Business Management Positions	
Labor Category/Position	**Labor Category/Position Description**
Acquisition Support Officer	Provides technical leadership for business operations activities. Supports government processes and development of acquisition packages. Provides management and technology assessments of contractor solutions and processes. Evaluates technical and schedule progress of contractor efforts. Ability to describe the intention, objectives and value of acquisition polocy and efforts to internal and external customers. Skilled at presenting ideas, concepts and procedures to senior officials and techechnical subject matter experts. Develops effective presentations using standard office applications.
Business Continuity Planner	Supports the Agency planning for mission assurance of operational and business functions. Interprets government regulations and applicable codes, and advises government management on the best course of action to ensure compliance. Develops and supports Key Components (KCs) information detailing emergency relocation plans for the Agency work locations. Develops programs, procedures and contingency plans based on a risk approach and proposes solutions that monitor, evaluate and enable resolution of safety and continuity of operations compliance. Performs business impact analysis, risk assessments of essential functions and/or information systems. Oversees the development, integration, and exercising of contingency plans. Prepares and conducts briefings and overviews to educate Agency personnel. Prepares and submits position and information papers in response to government requirements.
Contract Closeout Specialist	Experience with Federal Contract closeouts processes, procedures and execution. Relevant experience in this area should include preparing contracts for closure, generation of closeout documents, performance of contract closeout actions and data entry. Assists project team members with data gathering and research, organizes data and project documents, and assists Task Lead in the development of deliverables. Conducts Internet and document research, manages team databases and knowledge repositories, takes notes during meetings and interviews, drafts process flow diagrams, contributes to project reports, training materials, and other deliverables.
Corporate Communications Specialist	Develops and implements internal and external communications. Proactively identifies and implements marketing strategies. Identifies and reaches out to potential users and user groups. Analyzes customer needs, makes appropriate recommendations for message/information development, communication method selection and message timing. Tailors messages to targed audience. Researches, writes, edits and publishes communications. Provides direction to graphic designers, briefing developers, photographers, illustrators and other staff members. Prepares materials for publication. Develops new communication methods to reach target audiances. Supports senior leadership by writing speeches, talking points, video scripts, briefings and other communication products.
Facility Engineer	Provides professional engineering services to support facilities management, maintenance, and operations. Interacts with other contractors, government personnel and vendors to corrdinate and accomplish major facility improvements/alterations, as well as oversight and support of facilities operations. Provides facilities operations support by perparing and monitoring construction and maintenance projects, developing and implementing engineering plans, specifications, cost estimates, and designs for operations, maintenance and support of government facilities. Directs studies involving multi-disciliinary engineering programs for facilities modification, operation/maintenance and construction and/or studies related to specialilzed facilities with unique standards. Validates infstruction for facilities oprations, maintenance and repairs.
Functional Specialist/Advisor	Provides expertise, guidance, consultation, facilitation, and thought leadership to the client and/or project team based on specialized deep expertise in such fields as: engineering and technology; policy and administration; planning; analysis; training and development; facilities; communications; visual design; human capital; business; and management. Ensures the appropriate quality characteristics have been integrated into products; monitors products and services throughout the life cycle; validates/verifies adherence to specified requirements through test and measurement activities; manages/leads quality assurance activities.
Office Management/Staff Officer	Independently perform a wide range of functions and tasks, which require vision, leadership, and proficiency in developing, explaining and implementing policy. The skill of problem identification, analysis, and resolution is central to the effective conduct of their activities as is the ability to work from an agency perspective. Provides general or specialized administrative support to agency offices and programs. Develops pertinent information and communicates it to varied audiences (e.g., agency, other federal department/agency, congress, the media, the public, the international community, and private industry) in a timely and appropriate manner. Provides administrative including (and not limited to) scheduling and coordinating meetings, calendars, and events; gathering, inputting, and retrieving electronic data; maintaining files and folders; researching and analyzing information and data to prepare reports, presentations, and papers; prepares routine correspondence in accordance with agency; preparing and

	distributing briefing and read ahead materials; maintaining office supplies, initiating equipment trouble tickets or replacement, and coordinating office moves.
Planning, Policy and Business Analyst	Advises and assists with strategic planning, policy and business analysis. Develops government mission and vision statements. Performs trade studies and assess trades between functionality and security risk management. Develops process improvement recommendations and facilitate quality improvement efforts. Translates operational requirements and mission needs into technical terminology and specifications. Formulates internal and/or external policy. Provides assessment and recommendations of new policy or changes. Develops, applies, and validates operational metrics and performance risk assessments. Advises on the planning, design, reconfiguration, maintenance, and alteration of equipment, buildings, and facilities dedicated to the geospatial intelligence enterprise.
Process Improvement Engineer/Specialist	Works with business process owners to identify and to define business processes. In compliance with department/agency standards and procedures, guides the business process owner(s) and users through a structured approach to catalogue business processes, to maintain the catalog of business processes, reducing the number of like or similar business processes, and to streamline business processes. Assists business process owners to ensure that all business processes are compliant with federal (state or local) laws/requirements.
Resource Manager/Budget Analyst/Financial Analyst	Manages resources (i.e., fiscal, personnel, etc.).assigned to the project. Develops and maintains the project resource plan, in compliance with department/agency directions and policy. Provides/advises the project owner in financial aspects of information technology projects.
Security Assistant	Produces employee and guest badges, identification cards, and security reader cards. Processes security information and data for employment records, security clearances, and property control. Collects and submits electronic fingerprints, handprints and optional reading into systems. Maintain lock and key records. Processes visit authorizations for employees and guests to gain access to restricted areas. Verifies accuracy of information prior to issuing clearances. Maintains controlled security documents and information.
Technical Trainer	Implements technical training courses, facilities customer visits, and performs lab demonstrations that provide a competitive edge for technical audiences. This will include the delivery of standard and customized training based on field needs and the delivery of new product and technology training in support of field readiness. Administer hands-on teats. Helps create, test, and review new and existing courseware.

Information Technology	
Labor Category/Position	**Labor Category/Position Description**
Computer System Security Analyst	Designs, tests and impelements state-of-the-art secure operating systems, networks and database products. Conducts risk assessments and provides recommentations for application design. Involved in a wide range of security issuess including (and not limited to) architectures, firewalls, electronic data traffic network access. Uses encryption technology, penetration and vulnerability analysis of various security technologies and information technology security research. Prepares security/information assurance reports for agency regulatory complince.
Computer Systems Analyst	Develops/maintains computer system specifications that address business requirements in compliance with department/agency system architecture and security standards. Establishes and docuemnts system parameters and formats, ensures hardware and software systems compatibility and cordinates and/or modifies system parameters in terms of existing and projected computer capacity and capability. Revises existing systems and procedures to correct deficiencies and to maintain more effective data handling, conversion, storage and performance.
Database Analyst/Programmer	Defines, designs, implements and maintains databases and conceptual, logical and physical data models. Advises customers on issues regardin full life cycle of data from design to production to maintainace, including conversion, migration, translation and data quality assurance. Assesses customer requirements, evaluates alternatives and develops recommendation. Responsnible for all activities telated to the administration of computerized databases. Advises and assists database owners on establishing and implementing administative policies and procedures, technical problems, priorities and methods. Projects long-range requirements for database administration in conjunction with other managers in the information system function as well as business functuinal managers.
Information Assurance Specialist/Advisor	Develops security architectures, and engineering system specifications. Conducts strategic planning and recommend implementation strategies. Advises and assists government on security and privacy policy, trusted product assessment, enterprise

	security engineering, secure systems management, penetration and exploitation, insider threat analysis and protection, cyber situation awareness, attack sensing and warning, secure wireless networking and mobile computing, secure operating systems, secure workstations, secure data management, secure web technology, and secure protocols, authentication.
Information Technology (IT) Strategy and Investments Advisor	Provides support to the Strategic Planning and IT Capital Planning Investment Control (CPIC) processes, including the selection, control, and evaluation of IT portfolios, performance, and results-based management activities. Additional support to records management, statistical policy, privacy, information security, and information disclosure. Provides support in the areas of advancement of strategic governance programs, the strategic management of human capital, improved financial performance, and budget/performance activities. Provides analysis and programmatic support to statutory requirements and compliance, agency mission, strategic goals, implementation plans, and program specific legislation and guidelines contributing to client management and strategic partner planning and coordination.
Information Technology (IT) Web and Multimedia Specialist	Develops content, and maintains associated systems for agency internal and/or external web sites, including sites hosted on classified networks. Plans, designs, and performs content enhancements and/or updates to websites. Recommends best practices, develops guidance and content standards, and ensures best practices and quality standards are met and maintained. Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Uses a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the appeal of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Requires knowledge of web-based technologies including browsers, ASP pages, HTML code, object-oriented technology, and graphics software. Ensures website content is current, accurate, and reliable. Ensures websites are available to desired audience with appropriate links and security designed into system and maintained. Provides advice on strategies to maximize available content on distributed servers. Installs, configures, operates, and advises on the acquisition of multimedia equipment, and supporting media products. Provides technical support for meetings, conferences, teleconferences, video-teleconferences, and multimedia projects supporting public relations objectives and strategic objectives of the government office. Provides remote-access training via video teleconferencing, and video production. Plans, executes, directs, and edits multi-media project productions in support of government customer task requirements and strategic objectives.
Network Administrator/Engineer	Installs, configures, and maintains network equipment in support of business processing requirements. Performs software installations and upgrades to network operating systems. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the network to achieve optimum performance levels. Ensures network integrity by evaluating, implementing, and managing appropriate software and hardware changes and solutions. Ensures network redundancy and recoverability by reducing single points of failure. Evaluates current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale network projects through vendor comparison and cost studies. Conducts network architecture assessments. Assists and advises government with technical design support to network acquisition specification, design, proof-of-concept prototyping, development and evaluation of network management systems.
Program/Project Manager	Performs day-to-day management of overall contract support operations or delivery order projects, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of contract support activities or the delivery order to be managed. Develops plans, schedules, and resource estimates for projects and programs using established project management standards. Establishes and alters (as necessary) management structure to direct effective contract support activities or assigned delivery order projects.
Security Computer Investigator (Information Assurance Specialist)	As a part of the local information assurance/cybersecurity team, identifies/investigates computer security events which are in violation of department/agency information technology/information assurance policy and investigates all aspects of the event. Stores and secures forensic evidence, maintaining the evidence chain of custody. Advises the local Chief Information Officer/Chief Information Assurance Officer. Works with law enforcement, as needed, to support their efforts to enforce federal (state and local) laws/policy to apprehend and prosecute violators of these laws.
Software Configuration Analyst	Analyses, designs, develops and implements solutions to defined system requirements and in compliance with the department/agency information system and information assurance policies/procedures. Evaluates third party software/systems. Integrates information systems. Provides applications support to the information system owner/manager. Maintains installation standards of systems development and documentation.

Labor Category/Position	Labor Category/Position Description
Software Developer/Programmer	Conducts design and development of software, determination of interfaces, and technical feasibility analysis. Directs and performs requirements and implementation analysis, design, development, testing and enhancement of application software. Directs and/or performs integration of commercial-of-the-shelf (COTS) and other existing code.
System Administrator	Installs, configures, and maintains computing platforms (i.e., workstations, servers, web servers, etc.), storage solutions, and enterprise management solutions in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations.
Systems Engineer/Architect	Plans or supports large-scale systems projects through operations, performance, testing, manufacturing, cost and schedule, training and support, and/or system disposal. Ensures the stability, integrity and efficient operation of systems. Applies communication, analytic and problem-solving skills to identify, communicate and resolve issues. Evaluates current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Conduct open-systems architecture assessments. Assists and advises government with technical design support to system acquisition specification, design, proof-of-concept prototyping, development and evaluation of management information and decision support systems.

Intelligence/National Security

Labor Category/Position	Labor Category/Position Description
Counterintelligence (CI) Specialist	Support may include analytic or operational activities or both. Aassimilates, evaluates and intreprets all-source information concerning counterintelligence, counter terrism, counter espionage, threats against the federal government personnel/programs, information systems and/or facilities, analysis and distribution of all-source information as required, conducts interanl and external liason, performs threa analysis, threat forcasts and threat alerts and recommends countermeasures. Conducts counterintelligence investigations/inquires an prepares formal reports of finding and recommendations. Prepares and conducts tailored briefings and debriefings. Conducts counterintelligence damage assessments. Provides advises on counterintelligence operations.
GEOINT Technical Support	Supports the GEOINT analysts and imagery analysts as part of daily operational and functional mission support; provides research and ad hoc projects utilizing multiple computer databases and special source libraries; performs research, contribute to the preparation of analytical and technical reports and publications, prepare graphics, and maintain hard/soft copy files, including target folders, film files, collateral files, and other publications; creates and maintains databases, summary data, spreadsheets, graphic documents, and maintain Intelink web sites; utilizes Geographic Information Systems (GIS) to extract and/or access geospatial information, derivative information and multi-intelligence data to provide requirements, currency, accuracy, readiness, responsiveness, data integrity, and relevancy recommendations that support the analysis and visualization of geospatial data available for use by the military, intelligence, and policy-making communities; adapts existing software applications, tools and data to meet new requirements.
Statistician/Imggery Scientist	Provide statistical and mathematical support in assisting GEOINT analysts in regional offices and divisions; supports data analysis to include the following: Temporal analysis, Pattern analysis, Correlation of events, Probability analysis, Regression testing & analysis, Significance testing, Assessments of sampling, Graphical representation of data, Analysis of variance and error; maintains moves and manipulates data between applications, using appropriate software: Microsoft EXCEL spreadsheets, ACCESS database management system and/or ORACLE. Incorporates comprehensive data collection instruments and procedures; analyzes complex data using statistical computer software and other tools such as Microsoft Excel, ArcGIS, Geo-statistical Analyst, etc.; writes macros and formulas that analysts and others can apply to test data integrity and to make routine operations streamlined. Interact imagery analyst customers as support requirements arise, and devise an optimal approach to processing and scientifically analyzing spectral imagery in a timely manner given the available tools and techniques; presents processed images and scientific analysis to imagery analysts and managers; analysts who use spectral data are usually not familiar with it, and the resulting analysis must be presented and explained in a manner that the customer can understand; provides ad-hoc informational briefings for the purpose of educating analysts and managers as to the capabilities of spectral processing and its benefit; supports and participates in technical exchange meetings, and community spectral exploitation and technology forums on a limited ad-hoc basis.