Oak Ridge Associated Universities

Professional Services Schedule | Schedule 00CORP

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule

FSC Group: CORP
Contract Number: GS-00F-195CA
Contract Period: 07/20/2015 – 07/19/2020
Business Size: Large

Points of Contact:

For Contractual Information
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Oak Ridge Associated Universities
100 ORAU Way, P.O. Box 117
Oak Ridge, Tennessee 37831-0117

www. orau.org

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 http://www.gsaadvantage.gov. For more information on ordering from Federal Supply Schedules, click on GSA Schedules at http://www.gsa.gov

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b. Prices

See GSA Schedule Price List and Training Courses sections of this document.

c. Labor categories

See GSA Schedule Price List and Labor Categories and Qualifications sections of this document.

2. Maximum order

$1,000,000

In accordance with FAR 8.404, there may be circumstances in which an ordering activity finds it advantageous to request a price reduction (e.g., when the quantity of an individual order clearly indicates the potential for obtaining a reduced price). To assist customer agencies in determining when they should seek a price decrease, a level called a Maximum Order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.

The contractor may:

- Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19);
- Offer the lowest price available under the contract; or,
- Decline the order; orders must be returned in accordance with FAR 52.216-19.

A delivery order for quantities that exceed the Maximum Order may be placed with the contractor selected in accordance with FAR 8.404.

Sales for orders that exceed the Maximum Order shall be reported in accordance with General Services Acquisition Regulation (GSAR) 552.238-72.

3. **Minimum order**
   $100.00.

4. **Geographic coverage (delivery area)**
   Domestic only.

5. **Point(s) of production (city, county, and State or foreign country)**
   ORAU locations in the United States.

6. **Discount from list prices or statement of net price**
   Government net prices (discounts already deducted).

7. **Quantity discounts**
   Applicable to SINs 874-1, 874-1RC, 874-4, 874-4RC, 541-4A, 541-4ARC, 541-5, and 541-5RC:

   1% on all task orders is already deducted on pricing shown in catalog pricelist.

   2% on orders when the same customer places multiple orders that collectively exceed $100,000 in a calendar year.

   Travel, per diem, and other direct costs are negotiated at the task order level with the Customer Agency.

8. **Prompt payment terms**
   Net 30 days.

9. a. **Government purchase cards accepted at or below micro-purchase threshold**
      Yes.

   b. **Government purchase cards accepted above micro-purchase threshold**
      Will accept over $3,000.

10. **Foreign items**
    None.

11. a. **Time of delivery**
       Specified in each negotiated Delivery/Task Order.

    b. **Expedited delivery**
       Contact Contractor.

    c. **Overnight and 2-day delivery**
       Contact Contractor.

d. Urgent requirements

Contact Contractor.

12. F.O.B. point(s)

Destination.

13. a. Ordering address(es)

Oak Ridge Associated Universities
Attn: Ms. Heidi Timmerman
PO Box 117, MS-04
Oak Ridge, TN 37831
865-574-0895 (office)
865-241-6718 (fax)
Heidi.Timmerman@orau.org

b. Ordering procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage.

14. Payment address(es)

Oak Ridge Associated Universities, Inc.
PO Box 117, MS-34
Oak Ridge, TN 37831-0117

15. Warranty provision

Contractor's standard commercial warranty.

16. Export packing charges, if applicable

Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)

Contact Contractor.

18. Terms and conditions of rental, maintenance, and repair

Not applicable.

19. Terms and conditions of installation

Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices

Not applicable.

21. List of services and distribution points

Not applicable.

22. List of participating dealers

Not applicable.

23. Preventive maintenance

Not applicable.

24. a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)

Not applicable.

b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where details can be found.

The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number

04-1152224.

26. Notification regarding registration in System for Award Management (SAM) Database

ORAU is registered under CAGE Code 8E862.

ORAU Overview

Under the General Services Administration (GSA) Professional Services federal supply schedule contract, No. GS-00F-195CA, Oak Ridge Associated Universities (ORAU) provides a broad spectrum of products and services focused on improving the performance of federal agencies and other organizations. Services range from integrated consulting and training services to environmental consulting, training, and remediation and reclamation services.

The Professional Services Schedule (PSS) contract is an indefinite delivery, indefinite quantity (ID/IQ) multiple award schedule contract that provides a streamlined approach to fulfilling requirements that fall within the scope of more than one schedule for acquiring a total solution. Task orders will be placed as firm fixed-price (FFP) or time and material (T&M) using the labor categories and ceiling rates defined in the contract. The order type is at the discretion of the ordering agency.

Under the federal supply schedule program, GSA enters into contracts with commercial firms to provide supplies and services at stated prices for given periods of time. Orders are placed directly with the schedule contractor, and deliveries are made directly to the customer. The federal supply schedule program mirrors commercial buying practices more than any other procurement process in the federal government today. It provides customers with literally millions of state-of-the-art, high-quality commercial products and services at volume discount pricing on a direct delivery basis. The federal supply schedule program also offers the benefits of shorter lead times, lower administrative costs, and reduced inventories.

Multiple award schedule contracts are awarded to contractors supplying comparable commercial supplies and services at government-negotiated, pre-approved prices. They provide federal agencies with the variety and the flexibility necessary to select the best-valued professional services to meet their requirements. Consistent with the Competition in Contracting Act, multiple award schedule contracts are competitive in that participation in the program is open to all responsible sources, and orders placed following the procedures in Federal Acquisition Regulation 8.4 result in the lowest overall cost alternative. Therefore, when placing orders under federal supply schedules, ordering offices need not (1) seek further competition; (2) synopsize the requirement; (3) make a separate determination of fair and reasonable pricing; or (4) consider small business programs. GSA already has determined the prices of items under schedule contracts to be fair and reasonable.

Advantages of using the GSA PSS contract include:

- 5-year contract-ordering period with one 5-year option.
- ID/IQ contract with no ceiling and no maximum order limitations.
- Available to all federal agencies and authorized organizations.
- No synopsis (FedBizOpps posting) is required—all competitive requirements have been met.
- Direct customer and contractor relationship—no transfer of funds to GSA is required.
- Reduced lead times—procurement cost savings.
- Labor categories and rates for FFP and T&M task orders.
- Provides for teaming and subcontracts.
- Blanket purchase agreements may be established.

Placing an Order

About GSA PSS

GSA has improved efforts to make buying commercial services easier for Federal customers by awarding GSA schedule contracts. Under the Federal Supply Schedule Program, GSA enters into government-wide contracts with commercial firms to provide products and services, at stated prices, for given periods of time. This streamlined procurement vehicle significantly reduces the time required to obtain services because GSA has reviewed vendors' capabilities, negotiated rates, and prequalified vendors to provide

services and products. Therefore, Federal customers can place orders directly with schedule contractors without seeking further competition, synopsizing requirements, making determinations of fair and reasonable pricing, or considering small business set-asides.

Advantage of Using the GSA PSS

The GSA Federal Supply Schedule offers Federal agencies a streamlined procurement vehicle for obtaining services to plan, develop, and implement highly specialized programs critical to Federal business management, facilitation and survey services, advertising and marketing and training. Advantages of using the GSA PSS include the following:

- Significant reduction in lead time to obtain services and products.
- Delivery order awards are based on best value. CBD Synopsis is NOT required.
- Competitive requirements have been met.
- Prices have been determined to be fair and reasonable.
- All applicable laws and regulations have been applied (including small business set-asides).
- Can be used by all Federal agencies and the District of Columbia.
- Contractor/customer direct relationship—no transfer of funds to GSA.
- Blanket Purchase Agreements can be established to negotiate even better pricing.

Authorized Users

Authorized users of the GSA PSS include the following:

- All Federal agencies and activities in the executive, legislative, and judicial branches.
- Government contractors authorized in writing by a Federal agency pursuant to CFR 51.1.
- Mixed ownership government corporations as defined in the Government Corporation Control Act.
- The government of the District of Columbia.
- Other activities and organizations authorized by statute or regulation to use the GSA as a source of supply.

GSA Order ADM 4800.2F provides a complete list of authorized schedule users.

Placing an Order

In accordance with the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996, GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. Although the federal supply schedule program already has determined these rates to be fair and reasonable, ordering offices must determine that the total price is reasonable for the specific tasks required by the agency. Based on quotes requested from three contractors that appear to

offer the best value (considering scope of services offered, hourly rates, contractor's locations, and other factors, as appropriate), the ordering agency selects the one that best meets its needs.

Total price for services are established at the time the task order is placed and are based on the rates offered in the ORAU PSS Price List catalog. The resultant task order details the estimated number of hours, the labor categories to be provided, and any related items. If the ordering agency's contracting officer chooses to purchase services on a labor-hour T&M basis, the resultant task order will specify the not-to-exceed price, the labor categories proposed (with the hourly rates for each), and any applicable travel and other direct costs.

Federal Acquisition Regulation 8.4 provides procedures for the acquisition of services using GSA schedule contracts. Please see FAR 8.405 for current and complete requirements at the time of ordering. For more information on the GSA ordering process, go to the Basic Schedule Ordering Guidelines site or view the GSA Professional Services Schedule brochure.

Blanket Purchase Agreements

Ordering activities may establish blanket purchase agreements (BPA) under any GSA schedule contract. A GSA schedule BPA simplifies the filling of recurring needs for supplies or services while leveraging a customer's buying power by taking advantage of quantity discounts, thus saving administrative time and reducing paperwork.

BPAs are established in accordance with the procedures in Federal Acquisition Regulation Part 8.405-3. An ordering activity may request a price reduction based on the total estimated volume of the BPA, regardless of the size of individual orders. BPAs may be established with one or more scheduled contractors at the discretion of the ordering activity. When establishing multiple BPAs, the ordering activity must specify the procedures for placing orders under the BPAs. A GSA schedule BPA should not exceed 5 years in length but may do so to meet program requirements. A BPA may extend beyond the current term of its GSA schedule contract, so long as there are option periods in the GSA schedule contract that, if exercised, will cover the BPA's period of performance.

Special Item Number (SIN) Descriptions

541-4A, Market Research and Analysis

Services include, but are not limited to, the following components: customizing strategic marketing plans; branding initiatives; creating public awareness of products, services, and issues; targeting market identification and analysis; establishing measurable marketing objectives; determining market trends and conditions; identifying and implementing appropriate strategies; conducting focus groups, telemarketing, individual interviews; preparing/distributing surveys; compiling/analyzing results; establishing call centers (in relation to services provided under this schedule).

NOTE: Any commissions received for media placement, conference planning, etc.; will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

541-5, Integrated Marketing Services
Services provided under this SIN include offering a complete solution that collectively integrates the various services provided separately under the other SINs. Services include, but are not limited to, the following components: creation of comprehensive solutions using strategically targeted marketing plans that include full-service execution of media planning and creative multimedia campaigns. Comprehensive solutions include services available separately under SINs: 541-1 Advertising Services, 541-2 Public Relations Services, 541-3 Web-Based Marketing Services, and 541-4 Specialized Marketing (i.e., SIN 541-4A through SIN 541-4G). Contractors must demonstrate the capabilities to provide services normally associated with an integrated marketing campaign (e.g., market research, conference planning, etc.).

NOTE: Any commissions received for media placement, conference planning, etc., will either (a) be returned to the ordering agency or (b)applied as a credit to the cost of the project, whichever the ordering agency prefers. This paragraph does not apply to no-cost contracting arrangement(s).

874-1, Integrated Consulting Services
Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include the following:

- 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

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

NOTE: Expert witness, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to Schedule 520, SIN 520-6, Professional Legal Services. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541-2, Public Relations Services. Legal services are not covered under this SIN.

874-4, Training Services: Instructor-Led Training, Web-Based Training and Education Courses, Course Development and Test Administration
Proposed courses shall be commercially available off-the-shelf training and/or educational courses that

are 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. Courses shall have a defined course title, length of time (i.e., hours, days, semesters, etc.), description of material to be taught (i.e., syllabi, table of contents, etc.), and whether materials are included in the price. (i.e., books, pamphlets, software, etc.). Support materials not included may be offered under SIN 874-5, 874-9.

Proposed professional services shall be in support of 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 (see definition above) and/or Web-based (see definition above) 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 Assistant, Technical Specialist, etc.). Subject matter(s), systems requirements, and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN 874-8. Functional industry-specific training covered under other schedules will not be accomplished under this SIN.

899-1, Environmental Consulting Services

The services include, but are not limited to, ***consultation*** in the areas of: planning and documentation services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423 and Executive Order 13514) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); endangered species, wetland, watershed, and other natural resource management plans; archeological and/or cultural resource management plans; environmental program and project management; environmental regulation development; economic, technical and/or risk analysis; other environmentally related studies and/or consultations; homeland security solutions that include biochemical protection; Crime Prevention through Environmental Design (CPTED) surveys; economical, technical, and/or risk analysis; identification and mitigation of threats inclusive of protective measures to mitigate the threats; and vulnerability assessments. ***Compliance services*** such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; permitting; spill prevention/control and countermeasure plans; pollution prevention surveys; and community Right to-Know Act reporting. ***Advisory services*** for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as hazardous material spills; Material Safety Data Sheets (MSDS); biological/medical data sheets; information hotlines; poison control hotlines; environmental regulations and environmental policy/procedure updates; management, furnishing, or inventory of MSDS. ***Waste management consulting services*** to provide guidance in support of waste-related data collection, feasibility studies, and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; hazardous and/or non-hazardous exposure assessments; waste characterization and source reduction studies; review and recommendation of waste tracking or

handling systems; waste management plans and/or surveys; waste minimization/pollution prevention initiatives; and review of technologies and processes impacting waste management.

899-3, Environmental Training Services

This SIN is designed to aid agencies in training personnel in a variety of environmentally related subjects to meet Federal mandates and Executive Orders. Environmentally related training can be conducted on- or off-site using standard off-the-shelf, customized, or computer/Web-based interactive courses. Examples of environmental training courses include air/blood borne pathogens; asbestos awareness; environmental management planning and operations and maintenance (O&M) planning; Asbestos Hazard Emergency Response Act (AHERA); compliance with environmental laws/regulations; CERCLA; confined space training; electronics management; emergency response plans; environmental audits, awareness, compliance, and management; fire preparedness training; first responder; hazardous materials and waste (HAZMAT) training including compliance, operation, packaging, handling, generators, and incident response; hazardous waste operations and emergency response (HAZWOPER) including transportation, storage, and disposal; ISO 14001 Environmental Management Systems (EMS); lead training to include awareness, inspecting, assessing, rehabilitation, and renovation; mold (abatement, assessment); NEPA; natural habitat preservation; Occupational Safety and Health Administration (OSHA); pollution prevention; public fire safety education; RCRA; sustainable environmental practices; water conservation; and wetlands regulation and permitting.

899-8, Remediation and Reclamation Services

Remediation services include, but are not limited to, excavation, removal, and disposal of hazardous waste; site preparation, characterization, field investigation, conservation, and closures; wetland restoration; emergency response clean up (ERC); underground storage tank/above-ground storage tank (UST/AST) removal; air monitoring; soil vapor extraction; stabilization/solidification, bio-venting, carbon absorption, reactive walls, containment, monitoring, and/or reduction of hazardous waste sites, as well as unexploded ordnance removal; remediation-related laboratory testing (e.g., biological, chemical, physical, pollution, and soil testing). ***Reclamation services*** include, but are not limited to, land (e.g., creating new land from sea or riverbeds and/or restoring areas to a more natural state, such as after pollution, desertification, or salination have made it unusable); and water and refrigerant reclamation. Note: Services offered under this SIN shall NOT include any remediation/transportation/disposal of radioactive waste, asbestos removal and/or paint removal, construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration, or repair of buildings, structures, or other real property). Disposal services performed under SIN must be ancillary to remediation services performed.

GSA Schedule Price List

SINs 541-4A and 541-5		
LABOR CATEGORY	**CONTRACTOR SITE RATES**	**CUSTOMER SITE RATES**
Advertising and Marketing Specialist 1	$62.86	$58.81
Advertising and Marketing Specialist 2	$67.19	$62.87
Advertising and Marketing Specialist 3	$72.27	$67.62
Advertising and Marketing Specialist 4	$75.69	$70.82
Health Communication Specialist 1	$60.85	$56.93
Health Communication Specialist 2	$76.05	$71.16
Health Communication Specialist 3	$91.32	$85.45
Health Communication Specialist 4	$115.92	$108.47
All prices include an Industrial Funding Fee (IFF) of .75% All prices shown include 1% discount per Section 7.		

SINs 874-1 and 874-4 including corresponding RC (Recovery Contracting) SINs		
LABOR CATEGORY	**CONTRACTOR SITE RATES**	**CUSTOMER SITE RATES**
Administrative Assistant 1	$45.56	$38.73
Administrative Assistant 2	$50.27	$42.73
Administrative Assistant/Specialist 3	$62.51	$53.13
Analyst 1	$72.28	$61.44
Analyst 2	$75.05	$63.79
Analyst 3	$95.91	$81.53
Executive	$201.04	$170.88
Program/Project Manager 1	$112.30	$95.46
Program/Project Manager 2	$137.70	$117.05
Program/Project Manager 3	$169.59	$144.15
Functional Specialist 1	$107.54	$91.41
Functional Specialist 2	$129.51	$110.08
Functional Specialist 3	$156.48	$133.00
Subject Matter Expert	$241.54	$205.31
Support Specialist 1	$58.97	$50.13
Support Specialist 2	$75.55	$64.22
Support Specialist 3	$109.46	$93.04
All prices include an Industrial Funding Fee (IFF) of .75% All prices shown include 1% discount per Section 7.		

SINs 899-1, 899-3 and 899-8 including corresponding RC (Recovery Contracting) SINs		
LABOR CATEGORY	**CONTRACTOR SITE RATES**	**CUSTOMER SITE RATES**
Administrative	$41.86	$36.40
Administrative Manager 1	$116.00	$100.87
Administrative Manager 2	$130.23	$113.24
Administrative Manager 3	$169.64	$147.51
Engineer 1	$110.21	$95.83
Engineer 2	$128.40	$111.65
Engineer 3	$135.16	$117.53
Engineer 4	$188.08	$163.55
Health Education 1	$66.08	$57.46
Health Education 2	$80.44	$69.94
Health Education 3	$87.25	$75.87
Health Physicist 1	$89.11	$77.49
Health Physicist 2	$118.39	$102.95
Health Physicist 3	$132.80	$115.48
Health Physicist 4	$167.24	$145.43
Health Physics Technician 2	$78.70	$68.43
Multimedia Developer 1	$54.57	$47.45
Multimedia Developer 2	$74.48	$64.77
Radiochemist 3	$140.00	$121.74
Radiological Laboratory Manager	$160.00	$139.13
Radiological Laboratory Programmer/Analyst 3	$115.00	$100.00
Scientist 1	$65.55	$57.00
Scientist 2	$110.00	$95.65
Scientist 3	$142.21	$123.66
Scientist 4	$177.44	$154.30
Specialist 1	$53.03	$46.11
Specialist 2	$68.55	$59.61
Specialist 3	$86.61	$75.31
Specialist 4	$94.46	$82.14
Specialist 5	$104.94	$91.25
Specialist 6	$125.62	$109.23
Training 1	$63.20	$54.96
Training 2	$74.64	$64.90
Training 3	$87.17	$75.80
Training 4	$106.94	$92.99
Training Research Associate 1	$41.79	$36.33
Training Research Associate 2	$59.17	$51.45
All prices include an Industrial Funding Fee (IFF) of .75% All prices shown include 1% discount per Section 7.		

SIN 899-3 including corresponding RC (Recovery Contracting) SIN				
LABOR CATEGORY	**COURSE LENGTH**	**MIN/MAX # PARTICIPANTS**	**CONTRACTOR SITE RATES**	**CUSTOMER SITE RATES**
Applied Health Physics	5 weeks	10/24	$9,995.00	NA
Air Sampling for Radioactive Materials	5 days	10/24	$1,995.00	NA
Certified Health Physicist (CHP) Part I Review	5 days	10/24	$1,995.00	$1,995.00
Certified Health Physicist (CHP) Part II Review	5 days	10/24	$1,995.00	$1,995.00
Environmental Monitoring	5 days	10/24	$1,995.00	NA
Gamma Spectroscopy	5 days	10/24	$1,995.00	NA
Introduction to Radiation Safety	5 days	10/24	$1,995.00	$1,995.00
Medical Radiation Safety Officer Training	5 days	10/24	$1,995.00	$1,995.00
Multi-Agency Radiation Survey & Site Investigation Manual (MARRSIM)	5 days	10/24 (30 for customer site)	$1,995.00	$1,995.00
Multi-Agency Radiation Survey & Site Investigation Manual and Equipment (MARRSIM E)	4 days	10/24	$1,595.00	$1,595.00
Occupational Internal Dosimetry	4.5 days	10/24	$1,995.00	$1,995.00
Radiation Safety Officer Training	5 days	10/24	$1,995.00	$1,995.00
Site Characterization in Support of Decommissioning: Planning, Implementation, and Evaluation	4.5 days	10/24	$1,995.00	$1,995.00
TOXNET and Beyond: Using the National Library of Medicine's Environmental Health and Toxicology Portal	1 day	NA/25	$12,000.00	$12,000.00
The National Library of Medicine Web Resources of Environmental Health and Biomedical Research	1 day	NA/25	$12,000.00	$12,000.00
All prices include an Industrial Funding Fee (IFF) of .75% All prices shown include 1% discount per Section 7.				

SCA ELIGIBLE CONTRACT LABOR CATEGORY		
Administrative Assistant 1	01112- General Clerk II	05-2493
Administrative Assistant 1	01113- General Clerk III	04-2493
Administrative Assistant 2	01090- Duplicating Machine Operator	05-2493
Administrative Assistant 2	01113- General Clerk III	05-2493
Administrative Assistant 2	01313- Secretary III	05-2493
Administrative Assistant 3	01311- Secretary I	05-2493
Administrative Assistant 3	01312- Secretary II	05-2493
Administrative Assistant 3	01313- Secretary III	05-2493
Support Specialist 1	01312- Secretary II	05-2493
Support Specialist 1	01612- Word Processor II	05-2493
Support Specialist 1	01613- Word Processor III	05-2493
Support Specialist 2	01613- Word Processor III	05-2493
Support Specialist 2	13073- Photographer III	05-2103
Support Specialist 3	(not set)- Senior Health Physics Technicians	1994-0520
Health Physics Technician 2	(not set)- Health Physics Technicians III	1994-0520

The Service Contract Act (SCA) is applicable to this contract, and it includes SCA-applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are in line with the geographic scope of the contract (i.e., nationwide).

Labor Categories and Qualifications

SIN 874-1 INTEGRATED CONSULTING SERVICES

Labor Category	Minimum Education and Experience Requirements	Duties/Responsibilities
Administrative Assistant 1	High school degree or equivalent with a minimum of 1 year of experience.	At a minimum, possesses personal computer skills, ability to operate and adjust copier equipment to produce printed materials, and maintains files; follows methods either developed by self or others under close supervision, makes choices from knowledge of accepted methods, and makes decisions within the scope of own assignments. Assignments may include duplicating, packaging, and distributing materials for training or exercise sessions, and maintaining files, bibliographies, or databases related to programs, studies, training, exercises, or policy/regulation development.

Administrative Assistant 2	Associates degree and 3 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Possesses personal computer skills, ability to operate and adjust copier equipment to produce printed materials, maintains files. Provides administrative support for moderately complex projects with minimal supervision, including logistics and event support for training or exercise sessions, and development and maintenance of files, bibliographies, or databases related to programs, studies, training, exercises, or policy/regulation development.
Administrative Assistant/ Specialist 3	Associates degree and 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Possesses personal computer skills, ability to operate and adjust copier equipment to produce printed materials, maintains files. Provides expert administrative support for complex projects, including planning and oversight of logistics for training or exercise sessions, and planning and implementing bibliographies, databases, or filing systems related to programs, studies, training, exercises, or policy/regulation development.
Analyst 1	Bachelor's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Provides support to project teams in the design and development of planning, audit, evaluation, exercise, training, study, or policy/regulation development activities. Conducts interviews and gathers information in support of planning, audit, evaluation, exercise, training, study, or policy/regulation development activities. Assists in writing, developing, coordinating, and implementing planning, audit, evaluation, exercise, training, study, or policy/regulation development activities.
Analyst 2	Bachelor's degree and a minimum of 3 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Works closely with Analyst 3, Program/Project Manager, and/or Functional Specialist to define and conduct activities in support of planning, audit, evaluation, exercise, training, study, or policy/regulation development objectives.
Analyst 3	Bachelor's degree and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Requires an extensive knowledge of the theories, principles, and practices within at least one professional or scientific field, as well as a working knowledge of the general issues involving related departments or functional areas. Assists Program/Project Manager and/or Functional Specialist with planning and developing effective planning, audit, evaluation, exercise, training, study, or policy/regulation development activities. Serves as lead individual for assigned tasks or projects and provides subject expertise to other project teams as required. Provides project management support and direction for specific projects, involving a team of internal and external functional/subject matter experts, as well as other internal staff. Analyzes client needs and conducts research, writes reports, or develops other products in support of planning, audit, evaluation, exercise, training, study, or policy/regulation development objectives.

Executive	Master's degree and 15 years of relevant experience required. Two years of additional experience may be substituted for each year of a college degree.	Provides strategic leadership for projects and programs, including understanding of agency mission-oriented business initiatives and programs, agency stakeholders, and policy/regulatory environments. Oversees projects and programs to ensure that overall goals and objectives are met. Interacts with leadership in customer and other organizations.
Program/Project Manager 1	Bachelor's degree and a minimum 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Position requires extensive knowledge of a particular field of specialization and applicable laws, codes, principles, and practices. Work requires resourcefulness and initiative in developing solutions to a wide range of complex and difficult problems related to planning, audit, evaluation, exercise, training, study, or policy/regulation development activities. Applies a working knowledge of related fields, and requires the application of judgment in interpreting policies and procedures. Manages the products and services being provided by a team to the client.
Program/Project Manager 2	Master's degree and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Comprehensive knowledge of the applicable laws, codes, principles, and practices of a professional or administrative specialty and demonstrated management skills and abilities. Develops solutions to difficult and complex problems related to planning, audit, evaluation, exercise, training, study, or policy/regulation development activities that are not covered by established methods. Work requires considerable judgment and ingenuity in developing new methods, criteria, and applications to specific areas of responsibility; applies a working knowledge of related fields; and requires the continuous exercise of judgment in applying and interpreting policies and procedures. Manages teams, including subcontractors, to deliver products and services to the client.
Program/Project Manager 3	Master's degree and a minimum of 15 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Mastery of the applicable laws, principles, and practices of a professional or administrative field and demonstrated skills and abilities in planning, organizing, and managing activities to accomplish planning, audit, evaluation, exercise, training, study, or policy/regulation development objectives. Work requires the development and administration of programs within prescribed policies, based on the appraisal of facts, trends, and the evaluation of anticipated results and their relation to overall departmental and organizational objectives. Manages teams, including subcontractors, to deliver products and services to the client.
Functional Specialist 1	Bachelor's degree and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Possesses knowledge in a designated field or discipline of direct scientific or technical relevance to planning, audit, evaluation, exercise, training, study, or policy/regulation development objectives. Participates in developing studies, analyses, research/solutions, and training. Applies and interprets standard methods to assigned problems. Determines own approach to problem and devises solutions when task is within scope of own ability. Initiates and carries out appropriate self- developed efforts.

Functional Specialist 2	Master's degree and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Possesses demonstrated knowledge in a designated field or discipline of direct scientific or technical relevance to planning, audit, evaluation, exercise, training, study, or policy/regulation development objectives. Applies advanced principles, theories, and concepts in developing studies, analyses, research/solutions and training. Develops or directs the development of solutions to complex problems.
Functional Specialist 3	Master's degree and a minimum of 15 years of relevant experience or PhD with a minimum of 10 years' experience. Two years of additional experience may be substituted for each year of a college degree.	Senior expert with extensive knowledge in a field or discipline of direct scientific or technical relevance to planning, audit, evaluation, exercise, training, study, or policy/regulation development objectives. Applies new and/or advanced principles, theories, and concepts in developing studies, analyses, research/solutions, and training. Develops or directs the development of solutions to complex problems requiring innovation. May write and publish in peer-reviewed journals.
Subject Matter Expert	PhD and 20 years' experience. Two years of additional experience may be substituted for each year of a college degree.	Senior expert with extensive domain knowledge and experience of direct scientific or technical relevance to planning, audit, evaluation, exercise, training, study, or policy/regulation development objectives. Provides guidance regarding vision and strategy. Experience using new methodologies for solving problems and ensuring that systems are in compliance with organizational requirements. Analyzes needs to determine functional requirements; performs functional allocation to identify required tasks and their interrelationships. May develop recommendations for process changes to include new solutions and new technology. Recognized as an authority in a field or discipline. May write and publish in peer-reviewed journals.
Support Specialist 1	Bachelor's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Provides routine support services in a technical specialty area such as engineering, healthcare, homeland security, technical/scientific disciplines, programming, graphic design, multimedia production, technical writing/editing, desktop publishing, or financial operations. Support may include design, layout, and editing of study reports, training or exercise materials, and other analytical or consulting products; periodic financial reporting as required by contract; technical support for Web-based training and exercise sessions; and custom database or application configuration or development to support programs, studies, training, exercises, or policy/regulation development.

Support Specialist 2	Bachelor's degree and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Provides support services in a technical specialty area such as engineering, healthcare, homeland security, technical/scientific disciplines, programming, graphic design, multimedia production, technical writing/editing, desktop publishing, or financial operations. Collaborates with analysts, functional specialists, subject matter experts, and project managers to produce products and solutions. Leads tasks. Support may include design, layout, and editing of study reports, training or exercise materials, and other analytical or consulting products; periodic financial reporting as required by contract; technical support for Web-based training and exercise sessions; and custom database or application configuration or development to support programs, studies, training, exercises, or policy/regulation development.
Support Specialist 3	Bachelor's degree and 10 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Provides expert support services in a technical specialty area such as engineering, healthcare, homeland security, technical/scientific disciplines, programming, graphic design, multimedia production, technical writing/editing, desktop publishing, or financial operations. Collaborates with analysts, functional specialists, subject matter experts, and project managers to produce products and solutions. Leads and helps define tasks, and may manage the work of other support specialists. Support may include design, layout, and editing of study reports, training or exercise materials, and other analytical or consulting products; periodic financial reporting as required by contract; technical support for Web-based training and exercise sessions; and custom database or application configuration or development to support programs, studies, training, exercises, or policy/regulation development.

SIN 874-4 TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION

Labor Category	Minimum Education and Experience Requirements	Duties/Responsibilities
Administrative Assistant 1 *N/A for NAICS 611710*	High school degree or equivalent with a minimum of 1 year of experience.	At a minimum, possesses personal computer skills, ability to operate and adjust copier equipment to produce printed materials, and maintains files; follows methods either developed by self or others under close supervision, makes choices from knowledge of accepted methods, and makes decisions within the scope of own assignments. Assignments may include duplicating, packaging, and distributing course materials, and maintaining files, bibliographies, or databases related to Web-based or instructor-led training courses.

Administrative Assistant 2 *N/A for NAICS 611710*	Associates degree and 3 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Possesses personal computer skills, ability to operate and adjust copier equipment to produce printed materials, maintains files. Provides administrative support for moderately complex projects with minimal supervision, including logistics and event support for instructor-led training courses, as well as development and maintenance of files, bibliographies, or databases related to instructor-led or Web-based training courses.
Administrative Assistant/ Specialist 3 *N/A for NAICS 611710*	Associates degree and 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Possesses personal computer skills, ability to operate and adjust copier equipment to produce printed materials, maintains files. Provides expert administrative support for complex projects, including planning and oversight of logistics for instructor-led training courses, as well as planning and implementing bibliographies, databases, or filing systems related to instructor-led or Web-based training courses.
Analyst 1	Bachelor's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Provides support to project teams in the design and development of training course materials, such as syllabi, handouts, exercises, and tests. Conducts interviews and gathers information in support of planning, creating, and executing customized courses. Assists in writing, developing, coordinating, and implementing instructor-led or Web- based training courses, including tasks related to course planning, instruction, testing, and learning management.
Analyst 2	Bachelor's degree and a minimum of 3 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Works closely with Analyst 3, Program/Project Manager, and/or Functional Specialist to define and conduct activities in support of instructor-led or Web-based training courses, including tasks related to course planning, instruction, testing, and learning management objectives.
Analyst 3	Bachelor's degree and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Requires an extensive knowledge of the theories, principles, and practices within at least one professional or scientific field, as well as a working knowledge of the general issues involving related departments or functional areas. Assists Program/Project Manager and/or Functional Specialist with planning and developing effective training courses. Serves as lead individual for assigned tasks or projects and provides subject expertise to other project teams as required. Provides project management support and direction for specific projects, involving a team of internal and external functional/subject matter experts, as well as other internal staff. Analyzes client needs and conducts research, writes reports, or develops other products related to instructor-led or Web-based training courses, including course planning, instruction, testing, and learning management.

Executive	Master's degree and 15 years of relevant experience required. Two years of additional experience may be substituted for each year of a college degree.	Provides strategic leadership for projects and programs, including understanding of agency mission-oriented business initiatives and programs, and learning objectives. Oversees projects and programs to ensure that overall goals and objectives are met. Interacts with leadership in customer and other organizations.
Program/ Project Manager 1	Bachelor's degree and a minimum 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Position requires extensive knowledge of a particular field of specialization and applicable laws, codes, principles, and practices. Work requires resourcefulness and initiative in developing solutions to a wide range of complex and difficult problems related to instructor-led or Web-based training courses, including course planning, instruction, testing, and learning management. Applies a working knowledge of related fields, and requires the application of judgment in interpreting policies and procedures. Manages the products and services being provided by a team to the client.
Program/ Project Manager 2	Master's degree and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Comprehensive knowledge of the applicable laws, codes, principles, and practices of a professional or administrative specialty and demonstrated management skills and abilities. Develops solutions to difficult and complex problems related to instructor-led or Web-based training courses, including course planning, instruction, testing, and learning management activities that are not covered by established methods. Work requires considerable judgment and ingenuity in developing new methods, criteria, and applications to specific areas of responsibility; applies a working knowledge of related fields; and requires the continuous exercise of judgment in applying and interpreting policies and procedures. Manages teams, including subcontractors, to deliver products and services to the client.
Program/ Project Manager 3	Master's degree and a minimum of 15 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Mastery of the applicable laws, principles, and practices of a professional or administrative field and demonstrated skills and abilities in planning, organizing, and managing instructor-led or Web-based training courses, including course planning, instruction, testing, and learning management. Work requires the development and administration of programs within prescribed policies, based on the appraisal of facts, trends, and the evaluation of anticipated results and their relation to overall departmental and organizational objectives. Manages teams, including subcontractors, to deliver products and services to the client.

Functional Specialist 1	Bachelor's degree and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Possesses knowledge in a designated field or discipline of direct scientific or technical relevance to training course subject matter. Participates in developing training course curriculum and materials, such as syllabi, handouts, exercises, and tests; assists in providing instruction. Applies and interprets standard methods to assigned problems. Determines own approach to problem and devises solutions when task is within scope of own ability. Initiates and carries out appropriate self- developed efforts.
Functional Specialist 2	Master's degree and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Possesses demonstrated knowledge in a designated field or discipline of direct scientific or technical relevance to training course subject matter and may have demonstrated expertise in education. Applies advanced principles, theories, and concepts in developing training course curriculum and materials, such as syllabi, handouts, exercises, and tests; provides instruction. Develops or directs the development of solutions to complex problems.
Functional Specialist 3	Master's degree and a minimum of 15 years of relevant experience or PhD with a minimum of 10 years' experience. Two years of additional experience may be substituted for each year of a college degree.	Senior expert with extensive knowledge in a field or discipline of direct scientific or technical relevance to training course subject matter and demonstrated expertise in education. Applies new and/or advanced principles, theories, and concepts in developing training course curriculum and materials, such as syllabi, handouts, exercises, and tests; provides instruction. Develops or directs the development of solutions to complex problems requiring innovation. May write and publish in peer-reviewed journals.
Subject Matter Expert	PhD and 20 years' experience. Two years of additional experience may be substituted for each year of a college degree.	Senior expert with extensive domain knowledge and experience of direct scientific or technical relevance to training course subject matter and demonstrated expertise in education. Provides guidance regarding vision and strategy. Experience using new methodologies for solving problems, determining training delivery methods, and developing training course curriculum. Develops course materials, such as syllabi, handouts, exercises, and tests; provides instruction. Analyzes needs to determine functional requirements; performs functional allocation to identify required tasks and their interrelationships. May develop recommendations for process changes to include new solutions and new technology. Recognized as an authority in a field or discipline. May write and publish in peer-reviewed journals.
Support Specialist 1	Bachelor's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Provides routine support services in a technical specialty area such as engineering, technical/scientific disciplines, programming, graphic design, multimedia production, technical writing/editing, desktop publishing, or financial operations. Support may include design, layout, and editing of course materials; periodic financial reporting as required by contract; technical support for Web-based training courses; and custom database or application configuration or development to support instruction, testing, and learning management.

Support Specialist 2	Bachelor's degree and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Provides support services in a technical specialty area such as engineering, technical/scientific disciplines, programming, graphic design, multimedia production, technical writing/editing, desktop publishing, or financial operations. Collaborates with analysts, functional specialists, subject matter experts, and project managers to produce products and solutions. Leads tasks. Support may include design, layout, and editing of course materials; periodic financial reporting as required by contract; technical support for Web-based training courses; and custom database or application configuration or development to support instruction, testing, and learning management.
Support Specialist 3	Bachelor's degree and 10 years of relevant experience. Two years of additional experience may be substituted for each year of a college degree.	Provides expert support services in a technical specialty area such as engineering, technical/scientific disciplines, programming, graphic design, multimedia production, technical writing/editing, desktop publishing, or financial operations. Collaborates with analysts, functional specialists, subject matter experts, and project managers to produce products and solutions. Leads and helps define tasks, and may manage the work of other support specialists. Support may include design, layout, and editing of course materials; periodic financial reporting as required by contract; technical support for Web-based training courses; and custom database or application configuration or development to support instruction, testing, and learning management.

SIN 899-1 ENVIRONMENTAL CONSULTING SERVICES;
SIN 899-3 ENVIRONMENTAL TRAINING SERVICES; AND
SIN 899-8 REMEDIATION AND RECLAMATION SERVICES

Labor Category	Minimum Education and Experience Requirements	Duties/Responsibilities
Administrative	High school degree or equivalent with a minimum of 1 year of experience.	At a minimum, possesses personal computer skills, has ability to operate and adjust copier equipment to produce printed materials, and maintains files; follows methods either developed by self or others under close supervision, makes choices from knowledge of accepted methods, and makes decisions within the scope of own assignments.
Administrative Manager 1	Bachelor's degree and a minimum of 10 years of relevant experience. Experience may be substituted for the Bachelor's degree by adding 4 years' experience to the minimum of 10.	Position requires extensive knowledge of a particular field of specialization and applicable laws, codes, principles, and practices. Work requires resourcefulness and initiative in developing solutions to a wide range of complex and difficult problems. Applies a working knowledge of related fields, and requires the application of judgment in interpreting policies and procedures.

Administrative Manager 2	Master's degree and a minimum of 15 years of relevant experience. Experience may be substituted for the Master's degree by adding 2 years' experience to the minimum of 15.	Comprehensive knowledge of the applicable laws, codes, principles, and practices of a professional or administrative specialty and demonstrated management skills and abilities. Develops solutions to difficult and complex problems not covered by established methods. Work requires considerable judgment and ingenuity in developing new methods, criteria, and applications to specific areas or responsibility; applies a working knowledge of related fields; and requires the continuous exercise of judgment in applying and interpreting policies and procedures.
Administrative Manager 3	Master's degree and a minimum of 20 years of relevant experience. Experience may be substituted for the Master's degree by adding 2 years' experience to the minimum of 20.	Mastery of the applicable laws, principles, and practices of a professional or administrative field and demonstrated skills and abilities in planning, organizing, and managing. Work requires the development and administration of programs within prescribed policies, based on the appraisal of facts, trends, and the evaluation of anticipated results and their relation to overall departmental and organizational objectives.
Engineer 1	Master's degree or higher in Environmental or Nuclear Engineering and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Applies and interprets standard engineering theories, concepts, and techniques in an engineering specialty. Applies a working knowledge of related disciplines. Works on a wide range of problems requiring the use of creative and imaginative thinking. Gaining recognition from peers and clients for expertise in a selected technical field. May write articles published in peer-reviewed journals. Initiates and carries out appropriate self-development activities.
Engineer 2	Master's degree or higher in Environmental or Nuclear Engineering and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	On a broad basis, applies principles, theories, and concepts to a field of engineering specialty. Applies a working knowledge of related disciplines. Works on a wide range of problems requiring the use of creative and imaginative thinking. Has gained recognition from peers and clients for technical expertise. Initiates and carries out appropriate self-development efforts.

Engineer 3	Master's degree or higher in Environmental or Nuclear Engineering and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Applies advanced engineering principles, theories, and concepts in developing original research programs. Develops or directs the development of solutions to complex research problems for which little or no precedent exists and innovation is required. Recognized both internally and externally as being an authority in a research specialty. Writes articles published in peer-reviewed journals. Initiates and carries out appropriate self-development efforts.
Engineer 4	Master's degree or higher in Environmental or Nuclear Engineering and a minimum of 15 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Applies advanced engineering principles, theories, and concepts in developing original research programs. Develops or directs the development of solutions to complex research problems for which little or no precedent exists and innovation is required. Recognized as a national authority in a research specialty. Writes articles published in peer-reviewed journals. Initiates and carries out appropriate self-development efforts.
Health Education 1	Master's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Designs, develops, and conducts needs/ problem assessments for developing plans and educational activities. Defines goals, objectives, and audiences to support development of media campaigns. Identifies target audiences. Conducts formative research activities. Develops project plans, including setting goals and objectives and developing evaluation plans to measure the success of program activities. Designs, develops, and delivers health education programs. Provides technical assistance in developing and implementing health education materials. Analyzes evaluation data and writes evaluation reports.
Health Education 2	Master's degree and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Designs, develops, and implements health education, health communication, and public health preparedness projects for federal, state, and local clients. Provides technical expertise to design and develop assessments and communication strategies. Plans and creates health preparedness plans. Serves as project lead for tasks as needed. Performs needs/problem assessments. Defines goals, objectives, and audiences to support development of project plans and evaluation activities. Identifies and reviews available data and conducts primary research activities (e.g., focus groups, surveys, interviews, etc.). Develops project plans (e.g., communication; health marketing; training; health preparedness; and process, program, and outcome evaluation plans). Develops evaluation tools. Evaluates health education, communication, preparedness programs, outreach and dissemination activities, and training courses. Acts as a technical reviewer for materials and products. Analyzes results and writes evaluation or after-action reports. Serves as a project task lead for training or public health preparedness projects as assigned. Provides coordination, logistics, and management support for meetings, workshops, training programs, and exercises.

Health Education 3	Master's degree and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Designs, develops, implements, and delivers health education and health communication research, marketing, and evaluation projects for federal agencies. Serves as lead staff and/or provides support to project teams in designing and developing research protocols, social marketing and dissemination plans, and evaluation activities. Designs, develops, and implements health education and health communication research, marketing, and evaluation projects for federal agencies. Designs effective research and evaluation plans. Conducts health education/health communication research. Develops research protocols and conducts/reports research and evaluation activities. Evaluates the effectiveness of health education programs. Designs and implements social marketing activities. Plans and evaluates product dissemination and impacts. Designs and conducts program evaluations. Serves as project lead/manager for health education/health communication research, marketing, and evaluation projects. Provides assistance with marketing and strategic planning activities.
Health Physicist 1	Master's degree in Health Physics and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Works under general direction. Work is reviewed for adequacy in meeting objectives and for soundness of technical judgment. Uses technical discretion within well-defined practices and policies in selecting methods and techniques for obtaining solutions. Works on problems of diverse scope and complexity for which analyses of data require evaluation of identification factors. Responsible for developing, implementing, and evaluating research, training, and monitoring programs to protect plant and lab personnel from radiation hazards. Responsible for recommending and developing policies and procurements and for modifying health physics equipment. Participates in monitoring the organization's radiation protection standards in accordance with federal, state, and industry programs to ensure As Low As Reasonably Achievable (ALARA) standards are met. Performs personnel and plant radiation exposure measurement, radiation equipment testing and radioactive materials and waste measurements. Evaluates and interprets current regulations and assists in compliance. Makes recommendations for changes in the work environment based on interpretations and principles and professional practices. Provides technical assistance and guidance on basic radiological control problems. May act as lead or technical advisor on small to medium projects.

Health Physicist 2	Master's degree in Radiological Health Physics and minimum of 5 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Works under consultative direction toward predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action necessary to obtain desired results. Works on complex problems for which analysis of data or situations requires an in-depth evaluation of various factors. Exercises technical discretion within broadly defined practices and policies in selecting methods, techniques, and evaluation criterion for obtaining results. Responsible for testing and monitoring equipment and for recording radiation exposure data for personnel and plant area. Develops, procures, and modifies health physics equipment. Monitors and controls the organization's radiation protection standards in accordance with federal, state, and industry programs to ensure ALARA standards are met. Maintains professional knowledge of existing and proposed changes in radiation protection requirements. Provides expert knowledge of diverse radioactive materials and hazards. Makes recommendations and presentations to government, industry, and management based on interpretations and principles of professional practices. Provides expert assistance and guidance on complex radiological control problems. Provides leadership to less experienced physicists and to technicians via work assignments, monitoring schedules, and resolving problems. May act as lead or technical advisor on medium to large projects.
Health Physicist 3	Master's degree in Health Physics and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Plans, directs, and manages health physics programs and procedures under senior management direction. Manages all activities associated with subcontracting of vendor services. Recommends, designs, implements, and evaluates radiation research, training, and monitoring programs, inspection standards, safe-work methods, decontamination procedures, and radiological emergency procedures. Reviews and incorporates government and industry radiation protection standards and requirements into the facility's programs to ensure ALARA standards are met. Ensures radiation levels are in compliance with permissible standards. Remains fully informed of all existing and proposed federal, state, and industry changes in radiation protection regulations. Prepares required reports to management, industry, and the federal agencies. Responsible for making recommendations and presentations to senior managers. Evaluates Health Physicist personnel at the facility and provides career development training as required. Manages the activities and provides leadership direction to the management, professional, technical, and support personnel within the organization.

Health Physicist 4	Master's degree in Environmental Health Physics and a minimum of 15 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Plans, directs, and manages the health physics programs and procedures under senior management direction based on predetermined goals and objectives. Manages all activities associated with subcontracting of vendors for radiation equipment and services. Recommends, designs, implements, and evaluates radiation research, training and monitoring programs, inspection standards, safe-work methods, decontamination procedures, and radiological emergency procedures. Reviews and incorporates, as appropriate, government and industry radiation protection standards and requirements into the operating unit's programs to ensure ALARA standards are met. Ensures radiation levels are in compliance with permissible standards. Remains fully informed on all existing and proposed federal, state, and industry changes in radiation protection regulations. Maintains and controls the financial budget related to health physics activities. Prepares required reports to management, industry, and the federal agencies. Responsible for making recommendations and presentations to senior managers. Responsible for assuring effective utilization of personnel and provides leadership direction to project personnel. Serves as subject matter expert to customer.
Health Physics Technician 2	Associate's degree and a minimum of 2 years of relevant experience.	Measures radiation, collects samples and other investigative tasks. Produces accurate graphics of survey site data. Performs data reduction and tabulation, sample log-in, assistance in utilization and application of survey data to determine site status. Performs sample preparation. Operates specific analytical equipment, including gamma spectrometry and alpha spectrometry, and performs wet chemistry analytical procedures. Does instrument calibration and check-out, maintenance and "trouble-shooting"of radiation detection instruments. Maintains an up-to-date equipment and instrumentation inventory log. Loads and transports equipment to and from survey sites, performs site preparation, and photographs and/or prepares site drawings.
Multimedia Developer 1	Associate's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for the Associate's degree.	Develops Web-based applications using software tools such as Adobe and Microsoft products. Programs instructional content, assessment activities (online quizzes and learning activities with feedback), animation, and screen design. Creates and executes graphical interfaces for online multimedia Web sites. Designs screens, navigation, and structure of Web- and computer-based training programs. Programs complex interactivity, including animation and screen designs for online training courses. Performs the duties of multimedia programmer on multiple projects. Optimizes learning modules for Web deployment.

Multimedia Developer 2	Associate's degree and a minimum of 2-4 years of relevant experience. Two years of additional experience may be substituted for the Associate's degree.	Designs and develops computer- and Web-based applications using software tools (e.g., Adobe and Microsoft products) and scripting languages, markup languages, Web browsers, and server-side technologies to support training and other online content. Analyzes platform and technical specifications, reviews team-developed application scripts and code, and leverages technological capabilities to develop dynamic and interactive instructional activities or job aids. Analyzes target platform and technical specifications; develops prototypes; develops application scripts and code. Designs and sets the parameters for programming complex interactivity, including animation and screen designs in development of online training courses. Leads other multimedia developers/programmers on multiple projects. Creates and executes graphical interfaces for online multimedia Web sites. Ensures learning modules are optimized for Web deployment.
Radiochemist 3	Master's degree in Chemistry and a minimum of 10 years of relevant experience.	Performs and ensures completion of radiological sample analyses with accompanying data reduction. Ensures Quality Control (QC) of radiochemistry analyses. Prepares required reports for management, industry, and the federal agencies. Provides radiochemistry technical assistance to internal and external customers. Develops and updates laboratory procedures. Provides training of new laboratory employees in radiochemistry and QC procedures. Dispositions accumulated radiological waste.
Radiological Laboratory Manager	Ph.D. in Chemistry and a minimum of 6 years relevant experience, or Master's degree in Chemistry and a minimum of 10 years relevant experience, or Bachelor's in Chemistry with a minimum of 15 years relevant experience.	Manages all activities associated with radiochemistry laboratory operations. Recommends, designs, and implements new and innovative radioanalytical methods. Responsible for receiving and maintaining performance testing accreditations. Directs activities of laboratory staff. Ensures Quality Control (QC) of radiochemistry analyses. Prepares required reports for management, industry, and federal agencies. Leads technical audits. Coordinates and tracks project activities, workloads, and budgets. Provides technical expertise to internal staff and state and federal agencies.
Radiological Laboratory Programmer/ Analyst 3	Master's or other graduate degree in computer science, physics, engineering, or related scientific discipline and minimum 6 years relevant experience.	Designs and develops a wide range of difficult database applications for radioanalytical laboratory data reduction applications. Performs full system requirements gathering and analysis requiring a complete understanding of difficult and complex applications of technical solutions. Plans, conducts, and coordinates the development of complex and/or diverse scientific computer programs, associated documentation, block diagrams and logic flow charts. Conceptualizes, develops, and implements complex scientific program designs. Analyzes and improves existing programs. Corrects program errors by reviewing instructions or altering sequence of operations. Defines test schedules and test data requirements to verify logic of new or modified programs. Prepares cost estimates and justifications for programming projects.

Scientist 1	Bachelor's degree and a minimum of 5 years of relevant experience. Experience may be substituted for the Bachelor's degree by adding 4 years' experience to the minimum of 5.	Applies and interprets standard methods to assigned problems. Determines own approach to problem and devises solutions when task is within scope of own ability. Initiates and carries out appropriate self-development efforts.
Scientist 2	Master's degree and a minimum of 10 years of relevant experience. Experience may be substituted for the Master's degree by adding 2 years' experience to the minimum of 10.	Applies advanced scientific principles, theories, and concepts in developing original research programs. Develops or directs the development of solutions to complex research problems where little or no precedent exists and innovation is required. Recognized both internally and externally as being an authority in a research specialty. Writes and publishes in peer-reviewed journals. Initiates and carries out appropriate self-development efforts.
Scientist 3	Master's degree and a minimum of 15 years of relevant experience or Ph.D. with a minimum of 10 years' experience. Experience may be substituted for the Master's degree by adding 2 years of experience to the minimum of 15 and for the Ph.D. by adding 2 years to the minimum of 10.	Applies advanced scientific principles, theories, and concepts in developing original research programs. Develops or directs the development of solutions to complex research problems for which little or no precedent exists, innovation is required, and the boundaries of existing knowledge may need to be extended. Recognized as an authority in a research specialty. Writes and publishes in peer-reviewed journals. Initiates and carries out appropriate self-development efforts.
Scientist 4	Ph.D. with 20+ years' experience or equivalent combination of education, training, and experience.	Applies advanced scientific principles, theories, and concepts in developing original research programs. Develops or directs the development of solutions to complex research problems where little or no precedent exists, innovation is required, and which may extend the boundaries of existing knowledge. Is recognized as an authority in a research specialty. Authors and publishes in peer-reviewed journals. Initiates and carries out appropriate self-development efforts.

Specialist 1	Bachelor's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Provides support to project teams in the design and development of health education and public health preparedness programs and materials (e.g., materials, manuals, briefings, presentations, Web pages, reports) for local, state, and federal agency meetings, training sessions, seminars, workshops, drills, and exercises. Writes and edits content for internal and external publications, as well as the Internet, (e.g., brochures, after-action reports, evaluation summaries, meeting summaries, news releases, Web sites, etc.). Researches, writes, and organizes information; coordinates production (photography, design, and printing); and supports activities involved with health education and communication outreach, health marketing and promotional materials, message development and testing, PR and media relations, and event coordination. Conducts interviews, gathers information, and writes articles to promote products and programs. Assists in writing, developing, coordinating, and implementing studies and reports. Writes and edits content for newsletters. Writes scripts for video production.
Specialist 2	Bachelor's degree and a minimum of 5 years of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Requires an extensive knowledge of the theories, principles and practices within at least one professional or scientific field, as well as a working knowledge of the general issues involving related departments or functional areas. Assists program manager with planning and developing effective programs and systems. Serves as lead individual for assigned tasks or projects and provides subject expertise to other project teams as required. Provides project management support and direction for specific projects involving a team of internal and external subject matter experts, as well as other internal staff. Analyzes client needs and conducts research, writes reports, or develops other products. Communicates and coordinates with clients regarding task status, milestone achievement, planning, and other administrative matters. Extensive experience in designing strategies for and conducting literature searches in Internet and commercial databases for government agencies; obtaining hard-to-locate published and unpublished documents using vendors, personal contacts, and interlibrary loan; and creating, maintaining, and exporting bibliographic databases in a variety of formats using bibliographic software (e.g., Reference Manager, EndNote).
Specialist 3	Bachelor's degree and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Generates financial reports, project estimates, and monitors project costs. Assists with the administration of project accounts and budgets. Works with project managers and staff to improve budgeting and cost tracking mechanisms. Works with clients on issues related to financial matters.

Specialist 4	Bachelor's degree and a minimum of 15 years of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Provides graphic design and layout expertise for instructional interface design and content. Provides visual and audio resources for training tools, including graphic design, layout, and production; audio recording and voiceover talent procurement; product packaging and duplication coordination. Manages virtual studio environment for animation production.
Specialist 5	Master's degree and a minimum of 15 years of relevant experience. Two years of additional experience may be substituted for the Master's degree.	Provides technical and program management support for finance, procurement, facility, transportation, travel, property, and human resources. Develops/monitors overall budget, including numerous subcontractors with short/long-term obligations. Prepares monthly technical/financial reports analyzing/forecasting labor, travel, and other direct/indirect cost. Uses federally approved procurement system to purchase equipment, supplies, and services. Executes lease agreements for facilities, equipment, and maintenance. Ensures that all personnel practices, labor relations, and equal opportunity employment practices are in accordance with current state/federal laws. Reports project performance to client and internal managers. Develops and monitors overall project budget encompassing numerous subcontractors. As required by contract, maintains inventory control of all non- capital and non-capital sensitive property.
Specialist 6	Ph.D. or Ed.D. degree and a minimum of 20 years of relevant experience. Four years of additional experience may be substituted for the doctoral degree.	Acts as senior Technical Specialist/Project Manager. Begins and implements program and performance evaluation strategies and tools. Analyzes, designs, implements, and evaluates performance technologies and instructional system designs. Coordinates and directs activities of assigned project personnel. Analyzes client needs, designs new instructional and performance support systems, and develops training products (training courses, training plans, videos, manuals, etc.). Communicates and coordinates with clients regarding project status, milestone achievement, planning, and other administrative matters. Coordinates project activities, assigns tasks to project staff, and mentors project staff. Evaluates instructional and performance support systems. Prepares, develops, and maintains project budgets.

Training 1	Bachelor's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Performs basic job/task analysis, designs procedural or instructional content, develops procedural or instructional materials, delivers training programs, and evaluates training. Determines content of training programs and training support materials. Designs procedural or instructional content format based on the results of the needs/job/task analysis. Develops procedural or instructional materials in a variety of media facets. Delivers training programs, including beginning, advanced/refresher, and train-the-trainer courses. Evaluates training programs, courses, and materials and provides feedback. Coordinates logistical support for training events.
Training 2	Bachelor's degree and a minimum of 3 years of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Performs basic job/task analysis, designs procedural or instructional content, develops procedural or instructional materials, delivers training programs, and evaluates training. Serves as project lead for instructional design and implementation projects. Implements training programs, including beginning, advanced/refresher, and train-the-trainer courses. Performs advanced needs/job/task analysis to determine content of training programs and training support materials. Designs procedural or instructional content format based on the results of the needs/job/task analysis. Develops procedural or instructional materials in a variety of media formats. Evaluates training programs, courses, and materials and provides feedback. Interacts with clients to develop training program plans and related activities.
Training 3	Bachelor's degree and a minimum of 10 years of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Analyzes, designs, implements, and evaluates performance technologies and instructional system designs. Coordinates and directs activities of assigned project personnel. Analyzes client needs, designs new instructional and performance support systems, and develops training products (training courses, training plans, videos, manuals, etc.). Communicates and coordinates with clients regarding project status, milestone achievement, planning, and other administrative matters. Coordinates project activities, assigns tasks to project staff, and mentors project staff. Evaluates instructional and performance support systems. Prepares, develops, and maintains project budgets.
Training 4	Bachelor's degree and a minimum of 15 years of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Advises and assists management in planning program goals, monitoring developments and trends, and formulating business development strategies. Acts as a subject matter expert to provide technical support in planning and implementing training activities. Ensures the technical quality of deliverables. Serves as the technical contact with clients and potential clients. Analyzes and interprets requirements (e.g., statutes and directives) and their impact on clients. Advises management in matters related to training and development issues. Guides and coordinates training and development projects. Meets with clients to identify project goals and strategies, determines staffing and other resource needs, and refines budget and project management plans. Serves as primary point of contact with client. Manages project activities and staff, monitors schedule and budget, and reports to clients.

Training Research Associate 1	Bachelor's degree and a minimum of 1 year of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Communicates with and acts as liaison between client representatives and ORAU staff. Produces training reports. Conducts related research. Maintains program databases, libraries, and filing systems.
Training Research Associate 2	Master's degree and a minimum of 2 years of relevant experience. Two years of additional experience may be substituted for the Bachelor's degree.	Serves as lead researcher for projects involving a wide range of content. Assists in planning and program development. Leads projects and provides support as a member of project teams. Conducts studies and trend analyses to improve program activities. Evaluates audit findings, appraisals, and reviews to determine training needs. Assists in writing, developing, coordinating, and implementing studies and reports. Provides guidance and assistance on interpreting policies, defining assumptions, and analyzing program requirements. Prepares project plans and coordinates completion of the project. Provides subject matter input to managers, support staff, contractors, and federal personnel concerning project activities.

COURSE DESCRIPTIONS FOR SIN 899-3

SIN 899-3 ENVIRONMENTAL TRAINING SERVICES – CONTRACTOR FACILITIES		
Course Title	**No. of Participants**	**Course Description**
Applied Health Physics	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This intensive, 5-week program of lectures and laboratory exercises provides most of the basic science training hours necessary to obtain licensure in the medical uses of by-product material. Approximately 40% of course time is spent performing laboratory exercises using radiation detection and measurement equipment. Laboratory exercises complement the health physics principles learned in the lectures. Beginning with fundamental principles, each topic progresses to an advanced level. Topics addressed include: radiation detectors, radiation shielding, dosimetry, radiation biology, and others. The American Academy of Health Physics grants 32 Continuing Education Credits for completion of this course.

Air Sampling for Radioactive Materials	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day course introduces participants to the basic theories and mechanics of air sampling for radionuclides. Approximately 40% of the course is spent collecting and analyzing air samples; the remainder is spent in lectures. Topics addressed include: calibration of air sampling instruments, air sampling in the workplace, air sampling in the environment, and radon measurements. The American Academy of Health Physics grants 32 Continuing Education Credits, and the American Board of Industrial Hygiene grants 5.0 Certification Maintenance Points to CIHs, for completion of this course.
Certified Health Physicist (CHP) Part I Review	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 1-week course will cover much of the subject material necessary to take and pass Part I of the American Board of Health Physics certification examination. It can be considered both a review and shakedown that will assess a participant's readiness to successfully pass the exam. At the same time, it will identify those subject areas that need further study. Approximately 25% of the time will be spent taking and reviewing typical test questions. The remainder of the time will be devoted to lectures. The American Academy of Health Physics will grant 32 Continuing Education Credits for completion of this course.
Certified Health Physicist (CHP) Part II Review	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 1-week course will cover much of the subject material necessary to take and pass Part II of the American Board of Health Physics certification examination. It can be considered both a review and shakedown that will assess a participant's readiness to successfully complete the exam. At the same time, it will help the candidate identify areas that need further study. Approximately 75% of the time will be spent working and reviewing typical Part II exam problems, while 25% will be brief reviews of problem- solving methods for the various areas of health physics covered by the exam. Continuing Education Credits (CECs) will be requested from the American Academy of Health Physics for completion of this course by any certified HPs who choose to attend for a refresher.
Environmental Monitoring	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day course introduces participants to the basic theories and mechanics of environmental monitoring for radioactivity. Approximately 50% of the course is spent collecting and analyzing samples; the remaining time will be devoted to lectures. Topics include: pathways analysis, regulations and standards, air sampling, soil sampling, water sampling, characterizing sites for remedial action, and others. The American Academy of Health Physics grants 32 Continuing Education Credits, and the American Board of Industrial Hygiene grants 5.0 Certification Maintenance Points to CIHs, for completion of this course.

Gamma Spectroscopy	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day, laboratory-oriented course covers the basics of radionuclide identification and quantification by gamma spectroscopy. Approximately 50% of the course is spent in the laboratory. The American Academy of Health Physics grants 32 Continuing Education Credits for completion of this course.
Introduction to Radiation Safety	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day course is an introduction to the basic science behind radiation safety and to common applications of radiation safety principles. Lectures include a description of common radiation sources, interaction of radiation with matter, biological effects, detection, and measurement. Laboratory exercises emphasize radiation detection and measurement techniques using both fixed and portable instrumentation. The American Academy of Health Physics grants 32 Continuing Education Credits, and the American Board of Industrial Hygiene grants 5.0 Certification Maintenance Points to CIHs, for completion of this course.
Medical Radiation Safety Officer Training	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day course introduces course participants to current issues and technologies in the medical application of radiation. The issues and technologies are discussed in the context of improving and developing the institution's radiation safety program. Topics addressed include regulations and requirements, radiation safety officer responsibilities, monitoring and survey instruments, and others. The American Academy of Health Physics grants 32 Continuing Education Credits for completion of this course.
MARSSIM	Minimum number of participants = 10; Maximum number of participants = 30. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day course emphasizes the decision-making processes involved in the design and implementation of a decommissioning survey based on MARSSIM (the Multi-Agency Radiation Survey and Site Investigation Manual). Topics include an overview of radiological survey types, the data quality objectives process, selection and application of DCGLs, background reference area selection, survey instrument detection sensitivity, area classification, statistical design of surveys, measurement uncertainty, and performing statistical tests. The American Academy of Health Physics grants 32 Continuing Education Credits for completion of this course.

Multi-Agency Radiation Survey and Assessment of Materials and Equipment (MARSAME)	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This four-day training course focuses on the methodology and practical application of the Multi-Agency Radiation Survey and Assessment of Materials and Equipment (MARSAME) standard. This standard supplements the Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) that has become the basis for real property Final Status Surveys. The objective of the course is to provide attendees with a solid understanding of the MARSAME standard, practice through exercises, and provide practical information related to its implementation. The American Academy of Health Physics will grant 24 Continuing Education Credits for completion of this course.
Occupational Internal Dosimetry	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 4.5 day course is designed to provide course participants with a thorough understanding of current methods for determining radiation doses resulting from intakes of radioactive materials by workers. The course covers the basic concepts and principles of internal dose assessments, and describes the International Commission on Radiological Protection (ICRP) internal dosimetry systems and models currently in use in the U.S. and internationally. Bioassay methods (both direct and indirect) are reviewed and bioassay interpretation is discussed in detail. Regulations and regulatory guidance is discussed, including the design of bioassay programs and methods for demonstrating regulatory compliance. Finally, quality assurance and methods for program evaluation are covered. Throughout the course, students work detailed example problems covering all aspects of internal dose assessment. The American Academy of Health Physics will grant 32 Continuing Education Credits for completion of this course.
Radiation Safety Officer Training	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day lecture/laboratory course introduces course participants to relevant issues that influence the effectiveness of a radiation safety program. The course emphasizes administrative and technical issues that a radiation safety officer has to address. Topics include: instruments, regulations, record keeping and inventory control, waste handling and storage, emergency planning, and others. The American Academy of Health Physics grants 32 Continuing Education Credits, and the American Board of Industrial Hygiene grants 5.0 Certification Maintenance Points to CIHs, for completion of this course.
Site Characterization in Support of Decommissioning: Planning, Implementation, and Evaluation	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training at ORAU site, books, and instructional materials, as well as PTP Electronic Library DVD.	This 4.5 day course emphasizes site evaluation, data planning, survey implementation and tools, data interpretation, and decision making processes involved in the historical site assessment, scoping survey, and characterization survey phase of decommissioning. Much of the course involves planning sessions and individual and class exercises. Topics include: site assessment, surveys for radiological and chemical contaminants, data quality objectives and assessments, safety evaluations, planning, and budgeting.

TOXNET and Beyond: Using The National Library of Medicine's Environmental Health and Toxicology Portal	Can train up to 25 participants. Cost includes training at ORAU, instructional materials, and various reference materials.	This 1 day course conveys the fundamentals of searching the NLM's TOXNET system of databases in chemistry, toxicology, environmental health, and related fields. In addition to TOXNET, the course will highlight various resources available through the Environmental Health and Toxicology Portal.
The National Library of Medicine Web Resources for Environmental Health and Biomedical Research	Can train up to 25 participants. Cost includes training at ORAU, instructional materials, and various reference materials.	This 1 day course is designed to meet the needs of environmental and biomedical scientists, researchers, and policy makers who need information on health issues related to exposure to hazardous substances in the environment—including those that are naturally-occurring—and environmental agents known to induce illnesses, including cancer and health disparities. The course provides participants with training in how to access NLM's online environmental health and toxicology information. Participants will receive hands-on practice with selected NLM resources, and demonstrations of other valuable resources will be provided. The workbook is designed to be used as a reference following the course. It contains exercises using realistic scenarios for the resources covered in the class.

SIN 899-3 ENVIRONMENTAL TRAINING SERVICES – CUSTOMER FACILITIES

Course Title	No. of Participants	Course Description
Certified Health Physicist (CHP) Part I Review	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training, books, and instructional materials, as well as PTP Electronic Library DVD.	This one-week course will cover much of the subject material necessary to take and pass Part I of the American Board of Health Physics certification examination. It can be considered both a review and shakedown that will assess a participant's readiness to successfully pass the exam. At the same time, it will identify those subject areas that need further study. Approximately 25% of the time will be spent taking and reviewing typical test questions. The remainder of the time will be devoted to lectures. The American Academy of Health Physics will grant 32 Continuing Education Credits for completion of this course.

Certified Health Physicist (CHP) Part II Review	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training, books, and instructional materials, as well as PTP Electronic Library DVD.	This one-week course will cover much of the subject material necessary to take and pass Part II of the American Board of Health Physics certification examination. It can be considered both a review and shakedown that will assess a participant's readiness to successfully complete the exam. At the same time, it will help the candidate identify areas that need further study. Approximately 75% of the time will be spent working and reviewing typical Part II exam problems, while 25% will be brief reviews of problem- solving methods for the various areas of health physics covered by the exam. Continuing Education Credits (CECs) will be requested from the American Academy of Health Physics for completion of this course by any certified HPs who choose to attend for a refresher.
Introdution to Radiation Safety	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day course is an introduction to the basic science behind radiation safety and to common applications of radiation safety principles. Lectures include a description of common radiation sources, interaction of radiation with matter, biological effects, detection, and measurement. Laboratory exercises emphasize radiation detection and measurement techniques using both fixed and portable instrumentation. The American Academy of Health Physics grants 32 Continuing Education Credits, and the American Board of Industrial Hygiene grants 5.0 Certification Maintenance Points to CIHs, for completion of this course.
Medical Radiation Safety Officer Training	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day course introduces course participants to current issues and technologies in the medical application of radiation. The issues and technologies are discussed in the context of improving and developing the institution's radiation safety program. Topics addressed include regulations and requirements, radiation safety officer responsibilities, monitoring and survey instruments, and others. The American Academy of Health Physics grants 32 Continuing Education Credits for completion of this course.
Multi-Agency Radiation Survey & Site Investigation Manual (MARSSIM)	Minimum number of participants = 10; Maximum number of participants = 30. Cost includes training a, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day course emphasizes the decision-making processes involved in the design and implementation of a decommissioning survey based on MARSSIM (the Multi-Agency Radiation Survey and Site Investigation Manual). Topics include an overview of radiological survey types, the data quality objectives process, selection and application of DCGLs, background reference area selection, survey instrument detection sensitivity, area classification, statistical design of surveys, measurement uncertainty, and performing statistical tests. The American Academy of Health Physics grants 32 Continuing Education Credits for completion of this course.

Multi-Agency Radiation Survey and Assessment of Materials and Equipment (MARSAME)	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training, books, and instructional materials, as well as PTP Electronic Library DVD.	This four-day training course focuses on the methodology and practical application of the Multi-Agency Radiation Survey and Assessment of Materials and Equipment (MARSAME) standard. This standard supplements the Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) that has become the basis for real property Final Status Surveys. The objective of the course is to provide attendees with a solid understanding of the MARSAME standard, practice through exercises, and provide practical information related to its implementation. The American Academy of Health Physics will grant 24 Continuing Education Credits for completion of this course.
Radiation Safety Officer Training	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training, books, and instructional materials, as well as PTP Electronic Library DVD.	This 5-day lecture/laboratory course introduces course participants to relevant issues that influence the effectiveness of a radiation safety program. The course emphasizes administrative and technical issues that a radiation safety officer has to address. Topics include: instruments, regulations, record keeping and inventory control, waste handling and storage, emergency planning, and others. The American Academy of Health Physics grants 32 Continuing Education Credits, and the American Board of Industrial Hygiene grants 5.0 Certification Maintenance Points to CIHs, for completion of this course.
Occupational Internal Dosimetry	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training, books, and instructional materials, as well as PTP Electronic Library DVD.	This 4.5 day course is designed to provide course participants with a thorough understanding of current methods for determining radiation doses resulting from intakes of radioactive materials by workers. The course covers the basic concepts and principles of internal dose assessments, and describes the International Commission on Radiological Protection (ICRP) internal dosimetry systems and models currently in use in the U.S. and internationally. Bioassay methods (both direct and indirect) are reviewed and bioassay interpretation is discussed in detail. Regulations and regulatory guidance is discussed, including the design of bioassay programs and methods for demonstrating regulatory compliance. Finally, quality assurance and methods for program evaluation are covered. Throughout the course, students work detailed example problems covering all aspects of internal dose assessment. The American Academy of Health Physics will grant 32 Continuing Education Credits for completion of this course.
Site Characterization in Support of Decommissioning: Planning, Implementation, and Evaluation	Minimum number of participants = 10; Maximum number of participants = 24. Cost includes training, books, and instructional materials, as well as PTP Electronic Library DVD.	This 4.5 day course emphasizes site evaluation, data planning, survey implementation and tools, data interpretation, and decision making processes involved in the historical site assessment, scoping survey, and characterization survey phase of decommissioning. Much of the course involves planning sessions and individual and class exercises. Topics include: site assessment, surveys for radiological and chemical contaminants, data quality objectives and assessments, safety evaluations, planning, and budgeting.

TOXNET and Beyond: Using The National Library of Medicine's Environmental Health and Toxicology Portal	Can train up to 25 participants. Cost includes instructional materials and various reference materials.	This 1 day course conveys the fundamentals of searching the NLM's TOXNET system of databases in chemistry, toxicology, environmental health, and related fields. In addition to TOXNET, the course will highlight various resources available through the Environmental Health and Toxicology Portal.
The National Library of Medicine Web Resources for Environmental Health and Biomedical Research	Can train up to 25 participants. Cost includes instructional materials, and various reference materials.	This 1 day course is designed to meet the needs of environmental and biomedical scientists, researchers, and policy makers who need information on health issues related to exposure to hazardous substances in the environment—including those that are naturally-occurring—and environmental agents known to induce illnesses, including cancer and health disparities. The course provides participants with training in how to access NLM's online environmental health and toxicology information. Participants will receive hands-on practice with selected NLM resources, and demonstrations of other valuable resources will be provided. The workbook is designed to be used as a reference following the course. It contains exercises using realistic scenarios for the resources covered in the class.

SIN 541-4A MARKET RESEARCH AND ANALYSIS; AND
SIN 541-5 INTEGRATED MARKETING SERVICES

Labor Category	Minimum Education and Experience Requirements	Duties/Responsibilities
Advertising and Marketing Specialist 1	Bachelor's Degree in Communications, Public Relations, Marketing, Business, English, or related field and no prior experience.	Possesses knowledge in the field of advertising, marketing, or public relations. Under direct supervision, participates in development and implementation of marketing research initiatives, advertising campaigns, public relations campaigns, or other outreach activities. Devises methods for advertising, marketing, and public relations campaigns. Provides writing contribution to findings reports, publications, and other materials as needed to communicate market research and analysis findings. Provides creative contributions as needed to campaign materials.

Advertising and Marketing Specialist 2	Bachelor's Degree in Communications, Public Relations, Marketing, Business, English, or related field and 3 years of job-related experience. Education beyond the minimum may be used as an equivalency for directly relevant experience. The equivalency will be 1 year of directly related education for 1 year of directly related experience.	Possesses advanced knowledge in the field of advertising, marketing, or public relations. Plans and directs development and implementation of moderately complex marketing research initiatives, advertising campaigns, public relations campaigns, or other outreach activities. Applies principles and theories to development of data collection and advertising, marketing, and public relations campaigns. Develops findings reports, publications, and other materials as needed to communicate market research and analysis findings. Develops campaign materials.
Advertising and Marketing Specialist 3	Bachelor's Degree in Communications, Public Relations, Marketing, Business, English, or related field and 6 years of job-related experience. Education beyond the minimum may be used as an equivalency for directly relevant experience. The equivalency will be 1 year of directly related education for 1 year of directly related experience.	Possesses extensive knowledge in the field of advertising, marketing, or public relations. Plans and directs development and implementation of complex marketing research initiatives, advertising campaigns, public relations campaigns, or other outreach activities. Devises new solutions for data collection and advertising, marketing, and public relations campaigns that require innovative approaches. Leads development of findings reports, publications, and other materials as needed to communicate market research and analysis findings. Leads development of campaign materials. Prepares and tracks project budgets and expenditures, provides project oversight, including managing staff; develops and tracks timelines; provides monthly status reports to clients; and controls cost in accordance with agreed-upon deliverables and organization requirements.
Advertising and Marketing Specialist 4	Bachelor's Degree in Communications, Public Relations, Marketing, Business, English, or related field and 10 years of job-related experience. Education beyond the minimum may be used as an equivalency for directly relevant experience. The equivalency will be 1 year of directly related education for 1 year of directly related experience.	Senior expert with mastery knowledge in the field of advertising, marketing, or public relations. Oversees development and implementation of marketing research initiatives, advertising campaigns, public relations campaigns, or other outreach activities. Devises new solutions for data collection and advertising, marketing, and public relations campaigns that require innovative approaches. Leads development of findings reports, publications, and other materials as needed to communicate market research and analysis findings. Leads development of campaign materials. May write and publish in peer-reviewed journals. Prepares and tracks large complex project budgets and expenditures, provides project oversight, including managing staff; develops and tracks timelines; provides monthly status reports to clients; and controls cost in accordance with agreed-upon deliverables and organization requirements.

Health Communication Specialist 1	Bachelor's Degree in Health Education, Public Health, Biological Science, or related field and no prior experience.	Under direct supervision, collects and consolidates data on health communication issues; provides assistance with writing and editing publications related to public health; assists in the distribution of health information to the public; works collaboratively with partners and stakeholders to meet health communication needs. Assist with the development, implementation, and evaluation of health education and outreach and health communication projects. Posesses knowledge of health education and health communication.
Health Communication Specialist 2	Master's Degree in Health Education, Public Health, Biological Science, or related field and 1 year of job-related experience; or a Bachelor's Degree in Health Education, Public Health, Biological Science, or related field and 3 years of job-related experience. Education beyond the minimum may be used as an equivalency for directly relevant experience. The equivalency will be 1 year of directly related education for 1 year of directly related experience.	Responsible for development, implementation, and evaluation of health education and outreach and health communication projects. Posesses advanced knowledge of health education and health communication. Works with health professionals, reseachers, college faculty and staff, and community-based organizations as partners and stakeholders to develop health communication program content using principles based on current health communication theory. Collects, compiles, and analyzes moderately complex project data and provides summary reports to clients.
Health Communication Specialist 3	Master's Degree in Health Education, Public Health, Biological Science, or related field and 4 years of job-related experience; or a Bachelor's Degree in Health Education, Public Health, Biological Science, or related field and 6 years of job-related experience. Education beyond the minimum may be used as an equivalency for directly relevant experience. The equivalency will be 1 year of directly related education for 1 year of directly related experience.	Responsible for development, implementation, and evaluation of health education and outreach and health communication projects. Posesses extensive technical knowledge of health education and health communication. Responsible for all aspects of development, including needs assessment, intervention design, objective development, and content writing for a variety of content delivery formats. Prepares and tracks complex project budgets and expenditures, may lead staff, maintains schedules, provides monthly status reports to clients, and controls cost in accordance with agreed-upon deliverables and organization requirements.

Health Communication Specialist 4	Master's Degree in Health Education, Public Health, Biological Science, or related field and 8 years of job-related experience; or a Bachelor's Degree in Health Education, Public Health, Biological Science, or related field and 10 years of job-related experience. Education beyond the minimum may be used as an equivalency for directly relevant experience. The equivalency will be 1 year of directly related education for 1 year of directly related experience.	Directs the work of other health communications specialists in the design, development, implementation, and evaluation of a variety of health education and outreach and health communication programs and projects. Responsible for all aspects of development, including needs assessment, intervention design, objective development, and content writing for a variety of content delivery formats. Prepares and tracks large complex project budgets and expenditures, trains staff, maintains multiple schedules, provides monthly status reports to clients and controls cost in accordance with agreed-upon deliverables and organization requirements.