. Commercial Driver's License. Technical school certificate to operate the type of equipment assigned. Any special licenses or certifications needed to be able to operate the heavy equipment assigned (requirements vary from state to state). Personnel shall also be familiar with the OSHA regulations that apply to the type of work that they have been assigned.

Experience: Two (2) years of experience, to include: operating heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments; excavating, loading, or moving dirt, gravel, or other materials; reading and interpreting grades, slope stakes, and simple plans; greasing, adjusting and making emergency repairs to equipment.

103. Laborer

Education: High School Diploma or GED.

Experience: None. Shall perform tasks that require mainly physical abilities and effort involving little or no specialized skill. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts trees and brush. A Laborer shall be able to move and arrange heavy pieces of electronic equipment, office furniture, and appliances; pull outdoor cable; climb structures; use heavy-duty tools; and if properly trained, operate light machinery and equipment.

104. Machinery Maintenance Mechanic

Education: High School Diploma or GED. Completion of Machinery Maintenance or Mechanic apprenticeship training program.

Experience: Four (4) years of experience, to include: repairs of machinery or mechanical equipment, diagnose source of trouble, performing repairs, ordering appropriate parts, preparing written specifications for major repairs.

105. Machinist, Maintenance

Education: High School diploma or GED. Formal apprenticeship as a machinist or have completed formal machinist training established by NIMS accredited training facilities.

Experience: Four (4) years of experience, to include: producing replacement parts while repairing mechanical equipment, using machinist's hand tools, shaping metal parts to close tolerances, making standard shop computations relating to dimensions of work (e.g., tooling, feeds, speeds of machining). Knowledge of working properties of common metals, and interpreting written instructions and specifications.

106. Maintenance Trades Helper

Education: High School diploma or GED. Completed a formal in-house training program that includes familiarization with installation skills (i.e., running cables, dressing cables, marking cables, operation of standard test equipment, etc.).

Experience: Two (2) years of practical experience in electronics installation, maintenance, and checkout.

107. Painter, Maintenance

Education: High School Diploma or GED.

Experience: One (1) year of experience, to include: fixing and painting walls, woodwork, and fixtures.

108. Pipefitter, Maintenance

Education: High School Diploma or GED. Completion of Pipefitter apprenticeship training program.

Experience: Four (4) years of experience, to include: installing or repairing water, steam, gas or other types of pipe and pipefitting; measuring to locate position of pipes from drawings/specs; cutting pipes with chisel, oxyacetylene torch or pipe cutting machines; making standard shop computations relating to pressures, flow, and size of pipe required.

109. Rigger

Education: High School Diploma or GED. Completion of Rigging and Safety apprenticeship training programs.

Experience: Four (4) years of experience, to include: assembling rigging to lift/move equipment or material; selecting cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load; providing directions to Crane Operators to insure safety of workers and material; and repairing rigging equipment.

110. Sheet-Metal Worker, Maintenance

Education: High School Diploma or GED. Completion of Sheet-Metal apprenticeship training program.

Experience: Four (4) years of experience, to include: fabricating, installing and maintaining sheet metal equipment and fixtures; planning and laying out sheet metal work from blueprints, models or specifications; setting up and operating all types of sheet metal tools and machines.

111. Welder

Education: High School Diploma or GED. Must pass employer performance tests, standard governmental agencies certifications, and professional and technical association certifications. Qualified for specific material and processes in accordance with American Welding Society Welding Handbook.

Experience: Four (4) years of experience, to include: electric arc, gas shielded arc, and gas welding. Proficient at welding as follows: executing welds in all positions, with all types of metals and alloys, in various shapes including pipes, structural forms, plates, sheet metal, bar stock, machinery and equipment.

112. Alarm Monitor

Education: High School diploma or GED. Before assigned as Alarm Monitor, must have completed 24 hours of orientation and obtained documented on-the-job training including monitoring alarm system signals, dispatching appropriate personnel and use of emergency communication equipment.

Experience: None, however, must have clear criminal background, be able to receive a SECRET security clearance, be drug free (and subject to drug screenings), able to pass initial and semi-annual Physical Agility tests, be able to correct eyesight to 20/20, be able to acquire and maintain a state driver's license, must be able to work flexible hours, and must have the ability to communicate orally and in writing.

113. Civil Engineering Technician

Education: Associate's Degree in Engineering, in one of the following fields: Civil, Structural, or Mechanical, Engineering Technology, or four (4) year formal apprentice program Certificate which concentrates on Civil, Structural, and Mechanical structures.

Experience: Four (4) years of experience in application of Civil Engineering principles, methods, and techniques of civil engineering technology, to include: plans preparation, acceptance testing, evaluation of field conditions, materials testing and analysis, calculating dimensions, profile specifications, and quantities of material necessary.

114. Drafter/CAD Operator I

Education: High School diploma or GED.

Experience: One (1) year of experience drafting/illustrating in the electronics field. Experience with computerized drafting applications

115. Drafter/CAD Operator II

Education: High School diploma or GED.

Experience: Two (2) years of experience drafting/illustrating in the electronics field. Experience, to include: computerized drafting applications, digital imaging techniques, use of AutoCad.

116. Drafter/CAD Operator III

Education: High School diploma or GED.

Experience: Three (3) years of experience drafting/illustrating in the electronics field, to include: computerized drafting applications, digital imaging techniques, use of AutoCad, planning and preparing graphic presentations of complex items. Experience with DoD processes and procedures.

117. Drafter/CAD Operator IV

Education: Associate's degree from a school in drafting or illustration.

Experience: Two (2) years of experience drafting/illustrating in the electronics field, to include: computerized drafting applications, digital imaging techniques, use of AutoCad, planning and preparing graphic presentations of complex items. Experience with DoD processes and procedures.

OR

Education: High School diploma or GED.

Experience: Five (5) years of experience drafting/illustrating in the electronics field, to include: computerized drafting applications, digital imaging techniques, use of AutoCad, planning and preparing graphic presentations of complex items. Experience with DoD processes and procedures.

118. Engineering Technician I

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology.

Experience: None.

OR

Education: High School diploma or GED.

Experience: Three (3) years of practical experience, to include: laboratory testing, manufacturing, or maintenance.

119. Engineering Technician II

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology.

Experience: Three (3) years of practical experience, to include: laboratory testing, manufacturing, or maintenance.

OR

Education: High School diploma or GED.

Experience: Five (5) years of practical experience, to include: laboratory testing, manufacturing, or maintenance.

120. Engineering Technician III

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology.

Experience: Ten (10) years of practical experience in relevant technical field. Four (4) years of experience, to include: installation of such equipment. One (1) year of experience, to include: design, preparation and modification of engineering documents, and drawings. Four (4) years of experience in task specific project, of which 2 must have been performed within the last 3 years. Note: Experience may be concurrent.

121. Engineering Technician IV

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology.

Experience: Twelve (12) years of practical experience in relevant technical field. Six (6) years of experience, to include: installation of such equipment. Two (2) years of experience, to include: design, preparation and modification of engineering documents, and drawings. Six (6) years of experience in task specific project, of which 3 must have been performed within the last 5 years. Note: Experience may be concurrent.

122. Engineering Technician V

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology.

Experience: Fourteen (14) years of practical experience in relevant technical field. Eight (8) years of experience, to include: installation of such equipment. Four (4) years of experience, to include: design,

preparation and modification of engineering documents, and drawings. Eight (8) years of experience in task specific project, of which 5 must have been performed within the last 7 years. Note: Experience may be concurrent.

123. Engineering Technician VI

Education: Associate's Degree in Engineering, Physical Science, or Engineering Technology.

Experience: Sixteen (16) years of practical experience in relevant technical field. Ten (10) years of experience, to include: installation of such equipment. Six (6) of experience, to include: design, preparation and modification of engineering documents, and drawings. Ten (10) years of experience in task specific project, of which 7 must have been performed within the last 9 years. Note: Experience may be concurrent.

124. Weather Observer, Senior

Education: High School Diploma or GED.

Experience: Three (3) years verifiable experience as a qualified weather observer for surface observations including two (2) years at an aviation facility. Experience to include: recording and dissemination of surface and rawinsonde observations; completion of forms in accordance with Federal, DoD, and World Meteorological Organization (WMO) guidelines; observation of local area surface and high altitude weather conditions; recording, transmitting, and archiving METAR, SPECI, Synoptic, AIREPS, and upper-air weather observations in support of the Global Climate Observing System; conducting weather training; maintaining climatological databases; operating data collection systems; performing quality control.

125. Truckdriver, Light

Education: High School Diploma or GED. Commercial Class A Drivers License.

Experience: None. Drives a truck to transport materials, equipment, or workers between establishments such as: manufacturing plants, freight depots, warehouses, or places of business. Driver may load/unload truck with or without help, refuel, make minor mechanical repairs, and keep truck in good working order.

126. Truckdriver, Heavy Truck

Education: High School Diploma or GED. Commercial Class A Drivers License.

Experience: Five (5) years of experience driving "straight trucks, over 4 tons, usually 10 wheels". Driver must also have experience in loading/unloading the truck, making minor mechanical repairs, and keeping the truck in good working order.