

# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service *Authorized Federal Supply Schedule Price List*

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

### Professional Services Schedule (PSS)

Federal Supply Group: 874

Class: R706, 5811

Contract Number: GS-10F-0594N

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

Contract Period: September 17, 2013 through September 16, 2018

**Contractor:** Millennium Systems Services, Inc.  
307 Wynn Drive NW, Suite B  
Huntsville, AL, 35805

**Business Size:**  
Woman Owned Small Business (WOSB)

**Telephone:** (256) 890-9119  
**FAX Number:** (256) 890-9196  
**Web Site:** [www.millennium-hsv.com](http://www.millennium-hsv.com)  
**Email:** lhicks@millennium-hsv.com  
**Contract Administrator:** Laura Hicks

## CUSTOMER INFORMATION:

### 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
874-501	874-501RC	Supply and Value Management
874-507	874-507RC	Operations & Maintenance Logistics Management and Support Services

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 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

3. Minimum Order: \$100.00

**4. Geographic Coverage (delivery Area):** The geographic location for all labor categories is Domestic and Overseas (Worldwide) delivery

**5. Point(s) of production:** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted.) See the following.

**7. Quantity Discounts:** None Offered

**8. Prompt payment terms:** Net 30 days

**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Accept over \$2,500

**10. Foreign Items (list by countries of origin):** None

**11a. Time of Delivery (Contractor insert number of days):** Specified on Task Order

**11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

**11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

**11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can contact the Contractor’s representative to effect a faster delivery: Contact Contractor

**12. F.O.B. Point(s):** Destination

**13a. Ordering Address(es):** Same as company address

**13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s,) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fsa.gsa.gov/schedules](http://fsa.gsa.gov/schedules).)

**14. Payment Address(es):** Same as company address

**15. Warranty provision:** Contractor’s standard commercial warranty

**16. Export Packing Charges (if applicable):** N/A

**17. Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

**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 the date of parts price lists and any discounts from price list (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. Special attributes such as 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., Contractors' 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:** 02-8913619

**26. Notification regarding registration in the System for Award Management database:** Registered

**27. SCA Matrix and Narrative:**

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Technical Specialist	Supply Technician - 01410	2005-2103
Administrative Support	Secretary III - 01313	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

### **Description of Services**

#### **874-501 Supply & Value Chain Management Services**

One of MSSSI's core competencies is development and running supply chains in the most effective & efficient ways possible. Our company supply chain activities cover everything from product sourcing, and logistics, as well as the information systems needed to coordinate these activities. Our organizational services are often "linked" together through information flows. Information flows allow our various supply chain partners to coordinate their long-term plans, and to control the day-to-day flow of goods and material up and down the supply chain. As federal contracting services company, we are involved designing, managing, and improving value supply chain operations that are vital to our customer's goals in effectively and efficiently supporting their own family of customers. We do so against a backdrop of an ever-changing technological, market and regulatory landscape. Some of the key areas we concentrate on are:

- Supply Operations Management
- Procurement Logistics
- Disposal Logistics

- Supply Requisitioning
- Tool and Parts Inventory & Management
- Supply Inventory & Accountability

### **874-507 Operations and Maintenance Logistics Management and Support Services**

MSSI's management team supports a wide spectrum of logistics services to provide state-of-the-art solutions for federal customers. Our objective is to provide a cost effectiveness of our customer's maintenance logistics management operations. Our main focus is to optimize the management of deferred maintenance and capital improvement activities throughout the Service by using standardized procedures to document and prioritize field facility and equipment needs. We support maintenance planning and budgeting deferred maintenance, capital improvements, site surveys, equipment retrogrades and equipment repair and replacement projects. We define processes associated with maintenance management and are prepared to assist in applying these all aspects of maintenance from budget planning and development to readiness reporting. We also provide subject matter experts to support Integrated Product Teams (IPT) and through the preparation, presentation, and staffing of Business Case Analysis (BCA) and logistics performance analysis requirements referred to as Performance Based Logistics (PBL). Performance Based Logistics support is a usually documented arrangement where the provider is held to customer oriented performance requirements, such as reliability improvement, availability improvement, and reduced delivery times with the end goal of improving logistics support to the war fighter. Finally, we do an array of logistics engineering-related services to assist in optimizing maintenance and repair operations for major weapon systems. Some examples of maintenance logistics services we provide include:

- Maintenance logistical support services
- Equipment asset management and maintenance support services
- Tactical maintenance planning support services
- Maintenance management support strategy development
- Customer relationship management
- Performance-based logistics
- Project Management Logistics Support Services
- Depot Maintenance & Life Cycle Management Services

GSA Schedule Holder	Millennium Systems Services, Inc. (d.b.a.)				
Schedule Number	GS-10F-0594N				
Schedule Title	Professional Services Schedule (PSS)				
SIN(s)	874-501 and 874-507				
<b>CONTRACTOR SITE</b>	<b>OPTION PERIOD 2</b>				
<b>LABOR CATEGORY</b>	<b>Year 11 Price/Hr FROM: 17 Sep 13 TO: 16 Sep 14</b>	<b>Year 12 Price/Hr FROM: 17 Sep 14 TO: 16 Sep 15</b>	<b>Year 13 Price/Hr FROM: 17 Sep 15 TO: 16 Sep 16</b>	<b>Year 14 Price/Hr FROM: 17 Sep 16 TO: 16 Sep 17</b>	<b>Year 15 Price/Hr FROM: 17 Sep 17 TO: 16 Sep 18</b>
Subject Matter Expert	N/A	\$ 162.01	\$ 165.90	\$ 169.88	\$ 173.96
Principal Analyst/Logistician/Specialist	N/A	\$ 115.43	\$ 118.20	\$ 121.04	\$ 123.94
Program Manager	\$ 133.64	\$ 136.85	\$ 140.13	\$ 143.50	\$ 146.94
Task Order/Project Leader	\$ 116.41	\$ 119.20	\$ 122.06	\$ 124.99	\$ 127.99
Principal Engineer/ Scientist	\$ 125.34	\$ 128.35	\$ 131.43	\$ 134.58	\$ 137.81
Senior Engineer/ Scientist	\$ 106.94	\$ 109.50	\$ 112.13	\$ 114.82	\$ 117.57
Engineer/ Scientist	\$ 91.80	\$ 94.00	\$ 96.26	\$ 98.57	\$ 100.93
Journeyman Engineer/ Scientist	\$ 72.76	\$ 74.50	\$ 76.29	\$ 78.12	\$ 79.99
Entry Level Engineer/Scientist	\$ 56.00	\$ 57.35	\$ 58.73	\$ 60.14	\$ 61.58
Co-Op Engineer/ Scientist	\$ 37.51	\$ 38.41	\$ 39.33	\$ 40.28	\$ 41.24
Senior Technical Specialist	\$ 85.88	\$ 87.94	\$ 90.05	\$ 92.21	\$ 94.42
Technical Specialist *	\$ 43.34	\$ 46.91	\$ 46.91	\$ 48.04	\$ 49.19
Senior Analyst/ Logistician/ Specialist	\$ 89.20	\$ 91.34	\$ 93.53	\$ 95.78	\$ 98.08
Journeyman Analyst/ Logistician/ Specialist	\$ 62.29	\$ 63.78	\$ 65.31	\$ 66.88	\$ 68.48
Entry Level Analyst/ Logistician/ Specialist	\$ 48.23	\$ 49.39	\$ 50.58	\$ 51.79	\$ 53.03
Senior Programmer	\$ 85.23	\$ 87.27	\$ 89.36	\$ 91.51	\$ 93.71
Journeyman Programmer	\$ 63.77	\$ 65.31	\$ 66.88	\$ 68.48	\$ 70.13
Administrative Support *	\$ 33.69	\$ 40.07	\$ 40.07	\$ 41.03	\$ 42.02

\*Denotes SCA non-exempt labor category

GSA Schedule Holder	Millennium Systems Services, Inc. (d.b.a.)
Schedule Number	GS-10F-0594N
Schedule Title	Professional Services Schedule (PSS)
SIN(s)	874-501 and 874-507

LABOR CATEGORY	OPTION PERIOD 2				
	Year 11 Price/Hr FROM: 17 Sep 13 TO: 16 Sep 14	Year 12 Price/Hr FROM: 17 Sep 14 TO: 16 Sep 15	Year 13 Price/Hr FROM: 17 Sep 15 TO: 16 Sep 16	Year 14 Price/Hr FROM: 17 Sep 16 TO: 16 Sep 17	Year 15 Price/Hr FROM: 17 Sep 17 TO: 16 Sep 18
Subject Matter Expert	N/A	\$ 153.27	\$ 153.27	\$ 156.95	\$ 160.72
Principal Analyst/Logistician/Specialist	N/A	\$ 109.21	\$ 109.21	\$ 111.83	\$ 114.51
Program Manager	\$ 126.40	\$ 129.44	\$ 132.55	\$ 135.73	\$ 138.99
Task Order/Project Leader	\$ 110.09	\$ 112.73	\$ 115.44	\$ 118.21	\$ 121.04
Principal Engineer/ Scientist	\$ 118.52	\$ 121.36	\$ 124.27	\$ 127.26	\$ 130.31
Senior Engineer/ Scientist	\$ 101.13	\$ 103.56	\$ 106.05	\$ 108.59	\$ 111.20
Engineer/ Scientist	\$ 86.80	\$ 88.89	\$ 91.02	\$ 93.21	\$ 95.44
Journeyman Engineer/ Scientist	\$ 68.81	\$ 70.46	\$ 72.15	\$ 73.88	\$ 75.66
Entry Level Engineer/Scientist	\$ 52.96	\$ 54.23	\$ 55.53	\$ 56.86	\$ 58.23
Co-Op Engineer/ Scientist	\$ 35.48	\$ 36.33	\$ 37.20	\$ 38.09	\$ 39.01
Senior Technical Specialist	\$ 81.20	\$ 83.15	\$ 85.15	\$ 87.19	\$ 89.28
Technical Specialist *	\$ 41.00	\$ 44.38	\$ 44.38	\$ 45.45	\$ 46.54
Senior Analyst/ Logistician/ Specialist	\$ 79.51	\$ 81.42	\$ 83.37	\$ 85.38	\$ 87.42
Journeyman Analyst/ Logistician/ Specialist	\$ 58.90	\$ 60.31	\$ 61.76	\$ 63.24	\$ 64.76
Entry Level Analyst/ Logistician/ Specialist	\$ 45.61	\$ 46.70	\$ 47.82	\$ 48.97	\$ 50.14
Senior Programmer	\$ 80.61	\$ 82.54	\$ 84.52	\$ 86.55	\$ 88.63
Journeyman Programmer	\$ 60.31	\$ 61.76	\$ 63.24	\$ 64.76	\$ 66.31
Administrative Support *	\$ 31.87	\$ 37.91	\$ 37.91	\$ 38.82	\$ 39.75

\*Denotes SCA non-exempt labor category

**MSSI GS-10F-0594N**  
**Labor Category Descriptions**

**Subject Matter Expert**

***Functional Responsibilities:*** Highly skilled individual who has an acknowledged specialized acquisition, logistics, and/or technological expertise in a specific functional task or with a particular system which is required for a task order.

***Minimum Education:*** HS or equivalent

***Minimum Experience:*** 15 Years

***Substitutions:*** BS/BA and 8 years, MS and 5 years and PhD, 0 years can be substituted for minimum requirements listed

**Principal Analyst/ Logistician/ Specialist**

***Functional Responsibilities:*** Responsible for the formulation of the opinions, decisions, and ultimate performance of complex task objectives. Requires experience and the ability to perform detailed and complex calculations plus advanced knowledge of practices/ principles necessary to assess advanced system concepts, assess specifications and perform system integration on complex systems.

***Minimum Education:*** HS or equivalent

***Minimum Experience:*** 15 Years

***Substitutions:*** BS/BA and 12 years can be substituted for minimum requirements listed

**Program Manager**

***Functional Responsibilities:*** The Program Manager is a senior level manager within the company who has a minimum of fifteen (15) years' experience, including ten (10) years of demonstrated management experience or project level management in major systems. The Program Manager must show completion of a full four year course of study in an accredited college or university leading to a bachelors or higher degree in business, management, engineering, or science and 10 years' experience in senior positions in Government Program Offices or other non-government organizations closely related to the Defense Acquisition

Process. The Program Manager must be knowledgeable of the program acquisition life cycle process as addressed in the DoDD 5000 series. This position also requires knowledge of the Federal Acquisition Regulations (FAR), Department of Defense (DoD) regulations, requirements, policies and procedures, cost and schedule estimating, systems disciplines, engineering specifications and commercial practices relating to weapon systems procurement and production. The Program Manager shall be knowledgeable of overall organization, direction, and requirements of the contract efforts. Experience in interfacing directly with the government designated representatives and supervising various task order activities is also required.

***Minimum Education:*** BS/BA

***Minimum Experience:*** 15 Years

***Substitutions:*** N/A

### **Task Order/ Project Leader**

***Functional Responsibilities:*** The Task Order/Project Leader must have a minimum of 12 years' experience in directing large analysis efforts in defense acquisition and sustainment programs. This individual must have completed a full four year course of study in an accredited college or university leading to a bachelors or higher degree in acquisition, logistics, business, management, engineering, science or the appropriate field of expertise relative to the task as stated in the task order. [An advanced degree combined with the task order related experience may be used in lieu of the above stated degree curriculum requirements.]

***Minimum Education:*** BS/BA

***Minimum Experience:*** 12 Years

***Substitutions:*** A MS and 10 years or a PhD and 8 years can be substituted for minimum requirements listed.

### **Principal Engineer/Scientist**

***Functional Responsibilities:*** The Principal Engineer/Scientist shall have a Ph.D., MS or BS Degree in a recognized engineering or scientific discipline and 10 years (Ph.D.), 15 years (MS), or 20 years (BS) experience in complex weapon system engineering, design, analysis, performance or test and evaluation. The engineer/scientist must possess at least 2 years of managerial/supervisory experience sufficient to ensure positive direction of subordinates. The engineer/scientist shall be used in those requirements where an extremely high level of expertise is necessary to perform designated tasks. Duties shall be comparable to those of the senior engineer/scientist but at an advanced level of skill, requiring a higher level of experience and/or

education. A Principal Engineer must have received an engineering degree from an accredited program of study. A Principal Scientist must have received a science degree from an accredited college or university.

***Minimum Education:***            *BS*

***Minimum Experience:***        *20 Years*

***Substitutions:*** A MS and 15 years can be substituted for minimum requirements listed.

### **Senior Engineer/Scientist**

***Functional Responsibilities:*** The Senior Engineer/Scientist is responsible for formulation of the opinions, decisions related to the performance of the task specified in the statement of work contained in the task order. The position requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, specifications and perform system integration. Senior engineers/scientists must have a minimum of 15 years of experience, in their related field of expertise, at the program/project level in major systems. A Senior Engineer must have received an engineering degree from an accredited program of study. A Senior Scientist must have received a science degree from an accredited college or university.

***Minimum Education:***            *BS*

***Minimum Experience:***        *15 Years*

***Substitutions:*** A MS and 12 years or a PhD and 8 years can be substituted for minimum requirements listed.

### **Engineer/Scientist**

***Functional Responsibilities:*** The Engineer/Scientist must have appropriate education and experience to receive guidance from senior level managers/engineers/scientists and work independently to accomplish assigned tasks. The Engineer/Scientist must have a minimum of 10 years of related job experience. However, the engineer/ scientist job related experience must have been gained after receiving the task related degree in engineering from an accredited institution. An Engineer must have received an engineering degree from an accredited program of study. A Scientist must have received a science degree from an accredited college or university.

***Minimum Education:***            *BS*

***Minimum Experience:*** 10 Years

***Substitutions:*** A MS and 8 years or a PhD and 5 years can be substituted for minimum requirements listed.

### **Journeyman Engineer/Scientist**

***Functional Responsibilities:*** The Journeyman Engineer/Scientist must have appropriate education and experience to receive guidance from higher level managers/engineers/ scientists and work independently to accomplish assigned tasks. The Journeyman Engineer/Scientist must have a minimum of 4 years of related job experience. However, the journeyman engineer/scientist job related experience must have been gained after receiving the task related degree in engineering from an accredited institution. A Journeyman Engineer must have received an engineering degree from an accredited program of study. A Journeyman Scientist must have received a science degree from an accredited college or university.

***Minimum Education:*** BS

***Minimum Experience:*** 4 Years

***Substitutions:*** A MS and 2 years or a PhD and 0 years can be substituted for minimum requirements listed.

### **Entry-Level Engineer/Scientist**

***Functional Responsibilities:*** The Entry Level Engineer/Scientist must receive guidance from senior level managers and/or engineers and work as part of a team to accomplish assigned tasks. An Entry Level Engineer must have received an engineering degree from an accredited program of study. An Entry Level Scientist must have received a science from an accredited college or university.

***Minimum Education:*** BS

***Minimum Experience:*** 0 Years

***Substitutions:*** N/A

### **Co-Op Engineer/Scientist**

***Functional Responsibilities:*** The Engineer Co-Op must be enrolled and completed one (1) year of education in an accredited program of engineering study. The Scientist Co-Op must be

enrolled and completed one (1) year of education in a science major from an accredited college or university. The Coop Engineer/Scientist must have a minimum 3.0 grade point average out of a 4.0. Must be enrolled in an official cooperative education/training program at the accredited college or university.

***Minimum Education:***            *Pursuing a BS or Higher Advanced Degree*

***Minimum Experience:***        *0 Years*

***Substitutions:*** N/A

### **Senior Technical Specialist**

***Functional Responsibilities:*** High school graduate with technical/military school experience in military equipment related disciplines with 10 years' experience directly related to task order requirements. Individual may be required to possess specialized certifications.

***Minimum Education:***        HS or equivalent

***Minimum Experience:***        *10 Years*

***Substitutions:*** N/A

### **Technical Specialist <sup>(1)</sup>**

***Functional Responsibilities*** High School graduate with technical/military school experience in military equipment related disciplines with 5 years' experience directly related to requirements. Works to perform detailed information search, correlation, interpretation of technical data and the preparation of technical documentation.

***Minimum Education:***        HS or equivalent

***Minimum Experience:***        *5 Years*

***Substitutions:*** N/A

### **Senior Analyst/ Logistician/ Specialist**

***Functional Responsibilities:*** The Senior Level Analyst/Logistician/ Programmer/Specialist/ is responsible for formulation of the opinions, decisions and ultimate performance of the task specified in the statement of work contained in the task order. This labor category requires

experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications and perform system integration. The senior person must have a minimum of 8 years of task related experience and show completion of a full 4 year course of study in an accredited college or university leading to a bachelors or higher degree appropriate to the field of expertise, acquisition, logistics, business or management, as it relates to the task stated in the task order. \*Three additional years of task related experience (a total of eleven years) may be used in lieu of a bachelor's degree from an accredited college or university.

***Minimum Education:*** HS or equivalent

***Minimum Experience:*** 11 Years

***Substitutions:*** A BS/BA and 8 years can be substituted for minimum requirements listed.

### **Journeyman Analyst/ Logistician/ Specialist**

***Functional Responsibilities:*** Journeyman persons will have appropriate education and experience to receive guidance from senior level managers and work independently to accomplish assigned tasks. The Journeyman persons must have a bachelor's degree in the task related discipline and have a minimum of 3 years of task related job experience. \*Three additional years of task related experience (a total of six years) may be used in lieu of a bachelor's degree from an accredited college or university.

***Minimum Education:*** HS or equivalent

***Minimum Experience:*** 6 Years

***Substitutions:*** A BS and 3 years can be substituted for minimum requirements listed.

### **Entry-Level Analyst/ Logistician/ Specialist**

***Functional Responsibilities:*** The Entry Level persons receive guidance from senior level managers and/or engineers and work as part of a team to accomplish assigned tasks. The Entry Level persons must have a bachelor's degree in the task related discipline or \*three years of task related experience.

***Minimum Education:*** HS or equivalent

***Minimum Experience:*** 3 Years

***Substitutions:*** A BS and 0 years can be substituted for minimum requirements listed.

## **Senior Programmer**

***Functional Responsibilities:*** The Senior Programmer is responsible for formulation of the opinions, decisions and ultimate performance of the task specified in the statement of work contained in the task order. This labor category requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications and perform system integration. The senior programmer must have a minimum of 8 years' experience and show completion of a full 4 year course of study in an accredited college or university leading to a bachelors or higher degree appropriate to the task stated in the task order. \*Three additional years of task related experience (a total of eleven years) may be used in lieu of a bachelor's degree from an accredited college or university.

***Minimum Education:*** HS or equivalent

***Minimum Experience:*** 11 Years

***Substitutions:*** A BS/BA and 8 years can be substituted for minimum requirements listed.

## **Journeyman Programmer**

***Functional Responsibilities:*** Journeyman programmer will have appropriate education and experience to receive guidance from senior level managers/programmers and work independently to accomplish assigned tasks. The Journeyman programmer must have a bachelor's degree in the task related discipline and have a minimum of 3 years of task related job experience. \*Three additional years of task related experience (a total of six years) may be used in lieu of a bachelor's degree from an accredited college or university

***Minimum Education:*** HS or equivalent

***Minimum Experience:*** 6 Years

***Substitutions:*** A BS and 3 years can be substituted for minimum requirements listed.

## **Administrative Support <sup>(1)</sup>**

***Functional Responsibilities:*** This labor category encompasses support such as secretaries, clerks, and computer operators plus other administrative related job categories which are essential to accomplishing the assigned tasks (support of contractor personnel only).

***Minimum Education:*** HS or equivalent

***Minimum Experience:*** 0 Years

***Substitutions:*** N/A

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**<sup>(1)</sup>SCA Applicable Labor Category.**