



American Medical Link, Inc.  
400A Apgar Dr.  
Somerset, NJ 08873  
Tel: (732) 356-6163  
Main Fax: (732) 356-6678  
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Logistics Worldwide Contract: GS-10F-0322U  
Schedule #: 874 V  
SINS: 874-501, 874-504, 874-507, 874-501RC, 874-504RC, 874-507RC  
DUNS #: 933935124  
Contract Period: 08/04/2008 – 08/03/2013

Established in 1981, American Medical Link, Inc. (AML) had its beginnings as a medical distribution company, serving primarily the export market. Since that time, AML has evolved to support the increasingly complex medical logistics needs of its clients. AML offers: end to end maintenance management for bio-medical equipment; supply chain management of medical supplies and equipment; acquisition services for pharmaceutical, medical surgical and health care items, as well as consulting services to facilitate the evaluation and development of business processes to maximize quality and cost effectiveness. As a contractor involved in performing services for the Navy Expeditionary Medical Support Command, AML is also actively involved in the planning and execution of medical logistics support for contingency operations and deployments.

Based in Somerset, New Jersey, the AML plant includes facilities for storage, distribution and shipment of supplies. AML is accredited with a Federal Drug Administration (FDA) Certification which allows for storage and security of controlled pharmaceuticals. Additionally, for those items requiring refrigerated storage, AML maintains the capability and can easily increase capacity. AML is very proud of its in-house, state of the art biomedical repair facility which provides diagnosis, repair, calibration and preventative maintenance of biomedical equipment to our clients.

American Medical Link understands services provided to our Government are essential to the welfare of this nation and require a special dedication to the mission of those agencies we serve. We take those responsibilities seriously. AML has the experience, technical acumen, professional staff, financial capability, and organizational strength to provide quality medical logistics to the U.S. Government through this contracting vehicle.

# GENERAL SERVICES ADMINISTRATION

## Federal Acquisition Service

### *Authorized Federal Supply Schedule Price List*

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

#### Schedule for - Logistics Worldwide (Logworld)

Federal Supply Group: 874V Class: R706

Contract Number: GS-10F-0322U

For more information on ordering from Federal Supply Schedules

click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: August 5, 2008 through August 4, 2013

Contractor: American Medical Link, Inc.  
400 Appar Drive  
Somerset, NJ 08873 1154

Business Size: Small Business

Telephone: (732) 356-6163

Extension: 225

FAX Number: (732) 356-6678

Web Site: [www.amerlink.com](http://www.amerlink.com)

E-mail: [ekhokhar@amedlink.com](mailto:ekhokhar@amedlink.com)

Contract Administration: Ehtesham Khokhar

## CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-501, 874-504, 874-507, 874-501RC, 874-504RC, 874-507RC
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order: \$1,000,000.00

## **(CUSTOMER INFORMATION: Continued)**

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
  19. Terms and conditions of installation (if applicable): N/A
  20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
  - 20a. Terms and conditions for any other services (if applicable): N/A
  21. List of service and distribution points (if applicable): N/A
  22. List of participating dealers (if applicable): N/A
  23. Preventive maintenance (if applicable): N/A
  - 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
  - 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
  25. Data Universal Numbering System (DUNS) number: 93-3935124
  26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered
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**Attach Revised Prices Here**

Schedule For Logistics Worlwide (Logworld)  
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**American Medical Link, Inc. Government Site Rates**

Cross Ref. Labor	Labor Classification	Category	Rate 7/01/08 - 6/30/09	Rate 7/01/09 - 6/30/10	Rate 7/01/10 - 6/30/11	Rate 7/01/11 - 6/30/12	Rate 7/01/12 - 6/30/13
1011	Accounting Clerk I	SCA	\$21.68	\$22.31	\$22.96	\$23.62	\$24.31
1012	Accounting Clerk II	SCA	\$22.00	\$22.64	\$23.29	\$23.97	\$24.67
1013	Accounting Clerk III	SCA	\$28.76	\$29.59	\$30.45	\$31.34	\$32.24
1020	Administrative Assistant	SCA	\$33.89	\$34.87	\$35.88	\$36.92	\$38.00
1051	Data Entry Operator I	SCA	\$20.35	\$20.94	\$21.55	\$22.17	\$22.82
1052	Data Entry Operator II	SCA	\$26.76	\$27.54	\$28.33	\$29.16	\$30.00
1060	Dispatcher, Motor Vehicle	SCA	\$32.15	\$33.08	\$34.04	\$35.03	\$36.04
1070	Document Preparation Clerk	SCA	\$20.18	\$20.77	\$21.37	\$21.99	\$22.62
1111	General Clerk I	SCA	\$19.78	\$20.35	\$20.94	\$21.55	\$22.18
1112	General Clerk II	SCA	\$21.96	\$22.60	\$23.25	\$23.93	\$24.62
1113	General Clerk III	SCA	\$24.14	\$24.84	\$25.56	\$26.30	\$27.06
1141	Messenger Courier	SCA	\$16.88	\$17.37	\$17.87	\$18.39	\$18.92
1191	Order Clerk I	SCA	\$21.48	\$22.10	\$22.74	\$23.40	\$24.08
1192	Order Clerk II	SCA	\$24.10	\$24.80	\$25.52	\$26.26	\$27.02
1270	Production Control Clerk	SCA	\$28.97	\$29.81	\$30.67	\$31.56	\$32.48
1290	Rental Clerk	SCA	\$24.90	\$25.62	\$26.37	\$27.13	\$27.92
1300	Scheduler, Maintenance	SCA	\$24.14	\$24.84	\$25.56	\$26.30	\$27.06
1311	Secretary I	SCA	\$24.14	\$24.84	\$25.56	\$26.30	\$27.06
1312	Secretary II	SCA	\$27.17	\$27.96	\$28.77	\$29.60	\$30.46
1313	Secretary III	SCA	\$28.97	\$29.81	\$30.67	\$31.56	\$32.48
1320	Service Order Dispatcher	SCA	\$26.48	\$27.25	\$28.04	\$28.85	\$29.69
1410	Supply Technician	SCA	\$43.34	\$44.60	\$45.89	\$47.22	\$48.59
1531	Travel Clerk I	SCA	\$17.58	\$18.09	\$18.61	\$19.15	\$19.71
1611	Word Processor I	SCA	\$22.94	\$23.61	\$24.29	\$24.99	\$25.72
1612	Word Processor II	SCA	\$25.32	\$26.05	\$26.81	\$27.59	\$28.39
1613	Word Processor III	SCA	\$27.90	\$28.71	\$29.54	\$30.40	\$31.28
5070	Automotive Worker	SCA	\$33.90	\$34.88	\$35.89	\$36.94	\$38.01
5110	Mobile Equipment Servicer	SCA	\$31.33	\$32.24	\$33.17	\$34.14	\$35.13
5190	Motor Vehicle Mechanic	SCA	\$37.18	\$38.26	\$39.37	\$40.51	\$41.68
5220	Motor Vehicle Mechanic Helper	SCA	\$29.59	\$30.45	\$31.33	\$32.24	\$33.17
5280	Motor Vehicle Wrecker	SCA	\$33.90	\$34.88	\$35.89	\$36.94	\$38.01
5370	Tire Repairer	SCA	\$21.12	\$21.73	\$22.36	\$23.01	\$23.68
11090	Gardner	SCA	\$25.11	\$25.84	\$26.59	\$27.36	\$28.15
11150	Janitor	SCA	\$23.32	\$24.00	\$24.69	\$25.41	\$26.15

Schedule For Logistics Worlwide (Logworld)  
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11210	Laborer Grounds Maint	SCA	\$21.31	\$21.93	\$22.56	\$23.22	\$23.89
11360	Window Cleaner	SCA	\$27.74	\$28.54	\$29.37	\$30.22	\$31.10
12250	Pharmacy Technician	SCA	\$18.96	\$19.51	\$20.08	\$20.66	\$21.26
13041	Illustrator I	SCA	\$27.98	\$28.79	\$29.63	\$30.49	\$31.37
13042	Illustrator II	SCA	\$36.22	\$37.27	\$38.35	\$39.46	\$40.61
13043	Illustrator III	SCA	\$41.75	\$42.96	\$44.21	\$45.49	\$46.81
14041	Computer Operator I	SCA	\$24.14	\$24.84	\$25.56	\$26.30	\$27.06
14042	Computer Operator II	SCA	\$27.17	\$27.96	\$28.77	\$29.60	\$30.46
14043	Computer Operator III	SCA	\$29.35	\$30.20	\$31.08	\$31.98	\$32.91
14044	Computer Operator IV	SCA	\$34.07	\$35.06	\$36.07	\$37.12	\$38.20
14045	Computer Operator V	SCA	\$35.76	\$36.80	\$37.86	\$38.96	\$40.09
14071	Computer Programmer I	SCA	\$28.26	\$29.08	\$29.92	\$30.79	\$31.68
14072	Computer Programmer II	SCA	\$36.76	\$37.83	\$38.92	\$40.05	\$41.21
14073	Computer Programmer III	SCA	\$36.76	\$37.83	\$38.92	\$40.05	\$41.21
14074	Computer Programmer IV	SCA	\$36.76	\$37.83	\$38.92	\$40.05	\$41.21
14101	Computer Systems Analyst I	SCA	\$36.76	\$37.83	\$38.92	\$40.05	\$41.21
14102	Computer Systems Analyst II	SCA	\$36.76	\$37.83	\$38.92	\$40.05	\$41.21
14103	Computer Systems Analyst III	SCA	\$36.76	\$37.83	\$38.92	\$40.05	\$41.21
14150	Peripheral Equipment Operator	SCA	\$24.14	\$24.84	\$25.56	\$26.30	\$27.06
14160	Personal Computer Support Technician	SCA	\$34.07	\$35.06	\$36.07	\$37.12	\$38.20
21020	Forklift Operator	SCA	\$22.46	\$23.11	\$23.78	\$24.47	\$25.18
21030	Material Coordinator	SCA	\$25.51	\$26.25	\$27.01	\$27.79	\$28.60
21040	Material Expediter	SCA	\$25.51	\$26.25	\$27.01	\$27.79	\$28.60
21050	Material Handling Laborer	SCA	\$20.40	\$20.99	\$21.60	\$22.23	\$22.87
21071	Order Filler	SCA	\$17.50	\$18.01	\$18.53	\$19.07	\$19.62
21110	Shipping Packer	SCA	\$23.44	\$24.12	\$24.82	\$25.54	\$26.28
21130	Shipping/Receiving Clerk	SCA	\$21.95	\$22.59	\$23.24	\$23.92	\$24.61
21140	Store Worker I	SCA	\$19.20	\$19.76	\$20.33	\$20.92	\$21.53
21150	Stock Clerk	SCA	\$23.14	\$23.81	\$24.50	\$25.21	\$25.94
21210	Tools And Parts Attendant	SCA	\$22.46	\$23.11	\$23.78	\$24.47	\$25.18
21410	Warehouse Specialist	SCA	\$29.05	\$29.89	\$30.76	\$31.65	\$32.57
23110	Appliance Mechanic	SCA	\$31.16	\$32.06	\$32.99	\$33.95	\$34.93
23130	Carpenter, Maintenance	SCA	\$32.93	\$33.88	\$34.87	\$35.88	\$36.92
23160	Electrician, Maintenance	SCA	\$41.80	\$43.01	\$44.26	\$45.54	\$46.86

Schedule For Logistics Worlwide (Logworld)  
 Federal Supply Group: 874 V  
 Class: R706

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23181	Electronics Technician Maintenance I	SCA	\$27.24	\$28.03	\$28.84	\$29.68	\$30.54
23182	Electronics Technician Maintenance II	SCA	\$36.76	\$37.83	\$38.92	\$40.05	\$41.21
23183	Electronics Technician Maintenance III	SCA	\$38.03	\$39.13	\$40.27	\$41.44	\$42.64
23370	General Maintenance Worker	SCA	\$24.65	\$25.36	\$26.10	\$26.86	\$27.64
23380	Ground Support Equipment Mechanic	SCA	\$30.24	\$31.12	\$32.02	\$32.95	\$33.90
23381	Ground Support Equipment Servicer	SCA	\$26.93	\$27.71	\$28.51	\$29.34	\$30.19
23382	Ground Support Equipment Worker	SCA	\$28.18	\$29.00	\$29.84	\$30.70	\$31.59
	Heating, Ventilation And Air-Conditioning						
23410	Mechanic	SCA	\$28.93	\$29.77	\$30.63	\$31.52	\$32.43
23430	Heavy Equipment Mechanic	SCA	\$27.53	\$28.33	\$29.15	\$30.00	\$30.87
23440	Heavy Equipment Operator	SCA	\$31.56	\$32.48	\$33.42	\$34.39	\$35.38
23460	Instrument Mechanic	SCA	\$30.89	\$31.79	\$32.71	\$33.66	\$34.63
23465	Laboratory/Shelter Mechanic	SCA	\$29.24	\$30.09	\$30.96	\$31.86	\$32.78
23470	Laborer	SCA	\$20.10	\$20.68	\$21.28	\$21.90	\$22.53
23580	Maintenance Trades Helper	SCA	\$21.30	\$21.92	\$22.55	\$23.21	\$23.88
23760	Painter, Maintenance	SCA	\$27.84	\$28.65	\$29.48	\$30.33	\$31.21
23910	Small Engine Mechanic	SCA	\$25.82	\$26.57	\$27.34	\$28.13	\$28.95
23931	Telecommunications Mechanic I	SCA	\$32.77	\$33.72	\$34.70	\$35.70	\$36.74
23932	Telecommunications Mechanic II	SCA	\$33.91	\$34.89	\$35.91	\$36.95	\$38.02
23960	Welder, Combination, Maintenance	SCA	\$25.51	\$26.25	\$27.01	\$27.79	\$28.60
23970	Woodcraft Worker	SCA	\$30.24	\$31.12	\$32.02	\$32.95	\$33.90
23980	Woodworker	SCA	\$22.76	\$23.42	\$24.10	\$24.80	\$25.52
30090	Environmental Technician	SCA	\$30.61	\$31.50	\$32.41	\$33.35	\$34.32
30210	Laboratory Technician	SCA	\$27.40	\$28.19	\$29.01	\$29.85	\$30.72
30461	Technical Writer I	SCA	\$30.36	\$31.24	\$32.15	\$33.08	\$34.04
30462	Technical Writer II	SCA	\$36.32	\$37.37	\$38.46	\$39.57	\$40.72
30463	Technical Writer III	SCA	\$43.20	\$44.45	\$45.74	\$47.07	\$48.43
31043	Driver Courier	SCA	\$23.52	\$24.20	\$24.90	\$25.63	\$26.37
31361	Truckdriver, Light	SCA	\$24.83	\$25.55	\$26.29	\$27.05	\$27.84
31362	Truckdriver, Medium	SCA	\$26.11	\$26.87	\$27.65	\$28.45	\$29.27
31363	Truckdriver, Heavy	SCA	\$27.38	\$28.17	\$28.99	\$29.83	\$30.70
31364	Truckdriver, Tractor-Trailer	SCA	\$27.38	\$28.17	\$28.99	\$29.83	\$30.70
A	Executive Manager	Exempt	\$248.14	\$255.34	\$262.74	\$270.36	\$278.20
B	Program Manager	Exempt	\$193.55	\$199.16	\$204.94	\$210.88	\$217.00

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C	Project Manager	Exempt	\$117.69	\$121.10	\$124.61	\$128.23	\$131.95
D	Task Manager	Exempt	\$117.12	\$120.52	\$124.01	\$127.61	\$131.31
E	Senior Logistics SME	Exempt	\$173.70	\$178.74	\$183.92	\$189.25	\$194.74
F	Junior Logistics SME	Exempt	\$124.07	\$127.67	\$131.37	\$135.18	\$139.10
G	Logistics Specialist II	Exempt	\$109.18	\$112.35	\$115.60	\$118.96	\$122.41
H	Logistics Specialist I	Exempt	\$91.32	\$93.97	\$96.69	\$99.50	\$102.38
I	Logistics Documentation Specialist	Exempt	\$84.37	\$86.82	\$89.33	\$91.93	\$94.59
J	Package Handling Storage SME	Exempt	\$109.18	\$112.35	\$115.60	\$118.96	\$122.41
K	Package Handling Storage Specialist II	Exempt	\$107.20	\$110.31	\$113.51	\$116.80	\$120.19
L	Package Handling Storage Specialist I	Exempt	\$84.37	\$86.82	\$89.33	\$91.93	\$94.59
M	Acquisition SME	Exempt	\$129.03	\$132.77	\$136.62	\$140.58	\$144.66
N	Acquisition Specialist II	Exempt	\$99.26	\$102.14	\$105.10	\$108.15	\$111.28
O	Acquisition Specialist I	Exempt	\$75.43	\$77.62	\$79.87	\$82.18	\$84.57
P	Transportation SME	Exempt	\$148.88	\$153.20	\$157.64	\$162.21	\$166.92
Q	Transportation Specialist II	Exempt	\$109.18	\$112.35	\$115.60	\$118.96	\$122.41
R	Transportation Specialist I	Exempt	\$99.26	\$102.14	\$105.10	\$108.15	\$111.28
S	Information Tech Engineer II	Exempt	\$132.00	\$135.83	\$139.77	\$143.82	\$147.99
T	Information Tech Engineer I	Exempt	\$129.00	\$132.74	\$136.59	\$140.55	\$144.63
U	Financial Analyst I	Exempt	\$79.40	\$81.70	\$84.07	\$86.51	\$89.02
V	Senior Analyst General	Exempt	\$99.26	\$102.14	\$105.10	\$108.15	\$111.28
W	Junior Analyst General	Exempt	\$84.37	\$86.82	\$89.33	\$91.93	\$94.59
X	Bio-Medical Engineer SME	Exempt	\$198.51	\$204.27	\$210.19	\$216.29	\$222.56
Y	Bio-Medical Engineer	Exempt	\$148.88	\$153.20	\$157.64	\$162.21	\$166.92
Z	Lead Bio-Medical Technician	Exempt	\$73.61	\$75.74	\$77.94	\$80.20	\$82.53
AA	Bio-Medical Technician Sr	Exempt	\$48.64	\$50.05	\$51.50	\$53.00	\$54.53
BB	Bio-Medical Technician	Exempt	\$46.67	\$48.02	\$49.42	\$50.85	\$52.32

## American Medical Link Labor Descriptions

### 1. AML labor descriptions for non-exempt labor are as follows:

1011	Accounting Clerk I	<p>HS Diploma Required and at least 1 year experience. This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.</p>
1012	Accounting Clerk II	<p>HS Diploma Required and at least 3 years experience. This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.</p>
1013	Accounting Clerk III	<p>HS Diploma Required/Associates Degree Desired and at least 5 years experience. The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.</p>
1020	Administrative Assistant	<p>HS Diploma required and at least 2 years experience. In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.</p>
1051	Data Entry Operator I	<p>HS Diploma required. This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.</p>
1052	Data Entry Operator II	<p>HS Diploma required and at least 2 years experience. This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.</p>
1060	Dispatcher, Motor Vehicle	<p>HS Diploma required and at least 2 years experience. This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver</p>

credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and

1070	Document Preparation Clerk	<p>HS Diploma required. This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.</p> <p>HS Diploma required. This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.</p>
1111	General Clerk I	<p>HS Diploma required and at least 2 years experience. This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.</p>
1112	General Clerk II	<p>HS Diploma required and at least 4 years experience. This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.</p>
1113	General Clerk III	<p>The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.</p>
1141	Messenger Courier	<p>HS Diploma and drivers license required. The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.</p>
1191	Order Clerk I	<p>HS Diploma required. This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.</p>
1192	Order Clerk II	<p>HS Diploma required and at least 2 years experience. This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be</p>

quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

HS Diploma required and at least 4 years experience. This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

1270 Production Control Clerk

HS Diploma required. This position performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. The Rental Clerk receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follows up on income re-certifications.

1290 Rental Clerk

HS Diploma required and at least 3 years experience in maintenance scheduling. This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

1300 Scheduler, Maintenance

HS Diploma required. This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

1311 Secretary I

HS Diploma required and at least 3 years experience. Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor. LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments.

1312 Secretary II

1313 Secretary III

HS Diploma required and at least 5 years experience. LR-3 uses greater judgment and

initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered.

1320	Service Order Dispatcher	<p>HS Diploma required and at least 1 years experience. This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.</p>
1410	Supply Technician	<p>HS Diploma required and at least 3 years experience. This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines.</p>
1531	Travel Clerk I	<p>HS Diploma required and at least 1 year experience. Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.</p>
1611	Word Processor I	<p>HS Diploma required and knowledge of Microsoft office applications. This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.</p>
1612	Word Processor II	<p>HS Diploma required and 2 years experience with Microsoft office applications. This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations; Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.</p>
1613	Word Processor III	<p>HS Diploma required and 5 years experience with Microsoft office applications. Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently</p>

completes assignments and resolves problems.

5070	Automotive Worker	<p>HS Diploma and Trade School or 3 years experience. The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker places and maintains decals on vehicles, checks and replaces batteries, rotates, repairs, and replaces tires, washes, polishes, and cleans interiors and exteriors of vehicles, drains, flushes, and replaces engine, transmission, and differential grease and oils, checks, cleans, calibrates, and replaces spark plugs, cleans and replaces oil and air filters. The Automotive Worker adjusts brakes, replaces windshield wipers, and similar minor parts, assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items, maintains tools and equipment, and cleans work areas.</p>
5110	Mobile Equipment Servicer	<p>HS Diploma and Trade School or 5 years experience. Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.</p>
5190	Motor Vehicle Mechanic	<p>HS Diploma and Trade School or 3 years experience. The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.</p>
5220	Motor Vehicle Mechanic Helper	<p>HS Diploma and 1 years experience. The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.</p>
5280	Motor Vehicle Wrecker	<p>HS Diploma, License and 3 years experience. The Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator) operates gasoline, diesel, or electric-powered vehicle equipped with special equipment used to tow vehicles or equipment.</p>
5370	Tire Repairer	<p>HS Diploma and Trade School or 3 years experience. The Tire Repairer repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench, removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist, locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture, and seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools.</p>
11090	Gardner	<p>Three years experience. The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and 30 power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.</p>
11150	Janitor	<p>One year work experience. The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or</p>

other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

11210	Laborer Grounds Maint	One year work experience. The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.
11360	Window Cleaner	One year window cleaning experience. The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.
12250	Pharmacy Technician	HS Diploma and Technician Certificate of Training or 5 years experience. Duties for Pharmacy Technician include the following: prepare and dispense medications, maintain related records for patients in hospital or clinic under supervision of pharmacist; prepare, package, label and distribute medication doses prescribed by physician. This technician maintains patient medication profile records, utilizing compute, and maintains inventories of drugs and supplies; performing such duties as placing drug and supply orders with vendors, stocking shelves, rotating stock and checking expiration date of pharmaceuticals.
13041	Illustrator I	HS Diploma and Trade School or 2 years experience. Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.
13042	Illustrator II	HS Diploma and Trade School and 2 years experience. The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally, Illustrator II executes drawings 45 that have been conceived by others and presented in the form of rough sketches. This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.
13043	Illustrator III	HS Diploma and Trade School and 4 years experience. The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of

Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium.

The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

HS Diploma required. Trade School or college but 2 years experience can be substituted. The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

14041 Computer Operator I

HS Diploma required. Trade School or college but 3 years experience can be substituted. The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

14042 Computer Operator II

HS Diploma required. Trade School or college and 2 years experience. The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

14043 Computer Operator III

HS Diploma required. Trade School or college and 5 years experience. The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution 52

14044 Computer Operator IV

(e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

College Diploma required and 5 years experience. The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.

14045 Computer Operator V

14071	Computer Programmer I (1)	<p>HS diploma required and some college or trade school. Two years experience can be substituted for college/trade school. The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision.</p>
14072	Computer Programmer II	<p>HS diploma required and some college or trade school. Four years experience can be substituted for college/trade school. At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.</p>
14073	Computer Programmer III	<p>College or Trade School Degree required and 3 years experience. As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications.</p>
14074	Computer Programmer IV	<p>College or Trade School Degree required and 5 years experience. The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.</p>
14101	Computer Systems Analyst I	<p>College or Trade School Degree required. At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.</p>
14102	Computer Systems Analyst II	<p>This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided. College or Trade School Degree required and 3 years experience. This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.</p>

14103	Computer Systems Analyst III	<p>College or Trade School Degree required and 5 years experience. The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.</p>
14150	Peripheral Equipment Operator	<p>HS diploma required and some college or trade school. Two years experience can be substituted for college/trade school. The Peripheral Equipment Operator operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.</p>
14160	Personal Computer Support Technician	<p>HS diploma required and some college or trade school. Three years experience can be substituted for college/trade school. The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for 59 stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.</p>
21020	Forklift Operator	<p>HS diploma required and trade school. Two years experience can be substituted for trade school. The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.</p>
21030	Material Coordinator	<p>HS diploma required and trade school. Two years experience can be substituted for trade school. The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified.</p>
21040	Material Expediter	<p>HS diploma required and trade school. Four years experience can be substituted for trade school. The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket</p>

		<p>specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.</p>
21050	Material Handling Laborer	<p>HS diploma required. This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.</p>
21071	Order Filler	<p>HS diploma required and one year experience. The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.</p>
21110	Shipping Packer	<p>HS diploma required and one year experience. This position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container.</p>
		<p>HS diploma required and two years experience. The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.</p>
21130	Shipping/Receiving Clerk	
		<p>HS diploma required and one year experience. The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.</p>
21140	Store Worker I	
		<p>HS diploma required and two years experience. The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves,</p>
21150	Stock Clerk	

according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

21210 Tools And Parts Attendant

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

21410 Warehouse Specialist

HS Diploma and Trade School. Three years experience can be substituted for trade school. The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This person connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

23110 Appliance Mechanic

HS Diploma and Trade School. Three years experience can be substituted for trade school. The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23130 Carpenter, Maintenance

HS Diploma and Trade Certification Required. Three years experience can be substituted for trade school. An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and

23160 Electrician, Maintenance

		<p>diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the 76 work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.</p> <p>HS Diploma and Trade School. Three years experience can be substituted for trade school. The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.</p>
23181	Electronics Technician Maintenance I	<p>HS Diploma and Trade Certification Required. Two years experience. The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.</p>
23182	Electronics Technician Maintenance II	<p>HS Diploma and Trade Certification Required. Four years experience. The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.</p>
23183	Electronics Technician Maintenance III	<p>HS Diploma required. The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor</p>
23370	General Maintenance Worker	<p>tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.</p> <p>HS Diploma and Trade School. Three years experience can be substituted for trade school. The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools.</p>
23380	Ground Support Equipment Mechanic	<p>HS Diploma and Trade School. Five years experience can be substituted for trade school. The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support</p>
23381	Ground Support Equipment Servicer	

23382	Ground Support Equipment Worker	<p>Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.</p> <p>HS Diploma and Trade School. Three years experience can be substituted for trade school. The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components.</p> <p>In addition, the Ground</p>
23410	Heating, Ventilation And Air-Conditioning Mechanic	<p>HS Diploma and Trade School. Five years experience can be substituted for trade school. The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit.</p>
23430	Heavy Equipment Mechanic	<p>HS Diploma and Trade School. Five years experience can be substituted for trade school. The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.</p>
23440	Heavy Equipment Operator	<p>HS Diploma and License. Three years experience required. The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.</p>
23460	Instrument Mechanic	<p>HS Diploma and Trade School. Five years experience can be substituted for trade school. The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as</p>

23465	Laboratory/Shelter Mechanic	<p>pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.</p> <p>HS Diploma and Trade School. Five years experience can be substituted for trade school. The Laboratory/Shelter Mechanic performs and, on occasion, will work alone performing removal, repair and installation to a variety of items pertaining to rebuilding and the repair of air transport galley laboratories, communications shelters, trailers and vans; this worker removes, repairs or replaces broken screws, bolts riv-nuts, pop rivets, brackets, skids, floors, and luge, etc. This person fills holes, dents and grooves on the various shelters with filer materials such as Scotch Weld, silastic, and plastic filler, fits positions and attaches patches, removes old and worn gaskets and replaces insuring that gasket is fitted properly to assure water tightness. On occasion, this mechanic removes, makes minor repairs, installs minor appliances, installs the various marking and identifications plates, works with higher-grade employees in providing estimates as to man-hours required to accomplish repairs. On familiar projects, this mechanic works with technical manuals and repair specifications and procedures, properly laying out and installing equipment racks, brackets, tool boards, holding devices, benches, mounts tables, etc.</p>
23470	Laborer	<p>One year work experience. The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.</p>
23580	Maintenance Trades Helper	<p>One year work experience. The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.</p>
23760	Painter, Maintenance	<p>Two years work experience. The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.</p>
23910	Small Engine Mechanic	<p>HS Diploma and Trade School. Three years experience can be substituted for trade school. The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts</p>

repaired engines and listens to sounds to test performance.

23931	Telecommunications Mechanic I	<p>HS Diploma and Trade School. Three years experience can be substituted for trade school. The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.</p> <p>HS Diploma and Trade School. Five years experience can be substituted for trade school. The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.</p>
23932	Telecommunications Mechanic II	<p>HS Diploma and Trade School. Three years experience can be substituted for trade school. This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.</p>
23960	Welder, Combination, Maintenance	<p>HS Diploma and Trade School. Three years experience can be substituted for trade school. The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing 92 specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.</p>
23970	Woodcraft Worker	<p>HS Diploma and Trade School. Three years experience can be substituted for trade school. The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings</p>
23980	Woodworker	

to crates and containers.

30090	Environmental Technician	<p>HS Diploma, Trade School or college degree. One year experience. The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.</p> <p>Associates or College Certification. One year experience. The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. This incumbent sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. This worker performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process.</p>
30210	Laboratory Technician	<p>HS Degree and 2 years experience. College degree can be substituted for work experience. The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.</p>
30461	Technical Writer I	<p>HS Degree and 4 years experience. College degree and one year experience can be substituted. In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.</p>
30462	Technical Writer II	<p>HS Degree and 7 years experience. College degree and three years experience can be substituted. The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.</p>
30463	Technical Writer III	<p>The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.</p>
31043	Driver Courier	<p>HS Diploma and License required. The truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as:</p>
31361	Truckdriver, Light	

		manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Straight truck, less than 1 1/2 tons, usually 4 wheels. HS Diploma and License required. The truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Straight truck, over 4 tons, usually 10 wheels.
31362	Truckdriver, Medium	HS Diploma and License required. Two years experience. The truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.
31363	Truckdriver, Heavy	HS Diploma and License required. Three years experience. The truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.
31364	Truckdriver, Tractor-Trailer	

**2. AML definitions for exempt labor categories are as follows. Please refer to the lettering on the exempt labor category on the pricing list to match the definition with the labor category:**

**A. EXECUTIVE MANAGER**

**Education:** M.S., M.A., or MBA degree.

**Basic Experience:** Typically has more than 12 years experience managing large, complex multi-disciplinary projects in a task order environment.

**Duties:** Performs senior level leadership and oversight of large, complex, and sensitive logistics efforts and works with the most senior members of the client organization to ensure that overall project direction and expectations are being met. May perform data collection and interviews with senior government personnel (e.g. SES and Appointees). Directs activities for those logistics engagement for which they are responsible. May facilitate meetings with Senior Government personnel. Where appropriate, the Executive Manager would oversee the activities of all contract personnel.

**B. PROGRAM MANAGER**

**Education:** M.S., M.A., or MBA degree.

**Basic Experience:** Typically has more than 10 years experience managing large, complex multi-disciplinary projects in a task order environment.

**Duties:** Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates effective written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. The Program Manager maintains and manages the client interface at the senior levels.

**C. PROJECT MANAGER**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 8 or more years experience managing large, complex technical efforts involving multiple facets of an engineering discipline.

**Duties:** Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, or maintaining complex systems. Demonstrates proven skills in those technical areas addressed by the specific task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills. The Project Manager interfaces directly with the Government Project Manager or Program manager in the management and execution of the assigned task.

#### **D. TASK MANAGER**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 4 to 6 years experience managing complex engineering or technical efforts involving multidisciplinary teams. At least 3 years direct supervision of personnel involved in executing tasks in a task order environment. Must be capable of leading projects involving successful management of teams composed of subject matter experts, engineers, scientists, and/or management professionals engaged in technical/analytical support efforts.

**Duties:** Performs day-to-day management of individual contract task orders. Organizes, directs, and coordinates planning and production of all task order support activities. Demonstrates written and oral communication skills. Works (as necessary) with corporate management to direct effective contract support activities. Maintains primary client interface at the task order level. Manages contractor staff assigned to specific task order.

#### **E. SENIOR LOGISTICS SUBJECT MATTER EXPERT (SME)**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 12 or more years experience providing logistics support for major systems or conducting logistics analyses.

**Duties:** Provides high-level consultation support to task personnel involved in performing tasking associated with logistics engineering, analytical, or acquisition projects. Provides guidance on the preparation of integrated logistic plans, policies and procedures for logistic support for major systems. Ensures proper logistics considerations are included in system development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts, plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analysis associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance. Provides oversight and guidance to junior logistics personnel.

#### **F. JUNIOR LOGISTICS SUBJECT MATTER EXPERT (SME)**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically have 8 or more years experience providing logistics support for major systems or conducting logistics analyses.

**Duties:** Provides high-level consultation support to task personnel involved in performing tasking associated with logistics engineering, analytical, or acquisition projects. Provides guidance on the preparation of integrated logistic plans and policies and procedures for logistic support for major systems. Ensures that proper logistics considerations are included in system development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance. May supervise junior technical staff.

#### **G. LOGISTICS SPECIALIST, LEVEL II**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 5 to 7 years experience providing logistic analysis for acquisition and operations functions.

**Duties:** Supports the program manager and task managers in the performance of logistics technical analyses. This includes the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Assists in the conduct of system design alternatives analysis and other logistics analyses. Provides guidance and supervision to junior logistics specialist personnel.

#### **H. LOGISTICS SPECIALIST, LEVEL I**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 3 to 5 years experience providing logistic support for major systems.

**Duties:** Supports the program manager and task managers in the performance of logistics technical analyses. This includes the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Assists in the conduct of system design alternatives analysis and other logistics analyses.

#### **I. LOGISTICS DOCUMENTATION SPECIALIST**

**Education:** Associate's degree.

**Basic Experience:** A minimum of 5 years experience in this area.

**Duties:** Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

#### **J. PACKAGING, HANDLING, STORAGE SME**

**Education:** B.A. or B.S. degree.

**Basic Experience:** 8 or more years experience in the field of packaging, handling, and storage.

**Duties:** Provides high-level subject matter expertise for logistics analyses and other projects in the areas of packaging, storage, and transportation. Provides consultation on packaging issues such as packaging, labeling, bar-coding technology analysis, design, and implementation. Provides consultation in the area of material handling, to include analyses to support the design, operations, and maintenance of material handling systems; hazardous material handling procedures; recycling; and shipping/receiving. Provides consultation to logistics analyses in the areas of storage, to include: preservation, packing and crating, and/or storage of hazardous materials.

#### **K. PACKAGING, HANDLING, AND STORAGE SPECIALIST, LEVEL II**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 5 to 7 years experience providing PHS support for major systems.

**Duties:** Directly supports the project/task manager in the execution of task order activities in the area of packaging, handling, and storage (PHS). Performs day-to-day management of assigned task order projects in the PHS area. Organizes, directs, and supervises other project personnel in the execution of task order activities. Provides technical assistance and analytical support for logistics analyses and other projects in the areas of packaging, storage, and/or transportation. Provides technical/analytical/ engineering support on packaging issues such as packaging, labeling, bar-coding technology analysis, design, and/or implementation. Provides technical/analytical/ engineering support in the area of material handling, to include analyses to support the design, operations, and maintenance of material handling systems; hazardous material handling procedures; recycling; and shipping/receiving. Provides technical/analytical/engineering to logistics analyses in the areas of storage, to include: preservation, packing and crating, storage of hazardous materials.

#### **L. PACKAGING, HANDLING, AND STORAGE ENGINEER, LEVEL I**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 3 to 5 years experience providing logistic support for major systems.

**Duties:** Directly supports the project/task manager in the execution of task order activities in the area of packaging, handling, and storage. Provides technical assistance and analytical support for logistics analyses and other projects in the areas of packaging, storage, and transportation. Provides technical/analytical/engineering assistance on packaging issues such as packaging, labeling, bar-coding technology analysis, design, and/or implementation. Provides technical/analytical/engineering assistance in the area of material handling, to include analyses to support the design, operations, and maintenance of material handling systems; hazardous material handling procedures; recycling; and shipping/receiving. Provides technical/analytical/ engineering assistance to logistics analyses in the areas of storage, to include: preservation, packing and crating, storage of hazardous materials.

#### **M. ACQUISITION SUBJECT MATTER EXPERT**

**Education:** B.A. or B.S. degree.

**Basic Experience:** 8 or more years of experience in the field of acquisition.

**Duties:** Provides high-level subject matter acquisition expertise in support of logistics planning and analytical activities. Is familiar with the Federal Acquisition Regulations (FAR) and can apply the concepts in the context of logistics task efforts. Is familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include: development of the solicitation material, the solicitation review process, and the contract award process. Additionally, the Acquisition SME can assist the development of milestone documentation to support a major systems acquisition. May supervise acquisition specialists.

#### **N. ACQUISITION SPECIALIST, LEVEL II**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 5 to 7 years experience providing acquisition logistic support.

**Duties:** Provides a full spectrum of acquisition logistics support to a product or system throughout its entire life-cycle. Responsibilities would include: general logistics consultation support, development, and preparation of acquisition milestone documentation, acquisition planning, development of specifications/performance-based work statements, and/or integrated logistics support plans (ILSPs). Additional responsibilities may include: performing market analyses, conducting needs assessments, configuration management support, development/management of maintenance procedures/technical manuals, and vendor management. Duties may also include conducting various logistics support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment readiness analyses. Also would provide assistance in developing and monitoring program funding plans. Performs day-to-day management of assigned task order projects in the acquisition logistics area. Organizes, directs, and supervises other project personnel in the execution of task order activities.

#### **O. ACQUISITION SPECIALIST, LEVEL I**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 3 to 5 years experience providing acquisition logistic support.

**Duties:** Assists in providing a full spectrum of acquisition logistics support to a product or system throughout its entire life-cycle. Responsibilities would include: General logistics consultation support, assistance in development and preparation of acquisition milestone documentation, acquisition planning, development of specifications/performance-based work statements, and integrated logistics support plans (ILSPs). Additional responsibilities may include: supporting market analyses, supporting customer needs assessments, configuration management support, assisting in development/management of maintenance procedures/technical manuals, and vendor management. Duties may also include assisting with various logistics support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment readiness analyses. Also would provide assistance in developing and monitoring program funding plans.

#### **P. TRANSPORTATION SUBJECT MATTER EXPERT**

**Education:** B.A. or B.S. degree.

**Basic Experience:** 8 or more years of experience in the field of distribution and transportation logistics.

**Duties:** Provides high-level consultation to distribution and transportation analyses. Provides expertise in distribution system analysis, development, and management; location modeling and distribution network analysis. Also provides technical assistance in fleet planning; operations and maintenance; carrier management and/or routing; and freight

management (forwarding, consolidation). Provide consultation on distribution and transportation technology, including tracking system analysis, design, operations, and management). Manages and directs transportation specialists.

#### **Q. TRANSPORTATION SPECIALIST, LEVEL II**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 5 to 7 years experience providing transportation consulting support.

**Duties:** Provides a full range of distribution and transportation analyses in support of Government programs. Supports the program manager by providing direct management and analytical support in distribution system analysis, development, and management; location modeling and distribution network analysis. Also provides analytical support and management of fleet planning; operations and maintenance; carrier management and routing; and freight management (forwarding, consolidation) activities. Provides analytical support and management of distribution and transportation technologies, including tracking system analysis, design, operations, and management). Performs day-to-day management of assigned task order projects in the transportation area. Organizes, directs, and supervises other project personnel in the execution of task order activities.

#### **R. TRANSPORTATION SPECIALIST, LEVEL I**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 2 to 4 years experience providing transportation consulting support.

**Duties:** Assists in providing a full range of distribution and transportation analyses in support of Government programs. Assists the program manager by providing direct management and analytical support in distribution system analysis, development, and management; location modeling; and distribution network analysis. Also assists with analytical support and/or management of fleet planning, operations, and maintenance; carrier management and routing; and freight management (forwarding, consolidation) activities. Provides analytical assistance and management of distribution and transportation technologies, including tracking system analysis.

#### **S. INFORMATION TECHNOLOGY ENGINEER, LEVEL II**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 5 to 7 years experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming.

**Duties:** Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering for logistics systems. Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration and planning documents. Supervises information engineers assigned to support system development or analysis efforts.

#### **T. INFORMATION TECHNOLOGY ENGINEER, LEVEL I**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 2 to 4 years experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming.

**Duties:** Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering for logistics systems. Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration and planning documents.

#### **U. FINANCIAL ANALYST, LEVEL I**

**Education:** B.A. or B.S. degree.

**Basic Experience:** Typically has 4 to 6 years financial analysis or management experience.

**Duties:** Provides support to technical logistics analyses. Provides cost estimating, life-cycle costing, and cost benefit analyses in support of acquisition programs and other logistics analyses. Supports the development and analysis of logistics support and information technology alternatives. Assists in the development of capital plans for major logistics

acquisitions. Supports logistics business process reengineering studies through the development of baseline cost models and "to be" cost models. Performs "should cost" analysis and trade studies related to cost trade-off options for major systems development or procurement. Prepares acquisition milestone program documentation to support milestone decisions. Prepares budget submissions in support of major logistics acquisition programs. Monitors program funding and expenditures.

#### **V. SENIOR ANALYST (General)**

**Education:** B.A. or B.S. degree.

**Basic Experience:** 3 to 5 years experience in a general business, management, public administration, or technical field.

**Duties:** Provides general project support for logistics efforts. Support may include but is not limited to: development and management of data collection and project management spreadsheets; development of briefings and information papers; data collection assistance, and meeting attendance. Provides input to reports and other deliverables as directed. Assists in the conduct of complex logistics analyses in support of larger project efforts.

#### **W. JUNIOR ANALYST (General)**

**Education:** B.A. or B.S. degree.

**Basic Experience:** 1 to 3 years experience in a general business, management, public administration, or technical field.

**Duties:** Provides basic project support. Support may include but is not limited to: development and management of spreadsheets; development of briefings and information papers; data collection assistance, and meeting attendance. Conducts basic research and analysis as directed by task manager. Provides input to deliverables as required. Assists with deliverable production.

#### **X. BIO-MEDICAL SUBJECT MATTER EXPERT**

**Education:** M.S. or PHD Degree.

**Basic Experience:** 8 or more years of experience in the field of bio-medical and laboratory management.

**Duties:** Provides high-level subject matter expertise in support of management of bio-medical and laboratory systems. Is very familiar with applicable Federal regulations and can apply those concepts in the context of quality assurance of those systems. Provides guidance on cost effective repair, calibration and testing of systems and provides insight into systemic defaults. Is competent in the establishment of preventative maintenance programs, support requirements and quality assurance programs. Can provide complex fault analysis or determination of additional resources necessary for the analysis. Additionally, the Bio-medical SME can assist in the development of milestone documentation to support equipment changes or updates. May supervise bio-medical specialists.

#### **Y. BIO-MEDICAL ENGINEER**

**Education:** B.S. degree.

**Basic Experience:** 5-7 years experience in the field of bio-medical and laboratory management.

**Duties:** Provides subject matter expertise in support of management of bio-medical and laboratory systems. Is familiar with applicable Federal regulations and can apply those concepts in the context of quality assurance of those systems. Provides guidance on cost effective repair, calibration and testing of these systems and provides insight into systemic defaults. Is competent in the establishment of preventative maintenance programs and support requirements. Can provide fault analysis or determination of additional resources necessary for the analysis. May provides quality assurance inspections. May supervise bio-medical specialists. Understands hazmat and decontamination procedures and can systemically assess these procedures for safety compliance and process improvement.

#### **Z. Lead BIO-MEDICAL Technician**

**Education:** Technical Apprenticeship and H.S. Diploma and or B.S. degree.

**Basic Experience:** 5-7 years experience in the field of bio-medical and laboratory equipment repair and calibration. 2-3 years experience managing a bio-medical maintenance team.

**Duties:** Provides expertise in the repair and calibration of bio-medical and laboratory systems. Is familiar with applicable Federal regulations and can apply those concepts in the context of quality assurance of those systems. Understands hazmat and decontamination procedures and can provide basic training and compliance assessment to other technicians. Can provide preliminary fault analysis. Provides recommendations to cost effective repair, calibration and testing of

systems. Appropriately documents maintenance records for all equipment. Employs quality assurance techniques while inspecting completed work. Understands and applies approved laboratories and maintenance manuals when conducting repair. Manages and trains technicians. Identifies and recommends solutions for systemic equipment faults or failures.

**AA. BIO-MEDICAL Technician Sr.**

**Education:** Technical Apprenticeship and H.S. Diploma and or B.S. degree.

**Basic Experience: 5-7 years experience in the field of bio-medical and laboratory equipment repair and calibration.**

**Duties:** Provides expertise in the repair and calibration of bio-medical and laboratory systems. Is familiar with applicable Federal regulations and can apply those concepts in the context of quality assurance of those systems. Can provide preliminary fault analysis. Provides recommendations to cost effective repair, calibration and testing of systems. Understands hazmat and decontamination procedures and can appropriately identify safety compliance. Appropriately documents maintenance records for all equipment. Employs quality assurance techniques while inspecting completed work. Understands and applies approved laboratories and maintenance manuals when conducting repair. Manages and trains technicians. Identifies systemic equipment faults or failures.

**BB. BIO-MEDICAL Technician**

**Education:** Technical Apprenticeship and H.S. Diploma and or B.S. degree.

**Basic Experience: 3-5 years experience in the field of bio-medical and laboratory equipment repair and calibration.**

**Duties:** Provides expertise in the repair and calibration of bio-medical and laboratory systems. Is familiar with applicable Federal regulations and can apply those concepts in the context of quality assurance of those systems. Is familiar with decontamination procedures and can ensure equipment has been properly handled. Receives special training on biomedical repair utilizing hazardous materials like inert gasses. Can provide preliminary fault analysis. Provides recommendations to cost effective repair, calibration and testing of systems. Appropriately documents maintenance records for all equipment. Employs quality assurance techniques while inspecting completed work. Understands and applies approved laboratories and maintenance manuals when conducting repair.

**CC. Quality Control BIO-MEDICAL Assistant I**

**Education:** Technical Apprenticeship and H.S. Diploma and or B.S. degree.

**Basic Experience: 3-5 years experience in the field of bio-medical and laboratory equipment repair and calibration. 1-2 years experience with quality assurance/quality control programs and inspection.**

**Duties:** Provides expertise in the repair and calibration of bio-medical and laboratory systems. Is familiar with applicable Federal regulations and can apply those concepts in the context of quality assurance of those systems. Is familiar with decontamination procedures and can assess whether proper procedures were followed—use of systemic quality control program enables this individual to identify specific systemic quality trends related to hazardous materials. Receives special training on biomedical repair utilizing hazardous materials like inert gasses. Can provide preliminary fault analysis. Provides recommendations to cost effective repair, calibration and testing of systems. Appropriately documents maintenance records for all equipment. Employs quality assurance techniques while inspecting completed work. Understands and applies approved laboratories and maintenance manuals when conducting repair. Conducts quality control inspection and analysis planning. Provides training and feedback on maintenance processes as the result of quality control deficiencies identified during inspection.

**DD. Quality Control BIO-MEDICAL Assistant II**

**Education:** B.S. degree.

**Basic Experience: 3-5 years experience in the field of bio-medical and laboratory equipment repair and calibration. 3-5 years experience with quality assurance/quality control programs and inspection.**

**Duties:** Provides expertise in the repair and calibration of bio-medical and laboratory systems. Is familiar with applicable Federal regulations and can apply those concepts in the context of quality assurance of those systems. . Is familiar with decontamination procedures and can assess whether proper procedures were followed—use of systemic quality control program enables this individual to identify specific systemic quality trends related to hazardous materials. Receives special training on biomedical repair utilizing hazardous materials like inert gasses. Provide preliminary fault analysis.

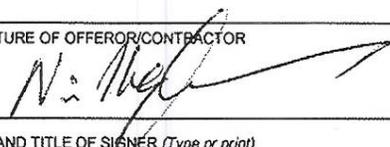
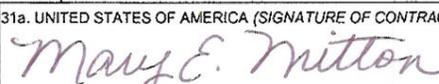
Provides recommendations to cost effective repair, calibration and testing of systems. Appropriately documents maintenance records for all equipment. Employs quality assurance techniques while inspecting completed work. Understands and applies approved laboratories and maintenance manuals when conducting repair. Conducts quality control inspection and analysis planning. Provides training and feedback on maintenance processes as the result of quality control deficiencies identified during inspection.

**EE. Pharmacist**

**Education:** Doctor of Pharmacy, PharmD

**Basic Experience:** 2-3 years experience as a licensed practicing Pharmacist.

**Duties:** Provides consulting expertise in the fields of pharmacology, chemistry, pharmaceutical chemistry, pharmacy practice (including drug interactions), medicine monitoring, medication management), pharmaceuticals, pharmacy law, physiology, anatomy, biochemistry, hepatology, and compounding medications. Is familiar with applicable Federal regulations and can apply those concepts in the context of quality assurance of pharmaceuticals. May provide expert assistance of pharmaceutical equivalency for varied manufacturers and products.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF 80 and Attachments
2. CONTRACT NO.  GS-10F-0322U	3. AWARD/EFFECTIVE DATE  8/5/2008	4. ORDER NUMBER  N/A	5. SOLICITATION TFTP-MB-008745-B (Refresh #4)	6. SOLICITATION ISSUE DATE  JULY 21, 2006	
7. FOR SOLICITATION INFORMATION CALL	A. NAME CALL AND SELECT "1, Management Services Center" OR EMAIL QUESTIONS TO: logworld@gsa.gov	B. TELEPHONE NUMBER (No collect calls)  1-800-241-RAIN (7246)	8. OFFER DUE DATE/ LOCAL TIME N/A (Standing Solicitation)		
9. ISSUED BY  GSA, Management Services Center Bid Custodian (10FT-BID) 400 15 <sup>th</sup> Street SW, Room 2757 Auburn, WA 98001-6599 <b>IMPORTANT: When responding, complete all lightly shaded blocks and return the entire package to the above address</b>		CODE   _____	10. THIS ACQUISITION IS  <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE      :% For: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN- <input type="checkbox"/> 8(a) OWNED SMALL BUSINESS  NAICS: VARIOUS - See Solicitation Paragraph A.1 SIZE STANDARD: See Solicitation Paragraph A.2		
11. DELIVERIES FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS: <b>Minimum: Net 30 Days</b>	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	14. METHOD OF SOLICITATION
<input checked="" type="checkbox"/> SEE SCHEDULE					
15. DELIVER TO  To be shown on each order issued under any contract resulting from this solicitation.		CODE   _____	16. ADMINISTERED BY  See Block 9		
17a. CONTRACTOR/OFFEROR  <b>American Medical Link, Inc</b> <b>400A Apgar Dr.</b> <b>Somerset, NJ 08873</b>	CODE   N/A	FACILITY CODE   N/A	18a. PAYMENT WILL BE MADE BY  See Block 15		CODE   _____
TELEPHONE NO. 732.356.6163 FAX NO. 732.356.6673 DUNS NO. 933935124					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19.	20.	21.	22.	23.	24.
DO NOT COMPLETE BLOCKS 19 THROUGH 24. SEE SOLICITATION - SERVICES OFFERED/SCHEDULE OF ITEMS  <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>					
25. ACCOUNTING AND APPROPRIATION DATA  See Block 15			26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, AND 52.212-5 ARE ATTACHED.      ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE OR AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED			<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER  DATED _____, YOUR OFFER ON SOLICITATIONS (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.		
30a. SIGNATURE OF OFFEROR/CONTRACTOR  			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  		
30b. NAME AND TITLE OF SIGNER (Type or print)  Nisar Khokhar, President		30c. DATE SIGNED  31 July 2008	31b. NAME OF CONTRACTING OFFICER (Type or print)  Mary E. Mitton		31c. DATE SIGNED  8/5/2008

Firm: American Medical Link, Inc., 400 Apgar Drive, Somerset, NU 08873-1154

Contract Number: GS-10F-0322U

Contract Period: August 5, 2008 through August 4, 2013

Page 1A

Multiple Award Federal Supply Schedule Contract for Logistics Worldwide Services (874 V)

Government Point of Contact: Mary E. Mitton, Contracting Officer; [mary.mitton@gsa.gov](mailto:mary.mitton@gsa.gov);  
telephone (253) 931-7073

American Medical Link, Inc. (AML) is awarded Special Item Numbers (SINs) 874-501, 874-504, and 874-507, and recovery purchase SINs 874-501RC, 874-504RC, and 874-507RC

Awarded services/items are as described in the Final Proposal Revision letter and the SF 1449 continuation Page 1A. Only the base contract period (Years 1-5) are awarded at this time.

This contract document is structured as follows:

- Standard Form (SF) 1449
- SF 1449 Continuation Page 1A (consists of 2 pages)
- AML's Final Proposal Revision letter dated 8/4/08 (10 pages) with the following enclosures, are attached and incorporated into the contract:
  - Final proposed prices for Years 1-5 (4 pages)
  - Final labor category descriptions (25 pages)
  - SCA narrative and matrix (3 pages)
- Offer Cover Page, signed 7/31/08 (2 pages)
- Offer pages 6 through 84
- Service Contract Act Index of Wage Determinations, updated 3/26/08 (44 pages), is attached and incorporated into the contract. This index supersedes and replaces the index from solicitation Refresh #4.
- Full text of Wage Determination 05-2351, Revision No. 3, dated 9/26/07, which applies to State(s): New Jersey; Areas: New Jersey COUNTIES OF Monmouth, Ocean.
- Recovery purchase clauses are attached and incorporated into the contract (25 pages)
- Revisions from solicitation Refresh #5 are attached and incorporated into the contract (18 pages). Revisions from Refresh #5 supersede and replace applicable clauses and terms and conditions from Refresh #4.

Order Limitations: Minimum/Maximum: \$300/\$1,000,000

Geographic Coverage: FOB Destination. Domestic delivery. The exact delivery time and location to be specified on individual task orders.

Prompt Payment Terms: Net 30 days

Firm: American Medical Link, Inc., 400 Apgar Drive, Somerset, NU 08873-1154

Contract Number: GS-10F-0322U

Contract Period: August 5, 2008 through August 4, 2013

Page 1A

License fees, if any, are to be negotiated between the Contractor and individual ordering agencies.

Firm Fixed-Price and Labor-Hour Task Orders: This firm possesses an adequate and auditable labor-hour recording and invoicing system capable of fully supporting labor-hour task orders. Therefore, the firm is approved to accept both labor-hour and firm-fixed price task orders from customer agencies under this contract.

Please note: Pursuant to clause 552.238-74, the Contractor must report the quarterly dollar value of sales under the contract by calendar quarter on electronic GSA Form 72A, Contractor's Report of Sales, to the FSS Vendor Support Center (VSC) website at internet address <http://www.VSC.gsa.gov>. If no sales occur, the Contractor must show zero sales on the report.

Pursuant to clause 552.243-72, Modifications, additional instructions on modification submissions can be found at [www.gsa.gov/logworld](http://www.gsa.gov/logworld) by clicking on "LOGWORLD References" and then clicking on "Modifications."

**READ CAREFULLY:** This award covers indefinite quantities of products and/or services. No performance or delivery is required until order(s) are received. This contract shall **ONLY** be used for the services listed (See Section C, Statement of Work) and SINs awarded. Inappropriate use of the contract for other than logistics worldwide services may subject the Contractor/Customer Agency to penalties provided by statute or regulation.



400A Apgar Drive  
Somerset, NJ 08873

866.336.5700 phone  
732.346.6678 facsimile  
amedlink.com website

August 4, 2008

U.S. General Services Administration  
Management Services Center, AQSABC  
400 15th Street SW  
Auburn, WA 98001-6599

RE: Final Proposal Revision Solicitation No. TFTP-MB-008745-B (Refresh #4) for  
Logistics Worldwide (LOGWORLD) Services

Ms. Mitton,

1. American Medical Link, Inc. (AML) is very pleased to submit Final Proposal Revisions (FPR) for your consideration.

*2. Offeror agrees that the resultant LOGWORLD schedule contract will include the following Special Item Numbers (SINs) at the hourly prices offered to the Government for domestic delivery, FOB Destination: 874-501, 874-504, and 874-507, and recovery purchase SIN 874-501RC, 874-504RC, and 874-507RC. The contract period will be from the date of award for a five-year period, with options to extend the contract term for three additional five-year periods. The contract minimum order quantity will be \$300. The contract maximum order threshold will be \$1 million. The prompt payment terms are net 30 days.*

AML agrees that the resultant LOGWORLD schedule contract will include the following Special Item Numbers (SINs) at the hourly prices offered to the Government for domestic delivery, FOB Destination: 874-501, 874-504, and 874-507, and recovery purchase SIN 874-501RC, 874-504RC, and 874-507RC. The contract period will be from the date of award for a five-year period, with options to extend the contract term for three additional five-year periods. The contract minimum order quantity will be \$300. The contract maximum order threshold will be \$1 million. The prompt payment terms are net 30 days.

3. Offeror confirms that the revisions to the LOGWORLD SIN descriptions (as shown below) have been reviewed and understands that the revised SIN descriptions supersede and replace the previous SIN descriptions in solicitation Refresh #4 and will be incorporated into the resultant contract.

Federal Supply Schedule 874V – Logistics Worldwide (LOGWORLD) SINs have been modified as described below.

- To revise and modify scope of SIN 874-501 see below.
- To delete SIN 874-502. Contracts awarded SIN 874-502 will be migrated to SIN 874-501 which encompasses 874-502 scope.
- To revise and modify scope of SIN 874-503, see below.
- To revise and modify scope of SIN 874-504, see below.
- To revise and modify scope of SIN 874-506, see below.
- To revise and modify scope of SIN 874-507, see below.

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 can not be procured as stand-alone services).

SIN 874-502: *Reserved*

SIN 874-503: **Distribution and Transportation Logistics Service:**

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 874-506: **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 and 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***

AML confirms that the revisions to the LOGWORLD SIN descriptions (as shown above) have been reviewed and understands that the revised SIN descriptions supersede and replace the previous SIN descriptions in solicitation Refresh #4 and will be incorporated into the resultant contract.

4. *Offeror confirms understanding that SIN 874-502 has been removed from the solicitation and the services previously stated under SIN 874-502 have been migrated into SIN 874-501, and further confirms that the services offered under SIN 874-502 are now offered under SIN 874-501, and as a result, SIN 874-502 is withdrawn from the offer.*

AML confirms understanding that SIN 874-502 has been removed from the solicitation and the services previously stated under SIN 874-502 have been migrated into SIN 874-501, and further confirms that the services offered under SIN 874-502 are now offered under SIN 874-501, and as a result, SIN 874-502 is withdrawn from the offer.

5. *Offeror has read the solicitation and takes no exceptions to its terms and conditions.*

AML confirms that we have read the solicitation and takes no exceptions to its terms and conditions.

6. *Offeror confirms that the firm will accept payment by purchase card in accordance with clause 552.232-77, Payment by Government Commercial Purchase Card (GCPC), for purchases up to and including the micro-purchase threshold (currently \$2,500), and will also accept the GCPC for purchases over the micro-purchase threshold.*

AML confirms that the firm will accept payment by purchase card in accordance with clause 552.232-77, Payment by Government Commercial Purchase Card (GCPC), for purchases up to and including the micro-purchase threshold (currently \$2,500), and will also accept the GCPC for purchases over the micro-purchase threshold.

*7. Offeror confirms that the firm has staff members with current or inactive security clearances eligible for reinstatement.*

AML confirms that the firm has staff members with current or inactive security clearances eligible for reinstatement.

*8. Offeror confirms that labor-hour and time-and-materials task orders are being offered in addition to firm-fixed price orders and that the firm will use the Quickbooks accounting system, which is capable of tracking labor-hour and time-and-materials task orders.*

AML confirms that labor-hour and time-and-materials task orders are being offered in addition to firm-fixed price orders and that the firm will use the Quickbooks accounting system, which is capable of tracking labor-hour and time-and-materials task orders.

*9. Offeror confirms that the firm has elected to participate in recovery purchasing under the resultant contract, agrees to incorporation of the recovery purchase clauses (as shown below) into the resultant contract, and understands that all recovery purchase work must be performed, and applicable industrial funding fee reported, under recovery purchase SINs 874-501RC, 874-504RC, and 874-507RC.*

*Summary of clauses for Recovery Purchasing:*

***1. The following GSAR clauses are new and added to the contract:***

- *GSAR 552.238-76, Definition - Federal Supply Schedule - Recovery Purchasing (FEB 2007)*
- *GSAR 552.238-80, Use of Federal Supply Schedule Contracts by Certain Entities-Recovery Purchasing (FEB 2007)*

***2. The following GSAR clauses are updated and modified to reflect nuances of the Recovery Purchasing program:***

- *GSAR 552.211-75, Preservation, Packaging and Packing (FEB 1996) (Alternate I MAY 2003)*
- *GSAR 552.211-77, Packing List (FEB 1996) (Alternate I - MAY 2003)*
- *GSAR 552.216-72, Placement of Orders,(SEP 1999) (Alternate IV - FEB 2007)*
- *GSAR 552.216-73, Ordering Information (SEP 1999) (Alternate II - SEP 1999)*
- *GSAR 552.232-8, Discounts for Prompt Payments, (APR 1989) (Deviation FAR 52.232-8) (Alternate I - MAY 2003)*
- *GSAR 552.232-81, Payments by Non-Federal Ordering Activities (MAY 2003)*

- *GSAR 552.232-79, Payment by Credit Card (MAY 2003)*
  - *GSAR 552.238-71, Submission and Distribution of Authorized Federal Supply Schedule Pricelists, (SEP 1999) (Deviation DEC 2004)*
  - *GSAR 552.238-75, Price Reductions (MAY 2004) (Alternate I - MAY 2003)*
  - *GSAR 552.238-78, Scope of Contract - Eligible Ordering Activities (MAY 2004) (Alternate I - FEB 2007)*
  - *GSAR 552.246-73, Warranty - Multiple Award Schedules (MAR 2000) (Alternate I - May 2003)*
3. ***The following FAR clauses are updated and modified to reflect nuances of the Recovery Purchasing program:***
- *FAR 52.212-4, Contract Terms and Conditions-Commercial Items (FEB 2007) (Deviation - FEB 2007)*
  - *FAR 52.216-18, Ordering (OCT 1995) (Deviation - FEB 2007)*
  - *FAR 52.216-19, Order Limitations (OCT 1995) (Variation I-AUG 1999) (Deviation - FEB 2007)*
  - *FAR 52.229-1, State and Local Taxes (APR 1984) (Deviation - FEB 2007)*
  - *FAR 52.229-3, Federal, State, and Local Taxes (APR 2003) (DEVIATION - FEB 2007)*
  - *FAR 52.232-7, Payments Under Time-and-Materials and Labor-Hour Contracts (AUG 2005) (ALTERNATE I - FEB 2007) ( Deviation - FEB 2007)*
  - *FAR 52.232-17, Interest (JUN 1996) (Deviation - MAY 2003)*
  - *FAR 52.232-19, Availability of Funds for the Next Fiscal Year (APR 1984) (Deviation - MAY 2003)*
  - *FAR 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration (MAY 1999) (Deviation - FEB 2007)*
  - *FAR 52.232-36, Payment By Third Party (MAY 1999) (Deviation -MAY 2003 )*
  - *FAR 52.237-3, Continuity of Services (JAN 1991) (Deviation - MAY 2003)*
  - *FAR 52.246-4, Inspection of Services - Fixed Price (AUG 1996) (Deviation - MAY 2003)*
  - *FAR 52.246-6 Inspection - Time-and-Material and Labor-Hour (MAY 2001) (ALTERNATE I --APR 1984) (DEVIATION - MAY 2003)*
  - *FAR 52.247-34 F.O.B. Destination (NOV 1991) (Deviation - MAY 2003)*
  - *FAR 52.247-38 F.O.B. Inland Carrier, Point of Exportation (FEB 2006) (Deviation FEB 2007)*

AML confirms that the firm has elected to participate in recovery purchasing under the resultant contract, agrees to incorporation of the recovery purchase clauses (as shown above) into the resultant contract, and understands that all recovery purchase work must be performed, and applicable industrial funding fee reported, under recovery purchase SINs 874-501RC, 874-504RC, and 874-507RC.

10. Offeror agrees that negotiated prices were based upon market pricing, therefore escalation for the resultant contract shall be governed by clause I-FSS-969, Economic Price Adjustment – FSS Multiple Award Schedule (JAN 2002), which applies as follows:

a. Paragraph (b)(1) applies as follows: Prices for Base Years 2-5 are escalated at 2.9% per year.

b. Paragraph (b)(2) applies to all options exercised. Prior to exercise of each option period, the following market indicator shall be reviewed and used for determination of the percentage of escalation to be applied to the option period: U.S. Department of Labor, Bureau of Labor Statistics, Economic Cost Index **Series Id:** CIU202000000000A, Not Seasonally Adjusted; **compensation:** Wages and salaries; **ownership:** Private industry; **periodicity:** 12-month percent change; **group:** All workers. This market indicator is available at: [www.stats.bls.gov](http://www.stats.bls.gov); choose Get Detailed Statistics; choose Series Report (Already Know Series); in box, type “CIU202000000000A”; choose years you want; scroll to bottom of page, and choose retrieve data.

The escalation rate applied to each year in the five-year option period shall be based on the average percentage of change for the last five years of the latest published quarter of the selected market indicator, not-to-exceed 5% per year. For example, at the time the Contractor is preparing to request escalated pricing for the upcoming option period, the last published quarter is Quarter 3. See sample table below.

Year	Qtr1	Qtr2	Qtr3	Qtr4
2003	2.0	3.0	2.0	2.5
2004	2.0	3.0	2.0	2.5
2005	2.0	3.0	3.0	2.5
2006	2.0	3.0	3.0	2.5
2007	2.0	3.0	3.5	
Average			2.7	

The average 12-month percentage of change for the last five years of Quarter 3 is 2.7. This is the escalation rate that would be applied to each year in the option period.

Paragraph d.1 of clause I-FSS-969 is not applicable to the resultant contract because although increases will be based on an index, they are fixed as a result of how the index is being utilized.

AML agrees that negotiated prices were based upon market pricing, therefore escalation for the resultant contract shall be governed by clause I-FSS-969, Economic Price Adjustment – FSS Multiple Award Schedule (JAN 2002), which applies as above in para 10a and 10b.

11. *Offeror confirms that the final hourly prices offered for the resultant contract include all applicable costs (such as: direct labor, fringe benefits, overhead, G&A, and profit), and the 0.75% industrial funding fee.*

AML confirms that the final hourly prices offered for the resultant contract include all applicable costs (such as: direct labor, fringe benefits, overhead, G&A, and profit), and the 0.75% industrial funding fee.

12. *Offeror confirms that the final offered labor categories are offered to perform work under all offered SINs.*

AML confirms that the final offered labor categories are offered to perform work under all offered SINs.

13. *Offeror confirms that the final offered labor categories and hourly prices are as indicated in the table provided in **enclosure (1)**.*

AML confirms that the final offered labor categories and hourly prices are as indicated in the table provided in **enclosure (1)**.

14. *Offeror confirms that final offered labor category descriptions are as indicated in **enclosure (2)**.*

AML confirms that final offered labor category descriptions are as indicated in **enclosure (2)**.

15. *Offeror confirms understanding that escalation for the non-exempt labor categories may be based on either the market indicator or the provisions of SCA clause 52.222-43, Fair Labor Standards Act and Service Contract Act-Price Adjustment (Multiple Year and Options Contracts), but not both.*

AML confirms understanding that escalation for the non-exempt labor categories may be based on either the market indicator or the provisions of SCA clause 52.222-43, Fair Labor Standards Act and Service Contract Act-Price Adjustment (Multiple Year and Options Contracts), but not both.

16. *Offeror confirms understanding that the narrative and SCA matrix in **enclosure (3)** showing the offered labor category, SCA title and code, and selected SCA wage determination will be included in the contract and must also be included in the firm's GSA Advantage price list.*

AML confirms understanding that the narrative and SCA matrix in **enclosure (3)** showing the offered labor category, SCA title and code, and selected SCA wage determination will be included in the contract and must also be included in the firm's GSA Advantage price list.

17. *Offeror confirms understanding of the following: Awarded prices for any employees covered by the SCA must be sufficient to cover any prevailing wages in any areas in which the firm may perform work. If the firm's wages do not meet the prevailing wages in an area in which a task order has been accepted, the firm is still required to pay the prevailing wage. Without a modification to the contract, the firm may only charge the agency the awarded rates in the contract, and the firm must make up the difference out of its own pocket.*

AML confirms understanding of the following: Awarded prices for any employees covered by the SCA must be sufficient to cover any prevailing wages in any areas in which the firm may perform work. If the firm's wages do not meet the prevailing wages in an area in which a task order has been accepted, the firm is still required to pay the prevailing wage. Without a modification to the contract, the firm may only charge the agency the awarded rates in the contract, and the firm must make up the difference out of its own pocket.

18. *Offeror confirms that the Most Favored Customer (MFC) is all customers, and they receive no discounts or concessions.*

AML confirms that the Most Favored Customer (MFC) is all customers, and they receive no discounts or concessions.

19. *Offeror agrees that, for the purposes of clause 552.238-75, Price Reductions, the Basis of Award will be all commercial customers who receive no discounts or concessions of any kind.*

AML agrees that, for the purposes of clause 552.238-75, Price Reductions, the Basis of Award will be all commercial customers who receive no discounts or concessions of any kind.

20. *Offeror confirms understanding that the "Index of Register of Wage Determinations under the Service Contract Act (SCA)" dated 3/26/08 supersedes and replaces the index currently in Refresh #4 and will be incorporated into the resultant contract; and confirms that the offered prices for the non-exempt labor categories meet or exceed those in SCA Wage Determination 05-2351, Revision No. 3, dated 9/26/07, which applies to the following locations: State(s): New Jersey; Areas: New Jersey COUNTIES OF Monmouth, Ocean.*

AML confirms understanding that the "Index of Register of Wage Determinations under the Service Contract Act (SCA)" dated 3/26/08 supersedes and replaces the index currently in Refresh #4 and will be incorporated into the resultant contract; and confirms that the offered prices for the non-exempt labor categories meet or exceed those in SCA Wage Determination 05-2351, Revision No. 3, dated 9/26/07, which applies to the following locations: State(s): New Jersey; Areas: New Jersey COUNTIES OF Monmouth, Ocean.

21. *Offeror confirms that the revisions resulting from via Refresh #5 to the Logistics Worldwide solicitation has been reviewed and the firm agrees to their incorporation into the resultant contract.*

AML confirms that the revisions resulting from via Refresh #5 to the Logistics Worldwide solicitation has been reviewed and the firm agrees to their incorporation into the resultant contract.

22. *Please indicate whether or not there are any changes to your firm's email address, web address, physical address, or telephone number since the initial offer was submitted (other than those already reflected in any previously submitted revised pages or correspondence).*

Please change the business telephone number for Ehtesham Khokhar (one of two company personnel authorized to negotiate to: 732-356-6163 ext 225.

Respectfully,

A handwritten signature in black ink, appearing to read "Nisar Khokhar", with a long horizontal stroke extending to the right.

Nisar Khokhar  
President  
American Medical Link, Inc.