

GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: <http://www.GSAAdvantage.gov>.

Schedule for Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services Class:
Contract Number: 47QRAA20D0061

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>
Contract Period: 05 May 2020 to 04 May 2025

Contractor: Metrica, Inc.
100 NE Loop 410 Ste 520
San Antonio, TX 78216 4727

Business Size: Other than Small

Telephone: (210) 822-2310
Extension: 208
FAX Number: (210) 804-0836
Web Site: www.metricanet.com
E-mail: pschildt@metricanet.com
Contract Administration: Peggy Schildt

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SINs	Recovery SINs	SIN Descriptions
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614	541614RC	Deployment, Distribution and Transportation Logistics Services:
541614SVC	541614SVCRC	Supply and Value Chain Management
OLM	OLMRC	Order Level Material

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

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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 (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 Days. Note: "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

METRICA, INC.**20a. Terms and conditions for any other services (if applicable):** N/A**21. List of service and distribution points (if applicable):** N/A**22. List of participating dealers (if applicable):** N/A**23. Preventive maintenance (if applicable):** N/A**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).****24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.**25. Data Universal Numbering System (DUNS) number:** 156753402**26. Notification regarding registration in System of Award Registry (SAM):** Registered**27. Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Base period Pricing

SINs	Awarded Labor Categories	Site	Year 1	Year 2	Year 3	Year 4	Year 5
541611	Administrative Assistant, Senior**	Customer	\$31.01	\$31.75	\$32.52	\$33.30	\$34.10
541611	Administrative Assistant**	Customer	\$25.81	\$26.43	\$27.06	\$27.71	\$28.38
541611	Administrative Assistant, Associate**	Customer	\$20.44	\$20.93	\$21.43	\$21.95	\$22.47
541611	Business Process Engineer, Senior	Customer	\$135.50	\$138.75	\$142.08	\$145.49	\$148.98
541611	Business Process Engineer	Customer	\$95.52	\$97.81	\$100.16	\$102.56	\$105.03
541611	Business Process Engineer, Associate	Customer	\$62.53	\$64.03	\$65.57	\$67.14	\$68.75
541611	Cost Analyst	Customer	\$59.14	\$60.56	\$62.01	\$63.50	\$65.03
541611	Database Analyst	Customer	\$77.47	\$79.33	\$81.23	\$83.18	\$85.18
541611	Database Manager, Senior	Customer	\$97.79	\$100.14	\$102.54	\$105.00	\$107.52
541611	Data Base Manager	Customer	\$77.76	\$79.63	\$81.54	\$83.49	\$85.50
541611	Data Entry, Senior	Customer	\$30.44	\$31.17	\$31.92	\$32.68	\$33.47
541611	Data Entry**	Customer	\$29.77	\$30.48	\$31.22	\$31.97	\$32.73
541611	Date Entry, Associate**	Customer	\$26.88	\$27.53	\$28.19	\$28.86	\$29.55
541611	Functional Analyst, Senior	Customer	\$86.30	\$88.37	\$90.49	\$92.66	\$94.89
541611	Functional Analyst	Customer	\$74.32	\$76.10	\$77.93	\$79.80	\$81.72
541611	Functional Analyst, Associate	Customer	\$38.52	\$39.44	\$40.39	\$41.36	\$42.35
541611	General Scientific Professional, Senior	Customer	\$98.63	\$101.00	\$103.42	\$105.90	\$108.44
541611	General Scientific Professional	Customer	\$74.32	\$76.10	\$77.93	\$79.80	\$81.72
541611	General Scientific Professional, Associate	Customer	\$43.55	\$44.60	\$45.67	\$46.76	\$47.88
541611	Information Systems Training Specialist, Senior	Customer	\$60.73	\$62.19	\$63.68	\$65.21	\$66.77
541611	Operations Manager	Customer	\$79.60	\$81.51	\$83.47	\$85.47	\$87.52
541611	Program Manager	Customer	\$140.30	\$143.67	\$147.12	\$150.65	\$154.26
541611	Quality Assurance Analyst	Customer	\$61.45	\$62.92	\$64.44	\$65.98	\$67.57
541611	Quality Assurance Manager	Customer	\$79.27	\$81.17	\$83.12	\$85.12	\$87.16
541611	Software Engineer	Customer	\$115.93	\$118.71	\$121.56	\$124.48	\$127.47
541611	Software Programmer, Senior	Customer	\$82.24	\$84.21	\$86.23	\$88.30	\$90.42
541611	Software Programmer	Customer	\$61.25	\$62.72	\$64.23	\$65.77	\$67.35
541611	Software Programmer, Associate	Customer	\$43.15	\$44.19	\$45.25	\$46.33	\$47.44
541611	Software Systems Specialist	Customer	\$79.47	\$81.38	\$83.33	\$85.33	\$87.38
541611	Subject Matter Expert I	Customer	\$272.73	\$279.28	\$285.98	\$292.84	\$299.87
541611	Subject Matter Expert II	Customer	\$236.78	\$242.46	\$248.28	\$254.24	\$260.34
541611	Subject Matter Expert III	Customer	\$207.07	\$212.04	\$217.13	\$222.34	\$227.68
541611	Subject Matter Expert IV	Customer	\$148.97	\$152.55	\$156.21	\$159.96	\$163.79
541611	Systems Analyst, Senior	Customer	\$84.71	\$86.74	\$88.82	\$90.96	\$93.14
541611	Systems Analyst	Customer	\$63.81	\$65.34	\$66.91	\$68.52	\$70.16
541611	Systems Analyst, Associate	Customer	\$59.79	\$61.23	\$62.69	\$64.20	\$65.74
541611	Task Manager	Customer	\$136.74	\$140.02	\$143.38	\$146.82	\$150.35
541611	Technical Writer	Customer	\$53.83	\$55.12	\$56.44	\$57.80	\$59.19

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541611	Training Specialist, Senior**	Customer	\$66.50	\$68.10	\$69.73	\$71.40	\$73.12
541611	Training Specialist**	Customer	\$53.47	\$54.75	\$56.07	\$57.41	\$58.79
541611	Administrative Assistant, Senior**	Contractor	\$40.74	\$41.72	\$42.72	\$43.74	\$44.79
541611	Administrative Assistant**	Contractor	\$33.88	\$34.69	\$35.53	\$36.38	\$37.25
541611	Administrative Assistant, Associate**	Contractor	\$26.81	\$27.45	\$28.11	\$28.79	\$29.48
541611	Business Process Engineer, Senior	Contractor	\$177.91	\$182.18	\$186.55	\$191.03	\$195.61
541611	Business Process Engineer	Contractor	\$125.42	\$128.43	\$131.51	\$134.67	\$137.90
541611	Business Process Engineer, Associate	Contractor	\$82.14	\$84.11	\$86.13	\$88.20	\$90.31
541611	Cost Analyst	Contractor	\$77.64	\$79.50	\$81.41	\$83.37	\$85.37
541611	Database Analyst	Contractor	\$96.07	\$98.38	\$100.74	\$103.15	\$105.63
541611	Database Manager, Senior	Contractor	\$125.47	\$128.48	\$131.56	\$134.72	\$137.96
541611	Data Base Manager	Contractor	\$99.77	\$102.16	\$104.62	\$107.13	\$109.70
541611	Data Entry, Senior	Contractor	\$39.29	\$40.23	\$41.20	\$42.19	\$43.20
541611	Data Entry**	Contractor	\$38.41	\$39.33	\$40.28	\$41.24	\$42.23
541611	Date Entry, Associate**	Contractor	\$34.48	\$35.31	\$36.15	\$37.02	\$37.91
541611	Functional Analyst, Senior	Contractor	\$111.02	\$113.68	\$116.41	\$119.21	\$122.07
541611	Functional Analyst	Contractor	\$97.65	\$99.99	\$102.39	\$104.85	\$107.37
541611	Functional Analyst, Associate	Contractor	\$50.56	\$51.77	\$53.02	\$54.29	\$55.59
541611	General Scientific Professional, Senior	Contractor	\$129.52	\$132.63	\$135.81	\$139.07	\$142.41
541611	General Scientific Professional	Contractor	\$97.65	\$99.99	\$102.39	\$104.85	\$107.37
541611	General Scientific Professional, Associate	Contractor	\$57.17	\$58.54	\$59.95	\$61.39	\$62.86
541611	Information Systems Training Specialist, Senior	Contractor	\$78.36	\$80.24	\$82.17	\$84.14	\$86.16
541611	Operations Manager	Contractor	\$98.69	\$101.06	\$103.48	\$105.97	\$108.51
541611	Program Manager	Contractor	\$180.98	\$185.32	\$189.77	\$194.33	\$198.99
541611	Quality Assurance Analyst	Contractor	\$80.69	\$82.63	\$84.61	\$86.64	\$88.72
541611	Quality Assurance Manager	Contractor	\$104.04	\$106.54	\$109.09	\$111.71	\$114.39
541611	Software Engineer	Contractor	\$143.77	\$147.22	\$150.75	\$154.37	\$158.08
541611	Software Programmer, Senior	Contractor	\$108.00	\$110.59	\$113.25	\$115.96	\$118.75
541611	Software Programmer	Contractor	\$80.41	\$82.34	\$84.32	\$86.34	\$88.41
541611	Software Programmer, Associate	Contractor	\$56.64	\$58.00	\$59.39	\$60.82	\$62.28
541611	Software Systems Specialist	Contractor	\$98.57	\$100.94	\$103.36	\$105.84	\$108.38
541611	Subject Matter Expert I	Contractor	\$341.45	\$349.64	\$358.04	\$366.63	\$375.43
541611	Subject Matter Expert II	Contractor	\$296.45	\$303.56	\$310.85	\$318.31	\$325.95
541611	Subject Matter Expert III	Contractor	\$259.22	\$265.44	\$271.81	\$278.34	\$285.02
541611	Subject Matter Expert IV	Contractor	\$186.51	\$190.99	\$195.57	\$200.26	\$205.07
541611	Systems Analyst, Senior	Contractor	\$111.27	\$113.94	\$116.68	\$119.48	\$122.34
541611	Systems Analyst	Contractor	\$83.82	\$85.83	\$87.89	\$90.00	\$92.16
541611	Systems Analyst, Associate	Contractor	\$76.90	\$78.75	\$80.64	\$82.57	\$84.55
541611	Task Manager	Contractor	\$169.53	\$173.60	\$177.77	\$182.03	\$186.40
541611	Technical Writer	Contractor	\$66.76	\$68.36	\$70.00	\$71.68	\$73.40
541611	Training Specialist, Senior**	Contractor	\$87.33	\$89.43	\$91.57	\$93.77	\$96.02
541611	Training Specialist**	Contractor	\$61.47	\$62.95	\$64.46	\$66.00	\$67.59
541614 & 541614SVC	Program Manager	Customer	\$144.51	\$147.98	\$151.53	\$155.17	\$158.89
541614 & 541614SVC	Task Manager	Customer	\$123.84	\$126.81	\$129.86	\$132.97	\$136.16
541614 & 541614SVC	Logistics Specialist I	Customer	\$97.80	\$100.15	\$102.55	\$105.01	\$107.53
541614 & 541614SVC	Logistics Specialist II	Customer	\$95.31	\$97.60	\$99.94	\$102.34	\$104.79
541614 & 541614SVC	Logistics Specialist III	Customer	\$91.23	\$93.42	\$95.66	\$97.96	\$100.31
541614 & 541614SVC	Logistics Specialist IV	Customer	\$66.90	\$68.51	\$70.15	\$71.83	\$73.56
541614 & 541614SVC	Logistics Specialist V	Customer	\$56.23	\$57.58	\$58.96	\$60.38	\$61.83
541614 & 541614SVC	Facility Coordinator	Customer	\$43.54	\$44.59	\$45.66	\$46.75	\$47.87
541614 & 541614SVC	Administrative Assistant I	Customer	\$31.84	\$32.60	\$33.39	\$34.19	\$35.01
541614 & 541614SVC	Administrative Assistant II	Customer	\$27.24	\$27.89	\$28.56	\$29.25	\$29.95
541614 & 541614SVC	Administrative Assistant III	Customer	\$21.66	\$22.18	\$22.71	\$23.26	\$23.82
541614 & 541614SVC	Subject Matter Expert I	Customer	\$272.81	\$279.36	\$286.06	\$292.93	\$299.96
541614 & 541614SVC	Subject Matter Expert II	Customer	\$236.82	\$242.50	\$248.32	\$254.28	\$260.39
541614 &	Subject Matter Expert III	Customer	\$207.12	\$212.09	\$217.18	\$222.39	\$227.73

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541614SVC							
541614 & 541614SVC	Subject Matter Expert IV	Customer	\$149.03	\$152.61	\$156.27	\$160.02	\$163.86
541614 & 541614SVC	Program Manager	Contractor	\$186.43	\$190.90	\$195.49	\$200.18	\$204.98
541614 & 541614SVC	Task Manager	Contractor	\$159.73	\$163.56	\$167.49	\$171.51	\$175.63
541614 & 541614SVC	Logistics Specialist I	Contractor	\$126.15	\$129.18	\$132.28	\$135.45	\$138.70
541614 & 541614SVC	Logistics Specialist II	Contractor	\$122.96	\$125.91	\$128.93	\$132.03	\$135.20
541614 & 541614SVC	Logistics Specialist III	Contractor	\$117.72	\$120.55	\$123.44	\$126.40	\$129.43
541614 & 541614SVC	Logistics Specialist IV	Contractor	\$86.31	\$88.38	\$90.50	\$92.67	\$94.90
541614 & 541614SVC	Logistics Specialist V	Contractor	\$72.56	\$74.30	\$76.08	\$77.91	\$79.78
541614 & 541614SVC	Facility Coordinator	Contractor	\$56.17	\$57.52	\$58.90	\$60.31	\$61.76
541614 & 541614SVC	Administrative Assistant I	Contractor	\$41.09	\$42.08	\$43.09	\$44.12	\$45.18
541614 & 541614SVC	Administrative Assistant III	Contractor	\$35.12	\$35.96	\$36.83	\$37.71	\$38.61
541614 & 541614SVC	Administrative Assistant III	Contractor	\$27.94	\$28.61	\$29.30	\$30.00	\$30.72
541614 & 541614SVC	Subject Matter Expert I	Contractor	\$341.57	\$349.77	\$358.16	\$366.76	\$375.56
541614 & 541614SVC	Subject Matter Expert II	Contractor	\$296.56	\$303.68	\$310.97	\$318.43	\$326.07
541614 & 541614SVC	Subject Matter Expert III	Contractor	\$259.29	\$265.51	\$271.89	\$278.41	\$285.09
541614 & 541614SVC	Subject Matter Expert IV	Customer	\$186.54	\$191.02	\$195.60	\$200.30	\$205.10

Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix

SCA Eligible Labor Categories	SCA Equivalent Code Titles	Wage Determination No's
Administrative Assistant Sr	General Clerk III	2015-4281
Administrative Assistant	01111-General Clerk I	2015-4281
Administrative Assistant, Assoc	01113-General Clerk I	2015-4281
Data Entry	01051-Data Entry Operator I	2015-4281
Data Entry, Associate	01051-Data Entry Operator I	2015-4281
Training Specialist Sr	15090-Technical Instructor	2015-4281
Training Specialist	15095Tech Inst/Course Dev	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

LABOR CATEGORY DESCRIPTIONS (SIN 541611)**I1011, Administrative Assistant, Senior**

Functional Responsibility: This professional level includes clerical personnel, administrative service personnel, illustrator/graphics personnel, technical editors, and technical publication personnel who have experience in their field.

Education/Experience: High school diploma or equivalent and 4 years' experience in administrative typing, technical typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment.

I1012, Administrative Assistant

Functional Responsibility: This professional level includes clerical personnel, administrative service personnel, illustrator/graphics personnel, technical editors, and technical publication personnel who have experience in their field.

Education/Experience: High school diploma or equivalent and 2 years' experience in filing techniques,

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administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment.

I1013, Administrative Assistant, Associate

Functional Responsibility: This professional level includes clerical personnel, administrative service personnel, illustrator/graphics personnel, technical editors, and technical publication personnel.

Education/Experience: High school diploma or equivalent and 1 year of experience in filing techniques and administrative typing. Must have a thorough knowledge of English grammar, syntax, spelling, punctuation, and abbreviation.

I1021, Business Process Engineer, Senior

Functional Responsibility: Designs systems and procedures to more efficiently conduct an organization's practices and procedures. Conducts organizational studies and evaluations to find inefficient business processes and programs. Provides daily supervision and direction to support staff.

Education/Experience: Master's degree or equivalent in computer science, information systems, engineering, business, education, management sciences, human resources, or other related discipline, and 8 years' experience, of which at least 6 must be specialized.

I1022, Business Process Engineer

Functional Responsibility: Designs systems and procedures to more efficiently conduct an organization's practices and procedures. Conducts organizational studies and evaluations to find inefficient business processes and programs. May provide daily supervision and direction to support staff.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, education, management sciences, human resources, or other related discipline, and 6 years' experience, of which at least 4 must be specialized.

I1023, Business Process Engineer, Associate

Functional Responsibility: Conducts organizational studies and evaluations, designs systems and procedures, conducts work simplifications and measurement studies, and prepares operations and procedures manuals to assist management in operating more efficiently and effectively.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, education, management sciences, human resources, or other related discipline, and 5 years' experience, of which at least 3 must be specialized.

I1031, Cost Analyst

Functional Responsibility: Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functionality, security, and other integration issues are addressed.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, accounting, or other related discipline and 5 years' general experience, of which at least 3 years must be specialized. Specialized experience includes demonstrated experience in providing technical and financial justifications and cost/benefit analyses.

I1041, Data Base Analyst

Functional Responsibility: Manages and/or develops data base projects. Provides highly technical expertise in the use of Data Base Management Systems (DBMS) concepts. Evaluates and recommends available DBMS products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, or other related discipline and 4 years' general experience.

I1051, Data Base Manager, Senior

Functional Responsibility: Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, or other related scientific or technical discipline, and 10 years' experience, of which at least 8 years must be specialized. Specialized experience includes demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data manipulation languages. General

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experience includes increasing responsibilities in the development and maintenance of data base systems.

I1052, Data Base Manager

Functional Responsibility: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, or other related scientific or technical discipline and 6 years' experience, of which at least 4 years must be specialized. Specialized experience includes demonstrated experience using current DBMS technologies, application design utilizing various DBMSes, and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

I1061, Data Entry, Senior

Functional Responsibility: Operates alphabetic and numeric data entry machine, similar in operation to electric typewriter, to transcribe data from source material onto disk, paper or magnetic tape, or magnetic cards, and to record accounting or statistical data for subsequent processing by automatic or electronic data processing equipment. Attaches skip bar to machine and previously punched program card around machine drum to control duplication and spacing of constant data. Loads machine with decks of tabulating punch cards, paper or magnetic tape, or magnetic cards. Moves switches and depresses keys to select automatic or manual duplication and spacing, select alphabetic or numeric punching, and transfer cards or tape through machine stations. Depresses keys to transcribe new data in prescribed sequence from source material into perforations on card, or as magnetic impulses on specified locations on tape or card. Inserts previously processed card into card gage to verify registration of punches. Observes machine to detect faulty feeding, positioning, ejecting, duplication, skipping, punching, or other mechanical malfunctions.

Education/Experience: High school diploma or equivalent and 2-4 years of data entry experience.

I1062, Data Entry

Functional Responsibility: Operates alphabetic and numeric data entry machine, similar in operation to electric typewriter, to transcribe data from source material onto disk, paper or magnetic tape, or magnetic cards, and to record accounting or statistical data for subsequent processing by automatic or electronic data processing equipment. Attaches skip bar to machine and previously punched program card around machine drum to control duplication and spacing of constant data. Loads machine with decks of tabulating punch cards, paper or magnetic tape, or magnetic cards. Moves switches and depresses keys to select automatic or manual duplication and spacing, select alphabetic or numeric punching, and transfer cards or tape through machine stations. Depresses keys to transcribe new data in prescribed sequence from source material into perforations on card, or as magnetic impulses on specified locations on tape or card. Inserts previously processed card into card gage to verify registration of punches. Observes machine to detect faulty feeding, positioning, ejecting, duplication, skipping, punching, or other mechanical malfunctions.

Education/Experience: High school diploma or equivalent and 1-2 years of data entry experience.

I1063, Data Entry, Associate

Functional Responsibility: Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry. Enters alphabetic, numeric, or symbolic data from source documents into computer, using data entry device, such as keyboard or optical scanner, and following format displayed on screen.

Education/Experience: High school diploma or equivalent and 0-1 years of data entry experience.

I1071, Functional Analyst, Senior

Functional Responsibility: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, or other related scientific or technical discipline and 10 years' experience, of which at least 8 years must be specialized. Specialized experience includes developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

I1072, Functional Analyst

Functional Responsibility: Applies analytical skills to support process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling,

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development of procedures, development of functional architectures, and other related management and technical duties. Requires expertise in specialty areas. Experience in or related to military medicine or general health care is highly desirable.

Education/Experience: Bachelor's degree or equivalent and 5 years' experience in the functional areas of Human Resources, Medical, Reserve Components, Finance, Procurement, Materiel Management, or C3I. Advanced professional military education in one of the primary functional areas above is highly desirable.

I1073, Functional Analyst, Associate

Functional Responsibility: Applies analytical skills to support process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related management and technical duties. Requires expertise in specialty areas. Experience in or related to military medicine or general health care is highly desirable.

Education/Experience: Bachelor's degree or equivalent and 0-5 years' experience in the functional areas of Human Resources, Medical, Reserve Components, Finance, Procurement, Materiel Management, or C3I.

I1081, General Scientific Professional, Senior

Functional Responsibility: Conducts research in a particular field of knowledge, such as Human Resources, Medical, Reserve Components, Finance, Procurement, Materiel Management, or C3I, and publishes findings in professional journals, books, and/or electronic media. Keeps abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences. Writes grant proposals to procure external research funding. Provides daily supervision and direction to other staff.

Education/Experience: Master's degree or equivalent and 8 years' experience in the area being supported. It is desirable that the master's degree is directly related to the support areas identified above.

I1082, General Scientific Professional

Functional Responsibility: Conducts research in a particular field of knowledge, such as Human Resources, Medical, Reserve Components, Finance, Procurement, Materiel Management, or C3I, and publishes findings in professional journals, books, and/or electronic media. Keeps abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences. May provide daily supervision and direction to other staff.

Education/Experience: Bachelor's degree or equivalent and 5 years' experience in the area being supported. It is desirable if the degree is directly related to the support areas identified above.

I1083, General Scientific Professional, Associate

Functional Responsibility: Conducts research in a particular field of knowledge, such as Human Resources, Medical, Reserve Components, Finance, Procurement, Materiel Management, or C3I, and publishes findings in professional journals, books, and/or electronic media. Keeps abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.

Education/Experience: Bachelor's degree or equivalent and 1-5 years' experience in the area being supported. It is desirable that the degree is directly related to the support areas identified above.

I1091, Information Systems Training Specialist, Senior

Functional Responsibility: Supervises, monitors, develops, and conducts programs to train employees or customers of industrial or commercial establishment in installation, programming, safety, maintenance, and repair of machinery and equipment, such as robots, programmable controllers, and robot controllers, following manuals, specifications, blueprints, and schematics, and using hand-tools, measuring instruments, and testing equipment. Confers with management and staff or Technical Training Coordinator to determine training objectives. Writes training program, including outline, text, handouts, and tests, and designs laboratory exercises, applying knowledge of electronics, mechanics, hydraulics, pneumatics, and programming, and following machine, equipment, and tooling manuals. Schedules classes based on classroom and equipment availability. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts, and texts, and using visual aids, such as graphs, charts, videotape, and slides. Demonstrates procedures being taught, such as programming and repair, applying knowledge of electrical wire color coding, programming, electronics, mechanics, hydraulics, and pneumatics, using hand-tools, measuring instruments, and testing equipment, and following course outline. Observes trainees in laboratory and rates trainees' performance. Participates in meetings, seminars, and training sessions to obtain information useful to training facility and integrates information into training program. May repair electrical and electronic

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components of robots in industrial establishments. May install, program, maintain, and repair robots in customer's establishment. May be designated according to subject taught as Instructor, Programmable Controllers (education) or Instructor, Robotics (education).

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, accounting, or other related discipline and 7 years' general experience, of which at least 4 years must be specialized. A Training certificate of some kind is also desirable.

I1101, Operations Manager

Functional Responsibility: Manages computer operations, including at government facilities. Schedules machine time and directs data entry efforts. Provides users with computer output. Oversees all operations to ensure downtime is minimized, necessary supplies are restocked in a timely manner, customer requests/complaints are readily resolved, etc.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, accounting, or other related discipline and 5 years' general experience.

I1111, Program Manager

Functional Responsibility: Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Selects personnel according to knowledge and experience in area with which program is concerned, such as social or public welfare, education, economics, or public relations. Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities to ensure progress is being accomplished toward specified program objective, and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Controls expenditures in accordance with budget allocations.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, accounting, or other related discipline and 15 years' general experience, of which at least 8 years must be specialized.

I1121, Quality Assurance Analyst

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including review of work products for correctness, adherence to the design concept, user standards, and business rules; review of program documentation to assure government standards and requirements are adhered to; and review for progress in accordance with schedules. Coordinates with Project Manager and/or quality assurance manager to ensure problems are resolved to user's satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on system concepts.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, or other related discipline and 6 years' experience, of which at least 3 years must be specialized. Specialized experience includes analysis and design of business applications on complex systems for large-scale computers, data base management, use of programming languages such as Ada or a 4GL, or use of DBMS.

I1123, Quality Assurance Manager

Functional Responsibility: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle.

Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to staff.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, or other related discipline and 8 years' experience, of which at least 5 years must be specialized. Specialized experience includes configuration management, verification and validation, software testing and integration, and software metrics and their application to software quality assessment.

I1131, Software Engineer

Manages and/or performs the validation and certification of reusable software components and other software development artifacts for entry into the DoD Software Reuse Repository. Manages the implementation of and designs software tools and subsystems to support software reuse and domain analysis. Manages software

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development and support using formal specifications, data flow diagrams, or other commonly accepted design techniques, and Computer-Aided Software Engineering (CASE) tools. Estimates software development cost and schedule, overseeing software configuration management, interpreting software requirements and design specifications, managing/performing independent verification and validation, managing integration, and performing software test activities.

Must have experience managing or performing software engineering activities. Work may require expertise in the following areas:

1. 3GL and 4GL programming languages (Ada, C+, C++, etc.)
2. 4GL, object-oriented, client-server development tools (Visual Basic, etc.)
3. Data base technology (SQL, ODBMS, RDBMS [INFORMIX, MS ACCESS, ODBC], etc.)
4. Network Operating System environments (Windows NT, UNIX, etc.)
5. Electronic publishing tools, techniques, and environments (Folio Views, MS WOSA, etc.)
6. Internet Web Technology, such as design and implementation of Web pages and servers

Education/Experience: Master's degree or equivalent in computer science or a software-related discipline and 8 years' experience in the software engineering field.

I1141, Software Programmer, Senior

Functional Responsibility: Develops and/or maintains operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modifies existing software and creates special purpose software, and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers. Experience in ADP system analysis and programming and utilizing major concepts of application programming on large-scale data base management systems. Knowledge of state-of-the-art computer equipment and high-level computer languages.

Education/Experience: Master's degree or equivalent in computer science or related study and 8 years' experience in systems analysis and programming. Requires project planning, technical writing, and verbal/presentation skills. Experience in applications development under MIL-STD-498 and a software engineering environment (SEE) that integrates at least 2 of the following: Ada, CASE tools, relational/object-oriented DBMS, repository/data dictionary, optical-imaging/large-scale mass storage technology, and client/server networks is desired.

I1142, Software Programmer

Functional Responsibility: Develops and/or maintains operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modifies existing software and creates special purpose software, and ensures system's efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers. Experience in ADP system analysis and programming and utilizing major concepts of application programming on large-scale data base management systems. Knowledge of state-of-the-art computer equipment and high-level computer languages. Experience in applications development under MIL-STD-498 and a Software Engineering Environment (SEE) that integrates at least 2 of the following: Ada, CASE tools, relational/object-oriented DBMS, repository/data dictionary, optical-imaging/large-scale mass storage technology, and client/server networks is desired.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., computer science, information systems, or engineering, and 5 years' experience in systems analysis and programming.

I1143, Software Programmer, Associate

Functional Responsibility: Develops and/or maintains operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modifies existing software and creates special purpose software, and ensures system's efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required

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documentation, including project plans, software program, and user documentation. Enhances software to reduce operating time or improve efficiency. Experience in ADP system analysis and programming and utilizing major concepts of application programming on large-scale data base management systems. Knowledge of state-of-the-art computer equipment and high-level computer languages. Experience in applications development under MIL-STD-498 and a Software Engineering Environment (SEE) that integrates at least 2 of the following: Ada, CASE tools, relational/object-oriented DBMS, repository/data dictionary, optical-imaging/large-scale mass storage technology, and client/server networks is desired.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., computer science, information systems, or engineering, and 0-5 years' experience in systems analysis and programming.

I1151, Software Systems Specialist

Functional Responsibility: Monitors network and systems for performance, security, and other issues. Installs, configures, maintains, upgrades, and troubleshoots file, email, and authentication servers, as well as Internet access and other network services. Assists users with software, hardware, and connectivity issues. Recommends, installs, configures, maintains, and upgrades all computer and networking software and hardware for use in an office, department, or small company.

Education/Experience: Doctorate or equivalent in a scientific field or information systems/system engineering related area and 5 years' experience in the information systems/software engineering field, with participation in an information technology standards working group desired. Must be familiar with current research and/or standards in at least 2 of the following technology/standards areas: POSIX, GOSIP, GUI, Ada/4GL, CASE, object oriented technologies, OPENbus, DBMS, SQL, IRDS (repository), ODA/ODIF, CALS/EDI, DCD, simulation and modeling, automated systems security, software metrics/system effectiveness measure/tools, multimedia, OLTP, distributed computing, and process/data/BCA modeling methods and tools.

I1201, Subject Matter Expert I

Functional Responsibility: Supports process improvement, studies, and analysis projects. Provides a wide range of policy, technical, and managerial advice on various process improvement projects such as the policies and procedures affecting the growth and stability of a country's economy. The knowledge areas can include Tax Policy and Administration, Government Debt Issuance and Management, Enforcement Policy and Administration, Budget Policy and Management, Financial Institutions Policy and Regulation, Economic Modeling, and Psychological Modeling and Measurement.

Education/Experience: Master's degree or equivalent and 15 years of relevant experience with at least 10 years in the area of expertise.

I1202, Subject Matter Expert II

Functional Responsibility: Supports process improvement, studies, and analysis projects. Provides a wide range of policy, technical, and managerial advice on various process improvement projects such as the policies and procedures affecting the growth and stability of a country's economy. The knowledge areas can include Tax Policy and Administration, Government Debt Issuance and Management, Enforcement Policy and Administration, Budget Policy and Management, Financial Institutions Policy and Regulation, Economic Modeling, and Psychological Modeling and Measurement.

Education/Experience: Master's degree or equivalent and 10 years of relevant experience with at least 8 years in the area of expertise.

I1203, Subject Matter Expert III

Functional Responsibility: Supports process improvement, studies, and analysis projects. Provides a wide range of policy, technical, and managerial advice on various process improvement projects such as the policies and procedures affecting the growth and stability of a country's economy. The knowledge areas can include Tax Policy and Administration, Government Debt Issuance and Management, Enforcement Policy and Administration, Budget Policy and Management, Financial Institutions Policy and Regulation, Economic Modeling, and Psychological Modeling and Measurement.

Education/Experience: Bachelor's degree or equivalent and at least 5 years of directly related functional experience.

I1204, Subject Matter Expert IV

Functional Responsibility: Supports process improvement, studies, and analysis projects. Provides a wide range of policy, technical, and managerial advice on various process improvement projects such as the policies and procedures affecting the

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growth and stability of a country's economy. The knowledge areas can include Tax Policy and Administration, Government Debt Issuance and Management, Enforcement Policy and Administration, Budget Policy and Management, Financial Institutions Policy and Regulation, Economic Modeling, and Psychological Modeling and Measurement.

Education/Experience: Bachelor's degree or equivalent and 1-5 years of directly related functional experience.

I1161, Systems Analyst, Senior

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end-user representatives. Provides daily supervision and direction to support staff.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, or other related scientific or technical discipline and 10 years' experience, of which at least 8 years must be specialized. Specialized experience includes analysis and design of business applications on complex systems for large-scale computers, data base management, and use of programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specification for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

I1162, Systems Analyst

Functional Responsibility: Performs systemwide analysis, primarily with respect to computer functions allocations. Performs systemwide analysis, primarily with respect to software development, hardware development and reliability, maintainability, and availability.

Education/Experience: Bachelor's degree or equivalent in computer science/management information systems, and 4 years' experience that provides the required knowledge and skills.

I1163, Systems Analyst, Associate

Functional Responsibility: Analyzes information requirements. Evaluates analytically and systematically problems of work flows, organization, and planning, and assists Senior Systems Analyst and Systems Analyst in developing appropriate corrective action. Helps develop plans for automated information systems from project inception to conclusion. Defines the problem and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Systems Analyst or a Systems Analyst, coordinates closely with programmers to ensure proper implementation of program and system specification. Develops, in conjunction with functional users, system alternative solutions.

Education/Experience: Bachelor's degree or equivalent in computer science, information systems, engineering, business, or other related scientific or technical discipline and 0-1 years' experience.

I1171, Task Manager

Functional Responsibility: Serves as the contractor's Task Manager, and shall be the contractor's authorized point of contact with the government Task Manager. Under the guidance of the Program Manager, responsible for the overall management of a specific Delivery Order, or, in the case of particularly complex Delivery Orders, responsible for management of a Delivery Order Task under the guidance of the Delivery Order Task Manager. Interfaces with government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, and communicating policies, purposes, and goals of the organization to subordinates. The Task Manager shall also have demonstrated capability in the overall management of complex tasks, and strong team-building skills.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., computer science, information systems, engineering, business, or other related scientific or technical discipline and 10 years of progressively more responsible experience is required in both information systems design and management.

I1181, Technical Writer

Functional Responsibility: Gathers, analyzes, and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Education/Experience: Bachelor's degree or equivalent, preferably in computer science/management information systems, and 3 years' experience that provides the required knowledge and skills.

I1191, Training Specialist, Senior

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision and direction to staff.

Education/Experience: Bachelor's degree or equivalent and 7 years' experience, of which at least 5 years must be specialized. Specialized experience includes experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently or under only general direction.

I1192, Training Specialist

Functional Responsibility: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids.) Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Education/Experience: Bachelor's degree or equivalent and 4 years' experience, of which at least 2 years must be specialized. Specialized experience includes experience in developing and providing technical and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

LABOR CATEGORY DESCRIPTIONS (SIN 541614 and 541614SVC)

L5011 Program Manager

Functional Responsibility: Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Selects personnel according to knowledge and experience in area with which program is concerned, such as social or public welfare, education, economics, or public relations. Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates, personally or through subordinate managerial personnel, activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required to redirect activities and attain objectives. Develops and installs administrative systems such as inventory programs, standardization of equipment and procedures, electronic filing, quality control, procurement systems, and reporting systems. Supervises, evaluates, and provides direction for the logistical support staff on specific task orders from the client. Reviews all subcontractor invoices and procurement orders for specific tasks to ensure that only approved charges are paid. Prepares program reports for superiors. Controls expenditures in accordance with budget allocations.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., business, accounting, or other related scientific or technical discipline and 15 years of progressively more responsible experience in management.

L5021 Task Manager

Functional Responsibility: Serves as the contractor's Task Manager, and shall be the contractor's authorized point of contact with the government Task Manager. Under the guidance of the Program Manager, responsible for the overall management of a specific Delivery Order, or, in the case of particularly complex Delivery Orders,

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responsible for management of a Delivery Order Task under the guidance of the Delivery Order Task Manager. Interfaces with government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and reviewing work quality, as well as communicating policies, purposes, and goals of the organization to subordinates. The Task Manager shall also have demonstrated capability in the overall management of complex tasks and have strong team-building skills. In an international capacity, duties can include: assessment missions to host countries as required by the client; location of new subcontractors; instruction of logistical support requirements and accounting principles; reviewing and resolving any logistical support problems that may arise between the client, Metrica's host country subcontractor, and/or the local authorities; research of host-country legal issues that may arise during dispute resolution and in response to inquiries from the client; and general troubleshooting.

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Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., business, accounting, or other related scientific or technical discipline and 10 years of progressively more responsible experience in management.

L5031 Logistics Specialist I

Functional Responsibility: Serves as the project manager for a large, complex delivery order (or a group of delivery orders affecting the same migratory or target system), and shall assist the program manager in working with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), the Contracting Officer's Technical Representative(s) (COTR[s]), government management personnel, and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall administration of specific delivery order(s) and ensuring that the technical solutions and schedules in the delivery order are implemented in a timely manner. Performs enterprise-wide horizontal planning and interfaces to other functional systems. In an international capacity, duties can include familiarity with the FAR and AIDFAR, contract management, procurement, and corporate management practices.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., business, accounting, or other related scientific or technical discipline, and 8-10 years of progressively more responsible experience.

L5032 Logistics Specialist II

Functional Responsibility: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., business, accounting, or other related scientific or technical discipline, and 6-8 years of progressively more responsible experience.

L5033 Logistics Specialist III

Functional Responsibility: Applies analytical skills to support process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related management and technical duties.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., business, accounting, or other related scientific or technical discipline, and 4-6 years of progressively more responsible experience.

L5034 Logistics Specialist IV

Functional Responsibility: Assists Program and Task Managers in the management of financial and administrative activities such as budgeting, personnel, manpower, and resource planning. Assists in the preparation of management plans and reports. Coordinates personnel schedules to facilitate completion of proposals, contract deliverables, task order reviews, briefings, presentations, and preparation for In Process Reviews (IPRs).

Performs evaluations of procedures, processes, or techniques related to contract management. Reviews employee time cards for project reporting accuracy, monitors current contract financial status, and prepares required government status reports and documentation. Provides daily guidance to employees concerning contract issues.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., business, accounting, or other related scientific or technical discipline, and 2-4 years of progressively more responsible experience.

L5035 Logistics Specialist V

Functional Responsibility: Applies analytical skills to support process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related management and technical duties.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., business, accounting, or other related scientific or technical discipline, and 1-2 years of progressively more responsible experience.

L5041 Facility Coordinator

Functional Responsibility: Provides coordination of arrangements for conferences, workshops, OECD

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seminars, and foreign national delegations for events held in either the United States or in one of the host countries where advisors are posted. The Facility Coordinator provides overall direction of logistical arrangements for each event, including hotel lodging, conference room rentals, formal dinners, transportation to and from airports, airline tickets for foreign national attendees, visas and entry documentation, translation of working papers and agendas by a translation agency, simultaneous interpretation from English to another language and vice versa, audiovisual equipment, photocopying services, and distribution of per diem stipends to foreign nationals attending each event. Prior to and during each event, the Facility Coordinator maintains regular contact with the designated contact person of the government and the hosting subcontractor by telephone and electronic mail. The Facility Coordinator reports to the Program or Task Manager on a daily basis the status of each event.

Education/Experience: Bachelor's degree or equivalent in a field applicable to this position, i.e., business, accounting, or other related scientific or technical discipline, and 5-8 years of progressively more responsible experience.

L5051 Administrative Assistant I

Functional Responsibility: This professional level includes clerical personnel, administrative service personnel, illustrator/graphics personnel, technical editors, and technical publication personnel who have a minimum of 2 years' experience in their field.

Education/Experience: Bachelor's degree or equivalent and 1-2 years of related experience. Must have a thorough knowledge of English grammar, syntax, spelling, punctuation, and abbreviation.

L5052 Administrative Assistant II

Functional Responsibility: This professional level includes clerical personnel, administrative service personnel, illustrator/graphics personnel, technical editors, and technical publication personnel.

Education/Experience: High school diploma or equivalent and 2-3 years of related experience. Must have a thorough knowledge of English grammar, syntax, spelling, punctuation, and abbreviation.

L5053 Administrative Assistant III

Functional Responsibility: This professional level includes clerical personnel, administrative service personnel, illustrator/graphics personnel, technical editors, and technical publication personnel.

Education/Experience: High school diploma or equivalent and 1-2 years of related experience. Must have a thorough knowledge of English grammar, syntax, spelling, punctuation, and abbreviation.

L5061 Subject Matter Expert I

Functional Responsibility: Provides a wide range of policy, technical, and managerial advice on logistics policies and procedures in areas affecting asset management, region and global resource capability and integration, and public and private resource management in various countries. These areas can include Tax Policy and Administration, Government Debt Issuance and Management, Enforcement Policy, and Administration, Budget Policy and Management, Financial Institutions Policy and Regulation, and Economic Modeling.

Education/Experience: Master's degree or equivalent and 15 years of relevant experience with at least 10 years in the area of expertise.

L5062 Subject Matter Expert II

Functional Responsibility: Provides a range of policy, technical, and managerial advice on logistics policies and procedures in areas affecting asset management, region and global resource capability and integration, and public and private resource management in various countries. These areas can include Tax Policy and Administration, Government Debt Issuance and Management, Enforcement Policy and Administration, Budget Policy and Management, Financial Institutions Policy and Regulation, and Economic Modeling.

Education/Experience: Master's degree or equivalent and 10 years of relevant experience with at least 8 years in the area of expertise.

L5063 Subject Matter Expert III

Functional Responsibility: Provides a limited range of policy, technical, and managerial advice on logistics policies and procedures in areas affecting asset management, region and global resource capability and integration, and public and private resource management in various countries. These areas can include Tax Policy and Administration, Government Debt Issuance and Management, Enforcement Policy and Administration, Budget Policy and Management, Financial Institutions Policy and Regulation, and Economic

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Education/Experience: Bachelor's degree or equivalent and at least 5 years of directly related functional experience.

L5064 Subject Matter Expert IV

Functional Responsibility: Provides a limited range of policy, technical, and managerial advice on logistics policies and procedures in areas affecting asset management, region and global resource capability and integration, and public and private resource management in various countries. These areas can include Tax Policy and Administration, Government Debt Issuance and Management, Enforcement Policy and Administration, Budget Policy and Management, Financial Institutions Policy and Regulation, and Economic Modeling.

Education/Experience: Bachelor's degree or equivalent and 1- 5 years of directly related functional experience.

EDUCATION/EXPERIENCE EQUIVALENCY

The following substitutions apply to the labor categories in all SINS. The substitutions may be made for either education or experience.

GED or vocational degree = High School (HS) Diploma

Associate's Degree = Two years of experience

Bachelor's Degree = Four years of experience

Master's Degree = Six years of experience

Doctorate (PhD) = Eight years of experience

EDUCATION	EXPERIENCE EQUIVALENCY
Associate's Degree	HS diploma + 2 years of experience
Bachelor's Degree	Associate's degree + 2 years of experience; or 4 years of experience
Master's Degree	Associate's degree + 4 years of experience; or Bachelor's degree + 2 years of experience; or 6 years of experience
Doctorate (PhD)	Associate's degree + 6 years of experience; or Bachelor's degree + 4 years of experience; or Master's degree + 2 years of experience; or 8 years of experience

Note: Successful completion of higher education which has not resulted in a degree may be counted as experience as follows: Each year of higher education completed = 1 year of experience.