



**Financial and Business Solutions**

**FABS**

**FEDERAL SUPPLY SCHEDULE NUMBER GS-23F-0094X**

**CALIBRE**

6354 Walker Lane

Suite 300

Metro Park

Alexandria, VA 22310-3252

p. 703.797.8500

f. 703.797.8501

[www.calibresys.com](http://www.calibresys.com)

[contracts@calibresys.com](mailto:contracts@calibresys.com)

**FSC Group 520**

**Period Covered by Contract: July 1, 2011  
through June 30, 2016**

General Services Administration Federal Acquisition Service

For more information on ordering from Federal Supply  
Schedules, go to [www.gsa.gov](http://www.gsa.gov)

**CUSTOMER INFORMATION**

- 1a. Awarded Special Item Number(s):**
- SIN 520 - 12 Budgeting
  - SIN 520 - 13 Complementary Financial Management Services
  - SIN 520 - 21 Program Management Services
- 1b. See Price List on page 4**
- 2. Maximum order:**  
\$1,000,000.00
- 3. Minimum order:**  
\$100.00
- 4. Geographic Coverage (delivery area):**  
Domestic and Overseas
- 5. Point(s) of production:**  
The primary point of production is the CALIBRE office located in Alexandria, Virginia. Upon request, contractor can identify various locations.
- 6. Discount from list prices or statement of net price:**  
Prices shown herein are net.
- 7. Quantity discounts:**  
Discounts may be offered in a case by case basis.
- 8. Prompt payment terms:**  
0%. Net 30
- 9a. Accept Government purchase cards at or below the micropurchase threshold:**  
Yes
- 9b. Government purchase card(s) accepted:**  
Yes (e.g., Visa, MasterCard)
- 10. Foreign items:**  
Not applicable
- 11a. Time of delivery:**  
Determined by Individual Task Orders
- 11b. Expedited delivery:**  
Not applicable
- 11c. Overnight and 2-day delivery:**  
Available
- 11d. Urgent requirements:**  
Accepted
- 12. F.O.B Point(s):**  
Destination

**13a. Ordering Address:**

CALIBRE Systems, Inc.  
ATTN: Contracts Department  
6354 Walker Lane Suite 300  
Metro Park  
Alexandria, Virginia 22310-3252  
**E-mail:** [Contracts@calibresys.com](mailto:Contracts@calibresys.com)  
**Phone:** (703) 797-8500

**13b. Ordering procedures:**

The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA Schedule homepage (<http://www.gsa.gov/schedules>).

**14. Payment Address:**

CALIBRE Systems, Inc.  
ATTN: Accounts Receivables  
6354 Walker Lane Suite 300  
Metro Park  
Alexandria, Virginia 22310-3252  
**ABA Routing #** 055002707  
**Account #** 000546451

**15. Warranty provisions:**

Not applicable

**16. Export packing charges:**

Not applicable

**17. Terms and conditions of Government purchase card acceptance:**

TBD

**18. Terms and conditions of rental maintenance and repair:**

Not applicable

**19. Terms and conditions of installation:**

Not applicable

**20a. Terms and conditions of repair parts:**

Not applicable

**20b. Terms and conditions for any other services:**

Not applicable

**21. List of services and distribution points:**

Not applicable

**22. List of participating dealers:**

Not applicable

**23. Preventative maintenance:**

Not applicable

**24a. Special attributes such as environmental attributes:**

Determined by Individual Task Orders

**24b.** 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](http://www.Section508.gov).

**25. Data Universal Number System (DUNS):**

55-5498187

**26. Central Contractor Registered (CCR) valid until:**

July 7, 2012

## ORGANIZATIONAL QUALIFICATIONS – FABS SERVICES

### Who We Are

CALIBRE Systems, Inc. (CALIBRE) is an employee-owned management and technology services company committed to delivering quality products and services to our customers. Founded in 1989, CALIBRE serves customers in the public and private sectors – defense, federal civil, state and local government and commercial. CALIBRE prides itself on providing its customers, business partners and employee-owners a company centered on ethical business practices, openness and honesty. CALIBRE's service offerings include financial and cost management, strategic planning and decision support, program and operations management, and technology solutions.

CALIBRE adheres to three “*First Principles*” that have remained unchanged since the company formed in 1989:

- ***Operate Ethically*** – We cooperate uncompromisingly with the highest professional standards and business ethics.
- ***Achieve Superior Quality*** – We constantly deliver timely, quality products and services that meet our customers' needs at competitive prices. The principal reassures of quality are customer success and corporate recognition for excellence.
- ***Renew Ourselves*** – We are an ever-renewing company, capitalizing on new and expanded opportunities and adjusting rapidly to changes and challenges in the marketplace.

### Solutions That Make A Difference

Enduring solutions that add value in today's environment must be tailored, integrated and adaptable. The best solutions are created by using a proper mix of functional knowledge, skills and experience, innovative thought, and relevant technology applied through a comprehensive problem-solving approach. CALIBRE's approach engages customers in a close, collaborative and continuous working relationship. This approach is the shortest and most reliable path from a decision-maker's functional requirement to a practical, timely, best value solution.

Additional details may be found on our website at [www.calibresys.com](http://www.calibresys.com). We also may be reached at your convenience to discuss our qualifications as they relate to your customer needs.

## CALIBRE'S OFFERINGS – FABS SERVICES

**CALIBRE develops practical, timely, best-value solutions in support of our customers' financial and cost management requirements. We deliver high-quality budget formulation and execution support; cost management, including cost benefit analyses and cost-related training services; budget justification and allocation; financial process and productivity improvements; business case development; resource cost model development and analysis; working capital fund operations; facility capital repair/replacement; performance management and budget integration and financial program management services.**

**Budget Formulation and Execution Support:** CALIBRE assists customers in developing and formulating defensible programs and budgets to achieve organizational goals and mission requirements. We effectively link processes and systems to the customer's strategic plans and develop a continuous feedback loop so performance and cost information can inform decisions regarding planning, budgeting and execution. CALIBRE also provides information systems and services to monitor funds expenditure and program performance, and we offer analytical support to managers to make timely adjustments during the execution year.

**Cost Management, Cost Benefit Analyses and Training:** CALIBRE offers strategic alignment analysis, value systems analysis, and cost recovery analysis based on process engineering and organizational design. CALIBRE's professional staff performs cost benefit analyses both in the United States and overseas in support of Warfighter requirements. CALIBRE assists customers in linking their costs with the work performed and with their products. Our support also extends to incorporating cost determination with process and productivity improvements, such as those resulting from the application of Lean Six Sigma methodologies. CALIBRE uses industry-leading approaches to give customers highly actionable insights about operational costs and candidate areas for management improvement. We also work with customers to develop cost analysis programs of instruction that cut through the theory by imparting useful insights and methods that facilitate performing cost benefit analyses.

**Business Case Development:** CALIBRE offers business case development and independent cost estimates for materiel and information systems, force structure, and personnel requirements. CALIBRE employs a wide range of cost estimating techniques, relationships and historical cost factor databases, to include performing economic analyses comparing alternatives.

**Resource Cost Model Development and Analysis:** CALIBRE develops and uses models to support customers who need to assess program resources and costs. Our modeling capabilities range from single systems to fleets, individuals to cohorts to entire workforces, and small units or organizations to larger organizations or force structures. CALIBRE's knowledge of physical and performance parameters, operating concepts, organizational designs, usage parameters and costs enables us to project total resource and cost impacts - essential modeling capabilities for these transformational times.

**Working Capital Fund Services and Training:** CALIBRE provides focused consulting services to our customers needing to meet the management challenges associated with operating in the dynamic Defense Working Capital Fund. CALIBRE services include advanced analysis, training, business process consulting and thought leadership. We leverage over 15 years'

---

Use or disclosure of data contained on this sheet is subject to the restriction for CALIBRE Proprietary Data.

---

experience in advanced analysis in the working capital fund supply enterprise and nearly a decade experience training DoD personnel to manage working capital funds with an enterprise focus.

**CALIBRE's training experience encompasses supply, depot maintenance, ammunition logistics, budget preparation, execution strategies and financial management. Customers include General Officers and Senior Executives, mid level working capital fund professionals, industrial operation commanders of depots, and interns that represent organizations as diverse as arsenals and ammunition plants at the local level to policy staffs at all levels from the Office of the Secretary of Defense, through the Military Services and their Material Commands, to life-cycle management commands, logistics centers and depots.**

**Facility Capital Repair/Replacement Budget Justification & Allocation:** Whether in the public or private sector, the facility maintenance and repair requirement is harder to determine, less glamorous, and less immediate than many other uses of an organization's limited resources. CALIBRE offers services for several budget-level estimating methodologies:

- The physical plant's initial cost or replacement value;
- Formulae grounded in other quantifiable attributes of the plant;
- Life-cycle analysis of each facility's systems and components;
- Assessment of the facility's current or projected physical condition; and
- Determination of the programming and budgeting requirement with processes that are repeatable and auditable.

**CALIBRE's professional staff has helped public agencies and institutions improve their facility management programs with our expert maintenance management services.**

**Performance Management and Budget Integration:** CALIBRE offers customers performance management services that include performance measurement systems and the integration of performance information into budget reviews, actions and decisions. Seasoned CALIBRE professionals provide training as well as technical assistance in developing performance metrics that are aligned with organizational goals and objectives. We also assist in developing supporting systems that report, display and analyze performance information.

**Financial Program and Project Management:** CALIBRE supports customers in managing financial and business solution programs and projects. Services include, but are not limited to: program management, project management, program oversight, financial management process and control assessments and improvements, and program integration of a limited duration. CALIBRE may engage a variety of functions to support program integration or project management tasks.

**HOURLY LABOR RATES**

SINs 520-12, 520-13 and 520-21

<b>Labor Category</b>	<b>01 July 2011 through 30 June 2012</b>	<b>01 July 2012 through 30 June 2013</b>	<b>01 July 2013 through 30 June 2014</b>	<b>01 July 2014 through 30 June 2015</b>	<b>01 July 2015 through 30 June 2016</b>
Executive Consultant	\$225.00	\$229.95	\$235.01	\$240.18	\$245.46
Principal Consultant	\$175.01	\$178.86	\$182.80	\$186.82	\$190.93
Senior Consultant	\$170.01	\$173.75	\$177.57	\$181.48	\$185.47
Program Manager	\$160.70	\$164.24	\$167.85	\$171.54	\$175.32
Senior Cost Analyst	\$156.01	\$159.44	\$162.95	\$166.53	\$170.20
Principal Analyst	\$154.17	\$157.56	\$161.03	\$164.57	\$168.19
Project Manager	\$136.14	\$139.14	\$142.20	\$145.32	\$148.52
Consultant	\$150.01	\$153.31	\$156.68	\$160.13	\$163.65
Functional Subject Matter Expert	\$140.01	\$143.09	\$146.24	\$149.46	\$152.74
Cost Analyst	\$135.01	\$137.98	\$141.02	\$144.12	\$147.29
Senior Financial Manager	\$139.60	\$142.67	\$145.81	\$149.02	\$152.30
Senior Budget Analyst	\$134.72	\$137.68	\$140.71	\$143.81	\$146.97
Financial Manager	\$131.06	\$133.94	\$136.89	\$139.90	\$142.98
Senior Financial Analyst	\$131.83	\$134.73	\$137.69	\$140.72	\$143.82
Senior Systems Analyst	\$107.73	\$110.10	\$112.52	\$115.00	\$117.53
Budget Analyst	\$122.01	\$124.69	\$127.44	\$130.24	\$133.11
Financial Analyst	\$119.00	\$121.62	\$124.29	\$127.03	\$129.82
Senior Accounting Analyst	\$112.01	\$114.47	\$116.99	\$119.57	\$122.20
Systems Analyst	\$89.78	\$91.76	\$93.77	\$95.84	\$97.95
Accounting Analyst	\$100.01	\$102.21	\$104.46	\$106.76	\$109.11
Senior Technical Support	\$80.00	\$81.76	\$83.56	\$85.40	\$87.28
Functional Analyst	\$68.00	\$69.50	\$71.02	\$72.59	\$74.18
Technical Support/Writer	\$56.85	\$58.10	\$59.38	\$60.69	\$62.02
Administrative Support	\$48.88	\$49.96	\$51.05	\$52.18	\$53.33

Use or disclosure of data contained on this sheet is subject to the restriction for CALIBRE Proprietary Data.

## FABS LABOR CATEGORY QUALIFICATIONS

### Executive Consultant

**Functional Responsibility:** Responsible for overall contract management and ultimate delivery of professional quality products. Provide executive consultation in support of agency heads, directors and senior officers and managers in management, organizational and business improvement efforts. Provide technical and managerial skills in areas of expertise that may include, but are not limited to: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Oversee team of consultants and analysts, ensuring that products and deliverables meet customer requirements and deadlines.

**Minimum Education/Experience:** Possess a Master's Degree. Minimum 15 years of experience is required. Specialized certification and training may substitute for years of experience. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess communication skills necessary to present and promote integrated solutions to customers.

### Principal Consultant

**Functional Responsibility:** Provide executive consultation in support of agency heads, directors, and senior officers and managers in management, organizational and business improvement efforts, including resolution of complex problems. As required, manage a team of consultants and analysts to ensure that products and deliverables meet customer requirements and deadlines. Provide technical and managerial skills in areas of expertise that may include, but are not limited to: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Facilitate timely delivery of required deliverables.

**Minimum Education/Experience:** Possess a Master's Degree. Minimum 10 years of relevant experience is required. Specialized certification and training may substitute for years of experience. Possess and apply highly developed leadership and managerial skills that cross functional areas and core competencies. Possess communication skills necessary to present and promote integrated solutions to customers.

### Senior Consultant

**Functional Responsibility:** Provide senior level consulting to agency heads, directors, and senior managers on one or more of the following core competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Possess highly developed knowledge to be used in identification of complex problems and their solutions. Develop, analyze, and promote customer needs and issues. Facilitate timely delivery of required deliverables.

---

Use or disclosure of data contained on this sheet is subject to the restriction for CALIBRE Proprietary Data.

---

**Minimum Education/Experience:** Possess a Master's Degree. Minimum nine years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### **Program Manager**

**Functional Responsibility:** Provide overall project/program management in accordance with customer requirements and company guidelines. Direct, organize and monitor work activity and is responsible for meeting program cost, schedule, and performance objectives. Provide the strategic planning for successful completion of the program. Create process change in response to program challenges. Demonstrated ability to interface with all levels of management, to include conferring regularly with government management officials regarding contractor activities and performance. Other responsibilities may include enforcing work standards, oversight of deliverable services and products and detecting, coordinating contractor schedules, reviewing work, communicating policies and procedures, and creatively solving a wide variety of business problems.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum 10 years of management experience is required. Capable of managing at Capability Maturity Model Integration (CMMI) Level II. Possess Project Management Institute certification or equivalent experience.

### **Senior Cost Analyst**

**Functional Responsibility:** As needed, lead team of cost analysts, ensuring that all task requirements are satisfied. Deep knowledge of common analytical approaches, e.g., cost benefit analyses, cost effectiveness analyses, and business case analyses, and when use of each is appropriate. Perform cost analyses to evaluate the costs of alternative ways to accomplish functional objectives. Identify investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Build cost models as required to develop or support analyses. Ensure that cross-functional and other integration issues are addressed.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### **Principal Analyst**

**Functional Responsibility:** Manage a team of consultants and analysts. Provide consulting to directors and senior managers on one or more of the following core competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Adept at problem definition and resolution and recommending cost effective strategies to meet customer objectives. Generate papers and documents. Assist in developing, analyzing, and promoting the customer's needs and issues. Support timely delivery of required deliverables.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of relevant experience is required. Specialized certification and training may substitute for years of

experience. Possess functional, managerial, technical, and communication skills that allow for development and presentation of integrated solutions to customers.

### **Project Manager**

**Functional Responsibility:** Manage projects, tasks, or subtasks. Advise and assist project staff on execution of specific project requirements. Responsible for management of complete project, or specific task elements as assigned. Implement directives and schedules necessary to ensure effective project management. Provide technical consulting on complex projects and provides detailed guidance and direction to project staff. Demonstrated ability to interface with all levels of management, to include conferring regularly with government management officials regarding contractor activities and performance.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of management experience is required. Specialized certification and training may substitute for years of experience. Possess a detailed knowledge of concepts, practices, and procedures in several activity, technical and management fields.

### **Consultant**

**Functional Responsibility:** Provide consulting to agency heads, directors, and senior managers on one or more of the following core competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, systems improvement, or other applicable technical areas. Develop, lead, and conduct workshops, seminars, and study plans. Manage a team of consultants and analysts as required. Facilitate process improvement efforts. Assist in developing, analyzing, and promoting the customer's needs and issues. Support timely delivery of required deliverables.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum eight years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### **Functional Subject Matter Expert**

**Functional Responsibility:** Advise government customers and team in areas of expertise such as: financial or resource management, accounting or budget operations, or accounting systems. Define problems, identify solutions and develop plans and requirements to implement those solutions. Understand how to formulate strategic financial plans, prepare cost estimates and correlate requirements into executable budgets.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of relevant experience is required. Specialized certification and training may substitute for years of experience. Possess knowledge of legacy and available new technologies and how they may be harnessed to support agency requirements.

### **Cost Analyst**

**Functional Responsibility:** Knowledge of common analytical approaches, e.g., cost benefit analyses, cost effectiveness analyses, and business case analyses, and when use of each is

appropriate. Perform cost analyses, e.g., functional economic analyses, to evaluate the costs of alternative ways to accomplish functional objectives. Identify investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensure that cross-functional and other integration issues are addressed.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### Senior Financial Analyst

**Functional Responsibility:** As needed, manage teams of consultants and analysts. Possess senior functional and technical skills, and provide leadership and/or coordination specializing in financial management and systems, cost and economic analysis or resource allocation. Able to support formulation of strategic financial plans, prepare cost estimates and correlate requirements into executable budgets. Able to assess internal controls for compliance with applicable government standards. Lead or support in evaluation and redesign of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance. Identify, recommend and design cost effective strategies for use of system technology to meet customer information objectives.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### Senior Budget Analyst

**Functional Responsibility:** Lead team of budget analysts in analyzing data and performing procedures specified in the contract. Deep knowledge and experience in federal budget formulation and execution, to include requirements determination. Oversee preparation of budget schedules and supporting documentation, as required.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### Financial Manager

**Functional Responsibility:** As needed, lead teams of financial management professionals with expertise across several financial and business disciplines. Assess products and procedures for compliance with applicable laws, government regulations and standards, accounting principles and system requirements. Able to address financial management requirements using automated solutions, and grasp the interrelationships. Must be able to support formulation of strategic financial plans, prepare cost estimates and correlate requirements into executable budgets.

**Minimum Education/Experience:** Possess a Bachelor's Degree, MBA preferred. Minimum seven years of relevant experience is required, to include supervisory duties. Specialized certification and training may substitute for years of experience. Possess functional and technical skills, and provide leadership and/or coordination specializing in financial management and systems, cost and economic analysis or resource allocation.

**Senior Financial Analyst**

**Functional Responsibility:** As needed, manage teams of consultants and analysts. Possess senior functional and technical skills, and provide leadership and/or coordination specializing in financial management and systems, cost and economic analysis or resource allocation. Able to support formulation of strategic financial plans, prepare cost estimates and correlate requirements into executable budgets. Able to assess internal controls for compliance with applicable government standards. Lead or support in evaluation and redesign of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance. Identify, recommend and design cost effective strategies for use of system technology to meet customer information objectives.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience.

**Senior Systems Analyst**

**Functional Responsibility:** Consult with and advise customers concerning efficient methods of automating processes and developing new automated systems. Work with customers to define requirements, and recommend methods to automate processes. Create high-level systems design and models (including data flow diagrams and processing specifications) and guide programmers and systems analysts in developing appropriate application systems. Participate in all phases of software development projects including definition, design, coding, testing, documenting and implementation of automated systems.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum seven years of relevant experience is required. Specialized certification and training may substitute for years of experience. Data processing experience should include: analysis and design of business applications on complex systems for large scale computers and client-server environments, version control, configuration management, and other quality control techniques, logical and physical database design, and the use of current programming languages and database management systems; knowledge of current storage and retrieval methods; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

**Budget Analyst**

**Functional Responsibility:** Knowledge and experience in federal budget formulation and execution, to include requirements determination. Analyze data, perform procedures and prepare budget schedules and supporting documentation, as required. May recommend changes to established procedures.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum three years of relevant experience is required. Specialized certification and training may substitute for years of experience.

**Financial Analyst**

**Functional Responsibility:** Provide functional and technical skills in financial management and systems, cost and economic analysis or resource allocation. Able to support formulation of strategic financial plans, prepare cost estimates and correlate requirements into executable budgets. Able to assess internal controls for compliance with applicable government standards. Responsible for data collection, modeling, analysis, and documentation as required. May support evaluation and redesign of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance. May identify, recommend and design cost effective strategies for use of system technology to meet customer information objectives.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum four years of relevant experience is required. Specialized certification and training may substitute for years of experience.

**Senior Accounting Analyst**

**Functional Responsibility:** Lead team of accounting analysts in performing procedures specified in the contract and promoting effective stewardship of public funds. Responsible for major segments of accounting work performed. Exercise supervisory control over subordinate personnel and review work products prepared during the conduct of work performed for proper documentation and internal control. Manage completion of work to meet or exceed customer requirements for timeliness and accuracy.

**Minimum Education/Experience:** Possess a Bachelor's Degree in Accounting or related field. Minimum six years of relevant experience is required. Specialized certification and training may substitute for years of experience. Must have knowledge of activity based costing.

**Systems Analyst**

**Functional Responsibility:** Participate in data collection, modeling, analysis, documentation and product generation. Organize and translate data into information for studies, reports, and documentation. Conduct analyses, including defining parameters of requested data output and analysis. Collect, compile and assemble data for financial and analytical reports. Provide research support. Assist in preparation of reports, briefings, and documentation of deliverables.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum four years of relevant experience is required. Specialized certification and training may substitute for years of experience. Possess advanced computer and Internet search skills and other applicable computer-based tools, e.g., process engineering.

**Accounting Analyst**

**Functional Responsibility:** Examine and analyze accounting documents to verify accuracy or computations and uniform application of policies, procedures and generally-accepted accounting principles. As required, maintain journals or subsidiary ledgers of an accounting system, and balance and reconcile accounts consistent with established manual or automated internal

controls. Resolve questionable entries with the submitting unit. Prepare working papers and supporting documentation, as required. May recommend changes to established procedures.

**Minimum Education/Experience:** Possess a Bachelor's Degree in Accounting or related field. Minimum three years of relevant experience is required. Specialized certification and training may substitute for years of experience.

### Senior Technical Support

**Functional Responsibility:** Perform variety of financial management duties under supervision of more senior personnel. Duties may include supporting analysis for budget formulation and execution, posting and balancing a wide variety of budget and accounting data in government financial systems, data entry, or performing checks and verifying transactions to ensure the accuracy and consistency of entries.

**Minimum/General Experience:** Possess a Bachelor's Degree. Minimum one year of relevant experience is required. Specialized certification and training may substitute for bachelor's degree.

### Functional Analyst

**Functional Responsibility:** Support more senior personnel performing accounting, budget, cost, financial or systems analyses. Participate in data collection, modeling, analyses and product generation. Organize and translate data. Provide research support. Assist in preparation of reports, briefings and documentation deliverables. May recommend changes to established procedures.

**Minimum Education/Experience:** Possess a Bachelor's Degree. Minimum one year of relevant experience is required. Specialized certification and training may substitute for experience.

### Technical Support/Writer

**Functional Responsibility:** Assist in collecting and organizing information for preparation of customer deliverables that may include reports, technical documents, user manuals and briefings produced in a variety of media. May provide graphic support.

**Minimum Education/Experience:** Possess a High School Diploma. Entry-level position. Must possess good communication skills, i.e., proven ability to read, write, edit and speak effectively with correct grammar and sentence structure.

### Administrative/Support Personnel

**Functional Responsibility:** Perform variety of administrative duties as required. Experience in word processing, use of electronic spreadsheet and briefing chart software and other administrative software products. Possess general knowledge of federal government documents and procedures to produce deliverables as required by the team and customer.

**Minimum Education/Experience:** Possess a High School Diploma. Entry-level position.

**NOTE 1:** Certification in the related discipline is equivalent to two years of the experience requirement.

**NOTE 2:** For minimum level of education, completion of other education, commensurate experience and demonstrated ability of individual may be substituted.