

# Table of Contents

## **01. Introduction**

Introduction.....1-1

## **02. Job Family Summary**

Summary Compensation Data.....2-1

## **03. Results by Position**

Compensation Data.....3-1

## **04. Policies & Practices**

Policies and Practices Data.....4-1

## **05. Report Descriptions & Definitions**

Report Output Definitions.....5-1

## **06. Career Levels & Position Descriptions**

Career Level Guide Charts and Position Descriptions.....6-1

## **07. Participating Companies List**

Participating Companies List.....7-1

# Job Family Summary

## Table of Contents

Function and Family		Page Number	
Executive	Executive	4	
Professional	Accounting	FIAC	5
	Compliance and Audit	FIAU	6
	Budgeting	FIBU	7
	Cost Analysis/Accounting	FICA	8
	Financial Planning and Analysis	FIFA	9
	Project Accounting	FIPA	10
	Payroll	FIPR	11
	Benefits	HRBN	12
	Compensation	HRCO	13
	Generalist	HRGE	14
	HRIS	HRIS	15
	Staffing/Employment	HRST	16
	Training/Development	HRTD	17
	HR Business Partner	HRBP	18
	In-House Attorney	ADIH	19
	Contract Administration	LECO	20
	Regulatory	LERE	21
	Graphic Design/Artwork	MAGD	22
	Proposal Development	MAPD	23
	Pricing/Estimating	MAPE	24
	Public Relations/Communications	MAPR	25
	Business Operations	OPBO	26
	Business Process Analysis	OPBP	27
	Data Analytics/Business Intelligence	OPDA	28
	Intelligence Analysis	OPIA	29
	Logistics	OPLO	30
	Operations Research/Analysis	OPOR	31
	Purchasing	OPPU	32
	Technical Training	OPTT	33
	Technical Writing	OPTW	34
	Editing Specialist	OPES	35
	Program/Project Management	OPPM	36
Engineering	Aerospace Engineering	ENAE	37

# Job Family Summary

Table of Contents

Function and Family		Page Number
	Configuration/Data Management	ENCM 38
	Electrical Engineering	ENEL 39
	Engineering Project/Program Management	ENPM 40
	Environmental Health and Safety Engineering	ENEN 41
	Field Service Engineering	ENFS 42
	Hardware Engineering	ENHW 43
	Mechanical Engineering	ENME 44
	Network Engineering	ENNE 45
	Quality Engineering	ENQU 46
	Software Engineering	ENSW 47
	Systems Engineering	ENSY 48
	Test Engineering	ENTE 49
	RF Engineering	TERF 50
Information Technology	Applications Development (Client/Commercial)	ITAC 51
	Applications Development (Internal MIS)	ITAI 52
	Computer Operations	ITCO 53
	Database Architecture/Data Warehouse	ITDA 54
	Database Administration	ITDB 55
	Systems Administration	ITSY 56
	Desktop Support	ITDS 57
	IT Help Desk	ITHD 58
	Network Administration	ITNA 59
	Operating Systems Programming	ITOS 60
	Information Systems Planning	ITPL 61
	IT Project/Program Mgmt	ITPM 62
	Systems Analysis	ITSA 63
	Information Security	ITSE 64
	Telecom Network (Internal)	ITTE 65
	Web Software Design	ITWD 66
	Cyber Security	ITCB 67
Telecommunications/Satellite	Network Engineering	TENE 68
	Telecom Network Operation	TENO 69
Scientific	Quality Control/Assurance	SCQC 70
	Scientists	SCSC 71

# Job Family Summary

## Table of Contents

Function and Family		Page Number
Sales	Account Management	SAAM 72
	Business Development	SABD 73
	Marketing	SAMK 74
	Marketing Communications	SAMC 75
Common Administrative and Support	Executive Assistant	ADES 76
	Administrative Assistant	ADAS 77
	Receptionist	ADRC 78
	Office Manager	ADOM 79
	Building Maintenance	ADFM 80
Other Admin and Support	Customer Service	ADCS 81
	Security (Physical)	ADSE 82
	Security (Classified)	ADSD 83

# Alphabetical Table of Contents

<b>Position Title</b>	<b>Page Number</b>
Account Management (SAAM) - Expert Professional (P5)	424
Accounting (FIAC) - 1st Level Manager (M1)	37
Accounting (FIAC) - 2nd Level Manager (M2)	38
Accounting (FIAC) - 3rd Level Manager (M3)	39
Accounting (FIAC) - Advanced Professional (P4)	34
Accounting (FIAC) - Career Level Professional (P3)	33
Accounting (FIAC) - Entry Administrative (A1)	28
Accounting (FIAC) - Entry Professional (P1)	31
Accounting (FIAC) - Expert Professional (P5)	35
Accounting (FIAC) - Intermediate Professional (P2)	32
Accounting (FIAC) - Lead Administrative (A3)	30
Accounting (FIAC) - Skilled Administrative (A2)	29
Accounting (FIAC) - Supervisor (MS)	36
Administrative Assistant (ADAS) - Entry Administrative (A1)	444
Administrative Assistant (ADAS) - Lead Administrative (A3)	446
Administrative Assistant (ADAS) - Skilled Administrative (A2)	445
Aerospace Engineering (ENAE) - Advanced Professional (P4)	239
Applications Development (Client/Commercial) (ITAC) - 2nd Level Manager (M2)	325
Applications Development (Client/Commercial) (ITAC) - 3rd Level Manager (M3)	326
Applications Development (Client/Commercial) (ITAC) - Advanced Professional (P4)	323
Applications Development (Client/Commercial) (ITAC) - Career Level Professional (P3)	322
Applications Development (Client/Commercial) (ITAC) - Entry Professional (P1)	320
Applications Development (Client/Commercial) (ITAC) - Expert Professional (P5)	324
Applications Development (Client/Commercial) (ITAC) - Intermediate Professional (P2)	321
Applications Development (Internal MIS) (ITAI) - 1st Level Manager (M1)	332
Applications Development (Internal MIS) (ITAI) - 2nd Level Manager (M2)	333
Applications Development (Internal MIS) (ITAI) - Advanced Professional (P4)	330
Applications Development (Internal MIS) (ITAI) - Career Level Professional (P3)	329
Applications Development (Internal MIS) (ITAI) - Entry Professional (P1)	327
Applications Development (Internal MIS) (ITAI) - Expert Professional (P5)	331
Applications Development (Internal MIS) (ITAI) - Intermediate Professional (P2)	328

# Results By Position

Family: Administrative Assistant (ADAS)  
Level: Lead Administrative (A3)

## Family Description:

Provide a variety of administrative support functions to departments, managers, professionals and/or projects. NOTE: This job family may only be matched to career levels A1, A2, A3, and MS.

## Level Description:

Leads specialized area of administrative support or provides support to VP or higher. Full knowledge of procedures in area of expertise. May provide work direction to lower level support employees. Typically requires: HS diploma or GED; at least 5 years of related experience; thorough knowledge of policies and procedures; highly tactful communications; expertise with related systems. Receives broad supervision.

	# Firms	# Empl	Avg Base	25th %tile Base	50th %tile Base	75th %tile Base	% Elig STI	% Rcvg STI	Target Award	Avg Awd (x0)	Avg Total Cash	25th %tile Cash	50th %tile Cash	75th %tile Cash	% FLSA Exempt	% Elig LTI	% Sec Clr
<b>All Firms</b>	32	840	\$65,991	\$56,100	\$64,480	\$75,184	10.9%	6.0%	3.4%	\$16,606	\$66,982	\$56,100	\$64,584	\$75,240	2.4%	1.1%	18.1%
<b>Geographic Location</b>																	
State: DC	11	47	\$66,535	\$54,200	\$65,647	\$81,592	32.7%	7.3%	4.0%	\$42,640	\$69,630	\$54,200	\$65,647	\$81,592	10.9%	3.6%	20.4%
State: MD	18	421	\$64,551	\$55,702	\$62,754	\$71,513	5.7%	3.6%	6.0%	\$1,527	\$64,606	\$55,702	\$62,858	\$71,750	1.6%	0.0%	25.4%
State: VA	25	372	\$69,939	\$62,600	\$69,726	\$78,195	22.2%	12.9%	3.3%	\$18,226	\$72,281	\$62,600	\$69,900	\$78,981	4.3%	2.7%	22.9%
<b>Industry</b>																	
Govt Chartered / Defense	11	225	\$65,824	\$60,320	\$65,300	\$71,011	16.2%	12.5%	2.9%	\$38,620	\$70,657	\$60,320	\$65,580	\$71,427	0.0%	0.0%	46.2%
Info Tech / Telecomm	12	289	\$70,044	\$62,015	\$70,000	\$80,550	36.2%	19.4%	4.1%	\$1,775	\$70,388	\$62,015	\$70,736	\$80,550	10.1%	9.0%	20.8%
Rsrch / Cons / Prof Svcs	5	28	\$66,683	\$61,204	\$66,650	\$73,823	75.0%	25.0%		\$914	\$66,912	\$61,204	\$67,150	\$73,974	25.0%	0.0%	0.0%
All Other	4	298															
<b>Security Clearance</b>																	
Yes	9	110	\$64,594	\$61,360	\$66,102	\$69,402	18.8%	3.8%		\$1,124	\$64,637	\$61,360	\$66,102	\$69,402	1.9%	1.9%	100.0%
No	31	730	\$66,132	\$55,620	\$64,400	\$76,253	13.8%	8.2%	3.4%	\$17,380	\$67,561	\$55,620	\$64,584	\$76,650	3.3%	1.4%	0.0%
<b>Type of Security Clearance</b>																	
TS/SCI with FS/L Poly	3	20															
TS/SCI with CI Poly	1	1															
TS/SCI	0	0															
Top Secret	6	22	\$64,778	\$61,984	\$63,600	\$69,556	22.6%	5.6%		\$749	\$64,820	\$61,984	\$63,600	\$69,556	5.6%	5.6%	100.0%
Secret	7	67	\$63,830	\$59,000	\$65,400	\$69,217	18.1%	0.0%			\$63,830	\$59,000	\$65,400	\$69,217	0.0%	0.0%	100.0%
Other / Not Provided	10	97	\$66,123	\$60,000	\$67,000	\$73,311	37.8%	21.5%	2.7%	\$1,410	\$66,426	\$60,000	\$67,000	\$73,311	16.4%	8.9%	

# Results By Position

Family: Program/Project Management (OPPM)  
Level: Program Manager I (M1)

## Family Description:

Manages and ensures the timely completion of programs or projects. Uses specific knowledge about one or more related areas to plan, communicate and achieve objectives through the program/project team. Oversees the team as they plan, track and execute project plans from start to completion. Recommends changes to improve processes and alleviate process inaccuracy and duplication.

Use the Program/Project Management Career Levels.

## Level Description:

Plan, staff, budget, and direct one or more program(s) to ensure the timely delivery of contractual commitments to clients/customers. Typically have budget or profit/loss responsibility, ensuring adherence to schedules, budgets, and other contract terms. Typical program(s) under management generally range from \$1 million to \$5 million in annual revenues and involve 10-25 employees or contractors.

	# Firms	# Empl	Avg Base	25th %tile Base	50th %tile Base	75th %tile Base	% Elig STI	% Rcvg STI	Target Award	Avg Awd (x0)	Avg Total Cash	25th %tile Cash	50th %tile Cash	75th %tile Cash	% FLSA Exempt	% Elig LTI	% Sec Clr
<b>All Firms</b>	22	441	\$139,908	\$116,365	\$139,300	\$159,010	83.2%	30.2%	8.0%	\$8,674	\$142,527	\$118,455	\$140,000	\$164,830	98.3%	5.5%	59.0%
<b>Industry</b>																	
Govt Chartered / Defense	7	92	\$128,124	\$107,921	\$121,435	\$144,973	76.5%	25.2%	4.3%	\$3,485	\$129,002	\$109,777	\$121,600	\$145,000	98.5%	20.7%	71.9%
Info Tech / Telecomm	11	327	\$144,157	\$124,600	\$143,000	\$162,110	80.3%	41.9%	10.1%	\$10,281	\$148,463	\$126,003	\$147,900	\$171,145	98.9%	2.6%	42.9%
Rsrch / Cons / Prof Svcs	2	19															
All Other	2	3															
<b>Security Clearance</b>																	
Yes	12	251	\$137,870	\$114,202	\$137,000	\$156,300	86.7%	21.5%	5.8%	\$4,285	\$138,790	\$116,365	\$137,000	\$157,853	98.1%	9.6%	100.0%
No	16	190	\$140,076	\$117,619	\$137,419	\$157,914	78.9%	39.5%	9.6%	\$10,370	\$144,170	\$119,400	\$140,106	\$167,384	98.9%	3.2%	0.0%
<b>Type of Security Clearance</b>																	
TS/SCI with FS/L Poly	2	8															
TS/SCI with CI Poly	3	36															
TS/SCI	5	74	\$155,317	\$147,900	\$150,072	\$168,007	75.3%	37.8%	10.3%	\$4,636	\$157,067	\$147,900	\$155,783	\$169,666	86.4%	0.0%	100.0%
Top Secret	6	67	\$140,782	\$116,459	\$140,890	\$167,500	77.5%	20.9%	5.2%	\$5,846	\$142,006	\$116,459	\$140,890	\$167,500	99.0%	24.9%	100.0%
Secret	6	56	\$136,806	\$117,208	\$135,000	\$152,009	77.0%	14.5%	5.3%	\$4,183	\$137,412	\$117,208	\$135,000	\$153,425	97.4%	21.7%	100.0%
Other / Not Provided	9	64	\$123,076	\$109,778	\$119,757	\$133,182	73.7%	22.1%	6.1%	\$5,624	\$124,319	\$110,000	\$123,000	\$134,550	98.2%	7.4%	100.0%
<b>Revenue Group</b>																	
Under \$50M	0	0															
\$50M to < \$300M	6	55	\$135,916	\$125,000	\$139,622	\$150,000	88.9%	49.9%	6.2%	\$6,584	\$139,200	\$126,003	\$141,900	\$153,200	96.4%	3.6%	46.6%
\$300M to < \$1B	3	33															
\$1B to < \$5B	4	199															
\$5B and Above	8	123	\$136,932	\$115,133	\$136,571	\$156,297	65.3%	46.6%	9.5%	\$11,169	\$142,136	\$118,955	\$140,000	\$163,678	100.0%	14.6%	41.4%

# Policies & Practices

<b>Section Contents</b>	<b>Page</b>
Organizational Data.....	4-1
Salary Budgets and Increases .....	4-2
Pay Increases.....	4-5
Salary Structures and Pay Ranges .....	4-7
Geographic Differentials.....	4-11
Below Minimum/Over Maximum Treatment .....	4-12
Exempt Overtime Practices.....	4-13
Variable Pay Practices .....	4-14
Signing Bonus .....	4-16
Standby and On-Call Pay.....	4-17
Signing Bonuses .....	4-18
Hot Skills .....	4-19
Turnover .....	4-20
Retirement Savings Plan.....	4-24
Tuition Assistance .....	4-25
Pay for Time not Worked.....	4-27
Security Clearance Practices .....	4-31
Sales Practices.....	4-43
Severance Programs.....	4-45
Workplace Flexibility.....	4-48