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General Services Administration
Federal Supply Services
Authorized Federal Supply Schedule Price List

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Total Solutions for Law Enforcement, Security, Facility Management Systems, Fire, Rescue, Special Purpose Clothing, Marine Craft, and Emergency/Disaster Response

Federal Supply Schedule 084

Contract Number: GS-07F-0056V
Contract Period: 1 November 2008 through 31 October 2013
With Three 5-Year Option Periods

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at: <http://www.gsa.gov/schedules>.

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Booz Allen Hamilton Inc.

8283 Greensboro Drive
McLean, VA 22102

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888/224-7041 Phone
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Business Size: Large

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Customer Information

1a. Awarded Special Item Numbers:

SIN 246- 52: Professional Security/Facility Management Services

SIN 246-60-1: Security Systems Integration and Design Services

SIN 246-60-2: Security Management and Support Services

SIN 246-60-3: Security System Life Cycle Support

SIN 426-4F: Emergency Preparedness and First Responder Equipment, Training, and Services

1b. Please see **Appendices A for Labor Rates**

1c. Labor Category Descriptions: Please see **Appendix B.**

2. Maximum Order Threshold: \$1,000,000.

3. Minimum Order: \$100.

4. Geographic Coverage (Delivery Area): Worldwide.

5. Point of Production: McLean, VA and Booz Allen offices worldwide.

6. Discount from List Prices: All prices listed are net prices.

7. Quantity Discounts: None.

8. Prompt Payment Terms: 0% Net 30 Days.

9a. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders at or below the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders above the micro-purchase threshold.

10. Foreign Items: Not applicable.

11a. Time of Delivery: Specified in each task order.

11b. Expedited Delivery: Not applicable.

11c. Overnight and 2-Day Delivery: Not applicable.

11d. Urgent Requirements: Not applicable.

12. F.O.B. Points(s): Destination.

13a. Ordering Address:

Booz Allen Hamilton Inc.
Attention: Contracts*
8283 Greensboro Drive
McLean, VA 22102
888/224-7041 phone
703/902-3200 facsimile

* Please mail to the attention of the Contract Administrator identified in the task order proposal.

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address Is as Follows:

Payment via Wire Transfer

Financial Institution:
Wachovia Bank
9-Digit ABA routing number: see invoice
Telegraphic abbreviation: PNB
Account number: see invoice

ACH Payments:

Booz Allen Hamilton Inc.
Wachovia Bank
9-Digit ABA routing number: see invoice
Account number: see invoice

Payment via Check/U.S. Mail

Booz Allen Hamilton Inc.
Wachovia Bank
P.O. Box 8500 (S-2725)
Philadelphia, PA 19178-2725

International Funds:

Booz Allen Hamilton Inc.
CHIPS Participant number:0509
SWIFT TID: PNBPUS33

15. Warranty Provision: Not applicable.

16. Export Packing Charges: Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance: Government Commercial Credit Cards will be acceptable for payments. Bank account information for wire transfer payments will be shown on the invoices.

18. Terms and Conditions of Rental, Maintenance, and Repair: Not applicable.

19. Terms and Conditions of Installation: Not applicable.

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price List and Any Discounts from List Prices: Not applicable.

20a. Terms and Conditions for Any Other Services: Not applicable.

21. **List of Service and Distribution Points:** Not applicable.
22. **List of Participating Dealers:** Not applicable.
23. **Preventive Maintenance:** Not applicable.
- 24a. **Special Attributes:** Not applicable.
- 24b. **Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov.
25. **Data Universal Numbering System (DUNS) Number:** 00-692-8857.
26. **Central Contractor Registration (CCR) Database:** Booz Allen is registered in the Central Contractor Registration (CCR) Database.
27. **Travel:** Travel in the performance of this contract shall be priced in accordance with the Federal Travel Regulations and FAR 31. Booz Allen may include DCAA-approved indirect burdens in accordance with our standard accounting practices.

THE BOOZ ALLEN ADVANTAGE

In recent years, law enforcement agencies have refocused their mission priorities to address new threats and challenges. Law enforcement on the front line must anticipate uncertainty and move swiftly against new adversaries while continuing to combat traditional problems involving crime, drug enforcement, and response to national emergencies. Meanwhile, rapid advances in technology have transformed this environment, giving law enforcement officials, but also criminals and terrorists, access to sophisticated information that was not sharable in the past. Of necessity, enforcement and emergency preparedness agencies are embracing new technologies and methodologies to meet these emerging challenges. Booz Allen Hamilton's law enforcement service offerings are targeted to assist federal agencies in responding to these challenges and to provide cost-effective solutions for our citizens.

Professional Security/Facility Management Services

Booz Allen provides a full range of professional security services to law enforcement agencies in the development and deployment of specialized technical investigative tools and technologies. Our law enforcement team works to address some of the most difficult issues facing government leaders by providing a professional staff that includes security information technology and engineering specialists, experts in intelligence analysis and training, business transformation professionals, and seasoned law enforcement practitioners. Our expertise draws from the senior ranks of the law enforcement and counterterrorism communities (with both domestic and international experience), ensuring that our experts not only understand the technology, but also the mission.

- **Investigative Technologies: Digital Surveillance Solutions**—Booz Allen offers professional services and engineering support for digital collection platforms for electronic surveillance in the voice wireline, wireless, and data arenas. Our service offering includes advanced technical studies, concept definition, design, test, product rollout for both hardware- and software-based solutions, and post-deployment support services for fielded technical investigative capabilities.
- **Law Enforcement Intelligence Programs: Analysis and Training**—Booz Allen provides experienced all-source intelligence analysts to support law enforcement intelligence analysis programs. Our staff members (all of whom have TS/SCI clearances) use a variety of intelligence analysis methodologies and tools, including link analysis tools such as Analysts Notebook and VisualLinks. For specialized requirements, we offer customized security applications developed in collaboration with Booz Allen engineering specialists. We also offer course development and training support to law enforcement clients in the intelligence community, including both instructor-led classes and customized content training curricula.
- **Computer Forensics**—Booz Allen offers a wide range of strategic, technical, communications, logistical, and governance board support contributing to national oversight and coordination through a network that provides one-stop, full-service digital evidence examination services and training to law enforcement agencies. Our experts have in-depth knowledge of comprehensive case management systems, automated systems for physical and digital evidence tracking, improved information sharing capabilities, and independent verification and validation.
- **Information Sharing Programs**—In the current environment, the establishment of successful information-sharing programs has become a key priority for law enforcement agencies. Booz Allen offers expertise in investigative, operational, and analytics for the investigating law enforcement

community that centers on improving information sharing capabilities. Our professional staff of analysts, special agents, and local police search and analyze data through an easy-to-use, secure interface using leading-edge network components and other hardware to provide federal, state, and local law enforcement tools with a highly reliable, high-performance network providing real-time data access.

- **Biometrics Support Services**—Booz Allen has the resources to assist our clients in addressing a wide range of biometrics programmatic and technical issues. Our law enforcement experts understand the issues of interoperability and interagency coordination, and can assist federal government agencies meeting these challenges. Our programmatic support includes policy development, strategic planning, enterprise architecture, requirements determination, image quality measurements, collection systems, resource management, and biometrics standards development. In addition, Booz Allen has experience in the development and performance of conformance and compliance testing, and can provide technical services including algorithm research and development (R&D), system integration, operations and maintenance (O&M), test and evaluation of biometric systems, and training related to biometric systems.

Emergency Preparedness and First Responder Equipment and Services

Booz Allen provides a diverse array of homeland security and national preparedness policy, planning, and program development support that includes research and analysis, process and exercise design, and performance tracking services. These services are based on industry and government best practices and were developed to enhance the transfer of knowledge, improve processes, and provide access to tools needed to support today's global challenges in a multitude of areas.

- **Emergency Preparedness & First Responder Expert Assistance**—Booz Allen experts can assist jurisdictions and agencies in determining what capabilities are needed to prepare for and respond to large-scale disasters, where those capabilities are available, and who is responsible for assigned tasks. Our multifunctional staffs include the appropriate subject matter experts with the critical skills and expertise at cost effective rates. These services include programming; budgeting and strategic planning; development of strategic business solutions; activity-based costing and management, organizational assessments design and structuring, new equipment integration; and training, evaluations, and assessments. They are designed to engage a wide range of stakeholders, including local, state, and federal security personnel; emergency management; and public health professionals; and representatives from nongovernmental organizations.
- **Simulation, Exercise and Training**—In collaboration with an agency's stakeholders, Booz Allen provides the expertise to develop and execute a full-scale simulation of a security attack on national infrastructures and validate the readiness of public and private sectors. In addition, our profession staff will work with key stakeholders within the federal response infrastructure to realistically exercise a coordinated response to a major threat or disaster. Booz Allen services may include training and education; a formal gap analysis at federal, state, and local levels; wargaming; support of modeling and operation simulation centers; agency staff training; force development management of exercise plans; exercise control during exercise conduct; and after action reporting and improvement plan development support.

- **Emergency Preparedness Professional Services**—The Booz Allen professional staff is trained to provide assistance using an approach consistent with the Department of Defense’s Joint Operation Planning and Execution System (JOPES) and the newly developed National Planning Execution System (NPES). Booz Allen’s support includes the use of subject matter experts from a variety of specialty areas, including public affairs, logistics, operations and management, law and law enforcement, legislative affairs, consequence management, and interagency coordination, as well as subject matter expertise for the National Incident Management System/National Response Plan and facilitation of outreach and coordination activities.

Booz Allen's Schedule 84 Law Enforcement and Security Offerings

SIN 246-52: Professional Security/Facility Management Services

Including security consulting, training and facility management consulting.

SIN 246-60-1: Security Systems Integration and Design Services

Services involving the security integration and/or management discipline which supports security products or systems throughout their life cycle. Security Systems integration and design services may include, but are not limited to, those associated with the design, test, production, fielding, sustainment, improvement of cost effective security, and/or protection systems, including the eventual disposal or salvage of these systems. Services may include studies and analysis such as risk assessment, threat evaluation, and assessment (including resultant deliverables). Contractors may provide security or protection expertise in the pre-production or design phase of security or protection systems to ensure that the system can be supported through its life cycle and that the infrastructure elements necessary for operational support are identified and acquired. These services may continue throughout the life cycle of the system or product and may include guidance, assistance, and/or operational support. This includes all necessary security management elements.

SIN 246-60-2: Security Management and Support Services

Services providing the best practices, technologies and methodologies to plan, design, manage, operate, and maintain secure and protected systems, equipment, facilities, and infrastructures. Agency orders may include complete turnkey operations, maintenance and support services, or components thereof as needed to ensure secure and protected systems involving personnel security, physical access, and information security, and reduce life-cycle costs. Contractor personnel carrying out these activities, including management and operating staffs, are not involved with or responsible for the core business of the customer agency placing the order.

SIN 246-60-3: Security System Life Cycle Support

Services providing for design, coding, integration, testing, deploying, repair and maintenance of integrated security systems, and training across all platforms, enterprise wide, for the complete life cycle of the system.

SIN 426-4F: Emergency Preparedness and First Responder Equipment, Training and Services

Includes but not limited to Continuity of Operations Planning (COOP) services, decontamination kits and showers, mass casualty containment trailers, survival/disaster and rapid deployment kits, hazardous material detection equipment and clothing, and emergency response training.

Terms and Conditions

GSA multiple award schedule contracts are awarded in accordance with the provisions of Federal Acquisition Regulation Part 12—Acquisition of Commercial Items. To the maximum extent practicable, GSA multiple award schedule contracts include only those clauses and terms and conditions, either required to implement provisions of law or executive orders applicable to the acquisition of commercial items, or determined to be consistent with customary commercial practice. Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (i.e., security, hazardous material handling, key personnel, etc.), provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order, and any costs necessary to comply with the provision(s) will be included in the task order proposal price estimate, unless otherwise prohibited by law. The terms and conditions of Booz Allen Hamilton’s Schedule 84 contract are current through Refresh 9 to Solicitation Number 7FCI-L3-030084-B. An electronic version of the Schedule 84 solicitation may be found at FedBizOpps by following this link:

<https://www.fbo.gov/index?s=opportunity&mode=form&id=fca4890cf43ce39a13d2335542629370&tab=core&cvview=1>

Appendix A:

Schedule 84, Law Enforcement and Security Labor Rates

The following Labor Rates are applicable to SINs 246-52, 246-60-1, 246-60-2, 240-60-3, 426-4F.

Labor Category	11/01/08–10/31/09		11/01/09–10/31/10		11/01/10–10/31/11		11/01/11–10/31/12		11/01/12–10/31/13	
	Govt Site	Cont Site	Govt Site	Cont Site	Govt Site	Cont Site	Govt Site	Cont Site	Govt Site	Cont Site
Administrative Support	\$42.67	\$50.45	\$43.77	\$51.75	\$45.03	\$53.24	\$46.28	\$54.72	\$47.62	\$56.30
Analyst I	\$53.15	\$61.62	\$54.52	\$63.21	\$56.08	\$65.01	\$57.64	\$66.80	\$59.30	\$68.71
Analyst II	\$67.47	\$83.22	\$69.20	\$85.36	\$71.19	\$87.81	\$73.17	\$90.22	\$75.28	\$92.79
Analyst III	\$89.00	\$111.49	\$91.28	\$114.36	\$93.90	\$117.64	\$96.51	\$120.87	\$99.31	\$124.32
Analyst IV	\$112.97	\$143.50	\$115.88	\$147.19	\$119.20	\$151.42	\$122.52	\$155.56	\$126.06	\$160.00
Engineer I	\$60.49	\$74.15	\$62.04	\$76.06	\$63.82	\$78.24	\$65.59	\$80.38	\$67.49	\$82.68
Engineer II	\$79.44	\$98.76	\$81.47	\$101.30	\$83.81	\$104.22	\$86.15	\$107.07	\$88.64	\$110.13
Engineer III	\$102.70	\$129.78	\$105.34	\$133.12	\$108.35	\$136.94	\$111.37	\$140.69	\$114.59	\$144.71
Engineer IV	\$124.01	\$159.12	\$127.19	\$163.21	\$130.84	\$167.89	\$134.48	\$172.50	\$138.37	\$177.42
Info Assurance Specialist I	\$73.45	\$90.99	\$75.34	\$93.33	\$77.50	\$96.01	\$79.66	\$98.64	\$81.96	\$101.46
Info Assurance Specialist II	\$95.85	\$120.64	\$98.31	\$123.74	\$101.13	\$127.29	\$103.94	\$130.78	\$106.95	\$134.51
Info Assurance Specialist III	\$133.33	\$172.46	\$136.75	\$176.89	\$140.67	\$181.96	\$144.59	\$186.95	\$148.77	\$192.29
Info Assurance Specialist IV	\$178.16	\$228.00	\$182.73	\$233.86	\$187.97	\$240.56	\$193.21	\$247.16	\$198.79	\$254.22
Program Manager	\$215.58	\$269.25	\$221.11	\$276.17	\$227.45	\$284.09	\$233.78	\$291.87	\$240.54	\$300.21
Project Manager	\$151.97	\$199.12	\$155.87	\$204.25	\$160.34	\$210.10	\$164.81	\$215.86	\$169.57	\$222.02
Subject Matter Expert I	\$151.97	\$199.12	\$155.87	\$204.25	\$160.34	\$210.10	\$164.81	\$215.86	\$169.57	\$222.02
Subject Matter Expert II	\$196.87	\$248.62	\$201.92	\$255.02	\$207.71	\$262.32	\$213.49	\$269.51	\$219.67	\$277.21
Subject Matter Expert III	\$305.11	\$305.11	\$313.04	\$313.04	\$322.12	\$322.12	\$331.14	\$331.14	\$340.74	\$340.74
Subject Matter Expert IV	\$339.01	\$339.01	\$347.82	\$347.82	\$357.90	\$357.90	\$367.93	\$367.93	\$378.60	\$378.60
Task Manager	\$112.97	\$143.50	\$115.88	\$147.19	\$119.20	\$151.42	\$122.52	\$155.56	\$126.06	\$160.00
Training/Outreach Specialist I	\$57.92	\$69.77	\$59.40	\$71.56	\$61.11	\$73.61	\$62.81	\$75.63	\$64.62	\$77.79
Training/Outreach Specialist II	\$83.86	\$104.63	\$86.01	\$107.32	\$88.48	\$110.41	\$90.94	\$113.43	\$93.58	\$116.67
Training/Outreach Specialist III	\$111.26	\$141.22	\$114.12	\$144.84	\$117.39	\$149.00	\$120.66	\$153.08	\$124.15	\$157.45
Training/Outreach Specialist IV	\$135.19	\$175.12	\$138.66	\$179.63	\$142.64	\$184.78	\$146.61	\$189.84	\$150.85	\$195.26

Booz Allen’s Government Site Rates are provided based on the assumption that the Government provides suitable office facilities and related equipment (e.g., telephone, copier, parking, furniture, desktop computer, and other standard equipment and office supplies) for a period of no less than ninety (90) continuous calendar days at a Government Site. Booz Allen’s Government Site rates are offered as long as these, or similar facilities, are provided on a continuing basis throughout the task period. Use of the Government Site rates requires sufficient tasking to perform assignments on a full-time basis at these work sites. If this assumption is not met, then Contract Site rates apply.

Appendix B: Schedule 84 Labor Category Descriptions

Program Manager

Functional Responsibility: Manages complex, mission-critical, strategic, and advanced technology-based programs for law enforcement, homeland defense, emergency preparedness, and security clients. Serves as focal point for the contract and client regarding programs direction, task scheduling, and budget control. Directs internal and subcontractor team(s) and performs overall strategic management, planning, contract level performance metrics and production of overall contract/task order support operations. Effectively manages funds, personnel, production standards, and resources, and ensures quality and timely delivery of all contractual items.

Education/Experience Qualifications

Advanced Degree and 12 years of relevant experience

Project Manager

Functional Responsibility: Develops and implements projects for law enforcement, homeland defense, emergency preparedness, and security clients and serves as a single point of contact for managing all tasks/subtasks. Guides projects from the original concept through final implementation. Defines project scope and objectives, including developing detailed work plans, day-to-day management direction, schedules, project estimates, resource plans, status reports, and project tracking and analysis. Conducts project meetings and ensures quality standards. Provides advanced technical and strategic guidance to multiple project teams and oversees project deliverables.

Education/Experience Qualifications

Advanced Degree and 10 years of relevant experience

Task Manager

Functional Responsibility: Oversees and leads assigned tasks for law enforcement, homeland defense, emergency preparedness, and security clients. Ensures successful task order completion within the scheduled time frame consistent with the established scope of work, including technology-based and financial solutions. Directs technical teams and facilitates the integration of subtasks to ensure the optimal use of assigned resources and subcontractors. Organizes, directs, and coordinates the planning and implementation of all activities associated with law enforcement type tasks.

Typical Education/Experience Qualifications

B.A. or B.S. Degree and 7 years of relevant experience

Analyst Level 1–4

Functional Responsibility: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to develop security solutions and strategies based on client requirements with a law enforcement, professional security, or emergency preparedness services-based scope.

Analyzes operational activities to obtain a quantitative basis for decision making and resource allocation. Generates functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems, and service. Provides integral support in research and development, organizational and vulnerability assessments, intelligence and threat analysis, mission requirements determination, policy and procedures development, concept definition design, testing, integration verification and validation, documentation, implementation, and operations and maintenance. Works closely with stakeholders to determine requirements and ensure compliancy with exceptions.

Education/Experience Qualifications

Analyst Level 1: A.A. or A.S. Degree and 2 years of relevant experience

Analyst Level 2: B.A. or B.S. Degree and 2 years of relevant experience

Analyst Level 3: B.A. or B.S. Degree and 5 years of relevant experience

Analyst Level 4: B.A. or B.S. Degree and 7 years of relevant experience

Engineer Level 1–4

Functional Responsibility: Performs complex engineering analysis and implementation tasks in a law enforcement, professional security, or emergency preparedness environment. Tasks are broad in nature and include the design, development, layout, and testing of security-related devices or systems. Plans and performs engineering research, studies, and analysis that may include technology planning; biometrics, organizational and vulnerability assessments, intelligence and threat analysis; determination of capabilities; standards development; resource planning; enterprise architecture development and integration; concept development and requirements analysis; systems design; test and evaluation; systems operation; control of systems and components; integrated logistics support; modeling and simulation; configuration management; systems and mission engineering; systems acquisition; and life-cycle management.]

Education/Experience Qualifications

Engineer Level 1: B.S. Degree and 1 year of relevant experience

Engineer Level 2: B.S. Degree and 3 years of relevant experience

Engineer Level 3: B.S. Degree and 5 years of relevant experience

Engineer Level 4: B.S. Degree and 7 years of relevant experience

Information Assurance Specialist Level 1–4

Functional Responsibility: Designs, develops, and recommends integrated security system solutions for law enforcement, homeland defense, emergency preparedness, and security clients. Provides technical engineering services for the support of integrated security systems and solutions. Interfaces with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems; tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely and computer security policies and procedures are being implemented as defined in security plans. Prepares materials and responds to request for computer security education/awareness programs. Duties include analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis; system security/network analysis, Performs duties on tasks that require expertise in firewall implementation/ configuration, physical security analysis of facilities, emergency preparedness, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, and disaster recovery.

Education/Experience Qualifications

Information Assurance Specialist Level 1: B.A. or B.S. Degree and 1 year of relevant experience

Information Assurance Specialist Level 2: B.A. or B.S. Degree and 3 years of relevant experience

Information Assurance Specialist Level 3: B.A. or B.S. Degree and 5 years of relevant experience

Information Assurance Specialist Level 4: B.A. or B.S. Degree and 7 years of relevant experience

Subject Matter Expert Level 1–4

Functional Responsibility: Uses functional and/or subject matter area expertise gained through direct industry experience to assess the organizational, operational, and functional baseline for law enforcement, homeland defense, emergency preparedness, and security clients. Works with senior government officials and executives to provide industry vision and strategic direction with regard to their enterprise. May serve as an expert to assist agencies in determining and engaging a wide range of stakeholders, including local, state, and federal agencies. Guides the determination of systems, mission engineering, and business process inadequacies and deficiencies that affect the functional area's ability to support/meet organizational threats. Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products. Provides expert consulting and advisory expertise in the areas of organizational and vulnerability assessments, intelligence and threat analysis, and resolution of highly complex project and problems. Recognized for strong expertise and recognition in determining industry issues and trends.

Education/Experience Qualifications

Subject Matter Expert Level 1: B.A. or B.S. Degree and 8 years of relevant experience

Subject Matter Expert Level 2: Advanced Degree and 10 years of relevant experience

Subject Matter Expert Level 3: Advanced Degree and 12 years of relevant experience

Subject Matter Expert Level 4: Advanced Degree and 15 years of relevant experience

Training/Outreach Specialist Level 1–4

Functional Responsibility. Develops and delivers training, outreach, and facilitation programs in support of complex solutions and systems for law enforcement, homeland defense, emergency preparedness, and security clients. Works with clients to establish overall curriculum development, learning objectives, and training platforms and channels. Evaluates the effectiveness of existing training programs and exercises that are designed to simulate potential national security threats and natural disasters. Designs and develops interactive courseware for client training using multiple technologies. Ensures integrity of task analysis, training requirements, training hierarchies, instruction materials, and evaluation plans. Interacts with stakeholders and subject matter experts to ensure technical accuracy of instructional content. As necessary, provides specialized technical assistance to implement training architectures and compliance with industry/government standards such as the Sharable Content Object Reference Model (SCORM). Training/ Outreach areas may include Wargaming, Modeling and Operation of Simulation Centers, Instructional System Design (ISD), and e-Learning/Computer-Based Training (CBT).

Typical Education/Experience Qualifications

Training/Outreach Specialist Level 1: B.A. or B.S. Degree and 1 years of relevant experience

Training/Outreach Specialist Level 2: B.A. or B.S. Degree and 3 years of relevant experience

Training/Outreach Specialist Level 3: B.A. or B.S. Degree and 5 years of relevant experience

Training/Outreach Specialist Level 4: B.A. or B.S. Degree and 8 years of relevant experience

Administrative Support

Functional Responsibility: Provides administrative, clerical, and support services to technical, professional and management level staff for project tasks. Work includes program management support activities, project budget preparation and control, technical writing and editing, documentation and graphics support, events planning and facilitation.

Education/Experience Qualifications

High School Diploma and 3 years of relevant experience.

EXPERIENCE & DEGREE SUBSTITUTION

The above describes the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

Degree/Experience Equivalency*

Degree	Experience Equivalence	Other Equivalence
Bachelors	Associate degree +2 years relevant experience, or 4 years relevant experience	Professional certification
Masters	Bachelors +2 years relevant experience, or Associated + 4 years relevant experience	Professional license
Doctorate	Masters + 2 years relevant experience, Bachelors + 4 years relevant experience	

*Successful completion of higher education that has not yet resulted in a degree may be counted as 1-for-1 years of experience for each year of college completed.