

**FAA eFAST MOA
ATTACHMENT J-3
LABOR CATEGORY DESCRIPTIONS & QUALIFICATIONS**

Management series

Description: Management covers program and project management functions. The Program Manager is the most senior of the series and has responsibility for more than one project or has responsibility for a very large project. The Technical Project Manager provides normal PM functions including technical leadership, QA and decision oriented recommendations. The Administrative Project Manager covers contracts and situations that require no technical leadership and provides status, progress reporting while providing an administrative connection between onsite contractor staff and a contractor's home office.

Qualifications:

1. In the project management categories, the educational requirement is identical to the non-support series in the functional area.
2. The Project Control Analyst experience must be relevant to project control. The experience must be similar or identical to the following: project schedule, project plan, critical path and dependency analysis, resource allocation, baseline management, status monitoring, and related project management activities.
3. For the Program Manager, and Technical Project Manager categories, Project Management Professional (PMP) or equivalent project or program management certification is required.

Program Manager (required degree + 15 relevant years)

Technical Project Manager (required degree + 10 relevant years)

Administrative Project Manager (required degree + 10 relevant years)

Task Leader (required degree + 5 relevant years)

Project Control Analyst (required degree + 2 relevant years)

Scientist/Engineer/Systems Analyst series

Description: This series covers engineers, professional licensed engineers, scientists, and NAS systems analysts. The series is intended to provide services in support of NAS systems rather than business oriented IT systems. There are NAS support systems that are administrative in nature that have an active interface to the NAS that may require some of these skills to maintain and engineer the interface. The series is also intended to provide engineering service in support of Air Transportation Support activities for operational locations including facility maintenance, modification and remediation as well as various levels of equipment repair. Research and Development support service resources may be specified from this labor category series.

Qualifications: Engineering, math, and science degrees are required.

When supporting tasks that are Air Traffic Operations, Air Traffic Safety System, Air Traffic

Management, Air Traffic Operations Training, Air Traffic Safety System Training, or Air Traffic Management Training, for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

- Senior Ph.D. (required degree + 10 relevant years)
- Senior II (required degree + 15 relevant years)
- Senior Special Certification (required degree + certification + 10 relevant years)
- Senior (required degree + 8 relevant years)
- Intermediate II (required degree + 5 relevant years)
- Intermediate I (required degree + 3 relevant years)
- Associate (required degree + 1 relevant year)

Computer Scientist/Systems Analyst series

Description: This series provides computer engineering and computer systems analysis under the ES functional area; computer science and software engineering under the CSD and CSS functional areas. The major difference between the domains is typically the real time, safety critical, safety of flight orientation of the ES domain and the administrative systems domain of the CSD and CSS. These domains are related within the FAA and do overlap. For clarity a computer scientist working in the ES domains primarily focus on physical multiple sensor and communications systems, real time and safety of flight while the software engineer working in CSS would focus on database related workflow or administrative system.

Qualifications: Engineering, math, and science degrees are required.

When supporting tasks that are Information Technology Systems Architecture, Enterprise Architecture, or Network Analysis/Design/Test, for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

- Senior Ph.D. (required degree + 10 relevant years)
- Senior II (required degree + 15 relevant years)
- Senior Special Certification (required degree + certification + 10 relevant years)
- Senior (required degree + 8 relevant years)
- Intermediate II (required degree + 5 relevant years)
- Intermediate I (required degree + 3 relevant years)
- Associate (required degree + 1 relevant year)

Information Technology Analyst series

Description: This series provides information technology services in facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

Qualifications: Information systems, business systems, management information systems, IT Management, other IT degrees are required. Engineering, math, and science degrees are acceptable substitute degrees.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

System Security/Information Assurance Analyst series

Description: The security series provides NAS systems security engineering under ES and IT systems security in compliance with the NIST standards under CSD and CSS. This labor category covers all security related specialty engineering functions under engineering services and all information assurance functions under computer systems development and computer systems support.

Qualifications: Educational requirement is identical to the non-support series in the functional area. When supporting tasks that fall within the scope of the ES functional area, the degree and experience requirement is identical to the Scientist/Engineer/Analyst or the Computer Scientist/Systems Analyst. When supporting tasks that fall within the scope of the CSD and CSS functional areas, the degree and experience requirement is identical to the Computer Scientist/Systems Analyst.

In the System Security/Information Assurance Analyst labor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

Technical Writer

Description: This series provides support to read and analyze highly technical materials and to create presentations of that information. This may be specifications, drawings, user manuals, presentations, reports, or training documents. The series is intended for use on NAS systems under the ES functional area and on IT systems under the CSD functional area.

Qualifications: The educational requirement is identical to the non-support series in the functional area. When supporting tasks that fall within the scope of the ES functional area, the

degree and experience requirement is identical to the Scientist/Engineer/Analyst or the Computer Scientist/Systems Analyst. When supporting tasks that fall within the scope of the CSD functional area, the degree and experience requirement is identical to the Computer Scientist/Systems Analyst.

In the Technical Writer categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

Writer/Editor

Description: This series is to provide non-technical writing support. The writer may prepare documents as part of Business operations, or as part of Documentation and Training. The editor is focused on the same areas as the writer and can be applied in each area. This category includes the creation of content for web pages.

Qualifications: Education, English, journalism, history, political science or equivalent degrees are required.

In the Writer/Editor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

Acquisition/Procurement/Contract/Analyst series

Description: This series provides expertise ranging from senior level certified acquisition experts advising the implementation and management of major acquisitions, to more administrative processing of routine contractual actions. This series is unique in that it resides in BAM functional area, but requires insight and knowledge of all other functional areas.

Qualifications: A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of

the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

- Senior Ph.D. (required degree + 10 relevant years)
- Senior II (required degree + 15 relevant years)
- Senior Special Certification (required degree + certification + 10 relevant years)
- Senior (required degree + 8 relevant years)
- Intermediate II (required degree + 5 relevant years)
- Intermediate I (required degree + 3 relevant years)
- Associate (required degree + 1 relevant year)

Business/Financial/Management/Analyst series

Description: The business/financial/management/analyst series is focused on the coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

Qualifications: A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

- Senior Ph.D. (required degree + 10 relevant years)
- Senior II (required degree + 15 relevant years)
- Senior Special Certification (required degree + certification + 10 relevant years)
- Senior (required degree + 8 relevant years)
- Intermediate II (required degree + 5 relevant years)
- Intermediate I (required degree + 3 relevant years)
- Associate (required degree + 1 relevant year)

Training/Training Material Specialist series

Description: The training and documentation series appear only in the D&T functional area. These are specialist in creating and delivering training documentation. These are specialist in education, in teaching, and in creating structured lesson plans and formal training programs. These are not the technical experts who generate the more technical portion of the documents. They are covered in ES and CSD.

Qualifications: Training Material Specialist labor categories, education, English, journalism, history, or political science degrees are required.

In the Trainer/Training Material Specialist labor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

Technical Support series

Description: Technical support varies widely. In the ATS functional area, technical support includes everything from modification of facilities, to testing sites, remediation of sites, and similar technician activity. In BAM functional area, technical support includes graphical artist specialists. In CSD functional area, technical support includes graphical design. For ES functional area, technical support means technicians to support the engineering efforts. These may be test technicians, installation technicians, support technicians, etc. In CSD functional area, technical support is help desk, computer installation, copier support, telephone support, etc. In equipment maintenance, the technical support is an equipment repair technician and includes depot through field repairs.

Qualifications:

Level IV (HS + 10 relevant years)
Level III (HS + 6 relevant years)
Level II (HS + 3 relevant years)
Level I (HS + 0 relevant year)

Administrative Support series

Description: This series is office oriented, clerical, coordinating, in an administrative role. Typical functions include: telephone answering, desk staffing, copying, data entry, regular cyclical report generation, distribution, pre-defined task execution. BAM is the only one functional area that supplies administrative support.

Qualifications:

Level IV (HS + 10 relevant years)
Level III (HS + 6 relevant years)
Level II (HS + 3 relevant years)
Level I (HS + 0 relevant year)

Subject Matter Expert (SME)

The SME is not anticipated. The SME is not a senior expert with a special certification or a senior expert with a Ph.D. The expert is uniquely qualified and the need for the expertise as well as the supporting cost data are part of documenting the rationale for this category.

Introduction of New Service (IONS)

A new or improved service not currently available under any of the eFAST labor categories that has the potential to provide more economical or efficient means for the Government. It may be a service existing in the commercial market not yet introduced to the Federal

Government or a service that has been improved. As determined by the Government, there are no similar services available under an existing FA. IONS must be unique as its need and supporting cost data are part of documenting the rationale for this category.

Notes:

1. Non-support series: Labor categories other than Technical Support & Administrative Support
2. A college degree must be from a U.S. credited institution.
3. HS = high school diploma or GED

Allowable Substitutions:

1. A Master's degree in an appropriate discipline will be considered equivalent to two (2) years of relevant experience. A doctoral or Ph.D. degree in an appropriate discipline will be considered equivalent to four (4) years of relevant experience.
2. Eight (8) years of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree.
3. Four (4) years of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to an Associate's degree.
4. Six (6) years of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree, when combined with a certification equivalent to Project Management Professional(PMP), Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), Cisco Certified Network Professional (CCNP), Microsoft Certified Architect(MCA), Microsoft Certified Master(MCM), Microsoft Certified IT Professional (MCITP), Microsoft Certified Professional Developer (MCPD), MCSD, or Certified Professional Contract Manager (CPCM).
5. Three (3) years of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to an Associate's degree, when combined with a certification equivalent to Project Management Professional(PMP), Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), Cisco Certified Network Professional (CCNP), Microsoft Certified Architect(MCA), Microsoft Certified Master(MCM), Microsoft Certified IT Professional (MCITP), Microsoft Certified Professional Developer (MCPD), MCSD, or Certified Professional Contract Manager (CPCM).
6. In the support labor categories, an appropriate Bachelors' degree will be considered equivalent to two (2) years of general experience. In the support labor categories, an appropriate Associate's degree will be considered equivalent to one (1) year of general experience.

7. An accredited bachelor's or Master's degree not listed or not considered equivalent will be counted as one (1) year of relevant experience; an accredited Ph.D. degree not listed or not considered equivalent will be counted as (2) two years of relevant experience.

8. Relevant experience is experience directly reflecting the work, task or project being evaluated. The nature of the activities, analyses and work products must be very similar or identical to those of the intended project.

9. General experience is any experience.

10. There is no education substitution for Ph.D. categories.

11. Certification is official recognition of professional level expertise. Certification is official recognition by a trade association, industry organization, an industry or trade governance organization, an educational institution, a government agency or department, or a large corporation with a market dominant product. Certification denotes an advanced level of specific expertise commensurate with advanced educational degrees. Certification may result from work experience, education, training or a combination of these.