

Products or Services:

General Services Administration Federal Supply Service Authorized Federal Supply Schedule Price List

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

OFFICE IMAGING AND DOCUMENT SOLUTIONS

Federal Supply Group: 36 Federal Supply Class: 8742

GSA FSS Contract #: GS-10F-0194J

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: August 15, 1999 - August 14, 2004
OPTION EXERCISED: AUGUST 15, 2004 – AUGUST 14, 2009

SKYHAWK LOGISTICS, INC.



Headquarters Located at 1110 Bonifant Street, Suite 501 Silver Spring, MD 20910 Tel (301) 585-2424 Fax (301) 585-0047

<http://www.skyhawk.com/>

Contract Administration:

O. JIMMY OGUNNIYI

DUNS #: 18-737-3162

E-mail: president@skyhawk.com

Small Disadvantaged Business, (Minority Owned)

HUB Zone Certified

Amendments to Federal Supply Schedule (FSS) Price List:**Table 1. AMENDMENTS**

Amendment Number	Effective Date	Date Incorporated	Comments
PCO 01	09/01/99	09/07/99	Ordering Procedures for Services
PS04	04/11/01	08/15/99	Incorporates Section SBA 8 (a) Certification
3	07/28/04	07/19/04	Exercise of Option for the Period August 15, 2004 thru August 14, 2009 Addition of new SIN's
4	10/21/2005	10/07/2005	Addition of New Labor Categories for Sensitive/Classified Information

Customer Information and Ordering Procedures

INFORMATION FOR ORDERING AGENCIES AND COMMERCIAL VENDORS

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

ITEM OR SIN NO. SERVICE SIN 51-505 DOCUMENT PRODUCTION SERVICES, SIN 51-507 DESTRUCTION SERVICES, SIN 733 1 MAILROOM ADMINISTRATIVE SUPPORT SIN 733 3 MISCELLANEOUS MAIL SERVICES SIN 733 4 LIST MANAGEMENT SERVICES SIN 733 5 MAILROOM ERGONOMIC ANALYSIS SERVICES SIN 733 6 MAIL SCREENING AND INSPECTION SERVICES

1. **2. Maximum Orders:** The Maximum Order allowed under this contract is \$1,000,000.00.
2. **3. Minimum Orders:** The minimum dollar value of orders to be issued is \$100,000.
3. **4. Geographic Scope of Contract:** The geographic scope of Skyhawk Logistics contract to service customers with Mail Management services is the 48 Contiguous States and the District of Columbia (CONUS); and U.S. Government sites outside the Continental United States (OCONUS).
4. **5. Points of Production (City, County, and State or Foreign Country):** All services will be provided from Skyhawk Logistics Corporate Headquarters (Refer to Ordering Address, Par. No. 13.)
5. **6. Discounts From Established Price List or Statement of Net Price:** (Refer to Price List on page 35).
6. **7. Quantity Discounts:** (None Offered)
7. **8. Prompt Payment Terms:** Skyhawk Logistics' prompt payment terms are 2%, net 30 days.

9a. Notification That Government Purchase Cards Are Accepted Below The Micro-Purchase Threshold: Yes

9b. Notification that Government Purchase Cards Are Accepted or Not Accepted Above The Micro-Purchase Threshold: Accepted.

10. Foreign Items: N/A **11a. Time of Delivery:** (As negotiated with Ordering Agency).

11b. Expedited Delivery: (Same as 11a). **11c. Overnight and 2-Day Delivery:** (Same as

11a). **11d. Urgent Requirement:** (Same as 11a).

1. **12. FOB Point(s):** All Mail Management Services provided by Skyhawk Logistics will be provided FOB at the Customer's (Federal Agency) Site.
2. **13. Ordering Address:** For mailed orders or paper form orders should be mailed to the following:

**Skyhawk Logistics, Inc.
1110 Bonifant Street, Suite 501
Silver Spring, Maryland 20910**

Placement of Orders: Skyhawk Logistics will ensure that Orders can be placed by EDI. If EDI is not possible, an alternative EDI method will be used, allowing the Contractor to receive orders by facsimile transmission. Subject to the Contractor's agreement, other agencies may place orders by EDI.

Below are the telephone numbers that can be used by Ordering Agencies/Offices to obtain technical and/or ordering information and other assistance.

Commercial Telephone No.: 1 (301) 585-2424
Facsimile: 1 (301) 585-0047
E-mail: PRESIDENT@SKYHAWK.COM

14. Payment Address: The payment address to which Government checks should be mailed to for payment of proper invoices is as follows:

**Skyhawk Logistics, Inc.
ATTN: Accounts Payable
1110 Bonifant Street**

**Suite 501
Silver Spring, Maryland 20910**

14a. Contract Administration:

Contact for Stateside (CONUS): O. Jimmy Ogunniyi, President

Contact for Overseas (OCONUS): O. Jimmy Ogunniyi, President

15. Warranty Provision: Skyhawk Logistics warrants all of its service deliverables under the provisions of time quality and Total Quality Management (TQM).

1. **16. Export Packing Charges, if applicable:** N/A
2. **17. Terms and Conditions of Government Purchase Card Acceptance**

(None).

18. Terms and Conditions of Rental, Maintenance and Repair (if applicable):

To be negotiated at time of request.

1. **19. Terms and Conditions of Installation, (if applicable):** N/A
2. **20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices (if applicable):** N/A

20a. Terms and Conditions For Any Other Services (if applicable): N/A

1. **21. List of Service and Distribution Points (if applicable):** All Mail Management Services provided by Skyhawk Logistics will be provided at the Customer's (Federal Agency) Site, unless specifically directed to provide Contractor facility(s).
2. **23. List of Participating Dealers (if applicable):** N/A

1. **23. Preventive Maintenance (if applicable):** N/A
2. **24. Year 2000 (Y2K) compliant:** Skyhawk Logistics' facilities and equipment are Year 2000 compliant.
3. **25. Environmental Attributes, (e.g., Recycled Content, Energy Efficient, and/or Reduced Pollutants):** The majority of work to be performed under this IDIQ Contract will be performed at the Customer's (Agency) site. Therefore, all work will abide by the Environmental Regulations and Standards of the Agency.
4. **26. Data Universal Number System (DUNS) Number:** 18-7373162
5. **27. Registration in the Central Contractor Registration (CCR) Database:**

Skyhawk Logistics is registered in the CCR Database.

Services Offered:

Skyhawk Logistics offers the following Mail Management Services under the approved SIN's. Resumes will be provided to the user Agency upon request.

Commercial job titles, requirements, and responsibilities for each service agency are provided on the following pages.

Ordering Procedure for Services

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced at hourly rates. These procedures will be included in each Federal Supply Schedule, as appropriate. They are included in this solicitation for the information of prospective offerors.

Procedures for services priced on GSA, schedules at hourly rates.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall

1. Prepare a Request for Quotes:

A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

B. A request for quotes should be prepared which includes the performance--based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor-hour and time-and-materials orders.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

11. Transmit the Request for Quotes to Contractors:

A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

B. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractor's -that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

III. Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with

the schedule' contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAS ordering offices shall-

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the-BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAS are established, the authorized users must follow the procedures in 11.13 above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

APPROVED GSA SCHEDULE 36 PRICE LIST FOR SIN 51-505, 51-507, 733-1, 733-3, 733-4, 733-5, 733-6

Description	CONTRACT NO. GS-10F-0194J				
	8/15/04 thru 8/14/05 Hourly rate Year 1	08/15/05 thru 08/14/06 Hourly rate Year 2	08/15/06 thru 08/15/07 Hourly rate Year 3	08/15/07 thru 08/15/08 Hourly rate Year 4	08/15/08 thru 08/15/09 Hourly rate Year 5
PROFESSIONAL SERVICES (CLASSIFIED)					
Project Manager-TS-SCI/Q Clearance	\$ 49.33	\$ 50.46	\$ 51.62	\$ 52.81	\$ 54.02
Correspondence Processing Specialist I- TS-SCI/Q Clearance	\$ 40.97	\$ 41.89	\$ 42.83	\$ 43.81	\$ 43.81
Correspondence Processing Specialist II- TS-SCI/Q Clearance	\$ 45.16	\$ 46.18	\$ 47.24	\$ 48.32	\$ 48.32
Classified Document Control Specialists I – TS-SCI/Q Clearance	\$ 38.17	\$ 39.02	\$ 39.90	\$ 40.80	\$ 40.80
Classified Document Control Specialists II – TS-SCI/Q Clearance	\$ 42.36	\$ 43.32	\$ 44.29	\$ 45.31	\$ 45.31
Records Management/Archival Specialists I-TS-SCI/Q Clearance	\$ 36.77	\$ 37.61	\$ 38.44	\$ 39.30	\$ 39.30
Records Management/Archival Specialists II-TS-SCI/Q Clearance	\$ 39.57	\$ 40.46	\$ 41.37	\$ 42.29	\$ 42.29
Driver/Messenger – TS-SCI/Q Clearance	\$ 32.94	\$ 33.67	\$ 34.40	\$ 35.17	\$ 35.17
Administrative Assistant I- TS-SCI/Q Clearance	\$ 35.73	\$ 36.54	\$ 37.33	\$ 38.17	\$ 38.17
Administrative Assistant II- TS-SCI/Q Clearance	\$ 38.87	\$ 39.74	\$ 40.64	\$ 41.57	\$ 41.57

SERVICE CONTRACT ACT POSITIONS (NON-CLASSIFIED)

Senior Program Manager	\$	38.16	\$	38.32	\$	39.20	\$	40.09	\$	41.02
Project Manager	\$	34.67	\$	34.81	\$	35.59	\$	36.40	\$	37.23
Assistant Project Manager	\$	32.23	\$	32.34	\$	33.08	\$	33.83	\$	34.60
Senior Mail Clerk General Clerk IV	\$	29.44	\$	29.52	\$	30.19	\$	30.85	\$	31.54
Lead Mail Clerk General Clerk III	\$	24.65	\$	24.73	\$	25.25	\$	25.81	\$	26.36
Mail Clerk General Clerk II	\$	22.43	\$	22.48	\$	22.97	\$	23.45	\$	23.96
Duplicating Machine Operator	\$	20.62	\$	20.66	\$	21.10	\$	21.55	\$	22.00
Key Entry Operator II	\$	20.13	\$	20.16	\$	20.60	\$	21.02	\$	21.48
Computer Operator I	\$	23.24	\$	23.30	\$	23.80	\$	24.32	\$	24.86
Driver Messenger	\$	20.53	\$	20.60	\$	21.02	\$	21.48	\$	21.93
Messenger (Courier)	\$	17.55	\$	17.59	\$	17.95	\$	18.32	\$	18.70
Quality Assurance Specialists	\$	40.24	\$	40.41	\$	41.34	\$	42.30	\$	43.27
General Clerk I	\$	19.58	\$	19.61	\$	20.03	\$	20.45	\$	20.88
Computer Programmer II	\$	35.44	\$	35.58	\$	36.39	\$	37.22	\$	38.07
Word Processor I	\$	19.75	\$	19.80	\$	20.20	\$	20.63	\$	21.07
Material Coordinator	\$	27.17	\$	27.25	\$	27.86	\$	28.47	\$	29.11
Warehouse Supervisor	\$	27.71	\$	27.79	\$	28.40	\$	29.03	\$	29.67
Supply Technician	\$	31.39	\$	31.51	\$	32.21	\$	32.93	\$	33.68
Loading Dock Manager	\$	27.17	\$	27.25	\$	27.86	\$	28.47	\$	29.11
Warehouse Specialists	\$	25.26	\$	25.34	\$	25.89	\$	26.44	\$	27.03
Material Handling Supervisor	\$	29.09	\$	29.19	\$	29.82	\$	30.50	\$	31.18
Shipping/Receiving Clerk	\$	21.55	\$	21.60	\$	22.07	\$	22.53	\$	23.01
Truck Driver-Heavy	\$	28.95	\$	29.04	\$	29.68	\$	30.35	\$	31.03
Truck Driver-Medium	\$	25.21	\$	25.28	\$	25.83	\$	26.38	\$	26.96
Material Handling Laborer	\$	19.33	\$	19.38	\$	19.77	\$	20.17	\$	20.61
Forklift Operator	\$	23.63	\$	23.68	\$	24.20	\$	24.72	\$	25.24
Shipping/Packer	\$	21.45	\$	21.50	\$	21.95	\$	22.42	\$	22.90
Stock Clerk	\$	21.43	\$	21.49	\$	21.94	\$	22.41	\$	22.89

*Wage Determination No. 1994-2103, Rev 34 dated 05/23/2005

Duties of Key Personnel/Proposed Labor Categories

Each of the labor category specified below is defined in compliance with the specification stipulated by the GSA in regard to minimum education, general experience description, and the duties normally performed by the individual filling the position.

Skyhawk Logistics believes that the successful performance of each contract devolves in large measure on the combination of the skill, experience, and education of the personnel assigned to meet the client's needs. Hence, it is Skyhawk Logistics plan to provide those personnel who meet the specified requirements of the RFP. Skyhawk Logistics' personnel have several years of hands-on logistics experience before they assigned to fulfill clients contract requirements. The majority of our employees come to us with credentials as former government and industry employees in the logistics services business. Our employees have also participated in company-sponsored training and certification programs, which keep their skills current and enable us to cross-utilize them in a variety of effective ways.

Labor Categories - Classified/Sensitive Positions

Each of the labor category specified below is defined in compliance with the specification stipulated by the GSA in regard to minimum education, general experience description, and the duties normally performed by the individual filling the position.

1. Project Manager (TS-SCI/Q Clearance)

Minimum General Experience and Education: A minimum of Bachelors degree from an accredited college or university and minimum of five to ten years in DOD and DOE Classified Mail and Correspondence Processing. Two to Five years' additional relevant experience can be substituted for each year of education shortfall. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Principal Duties and Responsibilities: Responsibilities include but not limited to the following:

- Resource allocation
- Program and management oversight
- Providing high-level classified mail operations expertise and participation in security briefings and meetings. Frequently provides subject matter or functional area expertise for logistic tasks in addition to fulfilling management responsibilities.
- Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates policies, goals, and purposes of the organization.
- Serves as senior corporate representative responsible for overall contract performance and generally does not serve in any other capacity under this contract.
- Is assigned to complex programs involving, typically, multiple tasks, multiple performing organizations, and complex responsibilities.
- Supervises full mail staff including clerks and drivers. Responsible for contract performance, maintaining equipment and adherence to government regulations. Responsible for directing and reviewing daily workflow and activities of staff.

Functional Responsibilities:

- Supervises all mailroom staff and locations.
- Performs employees' evaluations.
- Recommends and trains personnel for vacant positions.
- Cross trains all employees.
- Solves informal personnel complaints and grievances.
- Implements all procedures for sorting and distributing mail.
- Maintains all records and logs.
- Monitors facility for safety and cleanliness.
- Maintains mailroom equipment.
- Performs quality control/checks.
- Handles all mail complaints/problems.
- Maintains office supplies.
- Maintains facility security clearance procedures.
- Prepares reports.

2. Correspondence Processing Specialists I (TS-SCI/Q Clearance)

Minimum/General Responsibilities and Education: This position requires a minimum of three (3) to five (5) years of experience including over three (3) years of progressively more responsible specialized experience working in highly classified mailroom environment. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Education: A minimum of Associate degree from an accredited college or university and minimum of three (3) years in DOD and DOE Classified Mail and Correspondence Processing.

Serves as the technical interface and liaison with the customer (CO/COR), in the absence of the PM having managerial oversight of more than one area including the receipt, sorting, bar-coding and delivery of all US mail, pouch service, and classified mail.

Generalized experience includes increasing responsibilities in planning for task projects including mail management services. Must possess ability to exercise initiative and ability to work independently under conceptual guidelines.

Functional Responsibilities:

- Works as a functional expert to identify and define project requirements for Mail Management Services

- Supervises all classified and unclassified on-site mail, messenger, and delivery personnel
- Must be able to plan, schedule, coordinate, and assure effective performance of all mail services
- Must be thoroughly familiar with the US Postal Service Manual.

3. Correspondence Processing Specialists II (TS-SCI/Q Clearance)

Minimum/General Responsibilities: This position requires a minimum of five (5) to seven (7) years of experience including three (3) year of progressively more responsible specialized experience working in a classified mailroom management with access to National Security Information. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Education: Associate's degree (A. A.) or equivalent from an accredited college or university and minimum of three (5) years in DOD and DOE Classified Mail and Correspondence Processing.

Functional Responsibilities:

Reviews records and reports to ascertain appropriate media, reproduction process, or electronic data processing involved.

- Evaluates user needs, analyzes current methods, and designs and recommends changes to existing systems and practices.
- Assesses equipment, space, and storage requirements.
- Prepares cost analysis and writes system specifications.
- Prepares user procedure manuals and documentation on records systems.
- Prepares disaster recovery procedures.
- Drafts office and storage area layout to plot location of equipment and to compute space available.
- Confers with clerical and supervisory personnel to gather suggestions for improvements and to detect records management problems.
- Provides training to staff on appropriate records management standards and methods.
- Reviews records retention schedules and governmental record keeping requirements to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records.
- Compiles and analyzes statistical data and prepares reports to document system effectiveness and identify areas for improvement.
- Evaluates findings and recommends changes or modifications in procedures.
- Recommends purchase of storage, retrieval, or disposal equipment based on knowledge of equipment capability and cost.

4. Classified Document Control Specialists I - (TS-SCI/Q Clearance)

Minimum/General Responsibilities and Education: 3 years of experience or equivalent and a minimum of High School Diploma or equivalent. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Functional Responsibilities:

Responsible for mail sorting, distribution and delivery. Requires opening mail, screening for content and for suspicious foreign substances, scan mail with x-ray or comparable equipment and potentially preparing for testing. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies, and scans mail with x-ray or comparable equipment and answer telephones and deliver messages as required. Clearance may be required.

The Classified Document Control Specialists I must be knowledgeable of classified mailing and packaging requirements and of government mail regulations. Should have good reading ability and decision making skills and the ability to work independently and be a self-starter. This position requires better than average knowledge of the various mail classes and their limitations, and be familiar with the USPS Zip + 4 system, USPS rules and regulations, and UPS and Federal Express procedures. Experience in handling UPS, USPS Express and Commercial Overnight Services and next day shipments are required. This position requires strong inter-personal and problem solving skills and the ability to work independently as well as with others.

5. Classified Document Control Specialists II - (TS-SCI/Q Clearance)

Minimum/General Responsibilities and Education: 5 years of experience or equivalent and a minimum of High School Diploma or equivalent. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Functional Responsibilities:

Monitors the packaging and mailing requirements and specifications of the processed mail. Makes independent assessments and

evaluations of product compliance. Utilizes the USPS Zip + 4 system, USPS rules and regulations, and UPS and Federal Express procedures to manage and oversee the processed mail. Manages and directs overnight shipping activities. Solves problems independently and assists others with mail handling procedures.

The classified Document Control Specialists II must be knowledgeable of classified mailing and packaging requirements and of government mail regulations. Should have good reading ability and decision making skills and the ability to work independently and be a self-starter. This position requires better than average knowledge of the various mail classes and their limitations, and be familiar with the USPS Zip + 4 system, USPS rules and regulations, and UPS and Federal Express procedures. Experience in handling UPS, USPS Express and Commercial Overnight Services and next day shipments are required. This position requires strong inter-personal and problem solving skills and the ability to work independently as well as with others.

6. Records Management/Archival Specialists I - (TS-SCI/Q Clearance)

Minimum/General Responsibilities and Education: Associate's degree (A. A.) or equivalent from two-year College or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Functional Responsibilities:

Examines and evaluates records management systems to develop new or improve existing methods for efficient handling, protecting, and disposing of business records and information by performing the following duties:

- Examines and evaluates records management systems to develop new or improve existing methods for efficient handling, protecting, and disposing of business records and information by performing the following duties.
- Reviews records and reports to ascertain appropriate media, reproduction process, or electronic data processing involved.
- Evaluates user needs, analyzes current methods, and designs and recommends changes to existing systems and practices.
- Assesses equipment, space, and storage requirements.
- Prepares cost analysis and writes system specifications.
- Prepares user procedure manuals and documentation on records systems.
- Prepares disaster recovery procedures.
- Drafts office and storage area layout to plot location of equipment and to compute space available.
- Confers with clerical and supervisory personnel to gather suggestions for improvements and to detect records management problems.
- Provides training to staff on appropriate records management standards and methods.
- Reviews records retention schedules and governmental record keeping requirements to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records.
- Compiles and analyzes statistical data and prepares reports to document system effectiveness and identify areas for improvement.
- Evaluates findings and recommends changes or modifications in procedures.
- Recommends purchase of storage, retrieval, or disposal equipment based on knowledge of equipment capability and cost.
- Works as Program/Project Team Leader and functional expert to identify and define project requirements for Mail Management Services
- Supervises all on-site mail, messenger, and delivery personnel
- Must be able to plan, schedule, coordinate, and assure effective performance of all mail services
- Must be thoroughly familiar with the US Postal Service Manual.

7. Records Management/Archival Specialists II - (TS-SCI/Q Clearance)

Minimum/General Responsibilities and Education: Associate's degree (A. A.) or equivalent from two-year College or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Functional Responsibilities:

Examines and evaluates records management systems to develop new or improve existing methods for efficient handling, protecting, and disposing of business records and information by performing the following duties:

- Examines and evaluates records management systems to develop new or improve existing methods for efficient handling, protecting, and disposing of business records and information by performing the following duties.

- Reviews records and reports to ascertain appropriate media, reproduction process, or electronic data processing involved.
- Evaluates user needs, analyzes current methods, and designs and recommends changes to existing systems and practices.
- Assesses equipment, space, and storage requirements.
- Prepares cost analysis and writes system specifications.
- Prepares user procedure manuals and documentation on records systems.
- Prepares disaster recovery procedures.
- Drafts office and storage area layout to plot location of equipment and to compute space available.
- Confers with clerical and supervisory personnel to gather suggestions for improvements and to detect records management problems.
- Provides training to staff on appropriate records management standards and methods.
- Reviews records retention schedules and governmental record keeping requirements to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records.
- Compiles and analyzes statistical data and prepares reports to document system effectiveness and identify areas for improvement.
- Evaluates findings and recommends changes or modifications in procedures.
- Recommends purchase of storage, retrieval, or disposal equipment based on knowledge of equipment capability and cost.
- Works as Program/Project Team Leader and functional expert to identify and define project requirements for Mail Management Services
- Supervises all on-site mail, messenger, and delivery personnel
- Must be able to plan, schedule, coordinate, and assure effective performance of all mail services
- Must be thoroughly familiar with the US Postal Service Manual.

8. Driver/Messenger - (TS-SCI/Q Clearance)

Minimum/General Responsibilities: Must possess one (1) to three (3) years of driving and/or messenger experience with a good driving record. Must possess knowledgeable of the general metropolitan area. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Responsible for the movement of classified printed materials and other incidental items to or from locations within the headquarters complex, keeping essential records of signature deliveries and quantities to be delivered. Other duties may be requested upon direction from mail supervisor.

Functional Responsibilities:

- Will be responsible for the pickup and delivery of US Government mail including regular, bulk, Classified, Pouch, and Guard mail.
- At the direction of the mailroom supervisor or designated person acting in behalf of the supervisor, proceeds to the location (s), as instructed to pick up or deliver bulk or other materials.
- Ensures that materials are delivered to location designated by instructions and follows all additional written instructions associated with the delivery of the materials.
- Obtains signatures and date/time information as required for a proper receipt.
- Prepare a daily log with appropriate receipts.
- Coordinate and prioritize all work requests.
- Ensure necessary follow up steps are used to institute an effective quality control procedure for assigned work.
- Be familiar with automated mail equipment, USPS rules and regulations, and UPS and Federal Express procedures.
- Knowledgeable in packing requirements and of Government mail regulations.
- Must have strong inter personal and problem solving skills and the ability to work independently and be a self starter.
- Perform other duties as assigned.

9. Administrative Assistant I - (TS-SCI/Q Clearance)

Minimum/General Responsibilities: Must possess three (3) to Five (5) years of general and specialized computer data entry and software experience. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Functional Responsibilities:

- Reviews each package to ensure sound packaging procedures are followed as outlined in the Department's Accountable Mail Instruction (AMI).

- Opens and reads incoming mail that is addressed only to the Agency or only state address with no name or pertinent office specified.
- Makes a decision to determine the correct forwarding address after reviewing correspondence that has been determined to be improperly or inadequately addressed.
- Logs in and re routes Checks and incoming Accountable Mail received from outside courier services and disseminates to the proper destination.
- Prepares a messenger receipt for all Checks and Accountable Mail that are to be signed by both the delivery clerk and the person receiving the item(s).
- Opens and re routes certified mail that is deemed undeliverable due to lack of proper address as soon as they are received and re routes them immediately per the acceptable mail guidelines. Returns mail that does not have enough information to determine the proper forwarding address to the sender with an enclosed standard form letter.
- Must be computer literate to use the Department's computerized locator directory as a locator tool.
- Assure that there is a backlog of no more than 3 days for processing and reading mail.
- Retrieves mail from the guard's desk, upon notification from guard. This is mail being delivered to agency employees by courier services other than FedEx, Airborne, UPS or USPS. Intercepts all outgoing courier mail (other than FedEx, Airborne, USPS, and USPS) from Agency's employees when brought to the mailroom. It is the responsibility of the sender to call the courier.
- Will be responsible for the receipt, sorting, preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering and stamping in accordance with standard commercial practices and the US Postal Services (USPS) Regulations.

10. Administrative Assistant II - (TS-SCI/Q Clearance)

Minimum/General Responsibilities: This position requires a minimum of five (5) to seven (7) years of experience including over three (3) years of progressively more responsible specialized experience working as a Classified Mail/General Clerk in a Mail Room environment. Knowledge of DOE, DOD, and Classified Mail Management Directives required.

Functional Responsibilities:

- Reviews each package to ensure sound packaging procedures are followed as outlined in the Department's Accountable Mail Instruction (AMI).
- Reviews shipping air bill (label) to ascertain completeness according to AMI.
- Initiates and maintains use of manifest type forms for processing of shipments and subsequent record keeping.
- Follows AMI to the fullest to ensure programs will retain their success level for on time and intact shipment delivery.
- Opens and reads incoming mail that is addressed only to the Agency or only state address with no name or pertinent office specified.
- Makes a decision to determine the correct forwarding address after reviewing correspondence that has been determined to be improperly or inadequately addressed.
- Logs in and re routes Checks and incoming Accountable Mail received from outside courier services and disseminates to the proper destination.
- Prepares a messenger receipt for all Checks and Accountable Mail that are to be signed by both the delivery clerk and the person receiving the item(s).
- Opens and re routes certified mail that is deemed undeliverable due to lack of proper address as soon as they are received and re routes them immediately per the acceptable mail guidelines. Returns mail that does not have enough information to determine the proper forwarding address to the sender with an enclosed standard form letter.
- Must be computer literate to use the Department's computerized locator directory as a locator tool.
- Assure that there is a backlog of no more than 3 days for processing and reading mail.
- Retrieves mail from the guard's desk, upon notification from guard. This is mail being delivered to agency employees by courier services other than FedEx, Airborne, UPS or USPS. Intercepts all outgoing courier mail (other than FedEx, Airborne, USPS, and USPS) from Agency's employees when brought to the mailroom. It is the responsibility of the sender to call the courier.
- Will be responsible for the receipt, sorting, preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering and stamping in accordance with standard commercial practices and the US Postal Services (USPS) Regulations.

Labor Categories – Non-Classified/Non-Sensitive Positions

1. Senior Program Manager (Non-SCA)

Minimum General Experience and Education: A minimum of Bachelors degree from an accredited college or university and minimum of five to ten years' logistic management experience. Two to Three years' additional relevant experience can be substituted for each year of education shortfall.

Principal Duties and Responsibilities: Responsibilities include but not limited to the following:

- Resource allocation
- Program and management oversight
- Providing high-level logistic operations expertise and participation in briefings and meetings. Frequently provides subject matter or functional area expertise for logistic tasks in addition to fulfilling management responsibilities.
- Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates policies, goals, and purposes of the organization.
- Serves as senior corporate representative responsible for overall contract performance and generally does not serve in any other capacity under this contract.
- Is assigned to complex programs involving, typically, multiple tasks, multiple performing organizations, and complex responsibilities.

2. Project Manager (Non-SCA)

Minimum/General Responsibilities: This position requires a minimum of twelve (12) years of experience including over five (5) years of progressively more responsible specialized experience working as a PM or supervisor in Mail Room Management.

Serves as the authorized technical interface and liaison with the customer (CO/COR), having managerial oversight of more than one area including the receipt, sorting, bar coding and delivery of all US mail, pouch service, and confidential mail.

Responsible for formulating and enforcing work standards and schedules, supervising contractor personnel; has sole responsibility for overall contract performance including the quality of services performed by contractor personnel.

Supervises full mail staff including clerks and drivers. Responsible for contract performance, maintaining equipment and adherence to government regulations. Responsible for directing and reviewing daily workflow and activities of staff.

Generalized experience includes increasing responsibilities in planning for large, multi-task projects including mail management services. Must possess senior management ability to exercise strong initiative and ability to work independently under only broad conceptual guidelines.

Functional Responsibilities:

- Supervises all mailroom staff and locations.
- Performs employees' evaluations.
- Recommends and trains personnel for vacant positions.
- Cross-trains all employees.
- Solves informal personnel complaints and grievances.
- Implements all procedures for sorting and distributing mail.
- Maintains all records and logs.
- Monitors facility for safety and cleanliness.
- Maintains mailroom equipment.
- Performs quality control/checks.
- Handles all mail complaints/problems.
- Maintains office supplies.
- Maintains facility security clearance procedures.
- Prepares reports.

In addition, he/she will be required to perform the following:

- Physical ability to lift approximately 70 pounds.
- Maintains facility security clearance procedures.
- Report all complaints/problems to Project Director.

- ❑ Work overtime as required.
- ❑ Adhere to all policies and procedures of the Agency as outlined in the scope of work.
- ❑ Provides a cross-trained substitute at any given department mail station when a Contractor's employee is absent.

3. Assistant Project Manager (Non-SCA)

Minimum/General Responsibilities: This position requires a minimum of seven (7) to ten (10) years of experience including over three (3) years of progressively more responsible specialized experience working an Assistant PM or supervisor in mailroom management.

Serves as the authorized technical interface and liaison with the customer (CO/COR), in the absence of the PM having managerial oversight of more than one area including the receipt, sorting, bar-coding and delivery of all US mail, pouch service, and confidential mail.

Responsible for formulating and enforcing work standards and schedules, supervising contractor personnel; has sole responsibility for overall contract performance including the quality of services performed by contractor personnel.

Generalized experience includes increasing responsibilities in planning for task projects including mail management services. Must possess management ability to exercise initiative and ability to work independently under conceptual guidelines.

Functional Responsibilities:

- ❑ Works as Program/Project Team Leader and functional expert to identify and define project requirements for Mail Management Services
- ❑ Supervises all on-site mail, messenger, and delivery personnel
- ❑ Must be able to plan, schedule, coordinate, and assure effective performance of all mail services
- ❑ Must be thoroughly familiar with the US Postal Service Manual.

4. Mail Clerk-General Clerk IV

Minimum/General Responsibilities: Responsible for the processing of all undeliverable mail using guidelines provided by the Department. Must have experience in handling UNITED PARCEL SERVICE, US POSTAL SERVICE - EXPRESS MAIL and COMMERCIAL OVERNIGHT and NEXT DAY Shipments.

Must be able to determine pertinent office of undeliverable mail based on the content or context of a letter.

Must possess one (1) to three (3) years of mail or general clerk experience working for a federal agency or commercial industry.

Functional Responsibilities:

- ❑ Opens and reads incoming mail that is addressed only to the Agency or only state address with no name or pertinent office specified.
- ❑ Makes a decision to determine the correct forwarding address after reviewing correspondence that has been determined to be improperly or inadequately addressed.
- ❑ Logs in and re-routes Checks and incoming Accountable Mail received from outside courier services and disseminates to the proper destination.
- ❑ Prepares a messenger receipt for all Checks and Accountable Mail that are to be signed by both the delivery clerk and the person receiving the item(s).
- ❑ Opens and re-routes certified mail that is deemed undeliverable due to lack of proper address as soon as they are received and re-routes them immediately per the acceptable mail guidelines. Returns mail that does not have enough information to determine the proper forwarding address to the sender with an enclosed standard form letter.
- ❑ Must be computer literate to use the Department's computerized locator directory as a locator tool .
- ❑ Assure that there is a backlog of no more than 3 days for processing and reading mail.
- ❑ Retrieves mail from the guard's desk, upon notification from guard. This is mail being delivered to agency employees by courier services other than FedEx, Airborne, UPS or USPS. Intercepts all outgoing courier mail (other than FedEx, Airborne, USPS, and USPS) from Agency's employees when brought to the mailroom. It is the responsibility of the sender to call the courier.
- ❑ Will be responsible for the receipt, sorting, preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering and stamping in accordance with standard commercial practices and the US Postal Services (USPS) Regulations.

5. Lead Mail Clerk-General Clerk III

Minimum/General Responsibilities: This position requires a minimum of five (5) to seven (7) years of experience including over three (3) years of progressively more responsible specialized experience working at a Mail or General clerk in a Mail Room environment.

Senior Mail Clerk is responsible for organizing, metering, and final processing of Agency's and satellite mailrooms outgoing mail.

Performs preventive maintenance and minor trouble shooting of metering equipment and assures that sufficient supplies related to this equipment are stocked and maintained.

Keep the COTR regularly apprised of postage used and postage balances so that the meter can be reset in a timely and orderly fashion.

Assist the Supervisor in preparing special reports, and procedure related to outgoing mail.

Must possess mathematical and analytical skills.

Functional Responsibilities:

- Prepares and bags outgoing pouch mail.
- Pouch mail shall be put in the appropriate Agency pouch prior to being metered.
- Determines the best and most cost-effective method of mailing. This is an all day assignment and includes tutoring of new and less experienced clerks on what to look for when arranging the mail for metering. Loose outgoing mail should be trayed and caged.
- Mail clerks must ask the senders their preference as to what class they wish to send their mail or senders should complete and attach USPS Form No. One form per bundle of mail can be used when requesting identical postage and fees for each piece, for example, when mailing letters or flats containing the same items. If no message is attached to the piece or bundle explaining its urgency, it will be sent at the most cost-effective method.
- Responsible for the accountability of all outgoing mail. This is accomplished by processing the mail through the metering machine.
- Keep the COTR regularly apprised of postage used and postage balances by maintaining a log sheet indicating every time the meter is reset, the amount reset, ascending and descending balances.
- Stock and maintain supplies related to metering equipment.
- Ensure computer data is formatted so that it may be retrieved as required for weekly, monthly, quarterly, annual, etc. reports.
- Data should provide for formatting reports by Program Offices, Commissions and Boards that generate mail.
- Computer printout of daily usage from each mail machine. This is to be provided to the COTR solely for backup in case of machine failure.
- The Lead Mail/Meter Clerk will, at the discretion of the supervisor, perform other mailroom duties.
- Must be familiar with the ZIP + 4 system, USPS rules and regulations, and UPS and Commercial Overnight Services procedures.
- Experienced in handling UPS, USPS Express and Overnight Services and next day shipments.
- Knowledgeable of Government mail regulations. Should have good reading ability and decision-making skills and the ability to work independently and be a self-starter.
- Must be able to demonstrate knowledge of mail distribution and their different classes and limitations.
- Must also understand all features of the metering equipment, including its associated computer, in order to maximize capabilities and generate reports.
- Perform other duties as assigned.
- Will be responsible for formulating and enforcing work standards and schedules, and supervising contractor mail clerk personnel.

6. Senior Mail Clerk-General Clerk II

Minimum/General Responsibilities: This position requires a minimum of three (3) to five (5) years of experience including two (2) years of progressively more responsible specialized experience working at a Mail or General clerk in a Mail Room environment.

Mail Clerk is responsible for organizing, metering, and final processing of Agency's and satellite mailrooms outgoing mail.

Performs preventive maintenance and minor trouble shooting of metering equipment and assures that sufficient supplies related to this equipment are stocked and maintained.

Keep the Lead Mail Clerk and Supervisor regularly apprised of postage used and postage balances so that the meter can be reset in a timely and orderly fashion.

Assist the Supervisor in preparing special reports, and procedure related to outgoing mail.

Must possess Mathematical and analytical skills.

7. Mail Machine Operator

Minimum/General Responsibilities: Must possess one (1) to three (3) years of mail or general clerk experience working for a federal agency or commercial industry.

Functional Responsibilities:

- Will be responsible for operating a mail-sorting machine
- Will also perform folding, inserting, bursting, collating, mail match, wrapping, and software services, metering and stamping in accordance with standard commercial practices and the US Postal Services (USPS) Regulations.

8. Key Entry Operators II

Minimum/General Responsibilities: Must possess one (1) to three (3) years of key operator experience relative to mail or general office computer experience working for a federal agency or commercial industry. Must be knowledgeable of Government mail regulations. Must also have good reading and decision-making skills and the ability to work independently and be a self-starter.

Functional Responsibilities:

- Reviews each package to ensure sound packaging procedures are followed as outlined in the Department's Accountable Mail Instruction (AMI).
- Reviews shipping air bill (label) to ascertain completeness according to AMI.
- Initiates and maintains use of manifest type forms for processing of shipments and subsequent record keeping.
- Follows AMI to the fullest to ensure programs will retain their success level for on-time and intact shipment delivery.
- Completes shipment records on a daily basis keeping all shipments the same date in proper chronological sequence.
- Ensures that computer data input is formatted so that it may be retrieved as required for weekly, monthly, quarterly, annual, etc., reports. Data should provide for formatting reports by Program Offices, Commissions and Boards that generate mail.
- Each week's report must be completed and closed - out within 5 working days after the period for which the report is required.
- Performs other mailroom duties at the discretion of the supervisor.
- Must be familiar with ZIP + 4 system, USPS rules and regulations, and UPS and Federal Express procedures.
- Must be knowledgeable of Government mail regulations Should have good reading and decision-making skills and the ability to work independently and be a self-starter
- Will be responsible for all key entry operations, data entry and other software services relative to mail receipt, record keeping, sorting, metering, and delivery.

9. Computer Operator I

Minimum/General Responsibilities: Must possess three (3) to Five (5) years of general and specialized computer data entry and software experience.

Reviews each package to ensure sound packaging procedures are followed as outlined in the Department's Accountable Mail Instruction (AMI).

Reviews shipping air bill (label) to ascertain completeness according to AMI.

Initiates and maintains use of manifest type forms for processing of shipments and subsequent record keeping.

Follows AMI to the fullest to ensure programs will retain their success level for on-time and intact shipment delivery.

Completes shipment records on a daily basis keeping all shipments the same date in proper chronological sequence.

Ensures that computer data input is formatted so that it may be retrieved as required for weekly, monthly, quarterly, annual, etc., reports. Data should provide for formatting reports by Program Offices, Commissions and Boards that generate mail.

Each week's report must be completed and closed - out within 5 working days after the period for which the report is required.

Performs other mailroom duties at the discretion of the supervisor.

Must be familiar with ZIP + 4 system, USPS rules and regulations, and UPS and Federal Express procedures.

Must be knowledgeable of Government mail regulations Should have good reading and decision-making skills and the ability to work independently and be a self-starter.

Perform other duties as assigned.

10. Driver Messenger

Minimum/General Responsibilities: Must possess one (1) to three (3) years of driving and/or messenger experience with a good driving record. Must possess knowledgeable of the general metropolitan area.

Responsible for the movement of printed materials and other incidental items to or from locations within the headquarters complex, keeping essential records of signature deliveries and quantities to be delivered. Other duties may be requested upon direction from mail supervisor.

Functional Responsibilities:

- Will be responsible for the pickup and delivery of US Government mail including regular, bulk, Classified, Pouch, and Guard mail.
- At the direction of the mailroom supervisor or designated person acting in behalf of the supervisor, proceeds to the location (s), as instructed to pick up or deliver bulk or other materials.
- Ensures that materials are delivered to location designated by instructions and follows all additional written instructions associated with the delivery of the materials.
- Obtains signatures and date/time information as required for a proper receipt.
- Prepare a daily log with appropriate receipts.
- Coordinate and prioritize all work requests.
- Ensure necessary follow-up steps are used to institute an effective quality control procedure for assigned work.
- Be familiar with automated mail equipment, USPS rules and regulations, and UPS and Federal Express procedures.
- Knowledgeable in packing requirements and of Government mail regulations.
- Must have strong inter-personal and problem-solving skills and the ability to work independently and be a self-starter.
- Perform other duties as assigned.

11. Messenger (Courier)

Minimum/General Responsibilities: Must possess one (1) to three (3) years of driving and/or messenger experience with a good driving record. Must possess knowledgeable of the metropolitan area being served.

Functional Responsibilities:

- Will be responsible for the pickup and delivery of US Government mail including regular, bulk, Classified, Pouch, and Guardmail.
- At the direction of the mailroom supervisor or designated person acting in behalf of the supervisor, proceeds to the location (s), as instructed to pick up or deliver bulk or other materials.
- Ensures that materials are delivered to location designated by instructions and follows all additional written instructions associated with the delivery of the materials.
- Obtains signatures and date/time information as required for a proper receipt.
- Prepare a daily log with appropriate receipts.
- Coordinate and prioritize all work requests.
- Ensure necessary follow-up steps are used to institute an effective quality control procedure for assigned work.
- Be familiar with automated mail equipment, USPS rules and regulations, and UPS and Federal Express procedures.
- Knowledgeable in packing requirements and of Government mail regulations.
- Must have strong inter-personal and problem-solving skills and the ability to work independently and be a self-starter.
- Perform other duties as assigned.

12. Quality Assurance Specialist

Minimum/General Responsibilities: Must possess one (1) to three (3) years of quality control experience in a mailroom environment. Must be thoroughly familiar with the US Postal Service Manual and standard Quality Control and Quality Assurance standards, processes, and procedures.

Functional Responsibilities:

Will be responsible for all quality checks and quality control of the mailroom functions.

13. General Clerk I/Computer Operator I

Minimum/General Responsibilities: Keypunches and verifies much of the daily work that comes into the department. Creates a tape daily to be delivered to the data center for processing.

Functional Responsibilities:

- Picks up and distributes all work from the data center daily. Includes hard copies sorted by transaction code and distributed to correct person; encodes and signs checks and distributes to correct person; and makes sure that all tapes created from the previous night's run are given to data center.
- Picks up and distributes microfiche daily.
- Reports any problems with CRTs on the floor to data entry personnel (who will in turn report the trouble to the data center).
- Programs computer so that any documents that come in may be entered.
- Keeps track of source documents and orders whenever they run low.
- Regarding any problems with the computer, makes a service call and stays with the repairperson until work is completed. If the computer cannot be fixed in that day's time, keys the daily work on cards. If the work is created on cards, then goes to another location and has this work put onto tape so that the data center can process that night.

14. Computer Programmer II

Minimum/General Responsibilities: Operates a mainframe computer console and/or peripheral equipment utilizing knowledge of operating procedures. This position requires considerable decision-making since the employee must diagnose numerous processing failures and seek appropriate corrective action and occasionally modify methods and procedures.

Functional Responsibilities:

- Reviews program job control language and sets up appropriate peripheral equipment.
- Selects proper input medium (e.g. tapes, forms, cards, etc.).
- Operates control switches on the mainframe console and/or peripheral equipment (e.g., printers, cartridge drives, optical character reader, card equipment) for routine, regularly processed jobs and non-routine jobs, which may be in the testing phase.
- Observes and interprets console and peripheral equipment messages and makes adjustments or notifies the supervisor.
- Maintains adequate supply of appropriate stock (e.g., paper, forms, ribbons, etc.) in work area.
- Labels output (paper, cards, tape, etc.) according to established procedures and routes to the appropriate area.
- Maintains a log of jobs processed, processing failures, and corrective intervention taken.
- Performs preventive maintenance and assists with routine servicing of equipment before contacting service representatives.

15. Word Processor I

Minimum/General Responsibilities: Under general supervision, is responsible for the operation of computer equipment following established computer procedures.

Functional Responsibilities:

- Operates computer equipment to ensure that tasks are processed in accordance with a schedule of operations.
- Maintains and completes daily logs and turnovers.
- Ensures that computer tasks are executed properly.

- ❑ Monitors all output to assure the integrity of each report.
- ❑ Ensures that system backup procedures are successfully performed regularly according to a predetermined schedule.
- ❑ Keeps the computer equipment clean and performs other operator maintenance functions regularly.
- ❑ Determines that computer equipment is in proper operating condition, and reports malfunctions to the supervisor.
- ❑ Maintains an accurate report of equipment and/or software malfunctions.
- ❑ Ensures that a secure environment is maintained for all computer equipment, data files, supplies, etc.
- ❑ Maintains an inventory of data processing supplies and informs the supervisor when reorders are necessary.

16. Materials Coordinator

Minimum General Experience and Education: Requires an Associate degree from an accredited college or university plus three years of industrial experience of which at least two years experience must be specialized in areas of functional responsibility. One year of additional relevant computer experience may be substituted for each year of education shortfall.

Functional Responsibility: Is responsible for the materials management function relating to the planning, procurement, storage, control, and distribution of materials and products to meet company objectives and customer requirements. This involves the responsibility of directing and administering Purchasing, Production Control, Inventory Control, Shipping and Receiving, Customer Contact, and Material Stores.

17. Warehouse Supervisor

Minimum General Experience and Education: Requires high school diploma, with bachelor degree preferred, plus five (5) years experience in warehouse functions.

Functional Responsibilities: Supervises team of warehouse personnel to include, among others, stock/storage clerks, drivers, packers, receiving clerks, and supply specialists. Responsible for drafting daily work schedules including inventories as required by both contract and for accuracy verification; reporting to management; and supervising all aspects of daily warehouse operations. Responsible for making warehouse operational reports to clients and for managing all personnel matters, including leave and holiday scheduling and disciplinary actions and reporting same to higher company authorities. Experienced in following minimum warehouse functions: receipt of material, storage, inventory/stock control, quality assurance, and kit assembly, shipment, and reclamation.

18. Supply Technician

Minimum General Experience and Education: Requires a high school diploma or equivalent and five (5) years experience in warehouse functions.

Functional Responsibilities: Capable of supervising junior warehouse personnel. Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and shipment of orders. Fills orders and packages them in proper shipping format. Assembles packages, assists in preparation for distribution, and pulls stock.

19. Loading Dock Manager

Minimum General Experience and Education: Requires a high school diploma or equivalent and five years experience in warehouse functions.

Functional Responsibilities: Capable of supervising junior warehouse personnel. Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and shipment of orders. Fills orders and packages them in proper shipping format. Assembles packages, assists in preparation for distribution, and pulls stock.

20. Warehouse Specialists

Minimum General Experience and Education: Requires a high school diploma or equivalent plus three (3) years experience in related industry.

Functional Responsibilities: Performs warehouse functions such as kit receipt, and kit assembly shipment, and reclamation. Fills orders and packages them in proper shipping format. Performs physical tasks associated with receipt and shipment of orders. Assembles packages, assists in preparation for distribution, and pulls stock.

21. Material Handling Supervisor

Minimum General Experience and Education: Associate's degree in Business or a related field, or a commensurate level of related

experience. Three (3) to five (5) years' specifically related experience.

Functional Responsibility: Manages personnel and organizes activities to ensure effective and efficient processing, shipping, storage, and issuance of materials throughout the manufacturing organization. Plans and manages manpower and the physical consolidation floor to support shift activity and meet weekly revenue requirements. Manages the inventory positions of all products and coordinates with all areas necessary to ensure that adequate stock levels are maintained. Is responsible for coordinating documentation of physical product to ensure timely, damage-free, and accurate shipments.

22. Shipping/Receiving Clerk

Minimum General Experience and Education: A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.

Functional Responsibility: Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and shipment of orders. Fills orders and packages them in proper shipping format. Assembles packages, assists in preparation for distribution, and pulls stock.

23. Truck Driver-Heavy

Minimum General Experience and Education: A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.

Functional Responsibility: Must possess a valid CDL License to operate over-the-road heavy truck measuring 30ft or less to deliver finished goods to customers. Loads or assists in loading trailer with materials, unloads or assists in unloading trailer by using forklift or hand truck, operates semi-truck with one or two trailers, according to state laws, transports load over required route to proper destination, observing all traffic laws and safety regulations, obtains shipping bills of lading and necessary signatures and returns completed paperwork to shipping office.

24. Truck Driver-Medium

Minimum General Experience and Education: A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.

Functional Responsibility: Must possess a valid CDL License to operate over-the-road heavy truck measuring 30ft or less to deliver finished goods to customers. Loads or assists in loading trailer with materials, unloads or assists in unloading trailer by using forklift or hand truck, operates semi-truck with one or two trailers, according to state laws, transports load over required route to proper destination, observing all traffic laws and safety regulations, obtains shipping bills of lading and necessary signatures and returns completed paperwork to shipping office.

25. Material Handling Laborer

Minimum General Experience and Education: A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.

Functional Responsibility: Moves materials to and from storage and production areas, loading docks, delivery vehicles, ships' holds, and containers, either manually or with forklifts, dollies, hand trucks, or carts. Specific duties vary by industry and work setting. In factories, they may move raw materials, components, and finished goods between work areas and to and from storage areas and loading docks. They receive and sort materials and supplies and prepare them according to work orders for delivery to work or storage areas. In grocery stores, they stock shelves, bag groceries, carry packages to customers' cars, and return shopping carts to designated areas.

26. Fork Lift Operator

Minimum General Experience and Education: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent of education and experience.

Functional Responsibility: Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Positions forks, lifting platform, or other lifting device under, cover, or around loaded pallets, skids, boxes, products, or materials or hooks tow truck to trailer hitch, and transports load to designated area. Weighs materials or products and records weight on tags, labels, or production schedules. Loads or unloads materials onto or off of pallets, skids, or lifting device, also lubricates truck, recharges batteries, fills fuel tank, or replaces liquefied gas tank.

27. Stock Clerk

Minimum General Experience and Education: A minimum of High School Diploma is required. One (1) year of general knowledge of warehouse procedures.

Functional Responsibility: Obtain merchandise from warehouse shelves to fill orders for nonstick items or special orders, carefully verifying identifying information and quantities. Places items in containers and wraps so that the invoice id visible.

28. Shipping Packer

Minimum General Experience and Education: A minimum of High School Diploma is required. Three (3) years of related experience.

Functional Responsibility: Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment and reclamation. Performs physical and clerical tasks associated with receipt and shipment orders. Pack items in designated cartons per customer order. Fills orders and packages them in proper shipping format.

29. Order Filler

Minimum/General Responsibilities: Receives (by telephone) requests for quotations, orders, and lead times from customers. Makes quotations on standard items, writes orders, and relays pertinent order information to customers. Coordinates with other departments in handling purchase orders and providing service to customers.

Performs duties with Marketing Department where customer contact is a prime responsibility.

Functional Responsibilities:

- Receives telephone requests for price quotations, purchase orders, order changes, adjustments, and cancellations directly from domestic customers, original equipment manufacturers, and distributors.
- Achieves and maintains rapport with customers and works to give them the best possible service.
- Uses a CRT to retrieve customer information, stock status information, the status of purchase orders, and to make changes on customer purchase orders.
- Ensures that correct codes are used for retrieving and inputting information.
- Follow up on inquiries by checking computer runs on CRT for delivery information.
- Works closely with expeditor in production control regarding deliveries of scheduled shipments.
- Handles the needs of sales representatives and customers by area of the United States.
- Makes price quotations immediately by phone on price book items.
- Prepares forms for price quotations on items not contained in price book and forwards to clerk for preparation of quotations.
- Contacts distributors or checks computer printouts sent to us by customers to locate requested items in order to meet customer's delivery requirements. Relays this information to customer.
- Maintains files of active orders and posts activity such as change notices, scheduling changes, partial shipments, and credit changes.
- Prepares paperwork (original purchase order, copies of invoice, and return goods memo).



Logistics and Transportation Equipment Inventory

Current Vehicle Fleet

Tractor Trailer	3	Owned
32ft Heavy Truck with Electronic liftgate	1	Leased
24ft Medium Truck with liftgate	7	3 Owned, 4 Leased
Ford E-150 Secured Cargo Delivery vans	8	Owned
Ford Aspire Messenger cars	2	Owned
Ford Blazer-Project Management Rover	1	Owned
GMAC-Astro Van Delivery Vehicles	13 (for Pax River)	Leased (TBL)

Two-way Radio Communication

Base Station (Nextel)	3	Owned
Handheld Nextel Two-way Radios	25	Owned
Handheld (Omniwand) Signature Capture Scanner	35	Leased

Relocation, Transportation, and Distribution Supplies

Dollies
 Handtruck
 Computer Carts
 Stevedores
 Blankets
 Pallet jacks,
 and more.

Contractor Performance Report

Visit our Website at:

<http://www.skyhawk.com>

or request for paper format BY **CALLING (301) 585-2424 EXT. 14.**