

**General Services Administration
Federal Acquisition Service
Authorized Federal Acquisition 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 are available through GSA-Advantage™, a menu-driven database system. The Internet address for GSA-Advantage™ is: <http://www.gsaadvantage.gov>

**Logistics Worldwide
FSC Group: 874 V**

Contract Number: GS-10F-0151U

For more information on ordering from Federal Supply Schedules, click here: [For Federal Agency Customers - Ordering From Schedules](#)

Contract Period: 3/7/2008 - 3/6/2018



**IAP World Services
7315 North Atlantic Avenue
Cape Canaveral, FL 32920-3721
Phone: (321) 784-7398
Fax: (321) 784-7385
<http://www.iapws.com>**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through Modification PS-0034 dated May 12, 2015



Contract Holder



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

Please refer to GSA eLibrary (www.gsaelibrary.gsa.gov) for detailed SIN descriptions

- **SIN 874-501**, Supply and Value Chain Management Services
- **SIN 874-503**, Distribution and Transportation Logistics Services
- **SIN 874-504**, Deployment Logistics Services
- **SIN 874-507**, Operations and Maintenance Logistics Management and Support Services



- 874-501RC, 503-RC; -504RC; -507RC

Disaster Recovery Purchasing Program Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.

- **Federal Grants during Public Health Emergencies** Section 319 of Public Health and Services Act.



- **American Recovery and Reinvestment Act (ARRA)** – we have accepted the Recovery Act clauses and are eligible to receive orders funded, in whole or in part, by the Recovery Act.

1b. Lowest Priced Model Number and Lowest Price:	Hourly Rates begin on Pages #9 and #21
1c. Labor Category Descriptions:	Descriptions begin on Pages #10 and #26
2. Maximum Order: <i>Note: Agencies may place, and Contractor may honor, orders exceeding this limit in accordance with FAR 8-404.</i>	\$1,000,000 per awarded SIN
3. Minimum Order:	\$100.00
4. Geographic Coverage:	Domestic and Overseas
5. Point of Production:	Not Applicable
6. Discount from List Price:	All Prices Herein are Net
7. Quantity Discounts:	IAP agrees to an additional discount of 1.0% off of GSA standard labor rates for single task orders with a funded value greater than \$1,000,000.
8. Prompt Payment Terms:	Net 30 days
9a. Government Purchase Card is accepted at or below the micro-purchase threshold.	
9b. Government Purchase Card is accepted above the micro-purchase threshold.	
10. Foreign Items:	None
11a. Time of Delivery:	To Be Negotiated with Ordering Agency
11b. Expedited Delivery:	To Be Negotiated with Ordering Agency
11c. Overnight and 2-Day Delivery:	To Be Negotiated with Ordering Agency
11d. Urgent Requirement:	To Be Negotiated with Ordering Agency
12. F.O.B. Point:	Destination

GENERAL CONTRACT INFORMATION continued

13a. Ordering Address:	IAP World Services Attn: Marshall V Holstrom / GSA Orders 7315 North Atlantic Avenue Cape Canaveral, FL 32920-3721 Phone: (321) 784-7398 Fax: (321) 784-7385
13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.	
14. Payment Address:	IAP World Services Attn: Accounts Receivable 7315 North Atlantic Avenue Cape Canaveral, FL 32920-3721
15. Warranty Provision:	Not Applicable
16. Export Packing Charges:	Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance:	Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair:	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:	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. Preventative 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. 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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/	Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number:	010816486
26. IAP World Services <i>is</i> registered in the System for Award Management (SAM).	

GSA LOGWORLD SCHEDULE CONTRACT OVERVIEW

GSA awarded IAP World Services a GSA Federal Acquisition Schedule contract for **Logistics Worldwide (LOGWORLD), Contract Number GS-10F-0151U**. IAP's contract was awarded on 3/7/2008. The current contract period is **Option 1, 3/7/2013 - 3/6/2018**. GSA may exercise a total of up to two additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

IAP also provides additional services under its other GSA Schedule Contracts:

- Facilities Maintenance and Management schedule (03FAC – [GS-06F-0022R](#))
- Consolidated schedule (00CORP – [GS-00F-0022L](#)) under which IAP offers
 - Environmental Services (ES-899) professional services
 - Information Technology (IT-70) professional services

CONTRACT ADMINISTRATOR

Chris-Renée Lowdell
IAP World Services
7315 North Atlantic Avenue
Cape Canaveral, FL 32920
Telephone: (321) 784-7285
Fax Number: (321) 784-7385
Email: Chris-Renee.Lowdell@iapws.com

MARKETING & TECHNICAL POINT OF CONTACT

Marshall V Holstrom
IAP World Services
7315 North Atlantic Avenue
Cape Canaveral, FL 32920
Telephone: (321) 784-7398
Fax Number: (321) 784-7385
Email: marshall.v.holstrom@iapws.com

WHAT IAP DOES

As a leading provider of support services and expertise to the U.S. Department of Defense and other U.S. government agencies, IAP offers extensive experience and comprehensive capabilities across a global footprint. IAP specializes in responding to the new types of complex challenges our world encounters today – and will face in the future. We take pride in filling our critical role so that our armed services and humanitarian relief providers can concentrate on their vital missions. Whether providing support on the battlefield or at home following a natural disaster, IAP excels in accomplishing exacting contingency assignments.

IAP GLOBAL OPERATIONS AND LOGISTICS CAPABILITIES

- Project management, operations and maintenance (O&M) including Fast Track O&M
- Engineering, construction and construction management
- Power generation equipment installation
- Distribution systems installation and power systems O&M
- Air Traffic Management and Airfield Support Services
- Line haul/heavy trucking and personnel transportation
- Disaster relief, contingency and emergency services
- Infrastructure system design and installation
- Camp design-build and O&M
- Mobile Systems and Capability
- Medical facilities in contingency environments
- Modular shop/office configuration Deployment and installation

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Logistics Worldwide, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

State & Local Purchasing Programs

-  • 874-501RC, 503-RC; -504RC; -507RC
Disaster Recovery Purchasing Program - Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.
- **Federal Grants During Public Health Emergencies** - Section 319 of Public Health and Services Act.

Additional Programs

-  • **American Recovery and Reinvestment Act (ARRA)** – eligible to receive orders funded, in whole or in part, by the Recovery Act.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. IAP World Services has been awarded a contract by GSA to provide services under the following SINs:

- SIN 874-501/RC, Supply and Value Chain Management Services
- SIN 874-503/RC, Distribution and Transportation Logistics Services
- SIN 874-504/RC, Deployment Logistics Services
- SIN 874-507/RC, Operations and Maintenance Logistics Management and Support Services

Please refer to [GSA eLibrary](#) and our website (<http://www.iapws.com>) for current SIN descriptions and examples of the types of work covered under each SIN.

**INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON
GSA SCHEDULE HOURLY RATES ([FAR 8.405-2](#))**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that IAP World Services meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Logistics Worldwide (LOGWORLD) services, follow these simple steps:

Orders under the Micro-Purchase Threshold (\$3,000)
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold (\$3,000) and the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW) or Performance Work Statement (PWS)	Preparing a Request for Quote (RFQ)
<p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> Work to be performed, Location of work, Period of performance; Deliverable schedule, and Special standards and any special requirements, where applicable 	<ul style="list-style-type: none"> Include the SOW and evaluation criteria; Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order; If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection. May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services:

- See Ordering Guidelines at <http://www.gsa.gov/schedules-ordering>.
- Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

BLANKET PURCHASE AGREEMENT ([FAR 8.405-3](#))

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same ordering procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

**LABOR RATES, HOURLY – EXEMPT (NON-SCA) POSITIONS
SINS 874-501/RC, 874-503/RC, 874-504/RC & 874-507/RC**

 GSA Labor Category		Year 8 GSA Rate (incl IFF)	Year 9 GSA Rate (incl IFF)	Year 10 GSA Rate (incl IFF)
		3/7/15-3/6/16	3/7/16-3/6/17	3/7/17-3/6/18
1	Specialist I	\$43.20	\$44.07	\$44.95
2	Specialist II	\$63.62	\$64.89	\$66.19
3	Specialist III	\$68.33	\$69.70	\$71.09
4	Specialist IV	\$72.66	\$74.11	\$75.60
5	Supervisor I	\$63.17	\$64.44	\$65.73
6	Supervisor II	\$67.35	\$68.70	\$70.08
7	Supervisor III	\$71.39	\$72.82	\$74.27
8	Supervisor IV	\$75.18	\$76.68	\$78.21
9	Engineer I	\$58.70	\$59.87	\$61.07
10	Engineer II	\$68.91	\$70.29	\$71.70
11	Engineer III	\$84.76	\$86.45	\$88.18
12	Principal Engineer I	\$104.00	\$106.08	\$108.20
13	Manager I	\$72.37	\$73.82	\$75.30
14	Manager II	\$77.27	\$78.81	\$80.39
15	Manager III	\$81.69	\$83.33	\$84.99
16	Manager IV	\$85.71	\$87.43	\$89.18
17	Program Manager I	\$108.69	\$110.86	\$113.08
18	Program Manager II	\$124.41	\$126.89	\$129.43
19	Program Manager III	\$129.32	\$131.91	\$134.54
20	Project Coordinator I	\$45.83	\$46.75	\$47.69
21	Project Coordinator II	\$52.15	\$53.19	\$54.25
22	Administrative Support Technician I	\$48.37	\$49.34	\$50.32
23	Administrative Support Technician II	\$58.12	\$59.28	\$60.47
24	Administrative Support Technician III	\$62.41	\$63.66	\$64.93
25	Administrative Support Technician IV	\$69.53	\$70.92	\$72.34
26	Administrative Support Technician V	\$73.94	\$75.42	\$76.93
27	Subject Matter Expert I	\$70.77	\$72.19	\$73.63
28	Subject Matter Expert II	\$74.65	\$76.14	\$77.66
29	Subject Matter Expert III	\$78.17	\$79.73	\$81.33
30	Environmental Safety and Health Supervisor I	\$72.67	\$74.12	\$75.61
31	Quality Control Specialist II	\$56.27	\$57.39	\$58.54
32	Quality Control Manager I	\$83.24	\$84.91	\$86.60
33	IT Professional I	\$50.96	\$51.98	\$53.02
34	IT Professional II	\$66.83	\$68.17	\$69.54
35	IT Professional III	\$73.30	\$74.76	\$76.26
36	IT Professional IV	\$79.36	\$80.94	\$82.56
37	Procurement Specialist I	\$37.89	\$38.64	\$39.42
38	Procurement Specialist II	\$44.03	\$44.91	\$45.81
39	Contract Administrator II	\$57.54	\$58.69	\$59.86
40	Contract Manager I	\$89.66	\$91.45	\$93.28
41	Technical Specialist I	\$43.83	\$44.70	\$45.60
42	Technical Specialist II	\$47.29	\$48.23	\$49.20
43	Technical Specialist III	\$67.75	\$69.10	\$70.48
44	Human Resource Specialist I	\$48.55	\$49.52	\$50.51
45	Human Resources Manager I	\$84.56	\$86.25	\$87.97
46	Executive I	\$128.20	\$130.77	\$133.38
47	Senior Executive I	\$196.95	\$200.89	\$204.91

NOTE: For OCONUS services a Danger Pay allowance of up to 35% and/or a Post Hardship differential of up to 35%, based on location, are authorized on this contract. This differential is directly tied to the differential listed in the DSSR table on the date that a specific task order is written (http://aoprals.state.gov/Web920/allowance.asp?menu_id=95). Usage of the rate is limited to U.S. based contract employees performing work in the designated locale.

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Experience Substitutions:

- An Associates/Vocational Degree equals a High School Diploma/GED plus two years experience
- A Bachelors Degree equals a High School Diploma/GED plus four years experience
- A Masters Degree equals Bachelors Degree plus two years additional experience
- A PhD equals a Masters Degree plus three years additional experience

Education Substitutions

- An Associates/Vocational Degree maybe substituted for two years of required experience with a High School Diploma.
- A Bachelors Degree maybe substituted for four years of required experience with a High School Diploma.
- A Masters Degree maybe substituted for two years of required experience with Bachelors Degree.
- A PhD may be substituted for three years of required experience with a Masters Degree or four years with a Bachelors degree.

Labor Category: Specialist I
Minimum/General Experience: Entry level position – 0 years experience necessary. Requires working knowledge of software applications such as Microsoft Office.
Functional Responsibility: Support selected customer sets by completing logistics tasks such as, but not limited to, retail supply and warehousing, property book management, transportation motor pool, fueling station and mobile maintenance, equipment control, personal property movement and freight movement, passenger movement, scale house operations, and mail distribution and management. Prepares draft documents such as status reports, plans, and briefing materials.
Minimum Education: Bachelors Degree

Labor Category: Specialist II
Minimum/General Experience: 3 years of experience. Requires working knowledge of software applications such as Microsoft Office.
Functional Responsibility: Completes logistics operations such as, but not limited to, retail supply and warehousing, property book management, transportation motor pool, fueling station and mobile maintenance, equipment control, personal property movement and freight movement, passenger movement, scale house operations, and mail distribution and management. Coordinates with client counterparts as required for timely completion of assigned tasks. Implements and enforces safeguards to maintain government-furnished equipment, materials, and facilities according to applicable procedures and guidelines. Reviews, completes and forwards documents such as status reports, plans, and briefing materials.
Minimum Education: Bachelors Degree

Labor Category: Specialist III
Minimum/General Experience: 5 years of experience. Requires working knowledge of software applications such as Microsoft Office.
Functional Responsibility: Provides day-to-day management and supervision of personnel completing logistical operations such as, but not limited to, retail supply and warehousing, property book management, transportation motor pool, fueling station and mobile maintenance, equipment control, personal property movement and freight movement, passenger movement, scale house operations, and mail distribution and management. Coordinates with client personnel as required for timely completion as assigned tasks. Provides status reports, as required, on all on-going actions, and identification of potential problem areas. Develops safeguards to maintain government-furnished equipment, materials, and facilities according to applicable procedures and guidelines. Interfaces with senior client personnel.
Minimum Education: Bachelors Degree

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Specialist IV

Minimum/General Experience: 7 years of experience. Requires working knowledge of software applications such as Microsoft Office.

Functional Responsibility: Provides senior level management of projects relating to logistics task orders. May provide day-to-day management of large task orders. Coordinates with client personnel as required and reports status of assigned tasks. Reviews status reports, as required, on all on-going actions and develops consolidated program status reports as required. Provides logistics expertise for program management reviews. Identifies potential problem areas to clients and suggests solutions. Monitors application of safeguards to maintain government-furnished equipment, materials, and facilities according to applicable procedures and guidelines. Interfaces with senior client personnel.

Minimum Education: Bachelors Degree

Labor Category: Supervisor I

Minimum/General Experience: 1 year experience in supervising small to medium sized crews of workers performing a wide range of logistics and administrative support tasks.

Functional Responsibility: Ensures assigned workforce completes all assigned tasks within schedule in accordance with published standards. Writes performance reports and enforces disciplinary standards. May assist Logistics Specialists in managing small scale tasks.

Minimum Education: Vocational Tech School/Apprenticeship

Labor Category: Supervisor II

Minimum/General Experience: 3 years experience in supervising small, medium and large sized crews of workers performing a wide range of logistics and administrative support tasks.

Functional Responsibility: Monitors actions of multiple supervisors and work crews engaged in logistics or technical tasks. Ensures work performance meets or exceeds published schedules and performance standards. Performs limited interface with client management staff. May assist Logistics Specialists in managing small scale tasks.

Minimum Education: Vocational Tech School/Apprenticeship

Labor Category: Supervisor III

Minimum/General Experience: 5 years experience in supervising medium and large sized crews of workers performing a wide range of logistics and administrative support tasks

Functional Responsibility: Manages large scale operational tasks consisting of multiple crews of personnel supporting task order efforts. Maintains schedule and performance standards throughout life of task order. Writes manager and supervisory performance reports and endorses working level appraisals. May assist Logistics Specialists in managing small to medium scale tasks.

Minimum Education: Vocational Tech School/Apprenticeship

Labor Category: Supervisor IV

Minimum/General Experience: 7 years experience in supervising medium and large sized crews of workers performing a wide range of logistics and administrative support tasks

Functional Responsibility: Assists senior managers in monitoring and managing large or multiple small scale labor efforts in support of task order operations. Tracks crew performance and metrics involved in attainment of schedule goals. May assist Logistics Specialists in managing large scale or multiple small to medium scale tasks.

Minimum Education: Vocational Tech School/Apprenticeship

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Engineer I

Minimum/General Experience: Entry level position - 0 years experience necessary. Requires working knowledge of software applications such as Microsoft Office.

Functional Responsibility: Completes engineering tasks as assigned in their area of concentration including civil, electrical, mechanical, facility, architectural, chemical, transportation, manufacturing, and industrial engineering. Performs design development, analysis and review of tasks under supervision. Generates sections of design specifications of more complex projects or completes specifications of less complex projects. Prepares technical presentations. May establish and maintains filing systems and databases for tracking project status.

Minimum Education: Bachelors Degree in Engineering Discipline

Labor Category: Engineer II

Minimum/General Experience: 3 years experience in area of concentration. Requires excellent knowledge of software applications such as Microsoft Office.

Functional Responsibility: Completes engineering tasks as assigned in their area of concentration including civil, electrical, mechanical, facility, architectural, chemical, transportation, manufacturing, and industrial engineering. Performs a range of design development, analysis or review of tasks under supervision. Acts as a lead on less complex tasks and supports portions of a design or sections of an analysis or design review. Generates and reviews complete design specifications of more complex projects.

Minimum Education: Bachelors Degree in Engineering Discipline

Labor Category: Engineer III

Minimum/General Experience: 6 years experience in area of concentration. Requires excellent knowledge of software applications such as Microsoft Office

Functional Responsibility: Supervises and completes engineering tasks as assigned in their area of concentration including civil, electrical, mechanical, facility, architectural, chemical, transportation, manufacturing, and industrial engineering. Performs a range of design development, analysis or review of tasks. Acts as a lead on complex tasks and is responsible for a portion of a design or section of an analysis or design review. Generates and reviews complete design specifications of more complex projects. Coordinates and works closely with other engineering, logistics, financial and program management disciplines to define project specifications and requirements. May train other technical personnel on technical issues related to the research, design, development, testing and analysis of technical assignments.

Minimum Education: Bachelors Degree in Engineering Discipline

Labor Category: Principal Engineer I

Minimum/General Experience: 9 years experience in area of concentration. Demonstrated record of success in completing large scale projects requiring coordination with multi-disciplined engineering and logistics staff. Requires excellent knowledge of software applications such as Microsoft Office.

Functional Responsibility: Provides leadership of engineering and logistics teams completing large scale complex projects. Interfaces with senior client management staff. Conducts detailed engineering reviews of projects and approves design specifications. Monitors project cost, schedule, and performance progress and ensures accurate status reporting to clients. Holds responsibility for all contractor project efforts and ensures compliance with applicable State and Federal laws and regulations. Validates engineering projects and prepares executive level reports and briefings.

Minimum Education: Bachelors Degree in Engineering w/ Masters Degree

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Manager I
Minimum/General Experience: 2 years of management experience.
Functional Responsibility: Provides day to day management for small project task orders. Organizes, directs and coordinates planning and work production of assigned orders. Ensures task orders remain on schedule and within awarded cost and budget constraints. Assign, schedules and reviews work of subordinate personnel. Coordinates with client personnel as required for timely completion of assigned tasks. Responsible for technical work, quality, standards compliance, schedule and cost associated with assigned task orders. Reports status to senior managers and customers in Program Management reviews.
Minimum Education: Bachelors Degree

Labor Category: Manager II
Minimum/General Experience: 5 years of management experience.
Functional Responsibility: Provides day to day management of project task orders. Organizes, directs and coordinates planning and work production of assigned orders. Ensures task orders remain on schedule and within awarded cost and budget constraints. Assigns, schedules and reviews work of subordinate personnel. Coordinates with client personnel as required for timely completion of assigned tasks. Responsible for technical work, quality, standards compliance, schedule and cost associated with assigned task orders; reports status to senior managers and customers in Program Management reviews.
Minimum Education: Bachelors Degree

Labor Category: Manager III
Minimum/General Experience: 7 years of management experience.
Functional Responsibility: Serves as overall manager of single large logistics task orders. Interfaces daily with working level contracting officer and technical representative personnel. Responsible for all phases of task order performance including work flow, schedule, resource management, quality control, and costs. Manages and evaluates subcontractor performance. Ensures that contractor activities conform to terms and conditions of task order as awarded. Immediate responsibility for timeliness and quality of contract deliverables. Coordinates with logistics and technical experts to complete problem solving. Develops and adheres to program schedules and prepares oral and written status reports and briefings.
Minimum Education: Masters Degree

Labor Category: Manager IV
Minimum/General Experience: 9 years of management experience.
Functional Responsibility: Senior level manager in charge of multiple large logistics specific programs or task orders. Has overall responsibility for all technical aspects of contractor performance as well as cost control and program efficiency. Ensures project management, technical performance, quality control, standards compliance, schedule and cost are within agreed parameters and meet customer expectations and requirements. Ensures that contractor activities conform to terms and conditions of contract and task order as awarded. Authorized to negotiate with the customer and commit corporate resources as required for performance. Acts as senior liaison with high ranking customer officials; commits senior staff support, and logistics or technical experts to resolve performance and technical problems as required.
Minimum Education: Masters Degree

Labor Category: Program Manager I
Minimum/General Experience: 5 years experience in program task order management and project controls on medium and large scale Government projects. Must have good written, oral briefing and Microsoft Office skills.
Functional Responsibility: Monitors task order performance and interfaces with client staff. Recommends manpower changes as required to meet task order obligations. Responds to client inquiries on matter pertinent to task order cost, schedule and performance status. Drafts responses for task order changes. Ensures quality, timely, and economical response to task order requirements. Makes efficient use of manpower and materials. Acts as point of contact with the customer for contract performance, cost and schedule status. Monitors budgetary, management, and operational controls for measurable standards of performance.
Minimum Education: Bachelors Degree

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Program Manager II
Minimum/General Experience: 7 years experience in program task order management and project controls on medium and large scale Government projects. Must have excellent written, oral briefing and Microsoft Office skills.
Functional Responsibility: Makes and implements decisions regarding task order performance. Interfaces with client staff. Coordinates appropriate manpower changes as required to meet task order obligations. Responds to client inquiries on matters pertinent to task order cost, schedule and performance status. Receives, evaluates, and responds to task order changes. Ensures quality, timely, and economical response to task order requirements. Monitors procedures and policies for efficient use of manpower and materials. Acts as point of contact with the customer for policy planning, performance, contract interpretation, and modifications. Implements and monitors budgetary, management, and operational controls for measurable standards of performance.
Minimum Education: Masters Degree

Labor Category: Program Manager III
Minimum/General Experience: 10 years experience in program task order management and project controls on medium and large scale Government projects. Must have excellent written, oral briefing and Microsoft Office skills.
Functional Responsibility: Has requisite authority to make and implement decisions regarding task order performance. Provides principal interface with senior client staff. Makes appropriate manpower actions and commits divisional and corporate resources as necessary to meet task order obligations. Available and responsive to senior client staff on any matter pertinent to task order cost, schedule and performance status. Receives, evaluates, and responds to task order changes. Evaluates corporate performance to ensure quality, timely, and economical response to task order requirements. Establishes procedures and policies for efficient use of manpower and materials. Acts as senior corporate point of contact with the customer for policy formulation, planning, performance, contract interpretation, and modification. Implements and monitors budgetary, management, and operational controls for measurable standards of performance.
Minimum Education: Masters Degree

Labor Category: Project Coordinator I
Minimum/General Experience: This is an entry level position. 0 years experience. Must have excellent spreadsheet and word processing skills.
Functional Responsibility: Provides project coordination and supports a wide range of logistics, technical and work management related functional activities and system maintenance engineering task orders. Advises managers in all matters concerning resources management and schedule status reporting. Provides and monitors day to day task order planning, estimating, scheduling, and work accomplishment to meet task order requirements
Minimum Education: Bachelors Degree

Labor Category: Project Coordinator II
Minimum/General Experience: 4 years experience in supporting medium and large task order projects and providing project controls support. Must have excellent spreadsheet and word processing skills.
Functional Responsibility: Supervises project support activities to a wide range of logistics, technical and work management related functional activities and system maintenance engineering task orders. Provides answers to customers on matters relating to task order planning, estimates to complete, scheduling, work analysis and reporting. Advises managers in all matters concerning resources management and schedule status reporting. Monitors day to day task order planning, estimating, scheduling, and work accomplishment to meet task order requirements
Minimum Education: Bachelors Degree

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Administrative Support Technician I

Minimum/General Experience: This is an entry level position. No experience necessary. Must be able to operate office application software including word processors, spreadsheets and presentation software.

Functional Responsibility: Prepares and maintains word processing, spreadsheets, data bases and/or other software, files and information. Prepares technical reports, including gathering, analyzing, organizing and presenting information and data in a logical, persuasive manner. Reads, understands and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action

Minimum Education: Associates Degree/Vocational Tech School

Labor Category: Administrative Support Technician II

Minimum/General Experience: 4 years experience. Good written communications skills. Advance capability to operate office application software including word processors, spreadsheets and presentation software.

Functional Responsibility: Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards. Participates in developing and maintaining technical manuals. Assists with validation verification, discrepancies, and deficiency resolution. Makes accuracy and adequacy assessments of technical manual requirements.

Minimum Education: Bachelors Degree

Labor Category: Administrative Support Technician III

Minimum/General Experience: 7 years experience. Good oral and written communications skills. Advance capability to operate office application software including word processors, spreadsheets and presentation software. Organizational skill and ability to perform detailed work.

Functional Responsibility: Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards. Coordinates documentation received, including the publication of the bibliography of technical reports, staff studies and working papers. Provides reference, document delivery, online search and referral services. Builds detailed technical briefing packages.

Minimum Education: Bachelors Degree

Labor Category: Administrative Support Technician IV

Minimum/General Experience: 9 years experience. Excellent oral and written communications skills. Advance capability to operate office application software including word processors, spreadsheets and presentation software. Organizational skill and ability to perform detailed work.

Functional Responsibility: Advises, manages and mentors personnel assigned to administrative and technical documentation function. Interfaces with logistics specialists, engineers, subject matter experts and other technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, survey reports). Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.

Minimum Education: Bachelors Degree

Labor Category: Administrative Support Technician V

Minimum/General Experience: 11 years experience. Excellent oral and written communications skills. Advance capability to operate office application software including word processors, spreadsheets and presentation software. Organizational skill and ability to perform detailed work. Experience in working with senior level management.

Functional Responsibility: Advises, manages and mentors personnel assigned to technical documentation function. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, survey reports). Oversees in-house production row of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables.

Minimum Education: Bachelors Degree

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Subject Matter Expert I

Minimum/General Experience: 2 years of demonstrated technical experience in a specific technical area. Excellent working knowledge of software applications such as Microsoft Office.

Functional Responsibility: Supports project and program managers with in depth knowledge to solve problems in technical areas to include but not limited to, logistics, engineering, science, asset management, operations, research, information technology, finance, acquisition, and systems analysis. Provides technical analysis and reports in tasked areas

Minimum Education: Masters Degree

Labor Category: Subject Matter Expert II

Minimum/General Experience: 4 years of demonstrated technical experience in a specific technical area. Excellent working knowledge of software applications such as Microsoft Office.

Functional Responsibility: Recognized technical expert with in-depth knowledge in technical areas including but not limited to logistics, engineering, science, asset management, operations, research, information technology, finance, acquisition, and systems analysis. Leads task teams chartered to address and solve technical challenges. May troubleshoot and design solution for technical problems. Provides technical reports with analysis regarding problems and recommended solutions.

Minimum Education: Masters Degree

Labor Category: Subject Matter Expert III

Minimum/General Experience: 6 years of demonstrated technical experience or equivalent educational in a specific technical area. Excellent working knowledge of software applications such as Microsoft Office.

Functional Responsibility: Recognized technical expert with in-depth subject area knowledge in technical areas including but not limited to logistics, engineering, science, asset management, operations, research, information technology, finance, acquisition, and systems analysis. Manages and supervises task teams chartered to address and solve technical challenges. Provides interim status reports to clients. Troubleshoots and designs solution for technical problems. Builds briefings and technical reports that summarize solutions.

Minimum Education: Masters Degree

Labor Category: Environmental Safety and Health Supervisor I

Minimum/General Experience: 4 years experience in environmental or safety management. Thorough knowledge of client and corporate policies. Proficiency with Microsoft office software. Knowledge of industrial environmental protection practices.

Functional Responsibility: Monitors Federal, State, Regional and Local safety regulations for impact on task order operations. Prepares and submits required environmental and regulatory reports. Reviews, updates, and/or develops and implements environmental and safety policies and programs as required. Reviews accident reports to determine cause and adjust current procedures to prevent future recurrences. Performs and/or coordinates safety training, reviews Worker's Compensation cases; works with environmental and safety personnel to inspect facilities for safety and environmental violations; performs accident investigations as necessary and provide recommendations for corrective actions; ensure proper storage, handling, and disposal of hazardous materials; and prepares and provides timely reports of all recordable accidents and incidents.

Minimum Education: Bachelors Degree

Labor Category: Quality Control Specialist II

Minimum/General Experience: 3 years experience as a quality control inspector. Must have a detailed knowledge of quality control principles, objectives, sampling techniques, and the ability to perform qualitative and quantitative data analysis. Must have a basic understanding of Government contract language and specifications. Requires clear, concise writing skills.

Functional Responsibility: Inspects work-in-progress and completed work within assigned areas of the task order. Ensures compliance with contract specifications, and the Quality Control Plan. Verifies inspection results, works with departments to resolve discrepancies, and ensures compliance with all safety, quality control and job specific procedures. Prepares reports of inspections, audits, and replies to Government performance deficiency reports. Upon request, inspects other areas and assists in the conduct of accident/incident investigations.

Minimum Education: Associates Degree/Vocational Tech School

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Quality Control Manager I

Minimum/General Experience: 4 years experience in managing corporate or Government quality control systems. Training in ISO 9000 principles. Proficiency with Microsoft office software.

Functional Responsibility: Interfaces directly with functional area managers, subcontractors, and Government Quality Assurance personnel. Provides ISO 9000 Management expertise. Designs and implements quality control (QC) programs for task orders as required. Provides technical QC expertise; collects and evaluates quality metrics; monitors and evaluates quality trends and issues; acts independently from the functional elements of the organization; and has independent authority to contact senior management if quality deficiencies are not corrected in a timely manner.

Minimum Education: Bachelors Degree

Labor Category: IT Professional I

Minimum/General Experience: No experience necessary. Basic understanding of modern computer hardware and software systems and principals of network.

Functional Responsibility: Configures, tests, installs, and maintains IT equipment to include desktop workstations, notebook computers, and servers; repairs or replaces computer hardware as required. Operates and maintains Local Area Network (LAN). Performs system administration to include, but not limited to, maintenance of user names, password control, addition/movement/deletion of user accounts and files, installation of new software, and updates of service packs and anti-virus protections; obtains and maintains clearances for access to client owned networks and systems. Staffs Help Desk.

Minimum Education: Associates Degree/Vocational Tech School

Labor Category: IT Professional II

Minimum/General Experience: 1 year experience. Understanding of modern computer hardware and software systems and principals of network.

Functional Responsibility: Supervises IT Professionals that configure, test, install, and maintain IT equipment to include desktop workstations, notebook computers, and servers; repairs or replaces computer hardware as required. Monitors operation and maintenance of Local Area Network (LAN). Monitors system administration management to include, but not limited to: maintenance of user names, password control, addition/movement/deletion of user accounts and files, installation of new software, and updates of service packs and anti-virus protections; obtains and maintains clearances for access to client owned networks and systems. Maintains the software/hardware to support client automated document control and filing system in accordance with current maintenance contracts. Supervises Help Desks.

Minimum Education: Bachelors Degree

Labor Category: IT Professional III

Minimum/General Experience: 3 years experience. Thorough understanding of modern IT hardware, software systems and data base construction and maintenance. In-depth knowledge of computer networking, database structures and related hardware/software configurations.

Functional Responsibility: Manages task order IT personnel that support IT equipment such as desktop workstations, notebook computers, and network servers. Directs repair or replacement of computer hardware. Monitors efficiency of Local Area Network (LAN). Provides system administration management to include, but not limited to, maintenance of user names, password control, addition/movement/deletion of user accounts and files, installation of new software, and updates of service packs and anti-virus protections; obtains and maintains clearances for access to client owned networks and systems. Maintains inventories of equipment and installed software; evaluates new software packages and equipment. Supervises and manages Help Desk operations.

Minimum Education: Bachelors Degree

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: IT Professional IV
Minimum/General Experience: 5 years experience. Thorough understanding of modern IT hardware, software systems and data base construction and maintenance. In-depth knowledge of computer networking, database structures and related hardware/software configurations. Experience in interfacing with senior level client personnel.
Functional Responsibility: Manages IT personnel providing configuration management, test, installation, and maintenance of IT equipment to include desktop workstations, notebook computers, and servers. Directs repair or replacement of computer hardware as required. Monitors operations and maintenance of Local Area Network (LAN) and territory administration. Supervises system administration management. Manages and maintains system/database hardware and software in accordance with task order requirements. Maintains an archive of instructions and system guidelines, including the installation of change packages. Maintains and modifies database systems, produces reports, and provides custom client formatted data queries. Maintains an accountable method for determining and tracking costs for work and service orders. Attends client meetings on information management issues and interfaces with Government experts. Manages multiple Help Desks.
Minimum Education: Bachelors Degree

Labor Category: Procurement Specialist I
Minimum/General Experience: 2 years experience in procuring items from vendors and through the Federal Supply System (FSS). Must have excellent working knowledge of software applications such as Microsoft Office and internet skills.
Functional Responsibility: Supports effort involved in purchasing goods and services. Ensures sound procurement practices are followed and competition for goods and services is thorough. Sources supplies, requests quotes, prepares bid packages from vendors for source selection. Issues purchase orders and tracks order status through to delivery. Interfaces with supervisory and management staff to determine project requirements.
Minimum Education: High School/GED

Labor Category: Procurement Specialist II
Minimum/General Experience: 5 years experience in procuring items from vendors and through the Federal Supply System (FSS). Must have excellent working knowledge of software applications such as Microsoft Office and internet skills.
Functional Responsibility: Supports effort involved in purchasing goods and services. Ensures sound procurement practices are followed and competition for goods and services is thorough. Sources supplies, requests quotes, evaluates bid packages from vendors and selects best value, most qualified sources. Issues purchase orders and tracks order status through to delivery. Interfaces with supervisory and management staff to determine project requirements.
Minimum Education: High School/GED

Labor Category: Contract Administrator II
Minimum/General Experience: 2 years of recent Government contract and task order experience. Good working knowledge of the FAR. Must be computer literate with a working knowledge of Windows and Microsoft Office.
Functional Responsibility: Prepares contract documentation, including cost and technical responses when required. Drafts and reviews prime contracts, subcontracts, leases, purchase orders, teaming agreements, confidentiality agreements and other contractual documents for the company. Administers task order contracts with a variety of Government clients. Provides guidance to staff to ensure compliance with corporate contract agreements or proposed agreements rates, rules, and regulations.
Minimum Education: Bachelors Degree

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Contract Manager I

Minimum/General Experience: 5 years of recent Government contract and task order experience. Good working knowledge of the FAR. Must be computer literate with a working knowledge of Windows and Microsoft Office.

Functional Responsibility: Prepares contract documentation, including cost and technical responses when required. Drafts and reviews prime contracts, subcontracts, leases, purchase orders, teaming agreements, confidentiality agreements and other contractual documents for the company. Negotiates and administers task order contracts with a variety of Government clients. Provides over all advice, direction and guidance to ensure compliance with corporate contract agreements or proposed agreements rates, rules, and regulations. Drafts and reviews contract documents for compliance with applicable laws and regulations and corporate policies. Converts agreements into contract form or prepares amended agreement for approval by corporate legal.

Minimum Education: Bachelors Degree

Labor Category: Technical Specialist I

Minimum/General Experience: 0 years experience. This is an entry level position, requires good communications and analytical skills, working knowledge of computer systems and software such as Microsoft Office.

Functional Responsibility: Assists in project design and completing project support measures under supervision. May draft sections of design specifications or complete simple project specifications. Supports Engineers, Logistics Specialists, Managers and Program Managers in completing technical tasks associated with task order completion. May support a wide range of technical and logistics task orders.

Minimum Education: Associates Degree/Vocational Tech School

Labor Category: Technical Specialist II

Minimum/General Experience: 3 years experience in supporting engineering and logistics projects. Requires good communications and technical/analytical skills, working knowledge of computer systems and software such as Microsoft Office and database software. Basic knowledge of project scheduling software such as Microsoft Project or Primavera.

Functional Responsibility: Completes project design and project support measures with minimal supervision. Drafts sections of design specifications and completes project specifications on medium to large scale programs. Supports Engineers, Logistics Specialists, Managers and Program Managers in completing technical tasks associated with task order completion. Supports a wide range of technical and logistics task orders with technical expertise and data analysis. Skilled in manipulating data through scheduling software.

Minimum Education: Associates Degree/Vocational Tech School

Labor Category: Technical Specialist III

Minimum/General Experience: 5 years experience in supporting engineering and logistics projects. Requires excellent communications and technical/analytical skills, as well as excellent working knowledge of computer systems and software such as Microsoft Office, database, and project scheduling software such as Microsoft Project or Primavera.

Functional Responsibility: Completes project design and project support measures without supervision. Reviews and recommends approval to sections of design specifications and completes project specifications on medium to large scale programs. Supports Engineers, Logistics Specialists, Managers and Program Managers in completing technical tasks associated with task order completion. Supports a wide range of technical and logistics task orders with technical expertise and data analysis. Skilled in manipulating data through use of scheduling software.

Minimum Education: Bachelors Degree

LABOR CATEGORY DESCRIPTIONS –EXEMPT (NON-SCA) POSITIONS

Labor Category: Human Resources Specialist I
Minimum/General Experience: 0 years experience. This is an entry level position. Experience in PC operations and applications such as Microsoft Office.
Functional Responsibility: Maintains personnel files, applicant files, applicant database, and general office files. Prepares correspondence and regret letters. Responds to employee and applicant inquiries. Administers various employee benefit programs, such as group insurance, life, medical, dental, accident, disability insurance, and the retirement savings plan. Assists in the development of Human Resources policies, procedures, work instructions, and flow charts.
Minimum Education: Bachelors Degree

Labor Category: Human Resources Manager I
Minimum/General Experience: 3 years experience. Excellent working knowledge of software applications such as Microsoft Office.
Functional Responsibility: Manages all Human Resources activities for task orders, including recruiting and employment, compensation and benefit administration, affirmative action plans, Office of Federal Contract Compliance Programs (OFCCP) and Equal Employment Opportunity Commission (EEOC) compliance. Develops all personnel policies and procedures and ensures compliance with all federal, state and other government laws and regulations. Supervises processing of security clearance actions for personnel in designated positions.
Minimum Education: Bachelors Degree

Labor Category: Executive I
Minimum/General Experience: 10 years corporate experience in executing contracts and coordinating and communicating with client and contractor personnel at the senior staff levels. Requires excellent problem solving skills as well as outstanding briefing and writing skill.
Functional Responsibility: Provides management, business, and technical leadership for corporate directorates involved with Government and other contracts. Coordinates with senior and mid-level client and teammate Leadership positions to ensure responsive support. Directs activities of medium to large internal organizations and monitors compliance with local, State and Federal laws. Monitors specific phases of corporate operations in their area of expertise.
Minimum Education: Masters Degree

Labor Category: Senior Executive I
Minimum/General Experience: 15 years experience in coordinating and communicating with senior client and contractor personnel. Requires excellent leadership and problem solving skills as well as outstanding briefing and writing skill.
Functional Responsibility: Provides senior management, business, and technical leadership for large scale corporate organizations involved with Government and other contracts. Coordinates with client and teammate senior leadership positions to ensure responsive support. Directs activities of medium to large business units and ensures compliance with local, State and Federal laws. Monitors all phases of corporate operations to include contract staffing, technical performance, cost and schedule performance.
Minimum Education: Masters Degree

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**LABOR RATES, HOURLY – NON-EXEMPT (SCA-COVERED) POSITIONS
SINS 874-501/RC, 874-503/RC, 874-504/RC & 874-507/RC**

** See the SCA Matrix beginning on page #79 for additional information regarding these labor categories. SCA Labor categories have a minimum education requirement of a high school diploma or equivalent and require at least one year of experience. Descriptions of the SCA categories are provided from the SCA Directory of Occupations (www.wdol.gov) and are also copied here beginning on page #26.

Wage Determination notes:

The occupations which have numbered footnotes in parentheses receive the following:

- (1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination *does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 CFR Part 541*. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely *qualify as exempt computer professionals*, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees.

For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- 1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- 2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- 3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- 4) A combination of the aforementioned duties, the performance of which requires the same level of skills.

(Reference: 29 CFR 541.400).

- (2) **AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**LABOR RATES, HOURLY – NON-EXEMPT (SCA-COVERED) POSITIONS
SINS 874-501/RC, 874-503/RC, 874-504/RC & 874-507/RC**

GSA Labor Category (SCA-Covered)**		Current Approved Rate	GSA Labor Category (SCA-Covered)**		Current Approved Rate
48	Accounting Clerk I	\$31.49	84	Automotive Electrician	\$39.56
49	Accounting Clerk II	\$34.52	85	Automotive Glass Installer	\$35.35
50	Accounting Clerk III	\$38.11	86	Automotive Worker	\$38.10
51	Administrative Assistant	\$49.96	87	Mobile Equipment Servicer	\$35.31
52	Data Entry Operator I	\$28.39	88	Motor Equipment Metal Mechanic	\$40.76
53	Data Entry Operator II	\$30.34	89	Motor Equipment Metal Worker	\$38.10
54	Dispatcher, Motor Vehicle	\$45.23	90	Motor Vehicle Mechanic	\$40.74
55	Document Preparation Clerk	\$29.44	91	Motor Vehicle Mechanic Helper	\$33.67
56	Duplicating Machine Operator	\$29.44	92	Motor Vehicle Upholstery Worker	\$36.73
57	General Clerk I	\$29.35	93	Motor Vehicle Wrecker	\$38.10
58	General Clerk II	\$31.39	94	Painter, Automotive	\$39.34
59	General Clerk III	\$34.30	95	Radiator Repair Specialist	\$38.15
60	Housing Referral Assistant	\$46.78	96	Tire Repairer	\$28.37
61	Messenger Courier	\$26.74	97	Transmission Repair Specialist	\$40.76
62	Order Clerk I	\$30.48	98	Baker	\$25.69
63	Order Clerk II	\$32.63	99	Cook I	\$30.08
64	Personnel Assistant (Employment) I	\$34.28	100	Cook II	\$33.07
65	Personnel Assistant (Employment) II	\$37.60	101	Dishwasher	\$22.02
66	Personnel Assistant (Employment) III	\$41.19	102	Food Service Worker	\$22.69
67	Production Control Clerk	\$44.87	103	Meat Cutter	\$34.99
68	Receptionist	\$30.54	104	Waiter/Waitress	\$21.66
69	Rental Clerk	\$31.42	105	Gardener	\$37.45
70	Scheduler, Maintenance	\$37.96	106	Housekeeping Aide	\$27.52
71	Secretary I	\$37.96	107	Janitor	\$27.11
72	Secretary II	\$42.67	108	Laborer, Grounds Maintenance	\$32.64
73	Secretary III	\$46.78	109	Maid or Houseman	\$25.36
74	Service Order Dispatcher	\$37.81	110	Pruner	\$29.19
75	Supply Technician	\$49.56	111	Tractor Operator	\$36.91
76	Survey Worker	\$37.00	112	Trail Maintenance Worker	\$32.58
77	Travel Clerk I	\$28.36	113	Window Cleaner	\$30.06
78	Travel Clerk II	\$31.04	114	Ambulance Driver	\$40.59
79	Travel Clerk III	\$34.10	115	Breath Alcohol Technician	\$40.59
80	Word Processor I	\$35.41	116	Certified Occupational Therapist Assistant	\$47.74
81	Word Processor II	\$38.91	117	Certified Physical Therapist Assistant	\$45.12
82	Word Processor III	\$42.71	118	Dental Assistant	\$38.71
83	Automobile Body Repairer, Fiberglass	\$39.49	119	Dental Hygienist	\$59.96

**LABOR RATES, HOURLY – NON-EXEMPT (SCA-COVERED) POSITIONS
SINS 874-501/RC, 874-503/RC, 874-504/RC & 874-507/RC**

GSA Labor Category (SCA-Covered)**		Current Approved Rate	GSA Labor Category (SCA-Covered)**		Current Approved Rate
120	EKG Technician	\$57.38	159	Media Specialist II	\$40.77
121	Electroneurodiagnostic Technologist	\$57.38	160	Media Specialist III	\$44.66
122	Emergency Medical Technician	\$40.59	161	Photographer I	\$34.14
123	Licensed Practical Nurse I	\$39.70	162	Photographer II	\$37.38
124	Licensed Practical Nurse II	\$43.69	163	Photographer III	\$44.66
125	Licensed Practical Nurse III	\$48.06	164	Photographer IV	\$53.07
126	Medical Assistant	\$37.24	165	Photographer V	\$60.13
127	Medical Laboratory Technician	\$40.23	166	Video Teleconference Technician	\$37.70
128	Medical Record Clerk	\$37.80	167	Computer Operator I	\$34.40
129	Medical Record Technician	\$41.65	168	Computer Operator II	\$37.70
130	Medical Transcriptionist	\$37.27	169	Computer Operator III	\$41.19
131	Nuclear Medicine Technologist	\$70.83	170	Computer Operator IV	\$45.00
132	Nursing Assistant I	\$27.20	171	Computer Operator V	\$48.99
133	Nursing Assistant II	\$29.71	172	Computer Programmer I	\$44.70; see item #1 of Wage Det
134	Nursing Assistant III	\$31.78	173	Computer Programmer II	\$44.70; see item #1 of Wage Det
135	Nursing Assistant IV	\$34.84	174	Computer Programmer III	\$44.70; see item #1 of Wage Det
136	Optical Dispenser	\$36.04	175	Computer Programmer IV	\$44.70; see item #1 of Wage Det
137	Optical Technician	\$33.87	176	Computer Systems Analyst I	\$44.70; see item #1 of Wage Det
138	Pharmacy Technician	\$38.04	177	Computer Systems Analyst II	\$44.70; see item #1 of Wage Det
139	Phlebotomist	\$34.62	178	Computer Systems Analyst III	\$44.70; see item #1 of Wage Det
140	Radiologic Technologist	\$56.67	179	Peripheral Equipment Operator	\$34.28
141	Registered Nurse I	\$61.64	180	Personal Computer Support Technician	\$48.04
142	Registered Nurse II	\$73.81	181	Aircrew Training Devices Instructor (Non-Rated)	\$60.08
143	Registered Nurse II, Specialist	\$73.81	182	Aircrew Training Devices Instructor (Rated)	\$71.41
144	Registered Nurse III	\$87.43	183	Air Crew Training Devices Instructor (Pilot)	\$82.93
145	Registered Nurse III, Anesthetist	\$87.43	184	Computer Based Training Specialist / Instructor	\$62.24
146	Registered Nurse IV	\$102.80	185	Educational Technologist	\$55.68
147	Scheduler (Drug and Alcohol Testing)	\$56.84	186	Flight Instructor (Pilot)	\$82.93
148	Exhibits Specialist I	\$38.88	187	Graphic Artist	\$47.35
149	Exhibits Specialist II	\$46.11	188	Technical Instructor	\$45.79
150	Exhibits Specialist III	\$54.86	189	Technical Instructor/Course Developer	\$54.64
151	Illustrator I	\$41.57	190	Test Proctor	\$40.73
152	Illustrator II	\$49.19	191	Tutor	\$40.73
153	Illustrator III	\$58.64	192	Assembler	\$23.04
154	Librarian	\$55.45	193	Counter Attendant	\$23.04
155	Library Aide/Clerk	\$36.32	194	Machine-Tool Operator (Tool Room)	\$40.36
156	Library Information Technology Systems Administrator	\$49.10	195	Tool And Die Maker	\$46.21
157	Library Technician	\$41.73	196	Forklift Operator	\$31.98
158	Media Specialist I	\$37.18	197	Material Coordinator	\$42.24

**LABOR RATES, HOURLY – NON-EXEMPT (SCA-COVERED) POSITIONS
SINS 874-501/RC, 874-503/RC, 874-504/RC & 874-507/RC**

GSA Labor Category (SCA-Covered)**		Current Approved Rate	GSA Labor Category (SCA-Covered)**		Current Approved Rate
198	Material Expediter	\$42.24	237	Heating, Ventilation And Air Condtioning Mechanic (Research Facility)	\$49.81
199	Material Handling Laborer	\$29.51	238	Heavy Equipment Mechanic	\$46.16
200	Order Filler	\$28.42	239	Heavy Equipment Operator	\$50.29
201	Shipping Packer	\$29.50	240	Instrument Mechanic	\$45.13
202	Shipping/Receiving Clerk	\$29.50	241	Laboratory/Shelter Mechanic	\$43.03
203	Store Worker I	\$27.05	242	Laborer	\$28.59
204	Stock Clerk	\$34.62	243	Locksmith	\$44.19
205	Tools And Parts Attendant	\$31.12	244	Machinery Maintenance Mechanic	\$45.68
206	Warehouse Specialist	\$31.98	245	Machinist, Maintenance	\$46.44
207	Aerospace Structural Welder	\$49.03	246	Maintenance Trades Helper	\$34.29
208	Aircraft Mechanic I	\$46.98	247	Metrology Technician I	\$45.05
209	Aircraft Mechanic II	\$49.04	248	Metrology Technician II	\$47.02
210	Aircraft Mechanic III	\$50.89	249	Metrology Technician III	\$50.38
211	Aircraft Mechanic Helper	\$36.74	250	Millwright	\$45.91
212	Aircraft, Painter	\$45.87	251	Office Appliance Repairer	\$41.10
213	Aircraft Servicer	\$40.71	252	Painter, Maintenance	\$38.96
214	Aircraft Worker	\$42.88	253	Pipefitter, Maintenance	\$53.96
215	Appliance Mechanic	\$42.40	254	Plumber, Maintenance	\$51.82
216	Bicycle Repairer	\$30.43	255	Pneudraulic Systems Mechanic	\$45.16
217	Cable Splicer	\$46.60	256	Rigger	\$45.16
218	Carpenter, Maintenance	\$42.77	257	Scale Mechanic	\$41.22
219	Carpet Layer	\$42.54	258	Sheet-Metal Worker, Maintenance	\$46.37
220	Electrician, Maintenance	\$57.99	259	Small Engine Mechanic	\$35.32
221	Electronics Technician Maintenance I	\$41.22	260	Telecommunications Mechanic I	\$46.28
222	Electronics Technician Maintenance II	\$44.32	261	Telecommunications Mechanic II	\$48.29
223	Electronics Technician Maintenance III	\$48.10	262	Telephone Lineman	\$46.20
224	Fabric Worker	\$38.97	263	Welder, Combination, Maintenance	\$41.94
225	Fire Alarm System Mechanic	\$43.09	264	Well Driller	\$48.95
226	Fire Extinguisher Repairer	\$36.78	265	Woodcraft Worker	\$45.24
227	Fuel Distribution System Mechanic	\$44.71	266	Woodworker	\$36.73
228	Fuel Distribution System Operator	\$36.76	267	Chore Aide	\$24.68
229	General Maintenance Worker	\$38.51	268	Family Readiness And Support Services Coordinator	\$32.52
230	Ground Support Equipment Mechanic	\$45.87	269	Boiler Tender	\$61.47
231	Ground Support Equipment Servicer	\$39.78	270	Sewage Plant Operator	\$46.39
232	Ground Support Equipment Worker	\$41.89	271	Stationary Engineer	\$58.92
233	Gunsmith I	\$38.17	272	Ventilation Equipment Tender	\$45.98
234	Gunsmith II	\$42.39	273	Water Treatment Plant Operator	\$46.64
235	Gunsmith III	\$46.43	274	Alarm Monitor	\$33.61
236	Heating, Ventilation And Air-Conditioning Mechanic	\$47.72	275	Baggage Inspector	\$27.37

**LABOR RATES, HOURLY – NON-EXEMPT (SCA-COVERED) POSITIONS
SINS 874-501/RC, 874-503/RC, 874-504/RC & 874-507/RC**

GSA Labor Category (SCA-Covered)**		Current Approved Rate	GSA Labor Category (SCA-Covered)**		Current Approved Rate
276	Corrections Officer	\$60.45	315	Paralegal/Legal Assistant I	\$38.89
277	Court Security Officer	\$62.51	316	Paralegal/Legal Assistant II	\$46.47
278	Detection Dog Handler	\$31.41	317	Paralegal/Legal Assistant III	\$55.31
279	Detention Officer	\$60.45	318	Paralegal/Legal Assistant IV	\$65.47
280	Firefighter	\$57.81	319	Photo-Optics Technician	\$54.90
281	Guard I	\$27.37	320	Technical Writer I	\$42.80
282	Guard II	\$31.47	321	Technical Writer II	\$50.81
283	Lifeguard	\$23.50	322	Technical Writer III	\$60.03
284	Park Attendant (Aide)	\$31.84	323	Unexploded Ordnance (UXO) Technician I	\$45.40
285	Recreation Aide/Health Facility Attendant	\$28.12	324	Unexploded Ordnance (UXO) Technician II	\$53.47
286	Recreation Specialist	\$33.48	325	Unexploded Ordnance (UXO) Technician III	\$62.72
287	Sports Official	\$26.52	326	Unexploded (UXO) Safety Escort	\$42.11
288	Swimming Pool Operator	\$34.49	327	Unexploded (UXO) Sweep Personnel	\$45.40
289	Blocker And Bracer	\$44.14	328	Weather Observer, Combined Upper Air Or Surface Programs	\$47.62; see item #2 of Wage Det
290	Hatch Tender	\$43.60	329	Weather Observer, Senior	\$52.14; see item #2 of Wage Det
291	Line Handler	\$43.60	330	Bus Aide	\$25.78
292	Stevadore I	\$42.20	331	Bus Driver	\$33.13
293	Stevadore II	\$46.27	332	Driver Courier	\$31.49
294	Air Traffic Control Specialist, Center (HFO)	\$65.09; see item #2 of Wage Det	333	Parking and Lot Attendant	\$22.54
295	Air Traffic Control Specialist, Station (HFO)	\$47.02; see item #2 of Wage Det	334	Shuttle Bus Driver	\$33.32
296	Air Traffic Control Specialist, Terminal (HFO)	\$51.09; see item #2 of Wage Det	335	Taxi Driver	\$26.13
297	Archeological Technician I	\$34.08	336	Truckdriver, Light	\$33.32
298	Archeological Technician II	\$38.32	337	Truckdriver, Medium	\$35.07
299	Archeological Technician III	\$49.55	338	Truckdriver, Heavy	\$38.42
300	Cartographic Technician	\$52.47	339	Truckdriver, Tractor-Trailer	\$38.42
301	Civil Engineering Technician	\$48.27	340	Cashier	\$23.75
302	Drafter/CAD Operator I	\$41.69	341	Desk Clerk	\$23.00
303	Drafter/CAD Operator II	\$46.00	342	Embalmer	\$45.40
304	Drafter/CAD Operator III	\$50.48	343	Laboratory Animal Caretaker I	\$25.27
305	Drafter/CAD Operator IV	\$58.25	344	Laboratory Animal Caretaker II	\$26.79
306	Engineering Technician I	\$33.00	345	Mortician	\$48.32
307	Engineering Technician II	\$36.19	346	Pest Controller	\$31.85
308	Engineering Technician III	\$39.66	347	Photofinishing Worker	\$25.35
309	Engineering Technician IV	\$47.53	348	Recycling Laborer	\$34.83
310	Engineering Technician V	\$56.62	349	Recycling Specialist	\$40.46
311	Engineering Technician VI	\$66.73	350	Refuse Collector	\$32.04
312	Environmental Technician	\$45.44	351	Sales Clerk	\$25.93
313	Laboratory Technician	\$38.21	352	Survey Party Chief	\$42.64
314	Mathematical Technician	\$54.58	353	Surveying Aide	\$24.89
			354	Surveying Technician	\$29.58

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LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

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SCA Eligible Contract Labor Category (GSA Labor Category)	Labor Category Descriptions (SCA Directory of Occupations vers5) <i>IAP SCA Labor categories have a minimum education requirement of a high school diploma or equivalent and require at least one year of experience</i>
Accounting Clerk I	This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.
Accounting Clerk II	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.
Accounting Clerk III	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.
Administrative Assistant	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.
Data Entry Operator I	This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.
Data Entry Operator II	This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.
Dispatcher, Motor Vehicle	This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and completes lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.
Document Preparation Clerk	This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.
Duplicating Machine Operator	This position 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. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

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General Clerk I	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.
General Clerk II	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.
General Clerk III	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.
Housing Referral Assistant	This position provides housing information to an organization's employees moving to a new location. The Housing Referral Assistant will contact individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone. May correspond to obtain listings of rental or sale properties, future housing prospects, and to develop a working relationship with the housing referral service. Job tasks include: compiling housing lists of rental property and properties for purchase. Periodically the Housing Referral Assistant communicates with contacts to update listings, ensures that property owners comply with the nondiscrimination policy, and counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs.
Messenger Courier	The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.
Order Clerk I	This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.
Order Clerk II	This position 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.
Personnel Assistant (Employment) I	This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.
Personnel Assistant (Employment) II	This position serves as a clerical expert in independently processing 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. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

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Personnel Assistant (Employment) III	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.
Production Control Clerk	This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.
Receptionist	This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have 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. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.
Rental Clerk	This position performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. The Rental Clerk receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follows up on income recertifications.
Scheduler, Maintenance	This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.
Secretary I	This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary 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, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy.
Secretary II	This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary 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, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. 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.

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

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Secretary III	This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary 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, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations.
Service Order Dispatcher	This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.
Supply Technician	This position 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; and (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.
Survey Worker	This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.
Travel Clerk I	This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel. Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.
Travel Clerk II	This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel. 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.

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

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Word Processor I	This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail. This position 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. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.
Word Processor II	This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail. This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: a. Editing and reformatting written or electronic drafts. b. Transcribing scientific reports, lab analysis, 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	This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail. 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.
Automobile Body Repairer, Fiberglass	This position repairs damaged fiberglass automobile bodies using pneumatic tools and knowledge of fiberglass repair techniques, cuts away damaged fiberglass, using air grinder, smooths edges of painted surface using sandpaper or air-powered sander, masks surrounding undamaged surface, using masking tape, cuts plastic separating film using shears, and tapes film to outside repair area. The Automobile Body Repairer mixes polyester resin and hardener according to specifications and applies mixture to repair area, soaks matting in resin mixture and layers matting over repair area to specified thickness, peels separating film from repair area and washes surface with water, occasionally secures new panel to repair area using C-clamp. The Repairer applies and spreads body filler manually to reestablish surface. The Repairer also manually files away excess filler to match original contour, smooths filler, using air sander, and cleans repair area with air gun.
Automotive Electrician	This position tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplifying control units, voltage regulating equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.

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Automotive Glass Installer	This position replaces broken or pitted windshields and window glass in motor vehicles, removes broken glass by unscrewing frame, using hand tools. The Automotive Glass Installer cuts flat safety glass according to specified pattern, using glasscutter; smoothes cut edge of glass by holding against abrasive belt; applies moisture proofing compound along cut edges and installs glass in vehicle; weatherproofs window or windshield and prevents it from rattling by installing rubber channeling strips around sides of glass; installs precut replacement glass to replace curved windows; and may replace or adjust parts in window-raising mechanism.
Automotive Worker	The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker places and maintains decals on vehicles, checks and replaces batteries, rotates, repairs, and replaces tires, washes, polishes, and cleans interiors and exteriors of vehicles, drains, flushes, and replaces engine, transmission, and differential grease and oils, checks, cleans, calibrates, and replaces spark plugs, cleans and replaces oil and air filters. The Automotive Worker adjusts brakes, replaces windshield wipers, and similar minor parts, assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items, maintains tools and equipment, and cleans work areas.
Mobile Equipment Servicer	Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, charges oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.
Motor Equipment Metal Mechanic	The Motor Equipment Metal Mechanic (Motor Vehicle Body Repairer) repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools, removes upholstery, accessories, electrical and hydraulic window, seat-operating equipment, and trim to gain access to vehicle body and fender, positions block against surface of dented area and beats opposite surface to remove dents using hammer, and fills depressions with solder or other plastic material. This worker removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement, straightens bent frames, using hydraulic jack and pulling device, files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander, aims headlights, aligns wheels, bleeds hydraulic brake system, and may paint surface after performing body repairs.
Motor Equipment Metal Worker	The Motor Equipment Metal Worker assists the Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies and main frames, and other routine duties.
Motor Vehicle Mechanic	The Motor Vehicle Mechanic 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 and experience usually acquired through a formal apprenticeship or equivalent.
Motor Vehicle Mechanic Helper	The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.
Motor Vehicle Upholstery Worker	The Motor Vehicle Upholstery Worker repairs and replaces upholstery, including fabrics, springs, webbing, filling, and padding, in automobiles, trucks, buses, and other motor vehicles.
Motor Vehicle Wrecker	The Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator) operates gasoline, diesel, or electric-powered vehicle equipped with special equipment used to tow vehicles or equipment.
Painter, Automotive	The Painter, Automotive Worker coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from vehicle, using liquid paint remover and scraper, smoothes surface with sandpaper and steel wool. The Painter, Automotive Worker roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface, masks and covers portions of surfaces not to be painted, paints vehicle or specified portion of vehicle and may paint insignia, letters or numerals on vehicle surface using stencils.
Radiator Repair Specialist	The Radiator Repair Specialist (Automobile Radiator Mechanic) repairs, modifies, and tests automotive radiators, air coolers, and oil temperature regulators made of various kinds of metals, locates and repairs leaks, removes defective parts, and installs new parts.

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Tire Repairer	The Tire Repairer repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench, removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist, locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture, and seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools. Job task for the Tire Repairer also includes separating tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer, removing inner tube from tire and inspects tire casing for defects, such as holes and tears, gluing boot (tire patch) over rupture in tire casing using rubber cement, inflating inner tube and immerses it in water to locate leak, buffing defective area of inner tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. The Tire Repairer reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel, hammers required counterweights onto rim of wheel.
Transmission Repair Specialist	The Transmission Repair Specialist (Transmission Mechanic) repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools, disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves, adjusts pumps, bands, and gears as required, using wrenches, installs repaired transmission and fills it with specified fluid, adjusts operating linkage and tests operation on road. The Specialist may adjust a carburetor, verify idle speed of motor, using equipment, such as tachometer, and make required adjustments.
Baker	The Baker applies full knowledge of baking trade and is responsible for producing standard baked goods such as bread, rolls, cakes, cookies, biscuits, muffins, and various types of puddings, and ice cream or sherbets.
Cook I	The Cook prepares food, using various cooking methods, i.e., boiling, roasting, baking, broiling, to make suitable for eating. The Cook I independently performs moderately difficult tasks in preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.
Cook II	The Cook prepares food, using various cooking methods, i.e., boiling, roasting, baking, broiling, to make suitable for eating. The Cook II prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, seasons and cooks all cuts of various meats, fish and poultry, boils, steams or fries vegetables, makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.
Dishwasher	The Dishwasher manually or mechanically washes and rinses dishes, glasses and silverware; maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.
Food Service Worker	The Fast Food Worker (Crew Person, Team Member, Associate) refers to a non-supervisory full-or part-time worker in a fast food restaurant who performs one or more repetitious and standardized tasks at an assigned station. Duties include one or more of the following: preparing simple food items such as French fries, fish or chicken portions, hamburgers, and beverages in a highly standardized manner, often controlled by automatic or simple timing devices; taking customers' orders; filling orders, and collecting payment. This Worker may rotate among stations, and clean equipment or premises.
Meat Cutter	Utilizing standardized meat cutting methods, the Meat Cutter breaks down meat carcasses and wholesale cuts; bones and cuts meat into roasts, steaks, chops, etc, cleans and cuts fish into filets and steaks, draws dresses and cuts poultry. Must know methods for handling and storing meats (including fish and fowl).
Waiter/Waitress	The Waiter/Waitress serves food and beverages to patrons at counters and tables in coffee shops, lunchrooms, and other dining establishments. This worker presents menus to customers, answers questions, and makes suggestions regarding food and service. Duties include: memorizing or writing order on check, relaying order to kitchen and serving course from kitchen and service bars. The Waiter/Waitress observes guests to fulfill any additional requests and to perceive when meal has been completed, totals bill and accepts payment or refers patron to Cashier. The Waiter/Waitress may ladle soup, toss salads, portion pies and desserts, brew coffee, perform other services as determined by establishment's size and practices, and may clear and reset counters or tables at conclusion of each course or meal.
Gardener	The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.

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Housekeeping Aide	The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.
Janitor	The Janitor 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.
Laborer, Grounds Maintenance	The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, spray lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.
Maid or Houseman	The Maid or Houseman cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: dusting and cleaning Venetian blinds, furniture, and other surfaces, sorts, counts, folds, marks, or carries linens. The Maid or Houseman turns mattresses and makes beds, moves and arranges furniture and hangs drapes, cleans and polishes metalwork and porcelain bathroom fixtures, spot-cleans walls and windows, empties wastebaskets and removes trash, removes soiled linens for laundering, replenishes room supplies, and reports needed repairs to equipment, furniture, building and fixtures.
Pruner	The Pruner identifies and inspects trees for damage and/or diseases. Uses loppers to remove limbs from designated trees, applies spacing guidelines for selection of best trees, and cuts or severs all live or dead limbs of selected trees to a specified height.
Tractor Operator	The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.
Trail Maintenance Worker	The Trail Maintenance Worker removes fallen and leaning dead trees, encroaching limbs and brush, minor repair of tread, tread drainage and tread drainage structures and trail location marking. The Trail Maintenance Worker removes downed limbs, loose rock and debris from trail ways.
Window Cleaner	The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.
Ambulance Driver	The Ambulance Driver drives an ambulance to transport sick, injured or convalescent persons, places patients on stretcher and loads stretcher into ambulance (usually with help of ambulance attendant), takes sick or injured persons to hospital or convalescents to destination, using knowledge and skill in driving to avoid sudden motions detrimental to patients, changes soiled linen on stretcher, administers first aid as needed; may shackle violent patients, and may report facts concerning accident or emergency to hospital personnel or law enforcement officials.

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Breath Alcohol Technician	The Breath Alcohol Technician instructs and assists individuals in the alcohol testing process and operates the Evidential Breath Testing (EBT) devices. He or she must complete a course of instruction which includes: the principles of EBT methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol content; the agency testing procedures; and, interpretation and recording of EBT results. The BAT is trained to proficiently use approved EBT devices, and is familiar with the alcohol testing procedures. The BAT may independently perform external calibration checks by preparing the breath alcohol simulator or alcohol standard and may perform other maintenance and calibration functions. Specific Duties can include: Maintenance and safekeeping of the EBT, assuring there are sufficient testing supplies/materials available, explaining the breath testing process to subjects, operating an EBT and documenting test results.
Certified Occupational Therapist Assistant	The Certified Occupational Therapist Assistant assists in the administration of rehabilitative activities for patients with developmental, physical or emotional impairments. This person must pass a national certification examination, be familiar with standard concepts, practices and procedures within a particular field, rely on limited experience and judgment to plan and accomplish goals, perform a variety of tasks, and report to the occupational therapist.
Certified Physical Therapist Assistant	The Certified Physical Therapist Assistant administers procedures to patients to help reduce pain and improve mobility. This position usually requires an Associate's degree from an accredited program and two years of experience. The Incumbent must be familiar with standard concepts, practices and procedures within the physical therapy field. The Certified Physical Therapist Assistant performs a variety of tasks and utilizes limited experience and independent judgment to accomplish goals. A limited degree of creativity and latitude is required, and this person will report to the Physical Therapist.
Dental Assistant	The Dental Assistant provides assistance to the dentist by receiving and preparing patients for dental treatment, preparing materials and equipment for use by the dentist, assisting dentist at chair-side or bedside in the treatment of patients, taking dental radiographs and maintaining records related to appointments, examinations, treatment and supplies. This person may work in general dentistry or in a specialized field of dentistry such as prosthodontics or oral surgery.
Dental Hygienist	Under the direct supervision of a dentist, the Dental Hygienist cleans calcareous deposits, accretions and stains from teeth and beneath margins of gums, using dental instruments. This employee feels lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer, feels and visually examines gums for signs of disease, may provide clinical services and health education to improve oral health and dental care of school children, and may conduct dental health clinics for community groups to augment services of dentist. Usually, this position requires an Associate's degree, dental hygienist license and two to four years of experience. Prospects must be familiar with standards, concepts, and procedures within the dental field, and be able to rely on limited experience and judgment to plan and accomplish goals, to perform variety of tasks. The Dental Hygienist reports to Dentist.
EKG Technician	The EKG Technician performs electrocardiographs according to established policies and procedures. Usually, this position requires graduation from an accredited EKG program, two years of community college and two years of clinical experience. Prospects must be familiar with standard concepts, practices and procedures within the electrocardiography particular field, rely on limited experience and judgment to plan and accomplish goals, and perform a variety of tasks. This position reports to physician or registered nurse.
Electroneurodiagnostic Technologist	The Electroneurodiagnostic Technologist assists in the analysis and diagnosis of disorders in the brain and nervous system such as brain tumors, sleep disorders, strokes, and epilepsy. Usually this requires two years of community college and two years of related experience. Prospects must be familiar with standards, concepts, and procedures within the Neurology field, rely on limited experience and judgment to plan and accomplish goals, and perform variety of tasks. This position reports to supervisor or manager.

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Emergency Medical Technician	<p>The Emergency Medical Technician provides emergency medical treatment to sick or injured persons at site of emergency and while in transit to medical facility, working as a member of an emergency medical team, responds to instructions from emergency medical dispatcher, and drives specially equipped emergency vehicle to specified location., monitors communication equipment to maintain contact with dispatcher, determines nature and extent of illness or injury, or magnitude of catastrophe, and establishes procedures to be followed or need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice, administers prescribed medical treatment at site of emergency or in vehicle in route to medical facility, performing such activities as applying splints, administering oxygen, maintaining an adequate airway, treating minor wounds or abrasions, or performing cardiopulmonary resuscitation (CPR). Job tasks requires that one; communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility, assists in removal of victims from vehicle and in their transfer to treatment center, assists center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency, maintains vehicles and medical communication equipment, and replenishes first-aid equipment and supplies.</p> <p>The Emergency Medical Technician may assist in controlling crowds, protecting valuables, or performing other duties at scene of catastrophe, and assist professional medical personnel in emergency treatment administered at medical facility. The typical EMT is trained according to an U. S. Department of Transportation National Standard Curriculum (114 hours). The EMT may also acquire additional skills, such as use of the automatic or manual external defibrillator, and become certified as an EMT-Defibrillator (EMT-D). On average, 18 hours of training are needed to acquire defibrillation skills.</p>
Licensed Practical Nurse I	<p>The LPNs are licensed to provide practical or vocational nursing care to patients in hospitals, nursing homes, clinics, health units, homes, and community health organizations. They typically work under the supervision of a registered nurse or physician, and may supervise unlicensed nursing assistants. The Licensed Practical Nurse I provides standard nursing care requiring some latitude for independent judgment and initiative to perform recurring duties. Supervisor provides additional instructions for unusual or difficult tasks. Deviations from specific guidelines must be authorized by the supervisor.</p>
Licensed Practical Nurse II	<p>The LPNs are licensed to provide practical or vocational nursing care to patients in hospitals, nursing homes, clinics, health units, homes, and community health organizations. They typically work under the supervision of a registered nurse or physician, and may supervise unlicensed nursing assistants. The Licensed Practical Nurse II provides nursing care requiring an understanding of diseases and illnesses sufficient to enhance communications with physicians, registered nurses, and patients, follows general instructions in addition to established policies, practices and procedures, uses judgment to vary sequence of procedures based on patient's condition and previous instructions. Supervisory approval for requested deviations is given routinely. Guidance is provided for unusual occurrences.</p>
Licensed Practical Nurse III	<p>The LPNs are licensed to provide practical or vocational nursing care to patients in hospitals, nursing homes, clinics, health units, homes, and community health organizations. They typically work under the supervision of a registered nurse or physician, and may supervise unlicensed nursing assistants. This level applies to two different work situations. In situation 1), LPNs provide nursing care for patients in various stages of dependency, setting priorities and deadlines for patient care as necessary prior to notifying the supervisor. In situation 2), LPNs are assigned to a selected group of critically ill patients, e.g., in hospital intensive care or coronary care units. These assignments require LPNs to immediately recognize and respond to serious situations, sometimes before notifying an RN. However, their overall independence and authority is more limited than that described in situation 1, and supervisory approval is required for proposed deviations from established guidelines.</p>
Medical Assistant	<p>The Medical Assistant assists physicians in examination and treatment of patients, and performs clerical tasks related to administration of office. The Medical Assistant prepares treatment rooms for examination of patient. Interview s patient and checks pulse, temperature, blood pressure, weight and height, drapes patient with covering correctly positions instruments and equipment, hands instruments and materials to doctor as directed, collects and prepares specimens for shipment to medical laboratories, takes electrocardiograms, telephones prescriptions to pharmacy, and authorizes refills as directed. This person schedules appointments, arranges for hospital admission and laboratory services, receives money for bills, completes insurance forms, maintains financial records, and records and files patient charts and medical records. Medical Assistants may use computer to perform administrative duties.</p>
Medical Laboratory Technician	<p>The Medical Laboratory Technician (Clinical Laboratory Assistant, Registered Medical Technician) performs a variety of routine tests and laboratory procedures in a medical laboratory for use in diagnosis and treatment of disease. This technician conducts urinalyses, clinical chemistry tests and blood counts, prepares tissue samples for study by medical technologist or pathologist, prepares chemical reagent stains and solutions tends automatic equipment to prepare specimens and perform analytic tests, makes preliminary identification of bacterial cultures subject to confirmation of supervisor, maintains laboratory stock of chemicals and glassware, and may collect specimens from patients.</p>

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Medical Record Clerk	The Medical Record Clerk compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys, prepares folders and maintains records of newly admitted patients. reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. This technician will also record diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, type and process birth certificates, assist other workers with coding of records, make copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests to records.
Medical Record Technician	The Medical Record Technician (Medical Record Administrator) maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.
Medical Transcriptionist	The Medical Transcriptionist transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments, diagnostics, therapy and other medical reports. This position usually requires a high school diploma or equivalent and coursework in medical terminology and two years of related work experience. Prospects must be familiar with standard concepts, practices and procedures within a medical field, be able to perform a variety of tasks and utilize limited experience and independent judgment to accomplish goals.
Nuclear Medicine Technologist	The Nuclear Medicine Technologist administers and monitors radionuclides to patients to determine presence of radioactive drugs. This position usually requires an Associate's degree with two years of experience in the field or related area, and May require state certification. Prospects must be familiar with standard concepts, practices and procedures within the Nuclear Medicine field and utilize limited experience and independent judgment to accomplish goals. This position reports to supervisor or manager.
Nursing Assistant I	The Nursing Assistant I performs simple personal care and housekeeping tasks requiring no previous training. Typical tasks include bathing, dressing, feeding, lifting, escorting, and transporting patients, collecting laundry carts and food trays, taking and recording temperatures, changing bed linen and cleaning patients' rooms. This assistant must be able to follow detailed and specific instructions.
Nursing Assistant II	In addition to providing personal care, the Nursing Assistant II performs common nursing procedures such as, observing and reporting on patient conditions; taking and recording vital signs, collecting and labeling specimens, sterilizing equipment; listening to and encouraging patients, giving sitz baths and enemas; applying and changing compresses and non-sterile dressings, checking and replenishing supplies, securing admission data from patients, and assisting in controlling aggressive or disruptive behavior. The Nursing Assistant II follows specific instructions, and matters not covered are verified with the supervisor. (Positions involved with the above duties in forensic units of mental health institutions are classified as Nursing Assistant III.)
Nursing Assistant III	This position performs a variety of common nursing procedures as described at Level II. Work requires prior experience or training to perform these procedures with some latitude for exercising independent initiative or limited judgment. This Assistant may also perform several procedures sequentially, chart patient care, administer prescribed medication and simple treatments, teach patient self-care and lead lower level nursing assistants.
Nursing Assistant IV	This position applies advanced patient or resident care principles, procedures and techniques that require considerable training and experience. In addition to the work described at Level III, typical duties are as follows: assisting professional staff in planning and evaluating patient or resident care; recognizing subtle changes in patient's condition and behavior and varying nursing care accordingly; catheterizing, irrigating, and suctioning patients; monitoring IV fluids and alerting registered nurse when system needs attention; performing minor operative and diagnostic procedures in a clinic. Supervisor describes limitations and priorities of work.
Optical Dispenser	The Dispensing Optician (Optician) examines written prescriptions to determine the specifications of lenses. The Optician recommends eyeglass frames, lenses, and lens coatings after considering the prescription and the customer's occupation, habits, and facial features. Measures clients' eyes, including the distance between the center of the pupils and the distance between the surface and the lens. May obtain a customer's previous record or verify a prescription with the examining optometrist or ophthalmologist. Opticians may reshape or bend the frame by hand or using pliers so that the eyeglasses fit the customer properly and comfortably. May also fix, adjust, and refit broken frames. Some Opticians specialize in fitting contacts, artificial eyes, or cosmetic shells to cover blemished eyes.

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Optical Technician	The Optical Technician operates machinery to construct eyeglasses based on specific prescription information. This person must be familiar with standard concepts, practices and procedures within the optical field. The Optical Technician performs a variety of tasks and utilizes limited experience and independent judgment to accomplish goals. The Optical Technician reports to supervisor or manager.
Pharmacy Technician	Duties for Pharmacy Technician include the following: prepare and dispense medications, maintain related records for patients in hospital or clinic under supervision of pharmacist; prepare, package, label and distribute medication doses prescribed by physician. This technician maintains patient medication profile records, utilizing compute, and maintains inventories of drugs and supplies; performing such duties as placing drug and supply orders with vendors, stocking shelves, rotating stock and checking expiration date of pharmaceuticals.
Phlebotomist	Phlebotomists draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. They assemble equipment such as tourniquet, needles, blood collection devices, gauze, cotton, and alcohol on work tray according to requirements for specified tests or procedures, verify or record identities of patients or donors and converse with patients or donors to allay fears of procedures. This worker applies tourniquet to arm, locates accessible vein, swabs puncture area with disinfectant, inserts needle into vein to draw blood into collection tube or bag, withdraws needle, applies treatment to puncture site, and labels and stores blood container for subsequent processing. This worker may prick finger to draw blood, conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood bank.
Radiologic Technologist	The Radiologic Technologist arranges patients for radiological examinations, produces radiographs (x-rays) to aid in the diagnosis of medical problems. Usually, this position requires an Associate's degree with two years of experience in the field or related area. The prospect has knowledge of commonly used concepts, practices and procedures within the field, relies on instructions and pre-established guidelines to perform the functions of the job, and works under immediate supervision. A certain degree of latitude and creativity is required. This position reports to supervisor or manager.
Registered Nurse I	The Registered Nurse provides professional nursing care to patients in hospitals, nursing homes, clinics, health units, private residences, and community health organizations. (Visiting nurses are included.) The Registered Nurse assists physicians with treatment; assesses patient health problems and needs, develops and implements nursing care plans, maintains medical records, and assists patients in complying with prescribed medical regimen, may specialize as an operating room nurse, psychiatric nurse, nurse anesthetist, industrial nurse, nurse practitioner, and clinical nurse specialist. This nurse may supervise LPNs and Nursing Assistants. The Registered Nurse I provides comprehensive general nursing care to patients whose conditions and treatment are normally uncomplicated, follows established procedures, standing orders, and doctor's instructions, uses judgment in selecting guidelines appropriate to changing patient conditions. Routine duties are performed independently; variations from established routines are performed under specific instructions.
Registered Nurse II	The Registered Nurse provides professional nursing care to patients in hospitals, nursing homes, clinics, health units, private residences, and community health organizations. (Visiting nurses are included.) The Registered Nurse assists physicians with treatment; assesses patient health problems and needs, develops and implements nursing care plans, maintains medical records, and assists patients in complying with prescribed medical regimen, may specialize as an operating room nurse, psychiatric nurse, nurse anesthetist, industrial nurse, nurse practitioner, and clinical nurse specialist. This nurse may supervise LPNs and Nursing Assistants. The Registered Nurse II plans and provides comprehensive nursing care in accordance with professional nursing standards, uses judgment in assessing patient conditions, interprets guidelines, and modifies patient care as necessary, recognizes and determines proper action for medical emergencies, e.g., calls physician or takes preplanned emergency measures.
Registered Nurse II, Specialist	The Registered Nurse II, Specialist plans and provides highly specialized patient care in a difficult specialty area, such as intensive care or critical care. In comparison with Registered Nurse II, pay typically reflects advanced specialized training, experience and certification. This nurse may assist higher-level nurses in developing, evaluating, and revising nursing plans, and may provide advice to lower level nursing staff in area of specialty.
Registered Nurse III	The Registered Nurse III plans and performs specialized and advanced nursing assignments of considerable difficulty, uses expertise in assessing patient conditions and develops nursing plans that serve as a role model for others. Evaluations and observation skills are relied upon by physicians in developing and modifying treatment. Work extends beyond patient care to the evaluation of concepts, procedures, and program effectiveness.
Registered Nurse III, Anesthetist	This Nurse recommends and administers general anesthetics intravenously, topically, by inhalation, or by endotracheal intubation; induces patient anesthesia, and manages proper states of patient narcosis throughout prolonged surgeries; determines the need for and administers parenteral fluids including plasma and blood; administers stimulants as directed. The Registered Nurse III may also administer local anesthetics as needed.
Registered Nurse IV	This Nurse plans, researches, develop and implements new or modified techniques, methods, practices, and approaches in nursing care; acts as consultant in area of specialization and is considered an expert or leader within specialty area; consults with supervisor to develop decisions and coordinates with other medical staff and community.

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Scheduler (Drug and Alcohol Testing)	Drug and Alcohol Testing Schedulers are responsible for a variety of functions related to the planning, scheduling, and modification of plans and schedules for workplace alcohol or drug testing as well as reporting of alcohol or drug tests. These functions are carried out as a centralized operation coordinating the client's request for a certain number and type of test to be accomplished at specific dates, times and places on a national scale. These tests could be accomplished anywhere in the USA, Puerto Rico, and American Trust Territories, for any of the type of alcohol or drug tests required, i.e., random, pre-employment, post-accident, reasonable suspicion, return-to-duty, or follow-up.
Exhibits Specialist I	The Exhibits Specialist constructs and installs exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools. This Specialist studies sketches or scale drawings for temporary or permanent display or exhibit structures to determine type, amount, and cost of material needed. The Specialist confers with exhibit planning and art personnel to discuss structural feasibility of plans and to suggest alternate methods of displaying objects in exhibit; cuts, assembles, and fastens parts to construct framework, panels, shelves, and other exhibit components of specified materials, using hand tools and power tools. The Exhibits Specialist sprays or brushes paint, enamel, varnish, or other finish on structures, or creates special effects by applying finish with cloth, sponge, or fingers to prepare structure for addition of fittings. At this level, the Exhibits Specialist brings to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. They perform duties related to the fabrication, finishing and repair of exhibits while acquiring training in museum or exhibits techniques.
Exhibits Specialist II	The Exhibits Specialist constructs and installs exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools. This Specialist studies sketches or scale drawings for temporary or permanent display or exhibit structures to determine type, amount, and cost of material needed. The Specialist confers with exhibit planning and art personnel to discuss structural feasibility of plans and to suggest alternate methods of displaying objects in exhibit; cuts, assembles, and fastens parts to construct framework, panels, shelves, and other exhibit components of specified materials, using hand tools and power tools. The Exhibits Specialist sprays or brushes paint, enamel, varnish, or other finish on structures, or creates special effects by applying finish with cloth, sponge, or fingers to prepare structure for addition of fittings. At this level, the Exhibits Specialist perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits that require a high degree of manual dexterity and moderate but varied artistic skills. Generally, they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. The supervisor checks their work at the completion of each phase of work that involves several processes or stages of development.
Exhibits Specialist III	The Exhibits Specialist constructs and installs exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools. This Specialist studies sketches or scale drawings for temporary or permanent display or exhibit structures to determine type, amount, and cost of material needed. The Specialist confers with exhibit planning and art personnel to discuss structural feasibility of plans and to suggest alternate methods of displaying objects in exhibit; cuts, assembles, and fastens parts to construct framework, panels, shelves, and other exhibit components of specified materials, using hand tools and power tools. The Exhibits Specialist sprays or brushes paint, enamel, varnish, or other finish on structures, or creates special effects by applying finish with cloth, sponge, or fingers to prepare structure for addition of fittings. At this level, the Exhibits Specialist is responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.
Illustrator I	The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, exploded views, functional, perspective and isometric drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary. Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

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Illustrator II	<p>The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, exploded views, functional, perspective and isometric drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary.</p> <p>The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.</p>
Illustrator III	<p>The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, exploded views, functional, perspective and isometric drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary.</p> <p>The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium. The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts.</p> <p>The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.</p>
Librarian	<p>The Librarian maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. This worker issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. The Librarian also answers correspondence on special reference subjects, may compile list of library materials according to subjects or interests, and may select, order, catalog and classify materials.</p>
Library Aide/Clerk	<p>The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including: issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.</p>
Library Information Technology Systems Administrator	<p>The Library Information Technology Systems Administrator administers and supports daily operational requirements of library and information computer network systems including workstation, file servers, and web servers. Duties typically involve the installation of hardware, software, systems upgrades, network accounts, network security, and web page design, interface and updates, planning and implementing long-range automation plan, period reports, and local system design documentation. This Administrator trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.</p>

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Library Technician	The Library Technician provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools, such as Library of Congress catalog. The incumbent performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to Librarian. This Technician verifies bibliographic information on order requests, works or directs workers in maintenance of stacks or in section of department or division with tasks such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.
Media Specialist I	The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating procedures. The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.
Media Specialist II	The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating procedures. This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g. tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.
Media Specialist III	The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating procedures. The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e.g., expiration date on media, media internally labeled incorrectly or frequent introduction of new media technology). In response to media error conditions, this Worker chooses or devises a course of action from among processing tanks and dryer, around polished drum, and onto take-up reel. The specialist turns valves to fill tanks with premixed solutions such as developer, dyes, stop-baths, fixers, bleaches, and washes, moves thermostatic control to keep steam-heated drum at specified temperature, and splices sensitized paper to leaders using tape. The specialist then starts machine and throws switches to synchronize drive speeds of processing and drying units, compares processed prints with color standard, reports variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.
Photographer I	The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed. The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer 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.

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Photographer II	<p>The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed. This Photographer 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 subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II 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. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.</p>
Photographer III	<p>The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed.</p> <p>The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision.</p>
Photographer IV	<p>The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed.</p> <p>The Photographer IV 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. This Worker 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.</p>

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Photographer V	<p>The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed.</p> <p>As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker 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.</p>
Video Teleconference Technician	<p>The Video Teleconference Technician operates video teleconferencing equipment including powering up teleconferencing equipment, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup; operate or assist in operating session control panel, studio control unit, and high-resolution graphics. Job tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician's responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.</p>
Computer Operator I	<p>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. The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.</p>
Computer Operator II	<p>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. The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.</p>
Computer Operator III	<p>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. The Computer Operator III processes a range of scheduled routines. 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.</p>
Computer Operator IV	<p>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. The Computer Operator IV 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.</p>

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Computer Operator V	<p>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. The Computer Operator V 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.</p>
Computer Programmer I	<p>The 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. The Computer Programmer tests and corrects programs, prepares instructions for operators who control the computer during runs, modifies programs to increase operating efficiency or to respond to changes in work processes, and maintains records to document program development and revisions.</p> <p>The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision. In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.</p>
Computer Programmer II	<p>The 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. The Computer Programmer tests and corrects programs, prepares instructions for operators who control the computer during runs, modifies programs to increase operating efficiency or to respond to changes in work processes, and maintains records to document program development and revisions. At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. 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. 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.</p>

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Computer Programmer III	<p>The 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. The Computer Programmer tests and corrects programs, prepares instructions for operators who control the computer during runs, modifies programs to increase operating efficiency or to respond to changes in work processes, and maintains records to document program development and revisions.</p> <p>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 pay roll, inventory, purchasing, insurance payments, depositor accounts, 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.</p>
Computer Programmer IV	<p>The 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. The Computer Programmer tests and corrects programs, prepares instructions for operators who control the computer during runs, modifies programs to increase operating efficiency or to respond to changes in work processes, and maintains records to document program development and revisions.</p> <p>The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.</p>
Computer Systems Analyst I	<p>The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. This Worker develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs.</p> <p>At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.</p>
Computer Systems Analyst II	<p>The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. This Worker develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs. 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.</p>

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Computer Systems Analyst III	<p>The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. This Worker develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs.</p> <p>The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.</p>
Peripheral Equipment Operator	<p>The Peripheral Equipment Operator operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.</p>
Personal Computer Support Technician	<p>The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.</p>
Aircrew Training Devices Instructor (Non-Rated)	<p>The Aircrew Training Devices Instructor (Non-Rated) is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of aircraft crewmembers (non-rated for Air Force/Navy contracts). This Worker instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures. The Aircrew Training Devices Instructor assists in projects and development work as assigned, performs administrative and collateral duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs.</p>
Aircrew Training Devices Instructor (Rated)	<p>The Aircrew Training Devices Instructor (Rated) is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of aircraft crew members (crew members for Air Force/Navy contracts) either individually, or in combination with pilot instructors. The incumbent instructs and measures training progress of crew member students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures, and assists in projects and development work as assigned. This Rated Instructor conducts ATD and other ground training of crew members in their specialized aircraft operations, including diagnosis and remediation of student problems following course outline and programmed simulator exercises. This person performs administrative and collateral duties relative to training such as: record keeping, monitoring student progress, counseling, training development and maintenance of training programs.</p>
Air Crew Training Devices Instructor (Pilot)	<p>This Pilot Instructor is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of pilots. As a qualified pilot, the incumbent conducts simulator and other ground training of pilots and other crew members in aircraft operating procedures, in-flight IFR/ VFR, operational and tactical procedures, measures training progress of pilot students and diagnosis and remediate problems, provides input on needed corrections, modifications and updates to courseware and to training policies and procedures. Administrative and collateral duties include record keeping, counseling, training development, maintenance of training programs and serving as subject matter expert for students and other personnel as required. This instructor assists in projects and development work as assigned, and maintains a high level of current subject knowledge, capability, and expertise.</p>
Computer Based Training Specialist / Instructor	<p>The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.</p>

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Educational Technologist	The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.
Flight Instructor (Pilot)	The Flight Instructor provides individual flight, and ground instructions to military, civilian or international student pilots in a highly structured training environment. Flight instruction may be performed in a high performance aerobatic aircraft with students who have limited or no previous flight experience. Instruction is based on highly structured syllabus of instruction. Instructors must be able to tailor instruction to students' individual progress and previous qualifications. Instructors must be skilled in providing instructions limited by daily flight schedule. This person maintains training folders that accurately reflect student performance and progress, documents student deficiencies and suggests corrective actions, and motivates students having problems with performance or adaptation to the flight environment. Instructors may also be required to qualify as an observer, monitoring aircraft in the traffic pattern and providing aircraft clearance information to maintain safe and efficient traffic flow. Instructors may also be required to qualify as an area controller who assigns areas to and monitors aircraft in the local training areas, including providing for aircraft separation for arriving and departing aircraft.
Graphic Artist	The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.
Technical Instructor	The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.
Technical Instructor/Course Developer	The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.
Test Proctor	The Test Proctor administers safeguards and physically controls a wide variety of tests. This worker may arrange for testing rooms and facilities, and become thoroughly familiar with the Examiner's Manual for the test(s) prior to testing. The Test Proctor issues all materials required for test administration, positively identifies all test takers, observes examinees during the test, conducts a page check of each examination prior to and following administration, may compile student assessment reports, and administer make-up tests in accordance with agency or contractual requirements. Testing materials are controlled items and are handled, stocked, safeguarded, inventoried, and administered in strict compliance with applicable regulations.

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Tutor	This incumbent tutors students individually or in small groups. She/he may conduct a small amount of formal classroom instruction provided adequate experience is possessed in the subject being tutored. The Tutor does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. This worker may administer examinations or informal tests. This may require familiarity and experience in the field of instruction, but the incumbent can perform the required duties with no college education and approximately 30 to 90 days of training.
Assembler	This Worker sorts or assembles the various dry-cleaned or laundered garments and other items of each customer's order, matching the articles according to description and identifying number as shown by tracking records.
Counter Attendant	The Counter Attendant (Service Establishment Attendant) performs the following job tasks: receiving clothing articles, examining articles to determine nature of repair and advising customer of repairs, quoting prices and preparing work tickets, sending articles to appropriate departments, returning finished articles to customers and collecting amount due. This Attendant may keep records of cash receipts and articles received and delivered and may sell articles such as cleaner, polish, shoelaces, and accessories.
Machine-Tool Operator (Tool Room)	Someone in this position specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: planning and performing difficult machining operations which require complicated setups or a high degree of accuracy, setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined. The Machine Tool Operator determines proper feeds, speeds, tooling, and operation sequence or selects those prescribed in drawings, blueprints, or layouts). Work also involves using a variety of precision measuring instruments, making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. This worker may be required to select proper coolants and cutting and lubricating oils to recognize when tools need dressing, and to dress tools. In general, the work of a Machine-Tool Operator (Tool room) at the skill level called for in this classification, requires extensive knowledge of machine shop and tool room practice usually acquired through considerable on-the-job training and experience.
Tool And Die Maker	The Tool and Die Maker constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: planning and laying out work according to models, blueprints, drawings, or other written or oral specifications, understanding the working properties of common metals and alloys, selecting appropriate materials, tools, and processes required to complete task, making necessary shop computations, and setting up and operating various machine tools and related equipment. Work for someone in this position also involves using various Tool and Die Maker's hand tools and precision measuring instrument, working to very close tolerances, heat-treating metal parts and finished tools and dies to achieve required qualities, and fitting and assembling parts to prescribed tolerances and allowances. In general, the Tool and Die Maker's work requires rounded training in machine shop and tool room practice usually acquired through formal apprenticeship or equivalent training and experience.
Forklift Operator	The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.
Material Coordinator	The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

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Material Expediter	The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.
Material Handling Laborer	This person will perform 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.
Order Filler	The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker 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 Packer	Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.
Shipping/Receiving Clerk	The Shipping/Receiving Clerk 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, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent 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, and preparing and keeping records of goods received.
Store Worker I	The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes, 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. This worker 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, and may be required to offer customer or patron assistance with the location or selection of merchandise.
Stock Clerk	The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker 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, and requisitions articles to fill incoming orders. This worker also 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, and may cut stock to site to fill order.

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Tools And Parts Attendant	<p>This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. 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.</p>
Warehouse Specialist	<p>As directed, the Warehouse Specialist performs a variety of warehousing duties that 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. This worker may operate hand or power trucks in performing warehousing duties.</p>
Aerospace Structural Welder	<p>This worker 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.</p>
Aircraft Mechanic I	<p>This mechanic services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneumatic, 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. 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.</p>
Aircraft Mechanic II	<p>This mechanic services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. This mechanic 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 shears. 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.</p>

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Aircraft Mechanic III	<p>This mechanic services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. A person in this position does the following; 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.</p>
Aircraft Mechanic Helper	<p>The person assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties: adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools, removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed, assists in towing and jacking aircraft, and disconnects instruments, ignition systems, and fuel and oil lines. This mechanic assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections, performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment; cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions, assists in jacking and towing aircraft; inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun, and may assist flight line mechanic, worker, or servicer in servicing and repairing aircraft prior to flight.</p>
Aircraft, Painter	<p>The Aircraft Painter 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.</p>
Aircraft Servicer	<p>The Aircraft Servicer (Airport Utility Worker) services aircraft, performing any combination of the following tasks, directs incoming and outgoing aircraft near terminal or flight line parking area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck with guiding sign, and secures aircraft in parking position with blocks, stakes, and tie downs. The Aircraft Servicer (Airport Utility Worker) does the following tasks: operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste, enters in the maintenance records description of the servicing performed, checks for fuel contamination by draining sumps and fuel drains; operates ground support equipment such as electrical power supply and engine starting units, examines tires for specified air pressure and condition, assists in jacking and towing aircraft, removes and replaces defective tires, positions and removes boarding platforms to unload or load aircraft passengers, unloads and loads luggage and cargo, using tow truck with luggage carts, and cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. The Aircraft Servicer may de-ice aircraft wings and assemblies, load and unload containers of food, beverages, and dishes for in-flight meal services, trace lost luggage for customers and prepare lost baggage claims, and install drag chutes or retrieve them and send them to parachute shop for repacking.</p>
Aircraft Worker	<p>The Aircraft Worker makes repairs to aircraft following orders of higher grade worker, assists in troubleshooting malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems, removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings, bad actuators, accumulators, gauges, sections of corroded fuel and oil lines. This worker may supervise the jacking and towing of aircraft, makes adjustments and settings such as cable tension and seat movement settings and adjustments; obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples, may perform pre-flight, thru-flight, and post-flight maintenance inspections, enter in the maintenance records description of the work performed, and services engines and aircraft components at line station making repairs, short of overhaul required to keep aircraft in safe operating condition.</p>

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Appliance Mechanic	The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This person connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.
Bicycle Repairer	The Bicycle Repairer does the following job duties: repairs and services bicycles, using power tools and hand tools, tightens and loosens spokes to align wheels, disassembles axle to repair coaster brakes and to adjust and replace defective parts, using hand tools, and adjusts cables or replaces worn or damaged parts to repair hand brakes. This incumbent also performs these tasks: installs and adjusts speed and gear mechanisms, shapes replacement parts, using bench grinder, installs, repairs, and replaces equipment or accessories, such as handle bars, stands, lights, and seats, rubs tubes with scraper and places patch over hole to repair tube. The Bicycle Repairer may paint bicycle frame, using spray gun or brush, weld broken or cracked frame together, using oxyacetylene torch and welding rods, and assemble new bicycles and accessories.
Cable Splicer	A Cable Splicer installs, maintains, repairs, and modifies cable systems. This worker uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems, prepares and installs distribution equipment, terminates tip cables on main distribution frames, and installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. This incumbent ensures techniques, materials, and accomplishments are according to technical standards and specifications and engineered directives; locates, repairs, and/or replaces splice cases, performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients, and determines course of signal deterioration in voice and data circuits over cable by using test equipment. This person also interprets compressor meter readings and adjusts controls, and troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.
Carpenter, Maintenance	The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Carpet Layer	The Carpet Layer prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor, measures and cuts carpeting to size, using carpet knife; lays padding and places carpeting on top of padding, cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections, installs metal edging and metal door strips; may lay carpet tiles, applying adhesive to floor, and transport carpeting to installation site.
Electrician, Maintenance	An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of 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.
Electronics Technician Maintenance I	The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.

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Electronics Technician Maintenance II	The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.
Electronics Technician Maintenance III	The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. The Electronics Technician Maintenance III applies advanced technical knowledge to solve 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 an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using 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. This position may provide technical guidance to lower level technicians.
Fabric Worker	The Fabric Worker makes, alters, and repairs a variety of fabric articles such as clothing, awnings, tents, gun covers, sleeping bags, parachutes, inflatable shelters, flags, bed linens, and belts. Fabrics include wool, cotton, canvas, nylon, polyester, olefin, metallic fabrics, leatherette, velour, burlap, felt, vinyl, and fabrics made of rubber yarns or plastic filaments. The Fabric Worker takes measurements and makes patterns and layouts, marks, cuts, fits, and sews or cements parts together, using hand- or power tools and equipment and knowledge of fabrics and construction methods, and may do upholstery work on such items as cushions and vehicle seats.
Fire Alarm System Mechanic	The Fire Alarm System Mechanic inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards, inspects fire alarm equipment visually and replaces defective components, tests initiating and signal circuits, detectors, and system transmitter, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.
Fire Extinguisher Repairer	The Fire Extinguisher Repairer performs the following duties: repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings, Using hand tools and hydrostatic test equipment, this repairer dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects, and replaces worn or damaged parts. Using hand tools, this repairer cleans extinguishers and recharges them with materials, (such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or patented solutions); tests extinguishers for conformity with legal specifications using hydrostatic test equipment, and may install cabinets and brackets to hold extinguishers.
Fuel Distribution System Mechanic	The Fuel Distribution System Mechanic maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments, inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges, (such as distribution lines, float gauges, piping valves, pumps, and roof sumps); inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment, lubricates and repacks valves; lubricates pumps, replaces gaskets, seals and corrects pumping equipment misalignment, and cleans strainers and filters. This mechanic services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include: cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.

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Fuel Distribution System Operator	The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and off loading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.
General Maintenance Worker	The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coders, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.
Ground Support Equipment Mechanic	The Ground Support Equipment Mechanic 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.
Ground Support Equipment Servicer	The Ground Support Equipment Servicer 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, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer 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, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.
Ground Support Equipment Worker	The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker 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, disassembles and assembles malfunctioning GSE accessories and components. In addition, the Ground Support Equipment Worker 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, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

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Gunsmith I	<p>The Gunsmith can design, fabricate, modify, repair and service foreign and domestic firearms, weapons and accessories. Employee possesses required knowledge in the use of hand tools, machine tools, and other equipment necessary to perform assigned duties, has the knowledge and skill to design and construct prototype small arms from drawings or customer input. This employee is capable of designing computer prototypes from customer input, has necessary knowledge of munitions and ballistics to accomplish assigned tasks. All required knowledge is typically obtained through technical schools and/or on the job experience. This incumbent plans and conducts training as required. The Gunsmith I is responsible to: perform detailed assembly and disassembly of foreign and domestic small arms weapons including small arms inspection, maintenance, and minor repairs. This employee possesses knowledge of the tools (i.e. hammers, punches, files, stones, etc.) and gauges needed to perform assigned duties, has limited knowledge in the operation of gun-smithing machinery such as lathes, milling machines, surface grinders, etc., as well as limited knowledge of tooling used with those machines. The Gunsmith I has knowledge of basic shop safety procedures needed to work in a small arms environment, performs support functions for the shop, to include bead blasting and preparing metal parts for refinishing. Other support functions include, but are not limited to, ammo inventory and residue turn-in, publication and catalogue updates, tool and capital equipment maintenance, calibration control, weapons cleaning and organizational level weapons maintenance. This person may assist primary instructor in conducting Armorer's courses on specific small arms systems.</p>
Gunsmith II	<p>The Gunsmith can design, fabricate, modify, repair and service foreign and domestic firearms, weapons and accessories. Employee possesses required knowledge in the use of hand tools, machine tools, and other equipment necessary to perform assigned duties, has the knowledge and skill to design and construct prototype small arms from drawings or customer input. This employee is capable of designing computer prototypes from customer input, has necessary knowledge of munitions and ballistics to accomplish assigned tasks. All required knowledge is typically obtained through technical schools and/or on the job experience. This incumbent plans and conducts training as required. In addition to performing all functions of Level I Gunsmith, the level II usually requires attendance at factory Armorer's courses of small arms in the arms room inventory, performs major repairs on foreign and domestic standard and non-standard small arms weapons, can build either custom pistols or rifles with little or no supervision, possesses excellent knowledge of gun-smithing tools and procedures, and possesses moderate knowledge of firearms operating principles and ballistics. This worker has a thorough understanding of firearm operation principles, has a moderate knowledge of internal/external ballistic theories, can fabricate special jigs, fixtures and other special tooling with some supervision, can read and understand blueprint drawings, and can work from those drawings under direct supervision. The Gunsmith II can perform as primary instructor on most standard and non-standard small arms weapon systems. This position may require computer literacy.</p>
Gunsmith III	<p>The Gunsmith can design, fabricate, modify, repair and service foreign and domestic firearms, weapons and accessories. Employee possesses required knowledge in the use of hand tools, machine tools, and other equipment necessary to perform assigned duties, has the knowledge and skill to design and construct prototype small arms from drawings or customer input. This employee is capable of designing computer prototypes from customer input, has necessary knowledge of munitions and ballistics to accomplish assigned tasks. All required knowledge is typically obtained through technical schools and/or on the job experience. This incumbent plans and conducts training as required. Qualification for this position usually requires attendance at a formal one to two year accredited in-house gun-smithing course, or equivalent work experience. This worker has a thorough understanding of, and can instruct in external/internal and terminal ballistics, can build custom pistols and rifles, as well as other types of weapons systems with no supervision, and has a thorough understanding of machine tools and equipment. In addition, this incumbent can do the following: work from blueprints without supervision, design, fabricate and develop prototype small arms systems from a drawing or from customer input, work to Special Repair Facility Level maintenance, and can design computer prototypes from customer input. The Gunsmith III consults with government officials in all facets concerning the Weapons Department, such as, but not limited to, indoor/outdoor range design, ammunition fundamentals ballistics, weapons mounts, suppressors, optic systems, prototype development and reverse engineering projects, and performs direct supervision and training of subordinate gunsmiths.</p>

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Heating, Ventilation And Air-Conditioning Mechanic	<p>The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit.</p> <p>This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.</p>
Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	<p>The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems. The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems.</p>
Heavy Equipment Mechanic	<p>The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in clearing parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.</p>
Heavy Equipment Operator	<p>The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.</p>
Instrument Mechanic	<p>The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.</p>

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Laboratory/Shelter Mechanic	<p>The Laboratory/Shelter Mechanic performs and, on occasion, will work alone performing removal, repair and installation to a variety of items pertaining to rebuilding and the repair of air transport galley laboratories, communications shelters, trailers and vans; this worker removes, repairs or replaces broken screws, bolts riv-nuts, pop rivets, brackets, skids, floors, and luge, etc. This person fills holes, dents and grooves on the various shelters with filler materials such as Scotch Weld, silastic, and plastic filler, fits positions and attaches patches, removes old and worn gaskets and replaces insuring that gasket is fitted properly to assure water tightness. On occasion, this mechanic removes, makes minor repairs, installs minor appliances, installs the various marking and identifications plates, works with higher-grade employees in providing estimates as to man-hours required to accomplish repairs. On familiar projects, this mechanic works with technical manuals and repair specifications and procedures, properly laying out and installing equipment racks, brackets, tool boards, holding devices, benches, mounts tables, etc.</p> <p>This mechanic removes, repairs and/or replaces filters, blowers and heaters, visually locates defective operating hardware making repairs as required to items such as doors, handles, locks, hinges, fastening devices, etc., and checks all exterior seams for tightness and fit, making repairs as necessary. The Laboratory/Shelter Mechanic works with higher graded employees in performing structural repair, assists higher graded employee in the water test area performing high and low pressure tests and fording tests, performs pull test on shelter lifting eyes according to specifications, and inspects the shelter during these tests watching for any deficiencies. When deficiencies are noted, he/she makes on the spot repair or returns shelter to the line for necessary repair.</p>
Laborer	<p>The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.</p>
Locksmith	<p>The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.</p>
Machinery Maintenance Mechanic	<p>The Machinery Maintenance Mechanic 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. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include 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.</p>
Machinist, Maintenance	<p>The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. 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.</p>
Maintenance Trades Helper	<p>The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.</p>

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Metrology Technician I	This category includes occupations responsible for the calibration and certifying of electronic and physical/dimensional measuring and test equipment to technical specifications, maintaining traceability to the National Institute of Standards and Technology (NIST). The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, and will document results of measurements and calibrations on calibration certificates.
Metrology Technician II	This category includes occupations responsible for the calibration and certifying of electronic and physical/dimensional measuring and test equipment to technical specifications, maintaining traceability to the National Institute of Standards and Technology (NIST). The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements. The Metrology Technician II identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms, diagnoses and repairs malfunction in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. This worker provides training to apprentice technicians on metrology principle, resolving technical problems, and complicated electronic theory. This worker will inspect measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyze and interpret results of measurements and calibrations using mathematical formulas, and document results of measurements and calibrations on calibration certificates and calibration correction charts.
Metrology Technician III	This category includes occupations responsible for the calibration and certifying of electronic and physical/dimensional measuring and test equipment to technical specifications, maintaining traceability to the National Institute of Standards and Technology (NIST). The Metrology Technician III will independently determine and perform operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. This Worker assess and utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent will recommend substitution of standards or measuring equipment if required, diagnose and repair malfunctions in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. The Metrology Technician III will provide training to apprentice and journeyman technicians on metrology principle, resolving technical problems, and complicated electronic theory, implement quality control plan, identify nonconformities, analyze and interpret trends; recommend corrective actions, investigate and identify root causes of problems. The Metrology Technician III interprets engineering drawings, schematic diagrams, or formulas to determine quality and reliability standards, inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyzes and interprets results of measurements and calibrations using mathematical formulas and authenticate calibration certificates for measurements and calibrations and calibration correction charts.
Millwright	The Millwright installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: planning and laying out work; interpreting blueprints or other specifications, using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity, aligning and balancing equipment, selecting standard tools, equipment and parts to be used, and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.
Office Appliance Repairer	The Office Appliance Repairer repairs and services office machines, such as adding, accounting, calculating machines and typewriters, using hand tools, power tools, micrometers and welding equipment. This worker operates machine to test moving parts and to listen to sounds of machines to locate causes of trouble, disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects, using micrometers, repairs, adjusts, or replaces parts, and cleans and oils moving parts. This person may give instructions in operation and care of machines to machine operators, or assemble new machines.

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Painter, Maintenance	The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Pipefitter, Maintenance	The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Plumber, Maintenance	The Plumber, Maintenance assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand. The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.
Pneudraulic Systems Mechanic	The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies, repairs or disassembles and overhauls systems or components.
Rigger	A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.
Scale Mechanic	The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.
Sheet-Metal Worker, Maintenance	The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Small Engine Mechanic	The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.

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Telecommunications Mechanic I	The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and compute data circuits, and related apparatus required in central switching office. The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.
Telecommunications Mechanic II	The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and compute data circuits, and related apparatus required in central switching office. The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.
Telephone Lineman	This occupation includes jobs that involve installing, and repairing aerial and underground communications lines and auxiliary equipment such as conduits, insulators, and poles. The work does not require completing line connections.
Welder, Combination, Maintenance	This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.
Well Driller	This incumbent sets up and operates portable drilling rig (machine and related equipment) to drill wells, extends stabilizing jackscrews to support and level drilling rig, moves levers to control power-driven winch that raises and extends telescoping mast. This person bolts trusses and guy wires to raise mast and anchors them to machine frame and stakes, and assembles drilling tools, using hand tools or power tools. The Well Driller moves levers and pedals to raise tools into vertical drilling position and lowers well casing (pipe that shores up walls of well) into well bore, using winch, moves levers and pedals and turns hand wells to control reciprocating action of machine and to drive or extract well casing. This employee pumps water into well to facilitate drilling by cooling drill bit and removing drillings, listens to sounds of drilling machine and feels cable or brake to determine drilling conditions and to identify variations such as entering new strata or striking rock, moves levers to adjust stroke and impact of cable tool drilling machine or changes drill bits of rotary drilling machine to fit changing conditions, and replaces drill bit with tool to collect samples of earth or rock being penetrated. This worker examines samples to determine nature of strata encountered or submits samples to laboratory for analysis, records drilling progress and geological data, and splices worn or broken cable. This incumbent may sharpen bits by heating them in forging furnace and hammering edges on anvil, build up worn drill bits by arc welding, tempering bits in furnace, and by quenching them in water, retrieve lost equipment from bore holes, using specialized retrieval tools and equipment, may fabricate well casings, or restore wells to active production.
Woodcraft Worker	The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.

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Woodworker	The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong woodlife, and may pack, seal, band, and apply markings to crates and containers.
Chore Aide	The Chore Aide provides basic housekeeping services in homes of elderly or disabled adults, cleans house, apartment, or room in accordance with instructions provided in service plan prepared by supervisor and to satisfy client to extent possible, using devices normally found in private homes, including brooms, light mops, dust cloths, vacuum sweepers, and washing machines and dryers for laundry. Specific cleaning tasks include sweeping, mopping and/or vacuuming floors, dusting furniture, wiping counter tops and stove tops, defrosting refrigerators, removing trash, and cleaning metal and porcelain bathroom fixtures. This aide makes beds and changes linens, does laundry; goes grocery shopping following a prepared grocery list, prepares meals, and runs errands.
Family Readiness And Support Services Coordinator	This incumbent develops and implements a family support program. Provides support to families impacted by Aerospace Expeditionary Force (AEF) and other long and short-term mobilization assignments, communicates with families, involving them in activities that will assist during separation, and identifies family issues and demographic trends. This worker establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.
Boiler Tender	The Boiler Tender tends one or more boilers to produce steam or high-temperature water for use in an establishment, fires boiler, observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. This incumbent may also do one or more of the following: maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.
Sewage Plant Operator	This incumbent operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage, monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage, observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. This worker starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes, maintains log of operations and records meter and gas readings, gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance, and may collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. This person may operate and maintain power-generating equipment to provide steam and electricity for plant.
Stationary Engineer	The Stationary Engineer operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order. This engineer may direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer. Workers are required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.
Ventilation Equipment Tender	This incumbent tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes; adjusts valves to regulate temperature of lubrication oil and flow of water through system, moves controls to regulate speed of fans, adjust vents and ducts, records gauge readings, and repairs completed, and time lost because of inoperative equipment. This worker writes repair work order tickets and out-of-order tags preparatory to equipment repair, inspects equipment to detect excessive noise and heat, replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool, cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.

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Water Treatment Plant Operator	This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water, and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.
Alarm Monitor	The Alarm Monitor operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency, operates telephone console to receive incoming calls for assistance, questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines, and scans status charts and computer screen to determine units available. This worker monitors alarm system signals that indicate location of fire or other emergency, operates two-way radio to dispatch police, fire, medical, and other personnel and equipment, and to relay instructions or information to remove units. This worker types commands on computer keyboard to update files and maintain logs, tests communications and alarm equipment, and backup systems to ensure serviceability. The Alarm Monitor may provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques, and activate alarm system to notify fire stations.
Baggage Inspector	The Baggage Inspector inspects/screens all passenger baggage and personnel prior to entering passenger terminal, uses x-ray machine, metal detectors and explosive residue detection equipment, and inspects personnel and/or baggage manually, if required. This inspector is responsible for ensuring that passengers and personnel entering the terminal do not possess unauthorized material such as weapons, explosives, etc. This person communicates with law enforcement personnel if unauthorized material is discovered, or in case of emergency. This worker conducts facility observations to ensure the safety of personnel inside and outside the facility by walking through the building ensuring that there are no obvious threats, unusual situations or suspicious activities, and notifies the proper authorities if such situations occur. The Baggage Inspector may perform routine testing and maintenance of screening equipment.
Corrections Officer	The Corrections Officer maintains order among inmates in a prison or local jail, performs routine duties in accordance with established policies, regulations, and procedures to guard and supervise inmates in cells, at meals, during recreation, and on work assignments, and may employ weapons or force to maintain discipline and order. Typical duties include: taking periodic inmate counts, searching inmates and cells for contraband articles, inspecting locks, windows bars, grills, doors, and grates for tampering, aiding in prevention of escapes and taking part in searches for escaped inmates, and escorting inmates to and from different areas for questioning, medical treatment, work and meals. The Corrections Officer may act as outside wall guard, usually on rotation.
Court Security Officer	This incumbent patrols courthouse to provide security, escorts defendants to and from courtroom, and stands guard during court proceedings, checks courtroom for security. Assignments include not only the monitoring of entrances to the court, but also attention to the special needs of the court system, particularly in the area of personal protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public. Duties require specialized training in methods and techniques of protecting security areas. This incumbent is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.
Detection Dog Handler	The Detection Dog Handler utilizes a trained explosives or narcotic detection dog to conduct searches and inspections of structures, objects, ships and watercraft, aircraft and open areas, works with canine partner to maintain control and develop skills. This handler may require canine and kennels support including the grooming and feeding canine partner, and use of two-way radio communication devices, cellular phones, communications devices and other devices as necessary to communicate. This worker maintains a log, written reports and canine and handler records, and may perform duties in a uniform or in civilian clothes.
Detention Officer	The Detention Officer performs various duties related to detention, safeguarding, security and escort of violators of immigration laws, exercises surveillance over detainees, and maintains order and discipline, attends to sheltering, feeding, and physical well being of detainees, and counseling of alien detainees on personal matters. This worker guards detainees at deportation or exclusion hearings, recognizes potentially hazardous health, safety, security, or discipline problems, supervises voluntary work details, and encourages participation in organized recreational activities.

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Firefighter	The Firefighter controls and extinguishes fires. They may drive vehicle to scene of fire following predetermined route, or selecting alternate route when necessary. This worker positions vehicle considering such factors as wind direction, sources of water, hazards from falling structures, and location of armaments or aircraft, operates pumps, foam generators, boom and ground sweeps nozzles, and other similar equipment, uses a variety of special protective gear in situations where poisonous gases, radioactive materials, and hazardous biological products are involved. The Firefighter determines proper pressures for the distances to be pumped and the number of lines being used. When operating a crash truck, this incumbent maneuvers the vehicle to keep the fire in optimum range while ensuring that backflash will not occur, maintains a constant awareness of water levels in self-contained tanks and wams handline and rescue man when tanks are close to running dry. This worker performs daily preventive maintenance inspection of vehicle and equipment, minor maintenance such as oil changes, replacing packing in pumps, and draining and flushing tanks, and otherwise ensuring that all equipment is in usable condition.
Guard I	This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions. This person may be required to demonstrate proficiency in the use of firearms and other special weapons and continuing physical fitness. This guard carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.
Guard II	This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions. This person may be required to demonstrate proficiency in the use of firearms and other special weapons and continuing physical fitness. The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, the Guard II is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards.
Lifeguard	The Lifeguard monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers, maintains order in pool and pool areas, rescues swimmers in danger of drowning and administers first aid, inspects facilities for cleanliness, cleans pool and pool areas including bathhouse, determines chlorine content and pH value of water using water testing kit, and records readings. This person may check in and out items such as towels and personal items, may conduct or officiate at swimming meets, and may give swimming instruction.
Park Attendant (Aide)	This incumbent assists in operation of state or national parks, monument, historic site, or recreational areas, performing a combination of clerical and other duties. This attendant greets visitors at facility entrance, hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. The Park Attendant assigns campground or recreational sites, collects fees, fills out camping and visitor permits, and maintains register of campers and visitors, maintains campgrounds and other areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. This attendant replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition, and conducts tours of premises and answers visitors' questions when stationed at historic park, site or monument. The Park Attendant operates projection and sound equipment and assists in presentation of interpretive programs, provides simple first aid treatment to visitors injured on premises, and assists persons with more serious injuries to obtain appropriate medical care, and participates in carrying out fire-fighting or conservation activities. This worker assists other workers in activities concerned with restoration of buildings and other facilities, or excavation and presentation of artifacts when stationed at historic or archeological site, keeps a record of all complaints and criticisms of park facilities, and reports maintenance items to superior.
Recreation Aide/Health Facility Attendant	Accepts reservations, collects fees, hands out towels, checks out equipment, maintains records of material used, number of patrons and other required information for operation of the facility. May prepare individual exercise records including measuring and patrons exercise objectives. Demonstrates proper use of equipment. May monitor exercise areas, sauna, steam rooms, whirlpool and dressing areas to ensure compliance with facility rules.
Recreation Specialist	The Recreation Specialist plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp. This person studies and analyzes recreational needs and resources, oversees and assigns duties to staff, interprets recreation programs and their philosophy to individuals and groups through personal participation and staff assignments, and schedules maintenance and use of facilities.

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Sports Official	The Sports Official officiates at competitive games or other sporting events such as baseball, basketball, football, soccer, softball, swimming, and volleyball, performing one or more of the following tasks: starting competition, race or other event and controls progress of event according to established rules. This official observes actions of participants to detect infractions of the rules, and cautions or penalizes offenders, gives rulings on disputable matters, inspects game equipment and playing surfaces to ensure safety of players and officials. This worker keeps records such as scores, duration of races and finishing positions, depending on type of event, and postpones or forfeits games due to misconduct or inclement weather.
Swimming Pool Operator	The Swimming Pool Operator operates and maintains swimming pool and auxiliary equipment, fills pool and tests water for proper chlorine content, regulates feeders and puts in prescribed amounts of soda ash and chlorine according to specific instructions to purify water, checks heating and pumping equipment, and adjusts or makes minor repairs using mechanic's hand tools. This operator changes chlorine tanks, as required, removes leaves and other debris from water, using net, cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander. Inspects and replaces loose or damaged tile, cleans and repairs filter system. Reports emergencies or unusual malfunctions to superior, and prepares report of materials used and work performed.
Blocker And Bracer	The Blocker and Bracer secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation, determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. This worker nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items, constructs weatherproof shelters over some types of deck loads, guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. This worker constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.
Hatch Tender	The Hatch Tender signals Winch Operator (water trans.) to transfer cargo from dock to ship's hold or from ship's hold to dock, observes workers attaching or detaching slings to or from loads to determine moment for signaling, waves arms to indicate ready signal for transfer of cargo, and may alternate jobs with Winch Operator.
Line Handler	The Line Handler secures and removes ship's docking lines to and from dock, catches lines heaved from ship attempting to dock, drags lines to bitts on dock and slips eye of mooring lines over bitts, removes lines from bitts when ships depart, and may drive vehicle to pull in docking lines.
Stevedore I	The Stevedore loads and unloads ship's cargo, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, may operate material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area. The Stevedore I loads and unloads ships' cargos, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, stacks cargo in transit shed or in hold of ship as directed by Header, and attaches and moves slings used to lift cargo. This worker guides load being lifted to prevent swinging and shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock, stevedore, front, stevedore, hold.
Stevedore II	The Stevedore loads and unloads ship's cargo, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, may operate material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area. The Stevedore II operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area, operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. This worker moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled. The Stevedore II drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch, drives tractor to transfer loaded trailers from warehouse dockside, and may position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. This worker may perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo, and may direct activities of cargo gang consisting of Stevedore I. This worker may also be called longshoremen.
Air Traffic Control Specialist, Center (HFO)	This position controls traffic of aircraft operating within a designated sector of airspace between centers and beyond airport terminal areas while en route along airways and over certain oceanic routes. This worker utilizes constant radar surveillance to issue speed, altitude and directional instructions to pilots for purpose of keeping aircraft properly separated. The incumbent also provides approach control service to aircraft going into certain airports within a center's assigned area. The type of control exercised, the procedures and techniques employed, and the equipment utilized in the air traffic control centers are similar to those used in the terminals (see Air Traffic Control Specialist, Terminal).

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Air Traffic Control Specialist, Station (HFO)	<p>This incumbent receives and transmits flight plans, meteorological, navigational, and other information in air traffic control station to perform preflight and emergency service for airplane pilots, accepts flight plans from pilots in person or by telephone and reviews them for completeness. This specialist routes plans for operating under instrument flight rules to control center and for operating under visual flight rules to station in vicinity of destination airport, using radio, teletype, radiotelephone, radiotelegraph, telephone, or interphone, and provides meteorological, navigational, and other information to pilots during flight, using radio. This Air Traffic Control Specialist relays traffic control and other instructions concerned with aircraft safety to pilots, radios such information as identifying landmarks, beacons and available landing fields to pilots in flight, maintains file of plans for operating under visual flight rules until completion of flight, and contacts facilities along route of flight to secure information on overdue aircraft. This worker reports lost aircraft to control center for rescue or local emergency services, monitors such radio aids to navigation as range stations, fan markers and voice communication facilities, and notifies air personnel of availability of these facilities, and maintains written records of messages transmitted and received.</p>
Air Traffic Control Specialist, Terminal (HFO)	<p>This incumbent controls air traffic on and within vicinity of airport according to established procedures and policies to prevent collisions and to minimize delays arising from traffic congestion. This worker answers radio calls from arriving and departing aircraft and issues such landing and takeoff instructions and information as runway to use, wind velocity and direction, visibility, taxiing instructions, and pertinent data on other aircraft operating in vicinity. This specialist transfers control of departing flights to and accepts control of arriving flights from air traffic control center, using telephone or interphone, alerts airport emergency crew and other designated personnel by radio or telephone when airplanes are having flight difficulties. The worker pushes buttons or pulls switches to control airport floodlights and boundary, runway, and hazard lights, and scans control panel to ascertain that lights are functioning, operates radio and monitors radarscope to control aircraft operating in vicinity of airport. The specialist also receives cross-country flight plans and transmits them to air traffic control center, signals aircraft flying under visual flight rules, using electric signal light or flags, may control cross-runway traffic by radio directions to guards or maintenance vehicles, and may keep written record of messages received from aircraft.</p>
Archeological Technician I	<p>This class provides technical support to professional Archeologist, utilizing a basic understanding of anthropological and archeological field techniques in connection with locating, testing and evaluating cultural resource sites, conducts pre-field office research, field surveys, and site testing, using a variety of reference materials. These worker interview with source individuals, aerial photographs and technical instruments, search areas of proposed projects for evidence of historic and re-historic archeological remains, and determine exact locations of sites and marks them on maps and aerial photographs. Under the direct supervision of archaeological crew chiefs and under the general supervision of field director/project, the Archeological Technician I performs unskilled and semi-skilled tasks at archaeological field sites. This person assists crew chief in activities associated with the excavation of project areas and found features, walks over project searching for archaeological materials such as historic and prehistoric remains, excavates, screens, back-fills excavated areas, assists in preparation of sketch maps and forms, and field photography, conducts simple surveys using compass, topographical map and aerial photographs. This worker determines the exact locations of sites and marks them on maps and/or aerial photographs, records information on archeological site survey form and prepares simple reports, and cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples.</p>
Archeological Technician II	<p>This class provides technical support to professional Archeologist, utilizing a basic understanding of anthropological and archeological field techniques in connection with locating, testing and evaluating cultural resource sites, conducts pre-field office research, field surveys, and site testing, using a variety of reference materials. These worker interview with source individuals, aerial photographs and technical instruments, search areas of proposed projects for evidence of historic and re-historic archeological remains, and determine exact locations of sites and marks them on maps and aerial photographs. Under the general supervision of field director/project, this archaeologist, performs skilled tasks, conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples, walk over, and shovel testing, catalogs, packages and labels archaeological artifacts, maintains field equipment and supplies, and conducts inventories of cultural resources in areas of proposed projects. This incumbent researches reference material such as state and national register files, historic documents, archeological reports, maps and aerial photos, and interviews source individuals concerning project areas, performs on-the-ground area searches for surface and subsurface evidence of historic and prehistoric archeological remains.</p> <p>This technician identifies and records historic and prehistoric cultural resource sites prepares Archeological Reconnaissance Reports (AARF's) and maps, and ensures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures. This technician maintains the Archeological Reconnaissance schedule by estimating and reporting and expected time of completion of each project and updating the project planning board, reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met, and advises other employees on methods of cultural resource inventory. This worker also provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities.</p>

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Archeological Technician III	<p>This class provides technical support to professional Archeologist, utilizing a basic understanding of anthropological and archeological field techniques in connection with locating, testing and evaluating cultural resource sites, conducts pre-field office research, field surveys, and site testing, using a variety of reference materials. These worker interview with source individuals, aerial photographs and technical instruments, search areas of proposed projects for evidence of historic and re-historic archeological remains, and determine exact locations of sites and marks them on maps and aerial photographs. This incumbent serves as lead archeological technician, under the general supervision of field directory/project archaeologist, and performs skilled tasks at archaeological field sites; conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples and shovel testing, packages and labels archaeological artifacts, and maintains field equipment and supplies. This technician conducts inventories of forest cultural resources in areas of proposed forest service projects, researches reference materials such as state and national register files, historic documents, and archeological remains. Identifies and records historic and prehistoric cultural resource sites, and prepares Archeological Reconnaissance Reports (AAR's) and maps. The incumbent ensures that archeology work assignments are executed in a safe, timely manner according to established standards and procedures, maintains the Archeological Reconnaissance schedule by estimating and reporting an expected time of completion of each project. This worker updates the project planning board, and reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met. This technician advises other employees on methods of cultural resource inventory, provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities, and provides site recording and implements field data strategies. This technician also provides leadership to at least three lower graded Archeological Aids or Technicians. Leadership responsibilities are regular and recurring and occupy about 25 percent of the work time. As crew leader, this technician assures the work assignments of employees are carried out, assigns tasks, monitors status, and assures timely accomplishment of workload, instructs employees in special tasks and job techniques, checks work in progress and amends or rejects work not meeting established standards, and reports employee performance, progress, etc., to supervisor.</p>
Cartographic Technician	<p>This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart manuscripts.</p>
Civil Engineering Technician	<p>This technician assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. This worker conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests conducted and their results. The Civil Engineering Technician surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.</p>
Drafter/CAD Operator I	<p>The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.</p>

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Drafter/CAD Operator II	<p>The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.</p>
Drafter/CAD Operator III	<p>The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.</p>
Drafter/CAD Operator IV	<p>The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.</p>
Engineering Technician I	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:</p> <ol style="list-style-type: none"> a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

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Engineering Technician II	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.
Engineering Technician III	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.
Engineering Technician IV	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. The Engineering Technician IV performs non-routine assignments of substantial variety and complexity, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts). b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports. c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

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Engineering Technician V	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:</p> <ul style="list-style-type: none"> a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.
Engineering Technician VI	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:</p> <ul style="list-style-type: none"> a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

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Environmental Technician	<p>The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. This worker may operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.</p>
Laboratory Technician	<p>The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. This incumbent sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. This worker performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications, and examines materials, using microscope.</p> <p>The Laboratory Technician (Laboratory Tester) records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts, cleans and sterilizes laboratory apparatus, may prepare chemical solutions according to standard formulae, and may add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.</p>
Mathematical Technician	<p>The Mathematical Technician applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment, and products. They confer with professional, scientific, and engineering personnel to plan project, analyzes raw data recorded on magnetic tape, punched cards, photographic film or other media, and select most practical and accurate combination and sequence of computational methods using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms. This technician selects most economical and reliable combination of manual, mechanical, or electronic data processing methods and equipment consistent with data reduction requirements, modifies standard formulas to conform to data processing method selected, translates data into numerical values, equations, flow charts, graphs or other media, analyzes processed data to detect errors. This worker may operate card punching or sorting machines, calculators, or data processing equipment.</p>

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Paralegal/Legal Assistant I	<p>The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.</p> <p>The Paralegal/Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following:</p> <ul style="list-style-type: none"> a. Consult prescribed sources of information for facts relating to matters of interest to the program; b. Review documents to extract selected data and information relating to specific items; c. Review and summarize information in prescribed format on case precedent and decisions; d. Search and extract legal references in libraries and computer-data banks; e. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.
Paralegal/Legal Assistant II	<p>The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.</p> <p>At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:</p> <ul style="list-style-type: none"> a. Reviews case materials to become familiar with questions under consideration; b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; c. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; d. Interviews potential witnesses and prepares summary interview reports for the attorney's review; e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; g. Verifies citations and legal references on prepared legal documents; h. Prepares summaries of testimony and depositions; i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

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Paralegal/Legal Assistant III	<p>The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.</p> <p>At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:</p> <ul style="list-style-type: none"> a. Analyzes and evaluates case files against litigation worthiness standards; b. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; e. Interviews relevant personnel and potential witnesses to gather information; f. Reviews and analyzes relevant statistics; g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; h. Consults with statistical experts on reliability evaluations; i. May testify in court concerning relevant data.
Paralegal/Legal Assistant IV	<p>The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.</p> <p>At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:</p> <ul style="list-style-type: none"> a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; g. Interviews potential witnesses for information and prepares witnesses for court appearances; h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; i. Analyzes data, develops recommendations and justifications for the attorney (s) who will take the matter to court. Continues to work with the attorney (s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

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Photo-Optics Technician	<p>The Photo-Optics Technician sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects, operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams, operates test equipment and performs analysis of data for engineering and scientific personnel. The Photo-Optic Technician may install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry, weather or communication satellites, underwater devices, or other installations, may evaluate adequacy of data obtained to determine need for future changes in instrumentation, and may modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.</p>
Technical Writer I	<p>Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.</p> <p>This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.</p>
Technical Writer II	<p>Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.</p> <p>This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.</p>

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Technical Writer III	<p>Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.</p> <p>The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.</p>
Unexploded Ordnance (UXO) Technician I	<p>The Unexploded Ordnance (UXO) Technician will provide technical support and set standards for UXO personnel conducting ordnance response projects, perform reconnaissance, classification, disposing, transporting, storage of UXO complying with Federal, state and local laws, will perform risk-hazard analysis and maintenance and operator checks on all team equipment, and will plan and supervise range clearance operations. The Unexploded Ordnance (UXO) Technician I will perform the following tasks: assist in performing reconnaissance and classification of UXO identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenade fuses, rockets and rocket fuses, land mines and associated components, pyrotechnic items, military explosives and demolition materials. Work also requires that the incumbent perform location of subsurface UXO using military and/or civilian magnetometers, assists in performing excavation procedures on buried UXO, perform operator maintenance of military and/or civilian magnetometers. This technician will locate surface UXO using visual means, and assist in the following: transporting and storing UXO and demolition materials, preparing non-electric firing system for an UXO disposal operation, and preparing electric firing system for an UXO disposal operation disposing of ammunition/explosives by burning. This worker is responsible for disposing of ammunition/explosives by detonation, assisting in the operation of a personnel decontamination station, wear appropriate personal protective equipment in contaminated areas, and assist in the inspection of salvage UXO-related material and erection of UXO-related protective works.</p>
Unexploded Ordnance (UXO) Technician II	<p>The Unexploded Ordnance (UXO) Technician will provide technical support and set standards for UXO personnel conducting ordnance response projects, perform reconnaissance, classification, disposing, transporting, storage of UXO complying with Federal, state and local laws, will perform risk-hazard analysis and maintenance and operator checks on all team equipment, and will plan and supervise range clearance operations. The Unexploded Ordnance (UXO) Technician II will perform: reconnaissance and classification of UXO, identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenades fuses, rockets and rocket fuses, land mines and associated components, pyrotechnics, military explosives and demolition materials. This technician will locate subsurface UXO using military and/or civilian magnetometers, perform excavation procedures on buried UXO by manual and mechanical means, and perform operator maintenance of military and/or civilian magnetometers. This technician will also locate surface UXO using visual means, operate motor vehicle transporting UXO, prepare an on-site safe holding area for UXO, perform storage of UXO and demolition materials and prepare an UXO disposal site; prepare non-electric firing system for an UXO disposal operation, electric firing system for an UXO disposal operation, and a detonating cord firing system. The technician will dispose of UXO/explosives by burning and/or detonation, operate a personnel decontamination station, and wear appropriate personal protective equipment in contaminated areas. This worker will inspect salvage UXO-related material, erect UXO-related protective works, determine a magnetic azimuth using a lensatic compass, perform field expedient identification procedures to ID explosive-contaminated soil, perform emergency leak seal and packaging of chemical warfare material, and use radiographic (x-ray) equipment.</p>

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Unexploded Ordnance (UXO) Technician III	<p>The Unexploded Ordnance (UXO) Technician will provide technical support and set standards for UXO personnel conducting ordnance response projects, perform reconnaissance, classification, disposing, transporting, storage of UXO complying with Federal, state and local laws, will perform risk-hazard analysis and maintenance and operator checks on all team equipment, and will plan and supervise range clearance operations. In this capacity, the technician will perform the following: reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenade fuses, rockets and rocket fuses, land mines and associated components, pyrotechnic items, military explosives and demolition materials. The incumbent will supervise the location of subsurface UXO using military and/or civilian magnetometers, the excavation and recovery of subsurface UXO, construction of UXO-related protective works and the location of surface UXO by visual means. Work involves transporting and storing UXO assuring compliance with Federal, state, and local laws; disposal of UXO by burning/detonation, preparation of an UXO disposal site, and preparation of an on-site safe holding area for UXO.</p> <p>This incumbent will determine UXO-related storage compatibility, prepare an explosive storage plan, supervise donning and doffing of personal protective equipment; operation of a personnel decontamination station; maintenance and operator checks on all team equipment, prepare UXO related administrative reports according to standard operating procedures, and conduct daily team safety briefing. This worker supervises the segregation of UXO-related scrap from non-UXO related scrap, safe handling procedures, team preventive medicine and field sanitation procedures, perform risk hazard analyses, interpret x-ray of UXO, supervise field expedient identification procedures to ID explosive contaminated soil, the determining of a magnetic azimuth using a lensatic compass, and emergency leak sealing and packaging of chemical warfare material.</p>
Unexploded (UXO) Safety Escort	<p>The UXO Escort is responsible for the safe escort of non-UXO qualified personnel who are not directly involved in specific UXO clearance site work, but have activities to perform within restricted/exclusion areas. Such personnel may include, but are not limited to contractor personnel involved in the UXO cleanup, cultural visitors, surveying personnel, equipment operators, archaeologists, conservationists, geologists, news media, visiting Government personnel, and other personnel as directed. The UXOS escort ensures safety during the transit of persons being escorted by scanning visually in the immediate path of the escorted party, and redirecting the party as necessary to avoid unexploded ordnance and other hazards. The escort function involves hazard recognition and avoidance only, not the execution of UXO search or clearance actions. This position requires UXO training qualifications.</p>
Unexploded (UXO) Sweep Personnel	<p>The Unexploded (UXO) Sweep Personnel assist UXO personnel in the clearance of UXO, operating only under the direct working supervision of qualified UXO specialist and/or UXO supervisory personnel. They conduct visual and/or instrumented UXO search activities in the field and operate ordnance detection instruments and similar equipment, remove UXO fuse remnants, fragments and related debris only after such items have been positively identified, inspected and verified as safe to handle by a qualified UXO specialist. Sweep personnel are not involved in the execution of explosive operations. This position requires site and job specific contractor training, but does not require UXO qualifications.</p>
Weather Observer, Combined Upper Air Or Surface Programs	<p>This position takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically and as required, special and local observations. This worker documents rawinsonde observation of atmospheric pressure, temperature, relative humidity, wind direction, and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records.</p> <p>The incumbent performs rawinsonde observations, utilizing semi-automatic methods when automatic radio theodolite equipment fails, and observes, evaluates and codes flight data, performs prescribed quality control checks, and notifies personnel of problem areas, and disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings.</p>

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

SCA Eligible Contract Labor Category (GSA Labor Category)	Labor Category Descriptions (SCA Directory of Occupations vers5) <i>IAP SCA Labor categories have a minimum education requirement of a high school diploma or equivalent and require at least one year of experience</i>
Weather Observer, Senior	This position is responsible for all administrative matters including record keeping, documentation, equipment accountability, and training. This worker manages the technical, administrative and personnel functions of the facility, takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically, as well as special and local observations. This incumbent documents rawinsonde observation of atmospheric pressure, temperature, relative humidity and wind direction and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records. Performs rawinsonde observations, utilizing semi-automatic methods when automatic radiotheodolite equipment fails, and observes, evaluates and codes flight data. This person is responsible for an active quality control system with a procedure for notifying personnel of problem areas. Each observer is responsible for checking his/her observations before dissemination. This incumbent disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings.
Bus Aide	The Bus Aide assist drivers and passengers to maintain safe and orderly travel, may monitor students to maintain order on school buses, assist passengers in boarding the bus, and assist in the transportation of medical patients and disabled persons.
Bus Driver	The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.
Driver Courier	The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.
Parking and Lot Attendant	Work involves the following: operating daily activity in a parking lot, and checking vehicles in and out of lot. This worker may be required to move and/or park vehicles. The Parking Lot Attendant controls authorized entry and use of lot, refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.
Shuttle Bus Driver	The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.
Taxi Driver	The Taxi Driver drives motor vehicle, with or without a taximeter, to transport passengers for a fee, picks up passengers while cruising streets or in response to radio or telephone relayed request for service, collects fee recorded on taximeter or based on mileage or time factor, records transaction on log, and reports by radio or telephone to central location on completion of trip.
Truckdriver, Light	The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Straight truck, less than 1 1/2 tons, usually 4 wheels.
Truckdriver, Medium	The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.
Truckdriver, Heavy	The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Straight truck, over 4 tons, usually 10 wheels.

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

SCA Eligible Contract Labor Category (GSA Labor Category)	Labor Category Descriptions (SCA Directory of Occupations vers5) <i>IAP SCA Labor categories have a minimum education requirement of a high school diploma or equivalent and require at least one year of experience</i>
Truckdriver, Tractor-Trailer	The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.
Cashier	The Cashier receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.
Desk Clerk	The Desk Clerk 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 bills, collects payments, and makes changes for guests. The Desk Clerk makes and confirms room reservations, may post charges such as room, food, liquor, or telephone to casebooks by hand or machine, make restaurant, transportation, or entertainment reservations, and arrange for tours, may deposit guests' valuables in safe or safe-deposit box, and may sell tobacco, candy, and newspapers.
Embalmer	<p>The Embalmer prepares bodies for interment in conformity with legal requirements, washes and dries body using germicidal soap and towels or hot air drier, inserts convex celluloid or cotton between eyeball and eyelid to prevent slipping and sinking of eyelid, presses diaphragm to evacuate air from lungs, may join lips using needle and thread or wire. This worker packs body orifices with cotton saturated with embalming fluid to prevent escape of gases or waste matter, makes incision in arm or thigh, using scalpel, inserts pump tubes into artery, and starts pump that drains blood from circulatory system and replaces blood with embalming fluid.</p> <p>The Embalmer incises stomach and abdominal walls and probes internal organs, such as bladder and liver, using trocar to withdraw blood and waste matter from organs; attaches trocar to pump-tube, starts pump, and repeats probing to force embalming fluid into organs, closes incisions using needle and suture, reshapes or reconstructs disfigured or maimed bodies using materials such as clay, cotton, plaster of paris, and wax. This worker applies cosmetics to impart lifelike appearance, dresses body and places body in casket. The embalmer may arrange funeral details such as type of casket or burial dress and place of interment, maintain records such as itemized list of clothing or valuables delivered with body and names of persons embalmed.</p>
Laboratory Animal Caretaker I	<p>Animal care investigative and support personnel are required to follow defined protective procedures. The facilities provide a variety of husbandry options to meet the needs of the investigative staff while maximizing the facilities animal holding capacity. The facilities are individually approved for Bio-safety Level 1, 2, 3 and 4 procedures and many research protocols often require the use of hazardous biological, chemical, and/or physical agents, including ionizing radiation. The experience factor of the workers has to be very technical in order to aid the researchers. These levels of certification assure the investigators of their competence. The Laboratory Animal Caretaker I usually requires certification as an Assistant Laboratory Animal Technician. The caretaker performs the day-to-day functions of animal husbandry such as feeding, cleaning and handling laboratory animals; sanitizes the animal's room and caging, monitors environmental conditions, and maintains records. This person works under the supervision of a scientist, veterinarian, or higher level Laboratory Animal Caretaker or Facility Manager; is responsible for consistent and thorough animal care in order to ensure that experimental data is not confounded by poor animal management; reports potential animal care problems such as illness, inappropriate housing and equipment.</p> <p>The Laboratory Animal Caretaker I works with an assortment of equipment including animal restraint devices, autoclaves for sterilization, and different types of cage washing equipment. This caretaker must have a basic understanding of biohazards in the research environment and a working knowledge for biohazard levels one and two; and be trained on safety procedures to avoid infection or exposure. In order to understand their responsibilities, Laboratory Animal Caretaker I should understand the moral and ethical aspects of the care and use of research animals. This position may require a general knowledge about federal, state, and local regulations. Other titles associated are Facility Support Technician, Animal Husbandry Caretaker, Technical Support Technician, and Facility Support Team Leader.</p>

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

SCA Eligible Contract Labor Category (GSA Labor Category)	Labor Category Descriptions (SCA Directory of Occupations vers5) <i>IAP SCA Labor categories have a minimum education requirement of a high school diploma or equivalent and require at least one year of experience</i>
Laboratory Animal Caretaker II	<p>Animal care investigative and support personnel are required to follow defined protective procedures. The facilities provide a variety of husbandry options to meet the needs of the investigative staff while maximizing the facilities animal holding capacity. The facilities are individually approved for Bio-safety Level 1, 2, 3 and 4 procedures and many research protocols often require the use of hazardous biological, chemical, and/or physical agents, including ionizing radiation. The experience factor of the workers has to be very technical in order to aid the researchers. These levels of certification assure the investigators of their competence. The Laboratory Animal Caretaker II requires certification as a Laboratory Animal Technician. The caretaker must be technically skilled with appropriate backgrounds in biological sciences, such as anatomy, physiology, microbiology, and pathology. Their responsibilities will encompass the Laboratory Animal Caretaker I in addition to the following: technical support, maintenance and feeding colonies, collection of raw data, supervision of Laboratory Animal Caretaker I, delegation of tasks to Laboratory Animal Caretaker I and other Laboratory Animal Caretaker II workers.</p> <p>Responsibilities include participation in research projects at high technical levels, primary experimental procedures, and observation and treatment of experimental animals and training. Not only are they expected to work with animal restraint devices, autoclaves for sterilization and cage washing equipment, but they must also be familiar with laboratory and surgical equipment. Laboratory Animal Caretaker II must have the full understanding of all four biohazard levels and working knowledge of levels one through three and the safety procedures involved. Due to stringent federal regulations and guidelines, Laboratory Animal Caretaker II must have a strong knowledge in the biological disciplines, and federal, state, and local regulations. This helps the facility establish and maintain mandated standards in order to avoid any possible penalties. Certification at this level gives a basic knowledge of a variety of species but it does not guarantee handling and restraint experience with all species, especially less commonly used research animals such as livestock, non-human primates and exotic animals. Other titles associated are Team Leader, Animal Health Team Leader, Animal Health Technician, and Institute Specific Research Technician.</p>
Mortician	The Mortician arranges and directs funeral services, coordinates activities of workers to remove body to mortuary for embalming, interviews family or other authorized person to arrange details such as preparation of obituary notice, selection of urn or casket, determination of location and time of cremation or burial, selection of pallbearers, procurement of official for religious rites, and transportation of mourners. The Mortician plans placement of casket in parlor or chapel and adjusts lights, fixtures, and floral displays, directs pallbearers in placement and removal of casket from hearse, closes casket and leads funeral cortege to church or burial site, directs preparations and shipment of body for out of state burial, and may prepare body for interment.
Pest Controller	The Pest Controller sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas, fumigates rooms and buildings using toxic gases, sprays chemical solutions or dusts powders in rooms and work areas, places poisonous paste or bait and mechanical traps where pests are present; may clean areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating; and may be required to hold State license.
Photofinishing Worker	The Photofinishing Worker tends one or more machines that automatically develop, fix, wash, and dry photographic prints, threads leaders (paper strips) around rollers, through processing tanks and dryer, around polished drum, and onto take-up reel, turns valves to fill tanks with premixed solutions, such as developer, dyes, stop-baths, fixers, bleaches, and washes. This worker moves thermostatic control to keep steam-heated drum at specified temperature, slices sensitized paper to leaders using tape, starts machine; throws switches to synchronize drive speeds of processing variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.
Recycling Laborer	The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.
Recycling Specialist	The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.
Refuse Collector	The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.

LABOR CATEGORY DESCRIPTIONS – NON-EXEMPT (SCA-COVERED) POSITIONS

SCA Eligible Contract Labor Category (GSA Labor Category)	Labor Category Descriptions (SCA Directory of Occupations vers5) <i>IAP SCA Labor categories have a minimum education requirement of a high school diploma or equivalent and require at least one year of experience</i>
Sales Clerk	The Sales Clerk sells a variety of inexpensive merchandise usually in a retail trade establishment, for which knowledge of the items sold is not a primary requirement. This incumbent performs the following tasks: stocks shelves, counters, or tables with merchandise, sets up advertising displays or arranges merchandise on counters or tables to promote sales, stamps, marks, or tags price on merchandise; obtains merchandise requested by customer or receives merchandise selected by customer; totals price and tax on merchandise selected by customer using paper and pencil, cash register, or adding machine to determine bill. This worker receives payment and makes change, occasionally calculates sales discount in determining sales slip, wraps or bags merchandise for customers, cleans shelves, counter, or tables, as necessary; may keep record of sales, prepare inventory of stock, or order merchandise; and may be designated according to product sold or type of store.
Survey Party Chief	The Survey Party Chief (Chief of Party) leads day-to-day work activities of survey party under direction of land surveyor performing surveying duties not requiring licensure; supervises crew engaged in gathering data about the earth's surface using a variety of surveying instruments and in clearing land and setting stakes to identify certain points; checks final field notes for clarity and accuracy and completes transmittal forms.
Surveying Aide	The Surveying Aide performs any of following duties to assist in surveying land: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction, mining, land, and other surveys, calls out reading or writes station number and reading in notebook marks points of measurement with elevation, station number, or other identifying mark, and measures distance between survey points, using steel or cloth tape or surveyor's chain. This worker marks measuring point with keel (marking crayon), paint sticks, scratches, tacks, or stakes, places stakes at designated points and drives them into ground at specified elevation using hammer or hatchet, and cuts and clears brush and trees from line of survey, using brush hook, knife, ax, or other cutting tools.
Surveying Technician	The Surveying Technician obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.

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SCA MATRIX

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 offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Matrix **			
SCA Eligible Contract Labor Category (GSA Labor Category)	SCA Equivalent Code Title		WD Number
Accounting Clerk I	01011	Accounting Clerk I	05-2061
Accounting Clerk II	01012	Accounting Clerk II	05-2061
Accounting Clerk III	01013	Accounting Clerk III	05-2061
Administrative Assistant	01020	Administrative Assistant	05-2061
Data Entry Operator I	01051	Data Entry Operator I	05-2061
Data Entry Operator II	01052	Data Entry Operator II	05-2061
Dispatcher, Motor Vehicle	01060	Dispatcher, Motor Vehicle	05-2061
Document Preparation Clerk	01070	Document Preparation Clerk	05-2061
Duplicating Machine Operator	01090	Duplicating Machine Operator	05-2061
General Clerk I	01111	General Clerk I	05-2061
General Clerk II	01112	General Clerk II	05-2061
General Clerk III	01113	General Clerk III	05-2061
Housing Referral Assistant	01120	Housing Referral Assistant	05-2061
Messenger Courier	01141	Messenger Courier	05-2061
Order Clerk I	01191	Order Clerk I	05-2061
Order Clerk II	01192	Order Clerk II	05-2061
Personnel Assistant (Employment) I	01261	Personnel Assistant (Employment) I	05-2061
Personnel Assistant (Employment) II	01262	Personnel Assistant (Employment) II	05-2061
Personnel Assistant (Employment) III	01263	Personnel Assistant (Employment) III	05-2061
Production Control Clerk	01270	Production Control Clerk	05-2061
Receptionist	01280	Receptionist	05-2061
Rental Clerk	01290	Rental Clerk	05-2061
Scheduler, Maintenance	01300	Scheduler, Maintenance	05-2061
Secretary I	01311	Secretary I	05-2061
Secretary II	01312	Secretary II	05-2061
Secretary III	01313	Secretary III	05-2061
Service Order Dispatcher	01320	Service Order Dispatcher	05-2061
Supply Technician	01410	Supply Technician	05-2061
Survey Worker	01420	Survey Worker	05-2061
Travel Clerk I	01531	Travel Clerk I	05-2061
Travel Clerk II	01532	Travel Clerk II	05-2061
Travel Clerk III	01533	Travel Clerk III	05-2061
Word Processor I	01611	Word Processor I	05-2061
Word Processor II	01612	Word Processor II	05-2061
Word Processor III	01613	Word Processor III	05-2061
Automobile Body Repairer, Fiberglass	05005	Automobile Body Repairer, Fiberglass	05-2061
Automotive Electrician	05010	Automotive Electrician	05-2061
Automotive Glass Installer	05040	Automotive Glass Installer	05-2061
Automotive Worker	05070	Automotive Worker	05-2061
Mobile Equipment Servicer	05110	Mobile Equipment Servicer	05-2061
Motor Equipment Metal Mechanic	05130	Motor Equipment Metal Mechanic	05-2061
Motor Equipment Metal Worker	05160	Motor Equipment Metal Worker	05-2061
Motor Vehicle Mechanic	05190	Motor Vehicle Mechanic	05-2061
Motor Vehicle Mechanic Helper	05220	Motor Vehicle Mechanic Helper	05-2061
Motor Vehicle Upholstery Worker	05250	Motor Vehicle Upholstery Worker	05-2061
Motor Vehicle Wrecker	05280	Motor Vehicle Wrecker	05-2061
Painter, Automotive	05310	Painter, Automotive	05-2061
Radiator Repair Specialist	05340	Radiator Repair Specialist	05-2061

SCA MATRIX

SCA Matrix **			
SCA Eligible Contract Labor Category (GSA Labor Category)	SCA Equivalent Code Title		WD Number
Tire Repairer	05370	Tire Repairer	05-2061
Transmission Repair Specialist	05400	Transmission Repair Specialist	05-2061
Baker	07010	Baker	05-2061
Cook I	07041	Cook I	05-2061
Cook II	07042	Cook II	05-2061
Dishwasher	07070	Dishwasher	05-2061
Food Service Worker	07130	Food Service Worker	05-2061
Meat Cutter	07210	Meat Cutter	05-2061
Waiter/Waitress	07260	Waiter/Waitress	05-2061
Gardener	11090	Gardener	05-2061
Housekeeping Aide	11122	Housekeeping Aide	05-2061
Janitor	11150	Janitor	05-2061
Laborer, Grounds Maintenance	11210	Laborer, Grounds Maintenance	05-2061
Maid or Houseman	11240	Maid or Houseman	05-2061
Pruner	11260	Pruner	05-2061
Tractor Operator	11270	Tractor Operator	05-2061
Trail Maintenance Worker	11330	Trail Maintenance Worker	05-2061
Window Cleaner	11360	Window Cleaner	05-2061
Ambulance Driver	12010	Ambulance Driver	05-2061
Breath Alcohol Technician	12011	Breath Alcohol Technician	05-2061
Certified Occupational Therapist Assistant	12012	Certified Occupational Therapist Assistant	05-2061
Certified Physical Therapist Assistant	12015	Certified Physical Therapist Assistant	05-2061
Dental Assistant	12020	Dental Assistant	05-2061
Dental Hygienist	12025	Dental Hygienist	05-2061
EKG Technician	12030	EKG Technician	05-2061
Electroneurodiagnostic Technologist	12035	Electroneurodiagnostic Technologist	05-2061
Emergency Medical Technician	12040	Emergency Medical Technician	05-2061
Licensed Practical Nurse I	12071	Licensed Practical Nurse I	05-2061
Licensed Practical Nurse II	12072	Licensed Practical Nurse II	05-2061
Licensed Practical Nurse III	12073	Licensed Practical Nurse III	05-2061
Medical Assistant	12100	Medical Assistant	05-2061
Medical Laboratory Technician	12130	Medical Laboratory Technician	05-2061
Medical Record Clerk	12160	Medical Record Clerk	05-2061
Medical Record Technician	12190	Medical Record Technician	05-2061
Medical Transcriptionist	12195	Medical Transcriptionist	05-2061
Nuclear Medicine Technologist	12210	Nuclear Medicine Technologist	05-2061
Nursing Assistant I	12221	Nursing Assistant I	05-2061
Nursing Assistant II	12222	Nursing Assistant II	05-2061
Nursing Assistant III	12223	Nursing Assistant III	05-2061
Nursing Assistant IV	12224	Nursing Assistant IV	05-2061
Optical Dispenser	12235	Optical Dispenser	05-2061
Optical Technician	12236	Optical Technician	05-2061
Pharmacy Technician	12250	Pharmacy Technician	05-2061
Phlebotomist	12280	Phlebotomist	05-2061
Radiologic Technologist	12305	Radiologic Technologist	05-2061
Registered Nurse I	12311	Registered Nurse I	05-2061
Registered Nurse II	12312	Registered Nurse II	05-2061
Registered Nurse II, Specialist	12313	Registered Nurse II, Specialist	05-2061
Registered Nurse III	12314	Registered Nurse III	05-2061
Registered Nurse III, Anesthetist	12315	Registered Nurse III, Anesthetist	05-2061
Registered Nurse IV	12316	Registered Nurse IV	05-2061
Scheduler (Drug and Alcohol Testing)	12317	Scheduler (Drug and Alcohol Testing)	05-2061
Exhibits Specialist I	13011	Exhibits Specialist I	05-2061

SCA MATRIX

SCA Matrix **			
SCA Eligible Contract Labor Category (GSA Labor Category)	SCA Equivalent Code Title		WD Number
Exhibits Specialist II	13012	Exhibits Specialist II	05-2061
Exhibits Specialist III	13013	Exhibits Specialist III	05-2061
Illustrator I	13041	Illustrator I	05-2061
Illustrator II	13042	Illustrator II	05-2061
Illustrator III	13043	Illustrator III	05-2061
Librarian	13047	Librarian	05-2061
Library Aide/Clerk	13050	Library Aide/Clerk	05-2061
Library Information Technology Systems Administrator	13054	Library Information Technology Systems Administrator	05-2061
Library Technician	13058	Library Technician	05-2061
Media Specialist I	13061	Media Specialist I	05-2061
Media Specialist II	13062	Media Specialist II	05-2061
Media Specialist III	13063	Media Specialist III	05-2061
Photographer I	13071	Photographer I	05-2061
Photographer II	13072	Photographer II	05-2061
Photographer III	13073	Photographer III	05-2061
Photographer IV	13074	Photographer IV	05-2061
Photographer V	13075	Photographer V	05-2061
Video Teleconference Technician	13110	Video Teleconference Technician	05-2061
Computer Operator I	14041	Computer Operator I	05-2061
Computer Operator II	14042	Computer Operator II	05-2061
Computer Operator III	14043	Computer Operator III	05-2061
Computer Operator IV	14044	Computer Operator IV	05-2061
Computer Operator V	14045	Computer Operator V	05-2061
Computer Programmer I	14071	Computer Programmer I	05-2061
Computer Programmer II	14072	Computer Programmer II	05-2061
Computer Programmer III	14073	Computer Programmer III	05-2061
Computer Programmer IV	14074	Computer Programmer IV	05-2061
Computer Systems Analyst I	14101	Computer Systems Analyst I	05-2061
Computer Systems Analyst II	14102	Computer Systems Analyst II	05-2061
Computer Systems Analyst III	14103	Computer Systems Analyst III	05-2061
Peripheral Equipment Operator	14150	Peripheral Equipment Operator	05-2061
Personal Computer Support Technician	14160	Personal Computer Support Technician	05-2061
Aircrew Training Devices Instructor (Non-Rated)	15010	Aircrew Training Devices Instructor (Non-Rated)	05-2061
Aircrew Training Devices Instructor (Rated)	15020	Aircrew Training Devices Instructor (Rated)	05-2061
Air Crew Training Devices Instructor (Pilot)	15030	Air Crew Training Devices Instructor (Pilot)	05-2061
Computer Based Training Specialist / Instructor	15050	Computer Based Training Specialist / Instructor	05-2061
Educational Technologist	15060	Educational Technologist	05-2061
Flight Instructor (Pilot)	15070	Flight Instructor (Pilot)	05-2061
Graphic Artist	15080	Graphic Artist	05-2061
Technical Instructor	15090	Technical Instructor	05-2061
Technical Instructor/Course Developer	15095	Technical Instructor/Course Developer	05-2061
Test Proctor	15110	Test Proctor	05-2061
Tutor	15120	Tutor	05-2061
Assembler	16010	Assembler	05-2061
Counter Attendant	16030	Counter Attendant	05-2061
Machine-Tool Operator (Tool Room)	19010	Machine-Tool Operator (Tool Room)	05-2061
Tool And Die Maker	19040	Tool And Die Maker	05-2061
Forklift Operator	21020	Forklift Operator	05-2061
Material Coordinator	21030	Material Coordinator	05-2061
Material Expediter	21040	Material Expediter	05-2061
Material Handling Laborer	21050	Material Handling Laborer	05-2061
Order Filler	21071	Order Filler	05-2061

SCA MATRIX

SCA Matrix **			
SCA Eligible Contract Labor Category (GSA Labor Category)	SCA Equivalent Code Title		WD Number
Shipping Packer	21110	Shipping Packer	05-2061
Shipping/Receiving Clerk	21130	Shipping/Receiving Clerk	05-2061
Store Worker I	21140	Store Worker I	05-2061
Stock Clerk	21150	Stock Clerk	05-2061
Tools And Parts Attendant	21210	Tools And Parts Attendant	05-2061
Warehouse Specialist	21410	Warehouse Specialist	05-2061
Aerospace Structural Welder	23010	Aerospace Structural Welder	05-2061
Aircraft Mechanic I	23021	Aircraft Mechanic I	05-2061
Aircraft Mechanic II	23022	Aircraft Mechanic II	05-2061
Aircraft Mechanic III	23023	Aircraft Mechanic III	05-2061
Aircraft Mechanic Helper	23040	Aircraft Mechanic Helper	05-2061
Aircraft, Painter	23050	Aircraft, Painter	05-2061
Aircraft Servicer	23060	Aircraft Servicer	05-2061
Aircraft Worker	23080	Aircraft Worker	05-2061
Appliance Mechanic	23110	Appliance Mechanic	05-2061
Bicycle Repairer	23120	Bicycle Repairer	05-2061
Cable Splicer	23125	Cable Splicer	05-2061
Carpenter, Maintenance	23130	Carpenter, Maintenance	05-2061
Carpet Layer	23140	Carpet Layer	05-2061
Electrician, Maintenance	23160	Electrician, Maintenance	05-2061
Electronics Technician Maintenance I	23181	Electronics Technician Maintenance I	05-2061
Electronics Technician Maintenance II	23182	Electronics Technician Maintenance II	05-2061
Electronics Technician Maintenance III	23183	Electronics Technician Maintenance III	05-2061
Fabric Worker	23260	Fabric Worker	05-2061
Fire Alarm System Mechanic	23290	Fire Alarm System Mechanic	05-2061
Fire Extinguisher Repairer	23310	Fire Extinguisher Repairer	05-2061
Fuel Distribution System Mechanic	23311	Fuel Distribution System Mechanic	05-2061
Fuel Distribution System Operator	23312	Fuel Distribution System Operator	05-2061
General Maintenance Worker	23370	General Maintenance Worker	05-2061
Ground Support Equipment Mechanic	23380	Ground Support Equipment Mechanic	05-2061
Ground Support Equipment Servicer	23381	Ground Support Equipment Servicer	05-2061
Ground Support Equipment Worker	23382	Ground Support Equipment Worker	05-2061
Gunsmith I	23391	Gunsmith I	05-2061
Gunsmith II	23392	Gunsmith II	05-2061
Gunsmith III	23393	Gunsmith III	05-2061
Heating, Ventilation And Air-Conditioning Mechanic	23410	Heating, Ventilation And Air-Conditioning Mechanic	05-2061
Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	23411	Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	05-2061
Heavy Equipment Mechanic	23430	Heavy Equipment Mechanic	05-2061
Heavy Equipment Operator	23440	Heavy Equipment Operator	05-2061
Instrument Mechanic	23460	Instrument Mechanic	05-2061
Laboratory/Shelter Mechanic	23465	Laboratory/Shelter Mechanic	05-2061
Laborer	23470	Laborer	05-2061
Locksmith	23510	Locksmith	05-2061
Machinery Maintenance Mechanic	23530	Machinery Maintenance Mechanic	05-2061
Machinist, Maintenance	23550	Machinist, Maintenance	05-2061
Maintenance Trades Helper	23580	Maintenance Trades Helper	05-2061
Metrology Technician I	23591	Metrology Technician I	05-2061
Metrology Technician II	23592	Metrology Technician II	05-2061
Metrology Technician III	23593	Metrology Technician III	05-2061
Millwright	23640	Millwright	05-2061
Office Appliance Repairer	23710	Office Appliance Repairer	05-2061
Painter, Maintenance	23760	Painter, Maintenance	05-2061

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SCA Matrix **			
SCA Eligible Contract Labor Category (GSA Labor Category)	SCA Equivalent Code Title		WD Number
Pipefitter, Maintenance	23790	Pipefitter, Maintenance	05-2061
Plumber, Maintenance	23810	Plumber, Maintenance	05-2061
Pneudraulic Systems Mechanic	23820	Pneudraulic Systems Mechanic	05-2061
Rigger	23850	Rigger	05-2061
Scale Mechanic	23870	Scale Mechanic	05-2061
Sheet-Metal Worker, Maintenance	23890	Sheet-Metal Worker, Maintenance	05-2061
Small Engine Mechanic	23910	Small Engine Mechanic	05-2061
Telecommunications Mechanic I	23931	Telecommunications Mechanic I	05-2061
Telecommunications Mechanic II	23932	Telecommunications Mechanic II	05-2061
Telephone Lineman	23950	Telephone Lineman	05-2061
Welder, Combination, Maintenance	23960	Welder, Combination, Maintenance	05-2061
Well Driller	23965	Well Driller	05-2061
Woodcraft Worker	23970	Woodcraft Worker	05-2061
Woodworker	23980	Woodworker	05-2061
Chore Aide	24610	Chore Aide	05-2061
Family Readiness And Support Services Coordinator	24620	Family Readiness And Support Services Coordinator	05-2061
Boiler Tender	25010	Boiler Tender	05-2061
Sewage Plant Operator	25040	Sewage Plant Operator	05-2061
Stationary Engineer	25070	Stationary Engineer	05-2061
Ventilation Equipment Tender	25190	Ventilation Equipment Tender	05-2061
Water Treatment Plant Operator	25210	Water Treatment Plant Operator	05-2061
Alarm Monitor	27004	Alarm Monitor	05-2061
Baggage Inspector	27007	Baggage Inspector	05-2061
Corrections Officer	27008	Corrections Officer	05-2061
Court Security Officer	27010	Court Security Officer	05-2061
Detection Dog Handler	27030	Detection Dog Handler	05-2061
Detention Officer	27040	Detention Officer	05-2061
Firefighter	27070	Firefighter	05-2061
Guard I	27101	Guard I	05-2061
Guard II	27102	Guard II	05-2061
Lifeguard	28310	Lifeguard	05-2061
Park Attendant (Aide)	28350	Park Attendant (Aide)	05-2061
Recreation Aide/Health Facility Attendant	28510	Recreation Aide/Health Facility Attendant	05-2061
Recreation Specialist	28515	Recreation Specialist	05-2061
Sports Official	28630	Sports Official	05-2061
Swimming Pool Operator	28690	Swimming Pool Operator	05-2061
Blocker And Bracer	29010	Blocker And Bracer	05-2061
Hatch Tender	29020	Hatch Tender	05-2061
Line Handler	29030	Line Handler	05-2061
Stevedore I	29041	Stevedore I	05-2061
Stevedore II	29042	Stevedore II	05-2061
Air Traffic Control Specialist, Center (HFO)	30010	Air Traffic Control Specialist, Center (HFO)	05-2061
Air Traffic Control Specialist, Station (HFO)	30011	Air Traffic Control Specialist, Station (HFO)	05-2061
Air Traffic Control Specialist, Terminal (HFO)	30012	Air Traffic Control Specialist, Terminal (HFO)	05-2061
Archeological Technician I	30021	Archeological Technician I	05-2061
Archeological Technician II	30022	Archeological Technician II	05-2061
Archeological Technician III	30023	Archeological Technician III	05-2061
Cartographic Technician	30030	Cartographic Technician	05-2061
Civil Engineering Technician	30040	Civil Engineering Technician	05-2061
Drafter/CAD Operator I	30061	Drafter/CAD Operator I	05-2061
Drafter/CAD Operator II	30062	Drafter/CAD Operator II	05-2061
Drafter/CAD Operator III	30063	Drafter/CAD Operator III	05-2061
Drafter/CAD Operator IV	30064	Drafter/CAD Operator IV	05-2061

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SCA Matrix **			
SCA Eligible Contract Labor Category (GSA Labor Category)	SCA Equivalent Code Title		WD Number
Engineering Technician I	30081	Engineering Technician I	05-2061
Engineering Technician II	30082	Engineering Technician II	05-2061
Engineering Technician III	30083	Engineering Technician III	05-2061
Engineering Technician IV	30084	Engineering Technician IV	05-2061
Engineering Technician V	30085	Engineering Technician V	05-2061
Engineering Technician VI	30086	Engineering Technician VI	05-2061
Environmental Technician	30090	Environmental Technician	05-2061
Laboratory Technician	30210	Laboratory Technician	05-2061
Mathematical Technician	30240	Mathematical Technician	05-2061
Paralegal/Legal Assistant I	30361	Paralegal/Legal Assistant I	05-2061
Paralegal/Legal Assistant II	30362	Paralegal/Legal Assistant II	05-2061
Paralegal/Legal Assistant III	30363	Paralegal/Legal Assistant III	05-2061
Paralegal/Legal Assistant IV	30364	Paralegal/Legal Assistant IV	05-2061
Photo-Optics Technician	30390	Photo-Optics Technician	05-2061
Technical Writer I	30461	Technical Writer I	05-2061
Technical Writer II	30462	Technical Writer II	05-2061
Technical Writer III	30463	Technical Writer III	05-2061
Unexploded Ordnance (UXO) Technician I	30491	Unexploded Ordnance (UXO) Technician I	05-2061
Unexploded Ordnance (UXO) Technician II	30492	Unexploded Ordnance (UXO) Technician II	05-2061
Unexploded Ordnance (UXO) Technician III	30493	Unexploded Ordnance (UXO) Technician III	05-2061
Unexploded (UXO) Safety Escort	30494	Unexploded (UXO) Safety Escort	05-2061
Unexploded (UXO) Sweep Personnel	30495	Unexploded (UXO) Sweep Personnel	05-2061
Weather Observer, Combined Upper Air Or Surface Programs	30620	Weather Observer, Combined Upper Air Or Surface Programs	05-2061
Weather Observer, Senior	30621	Weather Observer, Senior	05-2061
Bus Aide	31020	Bus Aide	05-2061
Bus Driver	31030	Bus Driver	05-2061
Driver Courier	31043	Driver Courier	05-2061
Parking and Lot Attendant	31260	Parking and Lot Attendant	05-2061
Shuttle Bus Driver	31290	Shuttle Bus Driver	05-2061
Taxi Driver	31310	Taxi Driver	05-2061
Truckdriver, Light	31361	Truckdriver, Light	05-2061
Truckdriver, Medium	31362	Truckdriver, Medium	05-2061
Truckdriver, Heavy	31363	Truckdriver, Heavy	05-2061
Truckdriver, Tractor-Trailer	31364	Truckdriver, Tractor-Trailer	05-2061
Cashier	99030	Cashier	05-2061
Desk Clerk	99050	Desk Clerk	05-2061
Embalmer	99095	Embalmer	05-2061
Laboratory Animal Caretaker I	99251	Laboratory Animal Caretaker I	05-2061
Laboratory Animal Caretaker II	99252	Laboratory Animal Caretaker II	05-2061
Mortician	99310	Mortician	05-2061
Pest Controller	99410	Pest Controller	05-2061
Photofinishing Worker	99510	Photofinishing Worker	05-2061
Recycling Laborer	99710	Recycling Laborer	05-2061
Recycling Specialist	99711	Recycling Specialist	05-2061
Refuse Collector	99730	Refuse Collector	05-2061
Sales Clerk	99810	Sales Clerk	05-2061
Survey Party Chief	99830	Survey Party Chief	05-2061
Surveying Aide	99831	Surveying Aide	05-2061
Surveying Technician	99832	Surveying Technician	05-2061

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