

# GENERAL SERVICES ADMINISTRATION



## Federal Acquisition Service Authorized Federal Supply Schedule FSS 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 are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address for GSA *Advantage!*® is: GSAAdvantage.gov.

### THE MULTIPLE AWARD SCHEDULE Federal Supply Group: Professional Services

**Contract Number: GS-00F-016CA**

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

**Contract Period: 13 January 2020 – 12 January 2025**

<b>Contractor:</b>	McKellar Corporation 750 Lord Dunmore Drive, Suite 107 Virginia Beach, VA 23464
<b>Phone Number:</b>	757-965-4306
<b>Fax Number:</b>	757-967-8954
<b>Website:</b>	<a href="http://www.mckellarcorporation.com">www.mckellarcorporation.com</a>
<b>Contract Administration:</b>	Cecilia Williams
<b>E-mail:</b>	<a href="mailto:cwilliams@mckellarcorporation.com">cwilliams@mckellarcorporation.com</a>
<b>Business size:</b>	Small, Veteran Owned, Service-Disabled Business

Price list current as of Modification #PS-0024 effective June 23, 2023.

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**CUSTOMER INFORMATION**

**1a. Table of Awarded Special Item Number(s):** See Appendix A for description.

SIN	SIN Description
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541930	Translation and Interpretation Services
611430	Professional and Management Development Training
611512	Flight Training
611630	Linguistic Training and Education
OLM	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:** See Appendix B.

**1c. Description of job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services:** See Appendix C.

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic only.

**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). See Attachment B.

**7. Quantity discounts:** The following discounts are offered:

Task Orders => \$200K	1%
Task Orders => \$500K	1.5%
Task Orders => \$750K	2%
Task Orders => \$1M	2.5%

**8. Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

- 9. Foreign items (list items by country of origin):** None.
- 10a. Time of Delivery:** Specified on the Task Order.
- 10b. Expedited Delivery:** Not Applicable.
- 10c. Overnight and 2-day delivery:** Not Applicable.
- 10d. Urgent Requirements:** Not Applicable.
- 11. F.O.B Points(s):** Destination
- 12a. Ordering Address:**  
McKellar Corporation  
750 Lord Dunmore Drive, Suite 107  
Virginia Beach, VA 23464
- 12b. Ordering procedures:** See Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment address:**  
McKellar Corporation  
750 Lord Dunmore Drive, Suite 107  
Virginia Beach, VA 23464
- 14. Warranty provision:** Not Applicable.
- 15. Export Packing Charges (if applicable):** Not Applicable.
- 16. Terms and conditions of rental, maintenance, and repair (if applicable).** Not Applicable.
- 17. Terms and conditions of installation (if applicable):** Not Applicable.
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable.
- 18b. Terms and conditions for any other services (if applicable):** Not Applicable.
- 19. List of service and distribution points (if applicable):** Not Applicable.
- 20. List of participating dealers (if applicable):** Not Applicable.

- 21. Preventive maintenance (if applicable):** Not Applicable.
- 22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable.
- 22b. If applicable, indicate that Section 508 compliance information is available on Information and Communication Technology (ICT) supplies and services and show where full details can be found (e.g. contactor's website or other location.)**  
Not Applicable.
- 23. Unique Entity Identifier Number (UEI) Number:** V1GNJCNGPKW8
- 24. Notification regarding registration in System for Award Management (SAM) database:** Registered.

## APPENDIX A: Overview of McKellar Corporation Offerings

McKellar Corporation is a highly experienced government contractor that provides a full suite of advanced training services to public and private clients, building upon its foundation of preparing adult learners to thrive in fluid, physically demanding mentally taxing, high-consequence environments. McKellar Corporation specializes in designing, planning and delivering highly effective interagency pre-deployment training and mobilization support services – mission critical services to the DoD, Department of State, USAID and other agencies such as Department of Homeland Security. McKellar Corporation has delivered multiple major training programs for our government clients, providing a cost-effective and innovative customer-focused service that has turned McKellar Corporation into an industry leader for training solutions.

### **SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services** –

McKellar Corporation has first-hand knowledge of, and experience with subject matter expertise. Our consultants have insight into civil society development, infrastructure development, culture, economics, geopolitics, counterinsurgency, and psychological development. Our experts provide professional, technical and analytical support to senior government leaders on sensitive issues that affect USG foreign relations. Topics include Strategic Planning; Cultural, Social, Economic and Security Issues within the Middle East and Africa; Information Gathering; Research; Intelligence Analysis; Research Analysis; and Diplomacy. Services include Business Process Reengineering, Action Planning, Quality Management / Quality Assurance, Training Systems, Facilitation Services, Process Analysis, Strategic Planning, Survey Design and Implementation and Risk Assessment.

McKellar Corporation provides expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

McKellar Corporation's support for its customers builds enduring relationships, over multi-year contracts and task orders. In addition to the planning, scheduling and administration of the programs, we help guide our client's budget and strategic investments in new capabilities and facilitate training partnerships at all levels of an organization (a priority in a time of shrinking budgets.) Services include Project Leadership and communication with Stakeholders; Project Planning and Scheduling; Project Management; Reporting and Documentation; Stakeholder Briefings, Meetings and Project Support Services; Project Integration Services and Project Closeout Services.

McKellar Corporation assists agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

**SIN 611430: Professional and Management Development Training** – McKellar’s Training and Education Services are the charter of the corporation with a focus on operationally sound adult education approaches through the use of cutting edge and innovative technologies, personnel and delivery methods. McKellar Corporation has successfully supported our Government customers providing a full life cycle of training services required to prepare and support a variety of US foreign missions. Our approach to training analysis, development and execution includes enhancing the capacity of USG personnel to understand, interpret and affect international relations. The functional linguistic and cross-cultural skills of the foreign affairs practitioner are fully integrated into the knowledge of the social, political, cultural, economic, religious and government policy dimensions of foreign countries and regions. To maximize effectiveness, the courses we develop cover history, politics, economics, religion and culture with an emphasis on relevant global issues and US interests and challenges.

McKellar delivers flexible and adaptive services across the entire training development cycle: analysis, design, development, implementation, evaluation, and modification (ADDIE). We currently deliver this entire range of services for USG civilians bound for service abroad and provide many other customers with support for particular steps in the training cycle. This includes support for deployment and redeployment mobilization and theater-required training.

Professional services support planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Analysts, technical Specialists, Designers, Instructors, etc.), subject matter(s).

A customized course will be developed using the ADDIE methodology and include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Analysts, technical Specialists, etc.) and Subject Matter Experts.

**SIN 611630: Linguistic Training and Education** – McKellar Corporation designs, develops and delivers foreign culture immersion training curriculums that enhance the capabilities of the public sector workforce to effectively execute complex, high-priority missions in challenging circumstances. We offer a full suite of advanced training services to public and private clients that prepare adult students to perform successfully in fluid, high-

consequence, interactive settings that are mentally taxing and physically demanding. The McKellar method consists of a four-phase cycle of simulation, immersion, assessment, and re-immersion where experiential learning dominates all phases. Services include Strategic Planning; Planning and Assessments; Program/Project Management supporting linguistic services; Language Training; Logistics; Site Supervision and Quality Control.

**SIN 541930: Translation and Interpretation Services** – McKellar Corporation provides insight into culture, economics, geopolitics, counterinsurgency, and terrorism through an extensive network of experienced diplomats and scholars, legislative, military and intelligence personnel. Our experience in post-conflict reconstruction gives us an unsurpassed ability to advise, promote and enhance cross-culture relations. Services include Linguistic services; Translation and Interpretation.

**SIN OLM: Order Level Material** – Supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time and Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINS), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not “open market items.” Other direct costs that are unknown before an order is placed.



**APPENDIX B: McKellar Corporation Rates**

McKellar Corporation Hourly Labor Rates								
	SINs					Labor Category	Customer Site	Contractor Site
	541161	611156	611151	611151	541161			
1	✓	✓	✓	✓	✓	Program Manager I	\$131.80	\$154.73
2	✓	✓	✓	✓	✓	Program Manager II	\$112.97	\$133.77
3	✓	✓	✓	✓	✓	Project Manager	\$105.92	\$125.25
4	✓	✓	✓	✓	✓	Functional/Subject Matter Expert I	\$111.26	\$131.54
5	✓	✓	✓	✓	✓	Functional/Subject Matter Expert II	\$169.14	\$199.95
6	✓	✓	✓	✓	✓	Functional/Subject Matter Expert III	\$198.09	\$254.56
7	✓	✓	✓	✓	✓	Functional/Subject Matter Expert IV	\$242.35	\$311.45
8	✓	✓	✓			Management Analyst I - Journeyman	\$112.26	\$112.26
9	✓	✓	✓			Management Analyst II - Intermediate	\$108.65	\$122.54
10	✓	✓	✓			Management Analyst III - Senior	\$119.45	\$134.70
11	✓	✓	✓			Research Analyst/Evaluator	\$98.55	\$116.49
12	✓	✓	✓	✓	✓	Lead Facilitator	\$113.15	\$133.74
13	✓	✓	✓	✓	✓	Financial Specialist/Manager	\$71.21	\$84.19
14	✓	✓	✓	✓	✓	Quality Manager	\$70.61	\$83.48
15	✓	✓	✓	✓	✓	Quality Specialist	\$58.75	\$69.44
16	✓	✓	✓	✓	✓	Technical Writer	\$64.35	\$76.08
17	✓	✓	✓	✓	✓	Graphic Artist	\$52.30	\$61.83
18	✓	✓	✓	✓	✓	Administrative Assistant**	\$41.96	\$49.26
19		✓	✓	✓	✓	Lead Designer	\$101.82	\$120.37
20		✓	✓	✓	✓	Curriculum Designer/Lead	\$100.75	\$119.08
21		✓	✓	✓	✓	Scenario Developer	\$94.40	\$111.58
22		✓	✓	✓	✓	Instructional Systems Designer	\$80.50	\$95.17
23		✓	✓	✓	✓	Curriculum Designer/Specialist	\$48.96	\$57.89
24		✓	✓	✓	✓	Technical Instructor	\$49.79	\$58.87
25				✓	✓	Site Manager	\$88.52	\$104.64
26				✓	✓	IT Specialist/Manager	\$84.74	\$100.17
27				✓	✓	Role Player Manager	\$85.88	\$101.51
28				✓	✓	Lead Role Player	\$80.30	\$94.92
29				✓	✓	Interpreter I	\$58.75	\$69.44

30			✓	✓	Interpreter I w/Clearance	\$80.30	\$94.92
31			✓	✓	Skilled Role Player**	\$47.15	\$55.44
32			✓	✓	Unskilled Role Player**	\$42.85	\$50.31
33			✓	✓	Logistics Management Specialist	\$76.76	\$90.74
34			✓	✓	Equipment Specialist	\$54.36	\$64.25
35			✓	✓	Expediter**	\$38.84	\$45.53
36			✓	✓	Logistics Specialist I**	\$25.10	\$29.16
37			✓	✓	Logistics Specialist II**	\$26.96	\$31.39
38	✓		✓		Language Instructor I	\$61.51	\$61.51
39	✓		✓		Language Instructor II	\$63.17	\$63.17
40	✓		✓		Distance Learning Mentor	\$56.52	\$56.52
41	✓		✓		Substitute Language Instructor	\$59.85	\$59.85
42	✓		✓		Language Tester	\$61.93	\$61.93
43	✓		✓		Rater	\$70.82	\$70.82
44	✓		✓		Temp Tester I	\$62.34	\$62.34
45	✓		✓		Temp Tester II	\$68.99	\$68.99
46	✓		✓		Curriculum Specialist-Mid	\$73.98	\$73.98
47	✓		✓		Digital Media Editor	\$63.17	\$63.17

\*\*SCLS Labor Category

**Service Contract Labor Standards (SCLS) Matrix**

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Administrative Assistant	01020-Administrative Assistant	2015-4825
Skilled Role Player	13012-Exhibits Specialist II	2015-4825
Unskilled Role Player	13011-Exhibits Specialist I	2015-4825
Expediter	21040- Material Expediter	2015-4825
Logistics Specialist I	01111-General Clerk I	2015-4825
Logistics Specialist II	01112-General Clerk II	2015-4825

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (\*\*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

## APPENDIX C: McKellar Corporation Labor Categories Descriptions

McKellar Corporation provides outstanding quality personnel to all our customers. McKellar Corporation provides both breadth and depth of management, business, and technical capability. In delivering our professional services offerings we provide an extremely wide range of skill sets in 37 separate labor categories. Experience can be substituted for education and education for experience. Experience, education, and description of duties for the service categories in the schedule are provided as a guideline to the typical background for staff to be provided under individual orders. Resumes will be provided, upon request, prior to assignment of McKellar Corporation staff.

1. **Program Manager I** – Provides senior level direct oversight and executive level management to overall contract operations involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager serves as primary customer interface and maintains and manages relationships with all levels of the client organization and is intimately aware of overall program status to include all related projects and the potential impact on the overall strategic vision and impact often including subject matter expertise or unique technical knowledge. The Program Manager is responsible to manage multiple contract work efforts and to ensure quality and work performance standards are achieved on all task/delivery orders, project operations and associated risk. The Program Manager plans and organizes the work effort and oversees the execution to include assigning resources, managing personnel, risk management, cost/schedule and overall contract performance. The Program Manager will have a minimum of 5 years of directing personnel and ID/IQ management experience.

Education: Masters + 8 years of experience

2. **Program Manager II** - Provides direct oversight and senior level management to overall contract operations involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager II serves as primary customer interface and maintains and manages relationships with all levels of the client organization and is intimately aware of overall program status to include all related projects and the potential impact on the overall strategic vision and impact often including subject matter expertise or unique technical knowledge. The Program Manager II is responsible for managing multiple contract work efforts and ensure quality and work performance standards are achieved on all task delivery orders, project operations and associated risk. The Program Manager II plans and organizes the work effort and oversees the execution to include assigning resources, managing personnel, risk management, cost schedule and overall contract performance.

Education: Bachelors + 8 years of experience

3. **Project Manager** - Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager if required in managing contract performance.

Education: Bachelors + 6 years of experience

4. **Functional / Subject Matter Expert (SME) Level I** – Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high-level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's process, systems, personnel and organizational sub-units, so that they align with the organizations' core goals and strategic direction. The Functional/Subject Matter Expert is typically a former high ranking military or civilian official and recognized by industry as an expert in their specific field with extensive, enterprise-wide experience.

Or, provides expert, specific functional support in specialized operational areas for specific subject matter. Supports planning and consultation to include technical inputs and unique experiences in support of customer objectives and project goals. Supports assessment and implementation of subject matter.

Education: Bachelors + 4 years of experience

5. **Functional / Subject Matter Expert (SME) Level II** – A senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high-level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's process, systems, personnel and organizational sub-units, so that they align with the organizations' core goals and strategic direction. The Functional/Subject Matter Expert is typically a former high ranking military or civilian official and recognized by industry as an expert in their specific field with extensive, enterprise-wide experience.

Or, provides expert/senior executive level consulting support for specialized business and operations focusing on, but not limited, to the analyses, evaluation, audit, assessment, implementation or support of the specific subject matter area related to the specific customer objectives and supporting functions. Provides planning and consultation including program/project guidance, oversight and management. Requires highly specialized expertise and possess unique experience in a functional area related to the task.

Education: Bachelors + 12 years of experience

6. **Functional / Subject Matter Expert (SME) Level III** - Provides expert/senior executive level consulting support for specialized business and operations focusing on, but not limited to, the analyses, evaluation, audit, assessment, implementation or support of the specific subject matter area related to the specific customer objectives and supporting functions. Provides planning and consultation including program/project guidance, oversight and management. Requires highly specialized expertise and possess unique experience in a functional area related to the task.

Education: Bachelors + 15 years of experience

7. **Functional / Subject Matter Expert (SME) Level IV** - Provides expert/senior executive level consulting support for specialized business and operations focusing on, but not limited to, the analyses, evaluation, audit, assessment, implementation or support of the specific subject matter area related to the specific customer objectives and supporting functions. Provides planning and consultation including program/project guidance, oversight and management. Requires highly specialized expertise and possess unique experience in a functional area related to the task.

Education: Masters + 15 years of experience

8. **Management Analyst I - Journeyman** - Provides intermediate level business and analytical expertise to programs. Serves as individual contributor or analyst on business process analysis and studies, solution design and implementation, assessment and evaluations, and training projects. Performs program integration, oversight, and project management functions. May supervise other analysts and supporting staff members. Prepares and reviews documentation.

Education: Bachelors + 3 years of experience

9. **Management Analyst II - Intermediate** - Provides senior level business and analytical expertise to programs. Serves as individual contributor or lead analyst on business process analysis and studies, solution design and implementation, assessments and evaluations, and training projects. Performs program integration, oversight, and project management functions. May supervise other analysts and supporting staff members. Prepares and reviews documentation.

Education: Bachelors + 5 years of experience

10. **Management Analyst III - Senior** - Provides senior level analytical expertise to client mission oriented business functions. Provides program integration, oversight and management functions. Serves as principal contributor on programs and projects. Assigns and supervises resources, and monitors progress and schedule. Develops and executes program analytical, technical and management plans to include studies and analyses, business process and productivity improvement. Develops analysis performance measures and evaluates and reports on consultative or implementation efforts.

Education: Bachelors + 10 years of experience

11. **Research Analyst/Evaluator** – Experienced in developing projects; supports working relationships with clients; assuming responsibility for the technical effort; and developing creative, innovative solutions to improve business processes through the application of advanced theory, training concepts, and best practices. Facilitates and engages in technical discussions, brainstorming/problem solving sessions, and open workshops to gain consensus. Facilitates client implementation and the sustainment of continuous improvement plans. With knowledge of the range of current and emerging technology tools and techniques, facilitates the client and program team in understanding new possibilities to meet client future objectives. Designs, develops, or enhances complex business processes, and often takes a technical leadership role or can personally perform more complex tasks. Performs analyses of processes and products for clients' systems including requirements analysis, or cost/benefit alternatives and analyses. Plans, designs, coordinate, and control the progress of project work to meet client objectives; prepares and presents comprehensive reports. Consults to solve highly specialized problems where the use of synthesis of alternative solutions is required. Coaches clients in embracing best practices for increased competitiveness. Facilitates assessment of project impact in achieving business goals.

Education: Bachelors + 8 years of experience

12. **Lead Facilitator** - Oversees, facilitates, and evaluates conferences, trainings, symposia, meetings, workshops and focus groups. Skilled in facilitation, training methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in information systems development,



functional and data requirements analysis, systems analysis and design, program design, workshop and focus group facilitation, and documentation. Designs scope of facilitation process, identifying level of effort required, participants, key stakeholders, and decision points; Diagnoses and analyzes organizational problems, often through focus or workshop groups; Ensures that session minutes, conclusions, and decisions are documented and distributed; and Engages in team building, coaching, leadership development, and consensus building.

Education: Bachelors + 6 years of experience

13. **Financial Specialist/Manager** – Provides general administrative and clerical support and/or tracking and control of project costs and schedule. The Financial Specialist/Manager prepares program documentation, briefings, spreadsheets and graphics. Edits and reviews program documentation and deliverables. Provides coordination, scheduling and data orientation support. The Financial Specialist/Manager typically has 5 years experience in administrative or program control related tasks.

Education: Associates + 3 years of experience

14. **Quality Manager** – Develops and maintains quality management plans and provides guidance to managers and employees as to achieving levels of quality. Monitors and evaluates ongoing internal and external work efforts to establish trends and provides direction and lessons learned on improvement measures and associated steps.

Education: Bachelors + 4 years of experience

15. **Quality Specialist** – Performs quality assurance reviews of developed products, including instructional material, storyboards, multimedia products to maintain compliance against contract requirements. Identifies and measures standards against pre-established metrics and independently reports on achievement. Identifies quality trends and works closely with the technical and project personnel to proactively identify improvement methods creating efficiencies while focusing on prevention. Actively participates in regular meetings and interfaces with client counterparts.

Education: Associates + 4 years of experience

16. **Technical Writer** – Authors and edits technical reports, brochures, manuals, reference materials and publications in hard copy document or electronic form. Analyzes technical data, doctrine and literature to write descriptive copy verifying documentation with related subject area experts. Coordinate production and distribution of materials to include entrance and quality assurance of information into databases or enterprise systems.

Education: Bachelors + 2 years of experience

17. **Graphic Artist** – Leads and manages development of highly integrated graphical design work efforts including rendering of graphic sketches, 3D designs, animation and artistic representation for print and multimedia layouts. Determines and enforces standards for size, arrangement, style and layout following creative and visual design standards. Maintains cognizant of emerging technologies, trends and development environments.

Education: Professional Certification + 2 years of experience

18. **Administrative Assistant** - Provides general administrative and clerical support and/or tracking and control of project costs and schedule. Prepares program documentation, briefings, spreadsheets and graphics. Edits and reviews program documentation and deliverables. Provides coordination, scheduling and data orientation support.

Education: High School + 2 years of experience

19. **Lead Designer** - Designs, develops, and evaluates course curricula. The Lead Designer, with the Program Manager and customer, determine learning objectives and training strategies. The Lead Designer creates schedules, lesson plans, training support materials, and programs of instruction. Designs training events, exercises, scenarios, and vignettes by utilizing current doctrine, research, and operational customer inputs. Trains and oversees training support personnel (e.g., instructors, role players, subject matter experts, trainers). Observes execution of exercises and collects lessons learned to be incorporated into future inputs.

Education: Bachelors + 6 years of experience

20. **Curriculum Designer/Lead** - Manages specific tasks or projects related to the design, development and completion of training courses. Conducts training analysis, designs and develops training curricula, designs and develop multimedia/web story boards and training, and measures and evaluates effectiveness of training. Possess advanced knowledge of the subject matter and/or technology to be utilized. Designs and develops instructional approaches and strategies to meet training requirements through analysis of learning objectives, media delivery requirements, test methodology and available doctrine and documentation. Defines test strategies, evaluation plans and validation of training. Ensures integrity of task analysis, training needs, instructional materials and hierarchies. Determines best approach to delivery of training including traditional and technology based approaches. Interacts with customer, technologists, project managers and subject matter experts.

Education: Masters + 2 years of experience



21. **Scenario Developer** – Examines ongoing doctrine, lessons learned and course materials to develop culturally relevant training and event scenarios for use during immersive events. Orients live scenarios with training and course curriculum and coordinates with project managers, subject matter experts and curriculum designers. Incorporates lessons learned in the field and communicates with all levels of the target audience.

Education: Bachelors + 6 years of experience

22. **Instructional System Designer** – Designs and develops instructional approaches and strategies to meet training requirements through analysis of learning objectives, media delivery requirements, test methodology and available doctrine and documentation. Defines test strategies, evaluation plans and validation of training. Ensures integrity of task analysis, training needs, instructional materials and hierarchies. Determines best approach to delivery of training including traditional and technology-based approaches. Interacts with customer, technologists, project managers and subject matter experts.

Education: Bachelors + 2 years of experience

23. **Curriculum Designer/Specialist** – Provides on-the-job instruction for an educational or training program to demonstrate, explain and instruct students in operational concepts and techniques; use of, or maintenance of equipment; employment of concepts of operation; principles of instruction for training aids, devices, exercises and simulations. Interprets technical information and translates it into practical language for training and instruction. Support Instructional Designers and platform instructors as well as the development of computer based training products. May conduct classroom/laboratory instruction; assist with validation and measuring student achievement of learning objectives.

Education: Bachelors + 2 years of experience

24. **Technical Instructor** – Manages the delivery of instruction to target audiences using a variety of delivery methods including presentation, doctrine, individual coaching, mentoring, lecture, technology and training aids to satisfy the learning objectives. Provides extensive subject matter expertise and real life experiences to supplement curriculum that has been developed. Leads the development of course outlines, training aid materials and lesson plans and maintains intimate familiarity with Instructional Design methods.

Education: Bachelors + 2 years of experience

25. **Site Manager** - Responsible for the daily operation of individual projects at or near the customer location in accordance with the established policies, procedures, systems, and requirements approved by the company. Supports operations, coordinates logistics, arranges transportation, tasks, prepares venues, supervises staff, and coordinates with partners and vendors to perform these tasks.

Education: Bachelors + 4 years of experience

26. **IT Specialist/Manager** – Provides Information Technology support services at both the enterprise and client level to include, but not limited to, configuration, deployment, installation, security services, integration, asset management, help desk support, procurement and compliance.

Education: Bachelors + 4 years of experience

27. **Role Player Manager** – The Role Player Manager is responsible for the qualifying vetting, hiring, preparation, and management of role players to support training, exercises, and events. The Role Player Manager is familiar with the culture and language of relevant host-country or indigenous role players and able to effectively coach them in training content and intent. Facilitates rehearsals, overseas and evaluates role play execution, and ensures that training objectives are met.

Education: Bachelors + 4 years of experience

28. **Lead Role Player** - A Lead Foreign Language Speaking (FLS) Role Player will represent one of several key roles of specific indigenous leaders or people in a target culture village. The theater within which the Lead FLS Role Player acts is a realistic target culture village often erected on a military training site. Exercises include various scripted and improvisational roles of members of the target culture's village general populace as well as roles of village officials (mayor, advisor, and sheik), insurgents, police, and army or other military personnel. The Lead FLS Role Player will convincingly recreate the familial, political, religious, cultural, and economic relationships reflected in the applicable community. The Lead FLS Role Player provides these services in support of situational training exercises of the US Government customer.

Education: Bachelors + 4 years of experience

29. **Interpreter I** – Conducts real time and asynchronous translation and interpretation of spoken word, written literature and physical gestures from one or more languages/cultures to another.

Education: High School + 4 years of experience

30. **Interpreter I w/ Clearance** – Conducts real time and asynchronous translation and interpretation of spoken word, written literature and physical gestures from one or more languages/cultures to another. Has SECRET security clearance.

Education: High School + 4 years of experience

31. **Skilled Role Player** - The Skilled Role Player will represent one of various roles of required indigenous people in a target culture village. The theater within which the Skilled Role Player is a realistic target culture village often erected on a military training site. Exercises include various scripted and improvisational roles of members of the target culture's village general populace and may support various roles of village officials, insurgents, police, and army or other military personnel. The Skilled Role Player will convincingly recreate the familial, political, religious, cultural, and economic relationships and may be required to speak in a foreign language as reflected in the applicable community. The Skilled Role Player provides these services in support of situational training exercises of the US Government customer.

Education: Associates + 3 years of experience

32. **Unskilled Role Player** -The Unskilled Role Player will support various roles in a non-lead role participating often as members of the indigenous people in a target culture village. The theater within which the Unskilled Role Player is a realistic target culture village often erected on a military training site. Exercises include various scripted and improvisational roles of members of the target culture's village general populace and may support various roles of village populace. The Unskilled Role Player will convincingly recreate the familial, political, religious, cultural, and economic relationships. The Unskilled Role Player provides these services in support of situational training exercises of the US Government customer.

Education: High School + 1 year of experience

33. **Logistics Management Specialist** – Responsible for planning and executing logistics (personnel, resources, transportation, billeting, meals and supplies for training and exercise events) in support of training program. Purchases required equipment, tools, materials and supplies for execution of training events and maintains required documentation and records for disposition. Maintains configuration of all related physical training items and coordinates with project and program managers to determine needs prior to engagements or training events.

Education: Associates + 4 years of experience

34. **Equipment Specialist** – Accounts for mission and exercise equipment and coordinates storage, transport and setup/installation and removal of required event infrastructure. Maintains both personnel equipment and event infrastructure equipment to include tracking and maintaining key information for record.

Education: High School + 2 years of experience

35. **Expediter** - Assists in tracking resources and team personnel to include maintaining a master contact roster, transportation of personnel to and from customer, liaison between project management and key personnel and related administrative documentation and data. Ensures serviceability of items and coordinates repairs or replacement as required.

Education: Associates + 1 year of experience

**36. Logistics Specialist I** - Supports the Logistics Manager in ongoing on and off site exercises. Monitors resources and collects data on utilization of equipment, consumables and resources and provides updates.

Education: High School + 1 year of experience

**37. Logistics Specialist II** - Supports the Logistics Manager in ongoing on and off site exercises. Monitors resources and collects data on utilization of equipment, consumables and resources and provides updates. Assists in the planning of future needs.

Education: High School + 2 years of experience

**38. Language Instructor I** – Plans and conducts individual, small group, and/or large group language classes using a variety of language teaching methodologies and techniques, stressing speaking, listening comprehension, and reading skills. Uses established training materials and work collaboratively and closely with other instructors on training and/or testing matters. Adapts teaching techniques and approaches to the students’ individual needs. Provides feedback and analysis of the students’ progress and problems to instructional and other staff as appropriate. Provides students with encouragement and constructive feedback. Applies classroom management techniques to provide a respectful, student-centered environment conducive to learning. Conducts informal or formal progress evaluations and/or administers weekly quizzes and assessments to evaluate student progress. Incorporates the use of instructional technology into the instructional program as appropriate. Maintains an online classroom environment through a learning management system. Serves as mentor and facilitator of distance learning classes. Participates voluntarily in the planning and delivery of language immersions that may include visits to foreign embassies, local community organizations, community centers, neighborhoods, shopping areas, and restaurants where heritage speakers live and congregate. Activities often involve pre-visit training and after-action follow up. Maintains student attendance records, assists with establishing class schedules, creating class syllabi, and scheduling student progress evaluations. Assists with the development of language training materials, testing materials, audio/video materials, instructional research and development projects, reviewing/editing instructional materials, and curriculum documents. Assists with testing for language proficiency examinations and creation of new reading kits.

Instructors are educated native or near-native speakers of the language (preferably Level S-4 or higher on the ILR proficiency scale). Instructors have a cultural background of the specific country or geographical region. Instructors will have knowledge of basic computer skills.

Education: HS + 4 years of experience

**39. Language Instructor II (LI 2)**- All qualifications and requirements present in Language Instructor I apply to Language Instructor II.

In addition, the Language Instructor II has three years of experience teaching foreign language(s) to adult learners in a classroom setting (2 or more students), three years of experience teaching foreign language to adult learners with proficiency-based or task-based curriculum, and one year of experience administering proficiency-based assessments. Maintains a minimum English proficiency level of S-2/R-2 on the ILR proficiency scale.

Education: BA/BS + 4 years of experience.

**40. Distance Learning Mentor** – Attends orientations and mentor meetings, in-service staff development and orientation activities, and language section and other meetings, as requested. Participates in staff development and orientation activities, including giving presentations or facilitating workshops. Uses established training materials and works collaboratively with staff and other mentors. Conducts mentoring sessions with distance learning students, using video conferencing application tools or via telephone. Assesses student progress, answers student questions, and provides speaking practice. Documents student attendance, performance, feedback, assessments, course assignments and objectives, and keeps detailed notes of each mentoring session. Responds to requests from students and staff, maintains space in the learning management system for courses, informally assesses student proficiency level and collaborates on best practices for informal assessments. Provides supplementary materials to students and develops/revises distance language learning course curriculum, language training materials, and reference materials including text, audio, video, and technology-based media. Follows techniques, methodologies, and approaches that are deemed best instructional practices.

Mentors are educated native or near-native speakers of the language (preferably Level S-4 or higher on the ILR proficiency scale) and maintain a minimum English proficiency level of S-2/R-2 on the ILR proficiency scale. Mentors have a cultural background of the specific country or geographical region. Mentors have at least one year of experience administering proficiency-based assessments and one year of experience teaching foreign language(s) to adult learners in an online setting. Mentors will have experience using a learning management system as an instructor or administrator and have knowledge of basic computer skills.

Education: HS + 2 years of experience

**41. Substitute Language Instructor** - All qualifications and requirements present in Language Instructor I apply to the Substitute Language Instructor.

Education: HS + 4 years of experience

**42. Language Tester** – Tester for language proficiency examinations, interacting with examinee in the tester’s native language or a language in which the Tester has near-native proficiency. Proficiency tests may be face-to-face, by telephone or other technology-based medium (such as recorded telephone, recorded audio, recorded video). The language proficiency test rates the examinee’s skills in reading and speaking. Provides information to an examiner about the examinee’s performance on various parts of the test and about the content of the texts used in the test, and assists with the selection and/or preparation of reading test materials. Participates in the creating and piloting of new materials and tasks to be used in language testing and the production of audio or video materials for use in conjunction with testing training. Conducts test reviews and participates in quality assurance activities. Maybe requested to conduct end of training tests overseas. Collaborates with others to lead the reviewing and editing of foreign language/and or English in testing materials. Adheres to all copyright guidelines and restrictions along with all procedures regarding testing material security and safeguarding test score data. A Language Tester will typically complete a certification program within the first year.

Maintains a certified English proficiency of S-3 or higher (ILR scale) and a certified native language proficiency of S-4/R-4. Has knowledge of basic computer skills.

Education: HS + 4 years of experience

**43. Rater** - Rater for language proficiency examinations, performing flexibly in the role of either a Tester or Examiner as needed due to the testing schedule. Proficiency tests may be face-to-face or by digital video conference or another technology-based medium (such as telephone, recorded audio, recorded video). The language proficiency test rates the examinee’s skills in reading and speaking. Participates in the creation and piloting of new materials and tasks to be used in language testing and in the production of audio or video materials for use in testing training. Conducts test reviews and participates in quality assurance activities, such as quality control and third rating or blind rescoring of recorded tests. Conducts end of training tests at field schools overseas. Collaborates in the reviewing and editing of foreign language and/or English testing materials. Adheres to all copyright guidelines and restrictions along with all procedures regarding testing material security and safeguarding test score data. A Rater has a current Tester and Examiner certification.

Maintains a certified English proficiency of S-3 or higher (ILR scale) and a certified native language proficiency of S-4/R-4 or higher (ILR scale). Has conducted proficiency-based tests in one or more foreign languages and with online delivery systems used to administer proficiency-based exams. Has experience designing and/or selecting testing materials. Has knowledge of basic computer skills.

Education: BA/BS + 4 years of experience



44. **Temp Tester I** - All activities present in a Language Tester apply to the Temp Tester I.

The Temp Tester I maintains a certified English proficiency of S-3 or higher (ILR scale) and is educated native or near-native language proficiency but is not required to be certified on the IRL scale. Has knowledge of basic computer skills.

Education: HS + 4 years of experience

45. **Temp Tester II** - All activities present in a Language Tester apply to the Temp Tester II.

The Temp Tester II maintains a certified English proficiency of S-3 or higher (ILR scale) and a certified native language proficiency of S-4/R-4 or higher (ILR scale). Has knowledge of basic computer skills.

Education: HS + 4 years of experience

46. **Curriculum Specialist - Mid** – The Curriculum Specialist leads groups in the development of language training materials, reference material, and in instructional research and development. Manages the development and implementation of new specialized language training programs for domestic and overseas use. Assists other language professionals, in a mentoring role, by, among other things, developing models that reflect "best practices" around the world. Actively encourages the wider use of innovative training models, e.g., distance learning, multimedia learning systems, guided self-study, coaching, exploiting a local language environment, and tutoring. Leads groups in the development of staff training projects or undertakes training development on own, including, but not limited to, design and execution of workshops. Training projects may involve coaching, mentoring or classroom observation. Collaborates and drafts all required documents in the curriculum development project approval process and provides status updates on approved project.

Requires three years of experience developing courses for adult learners of foreign languages. Has knowledge of basic computer skills.

Education: BA/BS + 4 years of experience

47. **Digital Media Editor** – Creates digital content based around the current language curriculum including the readability, structure, organization, style, and formatting of all digital content. Creates and formats language content in a learning management system to improve the online usage of various language learning tools. Creates and formats the online environment for the language curriculum. Provides training to all staff on using educational technology and other tools in creating and maintaining language curriculum. Adheres to all copyright guidelines and restrictions and follows procedures regarding copyright, and tracks compliance for assigned development project(s). Collaborates with content creators to establish processes and deadlines for the editing workflow. Provides regular status updates on progress and briefings on request for the content creators and others regarding progress, standards, or issues for discussion.

Requires one year of experience or education in the field of Educational Technology or Digital Media Design, and one year of experience using a learning management system as either an instructor or administrator. Has experience creating digital training materials: course content, teaching materials, student guides, e-books, and interactive media (video, audio, animation, digital text). Has experience using Office and Graphic Design Applications (Adobe Premier, Illustrator, Adobe Photoshop, and other Adobe Creative Cloud applications). Has knowledge of basic computer skills.

Education: BA/BS + 2 years of experience

**Commercial practices for substituting experience for education**

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education and visa versa. A professional certification or 2 years of vocational technical training may be substituted for 2 years of education or experience.