

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)**

**PROGRAM ANALYSIS AND CONTROL  
(PAAC IV)**

**ENCLOSURE A**

**GOVERNMENT POSITION DESCRIPTIONS**

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
Government Position Descriptions**

**Staff Position Summary**

Staff Positions	Accounting, CM, Documentation, IT, GB, Scheduling		
Level	Years Experience	Minimum Education	Years Experience w/B.S.
Jr.	1 – 2	H.S.	N/A
Low	3 – 4	H.S.	N/A
Intermediate	5 – 6	B.S.	2 – 3
High *	7 – 8	B.S.	4 – 7
Senior *	8+	B.S.	8+

**\* For High and Senior level staff positions, Offerors may assign oversight and training responsibilities for the lower level positions; however, hours associated with those responsibilities shall be accounted under the Management and Administrative Labor exhibit. Additionally, the Offerors shall give the Government insight into the cost estimating thought processes and methodologies used by the Offeror in estimating the hours.**

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)**

**Accounting**

<b>Junior Accounting Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides junior level accounting support to GSFC, the Regional Finance Office (RFO) Financial Services Department (FSD) located at GSFC, NASA Headquarters, and the NASA Management Offices for the Jet Propulsion Laboratory and Applied Physics Laboratory</li> <li>• Support the operation of the NASA accounting system including applicable interfaces to the NASA Shared Services Center</li> <li>• Maintains working knowledge of accounting and administrative processes addressed in the Financial Management Manual (FMM), federal financial management requirements, and NASA Procedural Requirements (NPR) 9200.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Provide general accounting support to GSFC as well as to NASA HQ accounting functions that are supported by GSFC's accounting office</li> <li>• Log in all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; and track number into the accounting system</li> <li>• Review monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders or government bills of lading. Comments are to be submitted to government representatives</li> <li>• Respond to inquiries from vendors, and coordinate information with NASA's procurement buyers and resources analysts regarding the processing of purchase orders and invoices</li> <li>• Process domestic travel authorizations submitted by Goddard daily in Travel Manager</li> <li>• Respond to inquiries from and initiate inquiries to travelers and other authorized personnel to secure additional or correct information necessary for the processing of travel authorizations</li> <li>• Review timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges</li> <li>• Input employee personal changes to W-4 forms and direct deposit forms, and adjustments for pay and leave corrections into the NPPS database. Communicate with employees, timekeepers and payroll technicians from other NASA Centers or agencies as appropriate</li> <li>• Review reimbursable agreement packages, verify packages for completion, accuracy and verify that the estimated price report is computed accurately, and set up transactions to be entered into the GSFC financial systems</li> <li>• Draft dunning notices and monthly bills, for government review, to be submitted to reimbursable customers in compliance with the Financial Management Requirements</li> <li>• Compile and index purchase order, travel, timecards, and other source document records to submit to vendor for microfilming or web-based retrieval; and review images for records management purposes upon completion</li> <li>• Train on and implement business system upgrades and improvements</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)**  
**Accounting (cont'd)**

<b>Low Accounting Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides low-end intermediate level accounting support to GSFC, the Regional Finance Office (RFO) Financial Services Department (FSD) located at GSFC, NASA Headquarters, and the NASA Management Offices for the Jet Propulsion Laboratory and Applied Physics Laboratory</li> <li>• Support the operation of the NASA accounting system including applicable interfaces to the NASA Shared Services Center</li> <li>• Maintains detailed knowledge of accounting and administrative processes addressed in the Financial Management Manual (FMM), federal financial management requirements, and NASA Procedural Requirements (NPR) 9200.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Provide general accounting support to GSFC as well as to NASA HQ accounting functions that are supported by GSFC's accounting office</li> <li>• Log in all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; and track number into the accounting system</li> <li>• Review monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders or government bills of lading. Comments are to be submitted to government representatives</li> <li>• Respond to inquiries from vendors, and coordinate information with NASA's procurement buyers and resources analysts regarding the processing of purchase orders and invoices</li> <li>• Process domestic travel authorizations submitted by Goddard daily in Travel Manager</li> <li>• Respond to inquiries from and initiate inquiries to travelers and other authorized personnel to secure additional or correct information necessary for the processing of travel authorizations</li> <li>• Review timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges</li> <li>• Input employee personal changes to W-4 forms and direct deposit forms, and adjustments for pay and leave corrections into the NPPS database. Communicate with employees, timekeepers and payroll technicians from other NASA Centers or agencies as appropriate</li> <li>• Review reimbursable agreement packages, verify packages for completion, accuracy and verify that the estimated price report is computed accurately, and set up transactions to be entered into the GSFC financial systems</li> <li>• Draft dunning notices and monthly bills, for government review, to be submitted to reimbursable customers in compliance with the Financial Management Requirements</li> <li>• Compile and index purchase order, travel, timecards, and other source document records to submit to vendor for microfilming or web-based retrieval; and review images for records management purposes upon completion</li> <li>• Provide occasional low-level support to special projects such as the review of outstanding obligations which ensure appropriate paperwork is maintained to support outstanding obligations</li> <li>• Support business system upgrades and improvements</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
Accounting (cont'd)**

<b>Intermediate Accounting Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides intermediate level accounting support to GSFC, the Regional Finance Office (RFO) Financial Services Department (FSD) located at GSFC, NASA Headquarters, and the NASA Management Offices for the Jet Propulsion Laboratory and Applied Physics Laboratory</li> <li>• Support the operation of the NASA accounting system including applicable interfaces to the NASA Shared Services Center</li> <li>• Maintains detailed knowledge of accounting and administrative processes addressed in the Financial Management Manual (FMM), federal financial management requirements, and NASA Procedural Requirements (NPR) 9200.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Provide general accounting support to GSFC as well as to NASA HQ accounting functions that are supported by GSFC's accounting office</li> <li>• Log in all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; and track number into the accounting system</li> <li>• Review monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders or government bills of lading. Comments are to be submitted to government representatives</li> <li>• Respond to inquiries from vendors, and coordinate information with NASA's procurement buyers and resources analysts regarding the processing of purchase orders and invoices</li> <li>• Process domestic travel authorizations submitted by Goddard daily in Travel Manager</li> <li>• Respond to inquiries from and initiate inquiries to travelers and other authorized personnel to secure additional or correct information necessary for the processing of travel authorizations</li> <li>• Review timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges</li> <li>• Input employee personal changes to W-4 forms and direct deposit forms, and adjustments for pay and leave corrections into the NPPS database. Communicate with employees, timekeepers and payroll technicians from other NASA Centers or agencies as appropriate</li> <li>• Review reimbursable agreement packages, verify packages for completion, accuracy and verify that the estimated price report is computed accurately, and set up transactions to be entered into the GSFC financial systems</li> <li>• Draft dunning notices and monthly bills, for government review, to be submitted to reimbursable customers in compliance with the Financial Management Requirements</li> <li>• Compile and index purchase order, travel, timecards, and other source document records to submit to vendor for microfilming or web-based retrieval; and review images for records management purposes upon completion</li> <li>• Provide basic support to special projects such as the review of outstanding obligations which ensure appropriate paperwork is maintained to support outstanding obligations</li> </ul> <p>Support business system upgrades and improvements</p>

## ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)

## Accounting (cont'd)

<b>High Accounting Support Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides high-end intermediate level accounting support to GSFC, the Regional Finance Office (RFO) Financial Services Department (FSD) located at GSFC, NASA Headquarters, and the NASA Management Offices for the Jet Propulsion Laboratory and Applied Physics Laboratory</li> <li>• Support the operation of the NASA accounting system including applicable interfaces to the NASA Shared Services Center</li> <li>• Maintains expert knowledge of accounting and administrative processes addressed in the Financial Management Manual (FMM), federal financial management requirements, and NASA Procedural Requirements (NPR) 9200.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Provide general accounting support to GSFC as well as to NASA HQ accounting functions that are supported by GSFC's accounting office</li> <li>• Log in all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; and track number into the accounting system</li> <li>• Review monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders or government bills of lading. Comments are to be submitted to government representatives</li> <li>• Respond to inquiries from vendors, and coordinate information with NASA's procurement buyers and resources analysts regarding the processing of purchase orders and invoices</li> <li>• Process domestic travel authorizations submitted by Goddard daily in Travel Manager</li> <li>• Respond to inquiries from and initiate inquiries to travelers and other authorized personnel to secure additional or correct information necessary for the processing of travel authorizations</li> <li>• Review timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges</li> <li>• Input employee personal changes to W-4 forms and direct deposit forms, and adjustments for pay and leave corrections into the NPPS database. Communicate with employees, timekeepers and payroll technicians from other NASA Centers or agencies as appropriate</li> <li>• Review reimbursable agreement packages, verify packages for completion, accuracy and verify that the estimated price report is computed accurately, and set up transactions to be entered into the GSFC financial systems</li> <li>• Draft dunning notices and monthly bills, for government review, to be submitted to reimbursable customers in compliance with the Financial Management Requirements</li> <li>• Compile and index purchase order, travel, timecards, and other source document records to submit to vendor for microfilming or web-based retrieval; and review images for records management purposes upon completion</li> <li>• Prepare and submit Financial Performance Summary report inputs to management for internal and external reporting on a monthly basis</li> <li>• Provide administrative, logistical and technical support to special projects such as the review of outstanding obligations which ensure appropriate paperwork is maintained to support outstanding obligations</li> <li>• Support and actively develop recommendations for business system upgrades and improvements</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
Accounting (cont'd)**

<b>Senior Accounting Support Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides senior level accounting support to GSFC, the Regional Finance Office (RFO) Financial Services Department (FSD) located at GSFC, NASA Headquarters, and the NASA Management Offices for the Jet Propulsion Laboratory and Applied Physics Laboratory</li> <li>• Support the operation of the NASA accounting system including applicable interfaces to the NASA Shared Services Center</li> <li>• Maintains expert knowledge of accounting and administrative processes addressed in the Financial Management Manual (FMM), federal financial management requirements, and NASA Procedural Requirements (NPR) 9200.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Provide general accounting support to GSFC as well as to NASA HQ accounting functions that are supported by GSFC's accounting office</li> <li>• Log in all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; and track number into the accounting system</li> <li>• Review monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders or government bills of lading. Comments are to be submitted to government representatives</li> <li>• Respond to inquiries from vendors, and coordinate information with NASA's procurement buyers and resources analysts regarding the processing of purchase orders and invoices</li> <li>• Process domestic travel authorizations submitted by Goddard daily in Travel Manager</li> <li>• Respond to inquiries from and initiate inquiries to travelers and other authorized personnel to secure additional or correct information necessary for the processing of travel authorizations</li> <li>• Review timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges</li> <li>• Input employee personal changes to W-4 forms and direct deposit forms, and adjustments for pay and leave corrections into the NPPS database. Communicate with employees, timekeepers and payroll technicians from other NASA Centers or agencies as appropriate</li> <li>• Review reimbursable agreement packages, verify packages for completion, accuracy and verify that the estimated price report is computed accurately, and set up transactions to be entered into the GSFC financial systems</li> <li>• Draft dunning notices and monthly bills, for government review, to be submitted to reimbursable customers in compliance with the Financial Management Requirements</li> <li>• Compile and index purchase order, travel, timecards, and other source document records to submit to vendor for microfilming or web-based retrieval; and review images for records management purposes upon completion</li> <li>• Prepare and submit Financial Performance Summary reports to management for internal and external reporting on a monthly basis</li> <li>• Provide administrative, logistical and technical support to special projects such as the review of outstanding obligations which ensure appropriate paperwork is maintained to support outstanding obligations</li> <li>• Support and actively develop recommendations for business system upgrades and improvements</li> <li>• Serve as an Accounting consultant to project(s) and present training to Government and contractor personnel</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)****Configuration Management**

<b>Junior Configuration Management Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides junior level support to configuration management and data management tasks</li> <li>• Maintains working knowledge of required compliance documentation including Goddard Procedures and Guidelines (GPR)-1410.2 and 400-Procedures and Guidelines (PG)-1410.2.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Prepare for CCR, prepare CCR package, collect review comments, track CCR action items, coordinate CCB meeting for routine CCRs</li> <li>• Identify and collect data associated with the configuration management system and maintain the database</li> <li>• Coordinate, record and document activities of the Configuration Control Board (CCB)</li> <li>• Track Configuration Control Requests (CCR)</li> <li>• Support the administration of Project requirements, configuration change control and configuration management as required</li> <li>• Perform routine configuration management tasks as required under minimal supervision</li> </ul>

<b>Low Configuration Management Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides low-end intermediate level support to configuration management and data management tasks</li> <li>• Maintains detailed knowledge of required compliance documentation including Goddard Procedures and Guidelines (GPR)-1410.2 and 400-Procedures and Guidelines (PG)-1410.2.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Prepare for CCR, prepare CCR package, collect review comments, track CCR action items, coordinate CCB meeting for lower-level CCBs</li> <li>• Identify and collect data associated with the configuration management system and maintain the database</li> <li>• Monitor contractor's configuration management systems</li> <li>• Coordinate, record and document activities of the Configuration Control Board (CCB)</li> <li>• Track Configuration Control Requests (CCR)</li> <li>• Interface with subsystem or minor product technical leads to support the administration of Project requirements, configuration change control and configuration management as required</li> </ul>

<b>Intermediate Configuration Management Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides intermediate level support to configuration management and data management tasks</li> <li>• Maintains detailed knowledge of required compliance documentation including Goddard Procedures and Guidelines (GPR)-1410.2 and 400-Procedures and Guidelines (PG)-1410.2.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Prepare for CCR, prepare CCR package, collect review comments, track CCR action items, coordinate CCB meeting</li> <li>• Identify and collect data associated with the configuration management system and maintain the database</li> <li>• Monitor contractor's configuration management systems and perform audits to assure ISO compliance</li> <li>• Coordinate, record and document activities of the Configuration Control Board (CCB)</li> <li>• Track Configuration Control Requests (CCR)</li> <li>• Interface with Observatory, Instrument, Ground and other technical leads to support the administration of Project requirements, configuration change control and configuration management as required</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)**

**Configuration Management (cont'd)**

<b>High Configuration Management Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides high-end intermediate level support to configuration management and data management tasks</li> <li>• Maintains expert knowledge of required compliance documentation including Goddard Procedures and Guidelines (GPR)-1410.2 and 400-Procedures and Guidelines (PG)-1410.2.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Design and implement CM systems</li> <li>• Review, evaluate, recommend and implement new technology/enhancements to the Configuration Management System</li> <li>• Prepare for CCR, prepare CCR package, collect review comments, track CCR action items, coordinate CCB meeting</li> <li>• Identify and collect data associated with the configuration management system and maintain the database</li> <li>• Monitor contractor's configuration management systems and perform audits to ensure ISO compliance</li> <li>• Coordinate, record and document activities of the Configuration Control Board (CCB)</li> <li>• Track Configuration Control Requests (CCR)</li> <li>• Interface with project management staff and support the administration of Project requirements, configuration change control and configuration management as required</li> </ul>

<b>Senior Configuration Management Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides senior-level support to configuration management and data management tasks</li> <li>• Maintains expert knowledge of required compliance documentation including Goddard Procedures and Guidelines (GPR)-1410.2 and 400-Procedures and Guidelines (PG)-1410.2.1</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Design and implement CM systems</li> <li>• Review, evaluate, recommend and implement new technology/enhancements to the Configuration Management System</li> <li>• Prepare for CCR, prepare CCR package, collect review comments, track CCR action items, coordinate CCB meeting</li> <li>• Identify and collect data associated with the configuration management system and maintain the database</li> <li>• Monitor contractor's configuration management systems and perform audits to ensure ISO compliance</li> <li>• Coordinate, record and document activities of the Configuration Control Board (CCB)</li> <li>• Track Configuration Control Requests (CCR)</li> <li>• Interface with project management staff and support the administration of Project requirements, configuration change control and configuration management as required</li> <li>• Maintain and analyze statistics on CM documentation loads</li> <li>• Serve as a CM consultant to project(s) and present CM training to Government and contractor personnel</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
Documentation**

<b>Junior Documentation Specialist</b>	
Job Description:	<ul style="list-style-type: none"> <li>• Provides junior-level support to documentation/library tasks</li> <li>• Maintains working knowledge of required compliance documentation including Goddard Procedures and Guidelines GPR 1410.1/Directives Management, GPR 1420.1./Forms Management, and GPR 1440.8/Records Management</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Operate documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation</li> <li>• Index and catalog all library materials</li> <li>• Perform data management function including documentation coordination, status tracking system, distribution, and required reporting</li> </ul>

<b>Low Documentation Specialist</b>	
Responsibilities	<ul style="list-style-type: none"> <li>• Provides low-end intermediate level support to documentation/library tasks</li> <li>• Maintains detailed knowledge of required compliance documentation including Goddard Procedures and Guidelines GPR 1410.1/Directives Management, GPR 1420.1./Forms Management, and GPR 1440.8/Records Management</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• Operate documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation</li> <li>• Index and catalog all library materials</li> <li>• Perform data management function including documentation coordination, status tracking system, distribution, and required reporting</li> <li>• Provide data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables</li> <li>• Monitor receipt of contract data deliverables to ensure compliance with the Contract data requirements list (CDRL)</li> </ul>

<b>Intermediate Documentation Specialist</b>	
Responsibilities	<ul style="list-style-type: none"> <li>• Provides intermediate level support to documentation/library tasks</li> <li>• Maintains detailed knowledge of required compliance documentation including Goddard Procedures and Guidelines GPR 1410.1/Directives Management, GPR 1420.1./Forms Management, and GPR 1440.8/Records Management</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• Operate documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation</li> <li>• Index and catalog all library materials</li> <li>• Perform data management function including documentation coordination, status tracking system, distribution, and required reporting</li> <li>• Provide data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables</li> <li>• Monitor receipt of contract data deliverables to ensure compliance with the Contract data requirements list (CDRL)</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
Documentation (cont'd)**

<b>High Documentation Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides high-end intermediate level support to documentation/library tasks</li> <li>• Maintains expert knowledge of required compliance documentation including Goddard Procedures and Guidelines GPR 1410.1/Directives Management, GPR 1420.1/Forms Management, and GPR 1440.8/Records Management</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Develop and update documentation/library systems for control, storage, and dissemination of all project documentation including configuration management</li> <li>• Review, evaluate, recommend and implement new technology/enhancements to the Documentation System</li> <li>• Operate documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation</li> <li>• Index and catalog all library materials</li> <li>• Perform data management function including documentation coordination, status tracking system, distribution, and required reporting</li> <li>• Provide data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables</li> <li>• Monitor receipt of contract data deliverables to assure compliance with the Contract data requirements list (CDRL)</li> </ul>

<b>Senior Documentation Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides senior level support to documentation/library tasks</li> <li>• Maintains expert knowledge of required compliance documentation including Goddard Procedures and Guidelines GPR 1410.1/Directives Management, GPR 1420.1/Forms Management, and GPR 1440.8/Records Management</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Develop and update documentation/library systems for control, storage, and dissemination of all project documentation including configuration management</li> <li>• Review, evaluate, recommend and implement new technology/enhancements to the Documentation System</li> <li>• Operate documentation/library systems for receiving, storing, tracking, retrieving and distributing documentation</li> <li>• Index and catalog all library materials</li> <li>• Perform data management function including documentation coordination, status tracking system, distribution, and required reporting</li> <li>• Provide data management including coordinating, tracking, prompting Project Contractors for Contract Data Requirements List deliverables</li> <li>• Monitor receipt of contract data deliverables to assure compliance with the Contract data requirements list (CDRL)</li> <li>• Develop and maintain statistics on documentation holdings and use</li> <li>• Serve as a DM consultant to project(s) and present CM training to Government and contractor personnel</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
Highly Specialized Information Technology (IT)**

<b>Junior Information Technology Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides junior-level support to IT tasks</li> <li>• Maintains working knowledge of required compliance documentation including Federal Information Technology laws and regulations and NASA Procedural Requirements (NPR) 7120.5</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Operate IT Systems, networks, website, and social media in support of projects</li> <li>• Implement and maintain simple systems/databases for project management and project control for Documentation Management, Configuration Management, Scheduling, Action Item Tracking, and other business functions</li> <li>• Implement improvements for optimized IT services or IT security.</li> </ul>

<b>Low Information Technology Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides low-end intermediate level support to IT tasks</li> <li>• Maintains detailed knowledge of required compliance documentation including Federal Information Technology laws and regulations and NASA Procedural Requirements (NPR) 7120.5</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Design, operate and maintain IT Systems, networks, website, and social media in support of projects</li> <li>• Support the development, implementation, and maintenance of IT Security plans for projects, programs, or in-house elements;</li> <li>• Implement and maintain systems/databases for project management and project control for Documentation Management, Configuration Management, Scheduling, Action Item Tracking, and other business functions</li> <li>• Implement improvements for optimized IT services or IT security.</li> </ul>

<b>Intermediate Information Technology Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides intermediate level support to IT tasks</li> <li>• Maintains detailed knowledge of required compliance documentation including Federal Information Technology laws and regulations and NASA Procedural Requirements (NPR) 7120.5</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Design, operate and maintain IT Systems, networks, website, and social media in support of projects</li> <li>• Support the development, implementation, and maintenance of IT Security plans for projects, programs, or in-house elements;</li> <li>• Design, develop, implement and maintain systems/databases for project management and project control for Documentation Management, Configuration Management, Scheduling, Action Item Tracking, and other business functions</li> <li>• Implement improvements for optimized IT services or IT security.</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
Highly Specialized Information Technology (IT) (cont'd)**

<b>High Information Technology Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides high-end intermediate level support to IT tasks</li> <li>• Maintains expert knowledge of required compliance documentation including Federal Information Technology laws and regulations and NASA Procedural Requirements (NPR) 7120.5</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Design, operate and maintain IT Systems, networks, website, and social media in support of projects</li> <li>• Support the development, implementation, and maintenance of IT Security plans for projects, programs, or in-house elements;</li> <li>• Identify and recommend actions to improve information technology security and implement actions when approved</li> <li>• Design, develop, implement and maintain systems/databases for project management and project control for Documentation Management, Configuration Management, Scheduling, Action Item Tracking, and other business functions</li> <li>• Guide optimization of the delivery of IT services to assure mission success.</li> </ul>

<b>Senior Information Technology Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides senior-level support to IT tasks</li> <li>• Maintains expert knowledge of required compliance documentation including Federal Information Technology laws and regulations and NASA Procedural Requirements (NPR) 7120.5</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Design, operate and maintain IT Systems, networks, website, and social media in support of projects</li> <li>• Support the development, implementation, and maintenance of IT Security plans for projects, programs, or in-house elements;</li> <li>• Identify and recommend actions to improve information technology security and implement actions when approved</li> <li>• Design, develop, implement and maintain systems/databases for project management and project control for Documentation Management, Configuration Management, Scheduling, Action Item Tracking, and other business functions</li> <li>• Guide optimization of the delivery of IT services to assure mission success.</li> <li>• Serve as a IT consultant to project(s) and present IT training to Government and contractor personnel</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
General Business**

<b>Junior General Business Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides junior-level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications</li> <li>• Maintains working knowledge of required compliance documentation including project-specific and GSFC documentation standards</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Develop routine and simple presentation charts, drawings, flow charts, diagrams, schedules, narrative documents, and other data for project/customer presentations and reports in a variety of media</li> <li>• Photocopy, paginate and bind documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating</li> <li>• Maintain and update electronic files, records, and data</li> <li>• Record meeting minutes as required</li> <li>• Establish and maintain office supply inventories</li> <li>• Process shipping of documents and packages</li> <li>• Coordinate travel arrangements, prepare and collect travel vouchers; and track project travel plan vs. actual</li> <li>• Prepare and process purchase requests and conduct simple resource analysis</li> <li>• Gather, manage, maintain, analyze, and report on workforce data for Civil Servant and contractor personnel</li> <li>• Develop NASA communications and public affairs products in multimedia, internet and social networking media</li> <li>• Provide logistical and technical support for internal personnel moves including furniture, workspace, computer and telephone coordination, including remote activities such as launch campaigns</li> <li>• Coordinate and prepare facilities maintenance work orders</li> <li>• Assist with managing property</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)****General Business (cont'd)**

<b>Low General Business Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides low-end intermediate level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications</li> <li>• Maintains detailed knowledge of required compliance documentation including project-specific and GSFC documentation standards</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Prepare and modify presentations (e.g. Monthly Status Reviews), drawings, flow charts, diagrams, schedules, narrative documents, and other data for project/customer presentations and reports in a variety of media</li> <li>• Photocopy, paginate and bind documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating</li>   <li>• Maintain and update electronic files, records, and data</li> <li>• Record meeting minutes as required</li> <li>• Establish and maintain office supply inventories</li> <li>• Control flight hardware, ground support equipment, and other project/customer property, and interface with GSFC Logistics Management Division personnel</li> <li>• Prepare and review technical text, perform technical editing and document compilations, and distribute documents</li> <li>• Maintain photographic and video documentation/imagery of project hardware</li> <li>• Oversee shipping and coordinate shipping of documents and packages including with the Logistics Transportation Management branch</li> <li>• Assist with the planning, preparation and coordination of international transfers of items from and to the project with proper observance of all pertinent export control regulations and restrictions</li> <li>• Prepare travel budget planning, coordinate travel arrangements, prepare and collect travel vouchers; and track project travel plan vs. actual</li> <li>• Prepare and process purchase requests and conduct resource analysis</li> <li>• Gather, manage, maintain, analyze, and report on workforce data for Civil Servant and contractor personnel</li> <li>• Develop NASA communications and public affairs products in multimedia, internet and social networking media</li> <li>• Provide logistical and technical support for internal personnel moves including furniture, workspace, computer and telephone coordination, including remote activities such as launch campaigns</li> <li>• Coordinate and prepare facilities maintenance work orders</li> <li>• Conduct cost studies of office space systems, utilizing historical data and statistical analyses</li> <li>• Manage project property and interface with Project managers and GSFC Logistics Management Division personnel for planning and implementation</li> <li>• Maintain databases current in support of project control and other applicable business activities</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
General Business (cont'd)**

<b>Intermediate General Business Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides intermediate level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications</li> <li>• Maintains detailed knowledge of required compliance documentation including project-specific and GSFC documentation standards</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Prepare and modify presentations (e.g. Monthly Status Reviews), drawings, flow charts, diagrams, schedules, narrative documents, and other data for project/customer presentations and reports in a variety of media</li> <li>• Photocopy, paginate and bind documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating</li> <li>• Maintain and update electronic files, records, and data</li> <li>• Record meeting minutes as required</li> <li>• Establish and maintain office supply inventories</li> <li>• Control flight hardware, ground support equipment, and other project/customer property, and interface with GSFC Logistics Management Division personnel</li> <li>• Prepare and review technical text, perform technical editing and document compilations, and distribute documents</li> <li>• Maintain photographic and video documentation/imagery of project hardware</li> <li>• Oversee shipping and coordinate shipping of documents and packages including with the Logistics Transportation Management branch</li> <li>• Assist with the planning, preparation and coordination of international transfers of items from and to the project with proper observance of all pertinent export control regulations and restrictions</li> <li>• Prepare travel budget planning, coordinate travel arrangements, prepare and collect travel vouchers; and track project travel plan vs. actual</li> <li>• Prepare and process purchase requests and conduct resource analysis</li> <li>• Gather, manage, maintain, analyze, and report on workforce data for Civil Servant and contractor personnel</li> <li>• Develop NASA communications and public affairs products in multimedia, internet and social networking media</li> <li>• Provide logistical and technical support for internal personnel moves including furniture, workspace, computer and telephone coordination, including remote activities such as launch campaigns</li> <li>• Coordinate and prepare facilities maintenance work orders</li> <li>• Conduct cost studies of office space systems, utilizing historical data and statistical analyses</li> <li>• Manage project property and interface with Project managers and GSFC Logistics Management Division personnel for planning and implementation</li> <li>• Assist in planning, coordinating and implementing the technical and administrative training classes and other ad hoc meetings for Civil Servants and contractor teams</li> <li>• Assist with the development of training materials for Civil Servants and contractor teams</li> <li>• Maintain databases current in support of project control and other applicable business activities</li> <li>• Assist the customer with internal and external compliance audits (e.g. ISO9001, CM audits) across the PAAC IV functions.</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)****General Business (cont'd)**

<b>High General Business Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides high-end intermediate level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications</li> <li>• Maintains expert knowledge of required compliance documentation including project-specific and GSFC documentation standards</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Prepare and modify presentations (e.g. Project Monthly Status Reviews), drawings, flow charts, diagrams, schedules, narrative documents, and other data for project/customer presentations and reports in a variety of media</li> <li>• Photocopy, paginate and bind documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating</li> <li>• Maintain and update electronic files, records, and data</li> <li>• Record meeting minutes as required</li> <li>• Establish and maintain office supply inventories</li> <li>• Control flight hardware, ground support equipment, and other project/customer property, and interface with GSFC Logistics Management Division personnel</li> <li>• Prepare and review technical text, perform technical editing and document compilations, and distribute documents</li> <li>• Maintain photographic and video documentation/imagery of project hardware</li> <li>• Oversee shipping and coordinate shipping of documents and packages including with the Logistics Transportation Management branch</li> <li>• Assist with the planning, preparation and coordination of international transfers of items from and to the project with proper observance of all pertinent export control regulations and restrictions</li> <li>• Prepare travel budget planning, coordinate travel arrangements, prepare and collect travel vouchers; and track project travel plan vs. actual</li> <li>• Prepare and process purchase requests and conduct resource analysis</li> <li>• Gather, manage, maintain, analyze, and report on workforce data for Civil Servant and contractor personnel</li> <li>• Develop NASA communications and public affairs products in multimedia, internet and social networking media</li> <li>• Provide logistical and technical support for internal personnel moves including furniture, workspace, computer and telephone coordination, including remote activities such as launch campaigns</li> <li>• Coordinate and prepare facilities maintenance work orders</li> <li>• Conduct cost studies of office space systems, utilizing historical data and statistical analyses</li> <li>• Manage project property and interface with Project managers and GSFC Logistics Management Division personnel for planning and implementation</li> <li>• Assist in planning, coordinating and implementing the technical and administrative training classes and other ad hoc meetings for Civil Servants and contractor teams</li> <li>• Assist with the development of training materials for Civil Servants and contractor teams</li> <li>• Maintain databases current in support of project control and other applicable business activities</li> <li>• Assist the customer with internal and external compliance audits (e.g. ISO9001, CM audits) across the PAAC IV functions.</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
General Business (cont'd)**

<b>Senior General Business Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides senior-level support to General Business tasks in one of the following areas: Project Support (including travel, cost analysis, training, purchase requests), Logistics, Graphics, Publications</li> <li>• Maintains expert knowledge of required compliance documentation including project-specific and GSFC documentation standards</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Prepare and modify presentations (e.g. Project Monthly Status Reviews), drawings, flow charts, diagrams, schedules, narrative documents, and other data for project/customer presentations and reports in a variety of media</li> <li>• Photocopy, paginate and bind documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating</li> <li>• Maintain and update electronic files, records, and data</li> <li>• Record meeting minutes as required</li> <li>• Establish and maintain office supply inventories</li> <li>• Control flight hardware, ground support equipment, and other project/customer property, and interface with GSFC Logistics Management Division personnel</li> <li>• Prepare and review technical text, perform technical editing and document compilations, and distribute documents</li> <li>• Maintain photographic and video documentation/imagery of project hardware</li> <li>• Oversee shipping and coordinate shipping of documents and packages including with the Logistics Transportation Management branch</li> <li>• Assist with the planning, preparation and coordination of international transfers of items from and to the project with proper observance of all pertinent export control regulations and restrictions</li> <li>• Prepare travel budget planning, coordinate travel arrangements, prepare and collect travel vouchers; and track project travel plan vs. actual</li> <li>• Prepare and process purchase requests and conduct resource analysis</li> <li>• Gather, manage, maintain, analyze, and report on workforce data for Civil Servant and contractor personnel</li> <li>• Develop NASA communications and public affairs products in multimedia, internet and social networking media</li> <li>• Provide logistical and technical support for internal personnel moves including furniture, workspace, computer and telephone coordination, including remote activities such as launch campaigns</li> <li>• Coordinate and prepare facilities maintenance work orders</li> <li>• Conduct cost studies of office space systems, utilizing historical data and statistical analyses</li> <li>• Manage project property and interface with Project managers and GSFC Logistics Management Division personnel for planning and implementation</li> <li>• Assist in planning, coordinating and implementing the technical and administrative training classes and other ad hoc meetings for Civil Servants and contractor teams</li> <li>• Assist with the development of training materials for Civil Servants and contractor teams</li> <li>• Maintain databases current in support of project control and other applicable business activities</li> <li>• Assist the customer with internal and external compliance audits (e.g. ISO9001, CM audits) across the PAAC IV functions.</li> <li>• Lead economic cost studies utilizing historical data and statistical analyses</li> <li>• Establish and implement skill management and training for project control</li> <li>• Serve as a General Business consultant to project(s) and present training to Government and contractor personnel</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)  
Planning and Scheduling**

<b>Junior Scheduling Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides junior level support to planning and scheduling tasks</li> <li>• Maintains working knowledge of required compliance documentation including Flight Projects Directorate Schedule Management Guidelines and Schedule Management Plan</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Create, maintain, and control project schedules</li> <li>• Document changes and revisions to Project schedule</li> <li>• Analyze contractor schedules, scheduling systems, and earned value management reports to assure consistency with project schedules and plans</li> <li>• Perform routine planning and scheduling tasks as required under general supervision</li> </ul>

<b>Low Scheduling Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides low-end intermediate level support to planning and scheduling tasks</li> <li>• Maintains detailed knowledge of required compliance documentation including Flight Projects Directorate Schedule Management Guidelines and Schedule Management Plan</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Create, maintain, and control project schedules</li> <li>• Document changes and revisions to Project schedule</li> <li>• Identify project milestones and activities necessary to achieve project objectives consistent with the NASA Project Lifecycle (NPR7120.5)</li> <li>• Identify and document schedule and programmatic interdependencies among project activities and related external projects and assure horizontal and vertical traceability of schedules</li> <li>• Develop project logic networks and estimate, validate and analyze project activity sequencing, duration and resource requirements</li> <li>• Prepare and maintain a Schedule Management Plan which defines the requirements for schedule planning and control</li> <li>• Interface with project resources staff to assure correlation of project schedules with the budget plan</li> <li>• Monitor contractor schedules and scheduling systems to assure compliance with the Schedule Management Plan, Statement of Work, Contract Data Requirements Lists, and Earned Value Management (EVM) plans.</li> <li>• Provide basic inputs to support EVM Integrated Baseline Reviews and ad hoc EVM reviews as needed</li> <li>• EVM: Plan, develop and implement detailed EVM activities for GSFC in-house EVM efforts</li> </ul>

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**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)**

**Planning and Scheduling (cont'd)**

<b>Intermediate Scheduling Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>● Provides intermediate level support to planning and scheduling tasks</li> <li>● Maintains detailed knowledge of required compliance documentation including Flight Projects Directorate Schedule Management Guidelines and Schedule Management Plan</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>● Create, maintain, and control project schedules</li> <li>● Document changes and revisions to Project schedule</li> <li>● Identify project milestones and activities necessary to achieve project objectives consistent with the NASA Project Lifecycle (NPR7120.5)</li> <li>● Identify and document schedule and programmatic interdependencies among project activities and related external projects and assure horizontal and vertical traceability of schedules</li> <li>● Develop project logic networks and estimate, validate and analyze project activity sequencing, duration and resource requirements</li> <li>● Prepare and maintain a Schedule Management Plan which defines the requirements for schedule planning and control</li> <li>● Interface with project resources staff to assure correlation of project schedules with the budget plan</li> <li>● Monitor contractor schedules and scheduling systems to assure compliance with the Schedule Management Plan, Statement of Work, Contract Data Requirements Lists, and Earned Value Management (EVM) plans.</li> <li>● Support EVM Integrated Baseline Reviews and ad hoc EVM reviews as needed</li> <li>● EVM: Plan, develop and implement EVM activities for GSFC in-house EVM efforts</li> </ul>

<b>High Scheduling Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>● Provides high-end intermediate level support to planning and scheduling tasks and guidance to support staff</li> <li>● Maintains detailed knowledge of required compliance documentation including the Flight Projects Directorate Schedule Management Guidelines and Schedule Management Plan</li> <li>● Guides the implementation of overall scheduling and Earned Value Management (EVM) plans</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>● Create, maintain, and control project schedules</li> <li>● Document changes and revisions to Project schedule</li> <li>● Identify project milestones and activities necessary to achieve project objectives consistent with the NASA Project Lifecycle (NPR7120.5)</li> <li>● Develop project logic networks and estimate, validate and analyze project activity sequencing, duration and resource requirements and assure horizontal and vertical traceability</li> <li>● Prepare and maintain a Schedule Management Plan which defines the requirements for schedule planning and control</li> <li>● Interface with project resources staff to assure correlation of project schedules with the budget plan</li> <li>● Conduct analyses of project schedules, coordinate and evaluate project risks</li> <li>● Monitor contractor schedules and scheduling systems to assure compliance with the Schedule Management Plan, Statement of Work, Contract Data Requirements Lists, and EVM Plans</li> <li>● Perform schedule analysis to determine overall project performance, variances and risk areas</li> <li>● EVM: Guide, plan, develop and implement EVM activities for GSFC in-house EVM efforts</li> <li>● Guide and support EVM Integrated Baseline Reviews and ad hoc EVM reviews as needed</li> </ul>

**ENCLOSURE A: PROGRAM ANALYSIS AND CONTROL (PAAC IV)**

**Planning and Scheduling (cont'd)**

<b>Senior Scheduling Specialist</b>	
Job Description	<ul style="list-style-type: none"> <li>• Provides senior level support to planning and scheduling tasks and guidance to support staff</li> <li>• Maintains detailed knowledge of required compliance documentation including the Flight Projects Directorate Schedule Management Guidelines and Schedule Management Plan</li> <li>• Guides the implementation of overall scheduling and Earned Value Management (EVM) plans</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Create, maintain, and control project schedules</li> <li>• Document changes and revisions to Project schedule</li> <li>• Identify project milestones and activities necessary to achieve project objectives consistent with the NASA Project Lifecycle (NPR7120.5)</li> <li>• Develop project logic networks and estimate, validate and analyze project activity sequencing, duration and resource requirements and assure horizontal and vertical traceability</li> <li>• Prepare and maintain a Schedule Management Plan which defines the requirements for schedule planning and control</li> <li>• Interface with project resources staff to assure correlation of project schedules with the budget plan</li> <li>• Conduct analyses of project schedules, coordinate and evaluate project risks</li> <li>• Monitor contractor schedules and scheduling systems to assure compliance with the Schedule Management Plan, Statement of Work, Contract Data Requirements Lists, and EVM Plans</li> <li>• Perform scenario and schedule analysis to determine overall project performance, variances and risk areas</li> <li>• EVM: Guide, plan, develop and implement EVM activities for GSFC in-house EVM efforts</li> <li>• Organize and guide EVM Integrated Baseline Reviews and ad hoc EVM reviews as needed</li> <li>• Represent the project by presenting approved schedule status and options</li> </ul>