



GSA Schedule 874

Mission Oriented Business Integrated Services (MOBIS)

874-1 Integrated Consulting Services

874-7 Integrated Business Program Support Services

Pluribus International Corporation

5285 Shawnee Road, Suite 550

Alexandria, VA 22312-2328

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Business Size: Small Business

DUNS: 142557748

Contract Number: GS10F057BA

Contract Period: 20 December 2013 through 19 December 2018



Table of Contents

Table of Contents	i
Information for Ordering Activities	1
1a. Awarded Special Item Numbers (SIN):	1
1b. Lowest priced model number and lowest unit price for each SIN:	1
1c. Hourly Rates.....	1
2. Maximum Order*: \$1,000,000.00.....	1
3. Minimum Order: \$100.00	1
4. Geographic Coverage (delivery Area): Domestic only: 50 states, Washington, D.C.	1

Information for Ordering Activities

1a. Awarded Special Item Numbers (SIN):

SIN	Description
874-1	Integrated Consulting Services
874-7	Integrated Business Program Support Services

1b. Lowest priced model number and lowest unit price for each SIN:

SIN	Model	Price
874-1	Jr. Administrative Assistant	\$39.83
874-7	Jr. Administrative Assistant	\$39.83

1c. Hourly Rates

Labor Category	GSA Price With IFF
Program Manager	\$101.54
Principal Analyst	\$105.09
Senior Analyst	\$95.16
Mid Level Analyst	\$89.18
Staff Analyst	\$76.31
Junior Analyst	\$68.57
Executive Assistant	\$58.58
Sr. Administrative Assistant	\$49.95
Administrative Assistant	\$46.91
Jr. Administrative Assistant	\$39.83

2. Maximum Order*: \$1,000,000.00

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic only: 50 states, Washington, D.C.

5. Point(s) of production (city, county, and state or foreign country): Alexandria, VA

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

7. Quantity discounts:

- 1% for orders equal to or exceeding \$100,000
- 2% for orders equal to or exceeding \$250,000
- 3% for orders equal to or exceeding \$500,000
- 5% for orders equal to or exceeding \$1,000,000.

8. Prompt payment terms: ½%, 15 Days, Net 30 days

9a. Government purchase cards: Accepted at or below the micro-purchase threshold.

9b. Government purchase cards: Accepted above \$3,000

10. Foreign items: None

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery. As specified on task order and as mutually agreed upon. Please, contact Contractor's Representative.

11c. Overnight and 2-day delivery. As specified on task order and as mutually agreed upon. Contact the Contractor for rates.

11d. Urgent Requirements. Agencies can contact the Contractor's representative to affect a faster delivery.

12. F.O.B Point: Destination

13a. Ordering Address(es): Pluribus International,
5285 Shawnee Road, Suite 550,
Alexandria, VA 22312-2328

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address: Pluribus International,
5285 Shawnee Road, Suite 550,
Alexandria, VA 22312-2328

15. Warranty provision: Standard commercial warranty. Contact contractor for details.

16. Export Packing Charges: N/A

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 (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **Section 508 compliance:** N/A
25. **Data Universal Numbering System (DUNS) number:** 142557748
26. **Central Contractor Registration (CCR)/System for Awards Management (SAM):**
Registered

GSA LABOR CATEGORIES AND RATES AWARDED UNDER SINS 874-1 AND 874-7*

Labor Category	Min. Education	Min Exp	Contractor or Customer Site	Domestic or Overseas	Current Period
					Year 1
Program Manager	Bachelors	8	Both	Domestic Only	\$101.54
Principal Analyst	Bachelors	8	Both	Domestic Only	\$105.09
Senior Analyst	Bachelors	6	Both	Domestic Only	\$95.16
Mid Level Analyst	Bachelors	4	Both	Domestic Only	\$89.18
Staff Analyst	Bachelors	2	Both	Domestic Only	\$76.31
Junior Analyst	High School	4	Both	Domestic Only	\$68.57
Executive Assistant**	Bachelors	2	Both	Domestic Only	\$58.58
Sr. Administrative Assistant**	High School	4	Both	Domestic Only	\$49.95
Administrative Assistant**	High School	2	Both	Domestic Only	\$46.91
Jr. Administrative Assistant**	High School	0	Both	Domestic Only	\$39.83

**Prices are inclusive of IFF; Annual escalation rate is 2%; Rates applicable to Domestic locations only. **SCA Labor Categories*

SERVICE CONTRACT ACT (SCA) MATRIX

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Executive Assistant	Administrative Assistant (01020)	2005-2103
Sr. Administrative Assistant	Secretary III (01313)	2005-2103
Administrative Assistant	Secretary II (01312)	2005-2103
Jr. Administrative Assistant	Secretary I (01311)	2005-2103

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 and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

LABOR CATEGORY DESCRIPTIONS

874-1, 7	Program Manager
Minimum/General Experience and Years of Experience Required: Bachelors or equivalent and 8+ Years Experience; or Masters and 6+ Years Experience; or PhD and 4+ Years Experience	
<p>Gives direction to employees, first level managers and high-level professionals. May manage day-to-day operations of multiple functional areas. Directs and oversees implementation of large programs and projects.</p> <p>Provides advice and/or support in various areas of expertise including but not limited to the following:</p> <ul style="list-style-type: none"> • Plan, manage and oversee management or strategy consulting. This may include research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services. • Plan, manage and oversee facilitation and decision support services. • Plan, manage and oversee survey services. This may include survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings. • Plan, manage and oversee advisory and assistance services in accordance with FAR 37.203. • Plan, manage and oversee program and/or resource management support services to support programs, projects, initiatives, and/or organizational goals through all phases of program or project management, from planning to closeout. • Plan, manage and oversee operational/administrative business support services in order to carry out program objectives. • Provide in-depth understanding, experience and expertise in various programming, management, budgeting, manpower and/or resource management, operational or technical management areas. • Serve as the Point-of-Contact for programs, projects, initiatives, and other tasks. May be responsible for the performance of personnel operating in geographically dispersed locations. Manage the hands-on, day-to-day execution of assigned operational activities and supporting tasks. Track and maintain situational awareness of assigned projects and tasks. • Manage resourcing of requirements, including staffing, accountability of Government Furnished Equipment, and/or responding to taskings, requests for information, and similar client needs. • Represent client position and interests in working groups, task forces, and task-oriented teams. Keep the client informed of status, progress, problems, issues requiring input, and delivery schedule of products. Coordinate working group calendars and schedules. • Responsible for meeting technical, financial, operational, analytical, production, and/or contractual requirements, objectives, goals, and/or milestones. • Ensure management processes, business systems, products, and/or deliverables meet requirements and are in compliance with Government and client directives, laws, policies, procedures, and guidelines, and are responsive to client needs. 	
874-1, 7	Principal Analyst
Minimum/General Experience and Years of Experience Required: Bachelors or equivalent and 8+ Years Experience; or Masters and 6+ Years Experience; or PhD and 4+ Years Experience	
<p>Applies leading-edge principles, theories, and concepts to job assignments, and contributes to the advancement of industry knowledge in area of expertise. Solves highly complex technical problems. Recognized as an expert in the field, leads development and implementation of key technologies for the organization.</p> <p>May play a role in overall functional strategic planning. Provides advice and/or support in various areas of expertise including but not limited to the following:</p>	

- Provide expert management or strategy consulting. This may include planning, conducting, and analyzing research, evaluations, studies, surveys, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.
- Provide subject matter expertise to support facilitation and decision support activities and survey services. This may include survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.
- Provide subject matter expert advisory and assistance services in accordance with FAR 37.203.
- Provide subject matter expertise to program and/or resource management support services to support programs, projects, initiatives, and/or organizational goals through all phases of program or project management, from planning to closeout.
- Support planning, management and oversight of operational/administrative business support services.
- Provide advice and/or consultation support that is consistent with Government policy, laws, directives, guidelines, and procedures. Interpret policy and conduct analysis of ramifications of new or proposed changes. Conduct coordination. Provide feedback and substantive recommendations on a wide range of issues.
- Provide, review, compile, and/or edit documentation, briefings, reports, and/or summaries, based on input from numerous diverse sources.
- Represent client position and interests in working groups, task forces, and task-oriented teams. Keep the client informed of status, progress, problems, issues requiring input, and delivery schedule of products. Coordinate working group calendars and schedules.
- Perform analysis and research. Conduct or support production and dissemination of information and documentation. Draft formal and informal reports, bulletins, articles, and/or other products for clients and organizations.
- Provide in-depth subject matter expertise in general, specialized, or multi-disciplinary business, intelligence, operations, technical, logistics, administrative, or similarly complex fields.
- Collaborate with peers; support working groups; support research of various teams; provide advice and technical expertise to client(s) seeking to establish, assess, improve, or change operations, policy, procedures, and/or capabilities.
- Support, coordinate, lead, and/or participate in briefings, meetings, outreach, and other activities. Prepare related materials and documents. Support projects by conducting research, analysis, and/or coordination. Perform fact checking and other analyst-to-analyst support tasks.

874-1, 7
Senior Analyst
Minimum/General Experience and Years of Experience Required:
Bachelors or equivalent and 6+ Years Experience; or Masters and 4+ Years Experience; or PhD and 2+ Years Experience

Applies advanced principles, theories, and concepts to job assignments, and contributes to the development of new ideas and principles. Solves uniquely complex problems, working under consultative direction. Often speaks for the organization to internal/external customers and works on long-range programs and objectives. Provides advice and/or support in various areas of expertise including but not limited to the following:

- Provide expert support to management or strategy consulting activities. This may include planning, conducting, and analyzing research, evaluations, studies, surveys, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.
- Provide subject matter expertise to support facilitation and decision support activities and survey services. This may include survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.
- Provide subject matter expert advisory and assistance services in accordance with FAR 37.203.
- Provide subject matter expertise to program and/or resource management support services to support programs, projects, initiatives, and/or organizational goals through all phases of program or project

management, from planning to closeout.

- Support planning, management and oversight of operational/administrative business support services.
- Perform analysis and research. Draft formal and informal reports, bulletins, articles, and/or other products and documents for clients and organizations. Provide research, operational, technical and/or analytical support. Validate data and subsequent conclusions.
- Collaborate with peers; support product-specific working groups; support various teams; provide advice and/or technical expertise to client(s) seeking to establish, assess, improve, or change operations, production, distribution of deliverables and/or documentation, and organizational performance.
- Support, coordinate, lead, or participate in briefings, meetings, and other activities. Prepare supporting information and documentation. Participate in outreach and collaboration. Support projects by conducting research and analysis. Perform fact checking and other analytical support tasks.
- May provide subject matter expertise in one or more specialized fields of an academic, technical, business, analytical, or operational nature.

874-1, 7

Mid Level Analyst

**Minimum/General Experience and Years of Experience Required:
Bachelors or equivalent and 4+ Years Experience; or Masters and 2+ Years Experience;
or PhD and no experience**

Broadly applies basic principles, theories, and concepts to job assignments. Seasoned level of full competence that all professionals are expected to achieve in the area. Solves a diverse range of complex problems, working with limited direction. Frequently interfaces with internal/external customers and makes significant contributions to department goals and planning efforts. Provides advice and/or support in various areas of expertise including but not limited to the following:

- Support management or strategy consulting activities. This may include planning, conducting, and analyzing research, evaluations, studies, surveys, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.
- Support facilitation and decision support activities and survey services. This may include survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.
- Provide advisory and assistance services in accordance with FAR 37.203.
- Provide subject matter expertise to program and/or resource management support services to support programs, projects, initiatives, and/or organizational goals through all phases of program or project management, from planning to closeout.
- Collaborate with peers; support product-specific working groups; support various teams; provide advice and/or technical expertise to client(s) seeking to establish, assess, improve, or change operations, production, distribution of deliverables and/or documentation, and organizational performance.
- Support, coordinate, lead, or participate in briefings, meetings, and other activities. Prepare supporting information and documentation. Participate in outreach and collaboration. Support projects by conducting research and analysis. Perform fact checking and other analytical support tasks.
- May provide subject matter expertise in one or more specialized fields of an academic, technical, business, analytical, or operational nature.

874-1, 7

Staff Analyst

**Minimum/General Experience and Years of Experience Required:
Bachelors or equivalent and 2+ Years Experience; or Masters and no experience**

Fully applies basic principles, theories, and concepts to job assignments. Exhibits technical and operational proficiency solving problems of moderate complexity. Contributes to completion of projects and programs in area of expertise. May interface with internal and/or external customers and provide guidance to non-exempt or hourly employees.

- Support management or strategy consulting activities. This may include planning, conducting, and analyzing

research, evaluations, studies, surveys, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.

- Support facilitation and decision support activities and survey services. This may include survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.
- Provide advisory and assistance services in accordance with FAR 37.203.
- Provide subject matter expertise to program and/or resource management support services to support programs, projects, initiatives, and/or organizational goals through all phases of program or project management, from planning to closeout.
- Collaborate with peers; support product-specific working groups; support various teams; provide advice and/or technical expertise to client(s) seeking to establish, assess, improve, or change operations, production, distribution of deliverables and/or documentation, and organizational performance.
- Support, coordinate, lead, or participate in briefings, meetings, and other activities. Prepare supporting information and documentation. Participate in outreach and collaboration. Support projects by conducting research and analysis. Perform fact checking and other analytical support tasks.
- May provide subject matter expertise in one or more specialized fields of an academic, technical, business, analytical, or operational nature.

874-1, 7
Junior Analyst
Minimum/General Experience and Years of Experience Required:
HS Diploma or equivalent & 4 Years Experience; or Bachelors and no experience

Fully competent at performing common tasks and responsibilities under general supervision. Requires specialized knowledge attained through experience. Responsible for individual productivity and quality of work. May provide one or more of the following types of support:

- Support management or strategy consulting activities. This may include planning, conducting, and analyzing research, evaluations, studies, surveys, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.
- Support facilitation and decision support activities and survey services. This may include survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.
- Provide advisory and assistance services in accordance with FAR 37.203.
- Provide subject matter expertise to program and/or resource management support services to support programs, projects, initiatives, and/or organizational goals through all phases of program or project management, from planning to closeout.
- Collaborate with peers; support product-specific working groups; support various teams; provide advice and/or technical expertise to client(s) seeking to establish, assess, improve, or change operations, production, distribution of deliverables and/or documentation, and organizational performance.
- Support, coordinate, lead, or participate in briefings, meetings, and other activities. Prepare supporting information and documentation. Participate in outreach and collaboration. Support projects by conducting research and analysis. Perform fact checking and other analytical support tasks.
- May provide subject matter expertise in one or more specialized fields of an academic, technical, business, analytical, or operational nature.

874-1, 7
Executive Assistant
Minimum/General Experience and Years of Experience Required:
Bachelors or equivalent and 2+ Years Experience

Broadly applies basic principles, theories, and concepts to job assignments. Seasoned level of full competence that all professionals are expected to achieve in the area. Solves a diverse range of complex problems, working with limited direction. Frequently interfaces with internal/external customers and makes significant contributions to department goals and planning efforts. Provide support or advice pertaining to administrative

support services essential to efficient operation of a client organization, including but not limited to the following:

- Provide direct administrative, receptionist, clerical, and office management support to senior client executives, managers, their staffs, and offices/organizations in conjunction with professional business services.
- Provide administrative business support services in support of program objectives.
- Support administrative and business phases of program or project management, from planning to closeout as directed by Project or Program Manager(s). This may include management and coordination of calendars and schedules; planning and coordination of meetings, briefings, and other events; supporting visitor and space utilization coordination. Manage support requests for A/V, telecom, and other technical aspects of virtual meetings, town hall meetings, and similar activities.
- Prepare draft senior level executive correspondence, including emails, letters, notifications and announcements, policy, and other administrative products; produce and disseminate finished versions of approved drafts.
- Maintain appropriate records. Serve as the office focal point for all matters concerning operational support, human resources and administrative security tasks.
- Serve as office authority on correspondence preparation. Review incoming and outgoing classified and unclassified correspondence. Draft, process, catalog, file and maintain correspondence, messages, and other documentation and obtain approval from client manager(s). Correspondence includes military and civilian letters, internal and external memoranda, enclosures, endorsements, transmittal letters, award recommendations, meeting minutes, talking papers, background papers, fact sheets, point papers, and briefing papers. Message types include but are not limited to reports, briefs, requests, notices, newsletters, and other products as required.
- Word processing, typing, editing, making classification markings, preparing envelopes, annotating writer information, assembling completed correspondence, retaining and filing copies in official files and preparing classified mail and packages for couriers.
- Expertise on relevant regulations and procedures, and capability to draft new procedures for approval, as required.
- Maintain administrative and training records, and administer records management and forms control. Serve as conduit for records management officer(s) and POC for manpower and personnel actions. Draft applicable paperwork for approval.
- May provide administrative travel support. Verify travel requests for conformance to travel plans, resolve deviations and ensure accountability.
- May provide administrative security support including scheduling of polygraphs, maintenance of security clearance files, sending notifications, coordinating passage of clearances and visitor requests, and verification of clearances. Manage security training programs for assigned personnel, to include familiarization of security regulations, preparation of semi-annual training programs and training of assigned personnel. Assist Security Officer(s) with management of secure spaces.

874-1, 7

Sr. Administrative Assistant

**Minimum/General Experience and Years of Experience Required:
HS Diploma or equivalent and 4+ Years Experience; or Bachelors and no experience**

Expert level of proficiency in specialized technical/administrative area. Leads and directs work of other technical/administrative workers. Works with significant independence and authority to make technical/administrative decisions. Provide support or advice pertaining to administrative support services essential to efficient operation of a client organization, including but not limited to:

- Provide administrative, receptionist, clerical, and office management support in conjunction with professional business services.
- Provide administrative business support services in support of program objectives.
- Support administrative and business phases of program or project management, from planning to closeout as directed by Project or Program Manager(s). This may include management and coordination of calendars and

schedules; planning and coordination of meetings, briefings, and other events; supporting visitor and space utilization coordination. Manage support requests for A/V, telecom, and other technical aspects of virtual meetings, town hall meetings, and similar activities.

- Prepare draft correspondence, including emails, letters, notifications and announcements, policy, and other administrative products; produce and disseminate finished versions of approved drafts.
- Maintain records. Serve as the office focal point for all matters concerning operational support, human resources and administrative security tasks.
- Word processing, typing, editing, making classification markings, preparing envelopes, annotating writer information, assembling completed correspondence, retaining and filing copies in official files and preparing classified mail and packages for couriers.
- Provide expertise on relevant regulations and procedures, and capability to draft new procedures for approval, as required.
- Maintain administrative and training records, and administer records management and forms control. Serve as conduit for records management officer(s) and POC for manpower and personnel actions. Draft applicable paperwork for approval.
- May provide administrative travel support. Verify travel requests for conformance to travel plans, resolve deviations and ensure accountability.
- May provide administrative security support including scheduling of polygraphs, maintenance of security clearance files, sending notifications, coordinating passage of clearances and visitor requests, and verification of clearances. Manage security training programs for assigned personnel, to include familiarization of security regulations, preparation of semi-annual training programs and training of assigned personnel. Assist Security Officer(s) with management of secure spaces.

874-1, 7
Administrative Assistant
Minimum/General Experience and Years of Experience Required:
HS Diploma or equivalent and 2+ Years Experience

Fully competent at performing common tasks and responsibilities under general supervision. Requires specialized knowledge attained through experience. Responsible for individual productivity and quality of work. Provide support or advice pertaining to administrative support services, including but not limited to the following:

- Provide administrative, receptionist, clerical, and office management support in conjunction with professional business services.
- Provide administrative business support services in support of program objectives.
- Support administrative and business phases of program or project management, from planning to closeout as directed by Project or Program Manager(s). This may include management and coordination of calendars and schedules; planning and coordination of meetings, briefings, and other events; supporting visitor and space utilization coordination. Manage support requests for A/V, telecom, and other technical aspects of virtual meetings, town hall meetings, and similar activities.
- Prepare draft correspondence, including emails, letters, notifications and announcements, policy, and other administrative products; produce and disseminate finished versions of approved drafts.
- Maintain records. Serve as the office focal point for all matters concerning operational support, human resources and administrative security tasks.
- Word processing, typing, editing, making classification markings, preparing envelopes, annotating writer information, assembling completed correspondence, retaining and filing copies in official files and preparing classified mail and packages for couriers.
- Provide expertise on relevant regulations and procedures, and capability to draft new procedures for approval, as required.
- Maintain administrative and training records, and administer records management and forms control. Serve as

conduit for records management officer(s) and POC for manpower and personnel actions. Draft applicable paperwork for approval.

- May provide administrative travel support. Verify travel requests for conformance to travel plans, resolve deviations and ensure accountability.
- May provide administrative security support including scheduling of polygraphs, maintenance of security clearance files, sending notifications, coordinating passage of clearances and visitor requests, and verification of clearances. Manage security training programs for assigned personnel, to include familiarization of security regulations, preparation of semi-annual training programs and training of assigned personnel. Assist Security Officer(s) with management of secure spaces.

874-1, 7**Jr. Administrative Assistant****Minimum/General Experience and Years of Experience Required:****HS Diploma or equivalent, no experience required**

Entry-level skills, still learning tasks and responsibilities in technical/administrative areas. Familiar with basic fundamental concepts, but working under fairly close management and supervision. Provide support or advice pertaining to administrative support services, including but not limited to the following:

- Provide administrative, receptionist, clerical, and office management support in conjunction with professional business services.
- Provide administrative business support services in support of program objectives.
- Support administrative and business phases of program or project management, from planning to closeout as directed by Project or Program Manager(s). This may include management and coordination of calendars and schedules; planning and coordination of meetings, briefings, and other events; supporting visitor and space utilization coordination. Manage support requests for A/V, telecom, and other technical aspects of virtual meetings, town hall meetings, and similar activities.
- Prepare draft correspondence, including emails, letters, notifications and announcements, policy, and other administrative products; produce and disseminate finished versions of approved drafts.
- Maintain records. Serve as the office focal point for all matters concerning operational support, human resources and administrative security tasks.
- Word processing, typing, editing, making classification markings, preparing envelopes, annotating writer information, assembling completed correspondence, retaining and filing copies in official files and preparing classified mail and packages for couriers.
- Provide expertise on relevant regulations and procedures, and capability to draft new procedures for approval, as required.
- Maintain administrative and training records, and administer records management and forms control. Serve as conduit for records management officer(s) and POC for manpower and personnel actions. Draft applicable paperwork for approval.
- May provide administrative travel support. Verify travel requests for conformance to travel plans, resolve deviations and ensure accountability.
- May provide administrative security support including scheduling of polygraphs, maintenance of security clearance files, sending notifications, coordinating passage of clearances and visitor requests, and verification of clearances. Manage security training programs for assigned personnel, to include familiarization of security regulations, preparation of semi-annual training programs and training of assigned personnel. Assist Security Officer(s) with management of secure spaces.

