



## Commercial Labor Categories and Guarantees

Odyssey offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Odyssey does allow experience to substitute for education requirements. Odyssey's criteria for substituting experience for educational degrees are:

**Associate Degree:**

Two (2) years of additional specific, related experience with similar functional responsibilities.

**Bachelors Degree:**

Associates Degree plus four (4) years of additional specific, related experience with similar functional responsibilities.

**Graduate Degree:**

Bachelors Degree plus four (4) years of additional general experience and two (2) additional years of specific related experience with similar functional responsibilities.

## Labor Categories and Descriptions

**Commercial Job Title: PROGRAM DIRECTOR, PM03**

**Minimum /General Experience:** Has fifteen (15) years of progressive experience in a combination of systems acquisition, management information systems, software development and computer communications support activities such as computer operations, network design and operation, communications, etc. Has ten-(10) years program/project management experience.

**Functional Responsibilities:** Responsible for the direction of a large, complex program(s) or a particular function(s), which may involve a single or several customer locations. Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet the customer's requirements. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Ensures conformance with schedules and costs.

**Minimum Education:** Possesses a master's degree in computer science, information systems, business administration or other related technical or scientific discipline.

**Commercial Job Title: PROGRAM MANAGER, PM02**

**Minimum/General Experience:** Has ten (10) years of progressive experience in a combination of systems acquisition, software development and computer communications support activities such as computer operations, data communications, network design, and/or operation, repair, and maintenance activities; has five (5) years program management experience.

**Functional Responsibilities:** Organizes, directs, and manages the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial computer support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

**Minimum Education:** Possesses a bachelor's degree in computer sciences, information systems, business administration or other related technical or scientific discipline.

**Commercial Job Title: TASK MANAGER, PM01**

**Minimum/General Experience:** Has six- (6) years experience in related technical and management discipline.

**Functional Responsibilities:** Works under general supervision of overall project manager of higher-level company management. Is responsible for the management of a specific task, or for a particular portion of a larger, more complex project. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project. Performs studies, analyses, and tests on projects or tasks that involve conventional plans, investigations, analyses, etc. Receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

**Minimum Education:** Possesses a bachelor's degree in computer science or other related technical or scientific discipline

**Commercial Job Title: PRINCIPAL FUNCTIONAL AREA ANALYST/SPECIALIST, FA07**

**Minimum/General Experience:** Has twelve (12) years progressive experience, selectively or in combination, within the general functional area and eight (8) years specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Responsible for the management of a large, complex systems acquisition program/project or major functional areas. Possesses demonstrated advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Plans, develops or supports programs/projects; establishes objectives and requirements; adapts and applies applicable technical, administrative, financial and business processes and procedures; develops budgets; develops program/project standards and schedules; monitors outside resources; coordinates and reviews work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical interchange meetings, etc. Works independently under general guidelines or objectives and

directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent.

**Minimum Education:** Possesses bachelor's and master's degree in related technical or business discipline.

**Commercial Job Title: FUNCTIONAL AREA ANALYST/ SPECIALIST VI, FA06**

**Minimum/General Experience:** Has ten (10) years progressive experience, selectively or in combination, within the general functional area and six (6) years specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Responsible for the management of a single large (or several smaller) systems acquisition programs/projects or a major functional area. Possesses demonstrated technical and managerial skills; fully knowledgeable of all aspects of the program or programs under his/her management. Plans, develops or supports programs/projects; establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor. Employs a high degree of creativity, foresight and judgment to plan, organize and guide programs.

**Minimum Education:** Possesses a bachelor's degree in related technical or business discipline.

**Commercial Job Title: FUNCTIONAL AREA ANALYST/SPECIALIST V, FA05**

**Minimum/General Experience:** Has ten (10) years progressive experience, selectively or in combination, within the general functional area and six (6) years specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Responsible for the management of a single systems acquisition program/project or a major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management; establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor.

**Minimum Education:** Possesses a bachelor's degree in related technical or business discipline.

**Commercial Job Title: FUNCTIONAL AREA ANALYST/SPECIALIST IV, FA04**

**Minimum/General Experience:** Has seven- (7) years progressive experience within the general functional area and four- (4) years specialized experience working in the specialized functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Performs a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses own knowledge and information supplied relative to the technical or administrative aspects of the program to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Organizes and maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.

**Minimum Education:** Possesses a bachelor's degree in a related technical or business discipline.

**Commercial Job Title: ASSOCIATE FUNCTIONAL AREA ANALYST/SPECIALIST III, FA03**

**Minimum/General Experience:** Has five- (5) years progressive experience within the general functional area and two- (2) years specialized experience working in the specified functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

**Minimum Education:** Possesses a bachelor's degree in a related technical or business discipline.

**Commercial Job Title: FUNCTIONAL AREA ANALYST/SPECIALIST II, FA02**

**Minimum/General Experience:** Has three- (3) years progressive experience within the general functional area and two- (2) years specialized experience working in the specialized functional area. Applicable functional areas include systems engineering, acquisition management,

business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Performs routine assignments on a range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses information supplied to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks. Works under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.

**Minimum Education:** Possesses a bachelor's degree in a related technical or business discipline.

**Commercial Job Title: FUNCTIONAL AREA ANALYST/SPECIALIST I, FA01**

**Minimum/General Experience:** Has two- (2) years experience within the general functional area and one (1) year of specialized experience working in the specified functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Performs routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, prepares draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems. Works under guidelines established by supervisor; receives instructions on specific assignment objectives, features, possible solutions, etc. Work is reviewed for consistency and completeness.

**Minimum Education:** Possesses a bachelor's degree in a related technical or business discipline.

**Commercial Job Title: PRINCIPAL SUBJECT MATTER EXPERT, SM04**

**Minimum/General Experience:** In addition to general experience and knowledge of the particular area involved, must have twenty (20) years of progressive experience in the specific area to be supported.

**Functional Responsibilities:** This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The customer must approve the use of this category on a case by case basis.

**Minimum Education:** Possesses master's and doctorate degree in a technical or scientific field related to the task. Certification as a registered professional engineer may be substituted for the doctorate degree requirement.

**Commercial Job Title: SENIOR SUBJECT MATTER EXPERT, SM03**

**Minimum/General Experience:** In addition to general experience and knowledge of the particular area involved, must have fifteen (15) years of progressive experience in the specific area to be supported.

**Functional Responsibilities:** This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The customer must approve the use of this category on a case by case basis.

**Minimum Education:** Possesses bachelor's and master's degrees in computer sciences, information systems, engineering or other related technical or scientific discipline related to the task to be supported.

**Commercial Job Title: SUBJECT MATTER EXPERT II, SM02**

**Minimum/General Experience:** Has twelve (12) years of progressive experience in the area to be supported.

**Functional Responsibilities:** This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The customer must approve the use of this category on a case by case basis.

**Minimum Education:** Possesses a bachelor's and master's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported.

**Commercial Job Title: SUBJECT MATTER EXPERT I, SM01**

**Minimum/General Experience:** Has ten (10) years of progressive experience in the area to be supported.

**Functional Responsibilities:** This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The customer must approve the use of this category on a case by case basis.

**Minimum Education:** Possesses a bachelor's degree in computer sciences, information systems, engineering, or other related technical or scientific discipline related to the task to be supported.

**Commercial Job Title: PRINCIPAL SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER, CE05**

**Minimum/General Experience:** Has twelve (12) years progressive experience performing advanced studies in the planning, design, development, and modification of complex communications, data network, and hardware systems.

**Functional Responsibilities:** Works virtually independent of any direct supervision in performing highly complex communications, network or hardware engineering tasks and systems studies in

support of clients' needs. Directs and/or participates in highly complex advanced studies and comparisons of costs, efficiency, and reliability of associated technologies. Investigates, interprets, and evaluates highly complex systems requirements, and recommends specific modifications and areas requiring further study. Investigates, analyzes, and compares existing systems or subsystems and makes specific recommendations to increase their scope and improve their performance to meet the clients' requirements and ensure the achievement of assigned technical objectives. Responsible for design, integration, operations, and management of complex enterprise networks, linking a variety of computing platforms, operating systems, network topologies and network protocols. Makes recommendations related to the network architecture, evaluation of related hardware and software products, and network problem resolution.

**Minimum Education:** Possesses a bachelor's and master's degree in computer sciences, information systems, business, engineering, or other related technical or scientific discipline.

**Commercial Job Title:** SYSTEMS/NETWORK/COMMUNICATIONS ENGINEER, CE04

**Minimum/General Experience:** Has ten (10) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.

**Functional Responsibilities:** Conducts research and investigates new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates, resolves, or circumvents network problems.

**Minimum Education:** Possesses a bachelor's degree in computer sciences, information systems, business, engineering, or other related technical or scientific discipline.

**Commercial Job Title:** SYSTEMS/NETWORK/ COMMUNICATIONS ENGINEER III, CE03

**Minimum/General Experience:** Has eight (8) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and/or hardware systems.

**Functional Responsibilities:** Conducts research utilizing state-of-the-art technology. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Participates in complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs complex network engineering tasks and system studies. Investigates, interprets, and evaluates complex system requirements, and recommends specific modifications and/or areas requiring further study. Implements enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates and resolves network problems.

**Minimum Education:** Possesses a bachelor's degree in computer sciences, information systems, business, engineering, or other related technical or scientific discipline.

**Commercial Job Title: SYSTEMS/NETWORK/ COMMUNICATIONS ENGINEER II, CE02**

**Minimum/General Experience:** Has five (5) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network and/or hardware systems.

**Functional Responsibilities:** Assists in the design, operation, and performance of major telecommunications systems and networks including transmission concepts and technologies, access services, circuit types and costs, networking, and voice and data equipment. Has experience with communications systems, PC and server operating systems, network products, protocols, etc.

**Minimum Education:** Possesses a bachelor's degree in computer sciences, information systems, business, engineering, or other related technical or scientific discipline.

**Commercial Job Title: SYSTEMS/NETWORK/ COMMUNICATIONS ENGINEER I, CE01**

**Minimum/General Experience:** Has two (2) years progressive experience performing advanced studies in the planning, design, development, and modification of voice and/or data network systems.

**Functional Responsibilities:** Under direct supervision, assists in analyzing customer's voice, data, and image requirements, and develops cost-effective solutions. Prepares work plans and schematics for the placement, implementation, rearrangement, or removal of voice, data, and video/audio cables and associated hardware; assists in analyzing, selecting, and designing circuit paths, transmission logic, and hardware; assists in evaluating projected network usage, signaling characteristics, and proposed network media; and recommends media that will ensure transport and receipt of voice, data, and video/audio signaling.

**Minimum Education:** Possesses a bachelor's degree in computer sciences, information systems, business engineering, or other related technical or scientific discipline.

**Commercial Job Title: SENIOR ENGINEERING TECHNICIAN, ST02**

**Minimum/General Experience:** Has eight (8) years of progressive experience in the installation, maintenance and operation of equipment related to area of technical expertise.

**Functional Responsibilities:** Works independently, with minimal supervision, in assessing complex problems and developing/selecting alternative solutions. Responds to user help calls referred by the help desk or other managers. Diagnoses end-user equipment. Performs board level maintenance and swap out of component parts for ADPE, including PCs, printers, plotters, NIUs, etc. Performs tests to locate problems using diagnostic software and electronic test equipment. Repairs/replaces broken or non-functional parts that prevent proper operation of mechanical devices. Tests ADPE to validate functionality. Installs and/or relocates hardware and software at a designated location and assists users with initial operating instructions.

**Minimum Education:** Possesses an associates degree and/or technical school certification in related area.

**Commercial Job Title: ENGINEERING TECHNICIAN, ST01**

**Minimum/General Experience:** Has three (3) years of experience in the installation, maintenance and operation of equipment related to area of technical expertise.

**Functional Responsibilities:** Performs minor maintenance tasks under the supervision of a Senior Engineering Technician. Loads and unloads equipment and accounts for items received. Installs and relocates end-user devices. Performs labor-intensive wiring and cabling tasks.

**Minimum Education:** Possesses a high school diploma and/or technical school certification in related area.

**Commercial Job Title: PROJECT ADMINISTRATOR, PA01**

**Minimum/General Experience:** Has five (5) years experience performing routine administrative support such as preparing reports, helping with schedules, preparing plans, typing, etc.

**Functional Responsibilities:** Prepares and coordinates schedules to complete proposals, conduct task order reviews, prepare briefings, and ensure contract deliverables. Maintains computer-based files, implements executive commitments, and supervises administrative staff.

**Minimum Education:** Possesses an Associate's degree.

**Commercial Job Title: CONSULTANT, CN01**

**Minimum/General Experience:** Has ten- (10) years progressive experience in the area to be supported.

**Functional Responsibilities:** Recognized expert in the field as evidenced by past performance, publications, or patents, and 10 years of progressive experience in the application and development of systems in the area of specialty. The specialty may relate to a variety of development or support functions that require special expertise, because of the degree of complexity, impact on mission, or novelty of approach. Primary responsibility for advising on the proper approach to the solution of a highly complex functional problem for a major customer hardware/software system, or the design and development of a major new system, or total redesign of an existing system.

**Minimum Education:** Possesses a Bachelor's degree.

**Commercial Job Title: PRINCIPAL ACQUISITION SPECIALIST, AS05**

**Minimum/General Experience:** Has twenty years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

**Functional Responsibilities:** Analyzes, evaluates and advises on all aspects of programs to include organizational development and operations, acquisition strategy, budgeting, scheduling, strategic planning, resource management, technical competency. Supports the acquisition of complex systems. Measures performance, evaluates progress, conducts risk assessments, and evaluates technical issues. Evaluates, proposes and implements innovative strategies to achieve program goals. Advises the client on discussions and negotiations regarding major programs or international sales and security assistance.

**Minimum Education:** Possesses a Bachelor's degree.

**Commercial Job Title: SENIOR ACQUISITION ANALYST, AS04**

**Minimum/General Experience:** Has fifteen years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

**Functional Responsibilities:** Analyzes, evaluates and advises on all aspects of programs to include organizational development and operations, acquisition strategy, budgeting, scheduling, strategic planning, resource management, technical competency, and to evaluate innovative strategies to achieve program goals. Supports the acquisition of complex systems. Measures performance, evaluates progress, conducts risk assessments, and evaluates technical issues. Work requires technical ability to assess cost and implications of budgeting and strategic decisions on program.

**Minimum Education:** Possesses a Bachelor's degree.

**Commercial Job Title: ACQUISITION SPECIALIST III, AS03**

**Minimum/General Experience:** Has twelve years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

**Functional Responsibilities:** Assists in development planning, requirements analysis, concept development and evaluation, technology planning, and interoperability analyses. Supports the acquisition of complex systems. Supports development of procurement or program planning documents. Measures performance, evaluates progress, conducts risk assessments, and evaluates technical issues.

**Minimum Education:** Possesses a Bachelor's degree

**Commercial Job Title: ACQUISITION SPECIALIST II, AS02**

**Minimum/General Experience:** Has eight-(8) years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

**Functional Responsibilities:** Assists in development planning, requirements analysis, concept development and evaluation, technology planning, and interoperability analyses. Supports the acquisition of complex systems. Measures performance, evaluates progress, conducts risk assessments, and evaluates technical issues.

**Minimum Education:** Possesses an Associate's degree.

**Commercial Job Title: ACQUISITION SPECIALIST I, AS01**

**Minimum/General Experience:** Has five- (5) years progressive experience in the design, engineering, specification, procurement, documentation, operation or support of systems or products.

**Functional Responsibilities:** Performs routine assignments associated with the procurement or support of systems or products. Supports preparation of procurement or project management documents. Maintains procurement, contract management, or foreign military sales case files; tracks preparation and delivery status of data deliverables. Supports preparation of complex

briefings and presentations. Attends meetings, design reviews, working groups and briefings; reports issues and problems. Work is reviewed for consistency and completeness.

**Minimum Education:** None.