

FEDERAL SUPPLY SERVICE  
**Authorized Federal Supply Schedule Pricelist**

Temporary Administration and Professional Staffing Services (TAPS)

**Special Item Numbers**

736-1      **Administrative Support and Clerical Occupations**  
736-3      **General Services and Support**  
736-4      **Information and Arts Occupations, including Miscellaneous**



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**Small Business**

Contract Number: **GS-07F-5846R**

Contract Period: **June 01, 2005 – May 31, 2010**

Pricelist current through Modification # **A001**, dated **11/28/2005**.

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

**Prices Shown Herein are Net (discount deducted)**

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: [GSAAdvantage.gov](http://GSAAdvantage.gov).

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**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1a. Awarded Special Item Number (SIN)**

SIN	Description
736-1	Administrative Support and Clerical
736-3	General Service and Support
736-4	Information and Arts Occupations

**1b. Lowest priced model number and lowest unit price:**

Cashier -- \$13.16/hr in North Dakota

**1c. Job Title and Description**

**SIN 736-1 Administrative Support and Clerical**

**Accounting Clerk I (DOL 01011)**

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

**Accounting Clerk II (DOL 01012)**

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper

identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

**Accounting Clerk III (DOL 01013)**

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

**Accounting Clerk IV (DOL 01014)**

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

**Document Preparation Clerk (Document Preparer) (DOL 01060)**

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

**Messenger (Courier) (DOL 01070)**

Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of

items received and delivered. May deliver items to offices and departments within an establishment.

**Duplicating Machine Operator (DOL 01090)**

Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

**General Clerk I (DOL 01115)**

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

**General Clerk II (DOL 01116)**

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

**General Clerk III (DOL 01117)**

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**General Clerk IV (DOL 01118)**

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

**Key Entry Operator I (DOL 01311)**

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

**Key Entry Operator II (DOL 01132)**

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I. Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

**Order Clerk I (DOL 01191)**

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

**Order Clerk II (DOL 01192)**

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

**Personal Assistant (Employment) I (DOL 01261)**

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher-level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

**Personal Assistant (Employment) II (DOL 01262)**

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations that deviate from established precedents. Clerks/assistants are relied upon to alert higher-level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

**Personal Assistant (Employment) III (DOL 01263)**

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher-level personnel office employees; other work may be checked occasionally.

**Personal Assistant (Employment) IV (DOL 01264)**

Performs work in support of personnel professionals that requires a good working knowledge of personnel procedures, guides, and precedents. In representative assignments: interviews applicants, obtains references, and recommends placement of applicants in a few well-defined occupations (trade or clerical) within a stable organization or unit; conducts post-placement or exit interviews to identify job adjustment problems or reasons for leaving the organization; performs routine statistical analyses related to manpower, EEO, hiring, or other employment concerns, e.g., compares one set of data to another set as instructed; and requisitions applicants through employment agencies for clerical or blue collar jobs. At this level, assistants typically have a range of personal contacts within and outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties. Supervisor reviews completed work against stated objectives.

**Secretary I thru V (01311 THRU 01315)**

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

**Classification by Level**

Secretary jobs which meet the required characteristics are matched at one of five levels according to two factors: (a) Level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

**Level of Secretary's Supervisor (LS)**

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

\* LS-1

o Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

\* LS-2

o Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc.; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups which meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

o The presence of subordinate supervisors does not by itself mean LS-2 applies, e.g., a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

o In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

\* LS-3

o Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: Financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in, such areas as personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

### Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

\* LR-1 Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;

2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;

3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;

4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;

5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

\* LR-2 Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;

2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;

3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;

4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;

5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

\* LR-3 Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

1. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;

2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;

3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;

4. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;

5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

\* LR-4 Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

1. Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized;

2. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;

3. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems;

4. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;

5. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Excludes secretaries performing any of the following duties:

Acts as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revises or clarifies procedures to eliminate conflict or duplication; identifies and resolves various problems that affect the orderly flow of work in transactions with parties outside the organization.

Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or State officials, members of Congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgement and discretion.

**Criteria for Matching Secretaries by Level**

Secretary I (01311), Secretary II (01312), Secretary III (01313), Secretary IV (01314), and Secretary V (01315)

Intentionally blank	LR-1	LR-2	LR-3	LR-4
LS-1	I 01311	II 01312	III 01313	IV 01314
LS-2	I 01311	III 01313	IV 01314	V 01315
LS-3	I 01311	IV 01314	V 01315	V 01315

**Switchboard Operator Receptionist (DOL 01460)**

Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

**Travel Clerk I (DOL 01531)**

Under close supervision or following specific procedures and detailed instructions arranges travel on one and sometimes two modes of transportation. Travel is almost always recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

**Travel Clerk II (DOL 01532)**

Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides.

Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations.

Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.

Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

**Travel Clerk III (DOL 01533)**

At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, replanning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.

A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

The incumbent is characterized by independence of action, with very little instruction, guidance and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and responsible as the principal point of liaison with other elements and with carriers and other facilities.

**Word Processor I (DOL 01611)**

Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

**Word Processor II (DOL 01612)**

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

**Word Processor III (DOL 01613)**

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

**Survey Worker (interviewer) (DOL 01420)**

Interviews people to obtain information on topics such as public issues or consumer buying habits. Contacts people at home or place of business or by telephone following specified sampling procedures, or approaches them at random on street. Asks questions relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in Federal, state or local census surveys.

**SIN 736-3 General Service & Support**

**Forklift Operator (DOL 21071)**

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

**Janitor (DOL 11150)**

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

- Workers who specialize in window washing.
- Housekeeping staff who make beds and change linens as a primary responsibility.
- Workers required to disassemble and assemble equipment in order to clean machinery.
- Workers who receive additional compensation to maintain sterile facilities or equipment.

**Laborer (DOL 23470)**

Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walkways; picks up leaves and trash.

**Laborer, Grounds Maintenance (DOL 11210)**

Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas.

**Material Coordinator (DOL 21020)**

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

**Material Handling Laborer (DOL 21040)**

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;

4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (longshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

**Order Filler (DOL 21050)**

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

**Shipping/Receiving Clerk (DOL 21100)**

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

**Shipping Packer (DOL 21130)**

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.

**Store Worker I (DOL 21140)**

Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.

**Stock Clerk (Shelf Stocker; Store Worker II) (DOL 21150)**

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to size to fill order.

**Tools and Parts Attendant (Tool Crib Attendant) (DOL 21210)**

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. 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 brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.

**Warehouse Specialist (Warehouse Worker) (DOL 21400)**

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

**Electrician, Maintenance (DOL 23160)**

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

**Maintenance I (DOL 23181)**

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic

equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

**Maintenance II (DOL 23182)**

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

**Maintenance III (DOL 23183)**

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

**General Maintenance Worker (DOL 23370)**

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Excluded are:

1. Craft workers included in a formal apprenticeship or progression program based on training and experience;
2. Skilled craft workers required to demonstrate proficiency in one or more trades;
3. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

**Machinery Maintenance Mechanic (DOL 23530)**

Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the

production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

**Machinist, Maintenance (DOL 23550)**

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

**Pipefitter, Maintenance (DOL 23790)**

Installs or repairs water, steam, gas or other types of pipe and pipe fittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

**Plumber Maintenance (DOL 23800)**

Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

## **SIN 736-4 Information & Arts, & Miscellaneous Occupations**

### **Photographer I (DOL 13071)**

Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

### **Photographer II (DOL 13072)**

Uses standard still cameras, commonly available lighting equipment and related techniques to take photographs which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subject photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. Requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. May use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. Consults with supervisor or more experienced photographers when problems are anticipated.

### **Photographer III (DOL 13073)**

Selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Discusses technical requirements with operating officials or supervisor and customizes treatment for each situation according to a detailed request. Varies camera processes and techniques and uses the setting and background to produce esthetics, as well as accurate and informative, pictures. Typically, standard equipment is used at this level although "specialized" photography usually is performed; may use some special-purpose equipment under closer supervision. In typical assignments, photographs: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. Works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

### **Photographer IV (DOL 13074)**

Uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. Conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment. Improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc. Some assignments are characterized by extremes in light values and the use of complicated equipment. Sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. Works under guidelines and requirements of the subject-matter area to be photographed. Consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

#### **Photographer V (DOL 13075)**

As a top technical expert, exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. Typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g., works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality. Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. Uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment. May exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

#### **Food Service Worker (DOL 07100)**

Performs a variety of tasks concerned with the preparation and serving of foods and beverages. Washes, peels, scrapes, and cuts vegetables and fruits. Prepares simple salads and toast. Cuts butter and slices cakes and pies. Makes coffee, tea, and other beverages. Dishes out portions of foods on trays or plates, and pours beverages. Prepares dining and serving areas by setting up counters, stands, and tables. Places food containers in serving order, fills salt and pepper shakers, and places linen and silverware on tables. Scrapes, washes, and sorts dishes, glassware, and silverware. Cleans kitchen equipment, pots and pans, counters, and tables. Sweeps and mops

#### **Cashier (DOL 13071)**

Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting.

Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph.

Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

**Desk Clerk (DOL 99050)**

Performs any combination of the following duties for guests of hotel, motel, or other lodging facility: Registers and assigns rooms to guests. Issues and receives room keys. Date-stamps, sorts, and racks incoming mail and messages. Receives and transmits messages, using equipment such as telephone switchboard, console, telegraph, and Teletype. Answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions. Keeps records of room availability and guests' accounts. Computes bill, collects payment, and makes change for guests. Makes and confirms room reservations. May post charges such as room, food, liquor, or telephone to cash books by hand or machine. May make restaurant, transportation, or entertainment reservations, and arrange for tours. May deposit guests' valuables in safe or safe-deposit box. May sell tobacco, candy, and newspapers.

**2. Maximum order:**

\$100,000.00

**3. Minimum order:**

\$100.00

**4. Geographic coverage (delivery area):**

Denver, CO, Wage Determination Number 94-2081, Revision 26 dated 08/05/2004,  
Eugene, OR Wage Determination Number: 94-2439 Revision 25 dated 07/15/2005,  
DC-District Wide Wage Determination Number: 94-2103 Revision 34 dated 05/23/2005,  
North Dakota Wage Determination Number: 94-2407 Revision 26 dated 06/21/2005,  
Phoenix, AZ Wage Determination Number: 94-2023 Revision 30 dated 05/23/2005,  
Richmond, VA Wage Determination Number: 94-2545 Revision 26 dated 07/27/2005

**5. Point(s) of production:**

GT(Global Staffing)  
530 Malley Dr.  
Northglenn, CO 80233

**6. Prices Shown Herein are Net (discount deducted)**

<b>Colorado</b>	
<b>Labor Category</b>	<b>Rate</b>
<b>SIN 736-1 Administrative Support &amp; Clerical</b>	
Accounting Clerk I	22.06
Accounting Clerk II	23.13
Accounting Clerk III	26.39
Accounting Clerk IV	29.17
Document Preparation Clerk	21.41
Messenger (Courier)	15.76
Duplicating Machine Operator	21.41
General Clerk I	18.61
General Clerk II	20.57
General Clerk III	21.41
General Clerk IV	24.09
Key Entry Operator I	20.57
Key Entry Operator II	24.03
Order Clerk I	24.20
Order Clerk II	25.64
Personnel Assistant (Employment) I	21.76
Personnel Assistant (Employment) II	24.09
Personnel Assistant (Employment) III	26.61
Personnel Assistant (Employment) IV	29.31
Secretary I	24.03
Secretary II	26.50
Secretary III	27.94
Secretary IV	32.70
Secretary V	36.00
Switchboard Operator-Receptionist	20.03
Travel Clerk I	20.99
Travel Clerk II	21.87
Travel Clerk III	23.20
Word Processor I	21.41
Word Processor II	24.09
Word Processor III	26.33
Survey Worker (Interviewer)	24.36
<b>736-3 General Services &amp; Support</b>	
Forklift Operator	24.62
Janitor	20.64
Laborer	22.02
Grounds Maintenance	22.02
Material Coordinator	30.74
Material Handling Laborer	24.01
Order Filler	20.30
Shipping/Receiving Clerk	22.39
Shipping Packer	22.39
Store Worker I	19.80
Stock Clerk (Shelf Stocker; Store Worker II)	22.61

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Tools and Parts Attendant	24.77
Warehouse Specialist	23.82
Electrician	37.54
Maintenance I	31.70
Maintenance II	34.30
Maintenance III	36.22
General Maintenance Worker	29.21
Machinery Maintenance Mechanic	31.92
Machinist	29.66
Pipefitter	34.14
Plumber	30.77
<b>763-4 Information and Arts, and Miscellaneous Occupations</b>	
Photographer I	23.35
Photographer II	25.78
Photographer III	31.24
Photographer IV	37.57
Photographer V	44.85
Food Service Worker	18.67
Cashier	17.37
Desk Clerk	17.15

<b>Eugene, OR</b>	
Labor Category	Rate
<b>SIN 736-1 Administrative Support &amp; Clerical</b>	
Accounting Clerk I	18.48
Accounting Clerk II	19.92
Accounting Clerk III	22.34
Accounting Clerk IV	24.64
Document Preparation Clerk	23.42
Messenger (Courier)	18.46
Duplicating Machine Operator	19.25
General Clerk I	15.76
General Clerk II	18.30
General Clerk III	20.18
General Clerk IV	22.29
Key Entry Operator I	17.70
Key Entry Operator II	19.18
Order Clerk I	17.70
Order Clerk II	23.55
Personnel Assistant (Employment) I	18.37
Personnel Assistant (Employment) II	22.32
Personnel Assistant (Employment) III	24.16
Personnel Assistant (Employment) IV	26.16
Secretary I	21.25
Secretary II	23.42
Secretary III	25.77

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Secretary IV	28.33
Secretary V	31.05
Switchboard Operator-Receptionist	22.70
Travel Clerk I	19.95
Travel Clerk II	21.37
Travel Clerk III	22.73
Word Processor I	19.25
Word Processor II	21.25
Word Processor III	24.94
Survey Worker (Interviewer)	21.38
<b>736-3 General Services &amp; Support</b>	
Forklift Operator	23.21
Janitor	17.52
Laborer	19.00
Grounds Maintenance	19.45
Material Coordinator	26.64
Material Handling Laborer	21.65
Order Filler	19.36
Shipping/Receiving Clerk	20.23
Shipping Packer	20.23
Store Worker I	19.03
Stock Clerk (Shelf Stocker; Store Worker II)	23.79
Tools and Parts Attendant	23.21
Warehouse Specialist	23.21
Electrician	35.98
Maintenance I	31.89
Maintenance II	34.70
Maintenance III	36.19
General Maintenance Worker	24.28
Machinery Maintenance Mechanic	29.81
Machinist	29.64
Pipefitter	33.99
Plumber	31.86
<b>763-4 Information and Arts, and Miscellaneous Occupations</b>	
Photographer I	22.12
Photographer II	24.85
Photographer III	28.47
Photographer IV	32.31
Photographer V	38.51
Food Service Worker	15.52
Cashier	16.07
Desk Clerk	17.69

<b>DC-District wide</b>	
<b>Labor Category</b>	<b>Rate</b>
<b>SIN 736-1 Administrative Support &amp; Clerical</b>	
Accounting Clerk I	20.50

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Accounting Clerk II	21.51
Accounting Clerk III	24.45
Accounting Clerk IV	27.00
Document Preparation Clerk	21.35
Messenger (Courier)	17.70
Duplicating Machine Operator	21.35
General Clerk I	19.80
General Clerk II	22.76
General Clerk III	25.07
General Clerk IV	30.02
Key Entry Operator I	21.23
Key Entry Operator II	22.90
Order Clerk I	24.23
Order Clerk II	26.48
Personnel Assistant (Employment) I	21.79
Personnel Assistant (Employment) II	24.75
Personnel Assistant (Employment) III	27.53
Personnel Assistant (Employment) IV	31.27
Secretary I	26.22
Secretary II	27.95
Secretary III	30.83
Secretary IV	33.95
Secretary V	37.28
Switchboard Operator-Receptionist	20.35
Travel Clerk I	19.73
Travel Clerk II	20.97
Travel Clerk III	22.31
Word Processor I	21.35
Word Processor II	24.75
Word Processor III	27.53
Survey Worker (Interviewer)	26.68
<b>736-3 General Services &amp; Support</b>	
Forklift Operator	26.60
Janitor	17.85
Laborer	20.11
Grounds Maintenance	20.11
Material Coordinator	31.05
Material Handling Laborer	19.89
Order Filler	22.42
Shipping/Receiving Clerk	22.33
Shipping Packer	22.33
Store Worker I	16.28
Stock Clerk (Shelf Stocker; Store Worker II)	22.18
Tools and Parts Attendant	28.00
Warehouse Specialist	26.60
Electrician	36.28
Maintenance I	31.59
Maintenance II	35.29

GT(Global Staffing)

Maintenance III	38.17
General Maintenance Worker	28.43
Machinery Maintenance Mechanic	33.21
Machinist	34.70
Pipefitter	36.53
Plumber	33.91
<b>763-4 Information and Arts, and Miscellaneous Occupations</b>	
Photographer I	24.13
Photographer II	27.76
Photographer III	34.05
Photographer IV	40.61
Photographer V	45.09
Food Service Worker	17.24
Cashier	17.11
Desk Clerk	17.05

North Dakota	
Labor Category	Rate
<b>SIN 736-1 Administrative Support &amp; Clerical</b>	
Accounting Clerk I	16.04
Accounting Clerk II	17.82
Accounting Clerk III	20.02
Accounting Clerk IV	22.20
Document Preparation Clerk	17.43
Messenger (Courier)	16.85
Duplicating Machine Operator	16.91
General Clerk I	14.86
General Clerk II	16.93
General Clerk III	19.02
General Clerk IV	21.00
Key Entry Operator I	17.60
Key Entry Operator II	20.34
Order Clerk I	18.60
Order Clerk II	20.15
Personnel Assistant (Employment) I	17.90
Personnel Assistant (Employment) II	20.70
Personnel Assistant (Employment) III	24.10
Personnel Assistant (Employment) IV	26.23
Secretary I	18.63
Secretary II	21.77
Secretary III	23.39
Secretary IV	26.79
Secretary V	35.94
Switchboard Operator-Receptionist	17.09
Travel Clerk I	17.04
Travel Clerk II	18.85
Travel Clerk III	19.74

GT(Global Staffing)

Word Processor I	17.47
Word Processor II	20.41
Word Processor III	22.93
Survey Worker (Interviewer)	18.25
<b>736-3 General Services &amp; Support</b>	
Forklift Operator	22.06
Janitor	16.25
Laborer	17.27
Grounds Maintenance	17.27
Material Coordinator	28.39
Material Handling Laborer	18.41
Order Filler	17.82
Shipping/Receiving Clerk	20.02
Shipping Packer	20.02
Store Worker I	17.41
Stock Clerk (Shelf Stocker; Store Worker II)	22.21
Tools and Parts Attendant	22.56
Warehouse Specialist	22.56
Electrician	32.92
Maintenance I	28.48
Maintenance II	37.09
Maintenance III	38.22
General Maintenance Worker	25.50
Machinery Maintenance Mechanic	31.90
Machinist	31.20
Pipefitter	33.32
Plumber	32.19
<b>763-4 Information and Arts, and Miscellaneous Occupations</b>	
Photographer I	20.66
Photographer II	25.52
Photographer III	29.94
Photographer IV	36.52
Photographer V	41.72
Food Service Worker	14.60
Cashier	13.16
Desk Clerk	15.14

<b>Phoenix, AZ</b>	
Labor Category	Rate
<b>SIN 736-1 Administrative Support &amp; Clerical</b>	
Accounting Clerk I	19.05
Accounting Clerk II	20.70
Accounting Clerk III	23.19
Accounting Clerk IV	25.84
Document Preparation Clerk	19.57
Messenger (Courier)	17.72
Duplicating Machine Operator	19.57

## GT(Global Staffing)

General Clerk I	15.60
General Clerk II	17.67
General Clerk III	19.11
General Clerk IV	22.18
Key Entry Operator I	17.08
Key Entry Operator II	18.85
Order Clerk I	18.32
Order Clerk II	24.41
Personnel Assistant (Employment) I	18.73
Personnel Assistant (Employment) II	22.49
Personnel Assistant (Employment) III	25.51
Personnel Assistant (Employment) IV	28.11
Secretary I	22.67
Secretary II	24.41
Secretary III	26.69
Secretary IV	30.41
Secretary V	36.70
Switchboard Operator-Receptionist	18.99
Travel Clerk I	19.02
Travel Clerk II	20.29
Travel Clerk III	21.61
Word Processor I	20.57
Word Processor II	23.07
Word Processor III	25.32
Survey Worker (Interviewer)	21.05
<b>736-3 General Services &amp; Support</b>	
Forklift Operator	22.87
Janitor	17.88
Laborer	16.74
Grounds Maintenance	16.74
Material Coordinator	27.18
Material Handling Laborer	20.49
Order Filler	18.44
Shipping/Receiving Clerk	23.42
Shipping Packer	22.77
Store Worker I	14.72
Stock Clerk (Shelf Stocker; Store Worker II)	20.98
Tools and Parts Attendant	23.58
Warehouse Specialist	23.58
Electrician	32.44
Maintenance I	21.63
Maintenance II	34.61
Maintenance III	37.79
General Maintenance Worker	25.99
Machinery Maintenance Mechanic	33.46
Machinist	28.74
Pipefitter	30.60
Plumber	29.21

GT(Global Staffing)

<b>763-4 Information and Arts, and Miscellaneous Occupations</b>	
Photographer I	24.20
Photographer II	27.45
Photographer III	33.21
Photographer IV	39.87
Photographer V	47.74
Food Service Worker	14.92
Cashier	18.22
Desk Clerk	17.01

<b>Richmond, VA</b>	
<b>Labor Category</b>	<b>Rate</b>
<b>SIN 736-1 Administrative Support &amp; Clerical</b>	
Accounting Clerk I	19.38
Accounting Clerk II	21.02
Accounting Clerk III	23.25
Accounting Clerk IV	26.53
Document Preparation Clerk	20.50
Messenger (Courier)	17.96
Duplicating Machine Operator	20.50
General Clerk I	15.59
General Clerk II	17.85
General Clerk III	21.65
General Clerk IV	27.68
Key Entry Operator I	19.67
Key Entry Operator II	22.51
Order Clerk I	23.06
Order Clerk II	24.94
Personnel Assistant (Employment) I	20.68
Personnel Assistant (Employment) II	23.04
Personnel Assistant (Employment) III	25.43
Personnel Assistant (Employment) IV	28.01
Secretary I	23.45
Secretary II	25.90
Secretary III	28.52
Secretary IV	31.37
Secretary V	36.96
Switchboard Operator-Receptionist	20.19
Travel Clerk I	18.86
Travel Clerk II	19.84
Travel Clerk III	20.95
Word Processor I	20.31
Word Processor II	22.45
Word Processor III	24.77
Survey Worker (Interviewer)	22.57
<b>736-3 General Services &amp; Support</b>	
Forklift Operator	25.65

GT(Global Staffing)

Janitor	17.76
Laborer	17.44
Grounds Maintenance	17.44
Material Coordinator	30.71
Material Handling Laborer	23.32
Order Filler	20.76
Shipping/Receiving Clerk	20.82
Shipping Packer	20.78
Store Worker I	18.10
Stock Clerk (Shelf Stocker; Store Worker II)	24.16
Tools and Parts Attendant	25.65
Warehouse Specialist	25.65
Electrician	38.87
Maintenance I	30.69
Maintenance II	36.12
Maintenance III	37.93
General Maintenance Worker	29.41
Machinery Maintenance Mechanic	41.05
Machinist	32.19
Pipefitter	33.77
Plumber	30.81
<b>763-4 Information and Arts, and Miscellaneous Occupations</b>	
Photographer I	22.71
Photographer II	25.94
Photographer III	31.46
Photographer IV	37.80
Photographer V	45.15
Food Service Worker	16.96
Cashier	14.42
Desk Clerk	18.40

**7. Quantity discounts:**

Not Applicable

**8. Prompt payment terms:**

None

**9. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:**

GT (Global Staffing) accepts Government Purchase Cards at or below the micro-purchase level.

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

GT (Global Staffing) accepts Government Purchase Cards above the micro-purchase level

**10. Foreign items:**

Not Applicable

**11. Time of delivery:**

To be negotiated between GT (Global Staffing) and the client agency.

**11b. Expedited Delivery.**

Not Applicable

**11c. Overnight and 2-day delivery:**

Not Applicable

**11d. Urgent Requirements:**

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**12. F.O.B. point(s):**

Destination

**13. Ordering address(es):**

GT (Global Staffing)  
530 Malley Dr.  
Northglenn, CO 80233

**13b. Ordering procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).

**14. Payment address(es):**

GT (Global Staffing)  
P.O. Box 33025  
Northglenn, CO 80233

**15. Warranty provision:**

Not Applicable

**16. Export packing charges:**

Not Applicable

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**

Not Applicable

**18. Terms and conditions of rental, maintenance, and repair (if applicable):**

Not Applicable

**19. Terms and conditions of installation:**

Not Applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:**

Not Applicable

**20a. Terms and conditions for any other services:**

Not Applicable

**21. List of service and distribution points:**

Not Applicable

**22. List of participating dealers:**

Not Applicable

**23. Preventive maintenance:**

Not Applicable

**24. Special attributes such as environmental attributes:**

Not Applicable

**24b. 508 Compliance**

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 at [www.gtglobalstaffing.com](http://www.gtglobalstaffing.com). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Number System (DUNS) number:**

803388289

**26. Central Contractor Registration (CCR) database:**

GT (Global Staffing), Inc. is registered in Central Contractor Registration (CCR) database

**Small Business Participation**

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION

**Preamble**

GT(Global Staffing) provides temporary staffing services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. ***To accelerate potential opportunities please contact Debbie Westmoreland, 303-254-4315, dwestmoreland@gtglobalstaffing.com, Fax: 303.451.5642.***



BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

### **Contractor Team Arrangements**

#### **BASIC GUIDELINES**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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