



logistics

warehousing

mail center  
operations

transportation

distribution



<http://www.skyhawk.com>

**GSA FSS Schedule 36**

**Office Imaging &  
Document Solutions**

**Contract No.: GS10F0194J**



**Contract Date:  
08/14/2009 thru 08/14/2014**

## 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**  
**OPTION EXERCISED: AUGUST 15, 2009 – AUGUST 14, 2014**

### **SKYHAWK LOGISTICS, INC.**



Headquarters Located at 14300 Cherry Lane Ct., Suite 202 - 203 Laurel, MD 20707  
Tel (301) 585-2424 , (301) 725-8801  
Fax (301) 585-0047, (301) 725-8828

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

Contract Administration:  
O. JIMMY OGUNNIYI  
DUNS #: 18-737-3162  
E-mail: [president@skyhawk.com](mailto:president@skyhawk.com)

**Small Disadvantaged Business, (Minority Owned)**

**Amendments to Federal Supply Schedule (FSS) Price List:**

**Table 1. AMENDMENTS**

<b>Amendment Number</b>	<b>Effective Date</b>	<b>Date Incorporated</b>	<b>Comments</b>
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
5	06/24/2008	08/01/1999	The above number contract is modified as follows:  The changes requested in the contractor's letter dated 6/24/08 are approved and incorporated into the contract.
6			The changes requested in the contractor's letter dated 08/28/2008 are approved & incorporated into the contract. The contractor requests: Addition of SIN 51-504 & 4 labor categories. This mod will supersede the previous mod.
7		08/13/2009	Exercise of Option
8	05/12/2009	08/13/2009	To add a program manager

## 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.  
14300 Cherry Lane Ct., Suite 202 - 203  
Laurel, Maryland 20707**

**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) 725-8801 Facsimile: 1 (301) 725-8828  
E-mail: [PRESIDENT@SKYHAWK.COM](mailto: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 Dept.  
14300 Cherry Lane Ct., Suite 202 - 203  
Laurel, Maryland 20707**

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.



**GSA APPROVED PRICE LIST**  
**EFFECTIVE DATE: 08/15/2009**

SIN	LABOR CATEGORY	Base Year	Option 1	Option 2	Option 3	Option 4
		8/15/2009 thru 08/14/2010	8/15/2010 thru 08/14/2011	8/15/2011 thru 08/14/2012	8/15/2012 thru 08/14/2013	8/15/2013 thru 08/14/2014
<b>APPLIES TO ALL APPROVED SIN'S</b>						
<b>Exempt Position</b>						
	Program Manager	\$ 85.50	\$ 88.07	\$ 90.71	\$ 93.43	\$ 96.23
	Quality Assurance Specialists/DPM	\$ 71.50	\$ 73.65	\$ 75.85	\$ 78.13	\$ 80.47
	Personnel Security Document Examiner II	\$ 60.75	\$ 62.57	\$ 64.45	\$ 66.38	\$ 68.37
	Personnel Security Document Examiner I	\$ 54.55	\$ 56.19	\$ 57.87	\$ 59.61	\$ 61.40
	Administrative Specialists/Examiner	\$ 51.25	\$ 52.79	\$ 54.37	\$ 56.00	\$ 57.68
	Correspondence Processing Specialist I	\$ 47.25	\$ 48.67	\$ 50.13	\$ 51.63	\$ 53.18
	Correspondence Processing Specialist II	\$ 51.00	\$ 52.53	\$ 54.11	\$ 55.73	\$ 57.40
	Classified Document Control Specialists I	\$ 44.00	\$ 45.32	\$ 46.68	\$ 48.08	\$ 49.52
	Classified Document Control Specialists II	\$ 48.00	\$ 49.44	\$ 50.92	\$ 52.45	\$ 54.02
	Records Management/Archival Specialists I	\$ 42.00	\$ 43.26	\$ 44.56	\$ 45.89	\$ 47.27
	Records Management/Archival Specialists II	\$ 45.50	\$ 46.87	\$ 48.27	\$ 49.72	\$ 51.21
	Administrative Assistant I	\$ 41.15	\$ 42.38	\$ 43.66	\$ 44.97	\$ 46.31
	Administrative Assistant II	\$ 44.75	\$ 46.09	\$ 47.48	\$ 48.90	\$ 50.37
<b>SCA Covered Position</b>						
	Project Manager	\$ 40.00	\$ 41.20	\$ 42.44	\$ 43.71	\$ 45.02
	Assistant Project Manager	\$ 37.25	\$ 38.37	\$ 39.52	\$ 40.70	\$ 41.93
	Snr. Mail Clerk-General Clerk IV	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33
	Lead Mail Clerk-General Clerk III	\$ 28.25	\$ 28.25	\$ 28.25	\$ 28.25	\$ 28.25
	Mail Clerk-General Clerk II	\$ 25.01	\$ 25.01	\$ 25.01	\$ 25.01	\$ 25.01
	Duplicating Machine Operator	\$ 23.75	\$ 23.75	\$ 23.75	\$ 23.75	\$ 23.75
	Key Entry Operator II	\$ 23.15	\$ 23.15	\$ 23.15	\$ 23.15	\$ 23.15
	Computer Operator I	\$ 26.75	\$ 26.75	\$ 26.75	\$ 26.75	\$ 26.75
	Driver Messenger	\$ 23.50	\$ 23.50	\$ 23.50	\$ 23.50	\$ 23.50
	Messenger (Courier)	\$ 20.15	\$ 20.15	\$ 20.15	\$ 20.15	\$ 20.15
	General Clerk I	\$ 22.55	\$ 22.55	\$ 22.55	\$ 22.55	\$ 22.55
	Computer Programmer II	\$ 41.03	\$ 41.03	\$ 41.03	\$ 41.03	\$ 41.03
	Word Processor I	\$ 22.55	\$ 22.55	\$ 22.55	\$ 22.55	\$ 22.55
	Material Coordinator	\$ 31.45	\$ 31.45	\$ 31.45	\$ 31.45	\$ 31.45
	Warehouse Supervisor	\$ 32.00	\$ 32.00	\$ 32.00	\$ 32.00	\$ 32.00
	Supply Technician	\$ 36.30	\$ 36.30	\$ 36.30	\$ 36.30	\$ 36.30
	Loading Dock Manager	\$ 31.40	\$ 31.40	\$ 31.40	\$ 31.40	\$ 31.40
	Warehouse Specialists	\$ 28.50	\$ 28.50	\$ 28.50	\$ 28.50	\$ 28.50
	Material Handling Supervisor	\$ 30.50	\$ 30.50	\$ 30.50	\$ 30.50	\$ 30.50
	Shipping/Receiving Clerk	\$ 24.85	\$ 24.85	\$ 24.85	\$ 24.85	\$ 24.85
	Truck Driver-Heavy	\$ 29.85	\$ 29.85	\$ 29.85	\$ 29.85	\$ 29.85
	Truck Driver-Medium	\$ 28.50	\$ 28.50	\$ 28.50	\$ 28.50	\$ 28.50
	Material Handling Laborer	\$ 22.25	\$ 22.25	\$ 22.25	\$ 22.25	\$ 22.25
	Forklift Operator	\$ 27.25	\$ 27.25	\$ 27.25	\$ 27.25	\$ 27.25
	Shipping Packer	\$ 23.50	\$ 23.50	\$ 23.50	\$ 23.50	\$ 23.50
	Stock Clerk	\$ 24.72	\$ 24.72	\$ 24.72	\$ 24.72	\$ 24.72

## **Proposed Labor Categories Job Description**

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 filing 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.

Exempt Position/Professional Services

Senior Program Manager	
Reports To:	President/CEO and Director of Contract Operations
Major Responsibilities:	
<p>Skyhawk' s PM will provide managerial and quality assurance oversight of all of our employees. This individual will be responsible for the performance of all requirements under the contract, including but not limited to: managing, coordinating and overseeing the work of all persons performing work under this contract. The PM in conjunction with appropriate senior management representatives will develop an overall management, standards and quality Plan that describes Skyhawk' s management and oversight of the contract deliverables and quality control requirements of this contract.</p>	
<p>Skyhawk' s PM will oversee the preparation of all work, inspect all work products and evaluate our personnel in the performance of contract work. In addition, the PM will prepare and submit on time all contract deliverables in a format selected by the Government. The PM will also ensure that shift and overtime work is performed when required. This individual will also be responsible for ensuring that around-the-clock requirements of critical efforts already in progress or scheduled are conducted in accordance with instructions issued by the Contracting Officer or his/her appointed representative.</p>	
<p>Our PM will be on-site at all times and have overall authority and responsibility to manage and administer all aspects and activities of the project in accordance with terms and conditions of the contract. Experienced and knowledgeable of procedures, policies and management. Primary duties and responsibilities include:</p>	
	Performs and is accountable for all tasks associated with the contract, project management and administrative requirements.
	Be on-site at all times during normal business hours, as well as after hours, weekends, holidays and during emergency or contingency situations as necessary.
	Directly supervises all personnel performing contract operations.
	Interfaces with the Contracting Officer and the Contracting Officer' s Technical Representative (COTR), as well as other designated Government officials as appropriate.
	Ensures that all contract terms and conditions are met on time and within established cost limits while performing at superior performance levels.
	Develops both short-and long-range management and operational

Senior Program Manager	
	objectives, coordinating long-range management and operational objectives, coordinating plans of action with senior corporate management and subordinates.
	Evaluates statistical data for performance indicators, incorporating any evaluated trends into long-term or short-term projects and support objectives.
	Participates in conferences and briefings with the Contracting Officer, COTR or other representatives providing facts and recommendations on possible operational improvements.
	Provides all required reports and briefings as directed by the Contracting Officer and COTR.
	Prepares work schedules, reports and deliverables accurately and submits to the Contracting Officer on a timely basis.
	Supervises personnel performance and conduct.
	Reviews safety and security functions to provide high contract performance standards.
	Establishes operational procedures for all contract and company operating activities.
	Maintains accountability for and inspects physical condition of offices, facilities, vehicles, equipment and other resources.
	Establishes preventive measures and solutions to correct or eliminate problem areas.
	Recommends procedural changes and means to resolve problems.
	Confers with subordinates to ensure coordination of contract activities.
	Prepares, coordinates and directs Transition, Phase-In and Phase-Out activities.
	Ensures company' s policies and applicable laws are being complied with.
	Ensures all personnel are properly trained and certified, possess appropriate security clearances, uniformed, neat in appearance and conduct themselves in a professional manner.
	Develops training programs and monitors implementation of training programs.
	Establishes and monitors company Quality Control Plan and Quality Control/Quality Assurance Program.
	Develops and updates company Standard Operating Procedures (SOPs) as required.
	Obtains necessary on-site assistance from corporate home offices.

Senior Program Manager	
Qualifications:	
	Significant general experience in administrative and background investigations operations, personnel, finance, files management, reporting and contract administration.
	Must have and maintain a favorably completed Single Scope Background Investigation TS-SSBI/SCI within the past five years that is subject to adjudication. Certification Will be required to show level of investigation, level of clearance (if any), and date of investigation and by whom.
	Must have at least eight (8) years specialized experience or eight years general experience and five years specialized experience. Specialized experience must include at least three years program management experience and two years of specialized experience in reviewing and scheduling background investigations on applicants, employees and contractors within the limits of agency designated authority.
	Possesses strong leadership abilities.
	Strong financial management and business development skills.
	Must be able to handle multiple tasks and meet deadlines.
	Strong communications and oral presentation skills.
	Must also possess a strong business ethic and be highly motivated to <i>do what it takes</i> to get the job done.
	Must be goal-oriented and high-level planner.
	Knowledgeable of Windows based computer systems and software.
Education:	
	Bachelor' s Degree in Business or related field from an accredited four-year university or college.
	Equivalent professional background and experience.
Other Requirements:	
	Possess state and local issued professional certificates, licenses and registrations as required.
	Must be a U.S. citizen and possess active SSBI clearance.
	Must be able to read, write, speak and understand the English language.

Project Manager	
Reports To:	Program Manager
Major Responsibilities:	
Skyhawk' s DPM will provide managerial and quality assurance oversight of all of our employees. This individual will be responsible for the	

Project Manager	
<p>performance of all requirements under the contract, including but not limited to: managing, coordinating and overseeing the work of all persons performing work under this contract. The DPM in conjunction with appropriate senior management representatives will develop an overall management, standards and quality Plan that describes Skyhawk's management and oversight of the contract deliverables and quality control requirements of this contract.</p>	
<p>Skyhawk's DPM will oversee the preparation of all work, inspect all work products and evaluate our personnel in the performance of contract work. In addition, the DPM will prepare and submit on time all contract deliverables in a format selected by the Government. The DPM will also ensure that shift and overtime work is performed when required. This individual will also be responsible for ensuring that around-the-clock requirements of critical efforts already in progress or scheduled are conducted in accordance with instructions issued by the Contracting Officer or his/her appointed representative.</p>	
<p>Our DPM will be on-site at all times and have overall authority and responsibility to manage and administer all aspects and activities of the project in accordance with terms and conditions of the contract. Experienced and knowledgeable of procedures, policies and management. Primary duties and responsibilities include:</p>	
	Performs and is accountable for all tasks associated with the contract, project management and administrative requirements.
	Be on-site at all times during normal business hours, as well as after hours, weekends, holidays and during emergency or contingency situations as necessary.
	Directly supervises all personnel performing contract operations.
	Interfaces with the Contracting Officer and the Contracting Officer's Technical Representative (COTR), as well as other designated Government officials as appropriate.
	Ensures that all contract terms and conditions are met on time and within established cost limits while performing at superior performance levels.
	Develops both short-and long-range management and operational objectives, coordinating long-range management and operational objectives, coordinating plans of action with senior corporate management and subordinates.
	Evaluates statistical data for performance indicators, incorporating any evaluated trends into long-term or short-term projects and support objectives.

Project Manager	
	Participates in conferences and briefings with the Contracting Officer, COTR or other representatives providing facts and recommendations on possible operational improvements.
	Provides all required reports and briefings as directed by the Contracting Officer and COTR.
	Prepares work schedules, reports and deliverables accurately and submits to the Contracting Officer on a timely basis.
	Supervises personnel performance and conduct.
	Reviews safety and security functions to provide high contract performance standards.
	Establishes operational procedures for all contract and company operating activities.
	Maintains accountability for and inspects physical condition of offices, facilities, vehicles, equipment and other resources.
	Establishes preventive measures and solutions to correct or eliminate problem areas.
	Recommends procedural changes and means to resolve problems.
	Confers with subordinates to ensure coordination of contract activities.
	Prepares, coordinates and directs Transition, Phase-In and Phase-Out activities.
	Ensures company's policies and applicable laws are being complied with.
	Ensures all personnel are properly trained and certified, possess appropriate security clearances, uniformed, neat in appearance and conduct themselves in a professional manner.
	Develops training programs and monitors implementation of training programs.
	Establishes and monitors company Quality Control Plan and Quality Control/Quality Assurance Program.
	Develops and updates company Standard Operating Procedures (SOPs) as required.
	Obtains necessary on-site assistance from corporate home offices.
<b>Qualifications:</b>	
	Significant general experience in administrative and background investigations operations, personnel, finance, files management, reporting and contract administration.
	Must have and maintain a favorably completed Single Scope Background Investigation TS-SSBI/SCI within the past five years that is subject to

Project Manager	
	adjudication. Certification Will be required to show level of investigation, level of clearance (if any), and date of investigation and by whom.
	Must have at least five (5) years specialized experience or five years general experience and three years specialized experience. Specialized experience must include at least three years program management experience and two years of specialized experience in reviewing and scheduling background investigations on applicants, employees and contractors within the limits of agency designated authority.
	Possesses strong leadership abilities.
	Strong financial management and business development skills.
	Must be able to handle multiple tasks and meet deadlines.
	Strong communications and oral presentation skills.
	Must also possess a strong business ethic and be highly motivated to <i>do what it takes</i> to get the job done.
	Must be goal-oriented and high-level planner.
	Knowledgeable of Windows based computer systems and software.
Education:	
	Bachelor' s Degree in Business or related field from an accredited four-year university or college.
	Equivalent professional background and experience.
Other Requirements:	
	Possess state and local issued professional certificates, licenses and registrations as required.
	Must be a U.S. citizen and possess active SSBI clearance.
	Must be able to read, write, speak and understand the English language.

Assistant Project Manager	
Reports To:	Program Manager
Major Responsibilities:	
<p>Skyhawk' s APM/QAS will provide managerial and quality assurance oversight of all of our employees. This individual will be responsible for the performance of all requirements under the contract, including but not limited to: managing, coordinating and overseeing the work of all persons performing work under this contract. The APM/QAS in conjunction with appropriate senior management representatives will develop an overall management, standards and quality Plan that describes Skyhawk' s management and oversight of the contract deliverables and quality control requirements of this contract.</p>	

Assistant Project Manager	
<p>Skyhawk' s APM/QAS will oversee the preparation of all work, inspect all work products and evaluate our personnel in the performance of contract work. In addition, the APM/QAS will prepare and submit on time all contract deliverables in a format selected by the Government. The APM/QAS will also ensure that shift and overtime work is performed when required. This individual will also be responsible for ensuring that around-the-clock requirements of critical efforts already in progress or scheduled are conducted in accordance with instructions issued by the Contracting Officer or his/her appointed representative.</p>	
<p>Our APM/QAS will be on-site at all times and have overall authority and responsibility to manage and administer all aspects and activities of the project in accordance with terms and conditions of the contract. Experienced and knowledgeable of procedures, policies and management. Primary duties and responsibilities include:</p>	
	Performs and is accountable for all tasks associated with the contract, project management and administrative requirements.
	Be on-site at all times during normal business hours, as well as after hours, weekends, holidays and during emergency or contingency situations as necessary.
	Directly supervises all personnel performing contract operations.
	Interfaces with the Contracting Officer and the Contracting Officer' s Technical Representative (COTR), as well as other designated Government officials as appropriate.
	Ensures that all contract terms and conditions are met on time and within established cost limits while performing at superior performance levels.
	Develops both short-and long-range management and operational objectives, coordinating long-range management and operational objectives, coordinating plans of action with senior corporate management and subordinates.
	Evaluates statistical data for performance indicators, incorporating any evaluated trends into long-term or short-term projects and support objectives.
	Participates in conferences and briefings with the Contracting Officer, COTR or other representatives providing facts and recommendations on possible operational improvements.
	Provides all required reports and briefings as directed by the Contracting Officer and COTR.
	Prepares work schedules, reports and deliverables accurately and submits to the Contracting Officer on a timely basis.

Assistant Project Manager	
	Supervises personnel performance and conduct.
	Reviews safety and security functions to provide high contract performance standards.
	Establishes operational procedures for all contract and company operating activities.
	Maintains accountability for and inspects physical condition of offices, facilities, vehicles, equipment and other resources.
	Establishes preventive measures and solutions to correct or eliminate problem areas.
	Recommends procedural changes and means to resolve problems.
	Confers with subordinates to ensure coordination of contract activities.
	Prepares, coordinates and directs Transition, Phase-In and Phase-Out activities.
	Ensures company' s policies and applicable laws are being complied with.
	Ensures all personnel are properly trained and certified, possess appropriate security clearances, uniformed, neat in appearance and conduct themselves in a professional manner.
	Develops training programs and monitors implementation of training programs.
	Establishes and monitors company Quality Control Plan and Quality Control/Quality Assurance Program.
	Develops and updates company Standard Operating Procedures (SOPs) as required.
	Obtains necessary on-site assistance from corporate home offices.
<b>Qualifications:</b>	
	Significant general experience in administrative and background investigations operations, personnel, finance, files management, reporting and contract administration.
	Must have and maintain a favorably completed Single Scope Background Investigation TS-SSBI/SCI within the past five years that is subject to adjudication. Certification Will be required to show level of investigation, level of clearance (if any), and date of investigation and by whom.
	Must have at least five (5) years specialized experience or five years general experience and three years specialized experience. Specialized experience must include at least three years program management experience and two years of specialized experience in reviewing and

Assistant Project Manager	
	scheduling background investigations on applicants, employees and contractors within the limits of agency designated authority.
	Possesses strong leadership abilities.
	Strong financial management and business development skills.
	Must be able to handle multiple tasks and meet deadlines.
	Strong communications and oral presentation skills.
	Must also possess a strong business ethic and be highly motivated to <i>do what it takes</i> to get the job done.
	Must be goal-oriented and high-level planner.
	Knowledgeable of Windows based computer systems and software.
Education:	
	Bachelor' s Degree in Business or related field from an accredited four-year university or college.
	Equivalent professional background and experience.
Other Requirements:	
	Possess state and local issued professional certificates, licenses and registrations as required.
	Must be a U. S. citizen and possess active SSBI clearance.
	Must be able to read, write, speak and understand the English language.

Quality Assurance Specialists	
Reports To:	Program Manager
Major Responsibilities:	
<p>Skyhawk' s APM/QAS will provide managerial and quality assurance oversight of all of our employees. This individual will be responsible for the performance of all requirements under the contract, including but not limited to: managing, coordinating and overseeing the work of all persons performing work under this contract. The APM/QAS in conjunction with appropriate senior management representatives will develop an overall management, standards and quality Plan that describes Skyhawk' s management and oversight of the contract deliverables and quality control requirements of this contract.</p>	
<p>Skyhawk' s APM/QAS will oversee the preparation of all work, inspect all work products and evaluate our personnel in the performance of contract work. In addition, the APM/QAS will prepare and submit on time all contract deliverables in a format selected by the Government. The APM/QAS will also ensure that shift and overtime work is performed when required. This individual will also be responsible for ensuring that around-the-clock requirements of critical efforts already in progress or scheduled are</p>	

Quality Assurance Specialists	
conducted in accordance with instructions issued by the Contracting Officer or his/her appointed representative.	
Our APM/QAS will be on-site at all times and have overall authority and responsibility to manage and administer all aspects and activities of the project in accordance with terms and conditions of the contract. Experienced and knowledgeable of procedures, policies and management. Primary duties and responsibilities include:	
	Performs and is accountable for all tasks associated with the contract, project management and administrative requirements.
	Be on-site at all times during normal business hours, as well as after hours, weekends, holidays and during emergency or contingency situations as necessary.
	Directly supervises all personnel performing contract operations.
	Interfaces with the Contracting Officer and the Contracting Officer's Technical Representative (COTR), as well as other designated Government officials as appropriate.
	Ensures that all contract terms and conditions are met on time and within established cost limits while performing at superior performance levels.
	Develops both short-and long-range management and operational objectives, coordinating long-range management and operational objectives, coordinating plans of action with senior corporate management and subordinates.
	Evaluates statistical data for performance indicators, incorporating any evaluated trends into long-term or short-term projects and support objectives.
	Participates in conferences and briefings with the Contracting Officer, COTR or other representatives providing facts and recommendations on possible operational improvements.
	Provides all required reports and briefings as directed by the Contracting Officer and COTR.
	Prepares work schedules, reports and deliverables accurately and submits to the Contracting Officer on a timely basis.
	Supervises personnel performance and conduct.
	Reviews safety and security functions to provide high contract performance standards.
	Establishes operational procedures for all contract and company operating activities.
	Maintains accountability for and inspects physical condition of

Quality Assurance Specialists	
	offices, facilities, vehicles, equipment and other resources.
	Establishes preventive measures and solutions to correct or eliminate problem areas.
	Recommends procedural changes and means to resolve problems.
	Confers with subordinates to ensure coordination of contract activities.
	Prepares, coordinates and directs Transition, Phase-In and Phase-Out activities.
	Ensures company' s policies and applicable laws are being complied with.
	Ensures all personnel are properly trained and certified, possess appropriate security clearances, uniformed, neat in appearance and conduct themselves in a professional manner.
	Develops training programs and monitors implementation of training programs.
	Establishes and monitors company Quality Control Plan and Quality Control/Quality Assurance Program.
	Develops and updates company Standard Operating Procedures (SOPs) as required.
	Obtains necessary on-site assistance from corporate home offices.
<b>Qualifications:</b>	
	Significant general experience in administrative and background investigations operations, personnel, finance, files management, reporting and contract administration.
	Must have and maintain a favorably completed Single Scope Background Investigation TS-SSBI/SCI within the past five years that is subject to adjudication. Certification Will be required to show level of investigation, level of clearance (if any), and date of investigation and by whom.
	Must have at least five (5) years specialized experience or five years general experience and three years specialized experience. Specialized experience must include at least three years program management experience and two years of specialized experience in reviewing and scheduling background investigations on applicants, employees and contractors within the limits of agency designated authority.
	Possesses strong leadership abilities.
	Strong financial management and business development skills.
	Must be able to handle multiple tasks and meet deadlines.
	Strong communications and oral presentation skills.

Quality Assurance Specialists	
	Must also possess a strong business ethic and be highly motivated to <i>do what it takes</i> to get the job done.
	Must be goal-oriented and high-level planner.
	Knowledgeable of Windows based computer systems and software.
Education:	
	Bachelor' s Degree in Business or related field from an accredited four-year university or college.
	Equivalent professional background and experience.
Other Requirements:	
	Possess state and local issued professional certificates, licenses and registrations as required.
	Must be a U.S. citizen and possess active SSBI clearance.
	Must be able to read, write, speak and understand the English language.

Personnel Security Document Examiner II	
Reports To:	Program Manager
Major Responsibilities:	
	<p>Review case files to determine what additional security processing, if any, needs to be performed.</p> <p>Assist in the enforcement of adherence to and development of facility security policy.</p> <p>Advise the sponsor of the need for additional security processing in order to render an adjudicative decision.</p> <p>Review the results of all security processing to glean necessary facts and data relevant to a final recommendation.</p> <p>Coordinate with sponsor management if further investigative actions need to be conducted for clarification or determine issue resolution.</p> <p>Conduct discussions with the sponsor managers to resolve information discrepancies or gaps.</p> <p>Analyze information and show a nexus between the behavior of subjects and DCID 6/4 issues sufficient to support a final recommendation.</p> <p>Provide a final written recommendation, in sufficient detail to permit the sponsor to make an informed, independent decision to grant, disapprove or revoke a security clearance or approval.</p> <p>Administer notification to the customer, identifying and recommending codes of conduct issues for the sponsor to address.</p> <p>Protect information and data acquired during the preparation of the analysis from unauthorized release and returning all adjudicative notes</p>

Personnel Security Document Examiner II	
	<p>to the sponsor.</p> <p>Return to the contractor's POC, cases that may give rise to an actual or potential conflict of interest, organizational or otherwise.</p> <p>Provide a draft adjudicative recommendation to the Sponsor for all cases worked. Provide a final recommendation to the Sponsor. Other duties as assigned.</p>
	Reviews safety and security functions to provide high contract performance standards.
	Establishes operational procedures for all contract and company operating activities.
	Maintains accountability for and inspects physical condition of offices, facilities, vehicles, equipment and other resources.
	Establishes preventive measures and solutions to correct or eliminate problem areas.
	Recommends procedural changes and means to resolve problems.
	Confers with subordinates to ensure coordination of contract activities.
	Establishes and monitors company Quality Control Plan and Quality Control/Quality Assurance Program.
	Develops and updates company Standard Operating Procedures (SOPs) as required.
	Obtains necessary on-site assistance from corporate home offices.
<b>Qualifications:</b>	
	Significant general experience in administrative and background investigations operations, personnel, finance, files management, reporting and contract administration.
	Must have and maintain a favorably completed Single Scope Background Investigation TS-SSBI/SCI within the past five years that is subject to adjudication. Certification Will be required to show level of investigation, level of clearance (if any), and date of investigation and by whom.
	Must have at least three (3) years specialized experience or five years general experience and three years specialized experience. Specialized experience must include at least three years program management experience and two years of specialized experience in reviewing and scheduling background investigations on applicants, employees and contractors within the limits of agency designated authority.
	Must be able to handle multiple tasks and meet deadlines.
	Strong communications and oral presentation skills.

Personnel Security Document Examiner II	
	Must also possess a strong business ethic and be highly motivated to <i>do what it takes</i> to get the job done.
	Must be goal-oriented and high-level planner.
	Knowledgeable of Windows based computer systems and software.
Education:	
	Bachelor' s Degree in Business or related field from an accredited four-year university or college.
	Equivalent professional background and experience.
Other Requirements:	
	Possess state and local issued professional certificates, licenses and registrations as required.
	Must be a U.S. citizen and possess active SSBI clearance.
	Must be able to read, write, speak and understand the English language.

Personnel Security Document Examiner II	
Reports To:	Personnel Security Document Examiner II
Major Responsibilities:	
	<p>Qualified candidates must have experience in Personal Security Document Processing field as follows</p> <p>Provide visitor control, badge visitors, control media, grant restricted and unrestricted entry to program areas; as well as process and maintain rosters of incoming and outgoing visitors.</p> <p>Ensures information security policy for controlled material is adhered to in accordance with the appropriate policies, regulations, guidelines and practice.</p> <p>Coordinates and monitors sensitive aspects of the DoD industrial security program, ensuring compliance with government and company security policies and procedures.</p> <p>Maintains liaison with outside agencies and ensures that management is informed of all security and administrative activities.</p> <p>Prepares final documentation (memoranda, reports, letters) from drafts of senior personnel, proofreading and arranging into final package format.</p> <p>Other duties may assign as required, include and not limited to management and daily oversight of data entry, mail receiving and a customer service function (phone/email inquiries that require a</p>

Personnel Security Document Examiner I	
	<p>professional and timely response).</p> <p>Candidate must have knowledge of the Personal Security Investigation process and be familiar with the forms associated with this process.</p> <p>Administer notification to the customer, identifying and recommending codes of conduct issues for the sponsor to address.</p> <p>Protect information and data acquired during the preparation of the analysis from unauthorized release and returning all adjudicative notes to the sponsor.</p> <p>Return to the contractor's POC, cases that may give rise to an actual or potential conflict of interest, organizational or otherwise.</p> <p>Provide a draft adjudicative recommendation to the Sponsor for all cases worked.</p> <p>Provide a final recommendation to the Sponsor. Other duties as assigned.</p>
	Develops and updates company Standard Operating Procedures (SOPs) as required.
	Obtains necessary on-site assistance from corporate home offices.
<b>Qualifications:</b>	
	Significant general experience in administrative and background investigations operations, personnel, finance, files management, reporting and contract administration.
	Must have and maintain a favorably completed Single Scope Background Investigation TS-SSBI/SCI within the past five years that is subject to adjudication. Certification Will be required to show level of investigation, level of clearance (if any), and date of investigation and by whom.
	Must have at least three (3) years specialized experience or five years general experience and three years specialized experience. Specialized experience must include at least three years program management experience and two years of specialized experience in reviewing and scheduling background investigations on applicants, employees and contractors within the limits of agency designated authority.

Personnel Security Document Examiner I	
	All candidates must have a minimum of 3 to 5 years of experience in performing security and /or administrative support functions. In-depth knowledge of DoD security or other government security and regulatory guidance. Must be organized and have good oral and written communication skills. Individual must have working knowledge in Microsoft Office Suite applications. An administrative support function and experience with JPAS, DCII and Case Management Database knowledge is required. Prior Military experience, especially Air Force is highly desirable. Strong customer service background is a must. All candidates must have an active US Gov' t TS/SCI security clearance.
	Strong communications and oral presentation skills.
	Must also possess a strong business ethic and be highly motivated to <i>do what it takes</i> to get the job done.
	Must be goal-oriented and high-level planner.
	Knowledgeable of Windows based computer systems and software.
Education:	
	Associates Degree in Business or related field from an accredited four-year university or college.
	Equivalent professional background and experience.
Other Requirements:	
	Possess state and local issued professional certificates, licenses and registrations as required.
	Must be a U.S. citizen and possess active SSBI clearance.
	Must be able to read, write, speak and understand the English language.

Administrative Specialists/Examiner	
Reports To:	Personnel Security Document Examiner II
Major Responsibilities:	
	Duties include, but are not limited to the administration and review of Personnel Security Applications and entering data into Government provided PSIS database. Administers pre-entry on duty (EOD) procedures on employment applications for Federal or contractor applicants, resolving derogatory or conflicting information through inquires and interviews. Reviews, analyzes and evaluates reports of investigation and other documents; approves or denies the applicant' s EOD; recommends case adjudication for employment, prepares reconsideration packages for applicants whose application for employment has been

Administrative Specialist/ Examiner	
	disapproved; reviews requests for security clearances and recommends adjudicative decisions for personnel security investigations; recommends the suitability for employment or retention of employees in sensitive positions; and recommends personnel security policy. Provides technical guidance on matters pertaining to personnel security, identifies problems, recommends corrective actions, and gives advice to superiors.
	Develops and updates company Standard Operating Procedures (SOPs) as required.
	Obtains necessary on-site assistance from corporate home offices.
<b>Qualifications:</b>	
	Significant general experience in administrative and background investigations operations, personnel, finance, files management, reporting and contract administration.
	Must have and maintain a favorably completed Single Scope Background Investigation TS-SSBI/SCI within the past five years that is subject to adjudication. Certification Will be required to show level of investigation, level of clearance (if any), and date of investigation and by whom.
	Must have at least three (3) years specialized experience or five years general experience and three years specialized experience. Specialized experience must include at least three years program management experience and two years of specialized experience in reviewing and scheduling background investigations on applicants, employees and contractors within the limits of agency designated authority.
	All candidates must have a minimum of 3 to 5 years of experience in performing security and /or administrative support functions. In-depth knowledge of DoD security or other government security and regulatory guidance. Must be organized and have good oral and written communication skills. Individual must have working knowledge in Microsoft Office Suite applications. An administrative support function and experience with JPAS, DCII and Case Management Database knowledge is required. Prior Military experience, especially Air Force is highly desirable. Strong customer service background is a must. All candidates must have an active US Gov' t TS/SCI security clearance.
	Strong communications and oral presentation skills.
	Must also possess a strong business ethic and be highly motivated to <i>do what it takes</i> to get the job done.
	Must be goal-oriented and high-level planner.

Administrative Specialists/Examiner	
	Knowledgeable of Windows based computer systems and software.
Education:	
	Associates Degree in Business or related field from an accredited four-year university or college.
	Equivalent professional background and experience.
Other Requirements:	
	Possess state and local issued professional certificates, licenses and registrations as required.
	Must be a U.S. citizen and possess active SSBI clearance.
	Must be able to read, write, speak and understand the English language.

## SCA Covered Positions

### Correspondence Processing Specialists I

Minimum/General Responsibilities and Education: 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 an Assistant PM or supervisor in classified mailroom management.

Education: A minimum of Bachelors degree from an accredited college or university and minimum of five to seven years in DOD and DOE Classified Mail and Correspondence Processing.

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.

### Correspondence Processing Specialists II

Minimum/General Responsibilities: This position requires a minimum of three (3) to five (5) years of experience including one (1) year of progressively more responsible specialized experience working in a classified mailroom management with access to National Security Information.

Education: Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### 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.

Classified Document Control Specialists I

### Minimum/General Responsibilities and Education:

3 years of experience or equivalent and a minimum of High School Diploma or equivalent

### 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.

## Classified Document Control Specialists II

### Minimum/General Responsibilities and Education:

5 years of experience or equivalent and a minimum of High School Diploma or equivalent

### 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 able to maintain continuous chain of custody of classified mail and sensitive materials. 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.

## Records Management/Archival Specialists I

### 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.

### 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.

## Records Management/Archival Specialists II

### 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.

### 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.

#### Administrative Assistant 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).

- 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.

#### Administrative Assistant II

**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.

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.

**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 those 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.

#### 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.

## 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 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.

### 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 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.

General Clerk I	<p>High School Diploma or Associate Degree</p> <p>Courteous, efficient telephone manner; prompt routing of calls.</p> <p>Prompt and responsible forwarding of messages.</p> <p>Pleasant reception of visitors.</p> <p>Accurate, careful typing (emphasis on accuracy, not speed).</p> <p>Legible handwriting and ability to follow through on work assignments.</p>
Functional Responsibilities	<p>Answers telephone and routes calls promptly; does not leave callers on “hold” and unattended for longer than 20 seconds.</p> <p>Greets visitors; takes coats; notifies person(s) being visited; if more than a one-minute wait seems likely, offers and serves coffee.</p>

	<p>Checks mailbox every morning; receives, sorts, and promptly distributes mail.</p> <p>Orders mail supplies and express shipment supplies as needed.</p> <p>Operates telecopier.</p> <p>Prepares marketing brochures on request: copies, collates, binds, and mails.</p> <p>Maintains a constant stock of 10 Summary of Current Operations brochures and 5 brochures each for all other actively marketed properties unless instructed otherwise.</p> <p>Coordinates and updates Investor Books.</p> <p>Maintains investor files.</p> <p>Maintains filing system for reports and other documents as requested.</p> <p>Updates all tax references weekly.</p> <p>Updates stock folder weekly; does monthly reconciliation of sales/purchases.</p> <p>Hand addresses announcements, cards, etc.</p> <p>Calls answering service each morning for messages; notifies supervisor of any difficulties or dissatisfaction with answering service.</p> <p>Handles soft drink, other incoming deliveries; when necessary, secures payment from bookkeeper.</p> <p>Notifies supervisor immediately of incoming deliveries or presence of repair or maintenance personnel, or of the occurrence and nature of any communication concerning problems with the heating or air conditioning; notifies supervisor ASAP of any problems with the physical plant (especially those previously mentioned).</p> <p>Is at reception area at all times when guests are expected, or goes to reception area immediately upon notification that guests are expected.</p>
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<p>Mail Clerk/General Clerk II</p>	<p>High school graduation or its equivalent plus at least one (1) year' s experience in clerical work, preferably with a local governmental entity (business school may be substituted equally for up</p>
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	<p>to six (6) months' work experience). Any equivalent combination of experience and training that provides the preferred knowledge, skill, and abilities.</p>
<p>Functional Responsibilities</p>	<p>Performs any combination of the following duties according to specific departmental guidelines: Checks, analyzes, and classifies materials, conducting limited research when necessary. Transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, or journal. Issues licenses, permits, certificates, writs or other legal documents, and/or titles in accordance with departmental rules and regulations. Receives and issues receipts for payments for licenses, permits, certificates, bonds, services, etc. Indexes records and information, files information in established files.</p>

<p>Lead Mail Clerk/General Clerk III</p>	<p>High school graduation or its equivalent plus two (2) years' experience in clerical work, preferably with local governmental entity (business school may be substituted equally for up to one (1) year' s work experience); <i>or</i>, A bachelor' s degree in Public Administration, Secretarial or Office Administration, Education, or a related field; <i>or</i> Any equivalent combination of experience and training that provides the preferred knowledge, skills, and abilities.</p>
<p>Functional Responsibilities</p>	<p>Performs any combination of the following duties, depending upon departmental assignment: Makes accurate and complete postings to complex departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures. In absence of the elected official or department head, may take charge of the office and render decisions as needed. Checks, analyzes, and classifies materials. Transfers information from reports, codes</p>

	<p>numerically, and posts to a prepared code sheet, ledger, or journal.</p> <p>Receives, classifies, and routes incoming mail.</p> <p>Issues licenses, permits, certificates, writs or other legal documents, and/or titles In accordance with departmental rules and regulations.</p> <p>Receives and records funds in payment for licenses, permits, certificates, bonds, services, etc.</p> <p>Prepares or assists in the preparation of legal, statistical, or technical papers, documents, reports, and/or manuals.</p> <p>Indexes records and information.</p> <p>Answers inquiries in person and in written reports or correspondence, or may interview persons regarding problems or complaints.</p> <p>Operates typewriter, adding machine, calculator, copier, and/or other office machines.</p> <p>Conducts research of records for information relating to taxes, titles, judgments, or verification or location of other records or information.</p>
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Senior Mail Clerk/General Clerk IV	<p>Associate degree or its equivalent plus seven (7) years' experience in clerical work, preferably with local governmental entity (business school may be substituted equally for up to five (5) year' s work experience); <i>or</i>, Secretarial or Office Administration, Education, or a related field; <i>or</i> Any equivalent combination of experience and training that provides the preferred knowledge, skills, and abilities.</p>
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Functional Responsibilities	<p>Performs any combination of the following duties, depending upon departmental assignment:</p> <p>Makes accurate and complete postings to complex departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures.</p> <p>In absence of the elected official or department head, may take charge of the office and render decisions as needed.</p> <p>Checks, analyzes, and classifies materials.</p>
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	<p>Transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, or journal.</p> <p>Receives, classifies, and routes incoming mail.</p> <p>Issues licenses, permits, certificates, writs or other legal documents, and/or titles In accordance with departmental rules and regulations.</p> <p>Receives and records funds in payment for licenses, permits, certificates, bonds, services, etc.</p> <p>Prepares or assists in the preparation of legal, statistical, or technical papers, documents, reports, and/or manuals.</p> <p>Indexes records and information.</p> <p>Answers inquiries in person and in written reports or correspondence, or may interview persons regarding problems or complaints.</p> <p>Operates typewriter, adding machine, calculator, copier, and/or other office machines.</p> <p>Conducts research of records for information relating to taxes, titles, judgments, or verification or location of other records or information.</p>
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### Duplicating 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.

### Key Entry Operator 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.

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.

Computer Programmer II	Bachelor's degree in computer science. This position requires a strong working knowledge of programming analysis and design.
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<p>Functional Responsibilities</p>	<p>The incumbent in this position performs maintenance and modifications of programs currently in production. . Develops detailed system design specifications to serve as a guide for system/program development.</p> <p>Codes, tests, debugs, and documents more-complex programs, and enhances existing programs to ensure that data processing production systems continue to meet user needs.</p> <p>Identifies and resolves system operating problems in order to provide continuous business operations.</p> <p>Interfaces with user management regarding project status and user needs to promote an environment of user cooperation and satisfaction.</p> <p>Provides guidance and training to less-experienced programmers in order to improve productivity.</p> <p>Assists in scheduling, determining manpower requirements, and estimating costs to project completion in order to meet user requirements.</p>
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<p>Material Coordinator</p>	<p>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.</p>
<p>Functional Responsibilities</p>	<p>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.</p>

Warehouse Supervisor	Requires high school diploma, Associate 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.

Supply Technician	Requires high school diploma, Associate degree preferred, plus 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.

Loading Dock Manager	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,

	<p>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.</p>
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Warehouse Specialists	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.

Material Handling Supervisor	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 Responsibilities	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.

Shipping/Receiving Clerk	A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.
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Functional Responsibilities	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.
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Truck Driver-Heavy	A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.
Functional Responsibilities	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.

Truck Driver-Medium	A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.
Functional Responsibilities	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.

Material Handling Laborer	A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.
Functional Responsibilities	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.

Forklift Operator	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 Responsibilities	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.

Stock Clerk	A minimum of High School Diploma is required. One (1) year of general knowledge of warehouse procedures.
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Functional Responsibilities	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 is visible.

Shipping Packer	A minimum of High School Diploma is required. Three (3) years of related experience.
Functional Responsibilities	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.

Order Filler	A minimum of High School Diploma is required. One (1) year of general knowledge of warehouse procedures.
Functional Responsibilities	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 is visible.



## 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.

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