

**ALL JOBS REQUIRE CANDIDATE TO HAVE AT A MINIMUM THE DOD REQUIRED
COMPTIA CERTIFICATION OF SECURITY+ PLUS AND OPERATING SYSTEM
CERTIFICATION IF PROVIDING SYSTEM ADMIN SUPPORT.**

JOB OPENINGS

NORTH CHICAGO, ILLINOIS

[AIX SERVER ADMIN](#)

[MICROSOFT SERVER ADMIN](#)

[TECHNICAL WRITER](#)

[ORACLE DB ADMIN](#)

[SYSTEM ANALYST](#)

WRIGHT PATTERSON AFB OHIO

CERTIFIED FIBER OPTIC INSTALLER

AIX SERVER ADMIN

6.2 Task 2 – Systems Administration Support Function.

Provide technical expert support for the AIX (Advanced Interactive eXecutive) IBM RS/6000 server environment of over 100 AIX servers and associated peripherals and technologies in the production, development, and test bed arenas.

Other Requirements for Task 2:

Technical skills essential for this task:

Advanced AIX skill set must include remote server administration and networking configurations and solutions, NFS (Networked File Systems), NIM (Network Integration Manager), SSH (Secure Shell) communications, HMC (Hardware Management Console, LPAR (Logical Partitioning), VIO (Virtual Input/Output), mastery of korn shell scripting, high-availability hardware configurations and redundancy, TSM (Tivoli Storage Manager) backup and recovery, Sysback, SANS (System Architecture Networked Storage), and ability to master any new associated technologies that arise. Must be able to masterly manage a majorly complex and dynamically diverse Unix hardware/firmware/software networked infrastructure supporting interdependencies with other external devices and platforms. Certified as IBM Specialist in System P-series Administration preferred. Must be able to respond to after-hour emergencies and support off-hour update maintenance efforts. Must ensure architectural configuration consistencies are maintained between the development, test bed, and production environments; and ensure all tasks are implemented in accordance with CMMI and ITIL policies established by USMEPCOM.

Extensive experience in managing large, complex AIS projects, closely related to the work to be automated. Certifications preferred: AIX IBM Specialist Required, AIX IBM Systems Expert preferred.

(This task will require an IT-II: NACL with CND-IS)

6.2.1 Subtask 1 – Technical Design Support. Work at the highest level of all phases of providing AIX problem solving, investigative root-cause analysis, and design solutions services to internal and external business groups. Work with various teams to ensure that applications software fit into the USMEPCOM AIX architecture and are efficiently tuned within the AIX operating system. Create, integrate, and

implement new system requirements, enhancements, and hardware/software solutions using business analysis and technical skills, to include capacity planning, system logging/archivals, and the full spectrum of system life cycle replacement. Serve as technical liaison between IT and business partners, both internally and externally. Must possess proficient expertise in scripting, data transfer communications, networking concepts and solutions. Provide technical support for all software and applications installed on the AIX server, to include Oracle, Java, and third-party software.

Deliverables: Monthly Status Reports

 Procedural and Instructional Documents

 After Action Incident Reports

 Work Flow and System Architectural Design Documents

6.2.2 Subtask 2 – Maintenance and Management. Perform off-hour maintenance updates so as not to affect production time. Adhere to USMEPCOM's CMMI and ITIL processes in effecting all system changes and fixes. Proactively monitor all AIX server systems to identify impending hardware and software configuration system failures to prevent downtime, calling in repairs. Perform trend analysis to forecast future capacity requirements. Routinely test and implement software and firmware updates, patches, and fixes applicable to the USMEPCOM AIX environment. Be able to develop and implement a major operating system upgrade remotely. Ensure all AIX systems are DISA STIG compliant. Respond to any system outages within 1/2 hour. Identify and provide technical support for hardware repairs.

Deliverables: Monthly and Weekly Status Reports

 Procedural and Instructional Documents

 Work Flow and System Architectural Design Documents

6.2.3 Subtask 3 – Documentation and Research. Participate in research, documentation and submission to Configuration Management (CM) and Information Technology Infrastructure Library (ITIL). Document root-cause analysis in response to Help Desk requests. Include explanatory comments in all developed coding scripts. Include documented comments of all changes made to pre-existing code. Conduct extensive research on unknown system error conditions and provide conclusive solutions/explanations.

Deliverables: Monthly and Weekly Status Report

 Configuration Management Submission

 Information Technology Infrastructure Library (ITIL) 3.0 submission

Procedural and Instructional Documents

Help Desk Request Documentation

After Action Incident Reports

Work Flow and System Architectural Design Documents

6.2.4 Subtask 4 – Knowledge Transfer. Knowledge transfer regarding systems administration.

Deliverables: Monthly and Weekly Status Reports

IT Presentations

Transition Plan

MICROSOFT SERVER ADMIN

6.1 Task 1 – Exchange and Windows Server Support Function.

Microsoft Exchange and Server support shall provide the functions listed below. At least one Contractor resource in each area or technology shall have a current industry standard certification to support administration. ALL contractors must have and maintain required certifications as mandated by DoD and Army to hold and maintain levels of elevated accounts.

6.1.1 Subtask 1 – Technical Support. Provide technical support for the Exchange e-mail infrastructure, Active Directory (AD) Forest including operating system and Enterprise Support, DNS, Data Storage and Tape Management, Data at Rest (DAR), SharePoint, Microsoft SCCM/SCOM to include Enterprise-wide patch management and application deployment, Host Based Security System (HBSS), virtual environment, antivirus management, CAC/PKI ActivClient at HQ, testing environment, USMEPCOM, MEPS and remote locations. Other generic duties related to Group functions as required.

Deliverables: Monthly Maintenance Plan
Change Management Submission
Server Environment Topology Diagram Update
Monthly Project Schedule
Weekly and Monthly Status Reports
Trip Reports

6.1.2 Subtask 2 – Programming/Maintenance. Maintain/manage corporate e-mail, AD, file server access and general network administration of accounts for current USMEPCOM Microsoft e-mail infrastructure, SharePoint, HBSS, virtual environment, antivirus management, SCCM/SCOM, DAR, maintain Exchange database stores, maintain Exchange email archiving (storage), maintain online limits and enforcement policies on Exchange system for each mailbox user, provide support and maintenance for USMEPCOM Active Directory (AD), Enterprise structure, Data Storage, Tape Management, and

Domain Network Servers (DNS), Support Enterprise-wide patch and application deployment, CAC/PKI ActivClient deployment and MKS and MEPNET single sign-on.

Deliverables: Monthly Maintenance Plan
Change Management Submission
Configuration Management Submissions
Exchange Diagram Update
Monthly and Weekly Status Reports

6.1.3 Subtask 3 – Briefings and Reports. Review and maintain configuration of Exchange infrastructure to include (Exchange Server, FIS server, Blackberry Enterprise Server, e-mail filtering server and VPN) and provide recommendations for Best Practice Improvements. Stay current with trends and developments within Exchange e-mail infrastructure, AD Forest including operating system and Enterprise support, DNS, Data Storage and Tape Management, Data at Rest (DAR), SharePoint, Microsoft SCCM/SCOM to include Enterprise-wide patch management and application deployment, Host Based Security System (HBSS), virtual environment, antivirus management, CAC/PKI ActivClient to ensure MIT management is fully aware of options for innovative technical solutions for USMEPCOM.

Deliverables: Weekly Configurations and Modifications Reports
Monthly Status Reports

6.1.4 Subtask 4 – Knowledge Transfer. Knowledge transfer regarding Exchange e-mail infrastructure, Active Directory (AD) Forest including operating system and Enterprise Support, DNS, Data Storage and Tape Management, Data at Rest (DAR), SharePoint, Microsoft SCCM/SCOM to include Enterprise-wide patch management and application deployment, Host Based Security System (HBSS), virtual environment, antivirus management, and CAC/PKI ActivClient systems infrastructure support.

Deliverables: Monthly and Weekly Status Reports
IT Presentations
Continual Knowledge Transfer to Government Staff
Transition Plan

TECHNICAL WRITER

6.3 Task 3 – Technical Documentation Support Function.

Provides extremely high level subject matter expertise for work described in the task order.

6.3.1 Subtask 1 – Technical Support. Implement IEEE Standards when developing documentation for J-6/MIT projects. Participate in all phases of the software development with emphases on the planning, analysis, testing, integration, documentation, training and presentation materials phases. Maintain the CMMI Process Asset Library.

Deliverables: Monthly Status Reports

Weekly Status Reports

Software Development Participation

Process Asset Library Maintenance

6.3.2 Subtask 2 – Briefings and Training. Participate as needed in Joint Application Development/Design (JAD) sessions capturing user requirements. Prepare and deliver presentations, training, and user documentation as required by the task order.

Deliverables: Monthly and Weekly Status Reports

JAD Requirements

IT Presentations

6.3.3 Subtask 3 – Documentation and Report. Create needed briefing documents to support MIT-SDB projects. Provide and prepare technical reports, studies and related documentation; makes charts and graphs to record results.

Deliverables: Monthly and Weekly Status Reports

Briefing Documents and Reports

Technical Reports and Studies

Meeting Documentation

6.3.4 Subtask 4 – Knowledge Transfer. Knowledge transfer regarding technical documentation function.

Deliverables: Monthly and Weekly Status Reports

IT Presentations

Transition Plan

ORACLE DATABASE ADMIN

6.3 Task 3 – Systems Engineering Support Function.

May design, implement and maintain complex databases. Support includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design.

Other Requirements for Task 3:

Extensive knowledge of Unix and Windows Operating systems. Oracle AS Certification is preferred. Expert in Oracle Application Server version 9i/10g on OC4J (Oracle Containers for J2EE (Java platform, Enterprise Edition)), SSO (Single Sign On), Identity Management, LDAP (Lightweight Directory Access Protocol), Forms, Reports, Discoverer. Extensive knowledge of installing configuration Oracle 9i/10g Application Server, WebLogic Application Server.

Extensive experience in managing large, complex AIS (Automated Information Systems) projects closely related to the work to be automated.

(This task will require an IT-I: SSBI investigation with IASAE-I)

Subtask 1 – Technical Support. Work at the highest level of all phases of database management to design and implement complex databases. Support the analysis, design, and coding of applications. Work with development team to ensure that custom applications fit into USMEPCOM architecture and are efficiently tuned. Create, integrate and implement new systems, enhancements and software solutions using business analysis and technical skills, including full spectrum of system life cycle development. Serve as technical liaison between IT and business partners, both internally and externally.

Deliverables: Monthly Status Report

Weekly Status Reports

6.3.2 Subtask 2 – Maintenance and Administration. Maintain application server infrastructure, ensuring a sound architecture that is reliable, highly available and scalable. Serve as the System administrator for Oracle and Weblogic servers and websites.

Deliverables: Monthly and Weekly Status Reports

6.3.3 Subtask 3 – Documentation, Report and Research. Support of test and production environments in a timely manner and documentation of processes in response to Help Desk requests are required.

Deliverables: Monthly and Weekly Status Reports

Help Desk Request Documentation

6.3.4 Subtask 4 – Knowledge Transfer. Knowledge transfer regarding systems administration.

Deliverables: Monthly and Weekly Status Reports

IT Presentations

Transition Plan

6.4 Task 4 – Systems Architect Support Function.

Provide technical knowledge and skill in design, testing and deployment of Service Oriented Architecture (SOA

SYSTEM ANALYST

6.1 Task 1 – Systems Analyst Support Function.

Provide system/business analysis to support the J-6/MIT organization's development goals and operate as a representative of USMEPCOM Information Technology. One FTE will support the J-7/MMD (Medical Directorate) in order to capture medical hierarchical processes to support the business rules, concepts, performance and requirements mapping. One FTE will provide Information Technology Asset Management support.

Other Requirements for Task 1:

The contractor shall have a minimum of six years of "hands-on" successful IT business analysis and project requirements definition for projects ranging from \$500K to \$5M in value. Must understand USMEPCOM business objectives and goals in order to capture hierarchical processes to support the business rules, concepts, performance, and requirements mapping. Must be familiar with reporting tools used by Business Analysts.

At least one FTE support must have a medical background and knowledge of medical informatics, as well as knowledge of laboratory procedures for the processing and testing of blood, urine, or other specimens. This FTE must be experienced with medical information services and terminology as well as have the ability to create and maintain new ways for MEPS to keep records, making essential medical information as accessible as possible, while streamlining the interpersonal communication between staff member and Fee Basis Practitioners.

At least one FTE must have experience in establishing and implementing Best Practices in an enterprise-wide ITAM/ITASM (Information Technology Asset Management/Information Technology Asset and Service Management) Asset Management System. A certification in ITIL (Information Technology Infrastructure Library)/ITSM processes is preferred.

The Asset Inventory Database will contain at a minimum:

Contract vendor (hardware, software licensing, maintenance)

By purchase date

By termination date

Warranty periods

Maintenance periods

Map of all device port connections

Rack elevations

Data Application Dependency Map

(This task will require, at a minimum, an IT-III: National Agency Check (NAC) investigation)

6.1.1 Subtask 1 – Analysis and Planning Support. Validate a working knowledge of regulations, policies and analytical procedures and apply a full range of principles and concepts to the business processes, one of which is

asset management. Conduct extensive data analysis and develop and execute research to advance the state of the art in risk and decision matrix. *Analyze, evaluate, and execute (or develop when necessary) relevant quantitative solutions, methodologies and plans including, but not limited to, asset management. Address risk and recommend solutions.*

Deliverables: Risk Assessment and Gap Analysis

Statistical Analysis of Program Data

High Level Project/Implementation Plan

Detailed Project Plan

Risk Mitigation and Contingency Plan

Report Push Back Feedback from Business Users

Tasks Assigned to Testers

Reporting Tools Used by Business Analyst

Determine Requirement Feasibility

Use Cases

Weekly Status Reports

Monthly Status Reports

6.1.2 Subtask 2 – Integration, Verification and Assistance. *Assist applications developers in translating requirements into programming specifications. Assist in development and maintenance of policies, standards, processes and systems to enable USMEPCOM to manage the IT Asset Portfolio. Populate the initial database. Work closely with USMEPCOM subject matter experts (SMEs). Verify delivery integrity, ensuring all activities have been completed, reviewed, tested/validated, and accepted by appropriate USMEPCOM personnel.*

Deliverables: Monthly Status Reports

Integration of solution for Asset Management/Initiate database

Requirements Interface Integration Mapping

Data Modeling

Staging and Proof of Concept

Capture, Review, Update and Clarify Requirements

Verify Delivery Integrity

6.1.3 Subtask 3 – Briefings, Research and Documentation. Prepare Systems Requirements Specification (SRS) and other documentation in compliance with IEEE standards. Research, report and archive medical testing, such as HIV and Drug and Alcohol Testing (DAT), for 65 Military Entrance Processing Stations. Prepare documents that identify functional requirements for medical programs, for applicable performance work statements, task orders, or other documents for private sector contracts or interagency agreements. Research and recommend vendor resources. Document program requirements for USMEPCOM database system updates and enterprise reporting system development. Prepare documents that identify functional requirements for medical and other programs, for applicable performance work statements, task orders, or other documents for private sector contracts or interagency agreements. Develop detailed designs and requirements documents for the Asset Management System.

Deliverables: Document Business Rules
Document Program Requirements
System Requirements Specification (SRS)
Asset Inventory Report
Vendor and Software Recommendation
Report Push Back Feedback from Business Users
Functional Requirements Documents
Detailed Designs and Documentation
Requirements Definition Document
Program Requirements Documents
Monthly Status Reports
IT Presentations

6.1.4 Subtask 4 – Knowledge Transfer. Knowledge transfer regarding the USMEPCOM business environment and hand off of asset management system to include training personnel in new system.

Deliverables: Monthly and Weekly Status Reports
Personnel Training in Asset Management System
IT Presentations

Transition Plan