

**Consolidated Acquisition of Professional Services (CAPS) Contract**

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**LABOR CATEGORIES****TABLE OF CONTENTS**

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**1.0 General** This document specifies the required minimum levels of education and experience for contractor employees provided under the labor categories listed in the Performance Work Statement (PWS). These categories are for contract line item number (CLIN) 0001 labor only. There may also be a requirement that the individual possess a specified security clearance in addition to the requirements listed below. Most clearances will be at the Secret level, but approximately 62 man-years per year of Top Secret/SCI clearances have been identified across the functionals. The categories listed below are the Government's best estimate as to what categories of Advisory and Assistance Services (A&AS) will be needed for the contract period of performance. The Contractor is hereby advised that there is no guarantee that requirements exist for all categories listed and that some categories may not be utilized during the performance of the contract. In addition, results of future A-76 studies may result in categories listed not being purchased under the contract as A&AS services but rather contracted out under a separate contract.

**1.1 Skill Level Explanation.** The skill level an individual qualifies for is dependent upon the relevant education, experience, and capabilities of the individual which equip him/her to perform within the assigned functional area. Task Order PWSs will be written in terms of work to be accomplished and may reference the discipline areas only to categorize the type of support needed to perform the task. For each task, the Contractor shall propose the required disciplines, skill mix, and skill level which is most effective for accomplishing the task.

**1.2 Education in Lieu of Experience:**

1.2.1 All Contractor personnel assigned under this agreement must have met as a minimum the General Educational Development (GED) requirements.

1.2.2 Unless otherwise specified a Bachelor's Degree in an appropriate area may be substituted for three years of experience, e.g. a fifteen year experience requirement may be satisfied by a Bachelor's Degree and twelve years of experience.

1.2.3 In Section 16, Engineering, unless otherwise specified a Bachelor's degree in Engineering is a requirement for all engineering skill categories. No experience credit is given for the degree in that section.

**2.0 Contractor Project Manager.** Duties are to manage overall CAPS contractor team, consisting of prime contractor and all subcontractors of the team. The Project Manager is responsible for the timely staffing of qualified contractor personnel and subsequent availability to support the task order Performance Work Statement requirements. The Project Manager is responsible for top level oversight of task order project activities and communication/coordination between the appointed contractor task order project leaders/project teams. This includes front-end team organization, assistance in providing methodology and general project approach concepts, interim and final project reviews, overall management of cost, schedule, and performance of all projects/task orders. Work requires the ability to manage and allocate/prioritize resources for simultaneous work efforts.

**2.0.1 Minimum Education/Experience Requirements:** Ten years Project Management experience is required. At least five of those years must have been in a management position involving aeronautical weapons systems acquisition or Department of Defense (DOD) projects as specified in the task order.

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

### **3.1 Management Support Senior Level:**

**3.1.1 Acquisition Management Support Senior Level:** This position requires the individual to have mastery of the acquisition process and areas relating to acquisition policy matters including acquisition streamlining, integrated weapon systems management, manning, best practices and lessons learned. These individuals shall have responsibility for interpreting, organizing, executing, and coordinating assignments. Individuals shall perform work involving exploration of the subject area, definition of scope, and selection of problems for investigation. They apply intensive and diverse knowledge to problems. They may be called upon to support the Program Director from time to time at executive levels within the government and other contractor organizations, including major program reviews, inspections, conferences, and other program evaluations and major milestone events. Frequent contacts may be required between the program office, supporting government offices, other contractors, and higher headquarters mid to upper level staff. Assignment at this level is generally limited to support of major acquisition programs.

3.1.2 Program Management Support Senior Level: This position requires the contractor to apply knowledge and experience in acquisition and program management philosophy, policies and procedures to DoD level project/program management tasks throughout their life cycles. The contractor shall employ integration, communication, coordination, organizational, and planning expertise to technical and acquisition efforts across a broad spectrum of functional disciplines. The contractor shall assist in the coordination and integration of such aspects of program management as engineering, procurement, financial management, environmental management, configuration, test, manufacturing, and integrated logistics support in order to effectively assist in the implementation of program direction. The contractor shall perform a wide range of program management activities, such as: gathering a variety of program information; conducting analyses; assisting in program management strategy planning; assisting in milestone planning, tracking, and scheduling; assisting in establishing and maintaining databases; assisting in developing and analyzing key program metrics; assisting in developing and integrating risk management plans and strategies; supporting program briefings; assisting in determining program progress; and effectively communicating recommendations orally and in writing to higher organizational management.

3.1.3 Minimum Education/Experience Requirements (one of the following): 15 years of Acquisition Management or Program Management experience (as specified in the task order) (Government or industry) of which 5 years must be in a Defense acquisition program as either a program/project manager, IPT lead, or sub-IPT lead. At least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

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

3.2.1 Minimum Education/Experience Requirements (one of the following): 10 years of Acquisition Management experience (Government or industry) of which 5 years must be

in a Defense acquisition program as either a program/project manager, IPT lead, or sub-IPT lead. In all cases, at least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

**3.3 Acquisition Management Junior Level:** These individuals must be able to perform specific, routine tasks within a narrowly defined scope of responsibility, on a set timeline. Assist in preparing correspondence, briefing materials, and other documentation in support of the program office. They are required to establish and utilize appropriate management information and feedback systems to review, control, and report on assigned projects. Level of contact will be working level program offices, support organization, and weapon system contractor employees in support of the assigned program(s), usually working within an assigned integrated product team. They will be required to work independently but will have recourse to supervisory direction for events outside the defined scope of the task.

**3.3.1 Minimum Education/Experience Requirements:** Three years of Acquisition Management experience (Government or industry).

**3.4 Program Analyst Senior Level:** Duties include the planning, organizing, and directing of program management activities and/or analysis efforts of a group of specialists and/or advising on and performing professional or technical work related to program management. Work requires the technical capability to independently plan, organize, complete and present assessments of program management concepts, analyses, studies, and procedures. This involves evaluating implications of existing or proposed projects, programs, processes, and policies/laws, and recommending improvements. Frequent contacts may be required between supporting government offices, other contractors and higher headquarters mid to upper level management.

**3.4.1 Minimum Experience Requirements:** Senior level Program Analysts must have 15 years of Program Management experience (government or industry) of which 5 years must be in a Defense related program as a program/project manager. At least one year of this experience must have been obtained within the last 5 years prior to award of the task order. Knowledge of specific functional areas, such as test and evaluation, logistics, financial management, etc., may be required as specified in the individual task orders.

**3.5 Program Analyst Journeyman Level:** Duties are to perform professional or technical work in program management activities and analysis efforts. Work requires the technical capability to assess program management concepts, analyses, studies, and procedures. This involves evaluating program implications of existing or proposed programs, processes, policies/laws, and recommending improvements. Work may also require preparation and presentation of briefings. Contact levels are generally at the working and middle management levels within the command, supporting organizations and higher headquarters.

3.5.1 Minimum Experience Requirement: Journeyman level Program Analysts must have 10 years of Program Management experience (Government or industry) of which 5 years must be in a Defense related program related to program management. At least one year of this experience must have been obtained within the last 5 years prior to award of the task order.

3.6 Program Analyst Junior Level: Duties are to perform specific, routine professional or technical work in program management activities and analysis efforts on a set timeline. Work requires the technical capability to assess program management concepts, analyses, studies, and procedures. This involves evaluating program implications of existing or proposed programs, processes, policies/laws, and recommending improvements. Work may also require preparation and presentation of briefings. Work is normally performed under the direction of a journeyman analyst and requires detailed analysis including problem identification, research, and resolution. Contact levels are generally at the working and lower management levels within the command, supporting organizations and higher headquarters.

3.6.1 Minimum Experience Requirement: 3 years of Program Management experience (Government or industry).

**4.0 Test and Evaluation Management Support (T&E).** This support requires the application of knowledge and experience of test and evaluation in the design, planning, execution, and analysis phases of test programs (including FAA certifications) to assess the performance of aeronautical systems, subsystems, and equipment, as they progress through acquisition milestones. Comprehensive knowledge of and necessary skills to determine the levels of effort, resources and integration required to develop executable T&E programs and the technical/managerial ability to execute the T&E plan are also required.

4.1 Test & Evaluation Management Senior Level: These individuals must be fully capable of interpreting, organizing, executing, coordinating assignments for projects concerned with unique or potentially controversial test requirements having a major effect on the programs. Applies intensive and diverse knowledge to problems and makes independent decisions. These individuals must be capable of planning and developing overall test strategy within program requirements and applicable constraints. Individual will have the ability to perform research activities to define minimum test requirements, definition of task scope and selection of alternatives. Individual must have the ability to plan and organize the flight and ground testing of an aircraft, subsystems or components involving weapon system contractors, other United States Air Force (USAF) or Allied test organizations, and DoD agencies. Must have the ability to apply extensive knowledge to deal with and provide potential solutions for any program test problems, issues or concerns. These individuals must have mastery of the acquisition process and of the entire system(s) being acquired to establish test objectives necessary to ensure a thorough, meaningful test program meeting program office objectives. There will be occasions when it will be necessary to support the Program Director at executive levels within the government or other contractor organizations. Duties may require providing such support

at major program reviews, inspections, and conferences, test plan working group meetings, executive independent reviews, other program evaluations, test and major milestone events. Frequent contact will be required between the program office, supporting government offices, contractors, and higher headquarters staff.

4.1.1 Minimum Educational/Experience Requirements: Fifteen years experience in Defense systems acquisition (Government or industry) is mandatory and must include 10 years program office experience. Eight years defense acquisition test management experience is required and may be concurrent with the program office experience. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract.

4.2 Test & Evaluation Management Journeyman Level: Individuals must be fully competent in all aspects of the T&E discipline in the required task area. The person must be capable of the evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria to meet program office requirements and objectives in a fluid test environment. These individuals must be capable of identifying problems and recommending solutions with little or no supervision and able to devise innovative approaches to solve problems. They will plan, organize, coordinate, and manage assigned test-related projects within the program office. Ability to integrate the participation of various elements and attendant responses from other agencies, such as other program offices, directorates and matrix organizations, DoD test agencies and major air commands is required. These individuals will provide direction and advice on significant requirements, approaches, and potential problem areas. The individuals must be able to review the products of subordinates to determine quality, timeliness, and responsiveness to assigned tasks. They recommend courses of action after evaluating testing issues and events and prepare correspondence, briefing materials and other documentation to support the program office. These individuals are expected and required to establish and utilize appropriate management information and feedback systems, to review, control and report on assigned projects. Primary contacts will be working level program office's support organization, and weapon system contractor employees in support of the assigned program(s), generally working within an assigned integrated product team. The individuals must be able to review test progress to assess problems and workloads and to adjust priorities and tasking as necessary to meet program office requirements and objectives.

4.2.1 Minimum Education/Experience Requirements: Ten years experience in Defense systems acquisition is mandatory and must include 8 years program office experience (Government or industry). Five years defense acquisition test management experience is required and may be concurrent with the program office experience. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract. However, up to 6 years credit can be granted towards the 12 year requirement for performing rated (pilot or navigator) military flight duties of commensurate duration. Additionally, at least six months of this experience must have been attained within the last 5 years prior to selection for employment under this contract.

**4.3 Test & Evaluation Management Junior Level:** These individuals must be able to perform specific, routine tasks within a narrowly defined scope of responsibility on a set timeline. They will be required to work independently but will have recourse to supervisory guidance and direction for events outside the defined scope of the task. They will be required, with minimal supervisory guidance to work independently on tasks and to exercise reasonable judgment in the execution of tasks and selection of alternatives. They will be required to assist in preparation of correspondence, briefing materials and other documentation to support the program office. Primary contacts will be at the working level.

**4.3.1 Minimum Education/Experience Requirements:** Three (3) years experience in Defense acquisition test management.

## **5.0 Administrative Support (AS).**

**5.1 Administrative Support Senior Level:** Duties include the generation and implementation of procedures for typing, filing, copying, paper shredding, destruction of sensitive data, and control of documentation, correspondence and action items. Reviews completed work for accuracy of data, procedure compliance and error-free documentation. The individual will be responsible for keeping the program office apprised as to progress, problems and issues associated with the projects. The individual will be responsible for summarizing the major activities accomplished during the reporting period. The individual will be responsible for developing spreadsheets, databases, etc. to organize and store program data. The individual will be responsible for retrieving data in the form of reports and queries. The individual will be responsible for developing tracking systems for the identification and correction of deficiencies. Provides support in the planning, formulation, editing, development and publication of finished products, e.g. program documentation, plans, directives, reports, briefings and other presentations as required (technical and non-technical; classified and non-classified) in the media format requested. Provides support for internal and external briefings and reports by providing expert knowledge and capability in the use of personal computers and operating systems to produce visual aids (slides, view-graphs, briefing charts and other graphics) using appropriate software applications (such as: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, PerformPro and Microsoft Access). Assists in improving internal management processes by proposing and/or implementing improvements to visual, computer-based communications used by the program office to manage its critical processes. The individual will assist personnel in the creation of training documents and training modules by advising them through one-on-one and group instruction on the capabilities of in-house software tools available to produce the documents and modules.

**5.1.1 Minimum Education/Experience Requirements:** Individuals must have a minimum of 12 years of administrative support experience of which four years must be in a workload management or oversight capacity.

**5.2 Administrative Support Journeyman Level:** Duties include: Provides support to the Video Teleconferencing (VTC) manager, assists with VTC bridge scheduling and VTC connectivity and interfaces with VTC maintenance contractor. Prepares various documentation and charts for management review and approval. The individual will assist in the use of computers and operating systems to produce databases, spreadsheets, graphics, metrics and other specialized products. The individual will be responsible for assisting in preparing briefings and documents and manipulating data provided by government personnel. The individual will assist in retrieving data in the form of reports and queries. The individual must be familiar with electronic media to distribute charts and documents to customers. The individual must be proficient in the latest Microsoft Word, Excel, PowerPoint and calendar software versions. The individual must be proficient at collecting, analyzing and manipulating data in order to design graphic displays that optimize data usefulness. The individual will assist in the maintenance of operating instructions. This includes, but is not limited to, the maintenance of Self-Inspection checklists and the verification of checklists against administrative processes. The individual will assist in the maintenance of a tracking system for identification and correction of deficiencies. The individual will manage personnel and information management databases. The individual will track personnel gains and losses. The individual will integrate information into required reports. Compiles and prepares briefings and reports in hard copy, for special and/or recurring reports and provides assistance during briefings, upon request. Provides support to establish and maintain master files of programs and source selection data in order to facilitate tracking and resolution of issues associated with operations. The individual shall assist and aid computer users on general procedures and techniques necessary to operate government computers and software. Technical problems shall be referred to the appropriate organization for resolution.

**5.2.1 Minimum Education/Experience Requirements:** Individuals must have a minimum of 7 years of administrative support experience.

**5.3 Administrative Support Junior Level:** Duties include: Maintains and distributes current user listings and points of contact references. Updates and distributes telephone directories. Processes and distributes telephone bills. The individual will distribute program software and documentation. The individual will maintain forms, files (Functional Area Records Management (FARM)) and program reference libraries. The individual will monitor/track/update Air Force Publications, USAF IDEA Program and Military Leave Program. Provides data entry such as with the HR Integrated Database (IDB), processes travel orders (including overseas), prepares organizational charts and program correspondence. The individual will facilitate the use of standardized automated forms such as travel orders, performance reports, materials procurement, maintenance and disposition, as well as other periodic or ad hoc reports. The individual will provide management and operation of facsimile equipment. Delivers mail within the program office and, in some cases, from building to building. Processes classified mail. Manages/distributes training information to program office personnel in coordination with the training OPR in the management operations office. Works with the training OPR to ensure training suspenses are answered. The individual will monitor/open/close

conference rooms. The individual will schedule and coordinate meetings for program demonstrations and briefings. Serves as the focal point for collecting and visually displaying materials for staff meetings. Takes readings on copy machines and submits findings. Distributes supplies and equipment from local vendors, UPS, government agencies, etc. by telephone or by using delivery carts, etc. This support entails, but is not limited to, performing an inventory of items delivered, calling organizations to inform them of their need to pick up delivered items, putting items in temporary storage awaiting pickup, etc. The individual will track OPR/EPRs and awards. The individual will file and retrieve graphics materials to facilitate research and expedite creation of briefings and reports.

**5.3.1 Minimum Education/Experience Requirements:** Individuals must have a minimum of two years of administrative support experience.

**6.0 Security Management (SM) Support.** The purpose of this effort is to provide technical security services relative to the development and acquisition of aeronautical weapon systems, subsystems, and associated support systems and assist with implementation of Information Security, Industrial Security, Personnel Security, Communications Security, Resource Protection, Force Protection, and Anti-Terrorism programs. Tasks will include items such as program protection planning that define the methods and actions needed for the protection of a weapon system throughout its lifecycle.

**6.1 Security Management Senior Level:** This position requires acquisition security experience with knowledge of program protection, technology control, system security engineering and related DoD and Air Force Instructions (DoDIs and AFIs). Individual must be capable of performing independent studies and analyses with only general direction and guidance; have experience with program protection planning, System Security Engineering Management, and physical protection measures and administrative handling procedures associated with classified information to include up to Top Secret, Special Access or Sensitive Compartmented Information; and have experience in industrial security operations and procedures as they apply to weapon system contractors and DoD, USAF and other agency intelligence organizations. Individual will make recommendations on security plans, Contract Data Requirements Lists (CDRLs), and Performance Work Statements (PWSs). Experience with DoD acquisition process for development and acquisition of aerospace weapon systems is essential.

**6.1.1 Minimum Experience/Education Requirements:** A minimum of ten (10) years of acquisition security experience, at least five (5) of which were conducting program protection planning or Industrial Security in a federal agency environment (government or contractor).

**6.2 Security Management Journeyman Level:** Individual will prepare studies, review physical security programs, and recommend revisions to procedures and system security methods. Assist with the implementation of the Information Security, Industrial Security,

Personnel Security, Communications Security, Resource Protection, Force Protection, and Anti-Terrorism programs and perform other duties as required by the PWS.

**6.2.1 Minimum Experience/Education Requirements:** A minimum of five years of security analysis experience in a federal agency environment (government or contractor).

**6.3 Security Management Junior Level:** Individual will process and maintain security records, manage security databases, analyze security concerns, recommend solutions to validated problems, assist with administrative tasks related to developing reports, studies, assessments and reviews, and perform other duties as required by the PWS.

**6.3.1 Minimum Experience/Education Requirements:** Three (3) years work experience AND one (1) year experience in a federal agency (government or contractor) security environment.

## **7.0 Configuration/Data Management (CDM)/Information Systems Analyst Support.**

For purposes of this contract, the functional discipline of configuration/data management consists of hardware and software configuration management; contract data management; engineering data management; and deficiency report management. The core configuration/data processes are: identification, change control, configuration status accounting, audits, deficiency reporting, data management, and engineering data management. The experience and training requirements listed for each labor category represent the minimum acceptable qualifications for contractor personnel to perform on this contract. A college degree in computer science, engineering, or business management may be equated to three (3) years of specialized experience at the Junior, Journeyman, or Senior Levels.

**7.1 Configuration/Data Manager Senior Level:** The duties include: Configuration Identification, including reviewing program unique specifications for hardware and software; reviewing engineering drawings and conducting in-process reviews; requesting nomenclature and CPIN assignment for CIs; marking of CI/CSCIs and associated documentation; and ensuring appropriate documentation is approved and placed on contract for establishment of government controlled baselines. Change Control, including reviewing ACSNs, ECPs, CCPs, RFWs, RFDs for format and content requirements; resolving discrepancies and issues between the government and weapon system contractor; planning and scheduling CCBs; Secretariat for CCBs; preparing CCB briefings and documentation; and tracking implementation of approved changes. Configuration Audits, including developing audit plans, coordinating on weapon system contractor proposed agendas and schedules for FCAs/PCAs; briefing audit teams; generating significant comments and action items; reviewing draft minutes; monitoring corrective actions and closure of action items; and preparing notifications to weapon system contractors when audit requirements have been satisfactorily met. Configuration Status Accounting (CSA), including determining CSA database requirements; monitoring data input; tracking the configuration of fielded systems and equipment; and monitoring changes and status of configuration baseline documentation. Deficiency Reporting, including operation of Application Support Environment (ASE) or similar system for

receiving, processing and tracking closure of deficiency reports; monitoring investigations; processing and disposition of exhibits; responding to inquiries from field units, contractors, etc.; conducting briefings and generating reports for management on DR status and trends; and scheduling and performing secretariat function for MIP Review Boards. Contract Data Management, including issuing data calls; conducting data reviews; CDRL generation; application of distribution statements and FAR/DFARS data rights clauses; preparing One-Time-DIDs; evaluating change proposals for impacts to data; monitoring the delivery and approval of contract technical data; and acquisition and use of Contractor Integrated Technical Information Service (CITIS). Engineering Data Management (EDM), including making recommendations to management on the acquisition of engineering drawings; conducting engineering drawings IPRs; evaluating engineering drawings documentation to ensure format, drafting practices and limited rights legends comply with contractual requirements; maintaining EDM files; performing follow-up actions to resolve drawings deficiencies and closing out action items. Individual would be required to work independently or with very little supervision.

**7.1.1 Minimum Education/Experience Requirements:** Employee must have a minimum of seven (7) years experience in configuration management, at least three (3) of which were at the configuration/data management specialist level, in a government or private industry program office. A thorough knowledge of government policy, directives, standards, handbooks, pamphlets, etc., as well as DoD adopted industry standards relating to configuration/data management is required. Employee must also be thoroughly knowledgeable of configuration/data management input requirements for program plans and PWS, CDRL, Section L - Instructions to Offerors, and Section M - Basis for Award for RFPs. Employee experience must have been acquired by performing tasks directly associated with at least five (5) of the configuration management processes listed in paragraph 7.0 above. The exact task requirements for a specific job will be as specified in the task order. Specialized Training: 1) At least one intermediate level course in operation of PCs and associated word processing, spreadsheet, graphics, or relational database software. 2) At least one basic level and one advanced level course in configuration and contract data management. This training may have been acquired by attending either DoD or comparable private industry courses.

**7.2 Configuration/Data Manager Journeyman Level:** The duties include: Configuration Identification, including supporting the review of program unique specifications for hardware and software; engineering drawing and participating in in-process reviews; requesting nomenclature and CPIN assignment for CIs; marking of CI/CSCIs and associated documentation; assisting and ensuring appropriate documentation is approved and placed on contract for establishment of government controlled baselines. Change Control, including reviewing ACSNs, ECPs, CCPs, RFWs, RFDs for format and content requirements; identify discrepancies and issues between the government and weapon system contractor; planning and scheduling CCBs; Secretariat for CCBs; preparing CCB briefings and documentation for the board; and tracking implementation of approved changes. Support Configuration Audits, including developing audit plans, coordinating on weapon system contractor proposed agendas and schedules for FCAs/PCAs; generating significant comments and action items; reviewing draft minutes; monitoring

corrective actions and closure of action items; and assisting with preparation of notifications to weapon system contractors when audit requirements have been satisfactorily met. Configuration Status Accounting including monitoring data input; tracking the configuration of fielded systems and equipment; and monitoring changes and status of configuration baseline documentation. Deficiency Reporting (DR), including operation of ASE or similar system for receiving, processing and tracking closure of deficiency reports; monitoring investigations; processing and disposition of exhibits; responding to inquiries from field units, contractors, etc.; supporting briefings and generating reports for management on DR status and trends; and scheduling and performing secretariat function for MIP Review Boards. Contract Data Management, including participating and issuing data calls; supporting data reviews; CDRL generation; application of distribution statements and FAR/DFARS data rights clauses; preparing One-Time-DIDs; reviewing change proposals for impact to data; monitoring the delivery and approval of contract technical data; and acquisition and use of Contractor Integrated Technical Information Service (CITIS). Engineering Data Management (EDM) includes participating in engineering drawings IPRs; reviewing engineering drawings documentation to ensure format, drafting practices and limited rights legends comply with contractual requirements; maintaining EDM files; performing follow-up actions to resolve drawings deficiencies and closing out action items.

7.2.1 Minimum Education/Experience Requirements: Employee must have a minimum of five (5) years general experience, at least three (3) in configuration and data management. A thorough knowledge of government policy, directives, standards, handbooks, pamphlets, etc., as well as DoD adopted industry standards relating to configuration/data management is required. The contractor must be thoroughly knowledgeable of configuration/data management input requirements for program plans and Performance Work Statements (PWSs), Contract Data Requirements Lists (CDRLs), Section L Instructions to Offeror, and Section M Basis for Award for Requests for Proposals (RFPs). Employee experience must have been acquired by performing tasks directly associated with at least five (5) of the configuration management processes listed in paragraph 7.0 above. The exact task requirements for a specific job will be as specified in the task order. Specialized Training: 1) At least one intermediate level course in operation of PCs and associated word processing, spreadsheet, graphics, or relational database software. 2) At least one basic level course in configuration and contract data management. This training may have been acquired by attending either DoD or comparable private industry courses.

7.3 Configuration/Data Management Junior Level: The duties include: Configuration Identification, including administrative tasks associated with receipt, processing, approval, and filing of program unique specifications, engineering drawings, nomenclature requests, CPIN requests, etc. Change Control, including administrative tasks associated with receipt, processing, and maintaining official files for ACSNs, ECPs, CCPs, RFDs, RFWs, as well as secretariat function at CCBs. Configuration Audits, including assisting with the planning and conduct of FCAs/PCAs, tracking status and closure of action items, and maintaining official files. The individual will be responsible for Deficiency Reporting, including operation of Application Support Environment

(ASE) or similar system for receiving, processing, and tracking closure of Deficiency Reports, as well as performing secretariat function at MIP Review Boards. Contract Data Management, including use of the ASSIST database tool and DIDs, issuing data calls, assisting with data reviews, CDRL preparation, use of distribution statements and FAR/DFARS data rights clauses, and operation of a management information system (MIS) for data tracking and reports generation. Engineering Data Management, including assisting with the planning and conduct of engineering data guidance conferences, IPRs, maintaining EDM files, and tracking the closure of action items. The mix of functional tasks required for a specific job will be as specified in the task order.

**7.3.1 Minimum Education/Experience Requirements:** Employee must have a minimum of three (3) years of general experience in an office environment either in government or private industry. In addition, employee must have: (1) a working knowledge of government policy directives, standards, specifications, handbooks, pamphlets, as well as DoD adopted industry standards, preferably relating to configuration/data management; and (2) a working knowledge of office automation equipment and computer systems commonly used to store, process, and manage configuration management data. **Specialized Training:** At least one intermediate level course in operation of PCs and associated word processing, spread sheet, graphics, and relational database software.

**7.4 Information Systems Analyst Senior Level (See Paragraph 7.7 of the PWS, Attachment 1 to the CAPS Contract):** Duties and capabilities include providing HQ quality, high-level, functionally focused expert advice, consultation and guidance in support of management, programmatic and technical processes, programs and initiatives. Must have the experience and capability to manage assigned tasks and lead journeyman and junior level analysts in the analysis and assessment of functional capabilities, establishment of business rules supporting functional goals and policies, and test of business applications as well as make recommendations regarding implementation actions of business applications on complex, large-scale commercial systems and DoD - AF legacy system modifications. Duties include making recommendations regarding implementation of state-of-the-art storage and data retrieval methods as well as formulating functional requirements for information systems. Analyst will develop plans for Automated Data Processing (ADP) systems from project inception through implementation and support. Must be able to define the problem, recommend solutions and develop functional requirements to prepare systems documentation, programs and tests.

**7.4.1 Minimum Experience Requirements:** At least twelve (12) years of experience of information system analysis in commercial business applications and/or DOD - AF legacy systems is required.

**7.5 Information Systems Analyst Journeyman Level:** Duties include the analysis, assessment of functional capabilities, establishment of business rules supporting functional goals and policies, and test of business applications as well as to make recommendations regarding implementation actions of business applications on complex, large-scale commercial systems and DoD - AF legacy system modifications. Knowledge

of and the ability to support implementing state-of-the-art storage and data retrieval methods as well as the ability to formulate functional requirements for information systems is required. Analysts will develop plans for Automated Data Processing (ADP) systems from project inception through implementation and support. Analyst coordinates with the Project Manager to ensure problem solution and user satisfaction. Analyst must be able to make recommendations, as needed, for approval of major systems installations.

**7.5.1 Minimum Experience Requirements:** At least eight (8) years experience in information system analysis in commercial business applications and/or DoD - AF legacy systems is required. A Bachelor's degree in Computer Science, Information Systems, Information Science, Management Information Systems (MIS) or related Engineering discipline may be substituted for three years of the experience requirement.

**7.6 Information Systems Analyst Junior Level:** Duties include support analysis, assessment of functional capabilities, establishment of business rules supporting functional goals and policies and test of business applications as well as to make recommendations regarding implementation of business applications on complex, large-scale commercial systems and DoD - AF legacy system modifications. Contractor must have knowledge of database management concepts and of state-of-the-art storage and data retrieval methods. Contractor must have the ability to support formulating functional requirements for information systems.

**7.6.1 Minimum Experience Requirements:** At least 5 years of experience in information system analysis in commercial business applications and/or DoD – AF legacy systems is required. A Bachelor's degree in Computer Science, Information Systems, Information Science, Management Information Systems (MIS) or related Engineering discipline may be substituted for three years of the experience requirement.

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

**8.0.1 Minimum Experience Requirements:** Person must have 2 years experience in various art media such as sketching, engineering drawings, photos, exploded views, cutaways and perspective drawings. The illustrator shall have working knowledge of computer-generated graphics, photocopy reproduction, and page layout techniques.

**9.0 Facilitator/Trainer Support.** Duties include providing training, facilitation, and related decision support services to offices engaging in group training sessions, collaboration efforts, working groups or integrated product, process or self-directed teams.

**9.1 Facilitator/Trainer Senior Level:** Duties include planning, scheduling, coordination, setup, and conducting of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes establishment of site location, setup of audio/visual equipment/devices and computer equipment. Facilitator/briefer must be able to consult on subject matter, lead/assist in strategic planning, cope with controversial subject matter and differences of opinion from the attendees, and be able to channel the discussion into constructive exchanges and plans that lead to satisfactory solutions. Facilitator will ensure agenda, attendees' list, minutes, and resulting action items are documented for the record. Provide off-the-shelf, or customized off-the-shelf training packages to meet specific program needs related to management, organization and business improvement services. Duties include providing a variety of Government/Industrial acquisition reform related training/concepts, user application of unique software, policy, implementation/procedures, new processes/techniques/metrics/models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

**9.1.1 Minimum Experience Requirements:** Fifteen years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting/briefing to large gatherings of personnel and experience in presentation to personnel with high levels of responsibility/importance. Experience requires facilitator/trainer personnel to be proficient in effective briefing and communication techniques.

**9.2 Facilitator/Trainer Journeyman Level:** Duties include assisting in planning, scheduling, coordination, setup, and conducting of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes establishment of site location, setup of audio/visual equipment/devices and computer equipment. Facilitator/briefer must be able to assist in strategic planning, cope with controversial subject matter and differences of opinion from the attendees, and be able to channel the discussion into constructive exchanges and plans that lead to satisfactory solutions. Facilitator will ensure agenda, attendees list, minutes, and resulting action items are documented for the record. Provide a variety of Government/Industrial acquisition reform related training/concepts, user application of unique software, policy implementation/procedures, new processes/techniques/metrics/models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

**9.2.1 Minimum Experience Requirements:** Ten years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting/briefing to large gatherings of personnel, with effective briefing and communication techniques.

**9.3 Facilitator/Trainer Junior Level:** Duties include assisting in planning, scheduling, coordination, setup, and conducting of facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes setup and operation of audio/visual equipment/devices and computer equipment. Junior facilitator

will help ensure agenda, attendees list, minutes, and resulting action items are documented for the record. Duties also include preparation and development of training materials, and assisting with scheduling and conduct of training sessions for a variety of topics to meet specific program needs related to management, organization and business improvement services.

9.3.1 Minimum Experience Requirements: Three years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting/briefing. Experience requires individual to be effective in briefing and communication techniques.

9.4 Training Management Support: Services include, but are not limited to 1) supporting the development of training policy, procedures and strategies, 2) training requirements assessment, validation, documentation and prioritization, 3) resource analysis and determination of resources needed, 4) reviewing, recommending, utilizing, developing and managing training tools and systems, 5) conducting and/or participating in training-related meetings and events, 6) courseware development oversight and support, and 7) metrics development and reporting.

9.4.1 Minimum Requirements: Training Manager must have a minimum of five (5) years of experience managing training programs for a medium to large government organization or private industry company. A medium to large organization or company is defined as having 1,000 or more employees. Knowledge of current Air Force organizational structure, operating environments and practices is also required. Note: For pricing purposes, this labor subcategory will be considered a Journeyman professional.

## **10.0 Financial Management/Comptroller Support**

10.1 Acquisition Financial Management Analyst Senior Level: Duties include the planning, organizing, and directing of cost, budget and/or schedule analysis and research efforts of a group of specialists and/or advising on and performing professional or technical work in cost, budget or schedule analysis and research. Work requires the technical capability to independently plan, organize, complete, and present assessments of cost, budget and schedule implications of existing and projected technological advances as well as being able to evaluate the impact of new and innovative acquisition strategies. This encompasses a thorough knowledge of statistical techniques, applied mathematics, and economics along with understanding of engineering disciplines.

10.1.1 Minimum Experience Requirements: Fifteen years of cost, budget, schedule analysis, operations research, or engineering experience, at least three of which involved weapon systems acquisition in a leadership/management role is required.

10.2 Acquisition Financial Management Journeyman Level: Duties are to perform professional or technical work in cost, budget and/or schedule analysis and/or research. Work requires the technical capability to assess cost and schedule implications of existing

and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. This encompasses a basic knowledge of statistical techniques, applied mathematics, and economics along with basic understanding of engineering disciplines.

10.2.1 Minimum Experience Requirement: Ten years of cost, budget, or schedule analysis, operations research or engineering experience is required.

10.3 Acquisition Financial Management Junior Level: Duties are to perform professional or technical work in cost, budget, schedule analysis and/or research, utilize computers and computer programs as necessary to accomplish quantitative analysis work, and/or collecting, organizing and maintaining cost, budget, or schedule related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source materials in support of analysis activities. Work is normally performed under the direction of a journeyman analyst and requires the technical capability to assess cost and schedule implications of existing and projected technological advances. This encompasses a basic knowledge of statistical techniques, applied mathematics, and economics.

10.3.1 Minimum Experience Requirement: At least three years of cost, budget, or schedule analysis, operations research or engineering experience is required.

10.4 Financial Analyst Senior Level: Duties include the planning, organizing, and directing of financial management activities, or analysis efforts of a group of specialists and/or advising on and performing professional or technical work related to financial management. Work requires the technical capability to independently plan, organize, complete, and present assessments of financial management concepts, analyses, studies, and procedures. This involves evaluating implications of existing or proposed financial programs, processes, and policies/laws, and recommending improvements. This encompasses a thorough knowledge of government budget processes, fiscal law, financial analysis methods, reporting requirements, financial systems, statistical techniques, applied mathematics, or economics.

10.4.1 Minimum Experience Requirements: Twelve years of experience is required, to include cost, budget, accounting, or financial management experience. Knowledge of Air Force Working Capital Fund operations, AF Flying Hour Program, specific DoD/AF/AFMC systems, and/or logistic management concepts or practices may be required as specified in the individual task orders.

10.5 Financial Analyst Journeyman Level: Duties are to perform professional or technical work in financial management activities and analysis efforts. Work requires the technical capability to assess financial management concepts, analyses, studies, and procedures. This involves evaluating financial implications of existing or proposed financial programs, processes, policies/laws, and recommending improvements. Work may also require preparation and presentation of briefings. This encompasses a working knowledge of government budget processes, fiscal law, financial analysis methods,

reporting requirements, financial systems, statistical techniques, applied mathematics, or economics.

**10.5.1 Minimum Experience Requirement:** Eight years of experience is required, to include cost, budget, accounting, or financial management experience. Knowledge of Air Force Working Capital Fund operations, AF Flying Hour Program, specific DoD/AF/AFMC systems, and/or logistic management concepts or practices may be required as specified in the individual task orders.

**10.6. Financial Analyst Junior Level:** Duties are to perform professional or technical work in financial management activities and analysis efforts. Work requires the technical capability to assess financial management concepts, analyses, studies, and procedures. This involves evaluating financial implications of existing or proposed programs, processes, policies/laws, and recommend improvements. Work may also require preparation and presentation of briefings. Work is normally performed under the direction of a journeyman analyst and requires detailed analysis including problem identification, research, and resolution. This encompasses a basic knowledge of government budget processes, fiscal law, financial analysis methods, reporting requirements, financial systems, statistical techniques, applied mathematics, or economics.

**10.6.1 Minimum Experience Requirement:** At least three years of experience is required, to include cost, budget, accounting, or financial management analysis experience.

**10.7 Cost Analyst Senior Level:** Duties include the planning, organizing, and directing of cost, budget, or schedule analysis, studies, or research efforts of a group of specialists and/or advising on and performing professional or technical work in cost, budget, or schedule analysis, studies, and research. Work requires the technical capability to independently plan, organize, complete, and present assessments of cost, budget and schedule implications of new and innovative operational strategies. Duties include training in areas of cost analysis and/or specific cost tools. This encompasses a thorough knowledge of statistical techniques, applied mathematics, and economics along with understanding of engineering disciplines. The Contractor may develop cost estimates by gathering cost, technical and programmatic data from Government and Contractor sources to expand or develop the estimate. The Contractor shall also conduct cost studies which will enable the Contractor to develop analyses that support decisions based on sound cost estimating techniques and procedures.

**10.7.1 Minimum Experience Requirements:** Twelve years of cost analysis, to include budget and schedule analysis and experience in using current cost analysis software/programs and cost modeling applications.

**10.8 Cost Analyst Journeyman Level:** Duties are to perform professional or technical work in cost, budget and/or schedule analysis, studies, and research. Work requires the technical capability to assess cost implications of new and innovative operational

strategies, and develop cost models. This encompasses a working knowledge of statistical techniques, applied mathematics, and economics along with basic understanding of engineering disciplines. The Contractor may develop cost estimates by gathering cost, technical and programmatic data from Government and Contractor sources to expand or develop the estimate. The Contractor shall also conduct cost studies which will enable the Contractor to develop analyses that support decisions based on sound cost estimating techniques and procedures.

**10.8.1 Minimum Experience Requirement:** Eight years of cost analysis, to include budget and schedule analysis and experience in using current cost analysis software/programs, and cost modeling applications.

**10.9. Cost Analyst Junior Level:** Duties are to perform professional or technical work in cost, budget, and/or schedule analysis, studies, and research. Work requires collecting, organizing, and maintaining cost or budget related data, identifying cost estimating relationships, and performing quantitative analysis to develop cost models. This includes the ability to extract and/or abstract pertinent information from source materials, and/or use statistical software packages in support of analysis activities. Work is normally performed under the direction of a journeyman analyst. This encompasses a basic knowledge of statistical techniques, applied mathematics, and economics.

**10.9.1 Minimum Experience Requirement:** At least three years of cost analysis, to include budget and schedule analysis and experience in using current cost analysis software/programs and cost modeling applications is required.

**10.10 Accounting Analyst Senior Level:** Duties include the planning, organizing, and directing of accounting activities or analysis efforts of a group of specialists and/or advising on and performing professional or technical work related to accounting systems, processes, or analyses. Work requires the technical capability to independently plan, organize, complete and present assessments of accounting systems, reports, processes, and analyses, and provide sound justification. This involves interpreting and evaluating implications of existing or proposed financial programs, ensuring compliancy with processes, policies, and laws, and recommending improvements. This encompasses a thorough knowledge of DoD/Air Force/AFMC programs and budget system, government or commercial accounting principles, financial analysis methods, reporting requirements, accounting and financial systems, systems architecture, statistical techniques, applied mathematics, or economics.

**10.10.1 Minimum Experience Requirement:** Twelve years of commercial or government accounting experience is required. A Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA) certification may be required for individual task orders.

**10.11. Accounting Analyst Journeyman Level:** Duties are to perform professional or technical work in accounting analysis and/or systems accounting efforts. Work requires the technical capability to assess accounting systems, processes, and reports, and evaluate

implications of existing or proposed financial programs, processes, policies/laws, and recommend improvements. This encompasses a working knowledge of DoD/Air Force/AFMC programs and budget system, government or commercial accounting principles, financial analysis methods, reporting requirements, accounting and financial systems, systems architecture, statistical techniques, applied mathematics, or economics.

10.11.1 Minimum Experience Requirement: Eight years of commercial or government accounting experience is required.

10.12. Accounting Analyst Junior Level: Duties are to perform professional or technical work in accounting analysis and/or systems accounting efforts. Work requires the technical capability to assess financial systems, processes, and reports, and evaluate financial implications of existing or proposed financial programs, processes, policies/laws, and recommend improvements. Work is normally performed under the direction of a journeyman analyst and requires detailed accounting analysis including problem identification, research, and resolution. This encompasses a basic knowledge of government and commercial accounting principles, budget processes, financial analysis methods, reporting requirements, accounting and financial systems, statistical techniques, applied mathematics, or economics.

10.12.1 Minimum Experience Requirement: Three years of commercial or government accounting experience is required.

10.13. Financial System Analyst Senior Level: Duties include the planning, organizing, and directing of financial information system management activities and/or analysis efforts of a group of specialists and/or advising on and performing professional work related to financial information system management. Work requires the technical capability to independently plan, organize, complete and present functionally-focused assessments of information management programs, initiatives, and systems. This involves evaluating implications of existing or proposed development or modernization efforts, system migration strategies, process changes, and policies/laws, and recommending solutions. This encompasses a thorough knowledge of DoD/AF/AFMC organizational missions, financial processes and systems, information technology concepts and models, and DoD information technology reporting requirements.

10.13.1 Minimum Experience Requirement: Twelve years of experience in information systems management or analysis of commercial business applications and/or DoD/AF/AFMC financial systems.

10.14. Financial System Analyst Journeyman Level: Duties are to perform professional or technical work in financial information system management activities and/or analysis efforts. Work requires the technical capability to gather, analyze and define user issues, develop system requirements and specifications, prepare system documentation, perform system reporting, and facilitate tests. This involves evaluating implications of existing or proposed development or modernization efforts, system migration strategies, process changes, policies/laws, and recommending solutions. This encompasses a working

knowledge of DoD/AF/AFMC organizational missions, functional processes and systems, information technology concepts and models, and DoD information technology reporting requirements.

**10.14.1 Minimum Experience Requirement:** Eight years of related business experience, and/or experience with DoD/AF/AFMC financial systems is required.

**10.15. Financial System Analyst Junior Level:** Duties are to perform professional work in financial information system management activities and/or analysis efforts. Work requires the technical capability to gather, analyze, and define user issues, develop system requirements, prepare system documentation, perform system reporting, and facilitate tests. This involves evaluating implications of existing or proposed development or modernization efforts, system migration strategies, process changes, and policies/laws, and recommending solutions. This encompasses a basic knowledge of DoD/AF/AFMC organizational missions, financial processes and systems, information technology concepts and models, and DoD policy, such as reporting requirements.

**10.15.1 Minimum Experience Requirement:** At least three years in related business experience and/or experience with DoD/AF/AFMC financial systems is required.

**10.16. Management Analyst:** Duties include planning, organizing, and integrating of financial management activities. This involves coordinating, scheduling, and integrating activities such as internal or external briefings, reports, and/or analysis efforts. Duties include improving internal management processes, monitoring/tracking activities, and communicating activity status to stakeholders. Work requires the technical capability to identify and correct process or procedure deficiencies. Work also requires support in planning, developing, editing, and publishing of finished products such as program documentation, plans, directives, reports, briefings and other presentations as required in the media format requested. Work may require development of spreadsheets, databases, etc. to organize and store data or information and development of queries or reports for data retrieval. This encompasses expert knowledge and capability in the use of personal computers to produce finished products, reports, and visual aides (slides, view-graphs, briefing charts and other graphics) using appropriate software applications (such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Access). Note: For pricing purposes, this labor subcategory will be considered a Journeyman professional.

**10.16.1 Minimum Education/Experience Requirements:** Individuals must have a minimum of 3 years of related business experience.

## **11.0 Acquisition Logistics Support.**

**11.1 Acquisition Logistician Senior Level (SL):** Provides technical advice and guidance to journeyman logisticians. The individual will plan, schedule, coordinate and estimate major complex tasks which are generally carried out by others. The individual will direct activities of all acquisition logistics disciplines.

11.1.1 Minimum Experience Requirements: Fifteen (15) years of logistics experience, five (5) of which were directly involved in aeronautical weapon systems acquisition logistics. At least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

11.2 Acquisition Logistician Journeyman Level (JL): Create and implement logistics plans and influence/evaluate the system design to ensure a fully supportable system is fielded. The individual will lead/direct efforts to ensure that integrated logistics support (ILS) objectives are considered and introduced as early as practical on assigned programs. The individual will participate in the development of plans which will have far-reaching consequences for logistics design and support at early stages in the system program life cycle. The individual will ensure comprehensive consideration of all factors that impact logistics design and support. The individual will integrate current logistics concepts into preliminary planning to evaluate the various options for maintenance concepts, level-of-repair decisions, and support/test equipment requirements. The individual will evaluate support alternatives from the standpoint of life cycle cost and other trade parameters to ensure optimal use of resources without degrading operational readiness. The individual will help create and make recommendations on revisions of all Integrated Logistics Support Plans (ILSPs), Contract Data Requirements Lists (CDRLs), inputs to Program Management Plans (PMPs), replies to Systems Operational Requirements Document (SORD), Performance Work Statement (PWS) and other evaluation criteria/reports.

11.2.1 Minimum Experience Requirements: Ten (10) years experience in integrated logistics support or maintenance activity of aeronautical weapon systems acquisition programs. At least one year of defense acquisition management experience must have been obtained within the last 5 years prior to selection for employment under this contract.

11.3 Acquisition Logistician Junior Level (AL): Accomplish data gathering and analysis in assigned area of responsibility under detailed supervision of logistician or area analyst or specialist. The individual will assist in preparing material for inclusion in preliminary and draft final reports. The duties are routine and instructions detailed.

11.3.1 Minimum Experience Requirements: Three (3) years experience in integrated logistics support or maintenance activity of aeronautical weapon systems acquisition programs.

11.4 Logistics Readiness Plans and Programs (See 11.10 of the CAPS Contract PWS): Provide planning, technical guidance and assistance to HQ AFMC Directorate of Logistics, Air Logistics Centers, Product Centers and Supply Chain managers, as well as other MAJCOMs and AF/A4 staff on matters concerning deployment planning and readiness, deliberate planning, Expeditionary Site Planning (ESP), Support Agreement management, War Reserve Materiel (WRM), and Agile Combat Support (ACS) Concept

of Operations (CONOPS) Support. Note: For pricing purposes, this labor subcategory will be considered a Journeyman professional.

**11.4.1 Minimum Experience Requirements:** Fifteen (15) years of logistics experience, five (5) of which were directly obtained in the areas of logistics planning, WRM management, ESP, or Support Agreement management at installation and or headquarters level. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience.

**11.5 Fuels Management Support** (See 11.11 of the CAPS Contract PWS): Support fuels management operations to include environmental compliance; inventory management of ground and aviation fuels and cryogenic fluids. Develop plans and establish policies and procedures to manage fuels activities, including systems design, plans for activation and inactivation, facility requirements, equipment allowances, and accounting. Interpret fuels directives. Inspect, review, and evaluate work methods and procedures. Resolve problems related to storage, fire hazards, and truck fill stand and aircraft refueling areas. Coordinate with commander, staff, and operating units on wartime, contingency and peacetime fuels support. Note: For pricing purposes, this labor subcategory will be considered a Journeyman professional.

**11.5.1 Minimum Experience Requirements:** Ten (10) years of fuels management experience, at least five (5) of which were directly obtained from USAF as either an employee or a contractor supporting the USAF. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience.

**11.6 Transportation Management** (See 11.12 of the CAPS Contract PWS): Assists HQ/AFMC Directorate of Logistics personnel in developing and managing command Vehicle Maintenance, Vehicle Management, Traffic Management and Transportation Planning Support. Assists in the full array of transportation planning, budgeting, management, and implementation activities associated with the acquisition, accountability, and sustainment of all AFMC vehicles/trains/boats and management systems. Assists in providing comprehensive vehicle operations policy guidance and direction to 23 diverse units throughout AFMC including Military, Most Efficient Organization (MEO), and hybrid or fully contracted functions. Note: For pricing purposes, this labor subcategory will be considered a Journeyman professional.

**11.6.1 Minimum Experience Requirements:** Fifteen (15) years of transportation experience, at least five (5) of which were directly obtained from USAF as either a Government employee (civil service or military member) or a contractor supporting USAF. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience.

**11.7 Logistics Management Support** (See 11.13 of the CAPS Contract PWS): The positions are concerned with directing, developing, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions

required to support a specified mission, weapons system, or other designated program. The work involves: (1) identifying the specific requirements for money, manpower, material, facilities, services needed to support the program, and management information system planning and (2) correlating those requirements with program plans to assure that the needed support is provided at the right time and place. Logistics support requires: (1) knowledge of agency program planning, funding, and management information systems, (2) broad knowledge of the organizational structure and functions of activities involved in providing logistical support, (3) ability to coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules as necessary to meet each requirement on time, and (4) knowledge and understanding of the governing regulations and policies. Positions in this labor category require some degree of specialized knowledge in the area of the logistics support activities involved. The paramount qualification requirement, however, is the ability to integrate the separate activities in planning or implementing a logistics management program.

**11.7.1 Senior Logistician's Minimum Experience Requirements:** Twenty (20) or more years of Logistics experience in the area of the logistics discipline and/or supply management. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience. Past experience in similar DoD or AF logistical position (i.e. supply, depot maintenance, etc.) is highly desirable.

**11.7.2 Journeyman Logistician's Minimum Experience Requirements:** Fifteen (15) years of Logistics experience in an area of the logistics discipline and/or supply management. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience.

**11.7.3 Junior Logistician's Minimum Experience Requirements:** Five (5) years of Logistics experience in any area of logistics or supply management. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience. An Associate degree may be substituted for two (2) years of experience.

**11.8 Supply Support** (See 11.14 of the CAPS Contract PWS): Positions in this labor category are concerned with the overall management, or staff work related to overall management of a supply program encompassing two or more of the technical supply activities. The technical supply areas are Inventory Management, Distribution Facilities and Storage Management, Packaging, and Cataloging. The paramount knowledge requirements relate to the management of supply programs. Positions in this labor category deal with supply management in terms of broad, overall program responsibilities. Thus, incumbents must have a broad understanding of an interrelated chain of activities involving the process of supply, not as an assortment of individual and separate functions. Often, this understanding extends from the conception or acquisition of a new item through storage, distribution, property utilization, consumption, or disposal. Some positions in this labor category, for which supply management

knowledge is the paramount qualification requirement, are also concerned with management activities related to other functional areas (e.g., budget, data processing, procurement, property utilization, financial management).

**11.8.1 Senior Supply Logistician's Minimum Experience Requirements:** Twenty (20) or more years of Logistics experience in the area of supply. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience.

**11.8.2 Journeyman Supply Logistician's Minimum Experience Requirements:** Fifteen (15) years of Logistics experience in the area of supply. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience.

**11.8.3 Junior Supply Logistician's Minimum Experience Requirements:** Five (5) years of Logistics experience in the area of supply. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience. An Associate degree may be substituted for two (2) years of experience.

**11.9 Munitions Management Support** (See 11.15 of the CAPS Contract PWS): These positions concerned with directing, developing, or performing munitions management operations that involve planning, evaluating, coordinating, monitoring, tracking, and executing the actions required to support munitions systems, munitions-related programs or specified mission i.e.; weapons systems, conventional and nuclear munitions. The work involves (1) identifying the specific requirements for money, manpower, material, facilities, and services needed to support the munitions programs, and (2) correlating these requirements with program plans to assure that the needed support is provided to the warfighter at the right time and place. Munitions work requires (1) working knowledge of munitions program planning, funding, War Reserve Materiel (WRM) program, transportation, disposition, and Combat Ammunitions Systems (CAS); (2) broad knowledge of the munitions operations and logistical support; and (3) ability to coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules as necessary to meet each requirement on time. Positions in this labor category require specialized knowledge of some or all the munitions operational/logistics support activities related to this unique field. The paramount qualification requirement, however, is the ability to integrate the separate functions in planning or implementing a munitions logistics management program.

**11.9.1 Senior Munitions Logistician's Minimum Experience Requirements:** Twenty (20) or more years of experience in the munitions discipline and some logistics management. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience.

11.9.2 Journeyman Munitions Logistician's Minimum Experience Requirements: Fifteen (15) years of experience in the munitions discipline and some logistics management. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience.

11.9.3 Junior Munitions Logistician's Minimum Experience Requirements: Five (5) years of experience in the munitions discipline and some logistics management. A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for five (5) years of experience. An Associate degree may be substituted for two (2) years of experience.

## **12.0 Contracting Support Services (Procurement Technician/Contract Support Specialist).**

12.1 Procurement Technician Senior Level: Duties include technical support of procurement functions and programs and may serve as a systems administrator for automated contracting systems. Systems administrator functions for automated contracting systems include, but are not limited to, ConWrite, ConData, etc. Work requires in-depth knowledge of the technical input/preparation of complex contract documents of multiple special terms and conditions with special clauses and unique provisions. Additional duties include preparation of recurring and special reports and compilation of statistics from data requiring substantial analysis and interpretation and development of unique formats. This encompasses a thorough knowledge of government automated contracting systems.

12.1.1 Minimum Experience Requirements: Ten years experience in the use of personal computers and office automation hardware and software tools (e.g. Word, PowerPoint, Excel, Access, etc) in support of the preparation of government contracts. The contractor shall be proficient in contract writing systems, closeout tasks, market research, and developing contract file documentation.

12.2 Procurement Technician Journeyman Level: Duties are to perform clerical and technical work in support of procurement functions and programs. Work includes preparation of contract files, contract documents and correspondence as well as the preparation of recurring and special reports, standard queries, compilation/formatting of management data systems. Additional duties require the performance of general clerical duties to include, but not limited to, mail distribution, answering routing telephone inquires, resolution of clerical and administrative problems in support of a government office operation.

12.2.1 Minimum Experience Requirement: Five years experience in using personal computers and related software to produce reports, prepare correspondence, compile statistics, in support of the preparation of government contracts. The contractor shall be

proficient in contract writing systems, closeout tasks, market research, and developing contract file documentation.

**12.3 Procurement Technician Junior Level:** Duties include technical support of routine data entry into government procurement writing systems. Work will include additional administrative clerical duties of a general government office environment.

**12.3.1 Minimum Experience Requirement:** Three years experience in using personal computers and related software is required.

**12.4 Contract Support Specialist Senior Level:** Duties include the performance of pre- and post-award procurement functions for a variety of complex, high dollar acquisitions. In-depth working knowledge of federal procurement regulations and policies as well as the ability to perform complex cost and pricing data analysis is required. Preparation of contractual files and electronic documents is also required. Work requires thorough research, analysis and reviews of all applicable policies, guidance and regulations to support Government Contracting Officer decision-making.

**12.4.1 Minimum Experience Requirements:** Fifteen years of government acquisition support, at least three of which involved a direct leadership/management role is required.

**12.5 Contract Support Specialist Journeyman Level:** Duties are to perform all pre-award and post-award procurement functions for a variety of fixed-priced and cost reimbursement contracts. Work requires analysis and evaluation of certified cost and pricing data and other types of pricing information to determine price reasonableness. The individual will prepare contracting recommendations for the Contracting Officer that require research and interpretation of evolving government regulations, policies, guidance and laws.

**12.5.1 Minimum Experience Requirements:** Ten years of progressively responsible federal contracting pre- and/or post-award experience, either with, or in support of, a federal Government contracting office.

**12.6 Contract Support Specialist Junior Level:** Duties include providing routine contracting services such as acquisition planning, preparing solicitations, proposal analysis and post-award activities in support of less complex government acquisitions. Work includes assisting higher-level contracting personnel by preparing portions of less complex contractual documents and reading and interpreting basic procurement regulations, policies and directives.

**12.6.1 Minimum Experience Requirement:** At least three years of federal contracting experience is required.

**13.0 Government Furnished Property Specialist (GFP) Support.** The GFP Specialist is responsible for processing, costing, budgeting, and resolving GFP documentation/ issues to ensure adequate asset availability. He/she must be familiar with FAR Part 45

and AFMC instructions pertaining to Government Furnished Property/Government Furnished Equipment (GFP/GFE). The GFP Specialist must possess good communication skills, verbal and written, to interface with technical and non-technical personnel in the performance of this position.

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

**13.1.1 Minimum Experience Requirements:** Person must have 12 or more years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline. Three years of the 12 years experience must be in a System Program Office.

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

**13.2.1 Minimum Experience Requirements:** Person must have 8 or more years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline.

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

**13.3.1 Minimum Experience Requirements:** Person must have 2 or more years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline.

**14.0 Subject Matter Expert (SME) Support.** Duties include providing high-level expert advice, assistance, guidance or counseling in support of management, technical, organizational and business improvement or investigative efforts. This may also include studies, analysis and reports documenting any proposed developmental, consultative or implementation efforts/recommendations.

**NOTE - This level of expertise may be applied to any functional requirement shown in the Performance Work Statement, but will only be used in very limited unique and short-term applications that warrant specialized expertise not otherwise found in this list of labor category requirements.**

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

14.1.1 Use of the Subject Matter Expert category requires specific ENTRY/EXIT criteria be established in the respective task order requirements.

14.1.2 Minimum Experience Requirements: Must possess background experience/knowledge that demonstrates the individual is a prominent and recognized authority in the subject matter field or area of consultation.

## **15.0 Technical Editor Support.**

15.1 Technical Editor Support Journeyman Level: Duties are to provide unique paralegal type support to technical analysts and attorneys involved with claim analysis, discovery support (includes interrogatories, depositions, requests for admissions, requests for production of documents, damages assessments, delay and disruption analysis, pre-trial, trial, and post-trial support). In addition to performing the functions of the Junior Technical Editor (see below) these individuals perform moderately complex litigation support tasks, including full-text (fuzzy) and relational database searches, detailed indexing of case files, drafting procedures for accomplishing litigation support assignments, document collection and processing, etc. Sometimes serves as team leader for other Junior Technical Editors – Litigation Support and clerical support staff to accomplish assigned tasks from attorneys, analysts, and/or management. The individual will be required to have in-depth knowledge of litigation support, outstanding writing skills, excellent oral communication skills. The individual must be able to anticipate litigation support needs and develop and execute detailed plans for addressing needs. The individual must have demonstrated ability to oversee and coordinate numerous complex and time-critical litigation support activities simultaneously. This position requires broad knowledge of the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications. The individual should be an expert user of the Government's word processing, spreadsheet, presentation, imaging and telecommunications systems. Ability to consistently deliver quality work under extreme pressure will be very important. Knowledge of Government contract structure is desirable.

15.1.1 Minimum Experience Requirements: Five years experience (two on Alternate Dispute Resolution (ADR) or litigation support projects) is required.

**15.2 Technical Editor Support Junior Level:** Duties are to provide unique paralegal type support to technical analysts and attorneys involved with claim analysis, discovery support (includes interrogatories, depositions, requests for admissions, requests for production of documents, damages assessments, delay and disruption analysis, pre-trial, trial, and post trial support). These individuals follow established procedures for document collection, processing, and storage in litigation efforts. This may include filing, retrieving, and copying case file materials, creating witness and deponent binders, preparing deposition and trial exhibits, entering data on-line to case files and other databases, proofreading, editing and correcting Optical Character Recognition (OCRed) text files, retrieving and reproducing documents from digital image media, assembling, numbering, and labeling documents, preparing logs or other tracking documents and reporting project progress, and performing quality assurance work in all of these areas. The individual will perform other document acquisition and processing related activities as they occur. The individual will perform simple database searches for attorneys and analysts. The individual will have demonstrated ability to work independently in a team environment. This position will require knowledge of litigation support, outstanding writing skills, excellent oral communication skills. The individual must be able to anticipate litigation support needs and develop and execute detailed plans for addressing needs. The individual must possess hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications. The individual should be a knowledgeable user of the Government's word processing, spreadsheet, presentation, imaging and telecommunications systems. The ability to perform detailed work consistently, accurately and under pressure is extremely important.

**15.2.1 Minimum Experience Requirements:** Three years experience (one on ADR or litigation support projects) is required.

**16.0 Engineering Support:** The following skill levels/labor categories are applicable to all engineering disciplines when not specifically specified in the labor category for this section. All acceptable degrees and specific experience requirements for each specialty are defined in subparagraphs 16.0.1 to 16.0.4, but higher level or more specific skill and educational level qualifications for some task areas shall override subparagraphs 16.0.1 to 16.0.4 when included with the description of the skill (paragraph 16.X... e.g. 16.5).

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

**16.0.1.1 Minimum Education/Experience Requirements:** The person shall meet the requirements of a Journeyman Professional, an advanced degree is desired, and a

minimum of 20 years experience in the required task area of which 5 years shall be in the recognized specialty area.

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

**16.0.2.1 Minimum Education/Experience Requirements:** The person shall have a Bachelor's Degree in professional engineering (preferred to be from an American Board for Engineering and Technology (ABET)-accredited [[www.abet.org](http://www.abet.org)] educational program) in the applicable task area, or a Bachelor's degree in a related science area or mathematics, and a minimum of 15 years experience in the required task area. Individual task order PWSs will indicate whether an ABET certification is desired or required, when appropriate.

**16.0.3 Junior Professional:** Persons at this level range from being able to perform entry level or developmental level assignments in the task area (i.e., assignments which have clearly specific objectives and require the investigation of a limited number of variables) on up to fully competent professionals in all aspects of the required task area. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of alternatives. Non-Government supervisor provides specific instructions and screens assignments for difficult or unusual problems.

**16.0.3.1 Minimum Education/Experience Requirements:** The person shall have a Bachelor's degree in professional engineering (preferred to be from an ABET-accredited [[www.abet.org](http://www.abet.org)] educational program) in the applicable task area, or a Bachelor's degree in a related science area or mathematics, and a minimum of 4 years specialized experience -- specialized experience being the particular knowledge, skills, and abilities required to perform the duties of the position. Individual task order PWSs will indicate whether an ABET certification is desired or required, when appropriate.

**16.1 Manufacturing Systems Engineer.** Person must have a Bachelor's degree in any discipline of engineering or in physics or mathematics. Person must have experience with engineering principles and practices as they apply to manufacturing systems for highly complex products. The person must have experience in technologies/tools for translating operational requirements into design and fabrication objectives, integration of factory floor data into the design process, determination of suitability (stability and capability) of existing and proposed manufacturing processes for application to emerging product designs and variation reduction in manufacturing and assembly operations through the use of data and statistical process control. Areas of expertise in this discipline include, but are not limited to, producibility, quality engineering, Integrated Product and Process Design (IPPD), variability reduction, affordability, and reliability.

**16.2 Industrial Engineer.** Person must have a Bachelor's degree in industrial engineering. Person must have experience in industrial engineering/manufacturing management

principles and practices as they apply to the development and production of highly complex products. Areas of expertise in this discipline include, but are not limited to, production planning/scheduling/control, facilities layout/utilization, materials handling, inventory control, work measurement, and factory simulation.

**16.3 Reliability and Maintainability Engineer.** Person must have experience in developing qualitative and quantitative system/subsystem/equipment reliability and maintainability criteria tailored to the proposed application, for technical/programming/contractual documents. Person must have experience in formulating reliability and maintainability programs including reliability tests, maintainability demonstrations; Failure Modes, Effects and Criticality Analysis; Joint Reliability/Maintainability Evaluation Teams (JRMET); and working knowledge of maintenance data collection systems (e.g. CAMS, REMIS) and software analysis tools (e.g. RAPTOR).

**16.4 Systems Integration Engineer.** Person must have a basic grounding of System Program Office experience in developing subsystems (e.g., avionics, flight systems, training/support systems etc.) and integrating them into a complete operational aeronautical system. Experience in multiple phases of weapon system acquisition is required, as well as familiarity with the entire range of technical disciplines practiced in ASC/EN. Person must have experience in managing complex systems interfaces: identifying and documenting interfaces, balancing competing requirements, and assuring the effective integration of multiple subsystems. He or she must demonstrate skills in problem solving, planning/organizing projects, written/oral communication, collaboration, and team building. Person must have experience in interpreting operational requirements, establishing baselines, and analyzing design trade-offs to balance cost, performance, and schedules.

**16.5 Armament Integration Engineer.** Person must have experience in the armament integration area. Person must have experience and knowledge in integration efforts of the various conventional and GPS-guided munitions, weapons, components, equipment, and installation of assigned nuclear/non-nuclear complex armament subsystems into advanced and complex weapon systems. Person must understand the respective aircraft/missile systems mission performance, design, integration, and interoperability requirements within the network warfare systems. Person must have experience pertaining to hardware and software integration including weapon control and stores management, suspension and release systems (launchers, racks, etc.), alternative mission equipment, armament training devices, munitions handling equipment, missiles, guns, and ordnance and munitions (nuclear and non-nuclear), conducting and evaluation of man-in-the-loop simulation, pilot situation awareness, tactical evaluation of systems and subsystems, integration actions pertaining to warhead (nuclear/non-nuclear) interface definition and crew task loading.

**16.6 Training Systems Engineer.** Person must have experience in the development of aircrew and/or maintenance training systems, weapon systems acquisition process, and the systems engineering process.

16.7 Training Systems Analyst. Person must have specialized training in the instructional system development process. Person must have experience in the analysis or derivation of training systems, preferably for the operation and maintenance of large complex weapon systems. Person must possess a high degree of skill in both oral and written communications. Person must have the interrogation skills necessary to derive training requirements from subject matter experts and/or representatives of the training system's target student populations.

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

16.9 Aircrew Systems Engineer. Person must have experience in studies and analyses of human interface with the crew station, mission systems, and maintenance tasks. Person must have demonstrated competency in aerial delivery systems, parachutes, emergency escape, personal equipment, and workload evaluations. Person must have skills in techniques of computer modeling, mockup evaluation, simulation, track and centrifuge testing, and other techniques commonly applied to aircrew systems.

16.10 Human Factors Specialist/Engineer. Person must have a Bachelor's degree in human factors engineering with experience in cockpit or crew station design and development. Person must have knowledge and competency in human interface areas to include anthropometrics, vision, acoustics, pilot/vehicle interface, functional requirements/analysis/evaluation, and maintainer/machine interface requirements. Person must have extensive experience in conducting and evaluation of man-in-the-loop simulation, subjective workload assessment, and pilot situation awareness, tactical evaluation of systems and subsystems, and crew task loading.

16.11 Propulsion Engineer. Person must have experience in the preparation, review and analysis of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for various types of propulsion systems, including gas turbine engines, ramjets, and rocket motors, with their related components, controls, accessories, and diagnostic equipment.

16.12 Flight Mechanics Engineer. Person must have experience in the preparation, review and analysis of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for aircraft aerodynamics, flow field and wake characteristics, inlet and nozzle performance, flight vehicle performance, flying qualities, flight and vehicle control systems.

16.13 Structures Engineer. Person must have experience in the preparation, review and analysis of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for analysis of aircraft external loads, internal loads and stress analysis, materials applications, fatigue and

fracture mechanics, corrosion prevention and control, structural dynamics, and mass properties.

16.14 Air Vehicle Subsystems Engineer. Person must have experience in the preparation, review and analysis of engineering reports, test plans, test reports, and other data, including specifications. Person must have knowledge and competency for analysis of environmental control systems, thermal management, hydraulic and fuel systems, engine installation, landing gear/wheels/brakes/steering, fire and overheat protection systems, auxiliary power systems, electrical systems and engine controls.

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

16.16 Electromagnetic Effects Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, electromagnetic effects; electromagnetic interference and compatibility; electrical bonding and grounding; lightning protection of aircraft; electromagnetic pulse protection of aeronautical systems; and conversion, distribution and energy storage.

16.17 Electrical Power Engineer. Person must have experience in electrical power generation, storage and distribution and electrical distribution systems.

16.18 Fire Control Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, fire control; target acquisition; target identification; fire control algorithms; offensive and defense subsystem fusion; avionics systems control; and armament interface.

16.19 Avionics Integrity Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, avionics integrity; predictable and supportable life characteristics for electronic hardware; avionics systems engineering processes; concepts of reliability by design; electronic packaging; materials, parts and process characterization and control; life management plan; mechanical, electrical and chemical stresses; circuit tolerance, testability, and failure.

16.20 Vehicle Management System Engineer. Person must have experience in aeronautical flight critical computer resources that includes architectures, digital hardware and software. Specialized knowledge includes, but is not limited to, system architecture design and evaluation, systems and software requirement analysis and allocation, system and subsystem level hardware-software integration, computer systems architecture,

systems and subsystems test and evaluation; processors, memory, busses, higher order languages including Ada; modern software design, development and test tools and computer simulations. This experience should be in aeronautical vehicle control systems.

16.21 Low Observables Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, areas of reducing the signatures of the aircraft; computer models; simulations; and vehicle observables.

16.22 Navigation Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, inertial navigation; long-range radio navigation equipment; inertial heading and attitude reference equipment; global positioning systems; position updating and map correlation; gyros, accelerometers, and velocity sensing-devices; Communication, Navigation, Surveillance, Air Traffic Management (CNSATM); and associated software support.

16.23 Cockpit Controls and Displays Engineer. Person must have experience in aircraft cockpit display and control equipment, including heads up displays, multifunction displays, keyboards, flight and vehicle management system instruments, and the associated graphics generation hardware and software.

16.24 Communications Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, communications, voice communications; data link; Identify (ID) friend or foe; air traffic control systems; and collision avoidance CNSATM.

16.25 Airborne Electronic Warfare Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, airborne electronic warfare; threat detection /warning and countermeasures, and analysis; target detection and tracking; system operations at the radio frequency (RF), infrared (IR) and the optical spectra, and weapons guidance.

16.26 Airborne Radar Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, airborne radar equipment; terrain following/terrain avoidance; Doppler; air-to-air; air-to-ground; beacon; weather; millimeter wave radar; radar altimeters; and electronic counter-countermeasures.

16.27 Signal Intelligence (SIGINT) Systems Engineer. Person must have experience in defining SIGINT system and subsystem requirements, familiarity with SIGINT system analysis, integration, test and evaluation activities, and familiarity with associated ground station design, development, and integration and test activities.

16.28 Electro-Optics Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to,

electro-optics; coherent visual electro-optics subsystems; infrared electro-optics subsystems; laser electro-optics subsystems; and associated signal processors.

**16.29 Avionics Integration Engineer.** Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, systems architecture; avionics integration/test; avionics system-level hardware/software integration/test; and avionics system interface specifications based on weapons system requirements.

**16.30 Environmental Engineer.** Person must have experience in systems acquisition. Person must have experience in designing, developing, and implementing environmental engineering programs and solutions in the areas of: The National Environmental Policy Act, emission reduction, environmental cleanup, and material and process substitution. Person must be knowledgeable and experienced in environmental engineering related to hazardous materials and hazardous waste for/from weapon system development, manufacturing, modification, operations, depot and flight line maintenance, and demilitarization/disposal. Person must be knowledgeable and experienced in the relevant environmental laws, regulations, and policies.

**16.31 System Safety Engineer.**

**16.31.1 Senior Professional:** Person must have a Bachelor's degree (ABET-accredited) in aeronautical, electrical, mechanical, civil, or industrial engineering; completed commercially available course on System Safety Management and/or System Safety Analyses. Person must have experience in acquisition and establishing and determining the ability of assigned equipment and subsystems to meet design safety requirements, and experience in determining that the design safety requirements are met for the integration of system(s)/subsystem(s) into a complete operational aeronautical system. Person must have experience in interpreting operational requirements, determining subsystem interfaces, and analyzing risks and design trade-offs within limitations imposed by cost, performance, production schedules, and supporting requirements.

**16.31.2 Journeyman Professional:** Person must have a Bachelor's degree in aeronautical, electrical, mechanical, civil, or industrial engineering (ABET-accredited) and have completed commercially available courses on System Safety Management and System Safety Analyses. Person must have experience in acquisition and establishing and determining the ability of assigned equipment and subsystems to meet design safety requirements, and experience in determining that the design safety requirements are met for the integration of system(s)/subsystem(s) into a complete operational aeronautical system. Person must have experience in interpreting operational requirements, determining subsystem interfaces, and analyzing risks and design trade-offs within limitations imposed by cost, performance, production schedules, and supporting requirements.

**16.31.3 Junior Professional:** Person must have a Bachelor's degree (ABET-accredited) in aeronautical, electrical, mechanical, civil, or industrial engineering. Person must have

experience in establishing and determining the ability of assigned equipment and subsystems to meet design safety requirements, and experience in determining that the design safety requirements are met for the integration of system(s)/subsystem(s) into a complete operational aeronautical system.

#### 16.32 System Safety Manager:

16.32.1 Senior Professional: Same requirements as Journeyman Professional plus an advanced engineering (ABET-accredited) or management degree. Person must have experience in acquisition and establishing and determining the ability of assigned equipment and subsystems to meet design safety requirements, and experience in determining that the design safety requirements are met for the integration of system(s)/subsystem(s) into a complete operational aeronautical system. Person must have experience in interpreting operational requirements, determining subsystem interfaces, and analyzing risks and design trade-offs within limitations imposed by cost, performance, production schedules, and supporting requirements.

16.32.2 Journeyman Professional: Same requirements as Junior Professional plus the completion of commercially available course on System Safety Management and/or System Safety Analyses. Person must have experience in acquisition and establishing and determining the ability of assigned equipment and subsystems to meet design safety requirements, and experience in determining that the design safety requirements are met for the integration of system(s)/subsystem(s) into a complete operational aeronautical system. Person must have experience in interpreting operational requirements, determining subsystem interfaces, and analyzing risks and design trade-offs within limitations imposed by cost, performance, production schedules, and supporting requirements.

16.32.3 Junior Professional: Person must have a Bachelor's degree in any field and a minimum of 2 years working in an acquisition environment. Person must have minimum of five years rated (pilot or navigator) background and experience, and must have experience/familiarity with military and/or commercial civilian flight safety requirements. Person must have experience in establishing and determining the ability of assigned equipment and subsystems to meet design safety requirements, and experience in determining that the design safety requirements are met for the integration of system(s)/subsystem(s) into a complete operational aeronautical system.

16.33 Systems Effectiveness Engineer: Qualified individuals will be experienced in the planning and execution of operational effectiveness studies of Air Force systems. Specific experience conducting mission capability analysis, concept evaluations, technology assessments, design trade studies, requirements analysis and analysis of alternatives for Air Force systems is desired. Experience with the setup, modification and utilization of standard Air Force operational effectiveness computer simulations such as MOSAIC, ESAMS, BRAWLER, SUPPRESSOR and THUNDER is required. Preparation of correspondence, briefing materials and other documentation to support the program office requirements is required. Specific experience conducting mission needs

analysis, concept evaluations, technology assessments, design trade studies, requirements analysis and analysis of alternatives for Air Force systems is desired. Primary contacts will generally be at the working level within the program office and with weapon system contractor employees in support of the assigned program(s) with occasional interaction with senior program office, ASC, Air Force and/or DoD officials.

16.33.1 Minimum Education/Experience Requirements: A Bachelor's degree in engineering, mathematics, or related science is required. At least ten (10) years of experience in planning or executing operational effectiveness studies is required.

16.34 Threat-Command and Control Analyst. Person must have experience in surveillance and fire control/weapons control radar and in surface-to-air and air-to-air missiles. Person must have operational experience in complex command posts and knowledge of multiple types of command post operations. Person must have familiarity with fighter/interceptor aircraft, ground systems for real time control of these aircraft, and of modern avionics. Knowledge of ground force (Army) operations is essential. Person must be able to write effectively.

16.35 Computer Resources Systems Engineer. Person must have experience in systems acquisition, system and subsystem level hardware-software integration, systems requirement analysis and allocation, computer systems architecture, and systems and subsystems test and evaluation. This experience should be in aeronautical vehicle control systems and / or airborne or related ground systems.

16.36 Mechanical Equipment and Subsystems Integrity Engineer. Person must have experience in supporting subsystem integration, analysis, test and evaluation activities that include, but are not limited to, mechanical subsystems integrity; predictable and supportable life characteristics for components; mechanical systems engineering processes; concepts of reliability by design; materials, parts and process characterization and control; life management planning; mechanical stresses and component failure.

16.37 System Survivability/Vulnerability Engineer: Qualified individuals will be experienced in the planning and execution of system survivability/vulnerability studies of Air Force systems. Experience with all potential system vulnerabilities including ballistic threats effects such as hydrodynamic ram, blast, and fire; nuclear threats effects; and chemical/biological threat effects is required. Experience with the setup, modification and utilization of standard Air Force survivability/vulnerability computer simulations such as FASTGEN, COVART, and SHAZAM is required. Specific experience conducting technology assessments, design trade studies and requirements analysis for Air Force systems is desired. Experience with Office of Secretary of Defense (OSD) Live Fire Test and Evaluation program planning and execution is desired. Preparation of correspondence, briefing materials and other documentation to support the program office requirements is required. Primary contacts will generally be at the working level within the program office and with weapon system contractor employees in support of the assigned program(s) with occasional interaction with senior program office, ASC, Air Force and/or DoD officials.

16.37.1 Minimum Education/Experience Requirements: A Bachelor's degree in engineering, mathematics, or related science is required. At least ten (10) years of experience in planning or executing system survivability/vulnerability studies is required.

16.38 Systems Integrity Engineer. Person must have experience in supporting subsystem allocations, integration, analysis, test and evaluation activities that include, but are not limited to, defining operating environments; defining mission profiles, ground usage, and threat effects; establishing on-board and off-board data collection and analysis schemes, defining fleet management activities to ensure systems integrity for the operational service life; concepts of reliability by design; packaging; materials, parts and process control; mechanical, physical, electrical, and chemical stresses; testability, and failure.

16.39 Network Centric Engineer. Person must have experience in interoperability and systems-of-systems networking.

16.40 Anti-tamper / Certification and Accreditation Engineer. Person must have experience in airborne and/or associated ground station system security to include anti-tamper methodologies and certification and accreditation processes.

16.41 Directed Energy Engineer. Person must have experience in supporting technology development and subsystem integration, analysis, test and evaluation activities that include, but are not limited to applications of airborne directed energy, both as an offensive and defensive capability, and analysis.

## **17.0 Manufacturing Support.**

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

17.0.1.1 Minimum Education/Experience Requirements: The Industrial Specialist, Quality Assurance Specialist, and Quality Assurance Specialist (Computer Software) disciplines shall have a minimum of 20 years of experience with 10 years of experience specific to that task area.

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

17.0.2.1 Minimum Education/Experience Requirements: The Industrial Specialist, Quality Assurance Specialist and Quality Assurance Specialist (Computer Software) shall have a minimum 12 years experience in the required task area with 5 years of experience specific to that task area.

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

**17.0.3.1 Minimum Education/Experience Requirements:** The Industrial Specialist, Quality Assurance Specialist, and Quality Assurance Specialist (Computer Software) shall have a minimum of 7 years specialized experience.

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

**17.2 Quality Assurance Specialist.** Person must be experienced in quality assurance principles and practices as they apply to the development and production of highly complex products. Areas of expertise required include advanced quality system tools related to prevention of defects during design, production and deployment and quality standards, including ANSI/ASQC Q9000 series standards. Each individual at the Senior Professional level must have current certifications from the applicable organizations in at least two of the following: Certified Quality Engineer (CQE) from the American Society for Quality (ASQ); Certified Quality Manager (CQM), also from ASQ; Six Sigma Black Belt from ASQ; or Lead ISO 9000 Assessor (ANSI/ASQC Q9000 Lead Auditor) from an organization approved and registered by the International Standards Organization for granting such designations.

**17.3 Quality Assurance Specialist (Computer Software).** Person must have experience or formal training in computer software development. Person must have experience in quality assurance principles and practices as they apply to the development of highly complex computer software embedded in aeronautical/avionics systems and automatic test systems. Each individual at the Senior Professional level must have a current certification as a Software Quality Engineer from the American Society for Quality (ASQ).

## **18.0 Operations Research Analyst (ORA) Support.**

**18.1 Operations Research Analyst (ORA):** Uses operations research methods and mathematical techniques to analyze acquisition logistics problems, develop techniques in applied mathematics, and completes or supervises the accomplishment of analytical studies. Conducts analytical investigations, develops analysis methods and techniques, acts as management consultant, and manages mathematical operations relating to acquisition logistics or other applicable subject matter. The individual will be responsible for the technical validity of studies. Advises acquisition logistics personnel or other disciplines as appropriate of the results and implications of studies for which responsible, particularly in relation to advances in scientific knowledge and technical/

management techniques in fields applicable to integrated logistics support (ILS). Documents and communicates orally and in writing the results of work along with recommendations for staff actions and summaries. Operational Research expertise may be applied to any functional requirement shown in the Performance Work Statement. Specific functional area requirements shall be detailed in each task order.

18.1.1 Minimum Education/Experience Requirements: Must have 15 years of experience performing operations research or functional area type activities in the military acquisition or support environment. A Bachelor's degree in Operations Research, Business, Engineering, Computer Science, Information Systems, or related discipline may be substituted for five (5) years of operations research or functional area type activities in the military acquisition or support environment. A Master's degree in Operations Research, Business, Engineering, Computer Science, Information Systems, or related discipline may be substituted for eight (8) years of operations research or functional area type activities in the military acquisition or support environment. Individual task orders may require lesser amount of education or experience based on the work to be performed. In that event, the minimum educational/experience requirements shall be specifically identified in the task order PWS.

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