

Do these events leave your office with a personnel shortfall?

- *Deployment*
- *Disaster Support*
- *Frozen Positions*
- *Critical Need*
- *Pressing Deadlines*
- *Short In-House Expertise*
- *Unexpected Jury Duty*
- *Long-Term Illnesses*
- *Family Emergencies*

Positions are filled on a Temporary Basis (IAW 5 CFR Part 300-503) for an initial 2-3 workdays or up to 120 workdays (960 hours). If the situation continues to exist beyond the initial 120 workdays, the agency may extend its use of TAPS up to the maximum limit of 240 workdays (1920 hours). In as little as 24 hours of notice, private industry experts under GSA Temporary Administrative and Professional Staffing (TAPS) Schedule will provide your agency with proven and qualified temporary workers prepared to work. Look to this schedule for Temporary Support Service Solutions. Special ordering procedures for TAPS can be found at www.gsa.gov/tempservices.

Available services include, but are not limited to:

- | | | |
|------------------------------|----------------------------|-----------------------------|
| Accounting Clerks | Food Service Worker | Paralegal/Legal Assistant |
| Attorney | Forklift Operator | Personnel Assistant |
| Audiovisual Librarian | General Clerks | Photographer |
| Cashier | Graphic Artist (Designer) | Pipefitter |
| Computer Data Librarian | Grounds Maintenance | Plumber |
| Computer Operators | Housing Referral Assistant | Secretary |
| Court Reporter | Illustrator | Shipping/Receiving Clerk |
| Desk Clerk | Janitor | Survey Worker (Interviewer) |
| Drafter | Key Entry Operators | Tools and Parts Attendant |
| Duplicating Machine Operator | Librarian | Warehouse Specialist |
| Electrician | Lifeguard | Word Processors |
| Electronics Technician | Maintenance | |
| Engineering Technician | Motor Vehicle Dispatcher | |

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Temporary Administrative and Professional Staffing (TAPS) Services



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www.gsa.gov
Spring 2005
5-05-00118

Temporary Solutions For Your Staffing Needs
100% Set Aside for Small Business

Temporary Administrative and Professional Staffing Support Services

Multiple Award Schedule 736 provides federal and military customers Temporary Administrative and Professional Staffing (TAPS) services. This worldwide program is available through Schedule e-Library, *GSA Advantage!*[®], and e-Buy.

In as little as 24 hours, private industry experts on TAPS can provide customers with proven, qualified temporary associates. To help meet your agencies socioeconomic goals, TAPS is 100% set aside for small business. TAPS includes contractors that are certified by SBA as 8(a), Hubzone and SDB, as well as contractors who are WO, VO, and SDVO.

TAPS five broad categories of positions are as follows:

736-1 Administrative Support and Clerical Occupations

736-2 Automatic Data Processing Occupations

736-3 General Services and Support

736-4 Information and Arts Occupations

736-5 Technical and Professional Occupations



736-1 Administrative Support and Clerical Occupations

This is Set Aside for Small Business Concerns Only.

Including, but not limited to the following occupational categories: Accounting Clerk I-IV, Court Reporter, Motor Vehicle Dispatcher, Document Preparation Clerk, Messenger (Courier), Duplicating Machine Operator, Film/Tape Librarian, General Clerk I-IV, Housing Referral Assistant, Key Entry Operator I-II, Order Clerk I-II, Personnel Assistant (Employment) I-IV, Production Control Clerk, Rental Clerk, Secretary I-V (Clerical, Medical, Executive, Legal), Service Order Dispatcher, Stenographer I-II, Switchboard Operator-Receptionist, Test Examiner, Test Proctor, Travel Clerk I-III, Word Processor I-III, Maintenance Scheduler, Survey Worker (Interviewer)



736-2 Automatic Data Processing Occupations

This is Set Aside for Small Business Concerns Only.

Including, but not limited to the following occupational categories: Computer Data Librarian, Computer Operators I-V, Computer Programmers I-IV, Computer Systems Analyst I-III, Peripheral Equipment Operator, Program Analyst



736-3 General Services and Support

This is Set Aside for Small Business Concerns Only.

Two Subcategories:

Material Handling and Packing Occupations

Including, but not limited to the following occupational categories: Forklift Operator, Janitor, Laborer, Grounds Maintenance, Material Coordinator, Material Handling Laborer, Order Filler, Shipping/Receiving, Shipping Packer, Store Worker I, Stock Clerk (Shelf Stocker; Store Worker II), Tools and Parts Attendant, Warehouse Specialist.

Mechanics and Maintenance and Repair Occupations

Including, but not limited to the following occupational categories: Electrician, Maintenance, Electronics Technician, Maintenance I-III, General Maintenance Worker, Laborer, Machinery Maintenance Mechanic, Machinist, Maintenance Trades Helper, Pipefitter, Plumber.

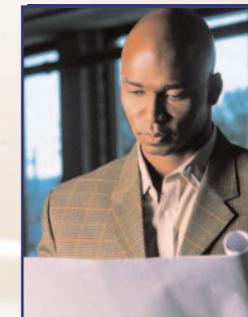


736-4 Information and Arts Occupations

(Including Miscellaneous Occupations)

This is Set Aside for Small Business Concerns Only.

Including, but not limited to the following occupational categories: Audiovisual Librarian, Illustrator I-III, Librarian, Library Technician, Photographer I-V, Child Development I-III, Food Service Worker, Cashier, Desk Clerk, Lifeguard.



736-5 Technical and Professional Occupations

This is Set Aside for Small Business Concerns Only.

Including, but not limited to the following occupational categories: Logistics Management Specialist, Public Affairs Officer, Contract Specialist/Administrator, Financial Analyst, Market-Research Analyst, Occupational Analyst, Personnel Analyst, Program Analyst, Researcher, Real Estate Asst., CAD Illustrator, Drafter/Designer, Cartographic Technician, Computer Based Training (CBT) Specialist/Instructor, Civil Engineering Technician, Drafter I-IV, Engineering Technician I-VI, Environmental Technician, Graphic Artist (Designer), Paralegal/Legal Assistant I-IV, Instructor, Laboratory Technician (Laboratory Tester), Technical Writer, Attorney, Architect.

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E-tool Links

www.gsaadvantage.gov
www.gsa.gov/ebuy
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