

APPENDIX A

to

SECTION C

PERSONNEL QUALIFICATIONS

JITC's ultimate goal for this contract is to foster an environment which is more conducive to attracting, hiring and retaining the highest quality workforce possible. The increased number of exempt labor categories and levels within each labor category are intended to provide additional opportunities for promotion within and between labor categories. Both directly related work experience and academic degrees are viewed as important requirements for not only initial employment on the Government contract but for promotion opportunities after an employee has established a sustained quality employment tenure with the Contractor.

The exempt labor categories represent the anticipated types of professional labor required to support the mission and functions of the JITC. Additions/revisions to labor categories are possible during the life of the contract in accordance with contract clause in Section H. The list describes general performance requirements and gives the minimum standards and qualifications required for personnel in these labor categories. Any contractor requests for degree title changes must be submitted to the COR who will forward to the Contracting Officer for final approval. This appendix only addresses exempt labor categories.

All academic degrees must be from a Regionally Accredited Institution. All references to academic semester hour references will be converted to quarter hour equivalencies in situations where transcripts indicate quarter hour courses. (To convert a quarter hour course to semester, you multiply by 2/3. Example: a four quarter credit course is equal to 2.67 semester hours ($4 \times 2 = 8$; $8/3 = 2.67$). Five quarter hours = 3.33 Semester credits; Three quarter credits = 2 semester credits. To convert semester to quarter, simply perform the reverse operations). All references to academic semester hours will allow the quarter hour equivalent for qualification purposes.

1. Program Manager (PM): The senior level manager in charge of the overall planning and directing of activities associated with the contract. Allocates resources and sets schedules to accomplish program objectives. Participates in program reviews and readjusts resources and schedules to accomplish programs, as necessary. Plans and adjusts work operations to meet changing and/or emerging program requirements using available resources with minimal impact on work quality or quantity.

Requires a Master's degree in a directly related technical or business field with a minimum of ten years of experience as a manager of complex systems engineering and/or testing efforts. The ten years of experience must include managing personnel with similar personnel qualifications to those listed in this appendix. At least five years of this experience must be in

managing similar Government contracts with comparable projects or activities in size and complexity to this JITC contract effort (in the capacity of industry or Government program managers). The PM must be capable of planning, directing, and coordinating the work activity of the technical personnel involved in all aspects of the contract. The PM must be capable of integrating problem resolution into ongoing work without loss of work force efficiency.

2. Computer Scientist: Performs professional assignments in the general area of computer hardware, software and firmware such as: computer system protocol analysis, computer operations, programming, data base structuring and management, and evaluation of C4I (NSS) test plans and procedures. Work requires thorough knowledge of concepts and recent developments in the specialty area as well as proficiency in high-level languages.

a. Level I: Must have completed at least 90 semester hours of formal education from an accredited institution working towards a Bachelor's degree in Computer Science, Physics, Mathematics, Operations Research, or Statistics and must be actively pursuing completion of the degree.

b. Level II: Bachelor's degree from an accredited institution in Computer Science, Physics, Mathematics, Operations Research, or Statistics that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position.

c. Level III: Bachelor's degree from an accredited institution in Computer Science, Physics, Mathematics, Operations Research, or Statistics that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least three years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a technically related field. Two years of experience can be substituted by completion of a Master's degree in a technically related field.

d. Level IV: Bachelor's degree from an accredited institution in Computer Science, Physics, Mathematics, Operations Research, or Statistics that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least five years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a technically related field. Two years of experience can be substituted by completion of a Master's degree in a technically related field.

e. Level V: Bachelor's degree from an accredited institution in Computer Science, Physics, Mathematics, Operations Research, or Statistics that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least seven years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a technically

related field. Two years of experience can be substituted by completion of a Master's degree in a technically related field.

f. Level VI: Master's degree from an accredited institution in Computer Science, Physics, Mathematics, Operations Research, or Statistics that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least nine years experience in a directly related field.

3. Engineer: Performs professional engineering assignments in support of C4I (NSS) systems engineering efforts in one or more of the following disciplines: communications, electronics, communications security, network analysis, electromagnetic capability, ECM/ECCM, command and control mission analysis, interoperability analysis, system standards, military operations (ground, sea & air), program analysis or program planning. Work requires thorough knowledge of concepts and recent developments in the specialty area. Acceptable engineering degree specialties include the following: electrical, systems, mechanical, civil, nuclear, chemical, computer, software, engineering physics, computer science, computer systems, electrical, industrial and aerospace.

a. Level I: Must have completed at least 90 semester hours of formal education from an accredited institution working towards a Bachelor's degree in an engineering specialty listed in paragraph three and must be actively pursuing completion of the degree.

b. Level II: Bachelor's degree from an accredited institution in a professional engineering specialty listed in paragraph three that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position.

c. Level III: Bachelor's degree from an accredited institution in a professional engineering specialty listed in paragraph three that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least three years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a technically related field. Two years of experience can be substituted by completion of a Master's degree in a technically related field.

d. Level IV: Bachelor's degree from an accredited institution in a professional engineering specialty listed in paragraph three that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least five years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a technically related field. Two years of experience can be substituted by completion of a Master's degree in a technically related field.

e. Level V: Bachelor's degree from an accredited institution in a professional engineering specialty listed in paragraph three that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least seven years experience in a directly related field. One year of experience can be substituted by

15 semester hours completed towards a Master's degree in a technically related field. Two years of experience can be substituted by completion of a Master's degree in a technically related field.

f. Level VI: Master's degree from an accredited institution in a professional engineering specialty listed in paragraph three that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least nine years experience in a directly related field

4. Business Management Analyst: This category includes personnel who provide specialized support in the areas of operations analysis; contract, financial, or purchasing management; contract security; project scheduling and control; etc. Includes management categories not otherwise covered in the contract.

a. Level I: Must have completed at least 60 semester hours of formal education from an accredited institution working towards a Bachelor's degree in general business, financial or management fields or in the area of specialization listed in paragraph 4. A Certified Associate Contracts Manager (CACM) or Defense Acquisition Workforce Improvement Act (DAWIA) Level I certification can be substituted for the education requirement.

b. Level II: Must have completed at least 90 semester hours of formal education from an accredited institution working towards a Bachelor's degree in general business, financial or management fields or in the area of specialization listed in paragraph four that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least one year experience in a directly related field. A CACM or DAWIA Level II certification can be substituted for the 90 semester hours of formal education.

c. Level III: Bachelor's degree from an accredited institution in general business, financial or management fields or in the area of specialization listed in paragraph 4 that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least three years experience in a directly related field. A CPCM or DAWIA Level II certification can be substituted for the Bachelor's degree requirement. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a business related field. Two years of experience can be substituted by completion of a Master's degree in a business related field.

d. Level IV: Bachelor's degree from an accredited institution in general business, financial or management fields or in the area of specialization listed in paragraph 4 that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least five years experience in a directly related field. A CPCM or DAWIA Level II certification can be substituted for the Bachelor's degree requirement. One year of experience can be substituted by 15 semester hours completed towards an Master's degree in a business related field. Two years of experience can be substituted by completion of a Master's degree in a business related field.

e. **Level V:** Bachelor's degree from an accredited institution in general business, financial or management fields or in the area of specialization listed in paragraph 4 that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least seven years experience in a directly related field. A CPCM or DAWIA Level III certification can be substituted for the BS degree requirement. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a business related field. Two years of experience can be substituted by completion of a Master's degree in a business related field.

f. **Level VI:** Master's degree from an accredited institution in general business, financial or management fields or in the area of specialization listed in paragraph 4 that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least nine years experience in a directly related field.

5. Information/Computer/Telecommunications Specialist: Performs technical assignments in the general area of C4I (NSS) applying broad technical knowledge of one or more of such areas and technical knowledge of specific systems or applications. Work requires knowledge of customary approaches, techniques, and requirements appropriate to the assigned computer applications area or specific C4I (NSS) systems, including legacy systems, and trends in the concepts and technologies. Requires specialized experience in evaluating, analyzing, operating, maintaining, managing, or improving C4I (NSS) systems, procedures and requirements. Academic curricula which support this labor category include: Information Technology, Information Systems, Information Systems Technology, and Engineering Technology, MS Computer Information Systems, MS Information Technology, and MS Information Systems Engineering.

a. **Level I:** Must have completed at least 30 semester hours of formal education from an accredited institution involving the academic curricula presented in paragraph 5 or have completed at least one certification program directly related to this labor category, such as: UNIX System Administrator, Microsoft Certified Professional (MCP), AT&T switches, Nortel switches, ATM, fiber optics, and PC maintenance and repair.

b. **Level II:** Must have completed an Associate's degree or a minimum of 60 semester hours from an accredited institution involving the academic curricula presented in paragraph five, at least one year in the area of specialization, and have completed at least one certification program directly related to this labor category, such as: UNIX System Administrator, Microsoft Certified Professional (MCP), AT&T switches, Nortel switches, ATM, fiber optics, and PC maintenance and repair.

c. **Level III:** Must have completed an Associate's degree or a minimum of 60 semester hours from an accredited institution involving the academic curricula presented in paragraph 5, at least four years experience in the area of specialization, and have completed at least one certification program directly related to this labor category, such as: UNIX System Administrator, Microsoft Certified Professional (MCP), AT&T switches, Nortel switches, ATM, fiber optics, and PC maintenance and repair. Higher-level certifications such as Microsoft

Certified System Engineer (MCSE), Microsoft Certified Solution Developer (MCSD), Microsoft Certified Professional & Internet (MCP&I) and Cisco Certified Network Associate (CCNA) may be substituted for two years experience. Additionally, a Bachelor's degree from an accredited institution involving the academic curricula presented in paragraph 5 may substitute for one year experience and a related Master's degree may substitute for two years experience.

d. Level IV: Must have completed an Associate's degree or a minimum of 60 semester hours from an accredited institution involving the academic curricula presented in paragraph 5, at least six years experience in the area of specialization, and have completed at least one certification program directly related to this labor category, such as: UNIX System Administrator, Microsoft Certified Professional (MCP), AT&T switches, Nortel switches, ATM, fiber optics, and PC maintenance and repair. Higher-level certifications such as Microsoft Certified System Engineer (MCSE), Microsoft Certified Solution Developer (MCSD), Microsoft Certified Professional & Internet (MCP&I) and Cisco Certified Network Associate (CCNA) may be substituted for two years experience. Additionally, a Bachelor's degree from an accredited institution involving the academic curricula presented in paragraph five may substitute for one year experience and a related Master's degree may substitute for two years experience.

e. Level V: Must have completed an Associate's degree or a minimum of 60 semester hours from an accredited institution involving the academic curricula presented in paragraph 5, at least eight years experience in the area of specialization, and have completed at least one certification program directly related to this labor category, such as: UNIX System Administrator, Microsoft Certified Professional (MCP), AT&T switches, Nortel switches, ATM, fiber optics, and PC maintenance and repair. Higher level certifications such as Microsoft Certified System Engineer (MCSE), Microsoft Certified Solution Developer (MCSD), Microsoft Certified Professional & Internet (MCP&I) and Cisco Certified Network Associate (CCNA) may be substituted for two years experience. Additionally, a Bachelor's degree from an accredited institution involving the academic curricula presented in paragraph 5 may substitute for one year experience and a related Master's degree may substitute for two years experience.

f. Level VI: Must have completed an Associate's degree or a minimum of 60 semester hours from an accredited institution involving the academic curricula presented in paragraph five, at least ten years experience in the area of specialization, and have completed at least one certification program directly related to this labor category, such as: UNIX System Administrator, Microsoft Certified Professional (MCP), AT&T switches, Nortel switches, ATM, fiber optics, and PC maintenance and repair. Higher level certifications such as Microsoft Certified System Engineer (MCSE), Microsoft Certified Solution Developer (MCSD), Microsoft Certified Professional & Internet (MCP&I) and Cisco Certified Network Associate (CCNA) may be substituted for two years experience. Additionally, a Bachelor's degree from an accredited institution involving the academic curricula presented in paragraph 5 may substitute for one year experience and a related Master's degree may substitute for an additional two years experience.

6. Functional Area Analyst: Includes personnel who provide analytical and management support in areas where capabilities are normally gained primarily through extensive on-the-job

experience or specialized formal Government or institutional training or certification. Includes specialty occupations not otherwise covered in the other labor categories.

- a. Level I: At least two years of experience in the area of specialization.
- b. Level II: At least four years of experience in the area of specialization.
- c. Level III: At least six years of experience in the area of specialization.
- d. Level IV: At least eight years of experience in the area of specialization and an Associate's degree or at least 30 semester hours from an accredited institution in a related field.
- e. Level V: At least eight years of experience in the area of specialization and an Associate's degree from an accredited institution in a related field.
- f. Level VI: At least ten years of experience in the area of specialization and a Bachelor's degree from an accredited institution in a related field.

7. Systems Analyst: Perform analytical work in support of systems, programs and/or planning activities. Typical duties involve assignments to design test plans and procedures, conduct on-line analysis during test conduct, perform post-test analysis, and support test report generation. Typical duties may also involve assignments to research, analyze, design and develop relationships and develop solutions to resolve problems within the specialty area. The work requires expertise in advanced theory and current practices in the specialty area. General fields for this category include Data Processing, Logistics Management, Communications and Electronics, Mathematics, Financial Management, Acquisition Management, Systems Analysis, Operations Research, Engineering Technology and Computer Systems Analysis. Educational background must include courses that develop analytical skills.

- a. Level I: Must have completed at least 90 semester hours of formal education from an accredited institution working towards a Bachelor's degree in a directly related curriculum.
- b. Level II: Bachelor's degree in a directly related curriculum from an accredited institution that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position.
- c. Level III: Bachelor's degree in a directly related curriculum from an accredited institution that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least three years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards

a Master's degree in a directly related curriculum. Two years of experience can be substituted by completion of a Master's degree in a directly related field.

d. Level IV: Bachelor's degree in a directly related curriculum from an accredited institution that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least five years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a directly related curriculum. Two years of experience can be substituted by completion of a Master's degree in a directly related field.

e. Level V: Bachelor's degree in a directly related curriculum from an accredited institution that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least seven years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a directly related curriculum. Two years of experience can be substituted by completion of a Master's degree in a directly related field.

f. Level VI: Master's degree in a directly related curriculum from an accredited institution that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least nine years experience in a directly related field.

8. Procedural Analyst: Perform analytical work in support of procedural interoperability testing (both TADIL and USMTF). Examples of specialty areas include: Tactical Data System Analyst, USMTF Preparation System Evaluator, Tactical Data System Operator and Operational Air Defense Planner (or other operational tactical field). The work requires expertise in tactical data systems, procedural interoperability standards, USMTF preparation systems, and operational interoperability. Typical duties involve assignments to design procedural test plans and procedures, conduct on-line analysis during test conduct, perform post-test analysis, and support test report generations. Educational background must include technically-related courses and courses that develop analytical skills. Experience must be in specific procedural interoperability fields and/or interoperability testing.

a. Level I: Must have completed at least 30 semester hours of formal education from an accredited institution working towards a Bachelor's degree in a directly related curriculum.

b. Level II: Must have completed a minimum of 60 semester hours from an accredited institution in a directly related curriculum that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least one year experience in a directly related field.

c. Level III: Must have completed an Associate's degree or a minimum of 60 semester hours from an accredited institution in a directly related curriculum that has equipped

the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least four years experience in a directly related field. One year of experience can be substituted by 90 semester hours completed towards a Bachelor's degree in a related field. Two years of experience can be substituted by completion of a Bachelor's degree in a related field.

d. Level IV: Must have completed an Associate's degree or a minimum of 60 semester hours from an accredited institution in a directly related curriculum that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least six years experience in a directly related field. One year of experience can be substituted by 90 semester hours completed towards a Bachelor's degree in a related field. Two years of experience can be substituted by completion of a Bachelor's degree in a related field.

e. Level V: Must have completed an Associates's degree or a minimum of 60 semester hours from an accredited institution in a directly related curriculum that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least eight years experience in a directly related field. One year of experience can be substituted by 90 semester hours completed towards a Bachelor's degree in a related field. Two years of experience can be substituted by completion of a Bachelor's degree in a related field.

f. Level VI: Bachelor's degree from an accredited institution in a directly related curriculum that has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position and at least ten years experience in a directly related field. One year of experience can be substituted by 15 semester hours completed towards a Master's degree in a related field. Two years of experience can be substituted by completion of a Master's degree in a related field.

9. Specialized Technical Expert (STE): This category includes technical and functional experts performing professional assignments in support of legacy, specialized, or state-of-the-art systems requiring in-depth knowledge for which expertise is not readily available. Individuals must possess knowledge and expertise that is recognized in the professional community in the required field. This labor category will contain six salary levels into which an individual expert may be assigned. The appropriate level will be determined considering the following five factors:

- Expertise required
- Criticality of skills needed
- Geographic region where the work is to be performed

- Availability of required skills in the marketplace where work is to be performed
- Educational background, experience, and demonstrated expertise of the individual proposed for the position, or a combination of these factors

The Contractor shall obtain concurrence from the JITC Commander and final approval by the Contracting Officer prior to assigning any individual to any of the six STE salary levels.