



National Technologies Associates, Inc. (NTA, Inc.)

2800 Shirlington Road, Suite 700

Arlington, VA 22206

Phone: (703) 941-3695

Fax: (703) 941-3698

Internet Address www.nta-online.com/

Business Size: Large

Contract Number: GS-00F-183CA

Period Covered by Contract: 1 July 2015 – 30 June 2020

For more information on ordering from a Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Financial and Business Solutions (FABS Related SINS):

Special Item No. 520 8 & 520 8RC – Complementary Audit Services

Special Item No. 520 11 & 520 11RC – Accounting

Special Item No. 520 12 & 520 12RC – Budgeting

Professional Engineering Services (PES Related SINS): All awarded SINS are under PEDs: Electrical and Mechanical.

Special Item No. 871 1 & 871 1RC* Strategic Planning for Technology Programs/Activities

Special Item No. 871 2 & 871 2RC* Concept Development and Requirements Analysis

Special Item No. 871 3 & 871 3RC* System Design, Engineering and Integration

Special Item No. 871 4 & 871 4RC* Test and Evaluation

Special Item No. 871 5 & 871 5RC* Integrated Logistics Support

Special Item No. 871 6 & 871 6RC* Acquisition and Life Cycle Management

Mission Oriented Business Integrated Services (MOBIS Related SINS):

Special Item No. 874 1 & 874 1RC Integrated Consulting Services

Special Item No. 874 7 & 874 7RC Integrated Business Program Support Services

Logistics Worldwide (LOGWORLD Related SINS):

SIN 874 501 & 874 501RC Supply and Value Chain Management

SIN 874 503 & 874 503RC Distribution and Transportation Logistics Services

SIN 874 504 & 874 504RC Deployment Logistics

SIN 874 505 & 874 505RC Logistics Training Services

SIN 874 507 & 874 507RC Operations & Maintenance Logistics Management and Support Services

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*[™], a menu driven database system. The Internet address for *GSA Advantage!*[™] is GSAAdvantage.gov

Professional Services Schedule (PSS) Advisory Statement:

“Effective October 1, 2015, the Consolidated Schedule became the Professional Services Schedule (PSS), with no changes to any terms and conditions found within this document”

Please be advised that the following individual GSA Schedule contracts have been migrated to this Professional Services Schedule (PSS). As a result, no additional stand-alone Task Orders can be awarded or BPAs established under these contracts:

Single Schedule Name	Former Contract Number
Financial and Business Solutions	GS-23F-0036R
Mission Oriented Business Integrated Services	GS-10F-0117P
Professional Engineering Services	GS-23F-0149K
Logistics Worldwide	GS-10F-0041P

TABLE OF CONTENTS

Contents

Item	Page
National Technologies Associates, Inc. Corporate Info	4
National Technologies Associates, Inc. PSS Offerings	5
National Technologies Associates, Inc. Special Item Number Descriptions	8
Customer Information	12
Ordering Guide For Our Customers	14
Small Business Participation	15
Basic Guidelines for Using Contractor Team Arrangements	16
Blanket Purchase Agreement	16
Labor Category Rates	18
Labor Category Descriptions	23
Service Contract Act	71
National Technologies Associates, Inc. Sales and Service Points	74

- Pricelist incorporates POC Mod, awarded under #PA-0002, dated 5 January 2016.
- Pricelist incorporates GSA Unilateral Mod #CM-A475, awarded 2 January 2016.

NATIONAL TECHNOLOGIES ASSOCIATES, INC. CORPORATE INFO

National Technologies Associates, Inc. (NTA) is a high technology engineering, logistics and professional services firm. Founded in 1981, NTA has over 32 years of experience in successfully managing complex engineering, logistics and financial requirements -- requirements similar to those contained in the solicitation's Statement of Work. NTA's Integrated Logistics Support (ILS) personnel have been referred to by our clients as the "Who's Who of ILS" and many of our staff members are designated as Certified Professional Logisticians (CPLs) by the Society of Logistics Engineers (SOLE). NTA has worked with various Commercial clients as well as Government customers throughout the DoD and IC.

NTA's focus is on helping clients design, acquire, operate, and maintain complex systems as efficiently as possible. We ensure that support considerations are an integral part of the system's design requirements, that the system can be cost-effectively supported throughout the life cycle, and that elements required for initial fielding and operational support of a system are developed and acquired. NTA employs over 500 engineering, logistics and technical support professionals providing high quality engineering and logistics products and services in the following system life cycle management areas:

- ✓ *Research, Development, Test and Evaluation*
- ✓ *Systems Engineering*
- ✓ *Acquisition/Program Management Support*
- ✓ *Acquisition Logistics*
- ✓ *Integrated Logistics Support*

NTA is headquartered in Arlington, Virginia and has additional offices in San Diego, California; Lexington Park, Maryland; Indian Head, Maryland; Jacksonville, Florida; Wright-Patterson, Ohio; Moyock, North Carolina; and Cherry Point, North Carolina.

NTA, INC. GSA PROFESSIONAL SERVICES SCHEDULE OFFERINGS

The following professional services are offered by National Technologies Associates, Inc. (NTA, Inc.):

NTA, INC. FABS SERVICES OFFERINGS

<i>FABS Services Offered</i>	<i>Description</i>
<i>Complementary Audit Services</i>	NTA, Inc.'s financial and performance auditing experience encompasses all phases of financial management services including providing expert advice, assistance, guidance, and counseling in support of financial management, analysis, and quality improvement efforts. NTA is providing/has provided successful financial and performance audits for fifteen (15) years, which include, but are not limited to, financial statement audits, financial-related audits and performance audits, performing independent assessments of an audited entity, analyzing financial information for adherence to financial compliance requirements, and analyzing organizational or program performance.
<i>Accounting</i>	NTA, Inc. is providing/has provided successful accounting support for over twenty (20) years, which include, but are not limited to, financial advice, devising/revising accounting policies, providing training in accounting operations, execution of accounting programs, processing and analyzing accounting transactions, conducting audits and implementing findings, and maintaining the integrity of financial operations. NTA has a full understanding of technical requirements, processes, and procedures. NTA has performed professional accounting work including the design, development, operation and inspection of accounting systems. We have examined, analyzed, and interpreted accounting data, records, and reports analyzed accounting data to evaluate requirements and recommend adjustments for improving management control.
<i>Budgeting</i>	NTA, Inc. is providing/has provided successful budgeting support for over twenty (20) years, which include, but are not limited to, assisting with improving both the budget formulation and execution processes, reviewing budget formulation and execution issues, and implementation of new budget formulation and execution processes and is carried out within relevant organizations and programs. NTA has applied knowledge of functions, processes, and analytical methods and techniques to gather, analyze, and evaluate information required by the program or project managers and customers. NTA has devised solutions to problems relating to improvement of the budget formulation and execution process, in order to make the budget process more effective and the work methods and procedures more efficient. NTA has conducted analyses of budgeting, financing, accounting, and billing data to evaluate requirements formulation, methodology, and execution performance.

NTA, INC. PES SERVICES OFFERINGS

National Technologies Associates, Inc. provides integration of existing and emerging engineering technologies to provide solutions to our client's immediate and future requirements. NTA, Inc.'s PES services and system integration efforts help to improve and optimize our customer processes, staff and hardware utilization. The following services are offered by NTA, Inc:

<i>PES Services Offered</i>	<i>Description</i>
<i>Maintenance Engineering</i>	Evaluate weapon system ILS requirements and the correlation to current maintenance concepts of the specified systems. Provide reports depicting the current logistics support concept and how it relates to operational objectives. Identify, review, analyze and recommend maintainability characteristics for new or evolving technology. Recommend changes in the maintainability characteristics of aircraft systems and equipment, as a result of new technology, which will provide optimum maintenance efficiency and effectiveness. Develop or evaluate alternative weapon system/equipment design and logistics support documentation to assess system compatibility relative to hardware characteristics and ILS requirements. Assess or develop support system trade-off studies analysis which factor optimum cost effectiveness, schedule, readiness and sustainability. Provide risk factors to each potential alternative by logistics element and the corresponding impact to program resources.
<i>Systems Engineering</i>	Identify deficient support areas and make recommendations to improve the overall effectiveness of current maintenance concepts and Logistics Support Systems. Review and analyze Engineering Change Proposals (ECPs) to assess the corresponding impact to system support concepts by each applicable logistics element. Provide recommended implementing schedules that coincide with planned procurement, lead times for development, kit installation schedules and fleet deployment requirements. Conducting systems engineering studies for systems integration. Analyze high failure rate components. Provide recommendations for alternative support concepts to improve maintenance work-loading and supportability. Review and assess logistics delay time as it relates to the Reliability Centered Maintenance (RCM) concept
<i>Logistics Engineering</i>	Evaluate weapon system program planning documentation and milestone objectives. Assess ILS support provided by specific activities and the logical interrelationships and interdependencies of all activities. Recommend objectives and schedules of specific activities and resources required to facilitate program goals. Provide recommendations for the development or update of appropriate ILS documentation addressing all applicable logistics elements - reliability/availability/operational readiness, configuration control and support concepts - utilizing organic, contractor or combined organic/contractor support concepts. Preparing technical input for Configuration Control Board (CCB) directives; Developing, reviewing and updating Provisioning Technical Documentation (PTD).
<i>Test and Evaluation Engineering</i>	Developing Flight Test Plans and evaluating flight test data. Analyzing system performance deficiencies and evaluating the performance of potential resolutions. Flight Test engineering support including Flutter Test, Loads Test, Flight Controls, Performance, Aircraft Carrier Suitability, Propulsion Systems, and shipboard Flight Test support. Develop Flight Test Plans and participate in total flight test evaluation, developing and executing functional checks, collecting and collating all reports and plans; Preparing a final report detailing the results of the prototype alteration installation.
<i>Production Engineering</i>	Performance of all aspects of Manufacturing and Repair capability and capacity assessments to insure that vendors and the repair facility can meet the component supply demands and the critical impact on the Operational Availability of a Weapon System. Providing engineering and technical support to conduct operations research or operations analysis to determine the most advantageous routing sequencing of depot level maintenance tasks including In-shop processes of components/weapon systems, to initially determine the most efficient utilization of existing plant facilities and equipment. Perform productivity analysis of depot operations; perform random sampling of employee activity to document task time percentages.

<i>Services Offered</i>	<i>Description</i>
<i>Life Cycle Cost Modeling</i>	Prioritize systems; Budget support and identify potential future costs associated with the system; Identify cost drivers/risk areas; Perform trade-off analyses; Consider present worth or future worth based on a series of variables.
<i>Training Systems and Training Course Development</i>	<p>Provide training systems engineering analysis from developmental stages through qualification (validation/verification), and in-service modification in order to provide the optimal total training system. Conduct design, development, refinement, performance and reliability studies. Determine effects of proposed design changes on each particular system via Engineering Change Proposals (ECPs), Request for Waiver (RFWs), and Requests for Deviation (RFDs). Perform cost and production trade-off studies on Product Improvement Program (PIP) candidate materials. Design, develop, evaluate, test and analyze instructional systems. Perform analysis, evaluation and testing necessary to validate/verify training systems design IAW system specification or requirement.</p> <p>Design, development, evaluation, and analysis of training objectives, training syllabi, curriculum outlines, instructors' and trainers' guides, quality control plans, lesson specifications, courseware, storyboards and/or scripts, flowcharts, Interactive Courseware (ICW), trainee objectives, instructional strategies, media selection justification, testing and debugging, media selection models, simulator functional descriptions, engineering specifications, and military characteristics.</p>

NTA, INC. SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

FABS RELATED SINS

520 8 & 520 8RC COMPLEMENTARY AUDIT SERVICES

The Contractor shall provide services related to the complementary activities of an audit organization. This may include but is not limited to the following:

- Assist in development of questions for use at hearings
- Develop methods and approaches in evaluating a new or a proposed program
- Forecast potential program outcomes

520- 11 & 520 11RC ACCOUNTING

The Contractor shall provide accounting services. This may include but is not limited to the following:

- Transaction analysis,
- Transaction processing,
- Data analysis and summarization,
- Technical assistance in devising new or revised accounting policies and procedures,
- Classifying accounting transactions,
- Special studies to improve accounting operations

520 12 & 520 12RC BUDGETING

The Contractor shall provide budgeting services. This may include but is not limited to the following:

- Assess and improve the budget formulation and execution processes,
- Conduct special reviews to resolve budget formulation or budget execution issues
- Provide technical assistance to improve budget preparation or execution processes.

PES RELATED SINS

PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

8711 & 8711RC - STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting.

871 2 & 871 2 RC - CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual designs, training, and consulting.

871 3 & 871 3 RC - SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting.

871 4 & 871 4 RC - TEST AND EVALUATION

Services required under this SIN involve the application of various techniques demonstrating that a system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype, first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting.

871 5 & 871 5 RC - INTEGRATED LOGISTICS SUPPORT

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, training, and consulting.

871 6 & 871 6 RC - ACQUISITION AND LIFE CYCLE MANAGEMENT

Services required under this SIN involve all of the planning, budget, contract and systems/program management functions required to procure and or/produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

MOBIS RELATED SINS

874 1 & 874 1RC – INTEGRATED CONSULTING SERVICES

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

874 7 & 874 7RC – INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout.
- Operational/administrative business support services in order to carry out program objectives.

LOGWORLD RELATED SINS

National Technologies Associates, Inc. provides a full range of technical support services to government and commercial clients with a staff of full-time professionals who operate from a network of electronically linked offices nationwide. The following services are offered by NTA, Inc.:

874 501 & 874 501RC Supply and Value Chain Management

Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal, typical tasks include:

- Operating warehouses/storage facilities
- Packing/crating
- Staging/shipping/receiving
- Bar coding
- Fulfillment operations
- Acquisition/vendor/inventory management
- Business process reengineering
- Systems modernization
- Expansion/consolidation studies
- System assessment and material requirements planning

874 503 & 874 503RC Distribution and Transportation Logistics Services

Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline, typical tasks include:

- Moving and storage (excluding household goods)
- Location modeling
- Transportation system development and management
- Carrier management and routing
- Freight forwarding, courier services
- Shuttle services and facilitating customs processing (Commercial passenger airline services covered by the Airline City Pair Program are excluded)

874 504 & 874 504RC Deployment Logistics

Typical tasks include:

- Contingency planning
- Identifying/utilizing regional or global resources
- Integrating public/private sector resources
- Inventory/property planning
- Movement
- Storage
- End-to-end office and industrial relocation/expansion services, including project/asset/construction management, space planning and project integration/implementation, pre-positioning assets, facilitating customs processing / accountability; and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment.

874 505 & 874 505RC Logistics Training Services

Typical tasks include:

- Training in system operations
- Automated tools for supply and value chain management
- Property and inventory management
- Distribution and transportation management
- Maintenance of equipment and facilities supporting these activities

874 507 & 874 507RC Operations & Maintenance Logistics Management and Support Services

Planning, designing, managing, operating and maintaining reliable and efficient systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs. Typical tasks include:

- Complete turnkey operations
- Maintenance and support services
- Base operations support (BOS)
- Depot maintenance
- Preventative maintenance planning
- Fleet/property management and maintenance
- Mobile utility support equipment operation
- Maintenance and repair
- Strategic account/project management
- Integrated facility management and operations management support

CUSTOMER INFORMATION

Contract Number: GS-00F-183CA
Contract Period: 1 July 2015 through 30 June 2020
Contractor's Name: National Technologies Associates, Inc.
Contractor's Address: 2800 Shirlington Rd. Suite 700
 Arlington, VA 22206
Phone Number: (703) 941-3695
Business Size: Large Business
Data Universal Numbering System (DUNS): 13-228-1031
Type of Contractor: C. Large Business
Woman Owned Small Business: No
Contractor's Taxpayer Identification Number (TIN): 54-1169829
CAGE Code: 8V131

1a. Table of Awarded Special Item Numbers (SINS) for this Contract:

SIN(s)* All SINS are RC	DESCRIPTION
520 8 & 520 8RC	Complementary Audit Services
52011 & 520 11RC	Accounting
520 12 & 520 12RC	Budgeting
871 1 & 871 1RC	Strategic Planning for Technology Programs/Activities
871 2 & 871 2RC	Concept Development and Requirements Analysis
871 3 & 871 3RC	System Design, Engineering and Integration
871 4 & 871 4RC	Test and Evaluation
871 5 & 871 5RC	Integrated Logistics Support
871 6 & 871 6RC	Acquisition and Life Cycle Management
874 1 & 874 1 RC	Integrated Consulting Services
874 7 & 874 7 RC	Integrated Business Program Support Services
874 501 & 874 501RC	Supply and Value Chain Management
874 503 & 874 503RC	Distribution & Transportation Logistics Services
874 504 & 874 504RC	Deployment Logistics
874 505 & 874 505RC	Logistics Training Services
874 507 & 874 507RC	Operations & Maintenance, Logistics Management and Support Services

1b. Lowest Priced Model Number and Lowest Unit Price:

Item Number	Price
NTA, Inc. is only providing services at this time.	

- 1c. Hourly Rates:** See Labor Category Rates & Descriptions on Pages 18-22 for more information. The labor hours cited above do not include supplies, materials, or other incidental costs.
- 2. Maximum Order:** \$1,000,000 per order.
- 3. Minimum Order:** \$ 100.00
- 4. Geographic Scope of Contract:**
The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico.
- 5. Points of Production:** See page 74 of this Pricelist
- 6. All prices listed reflect the net price for those services.**
- 7. Quantity Discounts:** None
- 8. Prompt Payment Terms:** Net 30 Days

- 9a. Government Purchase Cards:** NTA, Inc. will accept the Government Commercial Credit Card up to the micropurchase threshold, with no additional discount.
- 9b. Government Purchase Cards:** NTA, Inc. will accept the Government Commercial Credit Card above the micropurchase threshold.
- 10. Foreign Items:** Not applicable to services.
- 11a. Time of Delivery:** Not applicable to services.
- 11a. Time of Delivery:** As negotiated between NTA, Inc. and the ordering agency.
- 11b. Expedited Delivery:** As negotiated between NTA, Inc. and the ordering agency.
- 11c. Overnight & 2-Day Delivery:** As negotiated between NTA, Inc. and the ordering agency.
- 11d. Urgent Requirements:** As negotiated between NTA, Inc. and the ordering agency.
- 12. F.O.B. Point(s):** Destination, with the exact time to be specified on individual Delivery/Task Orders.
- 13a. Contractor's Ordering Address:** National Technologies Associates, Inc.
2800 Shirlington Rd. Suite 700
Arlington, VA 22206
Attention: Laura Hanke
(703) 941-3695 Ext. 12
(703) 941-3698 Fax
- 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 at: <http://www.gsa.gov/portal/content/199353>
- 14. Contractor's Payment Address:** National Technologies Associates, Inc.
2800 Shirlington Rd. Suite 700
Arlington, VA 22206
Attention: Robert Richards
(703) 941-3695 Ext. 20
(703) 941-3698 Fax
- 15. Warranty Provision:** Not applicable to services.
- 16. Export Packing Charges:** Not applicable to services.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** Determined on a case-by case basis.
- 18. Terms and Conditions of Rental, Maintenance and Repair :** None
- 19. Terms and Conditions of Installation:** None
- 20. Terms and Conditions of Repair Parts:** None
- 20a. Terms and Conditions for any other services:** None
- 21. List of Service and Distribution Points:** See page 74 of this pricelist.
- 22. List of Participating Dealers:** None.
- 23. Preventative Maintenance:** Not applicable to services.
- 24a. Environmental Attributes:** None applicable.
- 24b. Section 508 Compliance Information:** Not Applicable to Services. To review the Section 508 standards, refer to: www.section508.gov
- 25. Data Universal Numbering System (DUNS):** 13-228-1031
- 26. NTA, Inc. is registered with the Central Contractor Registration (CCR) Database.**

ORDERING GUIDE FOR OUR CUSTOMERS

A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Professional Services Schedule (PSS) can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer.

SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

Orders must comply with applicable subsections under the FAR Part 8.4 Acquisition Regulation.

FAR Part 51

Orders can now be processed under FAR Part 51 Deviations. Please review and follow FAR instructions.

Eligibility

GSA Eligibility Order 4800.2H

For more information on ordering from Federal Supply Schedules:

<http://www.gsa.gov/portal/category/100623>

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

PREAMBLE

National Technologies Associates, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Laura Hanke at National Technologies Associates, Inc. (703) 941-3695 Ext. 12, Laura.Hanke@n-t-a.com ; Fax (703) 941-3698.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see [FAR 9.6](#)) to provide solutions when responding to a customer agency requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA’s are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contract. Participation in a Team Arrangement is limited to Federal Supply Schedule contractors.

Customers should refer to [FAR 9.6](#) for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule contractors may individually meet the customers needs, or -
- Federal Supply Schedule contracts may submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act

 (Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

AGENCY

DATE

CONTRACTOR

DATE

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____ and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH (Ordering Agency) :

- (1) The following contract services/products can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<u>ITEM (Model/Part Number or Type of Service)</u>	<u>SPECIAL BPA DISCOUNT/PRICE</u>
_____	_____
_____	_____

- (2) Delivery:

<u>DESTINATION</u>	<u>DELIVERY SCHEDULE/DATES</u>
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

<u>OFFICE</u>	<u>POINT OF CONTACT</u>
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, paper, or oral communications.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Task/Delivery Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

NTA, INC. LABOR CATEGORY RATES

FABS RATES

National Technologies Associates, Inc.'s Financial & Business Solutions Services Rates.
Special Item Number(s) 520-8, 520-11 & 520-12; All SINs are Recovery Purchasing (RC)*.

SCA Rates are marked**.

All NTA, Inc. Rates are at Customer Site only.

Order #	Labor Category Title	Effective 7/1/2015	Effective 7/1/2016	Effective 7/1/2017	Effective 7/1/2018	Effective 7/1/2019
NFABS001	Program Manager	\$82.19	\$84.41	\$86.69	\$89.03	\$91.44
NFABS002	Accountant 2	\$101.36	\$104.10	\$106.91	\$109.80	\$112.76
NFABS003	Financial Analyst 1	\$67.01	\$68.82	\$70.68	\$72.59	\$74.55
NFABS004	Financial Analyst 2	\$76.65	\$78.72	\$80.84	\$83.02	\$85.27
NFABS005	Financial Analyst 3	\$97.14	\$99.76	\$102.46	\$105.22	\$108.06
NFABS006	Reserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NFABS007	Reserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NFABS008	Reserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NFABS009	Management Analyst 5	\$135.92	\$139.59	\$143.36	\$147.23	\$151.20
NFABS010	Management Analyst 4	\$113.25	\$116.31	\$119.45	\$122.68	\$125.99
NFABS011	Management Analyst 3	\$101.94	\$104.70	\$107.52	\$110.42	\$113.41
NFABS012	Management Analyst 2	\$87.13	\$89.48	\$91.90	\$94.38	\$96.93
NFABS013	Management Analyst 1	\$63.19	\$64.90	\$66.65	\$68.45	\$70.30
NFABS014	Reserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NFABS015	Project Analyst 3	\$93.66	\$96.19	\$98.79	\$101.46	\$104.20
NFABS016	Analyst 2	\$66.12	\$67.91	\$69.74	\$71.62	\$73.56
NFABS017	Reserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NFABS018	Administrative Assistant 2	\$51.51	\$52.90	\$54.33	\$55.80	\$57.30
NFABS019	Administrative Assistant 1	\$48.60	\$49.91	\$51.26	\$52.64	\$54.06
NFABS020	Word Processor**	\$37.40	\$38.41	\$39.45	\$40.51	\$41.61

Note: All non-professional labor categories must be incidental to and used solely to support professional services, and cannot be purchased separately.

PES RATES

NTA, Inc. Special Item Number(s) 871-1, 871-2, 871-3, 871-4, 871-5 & 871-6.
Professional Engineering Services (PES) Rates. SCA Rates are marked**.
All Rates are NTA Off-Site Rates (at NTA, Inc. facility) only.*

Order #	PES - Labor Category Title	Effective 7/1/2015	Effective 7/1/2016	Effective 7/1/2017	Effective 7/1/2018	Effective 7/1/2019
NPES001	Program Manager (Level 3)	\$138.50	\$142.24	\$146.08	\$150.03	\$154.08
NPES002	Program Manager (Level 2)	\$105.51	\$108.36	\$111.29	\$114.29	\$117.38
NPES003	Program Manager (Level 1)	\$96.04	\$98.63	\$101.29	\$104.03	\$106.84
NPES004	Project Manager	\$81.64	\$83.85	\$86.11	\$88.44	\$90.82
NPES005	Subject Matter Expert	\$160.20	\$164.53	\$168.97	\$173.53	\$178.22
NPES006	Principal Engineer	\$155.93	\$160.14	\$164.47	\$168.91	\$173.47
NPES007	Design Engineer	\$115.40	\$118.51	\$121.71	\$125.00	\$128.38
NPES008	Engineer Level 3/Senior Field Service Engineer	\$107.07	\$109.96	\$112.93	\$115.98	\$119.11
NPES009	Engineer Level 2/Field Service	\$72.01	\$73.95	\$75.95	\$78.00	\$80.11
NPES010	Engineer Level 1/Junior Field Service Engineer	\$59.16	\$60.76	\$62.40	\$64.09	\$65.82
NPES011	Systems Engineer (Level 2)	\$84.47	\$86.75	\$89.10	\$91.50	\$93.97
NPES012	Systems Engineer (Level 1)	\$73.94	\$75.94	\$77.99	\$80.09	\$82.26
NPES013	Engineering Technician 3 / Senior Maintenance Technician or Senior Material Technician**	\$68.46	\$70.31	\$72.21	\$74.16	\$76.16
NPES014	Engineering Technician 2 / Maintenance Technician or Material Technician**	\$62.76	\$64.46	\$66.20	\$67.98	\$69.82
NPES015	Engineering Technician 1 / Junior Maintenance Technician or Junior Material Technician**	\$52.77	\$54.19	\$55.66	\$57.16	\$58.70
NPES016	Industrial Specialist (Level 2)	\$78.45	\$80.57	\$82.75	\$84.98	\$87.27
NPES017	Industrial Assistant**	\$41.21	\$42.32	\$43.47	\$44.64	\$45.85
NPES018	Management Analyst (Level 2)	\$71.10	\$73.02	\$74.99	\$77.01	\$79.09
NPES019	Management Analyst (Level 1)	\$50.17	\$51.52	\$52.91	\$54.34	\$55.81
NPES020	Program Analyst (Level 3)	\$76.36	\$78.43	\$80.54	\$82.72	\$84.95
NPES021	Program Analyst (Level 2)	\$56.45	\$57.98	\$59.54	\$61.15	\$62.80
NPES022	Program Analyst (Level 1)	\$45.26	\$46.48	\$47.74	\$49.03	\$50.35
NPES023	Logistician (Level 3)	\$95.99	\$98.58	\$101.24	\$103.98	\$106.78
NPES024	Logistician (Level 2)	\$79.22	\$81.36	\$83.56	\$85.81	\$88.13
NPES025	Logistician (Level 1)	\$63.00	\$64.70	\$66.45	\$68.24	\$70.09
NPES026	Technical Data Specialist**	\$40.17	\$41.26	\$42.37	\$43.52	\$44.69
NPES027	Technical Writer/Editor**	\$41.16	\$42.27	\$43.41	\$44.58	\$45.79
NPES028	Technical Typist**	\$30.91	\$31.75	\$32.60	\$33.49	\$34.39
NPES029	Data Entry Clerk**	\$29.95	\$30.76	\$31.59	\$32.45	\$33.32
NPES030	Technical Assistant**	\$38.23	\$39.26	\$40.32	\$41.41	\$42.53
NPES031	Computer Specialist (Level 3)	\$90.95	\$93.41	\$95.93	\$98.52	\$101.18
NPES032	Information Technology Systems	\$105.30	\$108.14	\$111.06	\$114.06	\$117.14
NPES033	Computer Programmer (Level 1)	\$43.94	\$45.13	\$46.35	\$47.60	\$48.88
NPES034	Senior Subject Matter Expert	\$266.22	\$273.41	\$280.79	\$288.37	\$296.16

Note: All non-professional labor categories must be incidental to and used solely to support professional services, and cannot be purchased separately.

MOBIS OFF-SITE RATES

Overview of NTA, Inc. Special Item Number(s) 874-1, 874-1RC, 874-7 & 874-7RC.
Mission Oriented Business Integrated Services (MOBIS) Offering. SCA Rates are marked**.
All Rates are Off-Site Rates, at NTA, Inc. facility only.

Order #	Labor Category Title	Effective 7/1/2015	Effective 7/1/2016	Effective 7/1/2017	Effective 7/1/2018	Effective 7/1/2019
NMOB001	Program Manager (Level 3)	\$175.47	\$180.20	\$185.07	\$190.07	\$195.20
NMOB002	Program Manager (Level 2)	\$130.14	\$133.66	\$137.26	\$140.97	\$144.78
NMOB003	Program Manager (Level 1)	\$102.08	\$104.84	\$107.67	\$110.58	\$113.56
NMOB004	Task Manager	\$108.48	\$111.41	\$114.41	\$117.50	\$120.67
NMOB005	Senior Mgmt/Org/Bus Improvement Specialist	\$110.39	\$113.37	\$116.43	\$119.58	\$122.81
NMOB006	Senior Research Specialist	\$114.85	\$117.95	\$121.14	\$124.41	\$127.77
NMOB007	Training Specialist	\$93.77	\$96.31	\$98.91	\$101.58	\$104.32
NMOB008	Senior Management Consultant	\$83.66	\$85.92	\$88.24	\$90.62	\$93.07
NMOB009	Management Consultant	\$70.44	\$72.34	\$74.30	\$76.30	\$78.36
NMOB010	Senior Technical Advisor	\$83.61	\$85.87	\$88.18	\$90.57	\$93.01
NMOB011	Technical Advisor	\$72.28	\$74.23	\$76.23	\$78.29	\$80.41
NMOB012	Junior Technical Advisor	\$57.41	\$58.95	\$60.55	\$62.18	\$63.86
NMOB013	Graphics/Internet Designer**	\$57.49	\$59.05	\$60.64	\$62.28	\$63.96
NMOB014	Administrative Assistant**	\$55.48	\$56.98	\$58.52	\$60.10	\$61.72
NMOB015	Technical Typist**	\$32.81	\$33.69	\$34.60	\$35.54	\$36.50

Note: All non-professional labor categories must be incidental to and used solely to support professional services, and cannot be purchased separately.

MOBIS ON-SITE RATES

Overview of NTA, Inc. Special Item Number(s) 874-1, 874-1RC, 874-7 & 874-7RC.
Mission Oriented Business Integrated Services (MOBIS) Offering. SCA Rates are marked**.
All Rates are NTA On-Site Rates, at Customer facility only.

Order #	Labor Category Title	Effective 7/1/2015	Effective 7/1/2016	Effective 7/1/2017	Effective 7/1/2018	Effective 7/1/2019
NMOB001	Program Manager (Level 3)	\$166.70	\$171.20	\$175.82	\$180.57	\$185.44
NMOB002	Program Manager (Level 2)	\$123.64	\$126.98	\$130.40	\$133.93	\$137.54
NMOB003	Program Manager (Level 1)	\$96.98	\$99.59	\$102.28	\$105.04	\$107.88
NMOB004	Task Manager	\$103.06	\$105.84	\$108.70	\$111.64	\$114.65
NMOB005	Senior Mgmt/Org/Bus Improvement Specialist	\$104.87	\$107.70	\$110.60	\$113.59	\$116.66
NMOB006	Senior Research Specialist	\$109.11	\$112.06	\$115.09	\$118.19	\$121.38
NMOB007	Training Specialist	\$89.09	\$91.49	\$93.96	\$96.50	\$99.10
NMOB008	Senior Management Consultant	\$79.48	\$81.63	\$83.83	\$86.09	\$88.42
NMOB009	Management Consultant	\$66.92	\$68.73	\$70.58	\$72.49	\$74.45
NMOB010	Senior Technical Advisor	\$79.43	\$81.57	\$83.78	\$86.04	\$88.36
NMOB011	Technical Advisor	\$68.67	\$70.52	\$72.42	\$74.38	\$76.39
NMOB012	Junior Technical Advisor	\$54.55	\$56.03	\$57.54	\$59.09	\$60.69
NMOB013	Graphics/Internet Designer**	\$54.62	\$56.10	\$57.61	\$59.17	\$60.76
NMOB014	Administrative Assistant**	\$52.70	\$54.12	\$55.58	\$57.08	\$58.62
NMOB015	Technical Typist**	\$31.17	\$32.01	\$32.88	\$33.77	\$34.68

Note: All non-professional labor categories must be incidental to and used solely to support professional services, and cannot be purchased separately.

LOGWORLD RATES

Overview of National Technologies Associates, Inc. Special Item Numbers 874-501, 874-501RC, 874-503, 874-503RC, 874-504, 874-504RC, 874-505, 874-505RC, 874-507 & 874-507RC Logworld offering.

**Indicates SCA eligible categories.

Proposed LOGWORLD Rates are Off-site, at NTA, Inc. facility only.

NTA ORDER #	LABOR CATEGORY TITLE	Effective 7/1/2015	Effective 7/1/2016	Effective 7/1/2017	Effective 7/1/2018	Effective 7/1/2019
N001	Program Manager (Level 3)	\$121.02	\$124.29	\$127.65	\$131.09	\$134.63
N002	Program Manager (Level 2)	\$111.27	\$114.27	\$117.36	\$120.53	\$123.78
N003	Program Manager (Level 1)	\$97.37	\$100.00	\$102.70	\$105.48	\$108.32
N004	Project Manager	\$83.47	\$85.72	\$88.04	\$90.41	\$92.86
N005	Subject Matter Expert	\$139.13	\$142.89	\$146.74	\$150.71	\$154.77
N006	Design Engineer	\$104.31	\$107.12	\$110.02	\$112.99	\$116.04
N007	Engineer (Level 2)	\$90.42	\$92.86	\$95.37	\$97.95	\$100.59
N008	Engineer (Level 1)	\$55.64	\$57.14	\$58.68	\$60.27	\$61.90
N009	Engineering Technician (Level 3)**	\$76.49	\$78.55	\$80.67	\$82.85	\$85.09
N010	Engineering Technician (Level 2) **	\$62.63	\$64.32	\$66.06	\$67.84	\$69.68
N011	Engineering Technician (Level 1) **	\$48.70	\$50.01	\$51.36	\$52.75	\$54.17
N012	Senior Acquisition Logistics Manager	\$86.28	\$88.61	\$91.00	\$93.46	\$95.98
N013	Acquisition Logistics Manager	\$69.55	\$71.43	\$73.36	\$75.34	\$77.38
N014	Senior Operations Logistics Manager	\$79.31	\$81.45	\$83.65	\$85.91	\$88.23
N015	Operations Logistics Manager	\$65.37	\$67.14	\$68.95	\$70.81	\$72.73
N016	Logistician (Level 2)	\$58.42	\$60.00	\$61.62	\$63.28	\$64.99
N017	Logistician (Level 1)	\$50.06	\$51.42	\$52.80	\$54.23	\$55.69
N018	Project Supervisor	\$55.64	\$57.14	\$58.68	\$60.27	\$61.90
N019	Industrial Engineering Technician**	\$62.63	\$64.32	\$66.06	\$67.84	\$69.68
N020	Industrial Specialist	\$69.55	\$71.43	\$73.36	\$75.34	\$77.38
N021	Instructor**	\$83.47	\$85.72	\$88.04	\$90.41	\$92.86
N022	Warehouse Specialist**	\$42.16	\$43.30	\$44.47	\$45.67	\$46.90
N023	Production Controller**	\$46.65	\$47.91	\$49.21	\$50.53	\$51.90
N024	Supply Technician**	\$53.48	\$54.93	\$56.41	\$57.94	\$59.50
N025	Tools and Parts Attendant**	\$47.08	\$48.35	\$49.66	\$51.00	\$52.38
N026	Inventory or Stock Clerk**	\$35.48	\$36.44	\$37.42	\$38.43	\$39.47
N027	Truck Driver, Heavy**	\$48.38	\$49.68	\$51.03	\$52.40	\$53.82
N028	Truck Driver, Medium**	\$42.08	\$43.22	\$44.39	\$45.59	\$46.82
N029	Computer Specialist	\$79.31	\$81.45	\$83.65	\$85.91	\$88.23
N030	Information Technology Systems Engineer	\$118.25	\$121.44	\$124.72	\$128.09	\$131.55
N031	Computer Programmer**	\$76.49	\$78.55	\$80.67	\$82.85	\$85.09
N032	Data Entry Clerk**	\$32.76	\$33.64	\$34.55	\$35.48	\$36.44
N033	Graphics Specialist**	\$48.70	\$50.01	\$51.36	\$52.75	\$54.17
N034	Dispatcher, Motor Vehicle**	\$36.29	\$37.27	\$38.27	\$39.31	\$40.37
N035	Recycling Worker**	\$41.45	\$42.56	\$43.71	\$44.89	\$46.11
N036	Forklift Operator**	\$41.10	\$42.21	\$43.35	\$44.52	\$45.72
N037	Accounting Clerk I**	\$31.33	\$32.18	\$33.05	\$33.94	\$34.85
N038	Accounting Clerk II**	\$35.21	\$36.16	\$37.14	\$38.14	\$39.17
N039	Accounting Clerk III**	\$39.35	\$40.41	\$41.50	\$42.62	\$43.78
N040	General Clerk I**	\$26.78	\$27.51	\$28.25	\$29.01	\$29.79
N041	General Clerk II**	\$30.42	\$31.24	\$32.09	\$32.95	\$33.84
N042	General Clerk III**	\$34.17	\$35.10	\$36.04	\$37.02	\$38.02
N043	Scheduler, Maintenance**	\$34.17	\$35.10	\$36.04	\$37.02	\$38.02
N044	Secretary I**	\$34.17	\$35.10	\$36.04	\$37.02	\$38.02
N045	Secretary II**	\$38.48	\$39.52	\$40.59	\$41.68	\$42.81
N046	Secretary III**	\$44.16	\$45.35	\$46.58	\$47.83	\$49.12
N047	Travel Clerk I**	\$26.54	\$27.26	\$28.00	\$28.75	\$29.53
N048	Travel Clerk II**	\$28.99	\$29.77	\$30.57	\$31.40	\$32.25
N049	Travel Clerk III**	\$31.47	\$32.32	\$33.19	\$34.09	\$35.01

NTA ORDER #	LABOR CATEGORY TITLE	Effective 7/1/2015	Effective 7/1/2016	Effective 7/1/2017	Effective 7/1/2018	Effective 7/1/2019
N050	Laborer, Grounds Maint. **	\$27.61	\$28.36	\$29.12	\$29.91	\$30.72
N051	Material Coordinator**	\$44.59	\$45.79	\$47.03	\$48.30	\$49.60
N052	Material Expediter**	\$44.59	\$45.79	\$47.03	\$48.30	\$49.60
N053	Electrician, Maintenance**	\$47.42	\$48.70	\$50.02	\$51.37	\$52.75
N054	General Maintenance Worker**	\$37.94	\$38.97	\$40.02	\$41.10	\$42.21
N055	Heating, Ventilation and Air-Conditioning Mechanic**	\$49.38	\$50.71	\$52.08	\$53.48	\$54.93
N056	Heavy Equipment Operator**	\$56.52	\$58.04	\$59.61	\$61.22	\$62.87
N057	Laborer**	\$23.82	\$24.46	\$25.12	\$25.80	\$26.50
N058	Machinist, Maintenance**	\$45.37	\$46.59	\$47.85	\$49.14	\$50.47
N059	Maintenance Trades Helper**	\$32.76	\$33.64	\$34.55	\$35.48	\$36.44
N060	Painter, Maintenance**	\$43.35	\$44.52	\$45.72	\$46.96	\$48.23
N061	Pipefitter, Maintenance**	\$48.49	\$49.80	\$51.14	\$52.52	\$53.94
N062	Plumber, Maintenance**	\$46.86	\$48.13	\$49.43	\$50.76	\$52.13
N063	Sheet-Metal Worker, Maintenance**	\$46.37	\$47.63	\$48.91	\$50.23	\$51.59
N064	Welder, Combination, Maintenance**	\$43.51	\$44.68	\$45.89	\$47.13	\$48.40
N065	Water Treatment Plant Operator**	\$50.63	\$52.00	\$53.40	\$54.85	\$56.33
N066	Drafter/CAD Operator I**	\$36.56	\$37.54	\$38.56	\$39.60	\$40.67
N067	Drafter/CAD Operator II**	\$44.33	\$45.53	\$46.75	\$48.02	\$49.31
N068	Drafter/CAD Operator III**	\$49.43	\$50.76	\$52.13	\$53.54	\$54.98
N069	Drafter/CAD Operator IV**	\$56.10	\$57.61	\$59.17	\$60.77	\$62.41
N070	Truck Driver, Tractor-Trailer**	\$42.05	\$43.19	\$44.36	\$45.55	\$46.78
N071	Housekeeping Aide**	\$25.57	\$26.26	\$26.96	\$27.69	\$28.44
N072	Maid or Houseman**	\$19.44	\$19.97	\$20.50	\$21.06	\$21.63
N073	Photographer III**	\$44.68	\$45.88	\$47.12	\$48.39	\$49.70
N074	Technical Instructor**	\$51.58	\$52.97	\$54.40	\$55.87	\$57.38
N075	Technical Instructor / Course Developer**	\$63.09	\$64.79	\$66.54	\$68.34	\$70.19
N076	Shipping Packer**	\$27.72	\$28.47	\$29.24	\$30.03	\$30.84
N077	Carpenter, Maintenance**	\$43.97	\$45.16	\$46.38	\$47.63	\$48.91
N078	Heavy Equipment Mechanic**	\$48.67	\$49.98	\$51.33	\$52.72	\$54.14
N079	Environmental Technician**	\$44.71	\$45.91	\$47.15	\$48.43	\$49.73
N080	Explosive Ordnance Disposal Technician **	\$59.07	\$60.67	\$62.30	\$63.99	\$65.71
N081	Truck driver, Light**	\$28.94	\$29.72	\$30.52	\$31.34	\$32.19
N082	Planner / Estimator	\$39.35	\$40.41	\$41.50	\$42.62	\$43.78

Note: All non-professional labor categories must be incidental to and used solely to support professional services, and cannot be purchased separately.

For additional information please contact Laura Hanke at National Technologies Associates, Inc.
(703) 941-3695 Ext. 12, Laura.Hanke@n-t-a.com ; Fax (703) 941-3698.

LABOR CATEGORY DESCRIPTIONS

FABS DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NFABS001	Program Manager	5 years of management and supervisory experience.	Bachelor's degree from an accredited college or university.	Acts as the overall Lead Manager and Administrator for the contract effort. Serves as the primary client interface and point of formal contact with Government program authorities and representatives on technical, management and program issues. Controls financial management and administrative aspects of the program with respect to contract requirements. Supervises program operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Conducts employee performance evaluations. Responsible for the hiring, dismissing and counseling of personnel to ensure on time contract deliverables. Supervises the Training/Intern Program making any changes for improvement and versatility.
NFABS002	Accountant 2	4 years of project related experience.	Bachelor's degree in accounting or in a related field such as business administration, finance or public administration that included or was supplemented by 24 semester hours in accounting.	Performs professional accounting work relating to financial activities including the design, development, operation or inspection of accounting systems; recommendation of accounting standards and requirements; the examination, analysis and interpretation of accounting data, records or reports; or the provision of accounting or financial management assistance.
NFABS003	Financial Analyst 1	2 years of project related experience.	Associate's degree with 12 credit hours in finance or accounting field.	Technical work in support of office business or fiscal operations such as preparing, receiving, and verifying documents, processing transactions, maintaining office records, locating and compiling data or information from files and other sources. Carrying-out tasks and procedures laid out in published or oral instructions and covered by precedent or guidelines; such work requires a high degree of technical skill, care and precision.
NFABS004	Financial Analyst 2	4 years of project related experience.	Bachelor's degree in business, economics, accounting or finance.	Performs analytical and evaluative work requiring a comprehensive knowledge of: (1) theory and principles; (2) financial and management organization, operations, and practices; (3) pertinent statutory or regulatory provision; and (4) related basic economic, accounting, and legal principles.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NFABS005	Financial Analyst 3	6 years of project related experience.	Bachelor's degree in business, economics, accounting or finance.	Performs analytical and evaluative work requiring a comprehensive knowledge of: (1) theory and principles of finance to the full range of financial operations and transactions; (2) the financial and management organization, operations, and practices; (3) pertinent statutory or regulatory provisions; and (4) related basic economic, accounting, and legal principles; (5) methodology to perform cost and financial analysis of both commercial aerospace/defense contractors and government activities; (6) economic trends in the defense industry and the U.S. economy; (7) funds management and financial tracking systems.
NFABS006	RESERVED			
NFABS007	RESERVED			
NFABS008	RESERVED			
NFABS009	Management Analyst 5	8 years of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solution to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.
NFABS010	Management Analyst 4	6 years of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solution to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NFABS011	Management Analyst 3	4 years of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organization structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.
NFABS012	Management Analyst 2	2 years of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organization structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.
NFABS013	Management Analyst 1	1 year of project related experience.	Bachelor's degree in mathematics, statistics or a business or management discipline such as business administration, accounting, finance, economics or management information technology. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Applies knowledge of management functions, processes and analytical methods or techniques to gather, analyze and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organization structures, work methods and procedures efficiency and resource requirements, utilization or control. Develops and drafts program or project milestone, progress monitoring, financial, acquisition, quality control, maintenance or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical and advisory functions.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NFABS014	RESERVED			
NFABS015	Project Analyst 3	6 years of project related experience. A Master's degree may be substituted for two years of experience.	A Bachelor's degree from an accredited college or university. Once the experience requirements are met, four years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Analyzes project requirements in the areas of business and financial management including program scheduling, critical path analyses and project support requirement determination. Directs impact studies, cost/benefit analyses, dependency models, and employs appropriate project tracking methodologies. Performs additional tasks related to analyst/management functions to ensure successful task completion.
NFABS016	Analyst 2	4 years of project related experience.	Bachelor's degree in business, engineering, computer science, information systems, statistics, or a related field from an accredited college or university. Once the experience requirements are met, 4 years of additional experience in a directly related area will be considered equivalent to a Bachelor's degree.	Functions: Applies knowledge of business principles, organizational structures and information management techniques to assist with the formulation of either long- or short-term management plans. Analyzes in-place business process and financial management relationships. Assists in the development of project plans, guidelines and controls. The analyst will be familiar with several analysis tools such as Work Breakdown Structure Analysis, Activity Based Costing, Process and Productivity Improvement Measurements, and Program Audits/Evaluations.
NFABS017	RESERVED			
NFABS018	Administrative Assistant 2	4 years of project related experience.	High School graduation or equivalency certification.	Generates and maintains database records related to engineering or technical projects/programs. Prepares charts, graphs or milestones from program planning documents. Prepares documentation/reports for funding execution status. Determines and make available materials needed for conferences and correspondence. Prepares reports, summarizes or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents and correspondence. Applies basic data gathering and analysis methods to collect various types of information. Works in regard to matters such as project/program progress and status documentation. May manage and supervise administrative aspects of the contractors operations.
NFABS019	Administrative Assistant 1	2 years of project related experience.	High School graduate or equivalency certification.	Conducts administrative and record keeping aspects of the operation of engineering or technical projects/programs. Applies knowledge of office management, methods and procedures in producing and maintaining documentation, correspondence, records or directives. Works in regard to matters such as, project/program progress and status documentation, budget, finance, property, accounting or personnel management.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NFABS020	Word Processor**	1 year of clerical, secretarial or office work experience, which exhibited the knowledge, skill and ability required to perform the foregoing functions. Ability to type at least 40 words per minute.	High School graduate or equivalency certification.	Prepares, maintains and preserves technical or administrative documentation, data, correspondence and records. Activities may include typing, word processing, or transcription, graphics preparation, filing, reproduction and office equipment operation. Types technical reports, paper, test plans or other project/program documentation in final format from rough notes or drafts. Applies familiarity with specialized and technical terminology to edit, proofread and correct, spelling, grammar and phraseology.

PES DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES001	Program Manager (Level 3)	Fourteen years project related experience.	Bachelor's degree in an engineering, scientific, technical or business management discipline.	Performs day to day management of overall contract support activities. Directs project and technical support staff activities for systems engineering, systems acquisition, configuration control, test and evaluation or logistics disciplines. Supervises and directs program personnel in the areas of requirements integration, configuration control management, training systems, and logistics management for weapons systems and related support systems. Supervises project staff and technical team leaders. Conducts planning and management review of all high-level activities. Reviews and approves work and deliverables performed by contractor and subcontractor personnel.
NPES002	Program Manager (Level 2)	Ten years project related experience.	Bachelor's degree in an engineering, scientific, technical or business management discipline.	Performs day to day management of overall contract support activities. Directs project and technical support staff activities for systems engineering, systems acquisition, configuration control, test and evaluation or logistics disciplines. Supervises and directs program personnel in the areas of requirements integration, configuration control management, training systems, and logistics management for weapons systems and related support systems. Supervises project staff and technical team leaders. Conducts planning and management review of all high-level activities. Reviews and approves work and deliverables performed by contractor and subcontractor personnel.
NPES003	Program Manager (Level 1)	Eight years project related experience.	Bachelor's degree in a scientific, technical, business management, engineering, or applicable field.	Provides program/project and staff support activities for systems engineering, systems acquisition, configuration control, test and evaluation or logistics disciplines. Monitors and coordinates technical staff in analyzing technical information and system requirements to help achieve best technical solutions for systems, communications and COTS tools issues. Manages acquisition and employment of program/project resources. Supervises program/project staff and provides financial, schedule, and progress reporting. Provides technical coordination or team management of engineering development projects, services projects, systems maintenance, systems and component life cycle activities.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES004	Project Manager	Six years of recent project management experience. A Masters degree may be substituted for two years of experience.	Bachelor's degree from an accredited college or university. Eight years of additional program management experience may be substituted for a Bachelors degree.	Coordinates project deliverables, ensuring completeness, accuracy and validity of data and system status. Supports technical coordination requirements, meetings and training issues for management, logistics, and systems configuration issues. Reviews project deliverables and documentation for completeness. Provides expertise and guidance in technical areas to support project tasking requirements. Supervises project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management activities for the project and corporate management staff, controlling costs and maximizing project personnel efficiency.
NPES005	Subject Matter Expert	Ten years project related experience.	Bachelors degree in Engineering, Mathematics, Science or specific subject matter related discipline from an accredited college or university. Associates degree and 4 additional years, no degree and 8 additional years of project related experience may be substituted for Bachelor's degree.	Performs as program management technical advisor and leads program management problem resolution. Reviews and prepares engineering technical analyses, reports proposals, and other technical documentation as required. Develops recommended program management procedures and controls, Plans of Action and Milestones (POA&M), Program Master Plans (PMP) and other documentation as required for unique tasks. Coordinates development and implementation of computerized decision support systems and architectures required as project management tools.
NPES006	Principal Engineer	Ten years or more of project related experience.	Bachelors (or higher) degree from an accredited college or university in an engineering, mathematics, physics, or specific subject matter discipline.	Independently applies engineering principles in performing work requiring application of specialized knowledge to weapons systems, subsystems, ordnance equipment or software related applications. Reviews engineering and technical analyses, and makes recommendations and changes based on subject matter knowledge and experience. Interfaces at all project levels, providing input to technical, engineering and management decisions in area of expertise. Performs engineering investigations, assessments, evaluations, review of system integration and conversion, technical support, and analysis for the project staff. Supports efforts related to new systems and technology concepts, design, test and evaluation and integration efforts.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES007	Design Engineer	Eight years project related experience.	Bachelor's degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.	Performs System Requirements Analyzes and Requirements Determination for new systems and systems product improvements. Designs, develops, prototypes and tests new systems or system improvements. Reviews emerging technology for various system applications and enhancements and evaluates technology for possible implementation into existing program Coordinates and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Directs engineering support staff conducting systems requirements analyses, and provides design team input and workflow analysis for hardware and software engineering related tasks. Plans systems integration, configuration management, quality assurance testing or acquisition and resource management efforts.
NPES008	Engineer (Level 3)/ Senior Field Service Engineer	Eight years of project related experience.	Bachelor's degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.	Analyzes, designs, develops, implements, tests and/or evaluates major systems, components and associated support systems. Coordinates and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Directs engineering support staff conducting systems requirements analyses, and provides design team input and workflow analysis for project engineering related tasks. Plans systems integration, configuration management, quality assurance testing or acquisition and resource management efforts. Acts as engineering team leader or supervisor, managing projects and leading technical problem resolution efforts. ~OR~ Responds to client requirements in the field pertaining to hardware and weapons/stores maintenance and troubleshooting. Provides guidance to the client to enhance efficiency of operations. Supervises and provides guidance to service engineers and technicians.
NPES009	Engineer (Level 2)/ Field Service Engineer	Five years of project related experience. Including: One year of experience in development, test and evaluation of major systems.	Bachelor's degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.	Analyzes, designs, develops, implements, tests and/or evaluates major systems, components and associated support systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Provides support for engineering staff conducting systems requirements analyses, and provides design team input and workflow analysis for project engineering related tasks. Supports systems integration efforts, configuration management, quality assurance testing or acquisition and resource management. ~OR~ Responds to client requirements pertaining to hardware and weapons/stores maintenance and troubleshooting.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES010	Engineer (Level 1)/ Junior Field Service Engineer	One year of project related experience.	Bachelors degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.	<p>Analyzes, designs, develops, implements, tests and/or evaluates major systems, components and associated support systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Provides support for engineering staff conducting systems requirements analyses, and provides design team input and workflow analysis for project engineering related tasks. Supports systems integration efforts, configuration management, quality assurance testing or acquisition and resource management.</p> <p style="text-align: center;">~OR~</p> <p>Assists in responding to client requirements pertaining to hardware and weapons/stores maintenance and troubleshooting.</p>
NPES011	Systems Engineer (Level 2)	Eight years of project related experience.	Bachelors degree from an accredited college or university in an engineering discipline.	<p>Conducts investigations, analyzes, plans, designs, develops, implements, tests, and evaluates systems, facilities, hardware, weapons and associated support systems. Applies engineering expertise to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition resource management. Analyzes, designs, develops, implements, tests, and evaluates engineering or functional requirements of project related hardware and associated support systems. Analyzes and prepares technical reports and documentation. Acts as systems engineering team leader or supervisor, as required. Develops engineering procedures and controls for managing project efforts, and assists in problem resolution.</p>
NPES012	Systems Engineer (Level 1)	Five years of project related experience.	Bachelors degree from an accredited college or university in an engineering discipline.	<p>Conducts investigations, analyzes, plans, designs, develops, implements, tests, and evaluates systems, facilities, hardware, weapons and associated support systems. Applies engineering expertise to perform functions such as systems integration, configuration management, quality assurance testing, or acquisition resource management. Analyzes, designs, develops, implements, tests, and evaluates engineering or functional requirements of project related hardware and associated support systems. Analyzes and prepares technical reports and documentation. Acts as systems engineering team leader or supervisor, as required. Develops engineering procedures and controls for managing project efforts, and assists in problem resolution.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES013	Engineering Technician 3/Senior Maintenance Technician or Senior Material Technician**	Eight years of project related experience.	High school diploma or equivalent, and completion of a technical school, trade school, or advanced armed services technical school curriculum or course.	<p>Directs and leads technician teams to develop, design, modify, install, test, evaluate, or operate electrical, electronic, avionics, mechanical, communications, stores, armament/ordnance, systems or associated support equipment or facilities. Maintains, repairs, inspects, troubleshoots, or programs systems equipment or components. Reviews and analyzes engineering, technical or maintenance specifications, policies, standards, or procedures. Organizes, analyzes and prepares reports or presentations of technical data and information. Plans and performs tests and analyzes test data and results.</p> <p style="text-align: center;">~OR~</p> <p>Supervises personnel in maintenance of equipment. Tasks may include, but are not limited to, maintenance of aircraft airframes, avionics, electrical, engine, weapons/stores and fuel systems. Skilled in reading technical manuals and blueprint interpretation.</p> <p style="text-align: center;">~OR~</p> <p>Supervises personnel in warehouse management, issue and receiving material and weapons/stores. Provides recommendations for improvement of accounting and storage procedures and tracking flow of material and weapons/stores. Maintain client interface on material matters.</p>
NPES014	Engineering Technician 2/ Maintenance Technician or Material Technician**	Four years of project related experience.	High school diploma or equivalent, or completion of a technical school, trade school, or advanced armed services technical school curriculum or course.	<p>Engineering technicians perform technical work in research, development, installation, test, design, or other engineering functions. Typical duties include testing engineering materials and equipment; performing calculations; setting up and operating laboratory equipment and instruments; preparing technical reports, plans specifications, estimates; and related work.</p> <p style="text-align: center;">~OR~</p> <p>Performs maintenance of various types of equipment. Tasks may include, but are not limited to, maintenance of aircraft airframes, avionics, electrical, engine, weapons/stores and fuel systems.</p> <p style="text-align: center;">~OR~</p> <p>Performs warehouse functions, inventory and maintain storage custody of material items and weapons/stores. Issue and receive material and weapons/stores as required. Inventory and issue change kits.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES015	Engineering Technician 1/ Junior Maintenance Technician or Junior Material Technician**	Two years of project related experience.	High school diploma or equivalent, or completion of a technical school, trade school, or advanced armed services technical school curriculum or course.	<p>Engineering technicians perform technical work in research, development, installation, test, design, or other engineering functions. Typical duties include testing engineering materials and equipment; performing calculations; setting up and operating laboratory equipment and instruments; preparing technical reports, plans specifications, estimates; and related work.</p> <p style="text-align: center;">~OR~</p> <p>Assists in performing maintenance and clean-up of various types of equipment and weapons/stores.</p> <p style="text-align: center;">~OR~</p> <p>Assists in inventory and storage of material and weapons/stores items. Issue and receive material and weapons/stores as directed.</p>
NPES016	Industrial Specialist	Twelve years of project related experience.	<p>Bachelors degree in a business, management technical or project related discipline.</p> <p>Ten years of additional project related experience may be substituted for the degree requirement.</p>	<p>Applies various scientific and engineering factors which contribute to systems development. Analyzes and reports equipment, hardware and software production status and equipment conditions and deliveries to project staff. Monitors compliance with quality and production documentation, methods, and approved government and industry standards. Performs systems development and effectiveness evaluations. Independently assesses needs and develops programs and processes to meet those deficiencies.</p>
NPES017	Industrial Assistant**	Two years of project related experience.	High school diploma or equivalency certification.	<p>Applies knowledge of industrial management, methods, and procedures in producing and maintaining documentation, correspondence, records, or directives. Assists in matters such as project/program progress and status documentation, property, accounting, or personnel management. Reviews, analyzes, develops, prepares and applies, technical or maintenance specifications, policies, standards, and procedures. Organizes, analyzes, and prepares reports or presentations of technical data and information. Compiles, processes, reduces, and analyzes test data and results.</p>
NPES018	Management Analyst (Level 2)	Eight years of project related experience.	Bachelors degree in a business, management technical or project related discipline.	<p>Advises senior management in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and work flow. Performs job evaluation and position classification analyses as related to management practices and controls. Performs project concept evaluation and mission needs activities. Assists with acquisition management and related processes.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES019	Management Analyst (Level 1)	Two years of project related experience.	Bachelors degree in a business, management technical or project related discipline. Associates degree, and four years, or eight additional years of project related experience may be substituted for the bachelors degree requirement.	Analyzes management effectiveness in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and work flow. Performs job evaluation and position classification analyses as related to management practices and controls. Performs project concept evaluation and mission needs activities. Assists with acquisition management and related processes.
NPES020	Program Analyst (Level 3)	Twelve years of project related experience. A Masters degree may be substituted for two years of experience.	Bachelors degree required. Eight years of additional project related experience may be substituted for the degree requirement.	Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information and expertise to determine support requirements solutions for systems, equipment and COTS issues. Assists Program Manager by providing onsite and offsite resource support team management activities for the project. Independently analyzes and defines related support systems ILS requirements. Analyzes logistics documentation and defines resource support requirements. Assists with development of system support plans and coordinates milestone activities with Program Manager, for the project staff.
NPES021	Program Analyst (Level 2)	Ten years experience in resource requirement analysis. A Masters degree may be substituted for two years of experience.	Bachelors degree required. Eight years of additional project related experience may be substituted for the degree requirement.	Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information and expertise to determine support requirements solutions for systems, equipment and COTS issues. Assists Program Manager by providing onsite and offsite resource support team management activities for the project. Independently analyzes and defines related support systems ILS requirements. Analyzes logistics documentation and defines resource support requirements.
NPES022	Program Analyst (Level 1)	Six years experience in resource requirement analysis. A Masters degree may be substituted for two years of experience.	Bachelors degree required. Eight years of additional project related experience may be substituted for the degree requirement.	Applies analytical principles and techniques to independently define weapon system/equipment ILS requirements. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Provides resource information on support requirements for systems, equipment and COTS issues. Independently analyzes and defines related support systems ILS requirements. Analyzes logistics documentation and defines resource support requirements.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES023	Logistician (Level 3)	Twelve years of project related experience. A Masters degree may be substituted for two years of experience.	Bachelors degree required. Designation as a Certified Professional Logistician (CPL) from the Society of Logistics Engineers (SOLE) plus eight years of experience in logistics support/maintenance engineering experience, may be substituted for the Bachelors degree and required experience. An additional fourteen years experience may be substituted for the Bachelors degree.	Performs independent work to provide logistic and support system effectiveness analysis, studies and evaluations. Develops systems, hardware, and software life cycle support plans and concepts, and monitors inventory and data management activities. Monitors systems operational deficiencies and engineering design changes. Manages design change configuration database, monitors COTS tools configuration and support, and provides information resources management efforts for automated tracking systems. Leads logistics management staff, and coordinates and reviews all logistics systems deliverables.
NPES024	Logistician (Level 2)	Eight years experience in logistic support/maintenance engineering. A Masters degree may be substituted for two years of experience.	Bachelors degree required. Designation as a Certified Professional Logistician (CPL) from the Society of Logistics Engineers (SOLE) plus eight years of experience in logistics support/maintenance engineering may be substituted for the Bachelors degree and required experience. An additional fourteen years experience may be substituted for the Bachelors degree.	Performs independent work to provide logistic and support system effectiveness analysis, studies and evaluations. Develops systems, hardware, and software life cycle support plans and concepts, and monitors inventory and data management activities. Monitors systems operational deficiencies and engineering design changes. Manages design change configuration database, monitors COTS tools configuration and support, and provides information resources management efforts for automated tracking systems. Leads logistics management staff, and coordinates and reviews all logistics systems deliverables.
NPES025	Logistician (Level 1)	Six years experience in logistic support/maintenance engineering. A Masters degree may be substituted for two years of experience.	Bachelors degree required. Designation as a Certified Professional Logistician (CPL) from the Society of Logistics Engineers (SOLE) plus eight years of experience in logistics support/maintenance engineering may be substituted for the Bachelors degree and required experience.	Performs independent work to provide logistic and support system effectiveness analysis, studies and evaluations. Develops systems, hardware, and software life cycle support plans and concepts, and monitors inventory and data management activities. Monitors and reports systems operational deficiencies and engineering design changes. Analyzes design change configuration database, monitors COTS tools configuration and support, and provides information resources management efforts for automated tracking systems.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES026	Technical Data Specialist**	Two years of project related experience, including one year experience with technical data.	High school diploma or equivalent and successful completion of a technical, trade, undergraduate, or military school course of study in library science, technical library management, or technical data and information management-	Manages, maintains, and uses engineering and technical information databases, technical libraries, or data communications networks. Applies knowledge of government technical publications, directives, specifications, standards, and library indexing systems to enter, file, identify, locate, extract, and provide data for information related to military weapon systems engineering and technical efforts. May compile, analyze, research, and generate written materials for graphics concerning technical documentation. Performs research and analyses, and develops documents that meet the appropriate level security requirements for an organization or facility.
NPES027	Technical Writer/Editor**	Two years of project related experience, including one year experience with technical writing/ editing functions.	High school diploma or equivalent.	Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents. Uses rough outlines and resource materials, and interprets information obtained through research or provided by technical specialists. Applies knowledge of military documentation and format standards to prepare, edit and publish technical materials.
NPES028	Technical Typist**	One year clerical, secretarial, or office work experience. Types (50 WPM). Familiar with one or more standard office SW packages.	High school diploma or equivalent or two additional years of relevant work experience.	Performs documentation response tracking functions. Provides technical typing, word processing, proofreading and grammar context review, graphics presentations preparation, filing, reproduction documentation support and office equipment operation. Assists in updating and maintaining database support systems and files, and supports automated retrieval operations in support of staff requirements. Prepares maintains and preserves on file, technical or administrative documentation, data correspondence and records.
NPES029	Data Entry Clerk**	One year of data entry, transcription, or word processing work experience.	High school diploma or equivalent or two additional years of relevant work experience.	Performs document production, retrieval and character line printing. Operates keyboard controlled data entry devices such as keypunch machines or key-operated magnetic tape or disk encoders to enter, transcribe or reproduce data and information into forms suitable for computer processing. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents.
NPES030	Tech Assistant**	Four years of project related experience.	High school diploma or equivalent.	Applies engineering techniques, principles and precedents to develop, design, and modify technical engineering or other professional material. Reviews, analyzes, develops, prepares or applies engineering, technical or maintenance specification, policies, standards, or procedure. Organizes, analyzes, and prepares reports or presentations of technical data and information. Compiles, processes, reduces or analyzes test data and results.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES031	Computer Specialist (Level 3)	Eight years of project related experience.	Masters degree in computer science, information systems management, mathematics, operations research, statistics, or engineering required. Substitution: Bachelors degree, any field, and eight additional years of project related experience may be substituted for the masters degree requirement.	Independently applies knowledge of computer science principles, information management principles, automated data processing functions, hardware and software systems structures and operation, and computer programming languages and techniques to solve engineering problems. Addresses scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specifications, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsible for developing project plans, guidelines, and controls. May act as team or project leader, supervising and advising with respect to the work of other computer specialists, scientists, or technicians, and subcontractors.
NPES032	Information Technology Systems Engineer (Level 1)	Four years of project related experience: One year developing GUI-based applications, and one year developing RDBMS applications.	Bachelors degree in computer science, information systems, engineering, physics, or mathematics. Substitution: Bachelors degree, any field, and four additional years of project related experience may be substituted for the technical degree requirement.	Applies computer system engineering principals, to investigate, analyze, plan, design, develop, test, implement or evaluate scientific, engineering or business systems. Addresses scientific, engineering or business objectives by designing, writing, modifying or adapting front-end software using text-driven or graphical user interface (GUI) software such as PowerBuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrate project related engineering systems databases or management information systems.
NPES033	Computer Programmer (Level 1)	Five years of project related experience.	Bachelors degree in computer science, mathematics, engineering or project related discipline.	Applies basic knowledge of computer science principles to program applications changes requested by engineering support staff. Utilizes third and fourth generation languages, and/or current GUI tools and equipment to analyze and develop program logic to support project related engineering, business, management, communication, tactical and technical problems. Sets up data runs and processing sequences, and reviews output for completeness and format.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NPES034	Senior Subject Matter Expert	Fifteen years of project related experience.	Masters degree. A Bachelors degree and 4 years of additional project related experience may be substituted for the Masters degree.	Coordination of department and multiple project activities including conducting and evaluating risk analysis information and multi-disciplined project information technology tasks. Provides corporate level or cabinet level advice on broad range of project related subject matter or policy issues. Provides recommendations on planning and management issues and reviews all high-level AIS activities. Recommends and advises on complex subjects associated with information technology issues and new and emerging technologies. Comprehensive knowledge and expertise in the in project related technologies and associated legal and privacy issues.

MOBIS DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NMOB001	Program Manager (Level 3)	Twelve years project related experience.	Master's degree in a, technical or business management discipline. Substitution: Bachelor's degree and four years of additional task management experience may be substituted for a Master's degree.	Manages and directs agency or enterprise wide strategic systems planning, analysis and implementation. Directs use of best technologies to assess organizational capabilities and coordinate enterprise wide strategic systems planning. Briefs organizational changes to appropriate agency senior management. Directs managers in day-to-day management of overall contract support activities. Directs activities and participates in complex strategic assessments for: business and action planning, high performance work, process and productivity improvement, systems alignment, leadership systems, and organizational assessments. Supervises project staff and technical team leaders in the performance of surveys. Conducts planning and management review of all high-level activities.
NMOB002	Program Manager (Level 2)	Ten years project related experience.	Master's degree in a, technical or business management discipline. Substitution: Bachelor's degree and four years of additional task management experience may be substituted for a Master's degree.	Manages and performs agency or enterprise wide strategic systems planning, analysis and implementation. Directs use of best technologies to assess organizational capabilities and coordinate enterprise wide strategic systems planning. Briefs organizational changes to appropriate agency senior management. Directs managers in day-to-day management of overall contract support activities. Directs activities and participates in complex strategic assessments for: business and action planning, high performance work, process and productivity improvement, systems alignment, leadership systems, and organizational assessments. Supervises project staff and technical team leaders in the performance of surveys. Conducts planning and management review of all high-level activities.
NMOB003	Program Manager (Level 1)	Eight years project related experience.	Bachelors degree in a technical or business management, or applicable field. Four years of additional experience may be substituted for a Bachelors degree.	Performs day-to-day management of overall contract support activities. Supervises and directs program personnel in the areas of program management, program oversight, project management, program integration. Supervises project staff and technical team leaders in the performance of surveys. Reviews and approves work and deliverables. Manages the use of problem solving techniques, defining and refining the agenda, debriefing and overall meeting planning, resolving disputes, disagreements, and divergent views, logistical meeting/conference support when performing technical facilitation, convening and leading large and small group briefings and discussions.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NMOB004	Task Manager	Six years of recent project management experience. A Masters degree may be substituted for two years of experience.	Bachelors in a technical or business management, or applicable field. Four years of additional experience may be substituted for a Bachelors degree.	Coordinates project deliverables, ensuring completeness, accuracy and validity of data and system status. Supports technical coordination requirements and meetings. Reviews project deliverables and documentation for completeness. Provides expertise and guidance in technical areas to support project-tasking requirements. Supervises project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management activities for the project and corporate management staff, controlling costs and maximizing project personnel efficiency. Develops recommended program management procedures and controls, Plans of Action and Milestones (POA&M), Program Master Plans (PMP) and other documentation as required for unique tasks. Coordinates development and implementation of computerized decision support systems and architectures required as project management tools.
NMOB005	Senior Mgmt/Org/Bus Improvement Specialist	Ten years project related experience.	Bachelors an accredited college or university. Associates degree and 2 additional years, no degree and 4 additional years of project related experience might be substituted for Bachelors degree.	Performs as program management technical advisor and leads program management problem resolution. Performs activities in support of program management, program oversight, and project management, program integration. Performs activities and participates in complex strategic, business and action planning, high performance work process and productivity improvement, systems alignment leadership systems, and organizational assessments.
NMOB006	Senior Research Specialist	Ten years project related experience	Bachelors an accredited college or university. Associates degree and 2 additional years, no degree and 4 additional years of project related experience might be substituted for Bachelors degree.	Responsible for the performance of more complex projects. Identifies emerging technologies/processes for application in complex strategic, business and action planning, high performance work, process and productivity improvement, systems alignment, leadership systems, and organizational assessments. Identifies and applies advanced analytical principles and techniques to planning complex survey design, sampling, survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods, analyses of quantitative and qualitative survey data.
NMOB007	Training Specialist	8 Years project related experience	Graduate from a technical training school or Associates Degree. 2 years of additional experience may be substituted for an Associates Degree.	Provide senior level expertise to develop and implement multidisciplinary training programs. Provide training for interagency/interdepartmental groups and for customer agency leaders and department heads. Recognized by client as a high-level subject matter expert on project-related matters as related to assessing process improvements and potential impact on the customer s established procedures, organizational culture. Must also be recognized as an intellectual leader in some aspect of core competencies.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NMOB008	Senior Management Consultant	Eight years of project related experience.	Bachelor's degree in a technical or business, management discipline. Four years of additional experience may be substituted for a bachelors degree.	Must consistently bring in high quality products on time and on budget. Interpret and apply government and industry specifications, guidelines and regulations to the unique requirements of the project. Provide guidance to ensure all project objectives are achieved. Provide daily supervision and direction to support staff. Monitor and analyze concept development, requirements determination, requirements analysis, project development, project implementation and customer support. Advises senior management in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and workflow. Performs job evaluation and position classification analyses as related to management practices and controls. Performs project concept evaluation and mission needs activities. Assists with acquisition management and related processes.
NMOB009	Management Consultant	Two years of project related experience.	Bachelor's degree in a business, management technical or project related discipline. Four years of additional experience may be substituted for a bachelors degree	Analyzes management effectiveness in areas of planning, policy development, work methods and procedures, manpower utilization, organizational structures and information management systems technologies. Analyzes and evaluates effectiveness of management controls and channels of communication. Investigates team member functions and assesses against theoretical models of organizations and workflow. Performs job evaluation and position classification analyses as related to management practices and controls. Performs project concept evaluation and mission needs activities. Assists with acquisition management and related processes.
NMOB010	Senior Technical Advisor	Ten years of project related experience. A Masters degree may be substituted for two years of experience.	Bachelor's degree. Four years of additional project related experience might be substituted for the degree requirement.	Applies analytical principles and techniques to planning survey design, sampling; survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods, analyses of quantitative and qualitative survey data. Prepares project deliverables, ensuring completeness, accuracy and validity of data and system status. Assists Program Manager by providing onsite and offsite resource support and team management activities for the project. Analyzes documentation and defines resource support requirements. Assists with plan development and coordinates milestone activities with Task Leader, for the project staff.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
NMOB011	Technical Advisor	Eight years experience in resource requirement analysis. A Masters degree may be substituted for two years of experience.	Bachelor's degree required. Four years of additional project related experience might be substituted for the degree requirement.	Applies analytical principles and techniques to planning survey design, sampling, survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods, analyses of quantitative and qualitative survey data.
NMOB012	Junior Technical Advisor	Six years experience in resource requirement analysis. A Masters degree may be substituted for two years of experience.	Bachelor's degree required. Four years of additional project related experience might be substituted for the degree requirement.	Applies analytical principles and techniques to planning survey design, sampling, survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods, analyses of quantitative and qualitative survey data. In all cases, the individual is expected to exercise significant judgment in the completion of assignments. Independent judgment is particularly expected in area of expertise. This position requires a high degree of flexibility. Participate in many different projects and gain exposure to a wide variety of programs.
NMOB013	Graphics/Internet Designer**	Four Years Experience	Associates Degree. Two additional years of experience may be substituted for the degree requirement.	Develops workbooks, audio cassette tapes, CD ROMS, training manuals, videotapes, advanced presentation media, overhead transparencies, slides, assessment/survey instruments, state-of-the-art computer based training, interactive training services, satellite or internet broadcast media.
NMOB014	Administrative Assistant**	Three years clerical, secretarial, or office work experience. Types 50 WPM. Familiar with one or more standard office SW packages.	High school diploma or equivalent	Assists the Program Manager in defining and refining the agenda, debriefing and overall meeting planning, and ensuring logistical meeting/conference support. Provides a draft for the permanent record, recording discussion content and focusing decision-making, preparing draft and final reports for dissemination. Performs documentation response tracking functions.
NMOB015	Technical Typist**	One-year clerical, secretarial, or office work experience. Types (50 WPM). Familiar with one or more standard office SW packages.	High school diploma or equivalent.	Assists in the production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables description of data collection. Provides technical typing, word processing, proofreading and grammar context review, graphics presentation preparation, filing, and reproduction documentation support and office equipment operation. Prepares, maintains and preserves technical or administrative documentation, data, correspondence and records.

LOGWORLD DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N001	Program Manager (Level 3)	12 years project related experience	Bachelors Degree	Performs day to day management of overall contract support activities. I project and technical support staff activities for systems engineering, sys acquisition, configuration control, test and evaluation of logistics discipl Supervises and directs program personnel in the areas of requirements integration, configuration management, training systems, and logistics management for weapons systems and related support systems. Supervi project staff and technical team leaders. Conducts planning and manage review of all high level activities. Reviews and approves work and deliv performed by contractor and subcontractor personnel.
		16 years project related experience	High School Diploma	
N002	Program Manager (Level 2)	10 years project related experience	Bachelors Degree	Performs day to day management of overall contract support activities. project and technical support staff activities for systems engineering, sy acquisition, configuration control, test and evaluation or logistics disciplines. Super and directs program personnel in the areas of requirements integration, configuration management, training systems and related support systems Supervises project staff and technical team leaders and conducts planni and management review of all high-level activities. Reviews and appro work and deliverables performed by contractor and sub-contractor persc
		14 years project related experience	High School Diploma	
N003	Program Manager (Level 1)	8 years project related experience	Bachelors Degree 4 years of additional relevant experience may be submitted for a Bachelors Degree.	Provides program/project and staff support activities for systems engineering, systems acquisition, configuration control, test and evaluation or logistics disciplines. Monitors and coordinates technical staff in analyzing technical information and systems requirements to help achieve best technical solutions for systems, communications and COTS tools issues. Manages acquisition and employment of program and project resources. Supervises program/project staff and provides financial, schedule, and progress reporting. Provides technical coordination or team management of engineering development projects, services projects, systems maintenance, systems and component life cycle activities.
		12 years project related experience	High School Diploma	
N004	Project Manager	4 years project related experience	Master's Degree	Coordinates and reviews project deliverables, ensuring accuracy, completeness, and validity of data and systems status. Supports technical coordination requirements, meetings/ training issues for management, logistics and systems configuration issues. Provides expertise and guidance in technical areas to support project tasking requirements, supervises project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management, controlling costs and maximizing project personnel efficiency.
		6 years project related experience	Bachelors Degree	
		10 years project related experience	High School Diploma	

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N005	Subject Matter Expert	12 years project related experience	Master's Degree	Coordination of department and multiple project activities including conducting and evaluating risk analysis info and multi-disciplined logistics sustainment and supportability tasks. Provides corporate level advice on a broad range of project related subject matter or policy issues. Provides recommendations on planning and management issues and reviews all high level acquisition logistics activities. Recommends and advises on complex subjects associated with total life cycle support for weapons ACAT I through IV and assigned legacy systems. Provides expertise and guidance in resource management and allocation.
		14 years project related experience	Bachelors Degree	
N006	Design Engineer	8 years project related experience	Bachelors Degree	Performs system requirements analyses and requirements Determination for new systems and systems product Improvements. Designs, develops, prototypes and tests New systems or system improvements. Reviews emerging technology for various system applications and enhancements and evaluates technology for possible implementation into existing program. Coordinates and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Directs engineering support staff providing design team input and workflow analysis for hardware and software engineering related tasks. Plans systems integration configuration management, quality assurance testing or acquisition and resource management.
N007	Engineer (Level 2)	5 years of project related experience	Bachelors Degree	Analyzes, designs, develops, implements, tests and/or evaluates major systems, components and associated support systems. Reviews and prepares logistics engineering and technical documentation. Provides support for logistics engineering staff conducting systems requirements analyses, and provides design team input and workflow analysis for project related tasks. Supports systems integration efforts, configuration management, quality assurance testing or acquisition and resource management.
N008	Engineer (Level 1)	1 year of project related experience	Bachelors Degree	Provides support for logistics engineering staff conducting systems requirements analyses, and providing design team input and workflow analysis for project engineering related tasks. Supports systems integration efforts, configuration management, quality assurance testing or acquisition and resource management. Reviews and prepares engineering and technical analyses, reports, change proposals and other technical documentation from a logistical viewpoint.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N009	Engineering Technician (Level 3) **	6 years of project related experience	High School	Directs and leads technical teams to develop, design, modify, install, test, evaluate, or operate electrical, electronic, avionics, mechanical, communications, stores, armament/ordnance, systems or associated support equipment or facilities. Maintains, repairs, inspects, troubleshoots programs system equipment or components. Reviews and analyzes engineering, technical or maintenance specifications, policies, standards, or procedures. Organizes, analyzes and prepares reports or presentations of technical data and information. Plans and performs tests and analyzes test data and results.
N010	Engineering Technician (Level 2) **	4 years of project related experience	High School	Performs technical work in research, development, installation, test, design, or other engineering functions. Typical duties include testing engineering materials and equipment; performing calculations; setting up and operating laboratory equipment and instruments; preparing technical reports, plan specifications, estimates; and related work.
N011	Engineering Technician (Level 1) **	2 years of project related experience	High School	Performs technical work in support of research, development, installation, test, design, or other engineering functions. Duties may include testing engineering materials and equipment; performing calculations; setting up and operating laboratory equipment and instruments; preparing technical reports and plans, specifications and estimates.
N012	Senior Acquisition Logistics Manager	<hr/> 10 years project related experience <hr/> 8 years project related experience <hr/> 14 years project related experience	<hr/> Bachelors Degree <hr/> Master's Degree <hr/> High School Diploma plus Certified Professional Logistician (CPL) from Society of Logistics Engineers (SOLE)	Performs as program management technical advisor, leads program management and implementation of Performance Based Logistics (PBL) on all new systems and ACAT I and II fielded systems. Directs the activities of other acquisition logistics managers. Reviews and prepares engineering technical analyses, reports, proposals, and other technical documentation as required. Develops recommended program management procedures and controls, Plans of Action and Milestones (POA&M), Program Master Plans (PMP) and other documentation as required for unique tasks. Experience in the performance of Integrated Logistics Support elements during a job assignment in an Acquisition Command or in the support of such a Command. Possesses specific experience in acquisition logistics planning and management which demonstrates the ability to perform independent work to provide logistics and support system effectiveness analysis, studies and evaluation in support of major weapons systems and other equipment. Supervises and directs at least three operational logisticians in the performance of comprehensive analysis across the spectrum of ILS elements.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N013	Acquisition Logistics Manager	<u>8 years project related experience</u> <u>6 years project related experience</u> <u>12 years project related experience</u>	Bachelors Degree <hr/> Master's Degree <hr/> High School Diploma plus Certified Professional Logistician (CPL) from Society of Logistics Engineers (SOLE)	Possesses specific experience in acquisition logistics planning and management, sustainability and supportability for the total life cycle of the weapons system involved. .Has performed comprehensive analysis across the spectrum of Integrated Logistics Support elements during a job assignment in an Acquisition Command or supporting an acquisition command Provides logistics and support system analysis, studies and evaluation and other documentation as required for unique tasks. Is familiar with current planning, programming, and budgeting processes for DoD systems procurement. Must possess knowledge of total program strategies, concepts and user needs in order to insure life cycle cost management, sustainment and supportability.
N014	Senior Operations Logistics Manager	<u>6 years project related experience</u> <u>4 years project related experience</u> <u>10 years project related experience</u>	Bachelors Degree <hr/> Master's Degree <hr/> High School Diploma plus Certified Professional Logistician (CPL) from Society of Logistics Engineers (SOLE)	Demonstrates the ability to perform independent work to provided logistics and support system effectiveness analysis. Performs independent work to provide logistics support system effectiveness analysis, studies and evaluations. Provides direction to the logistics management team and monitors progress of configuration changes and reports systems configuration baseline data. Provides technical support for all ILS and CM on hardware and software projects. Monitors operational deficiencies and coordinates hardware and software changes, prepares and processes Engineering Change Proposals, CM Plans, and screens provisioning and interim support data.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N015	Operations Logistics Manager	2 years project related experience <hr/> 0 years project related experience <hr/> 6 years project related experience	Bachelors Degree <hr/> Master's Degree <hr/> High School Diploma plus Certified Professional Logistician (CPL) from Society of Logistics Engineers (SOLE)	Performs independent work to provide logistics support system effectiveness analysis, studies and evaluations. Provides direction to the logistics management team and monitors progress of configuration changes and reports systems configuration baseline data. Provides technical support for all ILS and CM on both hardware and software projects. Monitors operational deficiencies and coordinates program office and logistics requirements, prepares and processes Engineering Change Proposals, CM Plans, and screens provisioning and interim support data.
N016	Logistician (Level 2)	6 years project related experience <hr/> 4 years project related experience <hr/> 10 years project related experience	Bachelors Degree <hr/> Master's Degree <hr/> High School Diploma	Demonstrates total understanding of the Program Related Logistics (PRL) engineering and logistics tasks which includes resolving safety issues improving maintenance systems, enhancing weapons system configuration, and providing product focus, overarching guidance and integration. Reviews and updates the product support organization required to support the system. Maintains continuous interface with IPT to ensure supportability considerations are considered that will reduce operational and supportability costs :Performs independent work to provide logistics and support system effectiveness analysis, studies and evaluations.
N017	Logistician (Level 1)	3 years project related experience <hr/> 1 year project related experience <hr/> 7 years project related experience	Bachelors Degree <hr/> Master's Degree <hr/> High School Diploma	Performs PRL engineering and logistics tasks involving safety issues, improving maintenance or other technical projects, enhancing weapon systems, and providing integrated logistics support. Monitors operational deficiencies and coordinates program office and logistics requirements prepares and processes Engineering Change proposals, CM Plans, screens and assists with provisioning and interim support actions. Works as part of as logistics management staff monitoring COTS configurations and other supply support issues.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N018	Project Supervisor	6 years project related experience	High School	Serves as General Manager for the performing activity. Performs all management actions associated with time and attendance, hiring, discipline, and safety. Is the single point of contact to resolve personnel issues for the performing activity such as assigning personnel to work centers, resolving customer complaints, correcting performance problems, coordinating training of employees, interacting with Government Representatives to ensure proper management focus is applied to priority workload.
N019	Industrial Engineering Technician**	4 years project related experience	High School	Applies knowledge of engineering factors, industrial management, methods, and procedures in producing and maintaining documentation, correspondence, records, or directives. Assists in matters such as project/program progress and status documentation, property, accounting, or personnel management. Reviews, analyzes, develops, prepares and applies technical or maintenance specifications, policies, standards and procedures. Organizes, analyzes, and prepares reports or presentations of technical data and information. Compiles, processes, reduces, and analyzes test data and results.
N020	Industrial Specialist	<u>6 years project related experience</u> 10 years project related experience	Bachelors Degree <hr/> High School Diploma	Applies various scientific and engineering factors which contribute to systems development. Analyzes and reports equipment, hardware and software production status and equipment conditions and deliveries to project staff. Monitors compliance with quality and production documentation, methods, and approved government and industry standards. Performs system development and effectiveness evaluations. Independently assesses needs and develops programs and processes to meet those deficiencies.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N021	Instructor**	8 years project related experience	Bachelors Degree	Teaches courses in one or more subjects in Government, commercial, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling material to be presented. Instructs studies in the theoretical and practical aspects covering the subjects being taught such as acquisition, logistics management, configuration management, contracting, supply support, etc. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks. Supervises practical work carried out by students and assists them at points of difficulty.
N022	Warehouse Specialist**	4 years project related experience	High School	Performs a variety of warehousing duties, which require an understanding of the establishment's storage plan. Duties include verifying materials or merchandise against receiving documents, noting and reporting discrepancies and obvious damage; supervising packaging, handling and routing material to prescribed storage locations; storing, stacking or palletizing material using prescribed storage methods; rearranging and reporting deterioration and damage; removing material from storage and preparing it for shipment.
N023	Production Controller**	3 years project related experience	High School	Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges in-plant transfer of materials to meet production schedules.
N024	Supply Technician**	3 years project related experience	High School	Performs limited aspects of technical supply management work such as inventory management material coordination, storage management, cataloging, property utilization relative to depot, local or other supply activities. Actions generally involve individual case problems or supply actions and may require consideration of program requirements, together with variations in or from standardized guidelines. Must possess a good working knowledge of governing supply system programs, policies, nomenclature, work methods, manuals, etc. Understands needs of the organization serviced and possesses analytical ability to define dimensions of problems involved.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N025	Tools and Parts Attendant**	2 years project related experience	High School	Receives, stores and issues hand tools, machine tools, and dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Maintains record of tools issued and returned, prepared periodic inventory and requisitions stock as needed.
N026	Inventory or Stock Clerk**	3 years project related experience	High School	Locates and moves materials and parts between work areas to expedite processing of goods based upon predetermined schedules and priorities. Keeps related records, reviews production inventory reports to determine types, quantities, and availability of required materials and priorities of customers orders. May direct power-truck operators or Material Handling Laborers to expedite movement of materials; record quantity and type of materials distributed; compare work ticket specifications with material work stations to verify appropriateness of material in use; prepare worker production and timecards; update and maintain inventory records using computer terminal.
N027	Truck Driver, Heavy Truck**	5 years of driving experience	High School. A CDL (Commercial Driver License) may be submitted	Operates truck or tractor trailer within city or industrial area with a class "D" state drivers license in accordance with local, state, and federal laws. Responsible for transporting material, merchandise, equipment, or workers between establishments such as manufacturing plants, freight depots, warehouses, wholesale and retail establishments, customers' houses or places of business. Must be able to use towing wagons, dollies and other material handling equipment; load or unload trucks with or without help; make minor mechanical repairs; and maintain vehicle in good working order.
N028	Truck Driver, Medium Truck**	3 years of driving experience	High School. A CDL (Commercial Driver License) may be submitted	Transports material, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesales and retail establishments, and customers places of business. Operates straight truck, 1 ½ to 4 tons inclusive as well as towing wagons, dollies and other material handling equipment as required. May also load or unload trucks with or without helpers, make minor mechanical repairs, and keep the vehicle in good working order and in compliance with state/local vehicle operating requirements.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N029	Computer specialist	<p>6 years project related experience</p> <hr/> <p>12 years project related experience</p>	<p>Masters Degree</p> <hr/> <p>Bachelors Degree</p>	Independently applies knowledge of Integrated Logistics support and computer science principles, information management principles, automated data processing functions, hardware and software systems structures and operations, and computer programming languages and techniques to solve logistics and engineering problems. Addresses logistics, scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Responsible for formulating architectural design, functional specifications, interfaces and documentation of hardware and software. Develops project plans, guidelines and advising on the work of other computer specialists, scientists, or technicians and subcontractors.
N030	Information Technology Systems Engineer	4 years project related experience	Bachelors Degree	Applies computer system engineering principles to investigate, analyze, plan, design, develop, test, implement or evaluate logistics engineering or business systems. Addresses these fields by designing, writing, modifying or adapting front-end software using text driven or graphical user interface (GUI) software such as PowerBuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives.
N031	Computer Programmer**	4 years project related experience	Associates Degree	Applies basic knowledge of Integrated Logistics Support and computer science principles to program applications and changes requested by logistics support staff. Utilizes third and fourth generation language, and/or current GUI tools and equipment to analyze and develop program logic to support project related engineering, business, management, communication, tactical and technical problems. Applies knowledge of web design and software development.
N032	Data Entry Clerk**	1 year project related experience	High School	Produces documents and retrieval and character line printing. Operates keyboard controlled data entry devices such as keypunch machines or key-operated magnetic tape or disk encoders to enter, transcribe or reproduce data and information into forms suitable for computer processing. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N033	Graphics Specialist**	4 years project related experience	Associates Degree	Uses line drawings, photographs, video, film, script storyboards and/or off-the-shelf software as sources to develop graphics and animations. Creates materials for interactive courseware, web-based training, distance learning and tele-training support materials, interactive technical manuals, electronic teaching or instruction tools, and electronic performance support systems.
N034	Dispatcher, Motor Vehicle**	3 years project related experience	High School	Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.
N035	Recycling Worker (HAZMAT) **	3 years project related experience	High School	Conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials. stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection for deterioration. May assist in performing material maintenance minor repairs and lubrication of machinery. May disassemble scrap material using hand tools. Sorts and separate collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high grade white paper and corrugated paper.
N036	Forklift Operator**	3 years project related experience	High School	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.
N037	Accounting Clerk I **	1 year project related experience	High School	This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N038	Accounting Clerk II **	2 years project related experience	High School	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques.
N039	Accounting Clerk III **	4 years project related experience	Associate's Degree	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance).
N040	General Clerk I**	1 year project related experience	High School	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs.
N041	General Clerk II **	2 years project related experience	High School	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals.
N042	General Clerk III **	4 years project related experience	High School	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N043	Scheduler, Maintenance**	2 years project related experience	High School	This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.
N044	Secretary I **	1 year project related experience	High School	Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The Performs varied duties including or comparable to the following: a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters; b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; c. Review materials prepared for supervisor's approval for typographical accuracy and proper format; d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.
N045	Secretary II**	2 years project related experience	High School	Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The Performs varied duties including or comparable to the following: a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters; b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; c. Review materials prepared for supervisor's approval for typographical accuracy and proper format; d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N046	Secretary III**	4 years project related experience	High School	<p>Uses greater judgment and initiative to determine the approach or action to take in non-routine situations interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:</p> <ul style="list-style-type: none"> a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff; d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.
N047	Travel Clerk I**	1 year project related experience	High School	<p>Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N048	Travel Clerk II**	2 years project related experience	High School	<p>Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.</p>
N049	Travel Clerk III**	4 years project related experience	High School	<p>At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.</p> <p>The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N050	Laborer, Grounds Maint. **	0 years experience	High School	The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.
N051	Material Coordinator**	2 years project related experience	High School	The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N052	Material Expediter**	1 year project related experience	High School	The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.
N053	Electrician, Maintenance**	1 year project related experience	High School	An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of
N054	General Maintenance Worker**	2 years project related experience	High School	The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N055	Heating, Ventilation and Air-Conditioning Mechanic**	4 years project related experience	High School	The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit. This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.
N056	Heavy Equipment Operator**	1 year project related experience	High School	The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N057	Laborer**	0 years experience	High school or substitute experience as an apprentice	The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.
N058	Machinist, Maintenance**	1 year equivalent experience	High school	The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment.
N059	Maintenance Trades Helper**	0 years experience	High school or substitute experience as an apprentice	The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.
N060	Painter, Maintenance**	0 years experience	High school or substitute experience as an apprentice	The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N061	Pipefitter, Maintenance**	1 year project related experience	High School	The Pipe fitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications.
N062	Plumber, Maintenance**	1 year project related experience	High School	The Plumber, Maintenance assembles installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand. The Plumber, Maintenance assembles and installs valves, pipefitting's, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N063	Sheet-Metal Worker, Maintenance**	1 year project related experience	Professional Certification or substitute for certification	The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required.
N064	Welder, Combination, Maintenance**	2 years project related experience	High School	This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.
N065	Water Treatment Plant Operator**	2 years project related experience	High school	This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbid meter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water, and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N066	Drafter/CAD Operator I**	2 years project related experience	High school	<p>This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:</p> <ul style="list-style-type: none"> a. Revisions to the original drawings of a plumbing system by increasing pipe diameters; b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale; c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes; d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies; e. Preparing a computer model of a room, building, structure from data, prints, and photos.
N067	Drafter/CAD Operator II**	4 years project related experience	High school	<p>This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product. Typical assignments include:</p> <ul style="list-style-type: none"> a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout; b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings; c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N068	Drafter/CAD Operator III**	6 years project related experience	High school	<p>This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:</p> <ul style="list-style-type: none"> a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment; b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards; c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required; d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design. Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.
N069	Drafter/CAD Operator IV**	8 years project related experience	Associates Degree	<p>This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N070	Truck driver, Tractor-Trailer**	3 years driving experience	High School A CDL (Commercial Driver License) may be substitute	A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.
N071	Housekeeping Aide**	1 year project related experience	High School	The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.
N072	Maid or Houseman**	2 years project related experience	High School	The Maid or Houseman cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: dusting and cleaning Venetian blinds, furniture, and other surfaces, sorts, counts, folds, marks, or carries linens. The Maid or Houseman turns mattresses and makes beds, moves and arranges furniture and hangs drapes, cleans and polishes metalwork and porcelain bathroom fixtures, spot-cleans walls and windows, empties wastebaskets and removes trash, removes soiled linens for laundering, replenishes room supplies, and reports needed repairs to equipment, furniture, building and fixtures.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N073	Photographer III**	4 years project related experience	Associates Degree	<p>The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision.</p> <p>In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; 49</p> <p>(5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.</p>
N074	Technical Instructor**	10 years project related experience	Associates Degree	<p>The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N075	Technical Instructor / Course Developer**	15 years project related experience	Associates Degree	The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.
N076	Shipping Packer**	3 years project related experience	High School	Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.
N077	Carpenter, Maintenance**	6 years project related experience	High School	The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N078	Heavy Equipment Mechanic**	4 years project related experience	High School	<p>The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.</p>
N079	Environmental Technician**	6 years project related experience	High School	<p>The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.</p> <p>This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. This worker may operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N080	Explosive Ordnance Disposal Technician**	10 years project related experience	High School	<p>Provides Explosive Ordnance Disposal (EOD) support. Assist with various aspects of design, fabrication and construction of functional Improvised Explosive Device's (IED's) and Unexploded Ordnance (UXO) training aids. Assists and provides oversight in investigations, removals, inventories and controlled detonation chamber operations. Fabricates IED and UXO parts, troubleshoots electrical malfunctions, diagnose problems and perform repair and preventive maintenance of IED and UXO equipment. Exercises role playing and scenarios at training area sites. Maintain files of correspondence, forms, regulations, directives, letters and other publications as required. Maintain 100% accountability of all training aids. Operates with a high sense of safety. For less complex tasks, works independently. Coordinates the activities of junior personnel. May supervise other project staff members.</p>
N081	Truck driver, Light**	2 years driving experience	High School. A CDL (Commercial Driver License) may be substituted.	<p>The Truckdriver (Light) drives a Straight truck, less than 1 1/2 tons, usually 4 wheels, to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.</p> <p>Sales route and over-the-road drivers are excluded.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N082	Planner / Estimator**	<p>6 years project related experience</p> <hr/> <p>10 years project related experience</p>	<p>Associates Degree</p> <hr/> <p>High School Diploma</p>	<p>The contractor will develop preservation/maintenance methods, and prepare detailed planning, control and instructions preserving the actions for maintenance and repair of tactical equipment/principle end items (PEI's), components of the PEI's and accessories. Actions are performed for all material- undergoing Care-of-Supplies-in-Storage (COSIS). Collect and collate data relating to the maintenance, and repair of items by utilizing his/her knowledge of the tactical equipment maintenance field and by researching reference source material for processing commodities, supplies and equipment. Items processed require numerous maintenance and repair procedures and techniques. Maintain integrity and accuracy of data/information through accurate input and efficient operation of computer equipment. Ensure materials ordered are designed to protect and fit the items undergoing maintenance/repair providing proper repair and maintain PSI's processing through the maintenance/repair functions. Review and prioritize work requests for special instructions. Plan/coordinate all items requiring specialized work such as communications, electronic and ordinance type material. The process planned performs this duty with minimal supervision. Must have the ability to read and interpret engineering drawings, blueprints, sketches, technical specifications, directives and publications. Develop the necessary detailed control and instruction sheets for the supervisor and employees listing all material ordered by size and method of preservation. Must have knowledge of the complete operation, different trades involved and all phases of the maintenance/repair program. Incumbent must study the characteristics of each item to determine the required level of maintenance/repair. Must maintain a broad knowledge of maintenance/repair of military tactical equipment. Must be able to read, comprehend and practice regulatory guidelines.</p>

SCA MATRIX

National Technologies Associates, Inc. (NTA, Inc.) has reviewed our proposal for potential SCA Categories and has provided our findings below in the SCA Matrix.

NTA FABS ORDER #	NTA, INC. MOBIS ELIGIBLE CONTRACT LABOR CATEGORY	SCA EQUIVALENT CODE	SCA EQUIVALENT TITLE	WD NUMBER
NFABS020	Word Processor	01051	Data Entry Operator 1	05-2057

NTA PES ORDER #	SCA ELIGIBLE CONTRACT LABOR CATEGORY	SCA EQUIVALENT CODE	SCA EQUIVALENT TITLE	WD NUMBER 05-2103 (REV. 14)
NPES013	Engineering Technician (Level 3)	30086	Engineering Technician VI	05-2103
NPES014	Engineering Technician (Level 2)	30085	Engineering Technician V	05-2103
NPES015	Engineering Technician (Level 1)	30084	Engineering Technician IV	05-2103
NPES017	Industrial Assistant	30082	Engineering Technician II	05-2103
NPES026	Technical Data Specialist	30461	Technical Writer I	05-2103
NPES027	Technical Writer/Editor	30462	Technical Writer II	05-2103
NPES028	Technical Typist	01611	Word Processor I	05-2103
NPES029	Data Entry Clerk	01051	Data Entry Operator I	05-2103
NPES030	Technical Assistant	30081	Engineering Technician I	05-2103

NTA MOBIS ORDER #	NTA, INC. MOBIS ELIGIBLE CONTRACT LABOR CATEGORY	SCA EQUIVALENT CODE	SCA EQUIVALENT TITLE	WD NUMBER 05-2103 (REV. 14)
NMOB013	Graphic/Internet Designer	15080	Graphic Artist	05-2103
NMOB014	Administrative Assistant	01312	Secretary II	05-2103
NMOB015	Technical Typist	01112	General Clerk II	05-2103

NTA LOGWORLD ORDER #	SCA ELIGIBLE CONTRACT LABOR CATEGORY	SCA EQUIVALENT CODE	SCA EQUIVALENT TITLE	WD NUMBER
N009	Engineering Technician (Level 3)	30083	Engineering Technician (Level 6)	05-2057
N010	Engineering Technician (Level 2)	30082	Engineering Technician (Level 5)	05-2057
N011	Engineering Technician (Level 1)	30081	Engineering Technician (Level 3)	05-2057
N019	Industrial Engineering Technician	30082	Engineering Technician (Level 5)	05-2057
N021	Instructor	15090	Technical Instructor	05-2057
N022	Warehouse Specialist	21410	Warehouse Specialist	05-2057
N023	Production Controller	01270	Production Control Clerk	05-2057
N024	Supply Technician	01410	Supply Technician	05-2057
N025	Tools and Parts Attendant	21210	Tools and Parts Attendant	05-2057
N026	Inventory or Stock Clerk	21150	Stock Clerk	05-2057
N027	Truck Driver, Heavy	31363	Truck Driver, Heavy	05-2057
N028	Truck Driver, Medium	31362	Truck Driver, Medium	05-2057
N031	Computer Programmer	14071	Computer Programmer I	05-2057
N032	Data Entry Clerk	01051	Data Entry Operator I	05-2057
N033	Graphics Specialist	15080	Graphics Artist	05-2057
N034	Dispatcher, Motor Vehicle	01060	Dispatcher, Motor Vehicle	05-2057
N035	Recycling Worker	99710	Recycling Laborer	05-2057
N036	Forklift Operator	21020	Forklift Operator	05-2057
N037	Accounting Clerk I	01011	Accounting Clerk I	05-2057
N038	Accounting Clerk II	01012	Accounting Clerk II	05-2057
N039	Accounting Clerk III	01013	Accounting Clerk III	05-2057
N040	General Clerk I	01111	General Clerk I	05-2057
N041	General Clerk II	01112	General Clerk II	05-2057
N042	General Clerk III	01113	General Clerk III	05-2057
N043	Scheduler, Maintenance	01300	Scheduler, Maintenance	05-2057
N044	Secretary I	01311	Secretary I	05-2057
N045	Secretary II	01312	Secretary II	05-2057
N046	Secretary III	01313	Secretary III	05-2057
N047	Travel Clerk I	01531	Travel Clerk I	05-2057
N048	Travel Clerk II	01532	Travel Clerk II	05-2057
N049	Travel Clerk III	01533	Travel Clerk III	05-2057
N050	Laborer, Grounds Maintenance	11210	Laborer, Grounds Maintenance	05-2057
N051	Material Coordinator	21030	Material Coordinator	05-2057
N052	Material Expediter	21040	Material Expediter	05-2057
N053	Electrician, Maintenance	23160	Electrician, Maintenance	05-2057
N054	General Maintenance Worker	23370	General Maintenance Worker	05-2057
N055	Heating, Ventilation and Air-Conditioning Mechanic	23410	Heating, Ventilation and Air-Conditioning Mechanic	05-2057
N056	Heavy Equipment Operator	23440	Heavy Equipment Operator	05-2057
N057	Laborer	23470	Laborer	05-2057
N058	Machinist, Maintenance	23550	Machinist, Maintenance	05-2057
N059	Maintenance Trades Helper	23580	Maintenance Trades Helper	05-2057
N060	Painter, Maintenance	23760	Painter, Maintenance	05-2057
N061	Pipefitter, Maintenance	23790	Pipefitter, Maintenance	05-2057
N062	Plumber, Maintenance	23810	Plumber, Maintenance	05-2057

NTA LOGWORLD ORDER #	SCA ELIGIBLE CONTRACT LABOR CATEGORY	SCA EQUIVALENT CODE	SCA EQUIVALENT TITLE	WD NUMBER
N063	Sheet-Metal Worker, Maintenance	23890	Sheet-Metal Worker, Maintenance	05-2057
N064	Welder, Combination, Maintenance	23960	Welder, Combination, Maintenance	05-2057
N065	Water Treatment Plant Operator	25210	Water Treatment Plant Operator	05-2057
N066	Drafter/CAD Operator I	30061	Drafter/CAD Operator I	05-2057
N067	Drafter/CAD Operator II	30062	Drafter/CAD Operator II	05-2057
N068	Drafter/CAD Operator III	30063	Drafter/CAD Operator III	05-2057
N069	Drafter/CAD Operator IV	30064	Drafter/CAD Operator IV	05-2057
N070	Truck Driver, Tractor-Trailer	31364	Truck Driver, Tractor-Trailer	05-2057
N071	Housekeeping Aide	11122	Housekeeping Aide	05-2057
N072	Maid or Houseman	11240	Maid or Houseman	05-2057
N073	Photographer III	13073	Photographer III	05-2057
N074	Technical Instructor	15090	Technical Instructor	05-2057
N075	Technical Instructor / Course Developer	15095	Technical Instructor / Course Developer	05-2057
N076	Shipping Packer	21110	Shipping Packer	05-2057
N077	Carpenter, Maintenance	23130	Carpenter, Maintenance	05-2057
N078	Heavy Equipment Mechanic	23530	Machinery Maintenance Mechanic	05-2057
N079	Environmental Technician	30090	Environmental Technician	05-2057
N080	Explosive Ordnance Disposal Technician	30492	Unexploded Ordnance (UXO) Technician II	05-2057
N081	Truckdriver, Light	31361	Truckdriver, Light	05-2057

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices in the chart above are for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. 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.”

NTA, INC. SALES AND SERVICES POINTS

NATIONAL TECHNOLOGIES ASSOCIATES, INC.



Corporate Headquarters:
2800 Shirlington Rd. Suite 700
Arlington, VA 22206
Arlington County

Voice (703) 941-3695
Fax (703) 941-3698

Patuxent River Operations:
22738 Maple Road
Lexington Park, MD 20653
St. Mary's County

Voice (301) 863-6512
Fax (301) 862-1845

Jacksonville Operations:
4026 J. Louis Street
Green Cove Springs, FL 32043
Clay County

Voice (904) 284-9303
Fax (904) 284-9307

San Diego Operations:
3645 Ruffin Road, Suite 230
San Diego, CA 92123
San Diego County

Voice (858) 279-0010
Fax (858) 279-8078

Indian Head Operations:
4275 Hawthorn Road
Indian Head, MD 20640
Charles County

Voice (301) 753-5722
Fax (301) 753-9053

Cherry Point Operations:
302 East Main Street
Havelock, NC 28532
Craven County

Voice (252) 444-5411
Fax (252) 444-2370

Wright-Patterson Operations:
70 Birch Alley, Suite 240
Beavercreek, OH 45410
Greene County

Voice (937) 306-6303
Fax (937) 306-6201

Moyock Operations:
111 Currituck Commercial Dr.,
Suite B
Moyock, NC 27958

Voice (252) 562-9320

