



**AUTHORIZED LOGISTICS WORLDWIDE SERVICES  
SCHEDULE PRICE LIST**

**Northrop Grumman Information Technology**

**Contract Number: GS-10F-0283L**

(Supplement #18-April 28, 2010)

FSC Group 874

FSC Class 8744

Special Item No. 874-501 Supply and Value Chain Management Services  
Special Item No. 874-501RC Supply and Value Chain Management Services  
Special Item No. 874-503 Distribution and Transportation Logistics Services  
Special Item No. 874-503RC Distribution and Transportation Logistics Services  
Special Item No. 874-504 Deployment Logistics Services  
Special Item No. 874-504RC Deployment Logistics Services  
Special Item No. 874-505 Logistics Training Services  
Special Item No. 874-505RC Logistics Training Services  
Special Item No. 874-506 Support Products  
Special Item No. 874-506RC Support Products  
Special Item No. 874-507 Operations & Maintenance Logistics Management & Support Services  
Special Item No. 874-507RC Operations & Maintenance Logistics Management & Support Services

**PERIOD COVERED BY CONTRACT:**

1 OCTOBER 2005 THROUGH 30 SEPTEMBER 2010

**Prices Shown Herein are Net**

**Business Size: Large**

**General Services Administration**

**Federal Supply Service**

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!*<sup>TM</sup>, a menu-driven database system. The internet address for GSA *Advantage!*<sup>TM</sup>, is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Northrop Grumman Information Technology  
15010 Conference Center Drive  
Chantilly, VA 20151-3801  
571-313-2945

<http://www.is.northropgrumman.com>

Print Date: May 2010

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## Customer Information

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

SIN	Description	Price Table
874-501 Supply & Value Chain Management Services	7	43
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### 1b. Labor Categories & Rates

Please see page 42 for labor categories and rates

### 1c. Labor Categories & Hourly Rates

Please see page 95 for labor categories and hourly rates

### 2. Maximum Order

The maximum order threshold designated for contracts awarded under this schedule is \$1,000,000. Ordering activities may seek a price reduction for orders placed over this amount.

### 3. Minimum Order

The minimum order threshold designated for contracts awarded under this schedule is \$300.00.

### 4. Geographic Coverage

Worldwide

### 5. Points of Production

Worldwide

### 6. Discounts from Pricelists

All prices herein are net

### 7. Quantity Discounts

None

**8. Prompt Payment Terms**

Net 30

**9a. Government Commercial Credit Card (below micropurchase threshold)**

Accepted

**9b. Government Commercial Credit Card (above micropurchase threshold)**

Accepted

**10. Foreign Items**

As required per delivery order

**11a. Time of Delivery**

In accordance with individual task/delivery order

**11b. Expedited Delivery**

In accordance with individual task/delivery order

**11c. Overnight and 2-Day Delivery**

In accordance with individual task/delivery orders

**11d. Urgent Requirements**

Agencies may contact a representative to affect delivery

**12. FOB Point(s)**

Destination

**13a. Ordering Address:**

Northrop Grumman Information Technology

15010 Conference Center Dr  
Chantilly VA 20151

**Contract Administrator**

Northrop Grumman  
15010 Conference Center Dr.  
Chantilly VA 20151  
Attn: Linda Bavelly  
Phone: (571) 313-2945  
Fax: (571) 313-2081

**Program Manager**

Northrop Grumman  
15010 Conference Dr.  
Chantilly VA 20151  
Attn: Willie Cowan  
Phone: (571) 313-2925  
Fax: (571) 313-2081

**13b. Ordering Procedures**

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

**14. Payment Address**

Payment may be made by mail to the above ordering address. For wire transfers, the following applies:

JP Morgan Chase Bank, New York, NY  
ABA # See Invoice  
Account #: See Invoice  
Cage Code 32143  
Account Name: NGIT Inc.  
Reference: Contract No. \_\_\_\_\_ Invoice Number \_\_\_\_\_

**15. Warranty Provision**

In accordance with individual task/delivery orders

**16. Export Packing Charges**

None

**17. Terms and Conditions of Government Commercial Credit Card Acceptance**

None

**18. Terms and Conditions of Rental, Maintenance, and Repair**

Not Applicable

**19. Terms and Conditions of Installation**

Not Applicable

**20. Terms and Conditions of Repair Parts**

Not Applicable

**20a. Terms and Conditions for any other Services**

As outlined in each individual task/delivery order

**21. List of Services and Distribution Points**

Not Applicable

**22. List of Participating Dealers**

Not Applicable

**23. Preventive Maintenance**

Not Applicable

**24a. Environmental Attributes**

Not Applicable

**24b. Section 508 Compliance**

Northrop Grumman will comply with Section 508 as specified in each individual delivery order.

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

052272044

**26. Central Contractor Registration**

Northrop Grumman Information Technology is registered in the Central Contractor Registration database (CCR).

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## **Special Item Number (SIN) Descriptions**

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### **SIN 874-501 Supply and Value Chain Management Services**

Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; Inventory/asset/vendor management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots; Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (Non-radioactive only); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul (MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain solutions - planning and implementation. (note - acquisition functions cannot be procured as stand-alone services).

### **SIN 874-503 Distribution and Transportation Logistics Services**

Services that include distribution and transportation logistics services such as planning and designing, implementing or operating systems or facilities for the movement of supplies, equipment or people by road, air, water or rail. Examples of the type of services that may be performed under this SIN include but are not limited to: movement and short-term storage (excluding household goods); transportation system development and management; distribution and transportation logistics consulting; carrier management and

routing; freight forwarding, consolidation and management; third-party logistics (3PL); facilitating customs processing; Electronic Freight Manifest (EFM) systems; tracking system analysis, design, operations and management; shuttle services; program and project management. **Note: Commercial passenger airline services covered by the Airline City Pair Program and courier services covered by Schedule 48, Transportation, Delivery and Relocation Solutions are excluded.**

#### **SIN 874-504 Deployment Logistics Services**

Services that include, but are not limited to providing expert advice, assistance, guidance, management, or operational support services that permit the deployment of supplies, equipment, materials and associated personnel. Examples of the type of services that may be performed under this SIN include deployment logistics consulting; war gaming (field exercises); contingency planning; inventory and property requirements planning, movement, storage and accountability systems; asset management (including pre-positioning assets); space planning and project integration/implementation; public and private sector support and/or resources; facilitating customs processing/accountability; scenario based field exercises; communication and logistics systems design, plan, deployment and operation; medical and emergency unit storage and restocking management; program and project management.

#### **SIN 874-505 Logistics Training Services**

Services include, but are not limited to training in system operations and automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities supporting these activities. Customization of off-the-shelf training may include but is not limited to:

- Workbooks
- Training manuals
- Computer-based training
- Videotapes
- Overhead transparencies
- Advanced presentation

#### **SIN 874-506 Support Products**

Contractors may provide ancillary products used **only** in direct support of services provided under SINs 874-501, 874-503, 874-504, 874-505 and 874-507. **This SIN cannot be used as a stand alone SIN.** The acquisition of commercial-off-the-shelf (COTS) hardware and software (other than in support of logistics related services) under this SIN is not allowed. **Note: Any licensing fee/agreements required for COTS hardware and software will be negotiated at the task order level.**

### **SIN 874-507 Operations & Maintenance Logistics Management & Support Services**

The purpose of this SIN is to provide a turnkey/total solution in support of a logistics function. Under the turnkey solution, a combination of support services may include, but are not limited to: janitorial services, maintenance, trash disposal, laundry, mail routing, guard, reception and related services however these services must be incidental to and in support of the logistics function. Individual support services may not be offered, ordered, or sold separately under this SIN. Examples of the type of logistics related services under this SIN include: logistical support services; integrated facility management and operations management support; supply support services; equipment asset management and maintenance support services; fleet management and maintenance support services; preventative maintenance planning support services; property management and maintenance support services; strategic and tactical planning support services; strategic account management support services; mobile utility support equipment operation, maintenance and repair support services; Base operations support (BOS); depot maintenance; project management. ***Note: For separate SIN requirements NOT a part of logistics management and support, refer to Schedule 03FAC, Facilities Maintenance and Hardware, SIN(s) 811 002, Complete Facilities Maintenance 811 003, Complete Facilities Management.*** Contractors are strongly encouraged to team with other GSA Schedule holders for the services noted above. Excluded from this SIN are services involving construction and the operation of Information Technology Centers.



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## Exempt Labor Category Descriptions

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Consistent with Northrop Grumman Information Technology hiring practices, experience can be substituted for education and education for experience. Experience, education, and description of duties for the service categories in the schedule are provided as a guideline to the typical background for staff to be provided under individual orders. Labor category descriptions are as follows:

### **Principal Logistician Level 5**

**General Experience:** Minimum of 15 years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practice.

**Specialized Experience:** Minimum of six years full-time professional experience as a lead logistician on very complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

**Education:** Bachelor's degree or higher in logistics, industrial management, or a closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 13 years. For doctorate degree holders, general experience required is 10 years. Specialized experience requirements remain the same.

### **Principal Logistician Level 4**

**General Experience:** Minimum of 15 years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of five years full-time professional experience as lead logistician on very complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

**Education:** Bachelor's degree or higher in logistics, industrial management, or a closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 13 years. For doctorate degree holders, general experience required is 10 years. Specialized experience requirements remain the same.

### **Principal Logistician Level 3**

**General Experience:** Minimum of 15 years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of four years full-time professional experience as lead logistician on very complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

**Education:** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 13 years. For doctorate degree holders, general experience required is 10 years. Specialized experience requirements remain the same.

### **Principal Logistician Level 2**

**General Experience:** Minimum of 15 years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as lead logistician on very complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

**Education:** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 13 years. For doctorate degree holders, general experience required is 10 years. Specialized experience requirements remain the same.

### **Principal Logistician Level 1**

**General Experience:** Minimum of 15 years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as lead logistician on very complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

**Education:** Bachelor's degree or higher in logistics, industrial management, or a closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 13 years. For doctorate degree holders, general experience required is 10 years. Specialized experience requirements remain the same.

### **Senior Logistician Level 5**

**General Experience:** Minimum of 10 years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of five years full-time professional experience as a logistician on complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is eight years. For doctorate degree holders, general experience required is five years. Specialized experience requirements remain the same.

### **Senior Logistician Level 4**

**General Experience:** Minimum of 10 years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of four years full-time professional experience as a logistician on complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

***Education:*** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is eight years. For doctorate degree holders, general experience required is five years. Specialized experience requirements remain the same.

### **Senior Logistician Level 3**

***General Experience:*** Minimum of 10 years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of three years full-time professional experience as a logistician on complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

***Education:*** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is eight years. For doctorate degree holders, general experience required is five years. Specialized experience requirements remain the same.

### **Senior Logistician Level 2**

***General Experience:*** Minimum of 10 years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of two years full-time professional experience as a logistician on complex programs. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is eight years. For doctorate degree holders, general experience required is five years. Specialized experience requirements remain the same.

### **Senior Logistician Level 1**

**General Experience:** Minimum of 10 years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year full-time professional experience as a logistician. Works independently; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is eight years. For doctorate degree holders, general experience required is five years. Specialized experience requirements remain the same.

### **Logistician Level 5**

**General Experience:** Minimum of six years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of five years full-time professional experience as a logistician on programs. Works with limited direction on complex assignments; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

**Education:** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is four years. For doctorate degree holders, general experience required is one year. Specialized experience requirements remain the same.

#### **Logistician Level 4**

**General Experience:** Minimum of six years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of four years full-time professional experience as a logistician on programs. Works with limited direction on complex assignments; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

**Education:** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is four years. For doctorate degree holders, general experience required is one year. Specialized experience requirements remain the same.

#### **Logistician Level 3**

**General Experience:** Minimum of five years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as a logistician on programs. Works with limited direction on complex assignments; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

**Education:** Bachelor's degree or higher in Logistics, Industrial Management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is three years. For doctorate degree holders, no general experience is required. Specialized experience requirements remain the same.

#### **Logistician Level 2**

**General Experience:** Minimum of five years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as a logistician on programs. Works with limited direction on complex assignments; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to

project leaders and program managers. Serves as a technical advisor to other staff members.

**Education:** Bachelor's degree or higher in Logistics, Industrial Management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is three years. For doctorate degree holders, no general experience is required. Specialized experience requirements remain the same.

### **Logistician Level 1**

**General Experience:** Minimum of five years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year full-time professional experience as a logistician on programs. Works with limited direction on complex assignments; applies expert knowledge to reduce cost and level-of-effort; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

**Education:** Bachelor's degree or higher in logistics, industrial management, or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is three years. For doctorate degree holders, no general experience is required. Specialized experience requirements remain the same.

### **Junior Logistician Level 5**

**General Experience:** Minimum of five years of progressive working experience as a logistician. Must analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Less than one-year full-time professional logistician experience. Works with direction on logistics assignments; applies technical knowledge to reduce cost and level-of-effort; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

**Education:** Associate degree or higher in logistics, engineering, or closely related field. Bachelor's degree holders will require shorter periods of general experience than holders of Associate degrees. For bachelor's degrees, general experience required is two years. A high school education with seven years of general experience will qualify. Specialized experience requirements remain the same.

#### **Junior Logistician Level 4**

**General Experience:** Minimum of four years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Less than one-year full-time professional logistician experience. Works with direction on complex assignments; applies technical knowledge to reduce cost and level-of-effort; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

**Education:** Associate degree or higher in logistics, engineering, or closely related field. Bachelor's degree holders will require shorter periods of general experience than holders of Associate degrees. For bachelor's degrees, general experience required is one year. A high school education with six years of general experience will qualify. Specialized experience requirements remain the same.

#### **Junior Logistician Level 3**

**General Experience:** Minimum of three years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Less than one-year full-time professional logistician experience. Works with direction on logistics assignments; applies technical knowledge to reduce cost and level-of-effort; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

**Education:** Associate degree or higher in logistics, engineering, or closely related field. Bachelor's degree holders will require shorter periods of general experience than holders of associate's degrees. For bachelor's degrees, general experience required is 0 years. A high school education with five years of general experience will qualify. Specialized experience requirements remain the same.

#### **Junior Logistician Level 2**

**General Experience:** Minimum of two years of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Less than one-year full-time professional logistician experience. Works with direction on complex assignments; applies technical knowledge to reduce cost and level-of-effort; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

**Education:** Associate degree or higher in Logistics, Engineering, or closely related field. A high school education with substantial experience may qualify for this level. High

school education with three years of general experience will qualify. Specialized experience requirements remain the same.

### **Junior Logistician Level 1**

**General Experience:** Minimum of one year of progressive working experience as a logistician. Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current industry and government practices.

**Specialized Experience:** Works with direction on logistics assignments; applies technical knowledge to reduce cost and level-of-effort; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

**Education:** Associate degree or higher in logistics, engineering, or closely related field. A high school education with substantial experience may qualify for this level. A high school education with three years of general experience will qualify. Specialized experience requirements remain the same.

### **Principal Analyst Level 4**

**General Experience:** Minimum of 12 years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering-related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Minimum of four years full-time professional experience as a lead analyst on very complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 10 years. For doctorate degree holders, general experience required is seven years. Specialized experience requirements remain the same.

### **Principal Analyst Level 3**

**General Experience:** Minimum of 12 years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics; cost; budget; quality assurance; business processes; operations research; imagery; or other

engineering-related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of three years full-time professional experience as a lead analyst on very complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

***Education:*** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 10 years. For doctorate degree holders, general experience required is seven years. Specialized experience requirements remain the same.

### **Principal Analyst Level 2**

***General Experience:*** Minimum of 12 years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering-related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of two years full-time professional experience as a lead analyst on very complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

***Education:*** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 10 years. For doctorate degree holders, general experience required is seven years. Specialized experience requirements remain the same.

### **Principal Analyst Level 1**

***General Experience:*** Minimum of 12 years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering-related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of one-year full-time professional experience as a lead analyst on very complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

***Education:*** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 10 years. For doctorate degree holders, general experience required is seven years. Specialized experience requirements remain the same.

### **Senior Analyst Level 5**

***General Experience:*** Minimum of nine years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost; budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of five years full-time professional experience as a lead analyst on very complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

***Education:*** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is seven years. For doctorate degree holders, general experience required is four years. Specialized experience requirements remain the same.

### **Senior Analyst Level 4**

***General Experience:*** Minimum of nine years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of four years full-time professional experience as a lead analyst on complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to

project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is seven years. For doctorate degree holders, general experience required is four years. Specialized experience requirements remain the same.

### **Senior Analyst Level 3**

**General Experience:** Minimum of nine years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as an analyst on complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is seven years. For doctorate degree holders, general experience required is four years. Specialized experience requirements remain the same.

### **Senior Analyst Level 2**

**General Experience:** Minimum of nine years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as an analyst on complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is seven years.

For doctorate degree holders, general experience required is four years. Specialized experience requirements remain the same.

### **Senior Analyst Level 1**

**General Experience:** Minimum of eight years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics; cost; budget; quality assurance; business processes; operations research; imagery; or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year full-time professional experience as an analyst on complex programs. Works independently; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor on complex problems to other staff members; stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is six years. For doctorate degree holders, general experience required is three years. Specialized experience requirements remain the same.

### **Analyst Level 5**

**General Experience:** Minimum of six years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budge, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Minimum of five years full-time professional experience as an analyst on programs. Works with limited direction on complex assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is four years. For doctorate degree holders, general experience required is one year. Specialized experience requirements remain the same.

#### **Analyst Level 4**

**General Experience:** Minimum of six years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Minimum of four years full-time professional experience as an analyst on programs. Works with limited direction on complex assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is four years. For doctorate degree holders, general experience required is one year. Specialized experience requirements remain the same.

#### **Analyst Level 3**

**General Experience:** Minimum of six years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as an analyst on programs. Works with limited direction on complex assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is four years. For doctorate degree holders, general experience required is one year. Specialized experience requirements remain the same.

#### **Analyst Level 2**

**General Experience:** Minimum of six years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of two years full-time professional experience as an analyst on programs. Works with limited direction on complex assignments, identifies potential problems and solutions through data analysis, reduction, and entry, provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

***Education:*** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is four years. For doctorate degree holders, general experience required is one year. Specialized experience requirements remain the same.

### **Analyst Level 1**

***General Experience:*** Minimum of five years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Minimum of one-year full-time professional experience as an analyst on programs. Works with limited direction on complex assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

***Education:*** Bachelor's degree or higher in an analytic discipline or closely related field. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is three years. For doctorate degree holders, general experience required is 0 years. Specialized experience requirements remain the same.

### **Junior Analyst Level 5**

***General Experience:*** Minimum of four years experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Less than one-year full-time professional analysis experience. Works with direction on analysis assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. An associate degree with substantial experience may qualify for this level. Associate degree with six years of general experience will qualify.

#### **Junior Analyst Level 4**

**General Experience:** Minimum of three years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Less than one-year full-time professional analysis experience. Works with direction on analysis assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

**Education:** Bachelor's degree or higher in the analytic discipline or closely related field. An associate degree with substantial experience may qualify for this level. Associate degree with five years of general experience will qualify.

#### **Junior Analyst Level 3**

**General Experience:** Minimum of two years of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

**Specialized Experience:** Works with direction on analysis assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical assistance to project leaders and program managers. Serves as technical assistant to other staff members.

**Education:** Bachelor's degree or higher in an analytic discipline or closely related field. An associate degree with substantial experience may qualify for this level. Associate degree with four years of general experience will qualify.

#### **Junior Analyst Level 2**

**General Experience:** Minimum of one-year of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Works with direct supervision on analysis assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

***Education:*** Associate degree or higher in an analytic discipline or closely related field.

### **Junior Analyst Level 1**

***General Experience:*** Minimum of less than one year of experience as an analyst in at least one of the primary analytic disciplines that include but are not limited to: economics, cost, budget, quality assurance, business processes, operations research, imagery, or other engineering related technical/functional analysis fields in compliance with current industry and government practices.

***Specialized Experience:*** Works with direct supervision on analysis assignments; identifies potential problems and solutions through data analysis, reduction, and entry; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

***Education:*** Associate degree or higher in an analytic discipline or closely related field.

### **Principal Programmer Level 1**

***General Experience:*** Minimum of 10 years of progressive programming experience in software design, development, and maintenance, system administration, and data base administration.

***Specialized Experience:*** Minimum of one-year experience in engineering systems programming as a lead programmer. Works independently on very complex programs. Must be capable of using third- and fourth-generation or current state-of-the-art equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, tactical, and strategic problems. Must be able to design and develop detailed programs, flowcharts, and diagrams showing the mathematical computations and sequence of operations necessary to copy and process data and print results in compliance with current industry and government practices.

***Education:*** Typically a bachelor's degree or higher. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is eight years. For doctorate degree holders, general experience required is five years. A high school education with significant general experience may qualify for this level. High school education and 12 years of general experience will qualify. Specialized experience requirements remain the same.

### **Senior Programmer Level 1**

**General Experience:** Minimum of six years progressive programming experience in software design, development, and maintenance, system administration, and data base administration.

**Specialized Experience:** Works independently and must have a minimum of one year experience in system analysis and programming on complex programs. Must be capable of using third- and fourth-generation or current state-of-the-art equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, tactical, and strategic problems. Must be able to design and develop detailed programs, flowcharts, and diagrams showing the mathematical computations and sequence of operations necessary to copy and process data and print results in compliance with current industry and government practices.

**Education:** Typically a bachelor's degree or higher. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is four years. For doctorate degree holders, general experience required is one year. A high school education with significant general experience may qualify for this level. High school education with eight years of general experience will qualify. Specialized experience requirements remain the same.

### **Programmer Level 1**

**General Experience:** Minimum of three years of progressive programming experience in software design, development, maintenance, system administration, and data base administration.

**Specialized Experience:** Minimum of one-year experience in system analysis and programming on complex programs. Works with limited direction and should be capable of using third- and fourth-generation or current state-of-the-art equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, tactical, and strategic problems. Must be able to design and develop detailed programs, flowcharts, and diagrams showing the mathematical computations and sequence of operations necessary to copy and process data and print results in compliance with current industry and government practices.

**Education:** Typically a bachelor's degree or higher. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is one year. A high school education with significant general experience may qualify for this level. High school education with five years of general experience will qualify. Specialized experience requirements remain the same.

### **Junior Programmer Level 1**

**General Experience:** Less than one-year of progressive programming experience in software design, development, maintenance, system administration, and data base administration.

**Specialized Experience:** Less than one-year experience in system analysis and programming. Works with direction and should be capable of using equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, tactical, and strategic problems. Should be able to design and develop business, management, communications, tactical, and strategic problems. Should be able to design and develop detailed programs, flowcharts, and diagrams showing the mathematical computations and sequence of operations necessary to copy and process data and print results in compliance with current industry and government practices.

**Education:** Typically a bachelor's degree or higher. A high school education with significant general experience may qualify for this level. High school education with two years of general experience will qualify. Specialized experience requirements remain the same.

### **Project Control Specialist Level 3**

**General Experience:** Minimum of 10 years of progressive working experience working with project accounting and project budgeting systems. Direct contract experience with manpower and resource planning, preparing financial reports and presentations, and cost reporting in compliance with current industry and government practices.

**Specialized Experience:** Minimum of three years professional experience as a project controls specialist on complex programs. Works independently. Must do preparation and analysis of financial statements, development of project schedules using cost accounting and labor-reporting systems, working knowledge of contract and subcontract management. Must be proficient in the use of spreadsheets and project management tools.

**Education:** Typically will have a bachelor's degree. An associate degree or high school education with substantial experience may qualify for this level. An Associate degree with 12 years of technical project experience or a high school education with 15 years of technical project experience will qualify. Specialized experience requirements remain the same.

### **Project Control Specialist Level 2**

**General Experience:** Minimum of seven years of progressive working experience with project accounting and project budgeting systems. Direct contract experience with manpower and resource planning, preparing financial reports and presentations, and cost reporting in compliance with current industry and government practices.

**Specialized Experience:** Minimum of two years professional experience as a project controls specialist on programs. Works independently. Must do preparation and analysis of financial statements, development of project schedules using cost accounting and labor-reporting systems, working knowledge of contract and subcontract management. Must be proficient in the use of spreadsheets and project management tools.

**Education:** Typically will have a bachelor's degree. An associate degree or high school education with substantial experience may qualify for this level. An associate degree with nine years of technical project experience or a high school education with 12 years of technical project experience will qualify. Specialized experience requirements remain the same.

### **Project Control Specialist Level 1**

**General Experience:** Minimum of five years of progressive experience working with project accounting and project budgeting systems. Must have direct contract experience with manpower and resource planning, preparing financial reports and presentations, and cost reporting in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year full-time professional experience as a project controls specialist on programs. Works independently. Must do preparation and analysis of financial statements, development of project schedules using cost accounting and labor-reporting systems, working knowledge of contract and subcontract management. Must be proficient in the use of spreadsheets and project management tools.

**Education:** Typically will have a bachelor's degree. An associate degree or high school education with substantial experience may qualify for this level. An Associate degree with nine years of technical project experience or a high school education with 12 years of technical project experience will qualify. Specialized experience requirements remain the same.

### **Data Tech Level 5**

**General Experience:** Minimum of eight years of progressive experience as a data technician. Performs data entry via on-line terminals, personal computers, or similar devices in compliance with current industry and government practices.

**Specialized Experience:** Minimum of five years full-time professional experience as a data technician on complex programs. Works independently. Verifies data entered, where applicable. Supports technical personnel in project execution by assisting with project administration and support tasks.

**Education:** Typically will have a bachelor's degree. An associate degree or high school education with substantial experience may qualify for this level. An Associate degree

with 10 years of technical project experience or a high school education with 13 years of technical project experience will qualify. Specialized experience requirements remain the same.

#### **Data Tech Level 4**

**General Experience:** Minimum of seven years of progressive working experience as a data technician. Performs data entry via on-line terminals, personal computers, or similar devices in compliance with current industry and government practices.

**Specialized Experience:** Minimum of four years full-time professional experience as a data technician on complex programs. Works independently. Verifies data entered, where applicable. Supports technical personnel in project execution by assisting with project administration and support tasks.

**Education:** Typically will have a bachelor's degree. An associate degree or high school education with substantial experience may qualify for this level. An associate degree with nine years of technical project experience or a high school education with 12 years of technical project experience will qualify. Specialized experience requirements remain the same.

#### **Data Tech Level 3**

**General Experience:** Minimum of six years of progressive working experience as a data technician. Performs data entry via on-line terminals, personal computers, or similar devices in compliance with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as a data technician on programs. Works independently. Verifies data entered, where applicable. Supports technical personnel in project execution by assisting with project administration and support tasks.

**Education:** Typically will have a bachelor's degree. An associate degree or high school education with substantial experience may qualify for this level. An associate degree with eight years of technical project experience or a high school education with 10 years of technical project experience will qualify. Specialized experience requirements remain the same.

#### **Data Tech Level 2**

**General Experience:** Minimum of five years of progressive working experience as a data technician. Performs data entry via on-line terminals, personal computers, or similar devices in compliance with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as a data technician on programs. Verifies data entered, where applicable. Supports technical personnel in project execution by assisting with project administration and support tasks.

**Education:** Typically will have an associate degree. A bachelor's degree with one year of experience will qualify for this level. A high school education with substantial experience may qualify for this level. High school education with seven years of technical project experience will qualify. Specialized experience requirements remain the same.

### **Data Tech Level 1**

**General Experience:** Minimum of four years of progressive working experience as a data technician. Performs data entry via on-line terminals, personal computers, or similar devices in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year professional experience as a data technician. Verifies data entered, where applicable. Supports technical personnel in project execution by assisting with data management support tasks.

**Education:** Typically will have an associate degree. A bachelor's degree with no experience will qualify for this level. A high school education with substantial experience may qualify for this level. High school education with six years of technical project experience will qualify. Specialized experience requirements remain the same.

### **Contracts/Security Level 2**

**General Experience:** Minimum of six years of progressive working experience in program contracts/security. Provides contract/security support in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year full-time professional experience in contracts/security on complex programs. Works independently. Supports technical personnel in project execution by providing project contract/security support.

**Education:** Typically will have a high school education. An associate degree with four years of experience or a bachelor's degree with no experience will qualify for this level. Specialized experience requirements remain the same.

### **Contracts/Security Level 1**

**General Experience:** Minimum of three years of progressive working experience in program contracts/security. Provides contract/security support in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year full-time professional experience in contracts/security on complex programs. Works independently. Supports technical personnel in project execution by providing project contract/security support.

**Education:** Typically will have a high school education. An associate degree with one year of experience will qualify for this level. Specialized experience requirements remain the same.

### **Graphics Illustrator Level 2**

**General Experience:** Minimum of five years of progressive working experience as a graphics illustrator. Provides graphics support in compliance with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as a graphics illustrator on complex programs. Works independently. Supports technical personnel in project execution by providing project graphics support.

**Education:** Typically will have an associate degree. Bachelor's degree with one-year of experience will qualify for this level. A high school education and seven years will qualify for this level. Specialized experience requirements remain the same.

### **Graphics Illustrator Level 1**

**General Experience:** Minimum of three years of progressive working experience as a graphics illustrator. Provides graphics support in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year full-time professional experience as a graphics illustrator on programs. Supports technical personnel in project execution by providing graphics support.

**Education:** Typically will have an associate degree. A high school education and five years will qualify for this level. Specialized experience requirements remain the same.

### **Tech Editor Level 2**

**General Experience:** Minimum of eight years of progressive working experience as a technical editor. Demonstrated experience in editing documents, including, technical documents, in compliance with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as a technical writer on programs. Works independently. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

**Education:** Typically will have an associate degree. A bachelor's degree with four years or a high school education and 10 years will qualify for this level. Specialized experience requirements remain the same.

### **Tech Editor Level 1**

**General Experience:** Minimum of five years of progressive working experience as a technical editor. Demonstrated experience in editing documents, including, technical documents, in compliance with current industry and government practices.

**Specialized Experience:** Minimum of one-year full-time professional experience as a technical writer on programs. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

### **Tech Writer Level 3**

**General Experience:** Minimum of five years of progressive working experience as a technical writer. Demonstrated experience in writing documents, including, technical documents, in compliance with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as a technical writer on complex programs. Works independently. Assists in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports.

**Education:** High school education or higher. An associate degree with three years of experience will qualify for this level.

### **Tech Writer Level 2**

**General Experience:** Minimum of three years of progressive working experience as a technical writer. Demonstrated experience in writing documents, including, technical documents, in compliance with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as a technical writer on programs. Assists in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports.

**Education:** Typically will have a high school education or higher. An associate degree with one year of experience will qualify for this level.

### **Tech Writer Level 1**

**General Experience:** Minimum of one year of progressive working experience as a technical writer. Demonstrated experience in writing documents, including, technical documents, in compliance with current industry and government practices.

**Specialized Experience:** Assists in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports.

**Education:** High school education or higher.

### **Admin Support Level 3**

**General Experience:** Minimum of four years of working experience as a technical secretary or other administrative position.

**Specialized Experience:** Minimum of one-year full-time professional experience as a technical secretary in support of programs requiring the use of personal computers or word processing equipment.

**Education:** High school education or higher. A bachelor's degree with no experience will qualify for this level.

### **Admin Support Level 2**

**General Experience:** Minimum of two years of working experience as a technical secretary or other administrative position.

**Specialized Experience:** Minimum of one-year full-time professional experience as a technical secretary in support of programs requiring the use of personal computers or word processing equipments.

**Education:** High school education or higher.

### **Admin Support Level 1**

**General Experience:** Less than one year of working experience as a technical secretary or other administrative position.

**Specialized Experience:** N/A

**Education:** High school education or higher.

### **Principal Technical Manager Level 3**

**General Experience:** Minimum of 15 years of progressive working experience as a technical manager in at least one of the disciplines of technical program/ project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs, or systems acquisitions or related programs consistent with current industry and government practices.

**Specialized Experience:** Minimum of five years professional experience as technical manager on very complex programs. Works independently. Possesses experience in planning, organizing, controlling and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

**Education:** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management or of technology/engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 13 years. For doctorate degree holders, general experience required is 10 years. Specialized experienced requirements remain the same.

### **Principal Technical Manager Level 2**

**General Experience:** Minimum of 15 years of progressive working experience as a technical manager in at least one of the disciplines of technical program/ project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs or systems acquisitions or related programs consistent with current industry and government practices.

**Specialized Experience:** Minimum of four years professional experience as technical manager on very complex programs. Works independently. Possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

**Education:** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management of technology/ engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 13 years. For doctorate degree holders, general experience required is 10 years. Specialized experience requirements remain the same.

### **Principal Technical Manager Level 1**

**General Experience:** Minimum of 12 years of progressive working experience as a technical manager in at least one of the disciplines of technical program/ project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies

and analysis, logistics programs, or systems acquisitions or related programs consistent with current industry and government practices.

***Specialized Experience:*** Minimum of two years full-time professional experience as technical manager on very complex programs. Works independently. Possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

***Education:*** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management of technology/ engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 10 years. For doctorate degree holders, general experience required is seven years. Specialized experience requirements remain the same.

#### **Senior Technical Manager Level 4**

***General Experience:*** Minimum of 10 years of progressive working experience as a technical manager in at least one of the disciplines of technical program/project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs or systems acquisition or related programs consistent with current industry and government practices.

***Specialized Experience:*** Minimum of four years full-time professional experience as technical manager on moderately complex programs. Works independently. Possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Stimulates others through ideas and information.

***Education:*** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management of technology/ engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is eight years. For doctorate degree holders, general experience required is five years. Specialized experience requirements remain the same.

### **Senior Technical Manager Level 3**

**General Experience:** Minimum of 10 years of progressive working experience as a technical manager in at least one of the disciplines of technical program/ project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs, or systems acquisitions or related programs consistent with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as technical manager on moderately complex programs. Works independently. Possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management of technology/engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is 10 years. For doctorate degree holders, general experience required is seven years. Specialized experience requirements remain the same.

### **Senior Technical Manager Level 2**

**General Experience:** Minimum of eight years of progressive working experience as a technical manager in at least one of the disciplines of technical program/project management, cost management, life-cycle management or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs, or systems acquisition or related programs consistent with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as technical manager on moderately complex programs. Works independently. Possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management of technology/engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is six years. For doctorate degree holders, general experience required is three years. Specialized experience requirements remain the same.

### **Senior Technical Manager Level 1**

**General Experience:** Minimum of six years of progressive working experience as a technical manager in at least one of the disciplines of technical program/project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs, or systems acquisitions or related programs consistent with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as technical manager on moderately complex programs. Works independently. Possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Stimulates others through ideas and information.

**Education:** Bachelor's degree or higher in an engineering, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management of technology/engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is four years. For doctorate degree holders, general experience required is one- year. Specialized experience requirements remain the same.

### **Technical Manager Level 4**

**General Experience:** Minimum of five years of progressive working experience as a technical manager in at least one of the disciplines of technical program/ project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs, or systems acquisitions or related programs consistent with current industry and government practices.

**Specialized Experience:** Minimum of three years full-time professional experience as technical manager on programs. Works with limited direction on complex assignments; possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Serves as an advisor to other staff members.

**Education:** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management of technology/engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is three years. For doctorate degree holders, no experience is required. Specialized experience requirements remain the same. An associate degree with substantial experience may qualify for this level. Associate degree with seven years of

technical management experience will qualify. Specialized experience requirements remain the same.

### **Technical Manager Level 3**

**General Experience:** Minimum of five years of progressive working experience as a technical manager in at least one of the disciplines of technical program/project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs or systems acquisitions or related programs consistent with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as technical manager on programs. Works with limited direction on complex assignments; possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Serves as an advisor to other staff members.

**Education:** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline, or a bachelor's degree in any area with formal equivalent training in senior management of technology/engineering programs. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is three years. For doctorate degree holders, no experience is required. An associate degree or high school education with substantial experience may qualify for this level. An associate degree with seven years of technical management experience or a high school education with nine years of technical management experience will qualify. Specialized experience requirements remain the same.

### **Technical Manager Level 2**

**General Experience:** Minimum of four years of progressive working experience as a technical manager in at least one of the disciplines of technical program/project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs, or systems acquisitions or related programs consistent with current industry and government practices.

**Specialized Experience:** Minimum of two years full-time professional experience as technical manager on programs. Works with limited direction on complex assignments; possesses experience in planning, organizing, controlling, and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Serves as an advisor to other staff members.

**Education:** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area

with formal equivalent training in senior management of technology/engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is two years. An associate degree or high school education with substantial experience may qualify for this level. An associate degree with six years of technical management experience or a high school education with eight years of technical management experience will qualify. Specialized experienced requirements remain the same.

### **Technical Manager Level 1**

**General Experience:** Minimum of four years of progressive working experience as a technical manager in at least one of the disciplines of technical program/project management, cost management, life-cycle management, or project administration and contract management involving such efforts as engineering programs, scientific studies and analysis, logistics programs, or systems acquisition or related programs consistent with current industry and government standards.

**Specialized Experience:** Minimum of one-year full-time professional experience as technical manager on programs. Works with limited direction on complex assignments; possesses experience in planning, organizing, controlling and directing the technical, administrative, financial, contractual, and personnel actions required in the performance of a contract. Serves as an advisor to other staff members.

**Education:** Bachelor's degree or higher in an engineering, scientific, mathematical, analytic logistics, or other technology related discipline. A bachelor's degree in any area with formal equivalent training in senior management of technology/engineering programs will qualify. Advanced degree holders will require shorter periods of general experience than holders of bachelor's degrees. For master's degrees, general experience required is two years. An associate degree or high school education with substantial experience may qualify for this level. An associate degree with six years of technical management experience or a high school education with eight years of technical management experience will qualify. Specialized experience requirements remain the same.



## Exempt Labor Categories & Rates

### LOGWORLD SINS 501– 507

LABOR CATEGORIES	Contractor Site 10/1/05- 09/30/06	Contractor Site 10/01/06-09/30/07	Contractor Site 10/01/07-09/30/08	Contractor Site 10/01/08-09/30/09	Contractor Site 10/01/09-09/30/10
<b>LOGISTICIAN</b>					
Principal Logistician Level 5	155.69	161.61	167.75	174.12	180.74
Principal Logistician Level 4	141.49	146.87	152.45	158.24	164.25
Principal Logistician Level 3	128.88	133.78	138.86	144.14	149.62
Principal Logistician Level 2	116.98	121.43	126.04	130.83	135.80
Principal Logistician Level 1	105.82	109.84	114.01	118.34	122.84
Senior Logistician Level 5	96.96	100.64	104.46	108.43	112.55
Senior Logistician Level 4	88.19	91.54	95.02	98.63	102.38
Senior Logistician Level 3	80.50	83.56	86.74	90.04	93.46
Senior Logistician Level 2	73.64	76.44	79.34	82.35	85.48
Senior Logistician Level 1	66.34	68.86	71.48	74.20	77.02
Logistician Level 5	60.45	62.75	65.13	67.60	70.17
Logistician Level 4	54.61	56.69	58.84	61.08	63.40
Logistician Level 3	48.77	50.62	52.54	54.54	56.61
Logistician Level 2	45.15	46.87	48.65	50.50	52.42
Logistician Level 1	41.48	43.06	44.70	46.40	48.16
Junior Logistician Level 5	36.62	38.01	39.45	40.95	42.51
Junior Logistician Level 4	33.31	34.58	35.89	37.25	38.67
Junior Logistician Level 3	31.71	32.91	34.16	35.46	36.81
Junior Logistician Level 2	27.60	28.65	29.74	30.87	32.04
Junior Logistician Level 1	25.15	26.11	27.10	28.13	29.20
<b>ANALYST</b>					
Principal Analyst Level 4	138.65	143.92	149.39	155.07	160.96
Principal Analyst Level 3	126.21	131.01	135.99	141.16	146.52
Principal Analyst Level 2	114.78	119.14	123.67	128.37	133.25
Principal Analyst Level 1	104.15	108.11	112.22	116.48	120.91
Senior Analyst Level 5	94.76	98.36	102.10	105.98	110.01
Senior Analyst Level 4	86.00	89.27	92.66	96.18	99.83
Senior Analyst Level 3	79.13	82.14	85.26	88.50	91.86
Senior Analyst Level 2	71.07	73.77	76.57	79.48	82.50
Senior Analyst Level 1	65.18	67.66	70.23	72.90	75.67
Analyst Level 5	58.11	60.32	62.61	64.99	67.46
Analyst Level 4	53.43	55.46	57.57	59.76	62.03
Analyst Level 3	47.58	49.39	51.27	53.22	55.24
Analyst Level 2	43.91	45.58	47.31	49.11	50.98
Analyst Level 1	40.27	41.80	43.39	45.04	46.75

<b>LABOR CATEGORIES</b>	<b>Contractor Site 10/1/05- 09/30/06</b>	<b>Contractor Site 10/01/06-09/30/07</b>	<b>Contractor Site 10/01/07-09/30/08</b>	<b>Contractor Site 10/01/08-09/30/09</b>	<b>Contractor Site 10/01/09-09/30/10</b>
Junior Analyst Level 5	36.62	38.01	39.45	40.95	42.51
Junior Analyst Level 4	33.31	34.58	35.89	37.25	38.67
Junior Analyst Level 3	30.07	31.21	32.40	33.63	34.91
Junior Analyst Level 2	27.60	28.65	29.74	30.87	32.04
Junior Analyst Level 1	25.15	26.11	27.10	28.13	29.20
<b>PROGRAMMER</b>					
Principal Programmer Level 1	101.96	105.83	109.85	114.02	118.35
Senior Programmer Level 1	66.34	68.86	71.48	74.20	77.02
Programmer Level 1	37.85	39.29	40.78	42.33	43.94
Junior Programmer Level 1	25.15	26.11	27.10	28.13	29.20
<b>TECHNICAL MANAGER</b>					
Principal Technical Manager Level 3	178.11	184.88	191.91	199.20	206.77
Principal Technical Manager Level 2	167.21	173.56	180.16	187.01	194.12
Principal Technical Manager Level 1	148.03	153.66	159.50	165.56	171.85
Senior Technical Manager Level 4	139.21	144.50	149.99	155.69	161.61
Senior Technical Manager Level 3	129.97	134.91	140.04	145.36	150.88
Senior Technical Manager Level 2	114.78	119.14	123.67	128.37	133.25
Senior Technical Manager Level 1	108.07	112.18	116.44	120.86	125.45
Technical Manager Level 4	101.41	105.26	109.26	113.41	117.72
Technical Manager Level 3	89.28	92.67	96.19	99.85	103.64
Technical Manager Level 2	83.26	86.42	89.70	93.11	96.65
Technical Manager Level 1	79.13	82.14	85.26	88.50	91.86
<b>SUPPORT</b>					
Project Controls Specialist Level 3	62.19	64.55	67.00	69.55	72.19
Data Tech Level 5*	59.29	61.54	63.88	66.31	68.83
Tech Editor Level 2	56.92	59.08	61.33	63.66	66.08
Data Tech Level 4*	54.61	56.69	58.84	61.08	63.40
Project Controls Specialist Level 2	52.28	54.27	56.33	58.47	60.69
Graphics Illustrator Level 2*	51.10	53.04	55.06	57.15	59.32
Contracts/Security Level 2*	50.52	52.44	54.43	56.50	58.65
Data Tech Level 3*	48.77	50.62	52.54	54.54	56.61
Tech Editor Level 1	46.95	48.73	50.58	52.50	54.50
Project Controls Specialist Level 1	45.15	46.87	48.65	50.50	52.42
Data Tech Level 2*	43.91	45.58	47.31	49.11	50.98
Graphics Illustrator Level 1*	42.69	44.31	45.99	47.74	49.55
Tech Writer Level 3	41.48	43.06	44.70	46.40	48.16
Contracts/Security Level 1*	40.27	41.80	43.39	45.04	46.75
Data Tech Level 1*	37.85	39.29	40.78	42.33	43.94
Tech Writer Level 2	36.62	38.01	39.45	40.95	42.51
Admin Support Level 3*	34.15	35.45	36.80	38.20	39.65

<b>LABOR CATEGORIES</b>	<b>Contractor Site 10/1/05- 09/30/06</b>	<b>Contractor Site 10/01/06-09/30/07</b>	<b>Contractor Site 10/01/07-09/30/08</b>	<b>Contractor Site 10/01/08-09/30/09</b>	<b>Contractor Site 10/01/09-09/30/10</b>
Tech Writer Level 1	31.71	32.91	34.16	35.46	36.81
Admin Support Level 2*	28.41	29.49	30.61	31.77	32.98
Admin Support Level 1*	25.15	26.11	27.10	28.13	29.20

**\*Labor Categories are subject to the Service Contract Act Provision.**

**LOGWORLD SIN 506**

<b>OTHER DIRECT CHARGES</b>					
	<b>Contractor Site 10/01/05-12/31/06</b>	<b>Contractor Site 10/01/06-09/30/07</b>	<b>Contract Site 10/01/07-09/30/08</b>	<b>Contractor Site 10/01/08-09/30/09</b>	<b>Contractor Site 10/01/09-09/30/10</b>
<b>Computer Usage</b>					
Desktop	616.47	616.47	616.47	616.47	616.47
High Capability Desktop	727.20	727.20	727.20	727.20	727.20
Laptop	820.96	820.96	820.96	820.96	820.96
<b>Group Systems Usage</b>					
<b>Portable Decision Support System</b>	741.16	741.16	741.16	741.16	741.16
<b>Report/Briefing Preparation</b>					
<b>Black/white Per Page</b>	0.08	0.08	0.08	0.08	0.08
<b>Color</b>	1.14	1.14	1.14	1.14	1.14
Security Pool	1.00% for Purchase Orders with Security Requirements: e.g., Form DD254 issued with the Purchase order.				
*Note: Minimum 10 Stations-Technographer Station plus 9 participant Stations. 60 per additional Station per day. 20% Discount for 5 consecutive days usage; 40% Discount for 20 days consecutive usage.					



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## SCA Labor Category Descriptions

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Consistent with Northrop Grumman hiring practices, experience can be substituted for education and education for experience. Experience, education, and description of duties for the service categories in the schedule are provided as a guideline to the typical background for staff to be provided under individual orders. Labor category descriptions are as follows:

### **Accounting Clerk I**

**General Experience:** Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

**Education:** High school diploma

### **Accounting Clerk II**

**General Experience:** Performs one or more routine accounting clerical operations. Follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

**Education:** High school diploma

### **Accounting Clerk III**

**General Experience:** Uses knowledge of double-entry bookkeeping in performing accounting functions. On routine assignments, selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

**Education:** Associate degree

### **Accounting Clerk IV**

**General Experience:** Maintains journals or subsidiary ledgers of an accounting system; balances and reconciles accounts. Resolves problems in recurring assignments in accordance with training and experience. Conformance with all requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

**Education:** Associate degree

### **Dispatcher, Motor Vehicle**

**General Experience:** Assigns motor vehicles and drivers. Compiles list of available vehicles. Assigns vehicles and issues keys, record sheets, and credentials to drivers. Maintains record of mileage, fuel used, repairs made, and other expenses. Establishes service or delivery routes. Supervises loading and unloading. Issues equipment to drivers, such as hand trucks, dollies, and blankets. Directs activities of drivers, and assigns helpers to drivers.

**Education:** High school diploma

### **Documentation Preparation Clerk**

**General Experience:** Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying. Reproduces document pages. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

**Education:** High school diploma

### **Messenger (Courier)**

**General Experience:** Drives automobile or light truck to deliver messages, documents, packages, and mail to various business concerns or governmental agencies. Transports office personnel and visitors, and performs miscellaneous errands.

**Education:** High school diploma

### **General Clerk I**

**General Experience:** Follows specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence.

**Education:** High school diploma

### **General Clerk II**

**General Experience:** Work requires a familiarity with the terminology of the office unit. Selects appropriate methods or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task.

**Education:** High school diploma

### **General Clerk III**

**General Experience:** Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Directs lower level clerks.

**Education:** High school diploma

### **General Clerk IV**

**General Experience:** Uses some subject-matter knowledge and judgment. Positions above level IV are excluded. Such positions (which include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work. Directs lower level clerks.

**Education:** High school diploma

### **Key Entry Operator I**

**General Experience:** Performs routine and repetitive work under supervision or following specific procedures or detailed instructions. Works from various standardized source documents that have been coded and require little or no selecting, coding, or interpreting of data to be entered.

**Education:** High school diploma

### **Key Entry Operator II**

**General Experience:** Applies experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. Also, performs routine work as described for Level I.

**Education:** High school diploma

### **Order Clerk I**

**General Experience:** Handles orders involving items that have readily identified uses and applications. Refers to a catalog, manufacturer's manual, or similar document to insure that order is filled and priced correctly.

**Education:** High school diploma

## **Order Clerk II**

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

**Education:** High school diploma

## **Production Control Clerk**

**General Experience:** Compiles and records production data. Compiles and records data. Writes production. Maintains files of documents used and prepared. Prepares written work schedules. Compiles material inventory records and prepares requisitions. Charts production, computes wages.

**Education:** High school diploma

## **Scheduler, Maintenance**

**General Experience:** Schedules repairs and preventive maintenance of motor systems. Maintains file of requests for services.

**Education:** High school diploma

## **Secretary I**

**General Experience:** Provides principal secretarial support in an office, usually to one individual and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties.

**Education:** High school diploma

## **Secretary II**

**General Experience:** Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties.

**Education:** High school diploma

### **Secretary III**

**General Experience:** Provides principal secretarial support in an office, usually to one individual and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently. Performs varied clerical and secretarial duties.

**Education:** High school diploma

### **Secretary IV**

**General Experience:** Provides principal secretarial support in an office, usually to one individual and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently. Performs varied clerical and secretarial duties.

**Education:** High school diploma

### **Secretary V**

**General Experience:** Provides principal secretarial support in an office, usually to one individual and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently. Performs varied clerical and secretarial duties.

**Education:** Associate's degree

### **Service Order Dispatcher**

**General Experience:** Receives, records, and distributes work orders. Records information. Prepares and distributes work order. Schedules service calls and dispatches service crew. Keeps record of service calls, work orders, and dispatch orders.

**Education:** High school diploma

### **Supply Technician**

**General Experience:** Performs aspects of technical supply management work. Has a good working knowledge of the governing supply systems, programs, manuals, or other established guidelines; an understanding of the needs of the organization serviced; and analytical ability to define or recognize problems involved, collect the necessary data, and take or recommend action.

**Education:** High school diploma

### **Word Processor I**

**General Experience:** Produces a variety of standard documents. Work requires skill in typing; knowledge of grammar, punctuation, and spelling; and ability to use reference guides and equipment manuals.

**Education:** High school diploma

### **Word Processor II**

**General Experience:** Requires a broad knowledge of word processing software applications. Corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Leads lower level word processors.

**Education:** High school diploma and formal training

### **Word Processor III**

**General Experience:** Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. Independently completes assignments and resolves problems.

**Education:** High school diploma and formal training

### **Computer Data Librarian**

**General Experience:** Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. Classifies, catalogs, and stores items in accordance with standardized system. Makes minor repairs to damaged tapes.

**Education:** High school diploma

### **Computer Operator I**

**General Experience:** Under supervision, resolves common operating problems. Serves as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

**Education:** High school diploma

## **Computer Operator II**

**General Experience:** Processes scheduled routines that present few difficult operating problems. In response to computer output instructions or error conditions, applies standard operating or corrective procedure.

**Education:** High school diploma and formal training

## **Computer Operator III**

**General Experience:** In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines. In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution.

**Education:** High school diploma and formal training

## **Computer Operator IV**

**General Experience:** Adapts to a variety of nonstandard problems that require extensive operator intervention. In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution. Typically, completed work is submitted to users without supervisory review.

**Education:** High school diploma and formal training

## **Computer Operator V**

**General Experience:** Resolves a variety of difficult operating problems. In response to computer output instructions and error conditions, to avoid loss of information, or to conserve computer time, operator deviates from standard procedures. Provides technical assistance to lower-level operators, assisting programmers, and systems analysts.

**Education:** Associate degree

## **Computer Programmer I**

**General Experience:** Assists higher-level staff by performing routine programming assignments (as described in Level II) under supervision.

**Education:** Associate degree

### **Computer Programmer II**

**General Experience:** Performs routine programming assignments. Solves conventional programming problems.

**Education:** Bachelor's degree

### **Computer Programmer III**

**General Experience:** As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems.

**Education:** Bachelor's degree

### **Computer Programmer IV**

**General Experience:** Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Plans the full range of programming actions; solves difficult programming problems.

**Education:** Bachelor's degree

### **Computer Systems Analyst III**

**General Experience:** Applies systems analysis and design techniques to complex computer systems. Requires competence in all phases of systems analysis techniques, concepts, and methods; knowledge of available system software, computer equipment, and the regulations; and structure of related computer systems. Predicts impact of a change in assigned system.

**Education:** Bachelor's degree

### **Automotive Worker**

**General Experience:** Performs a variety of repairs and services to maintain motor vehicles. Assists on major overhaul jobs. Maintains tools and equipment, and cleans work areas.

**Education:** High school diploma

### **Electrician, Automotive**

**General Experience:** Tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature.

**Education:** High school diploma and trade school

### **Motor Equipment Metal Mechanic**

**General Experience:** Repairs damaged bodies and body parts of equipment. Removes upholstery, accessories, electrical and hydraulic window- and seat-operating equipment, and trim. Fills depressions. Removes damaged sections and bolts or welds replacement. Straightens bent frames. Refinishes repaired surface. Paints surface after performing body repairs.

**Education:** High school diploma and trade school

### **Motor Vehicle Mechanic**

**General Experience:** Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks, or tractors. Work involves most of the following: diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts, such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems.

**Education:** High school diploma and trade school

### **Motor Vehicle Mechanic Helper**

**General Experience:** Performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

**Education:** High school diploma

### **Painter, Automotive**

**General Experience:** Coats surfaces of mobile equipment with paint, lacquer, epoxy, resin, or other material. Removes old paint from vehicle, smoothes surface, and masks and covers portions of surfaces. Paints vehicle or specified portion of mobile equipment.

**Education:** High school diploma

### **Transmission Repair Specialist**

**General Experience:** Repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles. Raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools. Disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves. Adjusts pumps, bands, and gears as required, using wrenches. Installs repaired transmission and fills it with specified fluid. Adjusts operating linkage and tests operation on road.

**Education:** High school diploma and trade school

### **Wrecker Operator**

**General Experience:** Operates gasoline, diesel, or electric-powered vehicle equipped with special-purpose powered equipment used to tow motor vehicles or other equipment.

**Education:** High school diploma

### **Tire Repairer**

**General Experience:** Repairs and replaces tires with special purpose powered equipment. Locates and repairs leaks. Removes defective parts and installs new parts.

**Education:** High school diploma

### **Food Service Worker**

**General Experience:** Performs a variety of tasks concerned with the preparation and serving of foods and beverages. Prepares dining and serving areas by setting up counters, stands, and tables. Cleans kitchen equipment, pots and pans, counters, and tables. Sweeps and mops floors.

**Education:** High school diploma

### **Baker**

**General Experience:** Applies full knowledge of baking trade and is responsible for producing standard baked goods, such as bread, rolls, cakes, cookies, biscuits, muffins, various types of puddings, and ice cream or sherbets.

**Education:** High school diploma

### **Cook I**

**General Experience:** Independently performs moderately difficult tasks in preparing small quantities of quickly prepared foods, such as steaks, chops, cutlets, hamburgers, eggs, salads, and other similar items.

**Education:** High school diploma

### **Cook II**

**General Experience:** Prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, etc. Seasons and cooks all cuts of various meats, fish, and poultry. Boils, steams, or fries vegetables. Makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews.

**Education:** High school diploma and formal training

### **Dishwasher**

**General Experience:** Manually or mechanically washes and rinses dishes, glasses, and silverware; maintains proper temperature for sterilization and adds soap as needed; performs other duties as assigned.

**Education:** High school diploma

### **Meat Cutter**

**General Experience:** Utilizing standardized meat cutting methods, breaks down meat carcasses and wholesale cuts; bones and cuts meat into roasts, steaks, chops, etc. Cleans and cuts fish into fillets and steaks. Draws, dresses, and cuts poultry. Must know methods of handling and storing meats, fish, or fowl.

**Education:** High school diploma and formal training

### **Waiter/Waitress**

**General Experience:** Serves food and beverages. Clears and resets counters or tables at conclusion of each course or meal.

**Education:** High school diploma

### **House Keeping Aid I**

**General Experience:** Cleans and supplies rooms. Uses cleaning devices. Performs specific cleaning tasks. Maintains assigned equipment for cleanliness

**Education:** High school diploma

### **House Keeping Aid II**

**General Experience:** Performs special cleaning projects as well as daily cleaning duties. Moves furniture and sets up meeting rooms. Maintains assigned equipment for cleanliness.

**Education:** High school diploma

### **Laborer, Grounds Maintenance**

**General Experience:** Maintains grounds; cuts grass and trims; prunes shrubs and trees; sprays lawn, shrubs, and trees; plants grass, flowers, trees, and shrubs; waters lawn and shrubs; picks up and burns leaves, paper, or other litter; removes snow; spreads salt; repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. Cleans comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping, and polishing.

**Education:** High school diploma

### **Maid or Houseman**

**General Experience:** Cleans rooms. Sorts, counts, folds, marks, or carries linens. Moves and arranges furniture and hangs drapes. Cleans and polishes metalwork and porcelain fixtures. Removes soiled linens for laundering. Replenishes room supplies.

**Education:** High school diploma

### **Pest Controller**

**General Experience:** Sprays chemical solutions or toxic gases and sets mechanical traps to kill pests. Fumigates rooms and buildings, using toxic gases. Sprays chemical solutions or dusts powders. Places poisonous paste or bait and mechanical traps. Cleans areas that harbor pests. May be required to hold State license.

**Education:** High school diploma

### **Refuse Collector**

**General Experience:** Picks up garbage, trash, or refuse from homes and businesses and other locations, and deposits it in a truck.

**Education:** High school diploma

### **Tractor Operator**

**General Experience:** Drives gasoline or diesel powered tractor. Fastens exhibits. Adjusts equipment for proper operation. Lubricates and makes minor repairs to tractor and exhibits.

**Education:** High school diploma

### **Dental Assistant**

**General Experience:** Provide assistance to the dentist. Works in general dentistry or in a specialized field of dentistry such as prosthodontics or oral surgery.

**Education:** Associate degree

### **Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver**

**General Experience:** Provides emergency medical treatment working as a member of an emergency medical team. Determines nature and extent of illness or injury. Administers prescribed medical treatment at site of emergency, or in vehicle in route to medical facility. Maintains vehicles and medical communication equipment. Assists professional medical personnel in emergency treatment administered at medical facility.

**Education:** Associate degree

### **Licensed Practical Nurse I**

**General Experience:** Provides standard nursing care requiring some latitude for independent judgment and initiative to perform recurring duties. The supervisor must authorize deviations from specific guidelines.

**Education:** Associate degree

## **Licensed Practical Nurse II**

**General Experience:** Provides nursing care requiring an understanding of diseases and illnesses. Uses judgment to vary sequence of procedures based on patient's condition and previous instructions.

**Education:** Associate degree

## **Licensed Practical Nurse III**

**General Experience:** Provides nursing care for patients in various stages of dependency, setting priorities and deadlines for patient care as necessary prior to notifying the supervisor.

**Education:** Associate degree

## **Medical Assistant**

**General Experience:** Assists physicians in examination and treatment of patients, and performs clerical tasks related to administration of office. Collects and prepares specimens for shipment. Schedules appointments; arranges for hospital admission and laboratory services; receives money for bills; completes insurance forms; maintains financial records; and records and files patient charts and medical records. Uses word processor and personal computer to perform administrative duties.

**Education:** Associate degree

## **Medical Laboratory Technician**

**General Experience:** Performs a variety of routine tests and laboratory procedures. Prepares chemical reagent stains and solutions. Tends automatic equipment to prepare specimens and perform analytic tests. Maintains laboratory stock of chemicals and glassware. Collects specimens from patients.

**Education:** Associate degree

## **Medical Record Clerk**

**General Experience:** Compiles, verifies, and files medical records of hospital or clinic patients. Prepares folders and maintains records. Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. Records diagnoses and treatments, including operations performed. Assists other workers with coding of records.

**Education:** High school diploma

### **Medical Record Technician**

**General Experience:** Maintains medical records of hospital and clinic patients. Reviews medical records. Codes diseases, operations, diagnoses, and treatments. Transcribes medical reports. Directs routine operation of medical record department. Maintains flow of medical records and reports to departments. Assists medical staff in special studies or research.

**Education:** High school diploma

### **Nursing Assistant I**

**General Experience:** Performs simple personal care and housekeeping tasks requiring no previous training.

**Education:** High school diploma

### **Nursing Assistant II**

**General Experience:** In addition to providing personal care, performs common nursing procedures.

**Education:** High school diploma

### **Nursing Assistant III**

**General Experience:** Work requires prior experience or training to perform these procedures with some latitude for exercising independent initiative or limited judgment. Performs several procedures sequentially: chart patient care; administer prescribed medication and simple treatments; teach patient self-care; and lead lower-level nursing assistants.

**Education:** High school diploma

### **Nursing Assistant IV**

**General Experience:** Applies advanced patient or resident care principles, procedures, and techniques that require considerable training and experience.

**Education:** High school diploma

### **Pharmacy Technician**

**General Experience:** Prepares and dispenses medications and maintains related records for patients. Maintains inventories of drugs and supplies.

**Education:** Associate degree

### **Phlebotomist**

**General Experience:** Draws blood from patients. Assembles equipment. Applies tourniquet to arm, locates accessible vein, swabs puncture area with disinfectant, and inserts needle into vein to draw blood into collection tube or bag. Conducts interview, takes vital signs, and draws and tests blood samples to screen donors at blood bank.

**Education:** High school diploma

### **Registered Nurse I**

**General Experience:** Provides comprehensive general nursing care to patients whose conditions and treatment are normally uncomplicated. Routine duties are performed independently; variations from established routines are performed under specific instructions.

**Education:** Bachelor's degree

### **Registered Nurse II**

**General Experience:** Plans and performs specialized and advanced nursing assignments of considerable difficulty. Uses expertise in assessing patient conditions and develops nursing plans. Physicians rely upon evaluations and observation skills in developing and modifying treatment. Work extends beyond patient care to the evaluation of concepts, procedures, and program effectiveness.

**Education:** Bachelor's degree

### **Registered Nurse II, Specialist**

**General Experience:** Plans and provides highly specialized patient care. Assists higher-level nurses in developing, evaluating, and revising nursing plans. Provides advice to lower-level nursing staff in area of specialty.

**Education:** Bachelor's degree

### **Registered Nurse III**

**General Experience:** Plans and provides highly specialized patient care in a difficult specialty area, such as intensive care or critical care. Assists higher-level nurses in developing, evaluating, and revising nursing plans. Provides advice to lower-level nursing staff in area of specialty.

**Education:** Bachelor's degree

### **Registered Nurse III, Anesthetist**

**General Experience:** Recommends and administers general anesthetics. Determines the need for and administers parenteral fluids, including plasma and blood; administers stimulants as directed. Administers local anesthetics, as needed.

**Education:** Bachelor's degree

### **Registered Nurse IV**

**General Experience:** Plans, researches, develops, and implements new or modified techniques, methods, practices, and approaches in nursing care. Acts as consultant in area of specialization and is considered an expert or leader within specialty area.

**Education:** Bachelor's degree

### **Physician**

**General Experience:** Diagnoses and treats variety of disease and injuries; conducts fitness physical examinations and recommends further treatments to specialists.

**Education:** Doctor of medicine degree

### **Illustrator I**

**General Experience:** Use common media, such as tempera, oils, pen-and-ink, or pencil with average skill.

**Education:** Associate degree

### **Illustrator II**

**General Experience:** Uses common art media, such as pen-and-ink, pencil, tempera, wash, oils, and airbrush proficiently and executes acceptable drawings in many styles.

**Education:** Bachelor's degree

### **Illustrator III**

**General Experience:** Exercises a high degree of skill with the full range of common art media, including pen-and-ink, pencil, tempera, wash, oil, and air-brush. Is capable of executing complex illustrations in any of the above media. Provides artistic oversight and guidance to junior-level illustrators.

**Education:** Bachelor's degree

### **Library Technician**

**General Experience:** Provides information service. Performs routine cataloging of library materials. Works or directs workers in maintenance of stacks or in section of department or division.

**Education:** Associate degree

### **Machine Tool/Milling/CNC Operator**

**General Experience:** Specializes in operating machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine, CNC) to machine metal. Selects proper coolants and cutting and lubricating oils to recognize when tools need dressing and to dress tools.

**Education:** High school diploma and trade school

### **Fuel Distribution System Operator**

**General Experience:** Receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations. Visually inspects samples of fuel. Performs preventive maintenance and repairs. Performs general housekeeping and grounds maintenance for terminal, pipeline, and dock areas.

**Education:** High school diploma

### **Forklift Operator**

**General Experience:** Operates a manual gasoline, electric, or liquid propane gas powered forklift. Performs daily operator-level maintenance on forklifts.

**Education:** High school diploma

### **Material Coordinator**

**General Experience:** Coordinates and expedites flow of material, parts, and assemblies. Requisitions material and establishes delivery sequences. Examines material delivered to production departments to verify if type specified. Compiles production records. Maintains employee records.

**Education:** High school diploma

### **Material Expediter**

**General Experience:** Locates and moves materials and parts. Confers with department supervisors to determine materials overdue. Locates and moves materials. Records quantity and type of materials. Directs power-truck operators or material handling laborers. Prepares production records and timecards. Updates and maintains inventory records.

**Education:** High school diploma

### **Material Handling Laborer**

**General Experience:** Performs physical tasks to transport or store materials or merchandise.

**Education:** High school diploma

### **Shipping/Receiving Clerk**

**General Experience:** Performs clerical and physical tasks in connection with shipping goods. Directs and coordinates the activities of other workers engaged in handling goods to be shipped or being received.

**Education:** High school diploma

### **Stock Clerk**

**General Experience:** Receives, stores, issues, and compiles stock records of items. Counts, sorts, or weighs articles. Fills orders or issues supplies from stock. Prepares periodic, special, or perpetual inventory of stock. Requisitions articles to fill incoming orders and distributes stock.

**Education:** High school diploma

### **Store Worker I**

**General Experience:** Maintains the display sales, removing damaged or outdated merchandise, and displaying merchandise to maintain freshness and sale dates. Keeps inventory forms of merchandise stocked and merchandise returned to storage.

**Education:** High school diploma

### **Tools and Parts Attendant**

**General Experience:** Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Inspects tools for wear or defects and reports damaged or worn-out equipment.

**Education:** High school diploma

### **Warehouse Specialist**

**General Experience:** Stores, stacks, or palletizes materials; rearranges and takes inventory; examines stored materials; removes material and prepares it for shipment. Operates hand or power trucks.

**Education:** High school diploma

### **Aircraft Mechanic**

**General Experience:** Makes repairs to aircraft. Replaces or repairs worn or damaged components. Removes engine from aircraft. Disassembles and inspects parts. Repairs or replaces defective engine parts and reassembles. Removes, cleans, reinstalls, or replaces defective parts, accessories, and components. Services engines and airframe components. May be required to be licensed by Federal Aviation Administration.

**Education:** Associate degree

### **Aircraft Mechanic Helper**

**General Experience:** Assists aircraft mechanic in servicing, repairing, and overhauling aircraft and aircraft engines. Adjusts and replaces parts. Removes inspection plates, cowling, engine covers, floorboards, and related items. Assists in dismantling, repairing, overhauling, or replacing parts and assembles. Furnishes materials, tools, and supplies to mechanic; lifts and holds materials in place during operation; cleans work areas and machines, tools, and equipment. Cleans aircraft. Assists flight line mechanic in servicing and repairing aircraft prior to flight.

**Education:** High school diploma and trade school

### **Aircraft Quality Control Inspector**

**General Experience:** Develops and implements quality control and ground safety programs. Inspects and verifies completion and documentation of safety and flight discrepancies. Evaluates personnel, performs audits and inspections of work centers and ongoing maintenance action procedures, equipment, and facilities. Reviews maintenance source documents, and aircraft inspection records, notes recurring discrepancies or

trends, and initiates appropriate action. Reviews engineering investigation requests. Conducts safety inspections, training, and drills.

**Education:** Associate degree

### **Aircraft Servicer**

**General Experience:** Services aircraft; drives light truck with guiding sign. Secures aircraft. Operates service vehicles. Checks for fuel contamination by draining sumps and fuel drains. Operates ground support equipment. Examines tires. Removes and replaces defective tires. Unloads and loads luggage, mail, freight, and other cargo. Cleans exterior or interior of aircraft. Deices aircraft. Installs drag chutes or retrieves and sends them to parachute shop for re-packing.

**Education:** High school diploma

### **Aircraft Worker**

**General Experience:** Removes, cleans, reinstalls, or replaces defective parts, accessories, and components. Makes adjustments and settings. Obtains standard parts. Services engines and aircraft components making repairs short of overhaul required to keep aircraft in safe operating condition.

**Education:** High school diploma and trade school

### **Carpenter, Maintenance**

**General Experience:** Performs the carpentry duties necessary to maintain building woodwork and equipment in good repair.

**Education:** High school diploma and trade school

### **Electrician, Maintenance**

**General Experience:** Installs, maintains, and repairs electrical wiring systems on R&D projects. Interprets and applies knowledge of building plans, blueprints, and wiring diagrams; has knowledge of national and local electrical codes and ability to use a wide variety of test equipment, such as voltmeters, ammeters, and ohmmeters.

**Education:** High school diploma and trade school

### **Electronics Technician, Maintenance I**

**General Experience:** Applies technical knowledge to perform simple or routine tasks following detailed instructions. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Performs such tasks as replacing components, wiring circuits, repairing

electronic equipment, and taking test readings. Receives technical guidance as required from supervisor or higher-level technician.

**Education:** High school diploma and trade school

### **Electronics Technician, Maintenance II**

**General Experience:** Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Uses complex test instruments. Receives technical guidance, as required, from supervisor or higher-level technician. Provides technical guidance to supervise lower-level technicians.

**Education:** High school diploma and trade school

### **Electronics Technician, Maintenance III**

**General Experience:** Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Work typically requires a detailed understanding of the interrelationships of circuits. Uses complex test instruments. Provides technical guidance to supervises lower-level technicians.

**Education:** Associate degree

### **Field Engineer I**

**General Experience:** Installs, checks out, operates, maintains, repairs, and modifies equipment. Provides guidance and training to customer personnel in establishing operation, maintenance, and inspection procedures and techniques. Analyzes equipment failures to determine cause and recommends corrective action. Advises and assists in effecting design changes to improve equipment efficiency and/or reduce cost of operation. Devises and implements preventive maintenance programs and keeps performance and maintenance records on equipment. Participates in installation planning phase. Teaches and or supervises technicians and other trades personnel. Requires only general direction. Independently determines and develops approach to solutions. Work is reviewed upon completion for adequacy in meeting objectives.

**Education:** Associate degree

### **Field Engineer II**

**General Experience:** Installs, checks out, operates, maintains, repairs, and modifies equipment. Provides guidance and training to customer personnel in establishing operation, maintenance, and inspection procedures and techniques. Analyzes equipment failures to determine cause and recommends corrective action. Advises and assists in

effecting design changes to improve equipment efficiency and/or reduce cost of operation. Devises and implements preventive maintenance programs and keeps performance and maintenance records on equipment. Participates in installation planning phase. Teaches and or supervises technicians and other trades personnel. Requires only general direction. Independently determines and develops approach to solutions. Often acts independently to uncover and resolve issues associated with the development and implementation of operational programs.

**Education:** Associate degree

### **Field Engineer III**

**General Experience:** Installs, checks out, operates, maintains, repairs, and modifies equipment. Provides guidance and training to customer personnel in establishing operation, maintenance, and inspection procedures and techniques. Analyzes equipment failures to determine cause and recommends corrective action. Advises and assists in effecting design changes to improve equipment efficiency and/or reduce cost of operation. Devises and implements preventive maintenance programs and keeps performance and maintenance records on equipment. Participates in installation planning phase. Teaches and or supervises technicians and other trades personnel. Requires only general direction. Independently determines and develops approach to solutions. Often acts independently to uncover and resolve issues associated with the development and implementation of operational programs.

**Education:** Associate degree

### **Fuel Distribution System Mechanic**

**General Experience:** Maintains and repairs fuel storage and distribution systems. Inspects fuel receiving, storage, and distribution facilities. Inspects electrical wiring, switches, and controls. Overhauls system. Disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them. Removes and installs equipment. Cleans fuel tanks and distribution lines. Removes corrosion and repaints surfaces. Maintains record of inspections and repairs.

**Education:** High school diploma and trade school

### **General Maintenance Worker**

**General Experience:** Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge in trades and performing general maintenance on equipment and machinery.

**Education:** High school diploma

### **Heating, Refrigeration, and Air Conditioning Mechanic**

**General Experience:** Installs, services, and repairs environmental-control systems using knowledge of refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser; fabricates, assembles, and installs ductwork and chassis parts; cuts and bends tubing; cuts and threads pipe, solders joints; connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels, and connects control panels to power source. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Replaces defective breaker controls, thermostats, switches, fuses, and electrical wiring. Installs, repairs, and services air conditioners.

**Education:** High school diploma and trade school

### **Heavy Equipment Mechanic**

**General Experience:** Analyzes malfunctions and repairs, rebuilds, and maintains power equipment. Operates and inspects machines to diagnose defects. Dismantles and reassembles equipment. Replaces defective engines and subassemblies. Tests overhauled equipment. Welds broken parts and structural members. Directs workers engaged in cleaning parts and assists with assembly and disassembly of equipment.

**Education:** High school diploma and trade school

### **Heavy Equipment Operator**

**General Experience:** Operates heavy equipment. Operator reads and interprets grade and slope stakes and simple plans. Greases, adjusts, and makes emergency repairs to equipment.

**Education:** High school diploma and trade school

### **Laborer**

**General Experience:** Performs tasks that require mainly physical abilities involving little specialized skill or prior work experience.

**Education:** High school diploma

### **Locksmith**

**General Experience:** Installs, repairs, modifies, and opens a variety of locking mechanisms. Examines locking mechanism and installs new unit or disassembles unit and repairs. Makes new or duplicate keys. Changes combinations. Establishes keying systems for buildings.

**Education:** High school diploma and trade school

### **Machinery Maintenance Mechanic**

**General Experience:** Repairs machinery or mechanical equipment, replacing broken or defective parts; ordering a replacement preparing written specifications reassembling machines and making all necessary adjustments for operation.

**Education:** High school diploma and trade school

### **Machinist, Maintenance**

**General Experience:** Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment.

**Education:** High school diploma and trade school

### **Maintenance Trades Helper**

**General Experience:** Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill.

**Education:** High school diploma

### **Painter, Aircraft**

**General Experience:** Coats surfaces of aircraft with paint, lacquer, epoxy, resin, or other material using brushes, rollers, spray guns, and other devices. Removes old paint from aircraft. Smooths surface with sandpaper and steel wool. Roughens aluminum surfaces to insure that paint adheres to surface. Masks and covers portions of surfaces. Paints insignia, letters, or numerals on aircraft surface, using stencils.

**Education:** High school diploma and trade school

### **Plumber, Maintenance**

**General Experience:** Assembles, installs, and repairs pipes, fittings, and fixtures. Cuts openings in walls and floors to accommodate pipe and pipe fittings. Cuts and threads pipe. Bends pipe. Assembles and installs valves, pipefitting, and pipes. Joins pipe, installs and repairs plumbing fixtures. Repairs and maintains plumbing. Welds holding fixtures to steel structural members.

**Education:** High school diploma and trade school

### **Pneudraulic Systems Mechanic**

**General Experience:** Maintains, modifies, and repairs hydraulic and pneumatic systems and components. Tests for and isolates malfunction in hydraulic and pneumatic systems or components. Modifies, repairs, or disassembles and overhauls systems or components.

**Education:** High school diploma and trade school

### **Rigger**

**General Experience:** Assembles rigging to lift and move equipment. Selects cables, ropes, pulleys, winches, blocks, and sheaves. Attaches pulley and blocks. Attaches load. Gives directions to bridge or gantry crane operator or hoisting engineer. Sets up, braces, and rigs hoisting equipment. Splices rope and wire cables. Directs workers engaged in hoisting machinery and equipment into ships.

**Education:** High school diploma

### **Sheet-Metal Worker, Maintenance**

**General Experience:** Fabricates, installs, and maintains sheet-metal equipment and fixtures. Sets up and operates all available types of sheet-metal working machines.

**Education:** High school diploma and trade school

### **Small Engine Mechanic**

**General Experience:** Repairs fractional-horsepower gasoline engines. Locates causes of trouble, dismantles engines, and examines parts for defects. Replaces or repairs parts. Cleans and adjusts machines.

**Education:** High school diploma

### **Telecommunication Mechanic I**

**General Experience:** Installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or no voice communications systems. Runs cables, key cables, or house wire.

**Education:** High school diploma and trade school

## **Telecommunication Mechanic II**

**General Experience:** Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus. Analyzes system failures and other unusual system occurrences to isolate the source of the problem.

**Education:** Associate degree

## **Welder, Combination, Maintenance**

**General Experience:** Welds metal components together to fabricate or repair products. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks, such as thermal cutting and grinding.

**Education:** High school diploma and trade school

## **Shop Foreman/Manager**

**General Experience:** Provides supervision and management of a maintenance (electronic, mechanical, aircraft, naval, automotive, transportation, depot) or production shop or facility. Plans, monitors, and controls daily activities through direct reporting section supervisors. Forecasts, schedules, and manages weekly and monthly activities. Responsible for inventory and quality assurance of the shop, including supervision of support functions such as scheduling, supply, and administrative functions in addition to maintenance/production personnel.

**Education:** High school diploma and trade school

## **Boiler Tender**

**General Experience:** Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water.

**Education:** High school diploma and trade school

## **Sewage Plant Operator**

**General Experience:** Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage. Monitors control panels and adjusts valves and gates. Observes variations in operating conditions, interprets meter and gauge readings, and tests results to determine load requirements. Starts and stops pumps, engines, and generators. Maintains log of operations and records meter and gas readings. Gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and

maintenance. Collects sewage sample and operates and maintains power generating equipment to provide steam and electricity for plant.

**Education:** High school diploma and trade school

### **Stationary Engineer**

**General Experience:** Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning, refrigeration, steam, or high-temperature water or electricity. Directs and coordinates activities of other workers in performing tasks directly related to operating and maintaining the system or systems.

**Education:** High school diploma and trade school

### **Water Treatment Plant Operator**

**General Experience:** Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors and pumps. Cleans tanks and filter beds, using backwashing (reverse flow of water). Repairs and lubricates machines and equipment. Tests water samples. Dumps chemicals into tanks and records data. Operates portable water-purification plant. Purifies wastewater.

**Education:** High school diploma and trade school

### **Police Officer I**

**General Experience:** Carries out general and specific assignments from superior officers in accordance with established rules and procedures. Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of duties. Participates with detectives or investigators in conducting surveillance operations.

**Education:** High school diploma and formal training

### **Police Officer II**

**General Experience:** In addition to the basic police duties described at level I, specializes in one or more activities, such as: canine patrol, special reaction teams, juvenile cases and hostage negotiations. Participates in investigation or other enforcement activities requiring specialized training and skills.

**Education:** Associate degree and formal training

### **Alarm Monitor**

**General Experience:** Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone. Questions caller to determine nature of problem, monitors alarm system, operate two-way radio to dispatch, and tests communications and alarm equipment, including backup systems. Provides pre-arrival instructions to caller.

**Education:** High school diploma

### **Firefighter**

**General Experience:** Controls and extinguishes fires. Drives vehicle. Operates pumps, foam generators, boom and ground sweeps nozzles, and other similar equipment. Uses a variety of special protective gear in situations where poisonous gases, radioactive materials, and hazardous biological products are involved. Performs daily preventive maintenance inspection of vehicle and equipment. Performs maintenance.

**Education:** High school diploma and formal training

### **Guard I**

**General Experience:** Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Duties require minimal training. The guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**Education:** High school diploma

### **Guard II**

**General Experience:** Enforces regulations designed to prevent breaches of security. Exercises judgment and uses discretion in deciding whether first response should be to intervene directly. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**Education:** High school diploma

### **Blocker and Bracer**

**General Experience:** Secures cargo in or aboard cargo carriers, such as trucks, vans, trailers, railroad cars, sea vans, barges, and ships to prevent damage during transportation. Nails, spikes, bolts, or fastens with wood screws, or lag screws, supporting and bracing fixture to secure cargo items. Constructs weatherproof shelters. Guys, lashes, and binds heavy equipment.

**Education:** High school diploma

### **Hatch Tender**

**General Experience:** Signals winch operator to transfer cargo from dock to ship's hold or from ship's hold to dock. May alternate jobs with winch operator.

**Education:** High school diploma

### **Line Handler**

**General Experience:** Secures and removes ship's docking lines to and from dock. Catches lines heaved from ship attempting to dock. Drags lines to bitts on dock and slips eye of mooring lines over bitts. Removes lines from bitts when ships depart. Drives vehicle to pull in docking lines.

**Education:** High school diploma

### **Stevedore I**

**General Experience:** Loads and unloads ships' cargoes. Carries or moves cargo. Stacks cargo. Attaches and moves slings used to lift cargo. Guides load being lifted. Shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold.

**Education:** High school diploma

### **Stevedore II**

**General Experience:** Operates material handling equipment. Operates crane or winch to load or unload cargo. Drives lift truck. Drives tractor to transfer loaded trailers from warehouse dockside. Positions and fastens hose lines to ships' cargo tanks when loading or unloading liquid cargo. Performs variety of manual duties. Directs activities of cargo gang consisting of Stevedore I. May also be called longshoreman.

**Education:** High school diploma

### **Graphic Artist**

**General Experience:** Serves as a consulting member of an Interactive Courseware (ICW) development team. Determines requirements for computer graphics and integrates them in the ICW. Tests and performs quality control.

**Education:** Associate degree

### **Air Traffic Control Specialist, Center (2)**

**General Experience:** Controls traffic of aircraft operating within a designated sector of airspace between centers and beyond airport terminal areas while enroute along airways and over certain oceanic routes.

**Education:** Associate degree

### **Air Traffic Control Specialist, Station (2)**

**General Experience:** Receives and transmits flight plans, meteorological, navigational, and other information in air traffic control station to perform preflight and emergency service for airplane pilots. Accepts flight plans from pilots and reviews them for completeness. Provides meteorological, navigational, and other information to pilots during flight. Relays traffic control and other instructions concerned with aircraft safety to pilots. Reports lost aircraft to control center for rescue or local emergency services. Monitors such radio aids to navigation. Maintains written records of messages transmitted and received.

**Education:** High school diploma and formal training

### **Air Traffic Control Specialist, Terminal (2)**

**General Experience:** Controls air traffic in and within vicinity of airport according to established procedures and policies to prevent collisions and to minimize delays arising from traffic congestion. Answers radio calls from arriving and departing aircraft and issues landing and takeoff instructions and information. Transfers control of departing flights to and accepts control of arriving flights from air traffic control center. Alerts airport emergency crew and other designated personnel when airplanes are having flight difficulties. Keeps written record of messages received from aircraft.

**Education:** High school diploma and formal training

### **Computer-Based Training (CBT) Specialist/Instructor**

**General Experience:** Has primary responsibility for the effective delivery of instruction by means of computer. During the design phase of Instructional Systems Development (ISD), contributes to the effective use of graphics, windowing, animation, feedback, and branching. Plans, designs, and coordinates the use of the Interactive Video Disc. Uses hardware and software to input data efficiently and to program and restructure both the Computer-Aided Instruction and Computer Managed Instructional Programs. Verifies tests and validates computer-based courseware.

**Education:** Associate degree

### **Civil Engineering Technician**

**General Experience:** Assists civil engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications. Conducts materials testing and analysis. Prepares reports. Drafts detailed dimensional drawings performing duties as described under drafter category. Calculates dimensions, profile specifications, and quantities of materials, such as steel, concrete, and asphalt.

**Education:** Associate degree

### **Drafter I**

**General Experience:** Prepares drawings of simple, easily visualized structures, systems, parts, or equipment from sketches or marked-up prints. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

**Education:** High school diploma and formal training

### **Drafter II**

**General Experience:** Prepares various drawings of such units as construction projects or parts and assemblies. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computation. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications that clearly depict the desired product.

**Education:** High school diploma and formal training

### **Drafter III**

**General Experience:** Prepares complete sets of complex drawings that include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill. Assignments regularly require the use of mathematical computations.

**Education:** High school diploma and trade school

### **Drafter IV**

**General Experience:** Works closely with design originators, preparing drawings of unusual, complex, or original designs that require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and

drafting expertise. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, interprets general designs prepared by others to complete minor details. Provides advice and guidance to lower level drafters or serves as coordinator and planner for large and complex drafting projects.

**Education:** Associate degree

### **Engineering Technician I**

**General Experience:** Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. Performs simple or routine tasks or tests, such as tensile or hardness tests; operates and adjusts simple test equipment; and records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations; and plots data, curves, and graphs.

**Education:** High school diploma and formal training

### **Engineering Technician II**

**General Experience:** Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments.

**Education:** High school diploma and formal training

### **Engineering Technician III**

**General Experience:** Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently.

**Education:** Associate degree

### **Engineering Technician IV**

**General Experience:** Independently plans and accomplishes complete projects or studies of broad scope and complexity. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervises or trains and may be assisted by lower-level technicians.

**Education:** Associate degree

### **Engineering Technician V**

**General Experience:** Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Contacts personnel in related activities to resolve problems and coordinate the work; and reviews, analyzes, and integrates the technical work of others. Trains and may be assisted by lower level technicians.

**Education:** Associate degree

### **Engineering Technician VI**

**General Experience:** Independently plans and accomplishes complete projects or studies of broad scope and complexity. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Trains and may be assisted by lower-level technicians.

**Education:** Associate degree

### **Environmental Technician**

**General Experience:** Conducts tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil. Conducts chemical and physical laboratory and field tests. Collects samples of gases, and collects other air samples and meteorological data. Collects water samples. Collects soil, silt, or mud. Prepares sample for testing, records data, and prepares summaries and charts for review. Installs, operates, and performs routine maintenance test instrumentation. Operates fixed or mobile monitoring or data collection station.

**Education:** Associate degree

### **Flight Simulator/Instructor (Pilot)**

**General Experience:** Instructs and measures training progress of pilot students who train in the established aircrew training curriculum. Conducts briefings and debriefings and counsels with pilots to develop and maintain a high level of proficiency. Provides inputs for courseware corrections and modifications and to update training policies and procedures. Assists in projects and development work as assigned. Conducts simulator and other ground training of pilot crewmembers. Performs administrative duties relative to training, such as record keeping, monitoring student progress, counseling, training development, and maintenance of training programs. Serves as aircraft type pilot subject matter expert for students and other personnel as required. Maintains a high level of subject knowledge, capability, and expertise.

**Education:** Bachelor's degree

### **Laboratory Technician**

**General Experience:** Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition. Sets up, adjusts, and operates laboratory apparatus. Performs physical tests. Tests raw materials, dry and liquid substances, or solutions. Examines materials using microscope. Records test results, writes test reports, and prepares graphs and charts. Cleans and sterilizes laboratory apparatus. Prepares chemical solutions.

**Education:** Associate degree

### **Unexploded Ordnance (UXO) Technician I**

**General Experience:** Assists in performing reconnaissance and classification of UXO. Performs location of subsurface UXO using military and/or civilian magnetometers. Assists in performing excavation procedures on buried UXO. Performs operator maintenance of military and/or civilian magnetometers. Locates surface UXO using visual means. Assists in preparing non-electric firing system for a UXO disposal operation. Assists in preparing electric firing system for a UXO disposal operation, disposing of ammunition/explosives by burning and disposing of ammunition/explosives by detonation. Assists in the operation of a personnel decontamination station. Dons and doffs appropriate personal protective equipment in contaminated areas. Assists in the inspection of salvage UXO-related material and erection of UXO-related protective works.

**Education:** High school diploma and formal training

### **Unexploded Ordnance (UXO) Technician II**

**General Experience:** Performs reconnaissance and classification of UXO. Locates subsurface UXO using military and/or civilian magnetometers. Performs excavation procedures on buried UXO by manual and mechanical means. Performs operator maintenance of military and/or civilian magnetometers. Inspects salvage UXO-related material. Erects UXO-related protective works. Performs field expedient identification procedures to identify explosive-contaminated soil. Performs emergency leak seal and packaging of chemical warfare material. Uses radiographic (x-ray) equipment.

**Education:** High school diploma and formal training

### **Unexploded Ordnance (UXO) Technician III**

**General Experience:** Performs reconnaissance and classification of UXO. Supervises the location of subsurface UXO using military and/or civilian magnetometers. Supervises the excavation and recovery of subsurface UXO; construction of UXO-related protective

works; the location of surface UXO by visual means; transporting and storing UXO; ensuring compliance with federal, state, and local laws; disposal of UXO by burning/detonation; preparation of a UXO disposal site; and preparation of an on-site safe holding area for UXO. Determines UXO-related storage compatibility. Prepares an explosive storage plan. Supervises donning and doffing of personal protective equipment; operation of a personnel decontamination station; and maintenance and operator checks on all team equipment. Supervises segregation of UXO-related scrap from non-UXO related scrap; safe handling procedures; team preventive medicine and field sanitation procedures. Performs risk hazard analysis and interprets x-ray of UXO. Supervises field expedient identification procedures to identify explosive contaminated soil; determination of a magnetic azimuth using a lunatic compass and emergency leak sealing and packaging of chemical warfare material.

**Education:** Associate degree

### **Simulator/Instructor/Controller I**

**General Experience:** Instructs and measures training progress of participants who train in the established curriculum or tactics. Conducts briefings and debriefings and counsels with participants to develop and maintain a high level of proficiency. Provides inputs for courseware corrections and modifications and to update training policies and procedures. Assists in projects and development work as assigned. Conducts simulator/exercise and other ground training of participants in operational/tactical procedures, including diagnosis and remediation of student problems. Performs administrative duties relative to training, such as record keeping, monitoring student progress, counseling, training development, and maintenance of training programs. Serves as subject matter expert for students and other personnel as required. Maintains a high level of subject knowledge, capability, and expertise.

**Education:** Associate degree

### **Simulator/Instructor/Controller II**

**General Experience:** Instructs and measures training progress of participants who train in the established curriculum or tactics. Conducts briefings and debriefings and counsels with participants to develop and maintain a high level of proficiency. Provides inputs for courseware corrections and modifications and to update training policies and procedures. Assists in projects and development work as assigned. Conducts simulator/exercise and other ground training of participants in operational/tactical procedures, including diagnosis and remediation of student problems. Performs administrative duties relative to training, such as record keeping, monitoring student progress, counseling, training development, and maintenance of training programs. Serves as subject matter expert for students and other personnel as required. Maintains a high level of subject knowledge, capability, and expertise.

**Education:** Associate degree

### **Simulator/Instructor/Controller III**

**General Experience:** Instructs and measures training progress of participants who train in the established curriculum or tactics. Conducts briefings and debriefings and counsels with participants to develop and maintain a high level of proficiency. Provides inputs for courseware corrections and modifications and to update training policies and procedures. Assists in projects and development work as assigned. Conducts simulator/exercise and other ground training of participants in operational/tactical procedures, including diagnosis and remediation of student problems. Performs administrative duties relative to training, such as record keeping, monitoring student progress, counseling, training development, and maintenance of training programs. Serves as subject matter expert for students and other personnel as required. Maintains a high level of subject knowledge, capability and expertise. Supervises other simulator/instructors/controllers and runs exercises.

**Education:** Associate degree

### **Network/Systems Administrator I**

**General Experience:** Responsible for installing, configuring, and maintaining operating system workstations and servers in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration/library of all supporting documentation. Develops solutions to routine technical problems of limited scope.

**Education:** High school diploma and formal training

### **Network/Systems Administrator II**

**General Experience:** Responsible for installing, configuring, and maintaining operating system workstations and servers in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures

data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration/library of all supporting documentation. Provides technical solutions to a wide range of difficult problems. Solutions are imaginative, thorough, and practicable, and consistent with organization objectives. Requires only general direction. Independently determines and develops approach to solutions. Work is reviewed upon completion for adequacy in meeting objectives.

**Education:** Associate degree

### **Network/Systems Administrator III**

**General Experience:** Responsible for installing, configuring, and maintaining operating system workstations and servers in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration/library of all supporting documentation. Develops technical solutions to complex problems that require the regular use of ingenuity and creativity. Works without appreciable direction. Exercises considerable latitude in determining technical objectives of assignment. Completed work is reviewed from a relatively long-term perspective, for desired results.

**Education:** Associate degree

### **Network/Systems Administrator IV**

**General Experience:** Responsible for installing, configuring, and maintaining operating system workstations and servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database

archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration/library of all supporting documentation. Develops information that extends knowledge in a given field. Information may form the basis of newly developed concepts, theories, and products. Often acts independently to uncover and resolve issues associated with the development and implementation of operational programs. Plans R&D programs and recommends technological application programs to accomplish long-range objectives. Work is checked only to the effectiveness of results obtained, typically requiring a long-term perspective. Virtually self-supervisory.

**Education:** Bachelor's degree

### **Military Operations Specialist**

**General Experience:** Analyzes and provides recommendations on issues dealing with system and operational architectures. Coordinates with user community representatives throughout all phases of development concerning requirements definition, clarification, prioritization, and alternatives. Applies emerging doctrine and tactics, whether enunciated in formal doctrinal changes or emanating from AWEs, ATDs, or Force XXI activities, to system design and development. Assesses the impact of programmatic and technical options on stated user requirements and doctrine. Must possess at least eight years of experience in military command, control, and communications. Extensive background in requirements analysis, advanced war fighting concepts and doctrine, and tactics, techniques, and procedures (TTP). Experience in computer systems and their application to tactical programs is required.

**Education:** Bachelor's degree. Military branch education (through the advanced course), completion of military staff college, and other military specialty courses is desired.

### **Bus Driver**

**General Experience:** Drives bus. Assists passengers with baggage and collects tickets or cash fares. Reports delays or accidents. Makes repairs and changes tires. Refuels bus and inspects bus and checks gas, oil, and water. Loads or unloads baggage.

**Education:** High school diploma

### **Shuttle Bus Driver**

**General Experience:** Drives minibus or van. Assists disabled passengers into and out of vehicle. Operates radio or similar device to communicate with base station or other vehicles to report disruption of service. Cleans and/or services vehicle with fuel, lubricants, and accessories. Keeps records of trips and/or behavior of passengers. Performs other duties when not driving, such as custodial and building maintenance tasks.

**Education:** High school diploma

### **Taxi Driver**

**General Experience:** Drives motor vehicle to transport passengers for a fee. Picks up passengers while cruising streets or in response to radio or telephone relayed request for service. Collects fee recorded on taximeter or based on mileage or time factor, and records transactions on log. Reports by radio or telephone to central location on completion of trip.

**Education:** High school diploma

### **Truck Driver, Heavy Truck**

**General Experience:** Operates a straight truck, weighing more than four tons, usually having ten wheels. Performs daily checks and services, makes minor repairs, changes tires, refuels, and cleans vehicle.

**Education:** High school diploma

### **Truck Driver, Light Truck**

**General Experience:** Operates a straight truck, weighing less than one and one-half tons, usually having four wheels. Performs daily checks and services, makes minor repairs, changes tires, refuels, and cleans vehicle.

**Education:** High school diploma

### **Truck Driver, Medium Truck**

**General Experience:** Operates a straight truck, weighing between one and one-half and four tons inclusive, usually having six wheels. Performs daily checks and services, makes minor repairs, changes tires, refuels, and cleans vehicle.

**Education:** High school diploma

### **Truck Driver, Tractor-Trailer**

**General Experience:** Operates a tractor trailer rig and hooks up and disconnects trailers. Performs daily checks and services, makes minor repairs, changes tires, refuels, and cleans vehicle.

**Education:** High school diploma and formal training

### **Naval Vessel Boatswain**

**General Experience:** Supervises unlicensed deck personnel engaged in cleaning, chipping, scraping, wire brushing, and painting decks, sides, and superstructure; polishing metalwork; and operating and maintaining deck gear, safety equipment, rigging, and other equipment. Inspects and tests equipment to ensure safe and proper operation; inspects work areas and crew quarters for cleanliness. Directs securing of cargo, deck gear, and lines preparatory to leaving port and supervises handling of mooring lines and gangway when ship is docked or undocked. In addition, when assigned to watch duties, also stands at wheel or lookout, watches for obstructions in path of ship; steers ship; and directs security procedures.

**Education:** High school diploma and formal training

### **Navy Vessel Seaman**

**General Experience:** Performs a variety of duties concerned with the operation and upkeep of deck department areas and equipment. Scales, buffs, and paints decks and superstructure; sweeps and washes deck; splices wire and rope; breaks out, rigs, overhauls, and stows cargo-handling gear, stationary rigging, and running gear; secures cargo; launches and recovers boats. Rigs and operates hydrographic and other specialty winches; handles and stows oceanographic explosives; and stages and stows beach support equipment. In addition, when assigned to watch duty, performs a variety of duties, including looking for obstructions in path of vessel, steering vessel, serving on security patrol, and standing gangway watch.

**Education:** High school diploma

### **Navy Vessel Engine Utility Man**

**General Experience:** Performs routine maintenance and repair work in the engine department. Assists in maintenance and repair of main propulsion and auxiliary machinery and piping. Assists in fueling ship, hooking up oil lines, and taking soundings. Performs routine maintenance of deck and galley equipment.

**Education:** High school diploma

### **Navy Vessel Fireman-Water Tender**

**General Experience:** Tends boilers to maintain steam at specified pressure and regulates amount of water in boiler. Duties include connecting fuel-oil lines to burners; igniting fuel with torch; adjusting burners to maintain steam pressure at specified level; observing gauges; regulating flow of fuel oil and water; and cleaning equipment and work area. Maintains and repairs fire room and engine room and monitors operation of evaporators and condensers used to convert salt water to fresh water.

**Education:** High school diploma and formal training

### **Naval Vessel Oiler/Diesel Oiler**

**General Experience:** Lubricates moving parts, such as gears, shafts, and bearings of engines and auxiliary equipment. Makes scheduled rounds to observe temperature, pressure, oil level, and condition of equipment, and records data in engineering log. Duties include tending pumps, maintaining evaporators, and monitoring operation of automatically controlled boilers, assists in transferring oil and water, assists in maintenance and repairs in engine room, machine shop, shaft alley, and related spaces.

**Education:** High school diploma and formal training

### **Naval Vessel Plumber-Machinist**

**General Experience:** Performs a combination of plumbing and machine shop tasks. Installs and repairs fresh and salt water pipes, steam pipes, and air conditioning piping. Maintains and repairs valves, faucets, water closets, sinks, and steam heating fixtures. Fabricates spare and replacement parts on lathe and other machine shop equipment. Overhauls machinery according to manufacturer's specifications.

**Education:** High school diploma and formal training

### **Naval Vessel Pumpman, Chief Pumpman, QMED Pumpman, Engine Mechanic**

**General Experience:** Operates, tests, repairs, and maintains liquid cargo handling, ballast, and tank equipment, including pumps, cargo pipelines, room heating systems, and engine department areas.

**Education:** High school diploma and formal training

### **Naval Vessel Junior Engineer/Deck Engine Mechanic**

**General Experience:** Performs a variety of tasks connected with the maintenance and repair of engine room, fire room, machine shop, ice-machine room, and steering-engine room equipment. Inspects equipment, such as pumps, turbines, distilling plants, and condensers, and prepares record of condition. Lubricates and maintains machinery and

equipment, such as generators, steering systems, lifeboats, and sewage disposal systems; and cleans and restores tools and equipment.

**Education:** High school diploma and formal training

### **Naval Vessel Steward Assistant/Mess Assistant**

**General Experience:** Performs a variety of the following duties: Sets out night lunches; defrosts and cleans refrigerators; cleans mess room, gear, and equipment; sweeps and scrubs mess room deck; sets and clears tables; draws stores, linen, and utensils; disposes of trash and garbage and scrubs garbage cans; cleans brightwork and woodwork, removes grease and finger marks from paintwork; and assists in taking inventory. Cleans ladders and passageways. Cleans and maintains steward department areas. Makes up bunks and cleans rooms, toilets, and showers of officers and others, as assigned; cleans laundry room, refrigerated spaces, passageways, ladder wells, storerooms, linen lockers, ship's office, and radio room; sorts, counts, stocks, and issues linens; assists in serving meals in the mess room or pantry.

**Education:** High school diploma

### **General Vessel Assistant**

**General Experience:** Performs a variety of duties concerned with the operation, maintenance, repair, and cleaning of equipment and facilities in the deck, engine, and steward department areas. Duties include scaling, buffing, and painting deck and superstructure; cleaning, washing, or polishing decks, passageways, brightwork, machinery, and equipment; and securing cargo.

**Education:** High school diploma

### **Engineer I (Sustainment)**

**General Experience:** Provides project engineering for system requirements as assigned, to include engineering requirements and specifications, identification of employable and supportable systems architectures, reverse engineering, systems design, cost analysis, procurement, development, installation, integration, test, government acceptance, configuration management, documentation, and audit. Provides project engineering for system expansions, enhancements, and upgrades to include engineering requirements and specifications, identification of employable and supportable systems architectures, systems design, cost analysis, procurement, development, installation, integration, test, government acceptance, configuration management, documentation, and audit. Provides Specification/Source Control documentation (SCD) for all existing and alternative sources of subsystems, subassemblies, components, devices, and materials for subsystems, subassemblies, modules, and assemblies. This duty includes all engineering requirements of Class I and Class II Engineering Change Proposals (ECP), Notices of Revision (NOR), and Document Change Revisions (DCR). Supports the Configuration

Management (CM) program, to include the evaluation and auditing of all modifications to the communications equipment or facilities, the generation of change requests to improve operability/reliability/maintainability, and ensuring that applicable CM standards are met. Engineering expertise can be specialized in such categories as electrical, electronic, RF, radar, marine, aeronautical, systems, civil, communications, computer science, IT, chemical, mechanical, or optical. Can serve as a leader for depot maintenance support supervising technicians and field engineers.

**Education:** Bachelor's degree

### **Engineer II (Sustainment)**

**General Experience:** Provides project engineering for system requirements as assigned, to include engineering requirements and specifications, identification of employable and supportable systems architectures, reverse engineering, systems design, cost analysis, procurement, development, installation, integration, test, government acceptance, configuration management, documentation, and audit. Provides project engineering for system expansions, enhancements, and upgrades to include engineering requirements and specifications, identification of employable and supportable systems architectures, systems design, cost analysis, procurement, development, installation, integration, test, government acceptance, configuration management, documentation, and audit. Provides Specification/Source Control documentation (SCD) for all existing and alternative sources of subsystems, subassemblies, components, devices, and materials for subsystems, subassemblies, modules, and assemblies. This duty includes all engineering requirements of Class I and Class II Engineering Change Proposals (ECP), Notices of Revision (NOR), and Document Change Revisions (DCR). Supports the Configuration Management (CM) program, to include the evaluation and auditing of all modifications to the communications equipment or facilities, the generation of change requests to improve operability/reliability/maintainability, and ensuring that applicable CM standards are met. Engineering expertise can be specialized in such categories as electrical, electronic, RF, radar, marine, aeronautical, systems, civil, communications, computer science, IT, chemical, mechanical or optical. Can serve as an engineering project leader or supervise a depot maintenance support operation of other engineers, field engineers and/or technicians.

**Education:** Bachelor's degree

### **Engineer III (Sustainment)**

**General Experience:** Provides project engineering for system requirements as assigned, to include engineering requirements and specifications, identification of employable and supportable systems architectures, reverse engineering, systems design, cost analysis, procurement, development, installation, integration, test, government acceptance, configuration management, documentation, and audit. Provides project engineering for system expansions, enhancements, and upgrades to include engineering requirements and specifications, identification of employable and supportable systems architectures,

systems design, cost analysis, procurement, development, installation, integration, test, government acceptance, configuration management, documentation, and audit. Provides Specification/Source Control documentation (SCD) for all existing and alternative sources of subsystems, subassemblies, components, devices, and materials for subsystems, subassemblies, modules, and assemblies. This duty includes all engineering requirements of Class I and Class II Engineering Change Proposals (ECP), Notices of Revision (NOR), and Document Change Revisions (DCR). Supports the Configuration Management (CM) program, to include the evaluation and auditing of all modifications to the communications equipment or facilities, the generation of change requests to improve operability/reliability/maintainability, and ensuring that applicable CM standards are met. Engineering expertise can be specialized in such categories as electrical, electronic, RF, radar, marine, aeronautical, systems, civil, communications, computer science, IT, chemical, mechanical and optical. Can serve as an engineering project leader or supervise a depot maintenance support operation of other engineers, field engineers and/or technicians.

***Education:*** Bachelor's degree

#### **Engineer IV (Sustainment)**

***General Experience:*** Provides project engineering for system requirements as assigned, to include engineering requirements and specifications, identification of employable and supportable systems architectures, reverse engineering, systems design, cost analysis, procurement, development, installation, integration, test, government acceptance, configuration management, documentation, and audit. Provides project engineering for system expansions, enhancements, and upgrades to include engineering requirements and specifications, identification of employable and supportable systems architectures, systems design, cost analysis, procurement, development, installation, integration, test, government acceptance, configuration management, documentation, and audit. Provides Specification/Source Control documentation (SCD) for all existing and alternative sources of subsystems, subassemblies, components, devices, and materials for subsystems, subassemblies, modules, and assemblies. This duty includes all engineering requirements of Class I and Class II Engineering Change Proposals (ECP), Notices of Revision (NOR), and Document Change Revisions (DCR). Supports the Configuration Management (CM) program, to include the evaluation and auditing of all modifications to the communications equipment or facilities, the generation of change requests to improve operability/reliability/maintainability, and ensuring that applicable CM standards are met. Engineering expertise can be specialized in such categories as electrical, electronic, RF, radar, marine, aeronautical, systems, civil, communications, computer science, IT, chemical, mechanical or optical. Can serve as an engineering project leader or supervise a depot maintenance support operation of other engineers and/or technicians.

***Education:*** Bachelor's degree

## **Pilot**

**General Experience:** Pilots airplane to transport passengers, mail, and freight, or for other purposes. Reviews ship's papers to ascertain factors, such as load weight, fuel supply, weather conditions, flight route, and schedule. Orders changes in fuel supply, load, route, or schedule to insure safety of flight. Reads gauges to verify that oil, hydraulic fluid, fuel quantities, and cabin pressure are at prescribed levels prior to starting engines. Starts engines and taxis airplane to runway. Contacts control tower by radio to obtain takeoff clearance and instructions. Pilots airplane to destination adhering to flight plan and regulations and procedures of federal government, company, and airport. Logs information, such as time in flight, altitude flown, and fuel consumed. Must hold commercial pilot's certificate issued by Federal Aviation Administration. Pilots helicopters or single, twin, and multi-engine planes.

**Education:** Bachelor's degree

## **Boat Captain**

**General Experience:** First in command primarily responsible for navigation and maneuvering of the vessel. Pilots courses and establishes estimated times of arrivals. Communicates with scientists, port authorities, and the home office and is responsible for paperwork.

**Education:** Associate degree

## **Mission Coordinator**

**General Experience:** Coordinates all mission support, including development, production, and continuous update of materials for mission planning. Familiarization with range users. Supports planning and coordination for agencies participating in, or supporting training operations on the range complex. Coordinates user schedules/training requirements with range and warning area. Communicates daily with using units. Maintains computer database of range utilization and prepares reports. Develops and presents briefings. Conducts equipment demonstrations for authorized personnel. Performs RTO functions when user RTOs are not available. Supports users and support groups in conducting live missions, which includes assistance with developing training scenarios, coordination of testing or training exercises, coordinating integrated range system functions, and their implementation. Provides feedback and post-mission debriefings. Ensures mission data reduction support is provided. Performs data collection, coordination, and transfer as required.

**Education:** Bachelor's degree

### **Quality Assurance Manager**

**General Experience:** Plans, develops, establishes and maintains an approved quality control program to ensure compliance with requirements in training, environmental concerns, maintenance, operations, safety, fire prevention, security, facility maintenance, supply, and configuration management. Maintains quality control inspection files, including documentation of results and corrective action.

**Education:** Associate degree

### **Engineering Manager**

**General Experience:** Directs and coordinates activities of engineering department to design, manufacture, test, and maintain electronic components, products, systems, and equipment. Directs department activities to modify existing designs, improve maintenance techniques, and complete test procedures. Analyzes technology trends, human resource needs, and contract requirements in order to plan department schedules. Confers with management, the contracting officer's technical representative, and Navy personnel to determine training demands and unscheduled maintenance requirements. Forecasts operating costs of department and directs preparation of budgets.

**Education:** Bachelor's degree

### **Senior Quality Assurance Specialist**

**General Experience:** Plans, develops, establishes, and maintains an approved quality control program to ensure compliance with requirements in training, environmental concerns, maintenance, operations, safety, fire prevention, security, facility maintenance, supply, configuration management, engineering management, test support, and program management. Maintains quality assurance, safety, and hazardous materials databases and maintains the quality control inspection files, including documentation of results and corrective action.

**Education:** Associate degree

### **Quality Assurance Specialist**

**General Experience:** Examines any of a variety of goods, services, or operations for conformity to established standards. Examines raw materials for quality, and manufactured items for defects and for conformance to specifications. Verifies that established standards are maintained. Affixes seals or tags to approved items, issues or revokes licenses and permits, or ascertains that licenses and permits have been obtained and are displayed. Confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended. Recommends changes in standards, administrative procedures, facilities, methods, and practices.

**Education:** High school diploma and formal training

### **Senior Administrative Specialist**

**General Experience:** In addition to the requirements and duties of the administrative specialist, the senior administrative specialist handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office. While the executive sets the overall objectives of the work, the senior administrative specialist participates in developing the work deadlines. Duties include or are comparable to the following:

- Composes correspondence that requires some understanding of technical matters; may sign for executive when technical or policy content has been authorized.
- Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations.
- Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems.
- Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;
- In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; ensures that information is furnished in a timely manner; decides whether executive should be notified of important or emergency matters.

**Education:** High school diploma and eight years of experience

### **Administrative Specialist**

**General Experience:** In addition to the requirements and duties of the junior administrative specialist, the administrative specialist uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include the following:

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

- Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc, and informs supervisor on matters to be considered.
- Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff.
- Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources, such as reports, documents, correspondence, other offices, etc., under general directions.
- Advises secretaries in subordinate offices on new procedures, requests information needed from the subordinate office(s) for periodic or special conferences, reports, or inquiries. Shifts clerical staff to accommodate workload needs.

**Education:** High school diploma and three years of experience

### **Junior Administrative Specialist**

**General Experience:** Familiar with normal administrative and management support practices. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member, or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name.
- Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings.
- Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed.
- Collects information from the files or staff for routine inquiries on office programs or periodic reports. Refers nonroutine requests to supervisor or staff.
- Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

**Education:** High school diploma

### **Senior Acquisition Specialist**

**General Experience:** Analyzes, develops, or administers acquisition strategies, plans, or procedures.

**Education:** Bachelor's degree and seven years of experience

**Acquisition Specialist**

**General Experience:** Analyzes, develops, or administers acquisition strategies, plans, or procedures.

**Education:** Bachelor's degree and four years additional training

**Junior Acquisition Specialist**

**General Experience:** Analyzes, develops, or administers acquisition strategies, plans or procedures.

**Education:** Bachelor's degree and additional training

## Northrop Grumman Information Technology SCA Labor Categories & Rates

### LOGWORLD SIN 501-507

LABOR CATEGORIES	Contractor Site 10/1/05- 09/30/06	Contractor Site 10/01/06-09/30/07	Contractor Site 10/01/07-09/30/08	Contractor Site 10/01/08-09/30/09
<b>Administrative &amp; Clerical</b>				
Accounting Clerk I	29.82	30.49	31.21	31.97
Accounting Clerk II	32.83	33.62	34.42	35.29
Accounting Clerk III	37.56	38.50	39.46	40.48
Accounting Clerk IV	45.55	46.72	47.94	49.23
Dispatcher, Motor Vehicle	38.01	38.96	39.93	40.97
Document Preparation Clerk	32.54	33.31	34.12	34.97
Messenger (Courier)	26.87	27.47	28.09	28.75
General Clerk I	26.55	27.15	27.76	28.41
General Clerk II	29.73	30.40	31.12	31.88
General Clerk III	35.77	37.20	38.69	40.24
General Clerk IV	49.96	51.96	54.04	56.20
Key Entry Operator I	29.08	29.75	30.43	31.18
Key Entry Operator II	37.12	38.02	38.97	39.99
Order Clerk I	33.03	33.82	34.62	35.49
Order Clerk II	36.77	37.68	38.60	39.61
Production Control Clerk	40.60	41.64	42.68	43.81
Scheduler, Maintenance	35.23	36.10	36.98	37.92
Secretary I	50.24	52.25	54.34	56.51
Secretary II	54.91	57.11	59.39	61.77
Secretary III	59.66	62.05	64.53	67.11
Secretary IV	62.97	65.49	68.11	70.83
Secretary V	78.09	81.21	84.46	87.84
Service Order Dispatcher	40.76	41.79	42.85	43.98
Supply Technician	45.90	47.08	48.32	49.61
Word Processor I	31.30	32.05	32.81	33.62
Word Processor II	37.68	38.62	39.58	40.62
Word Processor III	42.61	43.69	44.82	46.02
<b>Automatic Data Processing</b>				
Computer Data Librarian	32.92	33.71	34.51	35.38
Computer Operator I	35.95	36.83	37.73	38.70
Computer Operator II	39.03	40.01	41.01	42.09
Computer Operator III	47.36	48.59	49.87	51.22
Computer Operator IV	56.16	57.66	59.21	60.87

LABOR CATEGORIES	Contractor Site 10/1/05- 09/30/06	Contractor Site 10/01/06-09/30/07	Contractor Site 10/01/07-09/30/08	Contractor Site 10/01/08-09/30/09
Computer Operator V	61.52	63.18	64.91	66.75
Computer Programmer I	45.28	46.44	47.65	48.93
Computer Programmer II	48.87	50.14	51.47	52.87
Computer Programmer III	57.33	58.88	60.46	62.16
Computer Programmer IV	58.94	60.54	62.18	63.93
Computer Systems Analyst III	87.88	91.40	95.06	98.86
<b>Automotive/Mobil Equipment</b>				
Automotive Worker	46.88	48.12	49.39	50.72
Electrician, Automotive	48.73	50.00	51.31	52.73
Motor Equipment Metal Mechanic	50.55	51.89	53.27	54.74
Motor Vehicle Mechanic	50.26	51.59	52.96	54.40
Motor Vehicle Mechanic Helper	41.52	42.58	43.66	44.82
Painter, Automotive	48.73	50.00	51.31	52.73
Transmission Repair Specialist	50.55	51.89	53.27	54.74
Wrecker Operator	46.88	48.12	49.39	50.72
Tire Repairer	41.34	42.38	43.46	44.61
<b>Food Preparation &amp; Service</b>				
Food Service Worker	22.93	22.96	23.01	23.09
Baker	30.50	30.54	30.61	30.71
Cook I	28.05	28.09	28.15	28.24
Cook II	30.50	30.54	30.61	30.71
Dishwasher	22.93	22.96	23.01	23.09
Meat Cutter	31.98	32.00	32.07	32.17
Waiter/Waitress	24.20	24.24	24.29	24.37
<b>General Services &amp; O&amp;M Support</b>				
House Keeping Aid I	21.60	21.64	21.68	21.76
House Keeping Aid II	22.93	22.96	23.01	23.09
Laborer, Grounds Maintenance	24.23	24.27	24.33	24.40
Maid or Houseman	21.44	21.47	21.52	21.59
Pest Controller	29.24	29.29	29.35	29.45
Refuse Collector	26.01	26.05	26.11	26.19
Tractor Operator	27.99	28.03	28.10	28.18
<b>Health Occupations</b>				
Dental Assistant	22.54	22.57	22.63	22.70
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	30.38	30.41	30.48	30.57
Licensed Practical Nurse I	25.52	25.56	25.62	25.70
Licensed Practical Nurse II	28.67	28.70	28.76	28.86
Licensed Practical Nurse III	31.35	31.39	31.46	31.56

LABOR CATEGORIES	Contractor Site 10/1/05- 09/30/06	Contractor Site 10/01/06-09/30/07	Contractor Site 10/01/07-09/30/08	Contractor Site 10/01/08-09/30/09
Medical Assistant	21.07	21.11	21.16	21.22
Medical Laboratory Technician	27.53	27.56	27.63	27.71
Medical Record Clerk	20.79	20.83	20.87	20.94
Medical Record Technician	27.53	27.56	27.63	27.71
Nursing Assistant I	15.53	15.55	15.58	15.63
Nursing Assistant II	18.06	18.09	18.13	18.19
Nursing Assistant III	19.89	19.91	19.95	20.02
Nursing Assistant IV	22.24	22.28	22.33	22.40
Pharmacy Technician	24.78	24.82	24.87	24.95
Phlebotomist	32.68	32.72	32.80	32.91
Registered Nurse I	38.09	38.14	38.23	38.35
Registered Nurse II	46.85	46.90	47.01	47.16
Registered Nurse II, Specialist	46.85	46.90	47.01	47.16
Registered Nurse III	55.64	55.72	55.84	56.02
Registered Nurse III, Anesthetist	62.91	62.99	63.14	63.34
Registered Nurse IV	63.84	63.91	64.06	64.27
Physician	320.38	333.19	346.51	360.38
<b>Information &amp; Arts Supporting O&amp;M</b>				
Illustrator I	45.34	46.50	47.72	49.00
Illustrator II	57.36	59.65	62.04	64.52
Illustrator III	59.90	61.53	63.20	64.99
Library Technician	32.54	33.31	34.12	34.97
<b>Machine Tool Operation &amp; Repair</b>				
Machine-Tool/Milling/CNC Operator	35.68	35.73	35.81	35.93
<b>Material Handling &amp; Packing</b>				
Fuel Distribution System Operator	40.53	41.55	42.59	43.72
Forklift Operator	40.95	41.98	43.05	44.19
Material Coordinator	48.15	49.42	50.72	52.09
Material Expediter	48.15	49.42	51.05	53.09
Material Handling Laborer	40.15	41.15	42.20	43.31
Shipping/Receiving Clerk	37.23	38.13	39.09	40.10
Stock Clerk	36.83	37.73	38.67	39.66
Store Worker I	31.68	32.45	33.22	34.04
Tools and Parts Attendant	41.31	42.33	43.43	44.58
Warehouse Specialist	41.70	42.74	43.84	45.02
<b>Mechanics &amp; Maintenance Repair</b>				
Aircraft Mechanic	49.10	50.37	51.71	53.13
Aircraft Mechanic Helper	41.09	42.12	43.20	44.35
Aircraft Quality Control Inspector	55.06	56.54	58.05	59.68

LABOR CATEGORIES	Contractor Site 10/1/05- 09/30/06	Contractor Site 10/01/06-09/30/07	Contractor Site 10/01/07-09/30/08	Contractor Site 10/01/08-09/30/09
Aircraft Servicer	44.29	45.43	46.59	47.85
Aircraft Worker	45.86	47.05	48.27	49.58
Carpenter, Maintenance	37.24	37.29	37.39	37.50
Electrician, Maintenance	57.99	59.56	61.18	62.89
Electronics Technician, Maintenance I	47.46	48.70	49.97	51.35
Electronics Technician, Maintenance II	57.25	58.79	60.37	62.07
Electronics Technician, Maintenance III	61.44	63.11	64.85	66.67
Field Engineer I	41.58	41.64	41.73	41.87
Field Engineer II	49.96	50.04	50.15	50.31
Field Engineer III	73.82	76.77	79.84	83.03
Fuel Distribution System Mechanic	50.55	51.89	53.27	54.74
General Maintenance Worker	43.16	44.27	45.41	46.62
Heating, Refrigeration and Air Conditioning Mechanic	36.87	36.92	36.99	37.11
Heavy Equipment Mechanic	48.38	49.65	50.95	52.35
Heavy Equipment Operator	52.12	53.51	54.93	56.46
Laborer	33.70	34.49	35.35	36.24
Locksmith	37.06	37.98	38.92	39.93
Machinery Maintenance Mechanic	60.12	62.52	65.02	67.62
Machinist, Maintenance	47.46	48.70	49.97	51.35
Maintenance Trades Helper	39.86	40.86	41.90	43.00
Painter, Aircraft	34.54	34.57	34.65	34.76
Plumber, Maintenance	43.13	43.18	43.29	43.42
Pneudraulic Systems Mechanic	38.83	38.89	38.98	39.10
Rigger	48.38	49.65	50.95	52.35
Sheet-Metal Worker, Maintenance	55.79	58.02	60.34	62.75
Small Engine Mechanic	32.62	32.67	32.74	32.85
Telecommunication Mechanic I	37.51	37.56	37.65	37.77
Telecommunication Mechanic II	43.66	43.71	43.81	43.96
Welder, Combination, Maintenance	48.41	49.69	50.99	52.38
Shop Foreman/Manager	93.55	97.29	101.19	105.23
<b>Plant &amp; Systems Operations</b>				
Boiler Tender	39.77	39.83	39.93	40.06
Sewage Plant Operator	39.77	39.83	39.93	40.06
Stationary Engineer	49.97	51.28	52.64	54.08
Water Treatment Plant Operator	39.77	39.83	39.93	40.06
<b>Protective Service in Support of O&amp;M</b>				
Police Officer I	25.88	26.49	27.05	27.70
Police Officer II	28.62	29.29	29.95	30.68

LABOR CATEGORIES	Contractor Site 10/1/05- 09/30/06	Contractor Site 10/01/06-09/30/07	Contractor Site 10/01/07-09/30/08	Contractor Site 10/01/08-09/30/09
Alarm Monitor	30.32	30.35	30.42	30.52
Firefighter	45.33	45.37	45.47	45.61
Guard I	26.54	26.57	26.63	26.72
Guard II	29.31	29.35	29.42	29.51
<b>Stevedoring/Longshoremen</b>				
Blocker and Bracer	46.32	47.52	48.78	50.08
Hatch Tender	46.32	47.52	48.78	50.08
Line Handler	46.32	47.52	48.78	50.08
Stevedore I	54.14	55.59	57.09	58.68
Stevedore II	51.02	52.37	53.77	55.24
<b>O&amp;M Technical</b>				
Graphic Artist	51.13	52.49	53.87	55.36
Air Traffic Control Specialist, Center (2)	45.66	45.72	45.83	45.99
Air Traffic Control Specialist, Station (2)	31.53	31.58	31.65	31.75
Air Traffic Control Specialist, Terminal (2)	34.72	34.76	34.85	34.96
Computer Based Training (CBT) Specialist/ Instructor	57.68	59.23	60.84	62.54
Civil Engineering Technician	51.97	53.36	54.77	56.29
Drafter I	41.40	42.45	43.54	44.68
Drafter II	43.40	44.51	45.67	46.88
Drafter III	48.49	49.75	51.07	52.46
Drafter IV	55.09	56.57	58.08	59.70
Engineering Technician I	43.39	44.45	45.61	46.78
Engineering Technician II	45.67	46.85	48.07	49.37
Engineering Technician III	56.21	58.46	60.80	63.23
Engineering Technician IV	53.63	55.06	56.54	58.10
Engineering Technician V	62.96	64.68	66.45	68.34
Engineering Technician VI	74.55	76.64	78.78	81.05
Environmental Technician	41.13	41.17	41.26	41.39
Flight Simulator/Instructor (Pilot)	45.94	45.99	46.11	46.25
Laboratory Technician	38.51	38.55	38.64	38.76
Unexploded Ordnance (UXO) Technician I	29.86	29.90	29.96	30.06
Unexploded Ordnance (UXO) Technician II	36.09	36.12	36.20	36.32
Unexploded Ordnance (UXO) Technician III	46.64	46.70	46.81	46.95
Simulator/ Instructor/ Controller I	65.28	67.88	70.59	73.40
Simulator/ Instructor/ Controller II	81.34	84.60	88.00	91.50
Simulator/ Instructor/ Controller III	101.40	105.46	109.70	114.10
Network/Systems Administrator 1	43.02	43.08	43.18	43.31

LABOR CATEGORIES	Contractor Site 10/1/05- 09/30/06	Contractor Site 10/01/06-09/30/07	Contractor Site 10/01/07-09/30/08	Contractor Site 10/01/08-09/30/09
Network Administrator 2	55.22	56.70	58.22	59.85
Network Administrator 3	72.51	75.44	78.44	81.60
Network Administrator 4	88.78	92.31	96.01	99.85
Military Operations Specialist	65.28	67.88	70.59	73.40
<b>Transportation/Mobil Equipment Operation</b>				
Bus Driver	39.22	40.21	41.23	42.30
Shuttle Bus Driver	36.77	37.68	38.60	39.61
Taxi Driver	34.69	35.53	36.42	37.33
Truck Driver, Heavy Truck	44.70	45.86	47.04	48.30
Truck Driver, Light Truck	36.77	37.68	38.60	39.61
Truck Driver, Medium Truck	41.92	42.99	44.09	45.26
Truck Driver, Tractor-Trailer	45.26	46.43	47.63	48.91
<b>Maritime O&amp;M</b>				
Naval Vessel Boatswain	47.37	48.60	49.90	51.26
Naval Vessel Seaman	31.37	32.10	32.87	33.68
Naval Vessel Engine Utility Man	31.37	32.10	32.87	33.68
Naval Vessel Fireman-Water tender	31.37	32.10	32.87	33.68
Naval Vessel Oiler/Diesel Oiler	33.21	34.02	34.84	35.74
Naval Vessel Plumber-Machinist	33.21	34.02	34.84	35.74
Naval Vessel Pump man, Chief Pump man, QMED Pump man, Engine Mechanic	47.37	48.60	49.90	51.26
Naval Vessel Junior Engineer/Deck Engine Mechanic	47.37	48.60	49.90	51.26
Naval Vessel Steward Assistant/Mess Assistant	31.37	32.10	32.87	33.68
General Vessel Assistant	31.37	32.10	32.87	33.68
<b>Sustainment (In-Service) Engineering Support of O&amp;M</b>				
Engineer I (Sustainment)	73.82	76.77	79.84	83.03
Engineer II (Sustainment)	76.46	78.58	80.79	83.13
Engineer III (Sustainment)	99.59	103.56	107.71	112.04
Engineer IV (Sustainment)	121.64	126.54	131.59	136.85
<b>O&amp;M Program and Operations</b>				
Pilot	99.56	102.42	105.37	108.52
Boat Captain	90.24	92.82	95.45	98.26
Mission Coordinator	71.73	74.58	77.58	80.68
QA Manager	94.50	98.26	102.19	106.28
Engineering Manager	117.58	122.28	127.17	132.26
Senior Quality Assurance Specialist	128.71	133.22	137.88	142.71
Quality Assurance Specialist	88.89	92.00	95.22	98.55
Senior Administrative Specialist	65.89	68.19	70.58	73.05

LABOR CATEGORIES	Contractor Site 10/1/05- 09/30/06	Contractor Site 10/01/06-09/30/07	Contractor Site 10/01/07-09/30/08	Contractor Site 10/01/08-09/30/09
Administrative Specialist	54.92	56.84	58.83	60.89
Junior Administrative Specialist	50.00	51.75	53.56	55.44
Senior Acquisition Specialist	115.75	119.81	124.00	128.34
Acquisition Specialist	104.74	108.41	112.20	116.13
Junior Acquisition Specialist	82.79	85.69	88.69	91.79