

Attachment 2: LABOR CATEGORY DESCRIPTIONS and CREDENTIALS ACquisition of Consolidated Enterprise Support Services (ACCESS)

General Information

This document specifies the required minimum levels of education and experience (credentials) for contractor employees provided under the Performance Work Statement (PWS). 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 functional areas.

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 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. However, based upon historical use and estimated future needs analysis, the following labor categories are predicted to be the most frequently used: Administrative Support; Program Management Support; Acquisition Management and Program/Project Management Support; Configuration/Data Management Support; Logistics Support; Acquisition Logistician; Financial Management/Comptroller Support; Financial and Cost Analyst; and Engineering Support: Engineer.

Skill Level Explanation: The skill level an individual qualifies for is dependent upon relevant education, experience and capabilities of the individual which equip him/her to perform within the assigned functional area. For each task, the Contractor shall propose the required disciplines, skill mix and skill level, which are most effective for accomplishing the task.

Progressive Experience Definition: The experience levels within the labor categories are minimum levels. It is expected that candidates will demonstrate progressive experience within the minimum qualification determination years. Progression is defined as the act of moving forward and proceeding in a career course. The progression of roles and responsibilities, complexity of projects, and problem-solving actions, taken and demonstrated by candidates links together the capability package. It is not a mere counting of years that qualifies a capability.

Senior Level Support: shall be capable of independently performing the most complicated and technical tasks relevant to the performance work statement scope in the basic contract, and the performance work statement for the individual tasks. Must have the experience and capability to support the assigned tasks and lead journeyman and junior level support personnel in the analysis, support, specialty, engineering and/or functional capability of the task. Progressive

experience shall be shown from prior level including demonstrated roles and responsibilities in difficult projects and problem solving, often for which there is no precedent or proscribed process available to depend upon.

Journeyman Level Support: shall be capable of independently performing the tasks relevant to the performance work statement scope in the basic contract and the performance work statement for the individual tasks. Progressive experience must be shown from prior level including demonstrated roles and responsibilities on specific projects and following the proscribed processes independently.

Junior Level Support: shall be capable of performing the tasks relevant to the performance work statement scope in the basic contract and the performance work statement for the individual tasks, under the guidance of a Journeyman or Senior Level personnel.

Education in Lieu of Experience: All Contractor personnel assigned under this agreement must have met as a minimum the General Educational Development (GED) requirements. Unless otherwise specified a Bachelor's Degree in an area deemed relevant and specific to the performance work statement and functional area may be substituted for two years of experience, e.g. a ten years experience requirement may be satisfied by a Bachelor's Degree and eight years of experience. In Section 16, Engineering requires a Bachelor's degree. No experience credit is offered for the degree in that section. In Section 7, Operations Research Analyst requires a Bachelor's degree in related area and no experience credit is offered for a degree in that section.

The Contractor shall provide personnel in the following labor categories with at least the minimum credentials listed.

If there is no listing of minimum credentials, the Contractor shall use their judgment and standards when proposing and providing capability.

The Function descriptions within the categories are 'including but not limited to' descriptions designed to broadly describe the functionality of the capability.

1.0 Administrative Support

- 1.1 Functions: Apply administrative knowledge in support for program and management operations. Supports customer requirements for internal and external briefings and reports by assisting with preparation, scheduling and coordination of materials. Provides knowledge and capability in the use of personal computers and appropriate software applications to produce visual aids (slides, viewgraphs, briefing charts and other graphics); file and retrieve electronic and/or paper graphics materials to facilitate research and expedite creation of briefings and reports; compile and prepare briefings and reports in hard copy, for special and/or recurring reports; and provide assistance during briefings and VTC assistance. Monitors office supplies and assists

with supply lists and electronic baskets. Provides administrative support to various functional areas including Human Resources including inputting information into various management systems such as Defense Travel System, monitoring information flows from various systems, providing reports from systems and assembling information from the systems.

1.1.1 Minimum Education/Experience Requirements:

1.1.1.1 Senior Administrator: ten years of administrative support experience

1.1.1.2 Journeyman Administrator: Five years of administrative support experience

1.1.1.3 Junior Administrator: Two years of administrative support experience

2.0 Program Management Support

2.1 Acquisition Program Management Support

2.1.1 Functions: Apply knowledge of DoD acquisition processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and all customers. Applies integration, communication, coordination, organizational and planning expertise to technical and acquisition efforts across a broad spectrum of functional disciplines in order to effectively assist Air Force programs to deliver and sustain Air Force warfighting capabilities. Acquisition program analysis support tasks touch every aspect of the acquisition process, including technology development and integrating engineering, program control, foreign disclosure, test and deployment, configuration management, production and manufacturing, quality assurance, and logistics support. Draws conclusions and devises solutions to problems relating to improvement of acquisition effectiveness and compliance. Develops and drafts acquisition documentation and ensuring quality control.

2.1.1.1 Acquisition Analyst Minimum Education/Experience Requirements:

2.1.1.2 Senior: Ten years of acquisition program management/analysis support experience; Three years must be in a Defense acquisition program

2.1.1.3 Journeyman: Five years of acquisition program management/analysis support experience; Two years must be in a Defense acquisition program

2.1.1.4 Junior: Two years of Acquisition program management/analysis support experience

2.2 Program/Project Management Support

2.2.1 Functions: Apply knowledge of DoD and AF Program/Project analysis including the planning and organizing of program/project activities and analysis and performing professional or technical work related to program management. Plans, organizes, completes and presents assessments of program/project management concepts, analyses, studies and procedures. Evaluates implications of existing or proposed projects, programs, processes, and policies/laws and recommends improvements.

2.2.1.1 Program/Project Analyst Minimum Education/Experience Requirements:

2.2.1.2 Senior: Ten years of program/project analysis experience

2.2.1.3 Journeyman: Five years of program/project analysis experience

2.2.1.4 Junior: Two years of program/project analysis experience

2.3 Management Analyst Support

2.3.1 Functions: Apply knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by USG managers and customers. Draws conclusions and devises solutions to problems relating to organizational structures and resource requirements, utilization or control. Assesses the structure of the organization to determine short-range and long-range functional manning requirements. May perform work measurement studies or workload change impact analyses. Evaluates and analyzes the disciplines and related specialized skill requirements for changing programs and missions of the organization. May brief representatives of the organization for the purpose of explaining human resources issues, soliciting support, and encouraging feedback and suggestions to improve human resources management.

2.3.1.1 Management Analyst Minimum Education/Experience Requirements:

2.3.1.2 Senior: Ten years management analysis experience

2.3.1.3 Journeyman: Five years management analysis experience

2.3.1.4 Junior: Two years of management analysis experience

3.0 Test and Evaluation Support

3.1 Test and Evaluation Management Support

3.1.1 Functions: Apply knowledge and expertise necessary to assist in the designing, planning, execution, analysis and reporting phases of test and evaluation programs (including any applicable FAA certifications and

procedures) to assess the performance of aeronautical systems, subsystems and equipment, as they progress through the various acquisition phases and milestones. Prepare, maintain, update and review the full range of test and test-related documentation for adequacy, specification/performance requirement compliance, conformity with mandatory guidance and provide recommendations as necessary for improvement.

3.1.1.1 T&E Support Minimum Education/Experience Requirements:

3.1.1.2 Senior: Ten years of experience in T&E support (Government or industry)

3.1.1.3 Journeyman: Five years experience in T&E support (Government or industry)

3.1.1.4 Junior: Two years experience in T&E support (Government or industry)

4.0 Security Management (SM) Support

4.1 SM Support

4.1.1 Functions: Apply knowledge to provide technical security services relative to the development, acquisition and sustainment 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. Applies knowledge of program protection, technology control, system security engineering and related DoD and Air Force Instructions (DoDIs and AFIs). Assist with program protection planning including defining the methods and actions needed for the protection of a weapon system throughout its lifecycle.

4.1.1.1 SM Support Minimum Experience/Education Requirements:

4.1.1.2 Senior: Seven years of security experience conducting information protection or Industrial Security in a federal agency environment (Government or Contractor).

4.1.1.3 Journeyman: Five years of security analysis experience in a federal agency environment (Government or Contractor)

4.1.1.4 Junior: Three years of work experience and one year experience in a federal agency (Government or Contractor) security environment.

5.0 Configuration/Data Management (CM/DM) Support

5.1 CM/DM Support

- 5.1.1 Functions: Apply knowledge of the fundamentals of configuration management to establish and maintain consistency of a products performance, functional and physical attributes with its requirements, design and operational information throughout its life. Analyzes the impacts of the configuration management change process on lifecycle sustainment. Identifies all pertinent sources of and uses for configuration management data. Confirms the adequacy of data for use in functional and physical configuration audits. Proposes resolution to conflicting engineering change proposal recommendations. Participates in government and industry teams in the resolution of complex configuration management issues. Assesses how proposed configuration management changes may impact systems sustainment and supportability.
- 5.1.1.1 CM/DM Support Minimum Experience/Education Requirements:
- 5.1.1.2 Senior: Ten years experience in configuration management, at least three of which were at the configuration/data management specialist level, in a Government or private industry program office.
- 5.1.1.3 Journeyman: Five years general experience, at least three in configuration and data management.
- 5.1.1.4 Junior: Two years of general experience in an office environment either in Government or industry.

6.0 Information Systems Support

6.1 Information Systems Analyst

- 6.1.1 Functions: Apply knowledge of computer science principles, information management principles, automated data processing (ADP) functions and plans, hardware and software systems' structures and operation, and computer programming languages and techniques to solve automation problems. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches, methods and techniques to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems and simulation models. Assists in formulating architectural design, functional specifications, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects. 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.

- 6.1.2 Information Systems Analyst Minimum Experience/Education Requirements:
- 6.1.3 Senior: Ten years of experience in information system analysis in commercial business applications and/or DoD – AF legacy systems.
- 6.1.4 Journeyman: Five years experience in information system analysis in commercial business applications and/or DoD - AF legacy systems is required.
- 6.1.5 Junior: Two years of experience in information system analysis in commercial business applications and/or DoD – AF legacy systems is required.

7.0 Operations Research (OR) Support

7.1 OR Analyst

- 7.1.1 Functions: Apply 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. Validate technical studies. Advise functional disciplines on results and implications of studies particularly in relation to advances in scientific knowledge and technical/management techniques in fields applicable to Integrated Logistics Support (ILS). OR 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.
- 7.1.2 OR Analyst Minimum Education/Experience Requirements: Bachelor's degree in Operations Research, Business, Engineering, Computer Science, Information Systems, or related discipline.
- 7.1.3 Senior: Ten years of experience performing operations research
- 7.1.4 Journeyman: Five years experience performing operations research
- 7.1.5 Junior: No experience required

8.0 Financial Management/Comptroller Support

8.1 Financial Management/Comptroller Analyst

- 8.1.1 Functions: Apply knowledge of financial management and accounting functions, processes, and analytical methods and techniques to gather, analyze, evaluate and present information required by program or

project managers and customers. Applies knowledge of DODD 5000.1/DoDI 5000.02 (and Air Force implementing instructions when published) and DoD Financial Management and associated Regulations, Air Force AFI 65 Series, AFMC Financial Instructions, and DFAS Regulations/Guidance. Prepares program reports and financial documentation. Draws conclusions and devises solutions to problems relating to improvement of financial management effectiveness, work methods, financial systems and procedure efficiency. Develops and maintains program budgets and other financial tracking documentation. May perform budget forecasting tasks, variance identification and analysis, program or financial execution reporting and reviews, cost estimates and studies, schedule analysis, Earned Value Management (EVM) analysis and/or provide technical advice and guidance to leadership on all matters relating to budget, cost, schedule or EVM. Applies knowledge to, relies upon and uses automated management information systems in performing fact finding, analytical, cost and advisory functions.

- 8.1.2 Analyst Minimum Experience/Education Requirements:
- 8.1.3 Senior: Ten years of cost, budget, network schedule analysis, operations research, engineering, accountin, or financial systems experience as specified in the PWS
- 8.1.4 Journeyman: Five years of cost, budget, network schedule analysis, operations research, engineering, accounting or financial systems experience as specified in the PWS
- 8.1.5 Junior: Two years of cost, budget, network schedule analysis, operations research, engineering, accounting or financial systems experience as specified in the PWS
- 8.1.6 Specific Financial Analysis requirements may require up to ten years of experience in that specialty area and will be specified in Request for Proposals as needed. Those disciplines specifically could include but are not limited to:
 - 8.1.6.1 Acquisition Financial Analysis
 - 8.1.6.2 Cost Analysis: Technical degree and experience in using current cost analysis software/programs and cost modeling applications may be required for individual task orders.
 - 8.1.6.3 Network Schedule Analysis
 - 8.1.6.4 Earned Value Management Analysis
 - 8.1.6.5 Accounting Analysis: A Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA) certification may be required for individual task orders.

8.1.6.6 Foreign Military Sales Financial Analysis

8.1.6.7 Financial Systems Analysis

9.0 Communications, Marketing and Public Affairs (PA) Support

9.1 Communications, Marketing/PA Specialist

9.1.1 Functions: Applies knowledge and expertise in communications, public relations and marketing services including media messaging strategies, photography, video/film production, marketing materials and design. Designs exhibits, plans, supports and attends conference/trade show events, including booth logistics. Conducts market research and analysis, and provides equipment and marketing materials. Facilitates technology and information connections/interactions between external parties and subject matter experts in an effort to facilitate technology and/or information transfer.

9.1.2 Specialist Minimum Education/Experience Requirements:

9.1.3 Senior: Eight years experience

9.1.4 Journeyman: Five years experience

9.2 Technical Illustrator (TI)

9.2.1 Functions: Apply knowledge and expertise to create the final style and format of illustrations associated with military specifications, standards, ad hoc publications and handbooks. Operate graphics workstation equipment, photography equipment, video equipment, scanner equipment and associated software, and photo reproduction equipment. Apply communication skills to interface with technical and non-technical personnel in the performance of this position

9.2.2 TI Minimum Education/Experience Requirements: Two year degree/certificate in Commercial Art Technology

9.2.3 Senior: Eight years experience

9.2.4 Journeyman: Two years experience

9.3 Technical Writer (TW)

9.3.1 Functions: Applies technical knowledge and writing skills to develop, write, revise and edit reports, articles, manuals, specifications, presentation materials and other technical documents. Uses rough outlines and resource materials and interprets information obtained through research or provided by technical specialists. Applies knowledge of AIS documentation content and format standards to prepare, edit and publish technical materials.

9.3.2 TW Minimum Education/Experience Requirements

9.3.3 Senior: Eight years experience

9.3.4 Journeyman: Five years experience

10.0 Engineering Support

10.1 Engineering Support (10.2-10.4)

10.1.1 Functions: Apply knowledge of and expertise in DoD, AF and common engineering and scientific principles, criteria and procedures to improve planned and existing AF and joint service weapon system manufacture, operations, re-manufacture and de-militarization operations and oversight. Assists in translating user requirements into system requirements, which will be used to design, develop, fabricate, test and evaluate systems, subsystem and equipment for deployment. Assists with the development of requirements and technology needs into action plans and policies necessary to improve and retain world class manufacturing, operations, re-manufacturing and de-militarization weapon system capabilities. Performs technical/mission analyses of existing and potential operational requirements, assists in developing system concepts and perform technological/trade-off study assessments of proposed designs. Develops and reviews the overall system design baseline (architecture and interoperability requirements). Assists with developmental planning support in evaluation of the military mission to be accomplished and related requirements documentation; define the set of military missions to be performed and the circumstances under which the mission will be performed. Reviews and analyzes proposals, including regulatory and other policy driver changes or proposed modifications for design feasibility and system compatibility. Review specifications, including system, system segment and equipment specifications, and Interface Control Documents (ICDs) involved in programs. Supports and conducts engineering performance, effectiveness, cost effectiveness, cost performance, lifecycle cost, producibility, maintainability, supportability, reliability, technical and schedule risk assessment, and scheduling trade-off studies. Support and conduct systems analyses to include, but not be limited to, system design/design feasibility and state-of-the-art assessment. Supports the development and evaluation of Integrated Master Plan (IMP), Integrated Master Schedule (IMS) and Systems Engineering Detail Schedule (SEDS) engineering cost estimates. Evaluates systems test plans (such as systems test plans/test and evaluation master plans); and participate in the conduct of system, subsystem and component testing. The Contractor shall provide systems/subsystems integration support for the acquisition, development and verification of systems and equipment. Support weapons systems lifecycle including but not limited to analysis of alternatives, creation of investment strategies, manufacturing, support and end-of-life processes.

10.2 Engineer

- 10.2.1 Engineer Minimum Education/Experience Requirements:
- 10.2.2 Bachelor's Degree in professional engineering (preferred to be from an American Board for Engineering and Technology (ABET)-accredited [www.abet.org] educational program) in the applicable engineering discipline area, no credit given for experience.
- 10.2.3 ABET Certification may be required for individual task orders
- 10.2.4 Senior: Ten years engineering experience in the required task area of which five years shall be in the recognized specialty area.
- 10.2.5 Journeyman: Five years engineering experience
- 10.2.6 Junior: No experience required

10.3 Engineering Scientific Support

- 10.3.1 Engineering Scientific Support Minimum Education/Experience Requirements: (For pricing purposes, this category will be priced as Engineer)
- 10.3.2 Bachelor's Degree in a related engineering scientific support area such as computer science or mathematics; no credit is offered for experience.
- 10.3.3 Senior: Ten years experience in the required task area
- 10.3.4 Journeyman: five years experience
- 10.3.5 Junior: No experience required

10.4 Engineering and Scientific Disciplines may require up to ten years of experience in that discipline and will be specified in Request for Proposals as needed. Those disciplines specifically could include but are not limited to:

- 10.4.1 Manufacturing Systems Engineer
- 10.4.2 Industrial Engineer
- 10.4.3 Reliability and Maintainability Engineer
- 10.4.4 Systems Integration Engineer
- 10.4.5 Armament Integration Engineer
- 10.4.6 Training Systems Engineer
- 10.4.7 Training Systems Engineer
- 10.4.8 Support/Maintenance Systems Engineer
- 10.4.9 Aircrew Systems Engineer
- 10.4.10 Human Factors Specialist/Engineer
- 10.4.11 Propulsion Engineer
- 10.4.12 Flight Mechanics Engineer
- 10.4.13 Structures Engineer
- 10.4.14 Air Vehicle Subsystems Engineer
- 10.4.15 Modification Design Engineer
- 10.4.16 Electromagnetic Effects Engineer
- 10.4.17 Fire Control Engineer
- 10.4.18 Vehicle Management System Engineer

- 10.4.19 Low Observables Engineer
- 10.4.20 Navigation Engineer
- 10.4.21 Communications Engineer
- 10.4.22 Airborne Electronic Warfare Engineer
- 10.4.23 Airborne Radar Engineer
- 10.4.24 Signal Intelligence (SIGINT) Systems Engineer
- 10.4.25 Electro-Optics Engineer
- 10.4.26 Avionics Integration Engineer
- 10.4.27 Environmental Engineer
- 10.4.28 System Safety Engineer
- 10.4.29 Threat-Command and Control Engineer
- 10.4.30 Computer Resources Systems Engineer
- 10.4.31 Systems Effectiveness Engineer
- 10.4.32 Mechanical Equipment and Subsystems Integrity Engineer
- 10.4.33 System Survivability/Vulnerability Engineer
- 10.4.34 Systems Integrity Engineer
- 10.4.35 Network Centric Engineer
- 10.4.36 Anti-tamper/Certification and Accreditation Engineer or Scientist
- 10.4.37 Directed Energy Engineer

11.0 Facilitation and Training Support

11.1 Facilitator/Training Specialist:

- 11.1.1 Functions: Apply knowledge and expertise in the of 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. Plan, schedule, coordinate, setup and conduct facilitation activities with host organization personnel and attending organizations personnel. Establish site location, setup of audio visual equipment devices and computer equipment. Consult on subject matter, lead assist in strategic planning events, 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. 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. Provides a variety of Government and 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. Apply experience in public speaking and hosting/briefing to large gatherings of personnel and experience in presentation to personnel with high levels of responsibility and importance. Support and assist in the development of: 1) 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.

- 11.1.2 Facilitator/Trainer Minimum Experience/Education Requirements:
- 11.1.3 Senior: Ten years experience in related facilitation and/or training activities and programs
- 11.1.4 Journeyman: Five years experience in related facilitation and/or training activities and programs
- 11.1.5 Junior: Two years experience in related facilitation and/or training activities and programs

12.0 Historical Archival Support

12.1 Archivist

- 12.1.1 Functions: Applies knowledge and experience in the inventory, review, evaluation, accession and preservation of historical materials in a variety of media to include electronic, paper, photo, microfilm and film. Employ organizational, communications and interpersonal skills, in interactions with a wide range of academic, Government and private research organizations. Provide expertise to Government personnel on issues related to archival descriptive standards, intellectual property right, digital conversion of archival material and metadata creation. Provide assistance in all aspects of historical research.
- 12.1.2 Archivist Minimum Experience/Education Requirements:
- 12.1.3 Senior: Ten years of archival experience (Government or industry), of which six years must be in the area of the history of military technology development.
- 12.1.4 Journeyman: Three years of archival experience (Government or industry).

13.0 Litigation Support

13.1 Litigation Support Specialist

- 13.1.1 Function: Apply administrative and litigation knowledge to provide acquisition functional support for Alternative Dispute Resolution (ADR) and litigation efforts which include, but are not limited to, Requests for Equitable Adjustments, Claims and Appeals (Armed Services Board of Contract Appeals and United States Court of Federal Claims) and Complaints (United States Court of Federal Claims). Provides Paralegal support to technical analysts and attorneys involved with claim analysis, discovery support (includes interrogatories, depositions, requests for admissions, requests for production of documents, database searches, damages assessments, delay and disruption analysis, pre-trial, trial and post-trial support). Anticipates litigation support needs and develop and execute detailed plans for addressing needs.
- 13.1.2 Litigation Minimum Education/Experience Requirements;
- 13.1.3 Journeyman: Experience commensurate with individual PWS requirements

14.0 Logistics Support

14.1 Logistician (14.2-14.3)

- 14.1.1 Function: Apply logistics knowledge to perform various tasks related to the planning, development, implementation and management of a comprehensive, affordable and effective systems support strategy. Addresses Product Support Elements: 1) sustaining/system engineering, 2) design interface, 3) supply support, 4) maintenance planning and management, 5) support equipment/automatic test systems (SE/ATS), 6) facilities, 7) packaging, handling, storage, and transportation (PHS&T), 8) technical data management/technical orders, 9) manpower and personnel, 10) training, 11) computer resources, and 12) protection of critical program information and anti-tamper provisions. Works on logistics and maintainability programs and with logistics and maintenance control organizations on issues such as: technical evaluation and identification of weapon systems logistics requirements and resources; development of logistics support and maintainability programs or plans; systems acquisition requirements analysis; budgetary or financial analysis and control; lifecycle cost analysis and control; AIS hardware and software standardization and compatibility; Product Support/Reliability, Availability, Maintainability and Cost (RAM-C) program test and evaluation planning and execution; and, Product Support/RAM-C analysis and assessments in supportability planning. Collects, compiles, analyzes, investigates, researches, or applies logistics, maintenance, acquisition or financial data and information. Develops, modifies, prepares or validates

documentation in relation to automated logistics or maintenance data reporting systems, and management information systems.

14.2 Acquisition Logistician [Lifecycle Logistics]:

14.2.1 Acquisition Logistician Minimum Education/Experience Requirements: A Bachelor of Science degree in management, logistics management, or other technically equivalent degree area may be substituted for two years of experience.

14.2.2 Senior: Ten years acquisition logistics experience, five of which were directly involved in aeronautical weapon systems acquisition logistics.

14.2.3 Journeyman: Five years acquisition logistics experience

14.2.4 Junior: Two years acquisition logistics experience

14.2.5 Specific Logistics Disciplines may require up to ten years of experience in that discipline and will be specified in Request for Proposals as needed. Those disciplines specifically could include but are not limited to:

14.2.5.1 Logistics readiness plans and programs support

14.2.5.2 Fuel management support

14.2.5.3 Supply management support

14.2.5.4 Transportation support

14.2.5.5 Logistics management/change management support

14.2.5.6 Foreign Military Sales

14.3 Lifecycle Logistician (LCL) [Supply Management, Deployment/Distribution/Transportation, Maintenance Support]:

14.3.1 LCL Minimum Education/Experience Requirements:

14.3.2 Senior: Ten years LCL Support experience

14.3.3 Journeyman: Five years LCL Support experience

14.3.4 Junior: Two years LCL Support experience

14.3.5 Specific Logistics Disciplines may require up to ten years of experience in that discipline with this labor category experience. This will be specified in Request for Proposals as needed. Those disciplines specifically could include but are not limited to:

14.3.5.1 Logistics readiness plans and programs support

14.3.5.2 Fuel management support

14.3.5.3 Supply management support

14.3.5.4 Transportation support

14.3.5.5 Logistics management/change management support

14.3.5.6 Munitions

14.4 Government Furnished Property (GFP) Specialist

14.4.1 Functions: Apply knowledge of GFP/GFE purchasing to determine cost, develop budgets, process purchasing documentation and resolve issues

to ensure adequate asset availability. Apply knowledge of FAR Part 45 and AFMC instructions pertaining to Government Furnished Property/Government Furnished Equipment (GFP/GFE). Apply good communication skills, verbal and written, to interface with technical and non-technical personnel in the performance of this position.

- 14.4.2 GFP Minimum Education/Experience Requirements:
- 14.4.3 Senior: Ten years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline. Three years of the ten years experience must be in a System Program Office.
- 14.4.4 Journeyman: Five years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline.
- 14.4.5 Junior: Two years experience in or related to the Government Furnished Property/Government Furnished Equipment (GFP/GFE) discipline
- 14.4.6 Specific GFP/GFE Disciplines may require up to ten years of experience in that discipline and will be specified in Request for Proposals as needed. Those disciplines specifically could include but are not limited to:
 - 14.4.6.1 Item manager support
 - 14.4.6.2 Inventory/Material management support
 - 14.4.6.3 Equipment specialist support
 - 14.4.6.4 GFP financial manager/analyst support
 - 14.4.6.5 GFP acquisition management support
 - 14.4.6.6 System management support
 - 14.4.6.7 Support equipment management support
 - 14.4.6.8 Supply analyst/technician support

15.0 Manufacturing Quality Support

15.1 Manufacturing Quality Specialist

- 15.1.1 Function: Apply the principles, criteria and procedures of DoD Air Force policies and common industrial manufacturing standards to all manufacturing support tasks. The Contractor shall evaluate the production readiness of weapon system prime Contractors, subcontractors and depots to determine the achievement of (1) balance in the consideration of product design requirements and process capability through every phase of the acquisition process, (2) balance of product and process development during each phase of acquisition, and (3) a development and manufacturing environment that implements the practices of key characteristics, process controls, variability reduction

and advanced quality systems/defect prevention. Provides Manufacturing/Quality Assurance (QA) support in program milestone activities. Analyze broad QA issues common to all acquisition programs, as well as QA issues particular to specific programs. Assess feasibility of technology transfer/insertion opportunities, develop implementation plans, and participate in the development of business agreements. Provide risk assessments of planned or existing schedules which will serve as input to the development/design/production process for system elements.

- 15.1.2 Manufacturing Quality Minimum Education/Experience Requirements:
- 15.1.3 Senior: Ten years experience
- 15.1.4 Journeyman: Five years experience
- 15.1.5 Junior: Two years experience

16.0 Procurement Support

16.1 Procurement Specialist

- 16.1.1 Functions: Apply knowledge of the Federal Acquisition Regulation (FAR) and other applicable documents and regulations, systems and guides listed below to provide contracting support services for tasks primarily supporting contract close-out and other acquisition phases on a secondary basis. Apply knowledge and expertise regarding the following applicable, documents to include: AFMC Contract Closeout Guide; Federal Acquisition Regulation (FAR), as amended; Department of Defense FAR Supplement (DFARS), as amended; Air Force FAR Supplement (AFFARS), as amended; AFI 63-124, Performance-Based Service Contracts; ConWrite Manual (AFMC Product Center); SPS Manual/Guides; and Various Air Force Instructions as applicable.
- 16.1.2 Procurement Specialist Minimum Experience/Education Requirements:
- 16.1.3 Senior: Ten years experience
- 16.1.4 Journeyman: Five years experience
- 16.1.5 Junior: Two years experience

16.2 Procurement Administrator

- 16.2.1 Functions: Apply technical and administrative knowledge in support of procurement functions and programs and may serve as a systems administrator for automated contracting systems. Applies knowledge of technical input/preparation of contract documents of multiple special terms and conditions with special clauses and unique provisions. Prepares reports, compiles statistics from data requiring analysis and interpretation and develops formats. Applies knowledge of Government contracting systems.

- 16.2.2 Procurement Administrator Minimum Experience/Education Requirements:
- 16.2.3 Senior: Ten years experience
- 16.2.4 Journeyman: Five years experience
- 16.2.5 Junior: Two years experience

17.0 Subject Matter Expert (SME) Support

17.1 SME

- 17.1.1 Function: Independently applies subject matter expertise to various project /program initiatives. Investigates, analyzes, plans, designs, develops, implements or evaluates solutions for project/program efforts. Provides expert level issue resolution and recommendation support to achieve desired program outcomes. Applies broad knowledge of organizational missions and programs, such as acquisition management, modernization planning, and medical research and development. Knowledge of and expertise with acquisition management, program management, contracting principles, budget/finance/cost estimation principles and methodologies, modernization planning, the PPBS and various research and development as applicable to individual Task Orders. Specialized expertise may include, but is not limited to, the following functional and or cross-functional areas: logistics, maintenance, supply, financial management, security management, information management and contracting.
- 17.1.2 Use of the Subject Matter Expert category requires specific ENTRY/EXIT criteria established in the respective task order requirements.