

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

ENCLOSURE B

PAAC III CONTRACT HISTORICAL DATA

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

Below are the labor resources employed under this contract in the last twelve months. For each labor category, provided are the number of full-time equivalents (FTEs), the current average wage rate and the average seniority level. For each labor category, the most recent date that wages were escalated and the percentage by which wages were escalated. For each labor category, whether the category is "exempt". For each labor categories, brief position description is provided to indicate the duties of each category and any minimum education and experience requirements.

<b>Labor Category</b>	<b># of FTE by Company's Title</b>	<b>Current Weighted Avg. Unburdened Hourly Rate for this Category*</b>	<b>Ave. Seniority for this Category</b>	<b>Date &amp; Amount of last rate escalation</b>	<b>Identify Exempt or Non-Exempt</b>
Junior Accounting Specialist	0	N/A			
Intermediate Accounting Specialist	0	N/A			
Senior Accounting Specialist	7	**\$77.05	>5	8/1/2012 (3%)	Exempt
Junior Scheduling Specialist	6	\$36.22	>2	8/1/2012 (3%)	Exempt
Intermediate Scheduling Specialist	15	\$51.87	>8	8/1/2012 (3%)	Exempt
Senior Scheduling Specialist	41	\$66.39	>12	8/1/2012 (3%)	Exempt
Junior Configuration Management Specialist	5	\$30.85	>2	8/1/2012 (3%)	Exempt
Intermediate Configuration Management Specialist	8	\$36.70	>8	8/1/2012 (3%)	Exempt

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

Senior Configuration Management Specialist	23	\$47.25	>12	8/1/2012 (3%)	Exempt
Junior Documentation/Library Specialist	0	N/A			
Intermediate Documentation/Library Specialist	3	\$29.46	>8	8/1/2012 (3%)	Exempt
Senior Documentation/Library Specialist	7	\$42.39	>12	8/1/2012 (3%)	Exempt
Junior IT Specialist	4	\$28.04	>2	8/1/2012 (3%)	Exempt
Intermediate IT Specialist	5	\$39.25	>8	8/1/2012 (3%)	Exempt
Senior IT Specialist	10	\$49.04	>12	8/1/2012 (3%)	Exempt
Junior General Business Specialist	32	\$23.77	>2	8/1/2012 (3%)	Exempt
Intermediate General Business Specialist	18	\$29.91	>8	8/1/2012 (3%)	Exempt
Senior General Business Specialist	97	\$39.56	>12	8/1/2012 (3%)	Exempt

\* Includes ARTS data except General Accounting  
\*\* Loaded Rates from ARES

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

Labor Category		Exempt/ Non-Exempt	
Senior Accounting Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 12 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides senior-level accounting support to GSFC and NASA Headquarters</li> <li>• Provides general accounting support to GSFC as well as to NASA HQ accounting functions that are supported by GSFC's accounting office</li> <li>• Logs all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; and tracks number into the IEMP</li> <li>• Reviews monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders</li> <li>• Responds to inquiries from vendors, and coordinates information with procurement buyers and resources analysts regarding the processing of purchase orders and invoices</li> <li>• Processes domestic travel vouchers submitted by Goddard</li> <li>• Responds to inquiries from and initiates inquiries to travelers and secretaries to secure additional or correct information necessary for the processing of travel authorizations</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Junior Scheduling Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with 1 to 4 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides junior-level support to planning and scheduling tasks</li> <li>• Develops the planning and scheduling processes required to ensure timely completion of project or inter-project activities at the Goddard Space Flight Center, Contractor facilities and others as set forth in individual task orders under the contract</li> <li>• Identifies the milestones and activities that must be performed to achieve project commitments</li> <li>• Identifies and documents schedule and programmatic interdependencies among project activities and other related external projects</li> <li>• Documents changes and revisions to Project schedules</li> <li>• Identifies project milestones and activities necessary to achieve project commitments</li> <li>• Develops project logic networks and schedules and estimates, validates and analyzes project activity sequencing, duration and resource requirements</li> <li>• Prepares and maintains a Schedule Management Plan defining the requirements for schedule planning and control</li> <li>• Interfaces with Project Resource Analysts to ensure correlation of project schedules with the current approved budget profiles</li> <li>• Conducts analyses of project schedules and coordinates and evaluates project risks</li> <li>• Provides analysis of other contractor schedules and scheduling systems to ensure compliance with the Schedule Management Plan, SOW, and CDRLs</li> <li>• Performs schedule analysis to determine overall project schedule performance, variances and risk areas</li> <li>• Reviews and analyzes contractor's earned value reporting</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Intermediate Scheduling Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 8 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides intermediate-level support to planning and scheduling tasks</li> <li>• Develops the planning and scheduling processes required to ensure timely completion of project or inter-project activities at the Goddard Space Flight Center, Contractor facilities and others as set forth in individual task orders under the contract</li> <li>• Identifies the milestones and activities that must be performed to achieve project commitments</li> <li>• Identifies and documents schedule and programmatic interdependencies among project activities and other related external projects</li> <li>• Documents changes and revisions to Project schedules</li> <li>• Identifies project milestones and activities necessary to achieve project commitments</li> <li>• Develops project logic networks and schedules and estimates, validates and analyzes project activity sequencing, duration and resource requirements</li> <li>• Prepares and maintains a Schedule Management Plan defining the requirements for schedule planning and control</li> <li>• Interfaces with Project Resource Analysts to ensure correlation of project schedules with the current approved budget profiles</li> <li>• Conducts analyses of project schedules and coordinates and evaluates project risks</li> <li>• Provides analysis of other contractor schedules and scheduling systems to ensure compliance with the Schedule Management Plan, SOW, and CDRLs</li> <li>• Performs schedule analysis to determine overall project schedule performance, variances and risk areas</li> <li>• Reviews and analyzes contractor's earned value reporting</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Senior Scheduling Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 12 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides senior-level support to planning and scheduling tasks</li> <li>• Develops the planning and scheduling processes required to ensure timely completion of project or inter-project activities at the Goddard Space Flight Center, Contractor facilities and others as set forth in individual task orders under the contract</li> <li>• Identifies the milestones and activities that must be performed to achieve project commitments</li> <li>• Identifies and documents schedule and programmatic interdependencies among project activities and other related external projects</li> <li>• Documents changes and revisions to Project schedules</li> <li>• Identifies project milestones and activities necessary to achieve project commitments</li> <li>• Develops project logic networks and schedules and estimates, validates and analyzes project activity sequencing, duration and resource requirements</li> <li>• Prepares and maintains a Schedule Management Plan defining the requirements for schedule planning and control</li> <li>• Interfaces with Project Resource Analysts to ensure correlation of project schedules with the current approved budget profiles</li> <li>• Conducts analyses of project schedules and coordinates and evaluates project risks</li> <li>• Provides analysis of other contractor schedules and scheduling systems to ensure compliance with the Schedule Management Plan, SOW, and CDRLs</li> <li>• Performs schedule analysis to determine overall project schedule performance, variances and risk areas</li> <li>• Reviews and analyzes contractor's earned value reporting</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Junior Configuration Management Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with 1 to 4 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides junior-level support to configuration management tasks</li> <li>• Complies with Goddard Procedures and Guidelines (GPR)-1410.2 and 400-Procedures and Guidelines (PG)-1410.2.1</li> <li>• Designs, develops, and populates/updates CM systems</li> <li>• Reviews, evaluates, recommends and implements new technology/enhancements to the Configuration Management System</li> <li>• Performs the necessary analyses needed to support technical and engineering activities in compliance with GPR 1410.2 or 400-PG-1410.2.1 for new missions</li> <li>• Maintains and updates the existing Configuration Management Systems for existing programs</li> <li>• Audits the Configuration Management Systems and verifies ISO compliance</li> <li>• Coordinates, records and documents activities of the Configuration Control Board (CCB)</li> <li>• Tracks Configuration Control Requests (CCR)</li> <li>• Manages data associated with each CCR, per program/project-approved configuration management plan for each individual mission</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Intermediate Configuration Management Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 8 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides intermediate-level support to configuration management tasks</li> <li>• Complies with Goddard Procedures and Guidelines (GPR)-1410.2 and 400-Procedures and Guidelines (PG)-1410.2.1</li> <li>• Designs, develops, and populates/updates CM systems</li> <li>• Reviews, evaluates, recommends and implements new technology/enhancements to the Configuration Management System</li> <li>• Performs the necessary analyses needed to support technical and engineering activities in compliance with GPR 1410.2 or 400-PG-1410.2.1 for new missions</li> <li>• Maintains and updates the existing Configuration Management Systems for existing programs</li> <li>• Audits the Configuration Management Systems and verifies ISO compliance</li> <li>• Coordinates, records and documents activities of the Configuration Control Board (CCB)</li> <li>• Tracks Configuration Control Requests (CCR)</li> <li>• Manages data associated with each CCR, per program/project-approved configuration management plan for each individual mission</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Senior Configuration Management Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 12 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides senior-level support to configuration management tasks</li> <li>• Complies with Goddard Procedures and Guidelines (GPR)-1410.2 and 400-Procedures and Guidelines (PG)-1410.2.1</li> <li>• Designs, develops, and populates/updates CM systems</li> <li>• Reviews, evaluates, recommends and implements new technology/enhancements to the Configuration Management System</li> <li>• Performs the necessary analyses needed to support technical and engineering activities in compliance with GPR 1410.2 or 400-PG-1410.2.1 for new missions</li> <li>• Maintains and updates the existing Configuration Management Systems for existing programs</li> <li>• Audits the Configuration Management Systems and verifies ISO compliance</li> <li>• Coordinates, records and documents activities of the Configuration Control Board (CCB)</li> <li>• Tracks Configuration Control Requests (CCR)</li> <li>• Manages data associated with each CCR, per program/project-approved configuration management plan for each individual mission</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Intermediate Documentation/Library Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 8 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides intermediate-level documentation/library support</li> <li>• Develops and updates documentation/library systems for control, storage, and dissemination of all project documentation including configuration management</li> <li>• Maintains materials and data systems for receiving, storing, tracking, and retrieving</li> <li>• Indexes and catalogs all library materials</li> <li>• Performs data management functions including documentation coordination, status tracking system, distribution, and required reporting</li> <li>• Monitors receipt of contract data deliverables to ensure compliance with the Contract Data Requirements List (CDRL)</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Senior Documentation/library Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 12 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides senior-level documentation/library support</li> <li>• Develops and updates documentation/library systems for control, storage, and dissemination of all project documentation including configuration management</li> <li>• Maintains materials and data systems for receiving, storing, tracking, and retrieving</li> <li>• Indexes and catalogs all library materials</li> <li>• Performs data management functions including documentation coordination, status tracking system, distribution, and required reporting</li> <li>• Monitors receipt of contract data deliverables to ensure compliance with the Contract Data Requirements List (CDRL)</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Junior IT Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with 1 to 4 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides junior-level support to IT tasks</li> <li>• Complies with NPD 2800.1, NPR 2800.1, NPD 2810.1, NPR 2810.1, NPD 2830.1, NPR 2830.1, NPR 7150.2, Code of Federal Regulations (CFR) Part 1194.21 and Part 1194.22</li> <li>• Implements information technology security requirements</li> <li>• Designs, operates and maintains IT services</li> <li>• Assists in the development of an IT Management Plan for implementing and operating the IT Programs and projects</li> <li>• Performs software development</li> <li>• Designs, develops, implements and maintains systems/databases for project management and project control</li> <li>• Performs website development and maintenance</li> <li>• Avoids the duplication of IT systems and services currently deployed and in use at GSFC</li> <li>• Implements information technology security requirements</li> <li>• Provides IT user support</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Intermediate IT Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 8 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides intermediate-level support to IT tasks</li> <li>• Complies with NPD 2800.1, NPR 2800.1, NPD 2810.1, NPR 2810.1, NPD 2830.1, NPR 2830.1, NPR 7150.2, Code of Federal Regulations (CFR) Part 1194.21 and Part 1194.22</li> <li>• Implements information technology security requirements</li> <li>• Designs, operates and maintains IT services</li> <li>• Develops an IT Management Plan for implementing and operating the IT Programs and projects</li> <li>• Performs software development</li> <li>• Designs, develops, implements and maintains systems/databases for project management and project control</li> <li>• Performs website development and maintenance</li> <li>• Avoids the duplication of IT systems and services currently deployed and in use at GSFC</li> <li>• Implements information technology security requirements</li> <li>• Provides IT user support</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Senior IT Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 12 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides senior-level support to IT tasks</li> <li>• Complies with NPD 2800.1, NPR 2800.1, NPD 2810.1, NPR 2810.1, NPD 2830.1, NPR 2830.1, NPR 7150.2, Code of Federal Regulations (CFR) Part 1194.21 and Part 1194.22</li> <li>• Implements information technology security requirements</li> <li>• Designs, operates and maintains IT services</li> <li>• Develops an IT Management Plan for implementing and operating the IT Programs and projects</li> <li>• Performs software development</li> <li>• Designs, develops, implements and maintains systems/databases for project management and project control</li> <li>• Performs website development and maintenance</li> <li>• Avoids the duplication of IT systems and services currently deployed and in use at GSFC</li> <li>• Implements information technology security requirements</li> <li>• Provides IT user support</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Junior General Business Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with 1 to 4 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides junior-level General Business support for travel, cost analysis, training, purchase requests, logistics, graphics, publications</li> <li>• Prepares necessary documentation for total project travel and coordinate travel arrangements and collects travel vouchers to be processed by accounting</li> <li>• Logistically controls flight hardware, ground support equipment, and other project/customer property, and interfaces with GSFC Logistics Management Division personnel</li> <li>• Prepares data, drawings, flow charts, diagrams, schedules, and narrative charts for project/customer presentations and reports</li> <li>• Maintains photographic documentation/imagery of project hardware</li> <li>• Maintains and updates electronic files, records, and data</li> <li>• Establishes and maintains office supply inventories</li> <li>• Coordinates and prepares shipping documents including packages for shipping with express mail purposes</li> <li>• Assists with lifecycle planning for international transfers of items from and to the project</li> <li>• Complies with pertinent export control regulations and restrictions</li> <li>• Coordinates and prepares facilities maintenance work orders</li> <li>• Photocopies, paginates, and binds documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating</li> <li>• Prepares, processes, and coordinates approval for purchase requests and other documents</li> <li>• Compiles workforce data for reports including gathering data from database reports, performs variance analysis, and prepares data in presentation format</li> <li>• Develops International Standardization Organization (ISO) documentation coordination and prepares for Goddard Management System compliance audits</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Intermediate General Business Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 8 years of related		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides intermediate-level General Business support for travel, cost analysis, training, purchase requests, logistics, graphics, publications</li> <li>• Prepares necessary documentation for total project travel and coordinate travel arrangements and collects travel vouchers to be processed by accounting</li> <li>• Logistically controls flight hardware, ground support equipment, and other project/customer property, and interfaces with GSFC Logistics Management Division personnel</li> <li>• Prepares data, drawings, flow charts, diagrams, schedules, and narrative charts for project/customer presentations and reports</li> <li>• Maintains photographic documentation/imagery of project hardware</li> <li>• Maintains and updates electronic files, records, and data</li> <li>• Establishes and maintains office supply inventories</li> <li>• Coordinates and prepares shipping documents including packages for shipping with express mail purposes</li> <li>• Assists with lifecycle planning for international transfers of items from and to the project</li> <li>• Complies with pertinent export control regulations and restrictions</li> <li>• Coordinates and prepares facilities maintenance work orders</li> <li>• Photocopies, paginates, and binds documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating</li> <li>• Prepares, processes, and coordinates approval for purchase requests and other documents</li> <li>• Compiles workforce data for reports including gathering data from database reports, performs variance analysis, and prepares data in presentation format</li> <li>• Develops International Standardization Organization (ISO) documentation coordination and prepares for Goddard Management System compliance audits</li> </ul>			

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

Labor Category		Exempt/ Non-Exempt	
Senior General Business Specialist		Exempt	
<b>Minimum Education and Experience Requirements</b>	H.S. degree with a minimum of 12 years of related experience		
<p><b>Position Description / Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides senior-level General Business support for travel, cost analysis, training, purchase requests, logistics, graphics, publications</li> <li>• Prepares necessary documentation for total project travel and coordinate travel arrangements and collects travel vouchers to be processed by accounting</li> <li>• Logistically controls flight hardware, ground support equipment, and other project/customer property, and interfaces with GSFC Logistics Management Division personnel</li> <li>• Prepares data, drawings, flow charts, diagrams, schedules, and narrative charts for project/customer presentations and reports</li> <li>• Maintains photographic documentation/imagery of project hardware</li> <li>• Maintains and updates electronic files, records, and data</li> <li>• Establishes and maintains office supply inventories</li> <li>• Coordinates and prepares shipping documents including packages for shipping with express mail purposes</li> <li>• Assists with lifecycle planning for international transfers of items from and to the project</li> <li>• Complies with pertinent export control regulations and restrictions</li> <li>• Coordinates and prepares facilities maintenance work orders</li> <li>• Photocopies, paginates, and binds documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating</li> <li>• Prepares, processes, and coordinates approval for purchase requests and other documents</li> <li>• Compiles workforce data for reports including gathering data from database reports, performs variance analysis, and prepares data in presentation format</li> <li>• Develops International Standardization Organization (ISO) documentation coordination and prepares for Goddard Management System compliance audits</li> </ul>			

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

Provide below is an estimate of the number of FTEs, including associated labor category titles/descriptions, for those personnel currently supporting the PAAC III contract that are accounted for as indirect.

<b>Title</b>	<b>FTE's</b>
Program Manager	1
Business Manager	1
Business Management Support	1
Business Management Support	1
Administrative Support	1
Administrative Support	1
Administrative Support	0.6
HR Manager	1
HR Recruiter	0.8
QA Manager	0.6
<b>Total FTE's</b>	<b>9</b>