

**FUNCTIONAL AREA - INFORMATION SYSTEMS SECURITY**  
**(ISS)**

**COMMITTS Program Manager** - Serves as the Contractor counterpart to the Government program/technical manager for COMMITTS. Manages substantial program/technical support operations involving multiple COMMITTS projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

Corporate Labor Category \_\_\_\_\_

Govt. Site Rates \_\_\_\_\_ Contractor Site Rates \_\_\_\_\_

**Task Order Project Leader/Director** - Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's COMMITTS Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Reports in writing and orally to contractor management and Government representatives.

Corporate Labor Category \_\_\_\_\_

Govt. Site Rates \_\_\_\_\_ Contractor Site Rates \_\_\_\_\_

**Functional [Subject Matter] Expert** - Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communication skills.

Corporate Labor Category \_\_\_\_\_

Govt. Site Rates \_\_\_\_\_ Contractor Site Rates \_\_\_\_\_

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**Quality Assurance Specialist** - Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual task order. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.

Corporate Labor Category \_\_\_\_\_

Govt. Site Rates \_\_\_\_\_ Contractor Site Rates \_\_\_\_\_

**Technical Writer** - 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.

Corporate Labor Category \_\_\_\_\_

Govt. Site Rates \_\_\_\_\_ Contractor Site Rates \_\_\_\_\_

**Computer/Telecommunications Security Systems Specialist** - Analyzes and defines security requirements for a variety of computer and telecommunications issues. Designs, develops, engineers, and implements solutions to requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs. Performs risk analyses which also include risk assessment. Develops, analyzes, and implements security architecture(s) as appropriate.

Corporate Labor Category \_\_\_\_\_

Govt. Site Rates \_\_\_\_\_ Contractor Site Rates \_\_\_\_\_

**IRM Analyst** - Ensures problem resolution and customer satisfaction for individual task orders. Performs technical and administrative efforts for tasks, including review of work products for correctness, compliance with industry accepted standards, federal government legislative and regulatory requirements, and user standards specified in task orders. Develops requirements of IT product/service (including specifications, feasibility studies, requirements analysis, etc.) from inception to conclusion on simple to complex projects.

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**Training Specialist** - Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

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