

# M2 SERVICES CORPORATION

940A Ridgeview Drive, Suite 110, Allen, TX 75013  
Phone: (214)491-1100 Fax: (775)923-4653

## **GENERAL SERVICES ADMINISTRATION**

### **Federal Supply Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>®</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>®</sup> is: **GSAAdvantage.gov**.

#### **Multiple Award Schedule for Professional Services and Facilities**

**FSC/PSC Code:** R706, V122, R799

**Contract Number:** GS-00F-153GA

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)**

**Contract Period: March 31, 2017 – March 30, 2022**

**Contractor:** Sunrise Beach Corporation DBA M2 Services Corporation  
940A Ridgeview Drive, Suite 110  
Allen, TX 75013

**Business Size:** Other than small

**Telephone:** 214-491-1100

**FAX Number:** 775-923-4653

**Web Site:** [www.m2-services.com](http://www.m2-services.com)

**E-mail:** [Kathy.Osterholt@dayzim.com](mailto:Kathy.Osterholt@dayzim.com)

**Contract Administration:** Kathy Osterholt

# CUSTOMER INFORMATION:

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	SIN Description
OLM	Order-Level Materials
541614	541614 Deployment, Distribution and Transportation Logistics Services
541614SVC	541614SVC Supply and Value Chain Management
561210FS	561210FS Facilities Support Services

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not Applicable**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Price List**

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

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic only

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Price List

**7. Quantity discounts:** None Offered

**8. Prompt payment terms:** Net 30 days

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor

**10. Foreign items (list items by country of origin):** None

**11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor

**11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Not Applicable
- 13a. **Ordering Address(es):** Same as company address
- 13b. **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.**
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty
16. **Export Packing Charges (if applicable):** Not Applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
19. **Terms and conditions of installation (if applicable):** Not Applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
21. **List of service and distribution points (if applicable):** Not Applicable
22. **List of participating dealers (if applicable):** Not Applicable
23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
25. **Data Universal Numbering System (DUNS) number:** 608546680
26. **Notification regarding registration in System for Award Management (SAM) database:** Registered
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Labor Categories Pricing

Item	SIN	Awarded Labor Category	Site	March 31, 2017 – March 30, 2018	March 31, 2018 – March 30, 2019	March 31, 2019 – March 30, 2020	March 31, 2020 – March 30, 2021	March 31, 2021 – March 30, 2022
1	874 501 874 503 874 507	Computer Operator III**	Both	\$33.40	\$34.24	\$35.09	\$35.97	\$36.87
2	874 501 874 503 874 507	Quality Control Manager	Both	\$58.69	\$60.16	\$61.66	\$63.20	\$64.78
3	874 501 874 503 874 507	Computer Programmer III**	Both	\$47.02	\$48.20	\$49.40	\$50.64	\$51.90
4	874 501 874 503 874 507	Administrative Assistant**	Both	\$38.68	\$39.65	\$40.64	\$41.65	\$42.70
5	874 501 874 503 874 507	Aerospace Structural Welder**	Both	\$46.19	\$47.34	\$48.53	\$49.74	\$50.99
6	874 501 874 503 874 507	Aircraft Mechanic I**	Both	\$42.35	\$43.41	\$44.49	\$45.61	\$46.75
7	874 501 874 503 874 507	Aircraft Mechanic II**	Both	\$44.48	\$45.59	\$46.73	\$47.90	\$49.10
8	874 501 874 503 874 507	Aircraft Mechanic III**	Both	\$46.67	\$47.84	\$49.03	\$50.26	\$51.51
9	874 501 874 503 874 507	Aircraft, Painter**	Both	\$38.47	\$39.43	\$40.42	\$41.43	\$42.46
10	874 501 874 503 874 507	Auditor IIA	Both	\$45.73	\$46.87	\$48.05	\$49.25	\$50.48
11	874 501 874 503 874 507	Maintenance Manager (Aviation)	Both	\$66.51	\$68.17	\$69.88	\$71.62	\$73.41
12	874 501 874 503 874 507	Budget Analyst	Both	\$50.00	\$51.25	\$52.53	\$53.84	\$55.19
13	874 501 874 503 874 507	Computer Operator IV**	Both	\$36.78	\$37.70	\$38.64	\$39.61	\$40.60
14	874 501 874 503 874 507	Computer Operator V**	Both	\$40.60	\$41.62	\$42.66	\$43.72	\$44.81
15	874 501 874 503 874 507	Computer Programmer II**	Both	\$41.21	\$42.24	\$43.30	\$44.38	\$45.49
16	874 501 874 503 874 507	Computer Systems Analyst II**	Both	\$45.15	\$46.28	\$47.44	\$48.62	\$49.84
17	874 501 874 503 874 507	Environmental Protection Assistant	Both	\$42.38	\$43.44	\$44.53	\$45.64	\$46.78
18	874 501 874 503 874 507	Environmental Technician, HAZMAT**	Both	\$38.51	\$39.47	\$40.46	\$41.47	\$42.51
19	874 501 874 503 874 507	Ground Support Equipment Mechanic**	Both	\$42.62	\$43.69	\$44.78	\$45.90	\$47.04

Item	SIN	Awarded Labor Category	Site	March 31, 2017 – March 30, 2018	March 31, 2018 – March 30, 2019	March 31, 2019 – March 30, 2020	March 31, 2020 – March 30, 2021	March 31, 2021 – March 30, 2022
20	874 501 874 503 874 507	Heavy Truck Driver**	Both	\$28.01	\$28.71	\$29.43	\$30.16	\$30.92
21	874 501 874 503 874 507	Maintenance Manager (Ground Vehicles)	Both	\$41.08	\$42.11	\$43.16	\$44.24	\$45.34
22	874 501 874 503 874 507	Maintenance Test Pilot (MTP)	Both	\$74.44	\$76.30	\$78.21	\$80.16	\$82.17
23	874 501 874 503 874 507	Material Coordinator**	Both	\$32.85	\$33.67	\$34.51	\$35.38	\$36.26
24	874 501 874 503 874 507	Motor Vehicle Mechanic**	Both	\$30.86	\$31.63	\$32.42	\$33.23	\$34.06
25	874 501 874 503 874 507	Program Manager	Both	\$77.32	\$79.25	\$81.23	\$83.27	\$85.35
26	874 501 874 503 874 507	Quality Assurance Inspector	Both	\$50.04	\$51.29	\$52.57	\$53.89	\$55.23
27	874 501 874 503 874 507	Safety & Security Manager	Both	\$54.76	\$56.13	\$57.53	\$58.97	\$60.44
28	874 501 874 503 874 507	Site Manager/Team Lead	Both	\$56.96	\$58.38	\$59.84	\$61.34	\$62.87
29	874 501 874 503 874 507	Site Supervisor	Both	\$52.80	\$54.12	\$55.47	\$56.86	\$58.28
30	874 501 874 503 874 507	Supervisory Environmental Production Specialist	Both	\$49.03	\$50.26	\$51.51	\$52.80	\$54.12
31	874 501 874 503 874 507	Supply Technician**	Both	\$35.01	\$35.89	\$36.78	\$37.70	\$38.64
32	874 501 874 503 874 507	Tool and Parts Attendant**	Both	\$22.52	\$23.08	\$23.66	\$24.25	\$24.86
33	874 501 874 503 874 507	Senior Production Control Manager	Both	\$42.26	\$43.32	\$44.40	\$45.51	\$46.65
34	874 501 874 503 874 507	Chief Maintenance Test Pilot	Both	\$75.43	\$77.32	\$79.25	\$81.23	\$83.26
35	874 501 874 503 874 507	Personnel Assistant II**	Both	\$24.23	\$24.84	\$25.46	\$26.09	\$26.75
36	874 501 874 503 874 507	Technical Instructor	Both	\$40.90	\$41.92	\$42.97	\$44.04	\$45.15

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	01020 ADMINISTRATIVE ASSISTANT	2005-2523
Aerospace Structural Welder	23010 AEROSPACE STRUCTURAL WELDER	2005-2523
Aircraft Mechanic I	23021 AIRCRAFT MECHANIC I	2005-2523
Aircraft Mechanic II	23022 AIRCRAFT MECHANIC II	2005-2523
Aircraft Mechanic III	23023 AIRCRAFT MECHANIC III	2005-2523
Aircraft, Painter	23050 AIRCRAFT, PAINTER	2005-2523
Computer Operator III	14043 COMPUTER OPERATOR III	2005-2523
Computer Operator IV	14044 COMPUTER OPERATOR IV	2005-2523
Computer Operator V	14045 COMPUTER OPERATOR V	2005-2523
Computer Programmer II	14072 COMPUTER PROGRAMMER II	2005-2523
Computer Programmer III	14073 COMPUTER PROGRAMMER III	2005-2523
Computer Systems Analyst II	14102 COMPUTER SYSTEMS ANALYST II	2005-2523
Material Coordinator	21030 MATERIAL COORDINATOR	2005-2523
Supply Technician	01410 SUPPLY TECHNICIAN	2005-2523
Ground Support Equipment Mechanic	23380 GROUND SUPPORT EQUIPMENT MECHANIC	2005-2523
Motor Vehicle Mechanic	05190 MOTOR VEHICLE MECHANIC	2005-2523
Environmental Technician, HAZMAT	30090 ENVIRONMENTAL TECHNICIAN	2005-2523
Heavy Truck Driver	31363 TRUCKDRIVER, HEAVY	2005-2523
Tool and Parts Attendant	21210 TOOLS AND PARTS ATTENDANT	2005-2523
Personnel Assistant II	01262 PERSONNEL ASSISTANT (EMPLOYMENT) II	2005-2523

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices 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 awarded are in line with the geographic scope of the contract (i.e. nationwide).

## LABOR CATEGORY DESCRIPTIONS

### SUBSTITUTIONS

Sunrise Beach Corporation DBA M2 Services reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. In addition to minimum experience requirements, one year of experience is the equivalent of one year of education.

#### **Title: Administrative Assistant**

Job Duties / Qualifications: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Responsibilities include various administrative tasks that pertain to business events like but not limited to planning, design, development, logistics, acquisition, and operations in support of logistical management, distribution/transportation management and maintenance services. Strong computer skills associated to Government and commercial systems are required, as well as, sensitivity to and ability to maintain confidential matters. Experience with office/administrative functions in the Industrial Maintenance and/or military aviation maintenance.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Administrative Assistant	High School Diploma	1 year

#### **Title: Aerospace Structural Welder**

Job Duties / Qualifications: Performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The incumbent is required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded parts from engineering drawing without direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels.

The incumbent is required to have knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications. The Aerospace Structural Welder determines the sequence of welding

in order to prevent or reduce the amount of warp to the weld, designs and fabricates weld holding fixtures as necessary to perform individual welding projects, performs pre-heat and post weld stress relief operations, maintains weld records. The incumbent may perform duties as a Qualified Weld Inspector by inspecting own welds and those of less qualified welders, and may perform duties such as training and re-certification in the various welding processes.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Aerospace Structural Welder	High School Diploma	5 years

**Title: AIRCRAFT MECHANICS**

**Title: Aircraft Mechanic I**

Job Duties / Qualifications: Troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.

This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction. Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft. Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes.

This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural,

precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

**Title: Aircraft Mechanic II**

Job Duties / Qualifications: Maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals.

Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

**Title: Aircraft Mechanic III**

Job Duties / Qualifications: Maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation.

This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and sheers, etc. is required.

The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in

aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Aircraft Mechanic I	High School Diploma	5 years
Aircraft Mechanic II	High School Diploma	8 years
Aircraft Mechanic III	High School Diploma	10 years

**Title: Aircraft, Painter**

Job Duties / Qualifications: Coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from aircraft, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool, roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface, masks and covers portions of surfaces not to be painted, and paint insignia, letters or numerals on aircraft surface, using stencils.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Aircraft, Painter	High School Diploma	3 years

**Title: Auditor IIA**

Job Duties / Qualifications: Primary responsibility of this position is to perform internal departmental audits to verify compliance to published procedures that apply to the technical and business process for logistical management, distribution/transportation management and maintenance services. Additionally, analytical problem analysis and solution determination, as well as knowledge of manufacturing operations and processes. Document audit findings using appropriate forms within the organization’s quality systems. Initiate Corrective Action Request forms as needed after each audit. Maintain hard-copy and computer records of audits. Perform follow-up audits to verify corrective actions. Review organizational and departmental procedures and forms for accuracy. Submit change requests to update procedures and forms as needed. Assist during outside party audits by providing documents and guiding auditors. Should be experienced with AS 9110, Must have experience with FAA Part – 145 standards.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
-------------	-------------------	--------------------

Auditor IIA	High School Diploma	3 Years
-------------	---------------------	---------

**Title: Budget Analyst**

*Job Duties / Qualifications:* The Budget Analyst shall assist in the financial, administrative, and management functions that pertain to logistical management, distribution/transportation management and maintenance services. These include assisting in the preparation of financial reports, production reports, delivery reports, financial funding documents, correspondence, and memoranda pertaining to health services administration from Government and commercial work management systems. The Budget Analyst shall assist the Resource Advisor in reconciling and resolving Un-Liquidated Obligation Orders Outstanding (ULOs) and Negative Un-Liquidated Obligation Orders Outstanding (NULOs) identified in the Open Document Listing and Tri-Annual Reviews. The Budget Analyst shall assist the Financial Flight by reconciling all outstanding equipment documentation.

*Minimum Education/Experience:* High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Budget Analyst	High School Diploma	3 Years

**Title: COMPUTER OPERATORS**

**Title: Computer Operator III**

*Job Duties / Qualifications:* Processes a range of scheduled routines that pertain to logistical management, distribution/transportation management and maintenance services using Government and commercial systems. This individual shall be responsible for system operation and support, such as backups, corrective system maintenance, interaction with vendors, handling questions concerning facilities, ordering supplies, handling system accounting aspects, and maintaining software libraries and microcomputer systems. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

*Minimum Education/Experience:* High school diploma and corresponding experience for level assigned is required.

**Title: Computer Operator IV**

Job Duties / Qualifications: The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data that pertain to logistical management, distribution/transportation management and maintenance services using Government and commercial systems. Adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

**Title: Computer Operator V**

Job Duties / Qualifications: Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data that pertain to logistical management, distribution/transportation management and maintenance services using Government and commercial systems. Resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems. Such actions may materially alter the computer unit's production, design, development, and maintenance plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Computer Operator III	High School Diploma	3 years
Computer Operator IV	High School Diploma	5 years
Computer Operator V	High School Diploma	7 years

**Title: COMPUTER PROGRAMMER**

## **Title: Computer Programmer II**

*Job Duties / Qualifications:* At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems that pertain to logistical management, distribution/transportation management and maintenance services using Government and commercial systems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications for events like but not limited to planning, scheduling, design, development, sustainment, tracking products, and various other events. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.

The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

*Minimum Education/Experience:* Associates degree in related field and corresponding experience for level assigned is required.

## **Title: Computer Programmer III**

*Job Duties / Qualifications:* Computer Programmer performs programming services for establishments or for outside organizations that may contract for services, converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment, i.e. digital computers; draws program flow charts to describe the processing of data, and develops the precise steps and processing logic which, when entered into the computer in coded language (COBOL, FORTRAN, or other programming language) to cause the manipulation of data to achieve desired results that pertain to logistical management, distribution/transportation management and maintenance services using Government and commercial systems. As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, maintenance, transportation, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in

that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.)

The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) This Programmer tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data.

In addition, this Programmer may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Job tasks may require the incumbent to analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. This Programmer may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes.

The Computer Programmer III works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available. This Worker, may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at 55 a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

Minimum Education/Experience: Associates degree in related field and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Computer Programmer II	Associates	3 Years
Computer Programmer III	Associates	4 Years

**Title: Computer Systems Analyst II**

Job Duties / Qualifications: This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation that pertain to logistical management, distribution/transportation management and maintenance services using Government and commercial systems. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, Government accounts, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area like but not limited to project design, project development, project planning, project scheduling, maintenance events, transportation events, and logistical processes. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system. The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. In this position, the incumbent works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Computer Systems Analyst II	High School Diploma	4 Years

**Title: ELECTRONIC MAINTENANCE TECHNICIANS**

**Title: Environmental Protection Assistant**

Job Duties / Qualifications: In comparison with specialists, environmental protection assistants perform support work in the environmental protection and improvement field. The work involves extensive

practical knowledge gained through experience and/or specific training in environments that are aligned with logistical management, distribution/transportation management and maintenance services. The assistant will be responsible to follow internal and external agency requirements/regulations for compliance when performing tasks. Assistants carry out tasks, procedures, and/or computations that can be performed by (1) application and adaptation of standardized techniques and methods and (2) use of practical judgment with only an elementary grasp of the basic principles of environmental protection work in office environments, industrial environments, and field environments. Environmental protection assistants perform duties such as reviewing files and records and summarizing relevant factual information in connection with compliance reviews; providing information to the regulated community on procedural requirements and formats for filing permits, grant applications, compliance-related forms, etc; This assistant will augment the staff to obtain 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. Collecting, tracking, computing, and summarizing statistical data in chart and narrative form that provide a comprehensive, compliant administrative package of the conditions in the logistical management, distribution/transportation management and maintenance services environments.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Environmental Protection Assistant	High School Diploma	2 Years

**Title: GENERAL CLERKS**

**Title: Material Coordinator**

Job Duties / Qualifications: 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.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Material Coordinator	High School Diploma	3 years

**Title: Quality Assurance Inspector**

NOTE: Full Grade Equivalent (FGE) is one grade above the class that performs the work being inspected.

Job Duties / Qualifications: Implements quality control and safety plans to ensure compliance with contract specifications and applicable regulations, inspects all phases of a variety of goods, services or operation for conformity to established quality, health and safety, and other operational standards by performing on-going work for compliance with contractual provisions; ensures all services listed on the performance requirement summary are performed in a satisfactory manner, specifies areas to be inspected (scheduled and unscheduled) and how often inspections will be accomplished, communicates deficiencies to proper persons, maintains Quality Control files, and document results of all inspections.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Quality Assurance Inspector	High School Diploma	5 years

**Title: Site Manager/Team Lead**

Job Duties / Qualifications: The Site Manager/Team Lead requires a minimum of four years or relevant experience in a supervisory position with equivalent experience in the logistical management offering, distribution/transportation management offering, full logistical maintenance services offering. Must have specific knowledge and expertise in assigned project area and sub-disciplines(s) as it relates to the assigned area. General management experience is required identifying project finite work elements from Government conveyed requirements, setting up systematic management oversight controls and bringing project efforts to completion within budget and schedule while achieving technical objectives. Site Manager/Team Lead is considered a working member of the assigned crew.

Minimum Education/Experience: Associate Degree. Technical experience in a related technical discipline or an equivalent combination of education and experience is required.

Title/Level	Minimum Education	Minimum Experience
Site Manager/Team Lead	Associate Degree	3 years

**Title: Site Supervisor**

**Job Duties / Qualifications:** Shall have at least four years of documented experience in the logistical management offering, distribution/transportation management offering, full logistical maintenance services offering and Aerospace and/or Aircraft maintenance procedures and processes as a Site Supervisor. The Site Supervisor will be required to manage/lead projects that have elements like but not limited to design, development, planning, scheduling, acquisition, production, operations, maintenance, transportation, distribution, operating systems, facilities, contract performance, contract requirements, quality requirements, quality management systems, internal/external agency requirements, Government and Company business/technical requirements. The Site Supervisor shall perform all local management actions associated with his/her employees. These actions are to include but are not limited to: Conducting and reporting on investigations arising from any quality defect notices issued against contract employees. Verification of time sheets; Introduction and orientation of new employees. Represent the highest level of respect and professionalism with the Customer, Company and employees. Ability to foster a safe work environment within the FRCSE Program... Ability to evaluate current processes and suggest improved solutions to the PM. Ability to manage through challenging conditions with employees, internal to the Company and with the customer.. Ability to guide the team using standardized procedures and processes within all of the Company’s systems. Experienced in all aspects of aviation safety, documentation, HAZMAT, training/licenses/certifications, scheduling, production control and management.

**Minimum Education/Experience:** High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Site Supervisor	High School Diploma	4 years

**Title: Supervisory Environmental Protection Specialist**

**Job Duties / Qualifications:** Environmental protection specialist positions require specialized knowledge of the principles, practices, and methods of program or administrative work relating to environmental protection programs in the logistical management, distribution/transportation management, and full logistical maintenance services. The supervisor must have knowledge of Government and commercial systems in this field. This entails (1) an understanding of the philosophy underlying environmental regulation; (2) knowledge of environmental laws and regulations; (3) knowledge of the planning, funding, organization, administration, and evaluation of environmental programs; (4) practical knowledge of environmental sciences and related disciplines, the effects of actions and technology on the environment, the means of preventing or reducing pollution, and the relationship between environmental factors and human health and well-being; and (5) practical knowledge of important historic, cultural, and natural resources (including land, vegetation, fish, wildlife, endangered species, forests) and the relationship between the preservation and management of these resources and environmental protection. Environmental protection specialists apply specialized knowledge of one or more program or functional areas of environmental protection work, but do not require full professional competence in environmental engineering or science. The specialist must be familiar with the process associated to project design, project development, production, maintenance, sustainment, operations, transportation, distribution, and full logistical maintenance in the logistical management, distribution/transportation management, and logistical maintenance services.

**Minimum Education/Experience:** High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Supervisory Environmental Protection Specialist	High School Diploma	3 Years

**Title: Supply Technician**

*Job Duties / Qualifications:* Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines.

Assignments require:

- a. a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines;
- b. an understanding of the needs of the organization serviced
- c. analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

*Minimum Education/Experience:* High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Supply Technician	High School Diploma	4 years

**Title: Program Manager**

*Job Duties / Qualifications:* Work assignments involve oversight of multiple site locations and/or a single major program or department as defined by M2 Services. The Program Manager will work directly with senior Government Officials and report directly to the M2 Services Operating Officer (or designee). Will be responsible for transition of operations from either Government-provided or Contractor-provided services. May, on occasion, be responsible for development of new services without an incumbent work force. The Program Manager will have direct responsibility to act on behalf of M2 Services on all contract specific matters to include modification of service requirements and change orders. Oversees all senior level activities for multiple sites and coordinates all department and/or project activities. Responsible for development and maintenance of all sequences, schedules, and controls to include analysis of multi-disciplined professional and/or management tasks.

Minimum Education/Experience: Applicant must have extensive knowledge of airfield operations, operating procedures of Defense agencies (and civilian aerospace agencies) and must be proficient in technical field most applicable to the duty requirements as assigned.

Title/Level	Minimum Education	Minimum Experience
Program Manager	Bachelor of Science or Higher Education	10 years

**Title: Ground Support Equipment Mechanic**

Job Duties / Qualifications: Diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools. This mechanic maintains external fuel and grounding systems, performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications.

This work also does the following: disassembles and assembles malfunctioning GSE accessories and components, removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations. This mechanic prepares GSE for storage and mobility deployment; and operates, cleans, inspects, and services GSE towing vehicles. In addition to maintaining vehicle records, this mechanic maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, practices good housekeeping, tool control, Foreign Object Damage prevention, and safety at all times.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Ground Support Equipment Mechanic	High School Diploma	5 years

**Title: Motor Vehicle Mechanic**

Job Duties / Qualifications: Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston

rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Motor Vehicle Mechanic	High School Diploma	3 years

**Title: Tool and Parts Attendant**

Job Duties / Qualifications: Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment supporting logistical management, distribution/transportation management, and logistical maintenance services. The Tools and Parts Attendant must be familiar with Government and commercial management systems used to manage the tools and parts processes. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Tool and Parts Attendant	High School Diploma	3 years

**Title: Maintenance Test Pilot (MTP)**

Job Duties / Qualifications: Pilots aircraft and serves as Aircraft Commander in accomplishing maintenance test flight acceptance and support missions as prescribed by customer requirements.

\*Overtime and weekend work may be required depending on production requirements.

Plans Mission: Obtains briefing information on purpose of flight test, weather, operation procedures, intelligence and special instructions. Prepares flight plans considering such factors as altitude, terrain, weather, aircraft, crew capabilities, threats, operational and training requirements and flight procedures. Prepares and files flight clearance. Ensures aircraft is preflight inspected, loaded, equipped and manned for mission. Inspects engines, fuselage and control surfaces for mechanical and structural soundness. Inspects and tests mission equipment for proper/safe operation. Ensures that weight and balance are correct, fuel supply is adequate and survival and rescue equipment is properly stowed.

Briefs crewmembers and non-crewmembers on safety and emergency procedures and scope of mission. Pilots aircraft and commands crew to accomplish assigned mission. Pilot operates controls and equipment to take off and land under varying flying conditions. Performs prescribed test maneuvers, instrument

readings and records results and test specifications as prescribed by the contract or customer requirements. Tests both normal and emergency functions of systems. Coordinates and direct flight phases of tests or support with other aircraft. Maintains flight records and reports observations made during mission. Conducts and supervises training of crewmembers. Instruct Co-pilots in operation and techniques of maintenance test flying. Orients and briefs crewmembers and non-crewmembers on duties and responsibilities, flight operation and mission profile.

Maintains proficiency and currency requirements and performs check rides and support flights for proficiency effectiveness. Provides detailed and effective communications with ground maintenance personnel on results of test or acceptance flights. Determines need to re-fly or fix-and-sell on deficiencies noted in-flights. During non-flight periods is capable of and performs duties of Technical Inspector, inspecting maintenance and modification actions on assigned aircraft. Must be able to work overtime and weekends as deemed necessary by supervisor.

Minimum Education/Experience: Graduate of U.S. Army Maintenance Officers Course (AMOC Phase II, MTP) required. 1000 hours first pilot time with 300 hours in MDS required. FAA Commercial or Airline Transport Pilot (ATP) rating is required. \*Must possess current or have ability to pass and maintain an FAA or Military Class II flight physical. Must have ability to pass “hands on” flight evaluation to establish currency.

Title/Level	Minimum Education	Minimum Experience
Maintenance Test Pilot (MTP)	U.S. Army AMOC Phase II Course	1000 Hours/300 Hours MDS

**Title: Environmental Technician, HAZMAT**

This position performs limited aspects of material supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:

- (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines; and (d) receive, store, transport, replenish and issue HAZMAT in a controlled manner for the duration of the HAZMAT lifecycle IAW local installation (FH-REG 200-10), city, state, and federal and OSHA standards

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
-------------	-------------------	--------------------

Environmental Technician, HAZMAT	High School Diploma	4 years
----------------------------------	---------------------	---------

**Title: Maintenance Manager (Aviation)**

This Manager is overall responsible for compliance with requirements and continuous improvement for the aviation workforce, and will be required to participate in formulating and enforcing policies. Manage daily operations through planning the use of materials and human resources. Monitor workmanship to ensure the quality of maintenance accomplished meets standards for serviceability and support as provided by the Government, IAW company policies and the Performance Work Statement requirements. Will be required to supervise maintenance of assigned aircraft, vehicles, aviation ground support equipment (AGSE), communications equipment, and Government furnished property and equipment.

Supervise the aviation operations to sustain the following at a minimum:

- All equipment is fully mission capable.
- All repairs, services, and other related work that are needed to maintain and repair aircraft/equipment, and for which the required parts and supplies are available, are completed in accordance with technical publications, and other performance criteria.
- Scheduled services are performed at the service interval required by the applicable technical publication (s).
- Participate in management reviews and report status as required.

Reports to management for performance of maintenance support requirements. Has overall responsibility for performance of the Aviation Maintenance Section. Performs additional duties as required.

**Qualifications**

- Must be computer proficient to include the use of Excel and Word Working knowledge of technical publications
- Must be able to manage to include using a web based management tools
- Must be able to prioritize workload in order to maintain schedules on assigned projects
- Must be able to read, write and speak English fluently
- Able to deal with stressful situation while maintaining a professional attitude
- Strong critical thinking or analytical skills
- Excellent communication and collaboration skills
- At least three (3) years of related experience in aviation operations management required

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Maintenance Manager (Aviation)	High School Diploma	3 years

**Title: Maintenance Manager (Ground Vehicles)**

The Manager will be required to monitor workmanship of a quality and maintenance accomplished meets standards for serviceability and support as provided by Government. Will be required to supervise Unit Field and Sustainment Level Maintenance on assigned ground fleets encompassing wheeled vehicles, aviation ground support equipment (AGSE), communications equipment, and Government furnished property and equipment..

The Manager is responsible for compliance with applicable technical publications, performance criteria, company quality management systems and supervision of the maintenance performed for the customer. This maintenance operation includes field level maintenance and Commander approved sustainment level for vehicles and ground equipment. Supervisor ensures adherence to the applicable standards, contract and quality management systems for each individual piece of ground equipment.

Supervise the motor-pool operations to sustain the following at a minimum:

- All equipment is fully mission capable.
- All repairs, services, and other related work that are needed to correct field level equipment and materiel faults and for which the required parts and supplies are available and completed in accordance with applicable standards.
- Scheduled services are performed at the service interval required by the applicable technical publication.

Reports to company management for performance of Ground Maintenance Units

**Qualifications**

- Must be computer proficient to include the use of Excel and Word
- Working knowledge of technical publications
- Must be able to prioritize workload in order to maintain schedules on assigned projects
- Must be able to read, write and speak English fluently
- Able to deal with stressful situation while maintaining a professional attitude
- Strong critical thinking or analytical skills
- Excellent communication and collaboration skills
- 3 years of experience in ground operations

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Maintenance Manager (Ground Vehicles)	High School Diploma	3 years

**Title: Quality Control Manager**

Implements quality control plans to ensure compliance with contract specifications and applicable regulations. Supervises aircraft/ground component and shop inspections to assure compliance with customer technical and related directives by examining on-going work for compliance with contractual provisions; ensures all services listed on the performance requirements summary are performed in a satisfactory manner, specifies areas to be inspected (scheduled and unscheduled) and how often

inspections will be accomplished. Communicates deficiencies to proper persons; verifies that established standards are maintained relative to such matters as processing, product-packaging, storage and transportation methods, business practices, operations and services.

The Quality Manager shall develop and implement Continuous Improvement initiatives to achieve lean processes with reduced variation where necessary, enhanced products, efficient work activities related to the scope of the contract. Will be responsible for tracking and measuring status of ongoing activities, show results of completed activities, and demonstrate Continuous Improvement effectiveness.

The Quality Manager will provide guidance and supervision to all Technical Inspectors and Technical Instructors. Additional supervisor duties will include attending meetings, timekeeping, preparation and issuance of personnel actions, completion and submittal of reports, and other duties as required by the Program Manager to meet company and contractual requirements.

**Qualifications**

- Must have a minimum of 3 years’ experience as aviation inspector on applicable aviation platforms or have an FAA IA Inspector’s license
- Must be computer proficient to include the use of Excel and Word
- Working knowledge of technical publications
- Must be able to prioritize workload in order to maintain schedules on assigned projects
- Must be able to read, write and speak English fluently
- Able to deal with stressful situation while maintaining a professional attitude
- May be required to work different shifts
- May be required to travel
- Must be able to obtain and maintain a Secret security clearance and access as required by the contract
- Must possess a valid driver’s license

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Quality Control Manager	High School Diploma	3 years

**Title: Safety & Security Manager**

Implement HSE/Security plans to ensure compliance with contract specifications and applicable regulations in the logistical management, distribution/transportation management, and logistical maintenance services. The manager shall ensure that the design, development, production, sustainment, and various other variables that impact the safety and security of the product/facility are maintained to the internal and external regulations. The manager will be required to monitor maintenance components and shop operations to assure compliance with government and customer safety related directives by examining on-going work for compliance with contractual/regulatory provisions. Ensure operations are conducted in a satisfactory manner, analyze work environments and work procedures, inspect workplaces for adherence to regulations on safety, health, and the environment, monitor transportation routes, evaluate maintenance conditions, and specify areas to be inspected (HSE and security) and how often inspections will be accomplished to ensure compliant, safe operations in support of logistical management, distribution/transportation management, and logistical maintenance services. Design programs to prevent disease or injury to workers and damage to the environment. Communicate deficiencies to proper persons; verify that established standards are maintained relative to maintaining a safe and healthy workplace at each worksite, free of hazards to life and property. Interact with customer safety representatives to include hosting and attending required safety meetings, communicating and tracking safety concerns and improvements.

The Safety/Security Manager shall develop and implement Continuous Improvement initiatives to improve HSE and security work activities related to the scope of the contract. Will be responsible for defining and tracking Continuous Improvement Metrics and safety statistics, and prepare results to illustrate the status of the safety and security program, and demonstrate Continuous Improvement effectiveness.

The Safety/Security Manager will provide guidance and supervision to environmental technicians and site personnel as required. Additional duties will include site Fire Marshal, and Tool Control Program Manager. Conduct HSE/Security training for employees and monitor the effectiveness of the training provided to ensure compliance. Conduct pre-mishap and emergency drills for the site to ensure effective processes. Maintain bulletin boards with safety and security information posted IAW OSHA and company policy. Provide safety briefing for activities which include TDY events. Advise the management and site leadership on HSE/Security related requirements.

**Qualifications**

- Must have minimum three (3) years related experience, have attended a resident Military course for ground/aviation safety or risk management (or Civilian equivalent) that has adequately covered OSHA requirements.
- Working knowledge of technical publications

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Safety & Security Manager	High School Diploma	3 years

**Title: Heavy Truck Driver**

Operates all wheel vehicles and equipment over varied terrain and roadways for support of operations. Worker drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: warehouses, open storage lots, and maintenance facilities, and secures cargo against inclement weather, pilferage, and damage. This driver may also load or unload truck with or with assistance, tie down loads to prevent shifting, make minor mechanical repairs, and keep truck in good working order.

They operate vehicle component material handling equipment (MHE), as required. Employs land navigation techniques. Workers must be knowledgeable with the operation of radios and weapons when they are mounted on the vehicle and performs vehicle self-recovery and field expedients to include towing vehicles. Corrects or reports all vehicle deficiencies; supports mechanics where necessary. Also, prepares vehicles for movement/shipment by air, rail, or vessel. Worker organizes and participates in convoys; dispatches vehicles; verifies vehicle logbooks; receives and fills requests from authorized persons for motor support; and compiles time, mileage and load data. Worker may operate vehicles such as the Heavy Expanded Mobility Tactical Transport (HEMETT), Heavy Equipment Transporter (HET), and Palletized Loading System (PLS) vehicles to include performing self-recovery operations. Truck Drivers are classified by type and the rated capacity of truck; drivers must possess the appropriate CDL classification for their job category, have attended a course regarding Ammo Awareness, as well as, one that certifies worker to transport Hazardous Materials and have at a minimum, four (4) years like experience.

**Qualifications**

- Must be able to prioritize workload in order to maintain schedules on assigned projects
- Must be able to read, write and speak English fluently
- Able to deal with stressful situation while maintaining a professional attitude
- May be required to work different shifts
- May be required to travel
- Must be able to obtain and maintain security clearances and access as required by the contract

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Heavy Truck Driver	High School Diploma	4 years

**Title: Senior Production Control Manager**

Job Duties / Qualifications: The Senior Production Control Manager plans, directs, controls, and monitors all aircraft maintenance and support programs to ensure satisfactory completion of program objectives. Responsible for Coordination of maintenance and logistics operations supporting rotary wing aircraft; coordinate with Production Control Officer on maintenance assignments to meet requirements of flight and test schedules. Reports to the Production Control Officer and acts as the Program Manager in his absence. Must be customer oriented. Evaluates the maintenance program and ensure it is not overly

tasked with augmentation duties outside maintenance functional areas. Plans and directs project execution; monitors and develops reports on progress.

Duties/Skills Include:

- Expert with extensive skill in aircraft maintenance production/ maintenance management
- Able to perform duties as Program Manager in the absence of the PC Officer
- Effective leadership of maintenance teams and communication skills are critical.
- Supervises Production Control section where aircraft maintenance, inspections, and Contact teams may be required by customers where appropriate to both Army National Guard and
- Supervises the preparation of all required forms, certifications, and reports regarding the aircraft, their availability and associated ground support equipment
- Supports and supervises an active safety program in conjunction w/Aviation Safety Official
- May be required to travel on company business
- Attends meetings with customer as required to plan inspections and aircraft availability; prepares reports and conducts briefings as required
- Coordinates logistics to ensure timely ordering of required repair parts and distribution to subordinate sites as well as special tooling for those specific sites. Coordinates TBO parts and consumables are placed on order well in advance of aircraft arriving for inspection.
- Coordinates with Production Control personnel and supervisors and facilitates their daily requirements
- Must be an expert in manpower management, safety, environmental compliance and quality control applications
- Must be able to communicate objectives effectively to lead personnel
- Performs other duties as assigned by Program Manager

Minimum Education/Experience: High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Senior Production Control Manager	High School Diploma	7 years

**Title: Chief Maintenance Test Pilot**

Job Duties / Qualifications: The Chief Maintenance Test Pilot shall be required to perform duties such as Aircraft Technical Inspections, Chief Pilot Duties, and Ferry Flights, at the direction of the Site Supervisor when not performing actual maintenance test flights.

- Specific aircraft platform qualified
- All Contractor pilots shall undergo and successfully complete initially and annually thereafter, a flight physical and service guidance contained in program standard procedures. Contract pilots shall not perform flight duties after receiving treatment, medication, or drugs until properly cleared by a designated medical examiner. Further, the Government customer reserves the right to have Contractor pilots examined at US DoD medical facilities when deemed necessary.
- MTP Instrument Rating Maintenance test pilots shall possess an instrument rating on their FAA Commercial Certificates; no waivers will be granted. Instrument and night flight are not required
- Maintenance Test Pilot Prerequisites; The Contractor's maintenance test pilots shall meet the qualification requirements of government standards.

- Maintenance Test Pilot Proficiency; The Contractor's Maintenance test pilots shall undergo an annual flight evaluations. An Army/Government Test Flight Evaluator (MTFE) will conduct this evaluation.
- Must be able to read, write and speak English fluently
- Able to deal with stressful situation while maintaining a professional attitude
- May be required to work different shifts
- May be required to travel
- Must be able to obtain and maintain security clearances and access as required by the contract

**Minimum Education/Experience:** Graduate of U.S. Army Maintenance Officers Course (AMOC Phase II, MTP) required. Pilots shall have successfully completed Army Maintenance Test Pilots Course (MTPC) or complete an equivalency evaluation IAW AR 95 standard. 1200 hours first pilot time with 300 hours in MDS required. FAA Commercial or Airline Transport Pilot (ATP) rating is required. \*Must possess current or have ability to pass and maintain an FAA or Military Class II flight physical. Must have ability to pass “hands on” flight evaluation to establish currency.

Title/Level	Minimum Education	Minimum Experience
Chief Maintenance Test Pilot	U.S. Army AMOC Phase II Course	1200 Hours/300 Hours MDS

**Title: Personnel Assistant II**

**Job Duties / Qualifications:** This position serves as a clerical expert in the tasks/duties required to sustain compliant administrative process for logistical management, distribution/transportation management, and logistical maintenance services. This assistant must be familiar with the business and technical processes that pertain to design, development, acquisition, logistics, maintenance, transportation, distribution, equipment, systems, and various other variables that are directly associated to logistical management, distribution/transportation management, and logistical maintenance services. It is not uncommon for the assistant to process the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages used by Government and commercial agencies. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

**Minimum Education/Experience:** High school diploma and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Personnel Assistant II	High School Diploma	2 years

**Title: Technical Instructor**

**Job Duties / Qualifications:** The Technical Instructor shall have a firm understanding of the technical requirements to operate in the logistical management, distribution/transportation management, and logistical maintenance services. This Technical Instructor must be familiar with the business and technical processes that pertain to design, development, acquisition, logistics, maintenance, transportation, distribution, equipment, systems, and various other variables that are directly associated to logistical management, distribution/transportation management, and logistical maintenance services. This instructor teaches one or more short courses in a technical trade or craft such as aircraft fundamentals, drivers training, HAZMAT, fuel handler’s course, armament (FARP), and fire safety (TRMX system), prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The instructor 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. Instructors shall possess at a minimum 3 years experience in their respective training field and an appropriately classified CDL for those instructors teaching courses for vehicles equipped with air brake systems.

**Minimum Education/Experience:** An Associate Degree or other two-year equivalent training certificate program and corresponding experience for level assigned is required.

Title/Level	Minimum Education	Minimum Experience
Technical Instructor	Associate Degree	3 years