



**Science Applications International Corporation
Logistics Worldwide (LOGWORLD) 874V
Contract No. GS-10F-0091L
Labor Categories, Description, and Minimum Qualifications**

Administrative Support

◆ Administrative Support I

Job Duties

Knowledge of general office procedures. Experienced in use of personal computers. Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input.

Job Qualifications

Administrative Support I—High school diploma or equivalent

◆ Administrative Support II

Job Duties

Knowledge of general office procedures. Proficient in use of personal computers and a basic knowledge of typical user applications. Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input.

Job Qualifications

Administrative Support II—High school diploma or equivalent and three years of general experience

◆ Administrative Support III

Job Duties

Knowledge of general and specific office procedures. Proficient in use of personal computers and experienced in typical user applications. Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input.

Job Qualifications

Administrative Support III—High school diploma or equivalent and five years of general experience

◆ **Administrative Support IV**

Job Duties

Accomplished in the office environment. Knowledge of general and specific office procedures. Extensive use of personal computers and highly experienced in typical user applications. Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input.

Job Qualifications

Administrative Support IV—High school diploma or equivalent and seven years of general experience

◆ **Administrative Support V**

Job Duties

Accomplished in the office environment. Knowledge of general and specific office procedures. Extensive use of personal computers and highly experienced in typical user applications and knowledge of advanced applications. Performs duties with latitude. May supervise or train others. Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input.

Job Qualifications

Administrative Support V—Bachelor's degree or equivalent and three years of general experience

◆ **Administrative Support VI**

Job Duties

Highly accomplished in the office environment. Knowledge of general and specific office procedures. Extensive use of personal computers and highly experienced in advanced user applications. Performs duties with latitude. May supervise or train others. Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input.

Job Qualifications

Administrative Support VI—Bachelor's degree or equivalent and five years of general experience.

Business Specialist

◆ Business Specialist I

Job Duties

Entry-level knowledge in the area of business and finance. Provides assistance with all labor efforts identified as business and finance in nature, including but not limited to, project control, project planning and scheduling.

Job Qualifications

Business Specialist I—High school diploma or equivalent and four years of general experience

◆ Business Specialist II

Job Duties

General knowledge in the area of business and finance. Assists and participates in all labor efforts identified as business and finance in nature, including but not limited to, project control, project planning and scheduling, and cost estimating.

Job Qualifications

Business Specialist II—High school diploma or equivalent and six years of general experience

◆ Business Specialist III

Job Duties

Detailed knowledge in the area of business and finance. Performs all labor efforts identified as business and finance in nature, including but not limited to, project control, project planning and scheduling, and cost estimating.

Job Qualifications

Business Specialist III—Bachelor's degree or equivalent and two years of general experience

◆ Business Specialist IV

Job Duties

High level of knowledge in the area of business and finance. Performs with some latitude all labor efforts identified as business and finance in nature, including but not limited to, project control, project planning and scheduling, and cost estimating.

Job Qualifications

Business Specialist IV—Bachelor's degree or equivalent and six years of general experience

◆ Business Specialist V

Job Duties

Accomplished in the area of business and finance. Performs with latitude all labor efforts identified as business and finance in nature, including but not limited to, project control, project planning and scheduling, and cost estimating. May supervise others.

Job Qualifications

Business Specialist V—Bachelor's degree or equivalent and eight years of general experience.

Information Engineer

◆ **Information Engineer I**

Job Duties

Assists in performing information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects; and performs systems analysis; design and programming using computer-aided software engineering (CASE) and IE tools and methods, systems planning, business information planning, and business analysis.

Job Qualifications

Information Engineer I—Bachelor's degree or equivalent and two years of general experience

◆ **Information Engineer II**

Job Duties

Assists and participates in performing information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects; and performs systems analysis; design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis.

Job Qualifications

Information Engineer II—Bachelor's degree or equivalent and four years of general experience

◆ **Information Engineer III**

Job Duties

Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects; and performs systems analysis; design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis.

Job Qualifications

Information Engineer III— Bachelor's degree or equivalent and six years of general experience

◆ **Information Engineer IV**

Job Duties

Performs with high level of technical competence information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects; and performs systems analysis; design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. May supervise others.

Job Qualifications

Information Engineer IV— Bachelor's degree or equivalent and eight years of general experience

◆ **Information Engineer V**

Job Duties

Performs with extremely high level of technical competence and analytical skill information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects; and performs systems analysis; design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. May supervise others.

Job Qualifications

Information Engineer V—Master's degree or equivalent and 10 years of general experience

Systems Analyst

◆ **Systems Analyst I**

Job Duties

Performs systems analysis of computer and communications or network systems. Supports the installation of basic computer operating systems, network, and application software, and computer/ network hardware. Provides hotline support to customers and performs basic troubleshooting.

Job Qualifications

Systems Analyst I—Bachelor's degree or equivalent

◆ **Systems Analyst II**

Job Duties

Performs systems analysis of computer and communications or network systems. Supports the installation of basic computer operating systems, network, and application software, and computer/ network hardware. Provides hotline support to customers and performs basic and non-routine troubleshooting.

Job Qualifications

Systems Analyst II—Bachelor's degree or equivalent and two years of general experience

◆ **Systems Analyst III**

Job Duties

High level of technical knowledge of systems analysis of computer and communications or network systems. Supports the installation of complex computer operating systems, network, and application software, and computer/ network hardware. Provides hotline support to customers and possesses high degree of basic and non-routine troubleshooting skills.

Job Qualifications

Systems Analyst III—Bachelor's degree or equivalent and six years of general experience

◆ **Systems Analyst IV**

Job Duties

Highly competent in performing systems analysis of computer and communications or network systems. Supports the installation of complex computer operating systems, network, and application software, and computer/network hardware. Provides non-routine hotline support and expertise to customers and possesses very high degree of basic and non-routine troubleshooting skills. May supervise or train other personnel.

Job Qualifications

Systems Analyst IV—Bachelor's degree or equivalent and eight years of general experience

◆ **Systems Analyst V**

Job Duties

Extremely high level of technical competency in systems analysis of computer and communications or network systems. Responsible for the installation of computer operating systems, network, and application software, and computer/network hardware. Operates with appreciable latitude. Provides non-routine hotline support to customers and possesses extremely high degree of troubleshooting skills in resolving complex issues. May supervise or train other personnel.

Job Qualifications

Systems Analyst V—Bachelor's degree or equivalent and 10 years of general experience.

Logistics Technician

◆ **Logistics Technician I**

Job Duties

Entry-level knowledge of basic logistics functions. Assists in performing routine logistics duties that are broad in nature and include warehousing, packaging, shipping, and maintaining,

repairing, and operating facilities and/or equipment. Works under close supervision. Receives detailed instructions on all work.

Job Qualifications

Logistics Technician I—High school diploma or equivalent

◆ **Logistics Technician II**

Job Duties

Familiarity with basic logistics functions. Performs support tasks in a variety of routine logistics functions that are broad in nature and include warehousing, packaging, shipping, and maintaining, repairing, and operating facilities and/or equipment. Works under supervision. Receives general instruction on routine work, detailed instruction on new assignments.

Job Qualifications

Logistics Technician II—High school diploma or equivalent and two years of general experience

◆ **Logistics Technician III**

Job Duties

General knowledge of basic logistics functions. Assists in performing a variety of logistics functions that are broad in nature and include warehousing, packaging, shipping, and maintaining, repairing, and operating facilities and/or equipment. Works under supervision. Receives no instruction on routine work, general instruction on new assignments.

Job Qualifications

Logistics Technician III—High school diploma or equivalent and four years of general experience

◆ **Logistics Technician IV**

Job Duties

Detailed knowledge of basic logistics functions. Works under supervision to perform a variety of logistics functions that are broad in nature and include warehousing, packaging, shipping, and maintaining, repairing, and operating facilities and/or equipment.

Job Qualifications

Logistics Technician IV—High school diploma or equivalent and six years of general experience

◆ **Logistics Technician V**

Job Duties

Detailed knowledge of and experienced in performing basic logistics functions. Works under supervision to perform a variety of logistics functions that are broad in nature and include warehousing, packaging, shipping, and maintaining, repairing, and operating facilities and/or equipment.

Job Qualifications

Logistics Technician V—Bachelor’s degree or equivalent and two years of general experience

◆ **Logistics Technician VI**

Job Duties

Highly competent and experienced with basic logistics functions. Performs a variety of logistics functions that are broad in nature and include warehousing, packaging, shipping, and maintaining, repairing, and operating facilities and/or equipment. May provide instruction on routine tasks to junior level logistics technicians.

Job Qualifications

Logistics Technician VI—Bachelor’s degree or equivalent and four years of general experience

◆ **Logistics Technician VII**

Job Duties

Highly competent and experienced with complex logistics functions. Performs a variety of logistics functions that are broad in nature and include warehousing, packaging, shipping, and maintaining, repairing, and operating facilities and/or equipment. Provides instruction and guidance to junior level logistics technicians

Job Qualifications

Logistics Technician VII—Bachelor’s degree or equivalent and six years of general experience

◆ **Logistics Technician VIII**

Job Duties

Extremely competent and experienced with complex logistics functions. Performs a variety of logistics functions that are broad in nature and include warehousing, packaging, shipping, and maintaining, repairing, and operating facilities and/or equipment. Provides instruction and guidance to junior level logistics technicians. May supervise others.

Job Qualifications

Logistics Technician VIII—Bachelor’s degree or equivalent and eight years of general experience.

Program/Project Manager

◆ **Program/Project Manager I**

Job Duties

Competent in managing routine project operations. Ensures project schedules are met. Ensures system resources are used effectively. Responsible for overall management of the specific task order(s).

Job Qualifications

Program/Project Manager I—Bachelor's degree or equivalent and six years of general experience

◆ **Program/Project Manager II**

Job Duties

Highly competent in managing routine project operations. Ensures project schedules are met. Ensures system resources are used effectively. Responsible for overall management of the specific task order(s).

Job Qualifications

Program/Project Manager II—Bachelor's degree or equivalent and eight years of general experience

◆ **Program/Project Manager III**

Job Duties

High level of competence in managing routine and complex project operations. Provides managerial direction to ensure project schedules are met and ensure system resources are used effectively. Responsible for overall management of the specific task order(s).

Job Qualifications

Program/Project Manager III—Bachelor's degree or equivalent and 10 years of general experience

◆ **Program/Project Manager IV**

Job Duties

Extremely high level of competence and analytical skill in managing moderately complex project operations. Provides managerial direction to ensure project schedules are met and ensure system resources are used effectively. Responsible for overall management of the specific task order(s). Operates with some degree of latitude.

Job Qualifications

Program/Project Manager IV—Bachelor's degree or equivalent and 12 years of general experience

◆ **Program/Project Manager V**

Job Duties

Extremely high level of competence and analytical skill in managing highly complex project operations. Provides managerial direction to ensure project schedules are met and ensure system resources are used effectively. Responsible for overall management of the specific task order(s). Operates with appreciable latitude.

Job Qualifications

Program/Project Manager V—Master’s degree or equivalent and 12 years of general experience.

Business Analyst

◆ Business Analyst I

Job Duties

Familiar with a variety of routine logistics tasks. Assists others with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Work under close supervision. Normally receives detailed instructions on all work.

Job Qualifications

Business Analyst I—Bachelor’s degree or equivalent and two years of general experience

◆ Business Analyst II

Job Duties

Experienced in performing a variety of routine logistics tasks. Participates in the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Works under supervision. Receives general instruction on routine work, detailed instruction on new assignments.

Job Qualifications

Business Analyst II—Bachelor’s degree or equivalent and four years of general experience

◆ Business Analyst III

Job Duties

Accomplished in the performance of a variety of moderately complex logistics tasks concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Works under minimal supervision. Receives no instruction on routine work, general instruction on new assignments.

Job Qualifications

Business Analyst III—Bachelor’s degree or equivalent and six years of general experience

◆ Business Analyst IV

Job Duties

Highly accomplished in the performance of a variety of complex logistics tasks concerned with the design, implementation, operation, and performance of logistics functions, including supply

chain, acquisition, distribution, and transportation. May provide guidance and instructions to junior staff.

Job Qualifications

Business Analyst IV—Bachelor’s degree or equivalent and eight years of general experience

◆ **Business Analyst V**

Job Duties

Extremely accomplished in the performance of a variety of complex logistics tasks concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Operates with some degree of latitude. May provide guidance and instruction to junior staff. May supervise others.

Job Qualifications

Business Analyst V—Bachelor’s degree or equivalent and 10 years of general experience

◆ **Business Analyst VI**

Job Duties

Provides oversight and direction in the performance of a variety of highly complex logistics tasks concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Operates with appreciable latitude. May supervise others.

Job Qualifications

Business Analyst VI—Master’s degree or equivalent and 10 years of general experience.

Management Consultant

◆ **Management Consultant I**

Job Duties

Participates in a variety of logistics engineering tasks concerned with the design, implementation, operation and performance of logistics functions, including supply chain, acquisition, distribution, and transportation.

Job Qualifications

Management Consultant I—Bachelor’s degree or equivalent and four years of general experience

◆ **Management Consultant II**

Job Duties

Accomplished in performing a variety of logistics engineering tasks concerned with the design, implementation, operation and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Assists in supervising a team of logisticians through project completion.

Job Qualifications

Management Consultant II—Bachelor's degree or equivalent and six years of general experience

◆ **Management Consultant III**

Job Duties

High level of competence in performing a variety of moderately complex logistics engineering tasks concerned with the design, implementation, operation and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Supervises a team of logisticians through project completion.

Job Qualifications

Management Consultant III—Bachelor's degree or equivalent and eight years of general experience

◆ **Management Consultant IV**

Job Duties

High level of competence and analytical skill in performing a variety of moderately and highly complex logistics engineering tasks concerned with the design, implementation, operation and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Provides technical and managerial direction to a team of logisticians through project completion.

Job Qualifications

Management Consultant IV—Master's degree or equivalent and 10 years of general experience

◆ **Management Consultant V**

Job Duties

Extremely high level of competence and analytical skill. Oversees the management of a variety of complex logistics engineering tasks concerned with the design, implementation, operation and performance of logistics functions, including supply chain, acquisition, distribution, and transportation. Provides advice and guidance to a team of logisticians.

Job Qualifications

Management Consultant V—Master's degree or equivalent and 12 years of general experience.

Logistics Consultant

◆ Logistics Consultant I

Job Duties

Provides expert functional and technical support to top-level management to integrate the best industry practices and reduce risk in implementing new technologies, methods, and processes. This includes expertise in one or more of the following: basic logistics systems, tools, assessments of existing supply chains, implementation and change strategies, life-cycle impact analyses, facility and location consolidations, and transportation modeling.

Job Qualifications

Logistics Consultant I—Bachelor's degree or equivalent and six years of general experience

◆ Logistics Consultant II

Job Duties

Provides expert functional and technical support to top-level management to integrate the best industry practices and reduce risk in implementing new technologies, methods, and processes. This includes expertise in one or more of the following: moderately complex logistics systems, tools, assessments of existing supply chains, implementation and change strategies, life-cycle impact analyses, facility and location consolidations, and transportation modeling.

Job Qualifications

Logistics Consultant II—Bachelor's degree or equivalent and 10 years of general experience

◆ Logistics Consultant III

Job Duties

Provides expert functional and technical support to top-level management to integrate the best industry practices and reduce risk in implementing new technologies, methods, and processes. This includes expertise in one or more of the following: highly complex logistics systems, tools, assessments of existing supply chains, implementation and change strategies, life-cycle impact analyses, facility and location consolidations, and transportation modeling.

Job Qualifications

Logistics Consultant III—Master's degree or equivalent and 10 years of general experience.

Procurement Specialist

◆ Procurement Specialist I

Job Duties

Entry-level knowledge of buying goods and services. Provides support to higher-level staff in

processing requests for purchase of parts or repair of materiel. Assists in locating sources of supplies and requesting quotes from vendors. Work is closely managed. Normally receives detailed instructions on all work.

Job Qualifications

Procurement Specialist I—High school diploma or equivalent

◆ **Procurement Specialist II**

Job Duties

General experience in buying goods and services. Assists in processing requests for purchase of parts or repair of materiel. Participates in locating sources of supplies, and processing requests quotes from vendors. Prepares purchase order documents, tracks status, and expedites orders according to customer requirements. Work is closely managed. Normally receives detailed instructions on all work.

Job Qualifications

Procurement Specialist II—High school diploma or equivalent and four years of general experience

◆ **Procurement Specialist III**

Job Duties

Varied experienced in buying goods and services. Receives requests for purchase of parts or repair of materiel. Locates sources of supplies, requests quotes from vendors, evaluates bids, and selects the most qualified source. Issues purchase orders, tracks status, and expedites orders according to customer requirements. Receives general instruction on routine work, detailed instruction on new assignments.

Job Qualifications

Procurement Specialist III—Bachelor's degree or equivalent and four years of general experience

◆ **Procurement Specialist IV**

Job Duties

Highly experienced in buying goods and services. Receives requests for purchase of parts or repair of materiel. Locates sources of supplies, requests quotes from vendors, evaluates bids, and selects the most qualified source. Issues purchase orders, tracks status, and expedites orders according to customer requirements. Communications with customers are in person, electronically, or by telephone. Automated and Internet-based systems are used for most functions.

Job Qualifications

Procurement Specialist IV—Bachelor's degree or equivalent and six years of general experience

◆ **Procurement Specialist V**

Job Duties

Highly diverse experience in buying goods and services. Provide guidance and instruction to junior staff in processing requests for purchase of parts or repair of materiel. Locates sources of supplies, requests quotes from vendors, evaluates bids, and selects the most qualified source. Issues purchase orders, tracks status, and expedites orders according to customer requirements. Communications with customers are in person, electronically, or by telephone. Automated and Internet-based systems are used for most functions. Operates with latitude.

Job Qualifications

Procurement Specialist V—Bachelor's degree or equivalent and eight years of general experience.

Quality Assurance Specialist

◆ Quality Assurance Specialist I

Job Duties

General knowledge in the area of quality assurance. Experienced in performing quality assurance including maintaining quality records, performing quality audits, and maintaining quality assurance standards to meet evolving industry and government quality requirements. Reports independently of line management for functions being audited or where inspections are performed.

Job Qualifications

Quality Assurance Specialist I—High school diploma or equivalent and six years of general experience

◆ Quality Assurance Specialist II

Job Duties

High level of technical competence in the area of quality assurance. Provides guidance and instruction to others in performing quality assurance including maintaining quality records, performing quality audits, and maintaining quality assurance standards to meet evolving industry and government quality requirements. Reports independently of line management for functions being audited or where inspections are performed.

Job Qualifications

Quality Assurance Specialist II—Bachelor's degree or equivalent and four years of general experience.

Substitution/Equivalency

GED or vocational degree = high school diploma

AS/AA degree = two (2) years general experience

BS/BA = six (6) years general experience

MS/MA = four (4) years general experience

Ph.D. = three (3) years general experience

Example: MS/MA degree = BS/BA + four (4) years of general experience