GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE AUTHORIZED
FEDERAL SUPPLY SCHEDULE PRICE LIST
FEDERAL SUPPLY SERVICE

MULTIPLE AWARD SCHEDULE
INDUSTRIAL GROUP: PROFESSIONAL SERVICES

CONTRACT NUMBER: GS-00F-084DA

GLOBAL CORRECTIONS GROUP, L.L.C.
2608 Mayview Road, Raleigh, NC 27607
Office: (817)932-2627 - Fax: (800)680-4501
www.globalcorrections.com

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 GSA Advantage! is: GSA Advantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Authorized Negotiator:
Winston E. Dixon
Phone: (817)932-2627 Fax: (800)680-4501
Email: wdixon@globalcorrections.com

Business Size: Small; Minority and Veteran Owned

Contract Period of Performance: March 14, 2021 - March 13, 2026

Price List current through contract Modification #PO-0022 effective March 14, 2021
Global Corrections Group, LLC

GSA Contract GS-00F-084DA

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<td>Subject Matter Expert, Logistics Specialist – Page 14</td>
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<td></td>
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</tr>
</tbody>
</table>
Company Overview

Global Corrections Group, LLC (GCG) is a Small, Minority, and Veteran owned business located in Raleigh, North Carolina with a field office in Albuquerque, New Mexico. Dr. Calvin R. Edwards, Mr. Emery Morris and Mr. Danieray Johnsen, all are retired professionals from the Federal Bureau of Prisons, and Ms. Leslie Speidel, Marketing Officer, combine for nearly 100 years of Corrections and Detention excellence.

Global Corrections Group, LLC provides the highest quality of Corrections and Detention Management Consulting, Technical Assistance and Support Services to state, local, county and federal agencies throughout the United States. Global Corrections Group retains highly qualified corrections/detention/administrative staff with varied backgrounds to ensure prisoners are housed in corrections and detention centers that are cost effective, safe, secure and humane for the lawful confinement of prisoners.

Services include, but are not limited to:

1. Administration
2. After Action Investigation/Review (AAI or AAR)
3. Auditing Services
4. Accreditations Preparation & Training
5. Civil Rights & Liberties Investigations
6. Contract Monitoring & Oversight
7. Correctional/Detention Training
8. Design Consulting (Oversight/Monitoring)
9. Emergency Plan Development
10. Executive Staff Mentoring
11. Facility Activation Management
12. Facility Needs Assessment Review (FNAR)
13. Federal Compliance & Standards Training
14. Food Services Training
15. Health Care Training
16. Human Resources Management
17. Post Order Development
18. Prison Rape Elimination Act Compliance (PREA)
19. Prison & Detention System Assessments
20. Quality Assurance Reviews (QAR)
21. Security and Operational Controls
22. Security Design Analysis
23. Staff Development
24. Strategic Planning
25. Technical Assistance

**Global Corrections Group, LLC** offers several additional unique programs for correction/detention facilities:

1. Compliance Monitoring on any platform or set of standards
2. Use of Force, Leadership, Management and Cultural Analysis of Correctional Facilities
3. Detention Pre-Certification Services, (Provide consulting management and technical assistance services to contract facilities, which brings the facility into compliance with Federal Detention Standards.)
4. Prison safety and security inspection for new construction, design and renovation
5. Support executive level communications and correspondence
6. Monitoring and optimizing detention standards

Global Corrections Group, LLC has over 100 years of knowledge and expertise directing, managing and ensuring the Constitutional compliance of numerous Private, Federal, State and County Facilities throughout the United States. This valuable experience enables GCG's team’s ability to provide the highest quality of professional service to any type of jail or detention facility which houses State, County or Federal prisoners.

**Global Corrections Group, LLC**

**Price List**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
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<tr>
<td>541611</td>
<td>Senior Project Manager</td>
<td>$154.16</td>
<td>$157.24</td>
<td>$160.38</td>
<td>$163.59</td>
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<td>541611</td>
<td>Logistics Specialist</td>
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<td>Para-Legal Office Administrator</td>
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<td>$51.33</td>
<td>$52.36</td>
<td>$53.41</td>
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The rates include the Industrial Funding Fee (IFF0 of 0.9925%.

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category/Service</th>
<th>SCA Equivalent Code &amp; Title</th>
<th>Applicable Wage Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administrative Assistant</td>
<td>01011 Accounting Clerk I</td>
<td>2015-4393, Revision No. 13, Date of Last Revision 04/28/2020</td>
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</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**Additional Company Information**

**Federal Supply Schedule SIN(s):** 541611

**Contract Number:** FS-00F-084DA

**Contract Period:** March 14, 2016 - March 13, 2021

**Contractor’s Name:** Global Corrections Group, L.L.C.

**Contractor’s Address:** 2608 Mayview Road, Raleigh, NC 27607

**Business Size:** Small Business; Minority and Veteran Owned

**Data Universal Numbering System (DUNS):** 078789262

**Contractor’s Taxpayer Identification Number (TIN):** 46-2269013

**CAGE Code:** 6W5D7

**1a. Special Item Numbers for this Contract:**

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Administrative Management and General Management Consulting Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

**1b. Lowest Priced Model Number and Lowest Unit Price:** N/A

**1c. Global Corrections Hourly Rates:** See Price List and Labor Categories on Page 4 of this Catalog

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

**3. Minimum Order:** $100.00

**4. Geographic Scope of Contract:** Domestic

**5. Point(s) of Production:** Same as Company Address

**6. Discount from list prices or statement of net price:** See Enclosed Price List - Discounts already applied providing GSA Customers the Most Favored Customer Pricing
7. **Quantity Discounts**: Already deducted

8. **Prompt Payment Terms**: Net 30 Days  
**Information for Ordering Offices**: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. **Foreign Items**: None

10a. **Time of Delivery**: Specified on Individual Delivery/task Order

10b. **Expedited Delivery**: Contact Contractor

10c. **Overnight and 2-Day Delivery**: Contact Contractor

10d. **Urgent Requirements**: Contract Contractor

11. **F.O.B. Point(s)**: Destination

12a. **Contractor's Ordering Address**: Same as Contractor

12b. **Ordering Procedures**: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3

13. **Contractor's Payment Address**: Same as company address

14. **Warranty Provision**: Contractor's standard commercial warranty

15. **Export Packing Charges**: N/A

16. **Terms and Conditions of Rental, Maintenance and Repair**: N/A

17. **Terms and Conditions of Installation**: N/A

18a. **Terms and Conditions of repair Parts**: N/A

18b. **Terms and Conditions for any other services**: N/A

19. **List of Services and Distribution Points**: N/A

20. **List of Participating Dealers**: N/A

21. **Preventative Maintenance**: Not applicable to Services

22a. **Environmental Attributes**: Not applicable to Services

22b. **Section 508 Compliance**: N/A

23. **Data Universal Numbering System (DUNS) Number**: 078789262
24. Notification regarding registration in SAM database: Registered

LABOR CATEGORY AND POSITION DESCRIPTIONS

SIN 541611

Senior Project Manager

Experience Necessary:

20 years of related experience

Position Description

A recognized industry leader with demonstrated in-depth knowledge of managing multiple government projects, assignments, and other critical company-oriented tasks. The incumbent must possess superior communicative and technical expertise and should have experience and knowledge of Federal corrections, detention, jails, American Correctional Association’s Detention standards, United States Marshal Service’s, as well as Federal Performance Based Detention standards. The incumbent is expected to interact continuously with government representatives to present and achieve results, develop and isolate root cause analysis, discuss concerns, adhere to timelines, and ensure total product and client service satisfaction. The incumbent is the central point of communication for clients, personnel and company leadership. The incumbent assembles, issues assignments and deploys teams to meet the client's objectives. The incumbent provides agency advice and support to ensure the highest level of professional compliance towards the achievement of predetermined client goals and objectives.

Educational Requirements

The minimum academic requirement for this position is a Master’s Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

- 10-years equates to a BA/BS degree
- 15-years equates to an MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

SIN 541611

Project Manager

Experience Necessary:

15 years of related experience

Position Description

At on-site field operations the incumbent manages, organizes, directs, coordinates, and plans all contract support activities at the facility. The incumbent meets with management personnel and Government agency representatives. The incumbent manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operator’s work sites. The incumbent formulates, recommends and reviews strategic plans, deliverable items while ensuring conforming with standards. The incumbent has executive, operational, managerial, and administrative knowledge overseeing all prison, detention center or jail operations. The incumbent’s
experience should include budgeting, setting policies, evaluating all prison programs, managing all staff, inmates, facility resources, and all applicable standards, policies and procedures. The incumbent should also include substantial expertise and knowledge of Federal Corrections and Detention for confinement in the areas of Prison Rape Elimination Act, Security, Food Service, Religious Service, Medical, Safety, Suicide Prevention & Inmate Classification. The incumbent manages quality inspection and quality assurance activities and oversees project evaluation processes. The incumbent's duties include testing and evaluation of operational requirements, program management and oversight of staff and/or relevant tasks to assure delivery of quality products, performance, and measurable program success.

**Educational Requirements**

The minimal academic requirement for this position is a Master's Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

10-years equates to a BA/BS degree

15-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

**SIN 541611**

**Compliance Manager**

**Experience Necessary:**

10 years of related experience

**Position Description**

The incumbent is a recognized industry leader who has demonstrated in-depth knowledge of corrections, detention, jails, the American Correctional Association Detention standards and the United States Marshal Services, as well as Federal Performance Based Detention standards. The incumbent must have experience with Strategic Planning, Operations Analysis, financial, organizational and other areas of management responsibility. The incumbent must understand complex and multi-faceted programs and their inter-relationships and have the ability to develop planning documents and processes for research/development. The incumbent will develop, supervise and manage writing assignments, perform final edits and approve the final written reports prior to submission to leadership. The incumbent authors complex correctional and detention written reports in accordance with the appropriate agency standards. The incumbent provides advice based on qualitative and/or quantitative analysis of the feasibility of decision options and/or implementation of new policy, procedures and processes due to the potential impedance of Federal laws, regulations, and policies. The incumbent can facilitate the development of strategic planning initiatives, operational analysis/effectiveness determination, institutes productivity improvements, and provides advice on organizational structure and work methodologies.

**Educational Requirements**

The minimal academic requirement for this position is a Master's Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:
10-years equates to a BA/BS degree
15-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

SIN 541611 Subject Matter Expert-Medical

Experience Necessary:
10 Years related experience

Position Description
The incumbent is a recognized expert with demonstrated in-depth knowledge of specific detention and corrections Medical field expertise, e.g., Internal Medicine, Dentistry, Child Development, Psychiatry, Geriatrics, Pharmacology, infectious disease, Obstetrics/Gynecology, Ophthalmology, Epidemiology, etc. The incumbent provides audit/consulting and/or program management services to the client as a subject matter expert in specialized areas of Medicine/Healthcare to address the quality of, and access to, all Medical, Mental Health, and Dental services provided by the facility to detainees/inmates to support the client’s mission and business objectives. Services may include, but shall not be limited to, developing and implementing strategic plans for Healthcare-related goals and objectives; providing independent evaluations of Healthcare-related programs, initiative and/or grant-funded programs. The incumbent participates in establishing and implementing quality standards for Medical-type services and products. The incumbent provides expertise in detention/correctional standards, analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI). The incumbent provides oversight of new Medical programs, institutes and enforces policies, procedures and the Federal Performance-Based Detention standards.

Educational Requirements
The minimum academic requirement for this position is a Master’s Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

10 Years Registered Nurse
10 Years Physician’s Assistant

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

SIN 541611 Subject Matter Expert-Food Service

Experience Necessary:
10 Years of related experience

Position Description
The incumbent is a recognized expert with demonstrated in-depth knowledge of specific detention and corrections to provide audit and consultant services for Food Service departments. The incumbent has the highest level of expertise and knowledge to ensure and identify basic sanitation procedures and that the adequacy of meals provided to detainees are meeting established governmental health, State and safety codes. The incumbent provides Food Service detention standard compliance analysis, strategic planning, operation analysis, financial, organizational and/or other areas of management responsibility within the Food Service discipline. These may include application of procedures, testing and evaluation of operational requirements in the area of contamination, refrigeration, preparation, nutrition, and therapeutic diets. The incumbent ensures delivery of quality products and performance, and measures program success. The incumbent provides expertise in detention/correctional standards, analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI) in accordance with the Federal Performance-Based Detention Standards.

**Educational Requirements**

The minimum academic requirement for this position is a Master’s Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

10-years equates to a BA/BS degree

15-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

**SIN 541611 Subject Matter Expert - Safety**

**Experience Necessary:**

10 Years of related experience

**Position Description**

The incumbent is a recognized expert with demonstrated in-depth knowledge of specific detention and corrections services to clients as a subject matter expert in the specialized area of Safety. The incumbent will ensure that the facility maintains compliance with all applicable federal, state, and local fire safety codes, in addition to those set forth by the National Fire Protection Association (NFPA), and the Occupational Safety and Health Administration (OSHA). The incumbent provides strategic planning, operations analysis, financial, organizational and/or other areas of management responsibility within expert discipline. The incumbent supports client’s needs with direct experience and knowledge of the methods, tools, and approaches relative to the Safety field of expertise. These may include application of procedures; testing and evaluation of operational requirements; program management and oversight of staff and/or relevant tasks to assure delivery of quality products and performance, ensuring measurable program success. The incumbent provides expertise in Safety detention/correctional standards, analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI). The incumbent also provides review and oversight of policies, procedures and the Federal Performance-Based Detention Standards.
**Educational Requirements**

The minimal academic requirement for this position is a Master's Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

- 10-years equates to a BA/BS degree
- 15-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

**Experience Necessary:**

10 Years of related experience

**Position Description**

The incumbent is a recognized expert with demonstrated in-depth knowledge of specific detention and corrections services to clients as a subject matter expert in specialized area of Security. The incumbent provides consulting and/or program management services to address the issuance of policies and procedures to staff; Use of Force, emergency plans, Post Orders, maintenance of Daily Incident Logs, detainee accountability, tool control, key control, physical security, and all areas associated with safety and secure housing of detainees/inmates. The incumbent provides strategic planning, operations analysis, financial, organizational and/or other areas of management responsibility within expert discipline. The incumbent provides expertise in detention/correctional standards, analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI). The incumbent provides review and oversight in accordance with the Federal Performance-Based Detention standards.

**Educational Requirements**

The minimum academic requirement for this position is a Master’s Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

- 10-years equates to a BA/BS degree
- 15-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.
Position Description

The incumbent is a recognized expert with demonstrated in-depth knowledge of specific detention and corrections services to clients as a subject matter expert in the specialized area of the Prison Rape Elimination Act (PREA). The incumbent provides consulting and/or program management services to address the issuance and enforcement of Federal Code of Regulations in the areas of: zero tolerance leadership, safety, oversight, transparency, annual certification, detainee safety, gross gender restrictions, monitoring technology, sexual assault response, agency reporting, training, notification, protection, reporting and other compliance as outlined by the Law. The incumbent provides expertise in detention/correctional standards, analysis, surveys, plans, operations, product quality and delivery, customer satisfaction, and return on investment (ROI). The incumbent provides review and oversight in accordance with the Federal Performance-Based Detention standards.

Educational Requirements

The minimal academic requirement for this position is a Master's Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

- 10-years equates to a BA/BS degree
- 15-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

SIN 541611 Subject Matter Expert-Facilities

Experience Necessary:

10 Years of related experience

Position Description

The incumbent must demonstrate exemplary skill and knowledge of methods, techniques, and develop and implement program project plans for implementation of confinement facilities. The incumbent must oversee and inspect operations and maintenance, design, development, procurement, installation, integration, test, validation and acceptance of facilities at correctional facilities. The incumbent must oversee the work accomplishments, acceptability of work products and services. The incumbent must provide performance input on contractor performance and work quality and application. The incumbent must develop cost estimates and funding options to meet project or program objectives. The incumbent must perform special studies involving the analysis of program requirements, optimizing systems support for testing and evaluation, and preparation of proposals for support of programs.

Educational Requirements

The minimal academic requirement for this position is a Master's Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

- 10-years equates to a BA/BS degree
- 15-years equates to a MA/MS degree
This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

**SIN 541611  Contracting Monitor Officer**

**Experience Necessary:**
10 year of related experience

**Position Description**

The incumbent must demonstrate excellence and oversight in providing technical assistance to corrections and detention facilities in the preparation to achieve compliance requirements for the lawful confinement of Federal prisoners. The incumbent provides oversight in the completion of audits and program reviews, provides training, recommendations and technical assistance regarding management of jails, corrections and detention facilities. The incumbent must provide comprehensive services to clients to qualify for initial or sustained contractual confinement of detainees. The incumbent shall develop and conduct facility-specific training, draft, develop and assist in implementation of Policies and Procedures which ensure detainees are housed in accommodations that are safe, secure, and protect the detainee’s Statutory and Constitutional rights. The incumbent must develop written evaluations and summary reports, including findings, to include recommendations based upon those findings.

**Educational Requirements**

The minimum academic requirement for this position is a Master’s Degree (MA/MS) or equivalent experience. Staff in this position may substitute experience for academic requirements:

- 10-years equates to a BA/BS degree
- 15-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

**SIN 541611  Office Administrative Assistant**

**Experience Necessary:**
3 Years of related experience

**Position Description**

The incumbent performs complex and routine administrative and clerical support duties to relieve the office manager of administrative details. The incumbent answers routine inquiries and prepares responses to routine correspondence. The incumbent assists with research and compilations of special reports. The incumbent requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail and presentation software. The incumbent requires minimum typing skills of 40 WPM.
Educational Requirements
The minimal academic requirement for this position is a Bachelor's Degree (BA/BS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

5-years equates to a BA/BS degree
10-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

SIN 541611 Accountant

Experience Necessary:
10 Years of related experience

Position Description
The incumbent must possess superior communicative and technical expertise in accordance with accounting principles, standards and related requirements prescribed by the Controller General of the United States. The incumbent is responsible for the daily operations of the accounting system according to accounting principles, standards and related requirements. The incumbent duties can include but are not limited to the following: classifying, recording, controlling, reporting and analyzing financial data; providing technical advice on phases of accounting matters including analysis and interpretation of pertinent accounting data; recommend forms and content of financial statements for use by management; perform internal reviews including periodic internal and external audits and other reports and evaluations and recommendations for establishment of new controls or deletion of present controls that may be ineffective. The incumbent prepares data for specialized financial/management reports and entry into appropriate automated accounting systems and responds to internal and external clients regarding payment and other inquiries including extracting data from automated accounting systems in response to clients.

Educational Requirements
10-years equates to a BA/BS degree

The minimal academic requirement for this position is a Certified Public Accountant. This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

SIN 541611 Logistics Specialist

Experience Necessary:
5 years of related experience

Position Description
This incumbent arranges the details and logistics of reviews, meetings and conferences. The incumbent contacts hotels and other facilities to obtain meeting rooms and accommodations. The incumbent may
attend conferences to resolve on-site problems in person. The incumbent determines support requirements including facilities, travel, hotels, transportation, personnel, safety, and maintenance to ensure effective and economical support. The incumbent analyzes and evaluates design concepts, recommends alternatives, anticipates logistical problems related to operational areas and environmental and human factors. The incumbent requires practical knowledge of basic computer applications including Microsoft Word, Power-Point, and Excel applications.

**Educational Requirements**

The minimal academic requirement for this position is a Bachelor’s Degree (BA/BS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

3-years equates to a BA/BS degree

5-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.

**SIN 541611** Paralegal Office Administrator

**Experience Necessary:**

7 Years of related experience

**Position Description**

The incumbent performs administrative and clerical duties for client administrative details. The incumbent types correspondence, reports, and memos maintains computer-based and paper files, answers and screens telephone calls. The incumbent is required to compile minutes, assist in the research and compilation of special reports, files and other administrative duties. The incumbent schedules and maintains an appointment calendar for meetings and travel itineraries. The incumbent resolves routine questions and problems and requires basic knowledge of computer software applications. The incumbent requires standard computer typing/word processing and language skills.

**Educational Requirements**

The minimum academic requirement for this position is a Bachelors/ BA degree or equivalent experience. Staff in this position may substitute experience for academic requirements:

10-years equates to a BA/BS degree

15-years equates to a MA/MS degree

This person is required to maintain current credentials by attending work-related courses and workshops, and staying current on government regulations related to the assigned duties.