

**GENERAL SERVICES ADMINISTRATION**  
**Federal Acquisition Service**  
Authorized Federal Supply Schedule Price List



**Strategic Resources, Inc. (SRI)**  
**Federal Supply Schedule 874 V**  
**Logistics Worldwide (LOGWORLD)**

**Contract Number: GS-10F-159BA**  
**Contract Period: May 12, 2014 – May 11, 2019**

Federal Supply Group 874 V; Class R706

**SINs:**

- 874-501 Supply and Value Chain Management
- 874-503 Distribution and Transportation Logistics Services
- 874-504 Deployment Logistics
- 874-507 Operations & Maintenance Logistics Management and Support Services



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Size: Large Business

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 **GSAAdvantage.gov**.

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## Customer Information

1. Awarded Special Item Number(s)

- a. Table with appropriate cross-reference to page numbers ..... Also, see Table of Contents

SIN	Recovery	SIN Description	Page Number
874-501	N/A	Supply and Value Chain Management	4
874-503	N/A	Distribution and Transportation Logistics Services	4
874-504	N/A	Deployment Logistics	4
874-507	N/A	Operations & Maintenance Logistics Management and Support Services	4

- b. Lowest Unit Price. .... See item 6 below.
- c. Description of corresponding commercial job titles. .... See page 3 for rates and pages 4-18 for labor category descriptions.
2. Maximum order. .... \$1,000,000.00
3. Minimum order. .... \$100.00
4. Geographic coverage (delivery area). .... Domestic and Overseas
5. Points of Production. .... Strategic Resources, Inc.  
7927 Jones Branch Drive, Ste 600W  
McLean, VA 22102
6. Discount from list prices or statement of net price. .... Government Net Prices (discounts already deducted).
7. Quantity discounts. .... None offered.
8. Prompt payment items. .... 0.5%-10 days; Net 30 days.
9. Government purchase cards accepted or not accepted
- a. below micro-purchase threshold. .... Accepted.
- b. above the micro-purchase threshold. .... Accepted over \$2,500.
10. Foreign items. .... None.
11. Delivery
- a. Time of delivery. .... Specified at Task Order level.
- b. Expedited delivery. .... Contact contractor.
- c. Overnight and 2-day delivery. .... Contact contractor.
- d. Urgent Requirements. .... Contact contractor.
12. FOB points. .... Destination.
13. a. Ordering address. .... Strategic Resources, Inc.  
7927 Jones Branch Drive, Ste 600W  
McLean, VA 22102
- b. Ordering procedures ..... For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fsa.gsa.gov/schedules](http://fsa.gsa.gov/schedules)).
14. Payment address. .... Strategic Resources, Inc.  
7927 Jones Branch Drive, Ste 600W  
McLean, VA 22102
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 SRI.
18. Terms and conditions of rental, maintenance and repair. .... N/A.
19. Terms and conditions of installation. .... N/A.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list ..... N/A.

- prices. ....
- a. Terms and conditions for any other services. .... N/A.
- 21. List of service and distribution points. .... N/A.
- 22. List of participating dealers. .... N/A.
- 23. Preventive maintenance. .... N/A.
- 24. a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants. .... N/A
- b. Section 508. .... SRI shall comply with Section 508 and the applicable standards, functional performance and support required as identified and required in the task order statement work. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov).
- 25. Data Universal Number System (DUNS) number. .... 62-6957674
- 26. Notification regarding registration in Central Contractor Registration (CCR) database. .... SRI is registered in the System for Award Management (SAM) database (formerly CCR).

## Corporate Overview

Quality and *value-added* customer service are the cornerstones of Strategic Resources, Inc. (SRI). Customer satisfaction is an integral element of every product we deliver. We work as partners with our clients developing tailored solutions that fit their unique needs. Our solutions are powerful because we recognize that one size does not fit all, and only by working as a team with our clients can we solve the issues most important to them.

SRI is an ISO 9001:2008, certified CMMI Level 3 rated, woman-owned, business providing value-added services in the areas of engineering/logistics, management consulting, information technology, telecommunications, and healthcare. SRI's corporate headquarters are in McLean, VA.

Incorporated in 1988, the company was certified by the Small Business Administration in 1992 to participate in its 8(a) program. Since then SRI has provided services to its Fortune 500 clients such as MCI, PRC, and Honeywell, and has served a wide range of Federal agencies such as HUD; the Veteran's Administration; Departments of Commerce, Transportation, Labor, Health and Human Services, and Treasury; NASA; FDA; IRS; and the Office of the Secretary of Defense, Army, Navy and Air Force. A commitment to excellence, coupled with expert industry knowledge, has propelled SRI from its inception to a mid-sized company now recognized as a dynamic provider of high quality services.

In addition to experience, we bring our clients a solid financial performance and unchallenged reliability. The company has never had to draw on its line of credit and has successfully undergone numerous independent audits, including several rigorous pre- and post-award DCAA audits. We deliver on what we propose to perform.

Via its five business lines, SRI provides services such as: base support services, facilities management and support, integrated logistics support, supply support and warehousing, and material fielding and support; systems analysis and design, network implementation, client/server computing, hardware/software integration, database management; human resources management, strategic planning, organizational design and development, career development, training and technical assistance; telecommunications, information engineering, and imaging.

SRI is dedicated to ensuring that each engagement is handled professionally and exceeds client expectations. The true measure of our value is evidenced by the successful integration of efficient, productive, and cost effective systems into the client's work environment. SRI consistently employs leading-edge methodologies in developing systems and services that are designed to the exact client specifications, utilizing experts in the appropriate business fields.

SRI's Quality Management System (QMS) is certified in accordance with the International Organization for Standardization under the American National Standards Institute (ANSI) standard Q9001:2008 and Maturity Level 3 of Carnegie Mellon University's Software Engineering Institute (SEI) Capability Maturity Model Integration.

Actions integral to SRI's certified QMS include:

- assignment of appropriate personnel with the knowledge, experience and skill sets to undertake the work;
- application of management tools and processes designed to support the customer;
- procedures directed to risk mitigation and early identification of problems;
- flexibility in meeting client needs;
- internal cross-functional teams to anticipate issues and solve problems;
- lessons learned reports on tasks;
- quality control integrated in the project plan; and
- employee orientation program which includes SRI's quality control procedures.

SRI's dynamic and highly skilled staff are exceptionally qualified and experienced in all aspects of supporting the Federal government's management and organizational requirements in areas such as business and management consulting, strategic and business planning, continuous business process improvements and reengineering, surveys, individual and organizational assessments and evaluations, and development of leadership management skills.

## **SIN Descriptions**

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

Includes 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

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

Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline. Typical tasks include moving and storage (excluding household goods), location modeling, transportation system development and management, carrier management and routing, freight forwarding, courier services, shuttle services and facilitating customs processing.

### **874 504      *Deployment Logistics Services***

Typical tasks include contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end office and industrial relocation/expansion services, including project/asset/construction management, space planning and project integration/implementation, pre-positioning assets, facilitating customs processing/accountability; and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment.

### **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.

**Pricelist**

SRI's proposed rates include the Industrial Funding Fee (IFF) of 0.75%.

874-501 874-503 874-504 874-507				SIN(s)	Labor Categories	Min Educ.	Min Exp.	Period of Performance May 12, 2014 - May 11, 2019				
								Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
✓	✓	✓	✓	Project Manager	Bachelors	8	\$100.88	\$102.90	\$104.96	\$107.05	\$109.20	
✓	✓	✓	✓	Quality Control Manager	Bachelors	5	\$54.61	\$55.70	\$56.82	\$57.95	\$59.11	
✓	✓	✓	✓	Safety Manager	Bachelors	5	\$47.74	\$48.69	\$49.67	\$50.66	\$51.68	
✓	✓			Accounting Clerk I*	High School	0	\$30.54					
✓	✓			Administrative Assistant *	Associates	3	\$43.27					
		✓	✓	Bus Driver *	High School	0	\$38.19					
✓	✓			Civil Engineering Technician *	Associates	2	\$49.97					
✓	✓			Computer Systems Analyst III *	Bachelors	5	\$54.04					
		✓	✓	Dispatcher, Motor Vehicle *	High School	0	\$41.19					
✓	✓			Drafter/CAD Operator IV *	Associates	8	\$59.56					
✓	✓	✓	✓	Emergency Medical Technician (EMT)*	High School	1	\$39.43					
		✓	✓	Forklift Operator *	High School	0	\$38.44					
✓	✓			General Clerk I *	High School	0	\$26.05					
✓	✓			General Clerk II *	High School	1	\$29.36					
✓	✓			General Clerk III *	High School	2	\$32.51					
		✓	✓	General Maintenance Worker *	High School	1	\$44.00					
		✓	✓	Guard I *	High School	1	\$27.69					
		✓	✓	Gunsmith I *	High School	0	\$40.77					
		✓	✓	Heavy Equipment Mechanic *	High School	2	\$51.08					
		✓	✓	Heavy Equipment Operator *	High School	2	\$55.39					
		✓	✓	Laborer *	High School	0	\$29.35					
		✓	✓	Material Coordinator *	High School	2	\$40.51					
		✓	✓	Material Handling Laborer *	High School	1	\$31.64					
		✓	✓	Motor Vehicle Mechanic *	High School	2	\$42.98					
		✓	✓	Motor Vehicle Mechanic Helper *	High School	0	\$37.40					
✓	✓			Paralegal/Legal Assistant I *	Associates	0	\$41.94					
✓	✓			Personal Computer Support Technician *	Bachelors	2	\$34.69					
✓	✓			Personnel Assistant II *	High School	4	\$35.72					
✓	✓			Scheduler (Drug and Alcohol Testing) *	High School	2	\$46.51					
✓	✓			Secretary II *	High School	2	\$36.80					
✓	✓			Shipping/Receiving Clerk *	High School	1	\$35.88					
		✓	✓	Shuttle Bus Driver *	High School	0	\$36.25					
✓	✓			Stock Clerk *	High School	0	\$37.90					
✓	✓			Supply Technician *	High School	2	\$44.05					
✓	✓			Technical Instructor *	Bachelors	2	\$47.46					
✓	✓			Telecommunications Mechanic I *	High School	2	\$48.94					
✓	✓			Travel Clerk I *	High School	0	\$27.13					
		✓	✓	Truckdriver, Light Truck *	High School	0	\$38.47					
		✓	✓	Truckdriver, Tractor-Trailer *	High School	3	\$45.02					
✓	✓			Tutor *	Associates	1	\$39.54					
✓	✓			Video Teleconference Technician *	High School	1	\$38.14					
✓	✓			Warehouse Specialist *	High School	1	\$37.26					

*Escalation is in accordance with clause 52.222-43, Fair Labor Standards Act and Service Contract Act Price Adjustment (Multiple Year and Option Contracts)*

\*\*\*SCA Applicable

**Labor Category Descriptions**

***Educational Equivalencies***

Requirement	Acceptable Equivalency
High School Diploma	GED or two years directly related experience
Associates Degree	High School Diploma plus two years directly related experience
Bachelor's Degree	Associates Degree two years directly related experience or High School Diploma plus four years directly related experience
Certifications	May not be substituted

***Professional (Exempt) Positions***

**Project Manager**

Minimum/General Experience	8-10 years of related experience	Minimum Education	Bachelors degree
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**Functional Responsibilities:**

Manages a specific project and may report to a Program Manager (PM) or other corporate executive. Keeps superiors up-to-date on all problems and accomplishments. Serves as focal point for Contractor on technical matters. Plans, organizes, and directs the efforts of specialists skilled in various support disciplines in accordance with established policies and procedures. Ensures all tasks and deliverables are complete, correct, and in accordance with contract requirements prior to submission to customer. May perform independently or under the direction of Program Manager.

Responsible for overall performance of the contract and management of the on-site Project Management Office (PMO) in accordance with contractual requirements and corporate policies procedures. Cultivates and maintains a climate which is free of harassment, intimidation, discrimination, and disrespect to provide a safe place for employees to work. Maintains accountability of both Government and corporate property; and adheres to applicable safety practices. Ensure personnel vacancies are quickly filled with trained personnel so that customer satisfaction and contract performance are maintained at consistently high levels. Responsible for contract deliverables. Reviews and audits timecards to ensure personnel are charging time appropriately and on a daily basis.

**Quality Control Manager**

Minimum/General Experience	5-8 years of related experience	Minimum Education	Bachelors degree
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**Functional Responsibilities:**

Develops and implements program-related Quality Assurance and Quality Control processes and procedures. Leads the continuous evaluation and investigation of quality trends, deficiencies and customer related problems and develops and implements acceptable alternatives. Conducts spot checks, follow-ups and audits of work to ensure quality compliance with regulations and standards. Conducts complex technical studies of production processes, materials and equipment to determine causes of quality deficiencies. Prepares reports recommending actions to prevent or eliminate the causes.

**Safety Manager**

Minimum/General Experience	5-8 years of related experience	Minimum Education	Bachelors Degree
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**Functional Responsibilities:**

Conducts safety investigations and develops and conducts safety training classes for staff. Produce and distribute safety information that depicts valid safety problems and ways to increase safety awareness. Prepares and updates Safety and Self-Inspection checklists. Monitors self-inspections to ensure they are properly conducted and that any deficiencies are properly documented and reported. Performs strict, scheduled and unscheduled, safety surveillances; corrects breaches of safety and health codes on the spot; conducts follow-up inspections to ensure timely actions are taken to correct deficiencies. Ensures compliance with safe work practices. Reports all issues, problems, accomplishments, and results of surveys, inspections, meetings and observations relating to performance of personnel to the Project Manager. Conducts analysis of safety deficiencies to identify trends. Maintains a training library. Communicates and educates employees on safety policies, programs, and initiatives.

**Service Contract Act Positions**

**Accounting Clerk I (SCA Code 01011)**

Minimum/General Experience	0-1 year of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Performs routine accounting clerical operations in support of customer requirements such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Entry-level reconciliation and posting assigned under detailed guidance or adequate supervision. Completed work will be reviewed for accuracy and compliance with procedures. May include: inputting entitlements; reviewing, updating, and correcting Soldiers' data in deployment and reconstitution software; verifying commander's calculations collecting finance mobilization/demobilization documentation.

*May provide support to installation Plans and Operations; Finance; Billeting/Facilities.*

**Administrative Assistant (SCA Code 01020)**

Minimum/General Experience	3-5 years of general experience	Minimum Education	Associate degree or equivalent
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**Functional Responsibilities:**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support in response to customer requirements. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Answer multiple-line telephone, respond to e-mail inquiries. Input data to customer database. Maintain office and computer supplies. Prepare, review, maintain, route and coordinate recorded information; check records and schedules for accuracy. Perform copying and faxing. Assist in classifying, sorting and filing correspondence, records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.

*May provide support to installation Plans and Operations; Soldier Processing Center; Soldier Readiness Center; Mobilization Unit In-processing Center; Mobilization Operation Center.*

**Bus Driver (SCA Code 31030)**

Minimum/General Experience	0-2 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Drives bus to transport Soldier and or civilian passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects vouchers (if applicable), regulates heating, lighting, and

ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. Records cash receipts and vouchers (if applicable), may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; and may drive diesel or electric powered transit bus to transport passengers over established route. Interact with customers to make trips as comfortable and informative as possible (if applicable). Must adhere to both military and state laws. Must have commercial driver's licenses (CDL) with proper endorsements.

*May provide support to Range Control; Soldier Processing Center; Soldier Readiness Center; Central Issue Facility (CIF); Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Billeting/Facilities; Transportation Motor Pool.*

**Civil Engineering Technician (SCA Code 30040)**

Minimum/General Experience	2 - 4 years of related experience	Minimum Education	Associate degree or equivalent
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**Functional Responsibilities:**

Assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator. May include: creating site plans and surveys; using Auto Computer Aided Design (AutoCAD) to develop grading, utility, route of excess and sewer plans; developing Erosion Control Plans; calculating storm drainage run off; preparing drawings and plans for buildings from comprehensive construction documents consisting of structural, architectural, mechanical, plumbing, and electrical.

*May provide support to installation Plans and Operations.*

**Computer Systems Analyst III (SCA Code 14103)**

Minimum/General Experience	5-7 years of related experience	Minimum Education	Bachelor's degree or equivalent
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**Functional Responsibilities:**

Applies systems analysis and design techniques to complex computer systems. Usually, there are multiple users of the system; however, there may be complex one-user systems. 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.

The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

*May provide support to installation Plans and Operations; Soldier Processing Center; Soldier Readiness Center.*

**Dispatcher, Motor Vehicle (SCA Code 01060)**

Minimum/General Experience	0-2 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 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 customer preference. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. 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. May establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.  
*May provide support to installation Soldier Processing Center; Soldier Readiness Center; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Transportation Motor Pool.*

**Drafter/CAD Operator IV (SCA Code 30064)**

Minimum/General Experience	8-10 years of general experience	Minimum Education	Associate degree or equivalent
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**Functional Responsibilities:**  
 Works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.  
*May provide support to installation Plans and Operations; Range Control; Billeting/Facilities.*

**Emergency Medical Technician (SCA Code 12040)**

Minimum/General Experience	1-3 years of related experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Provides emergency medical support for the purposes of treatment, stabilization, and preparation to transport injured individuals. Respond to emergencies for training missions and troop transports. Treat minor injuries and prioritize treatment of individuals having multiple problems and employ a variety of established emergency medical techniques, methods, and equipment. Transfer minor injuries to the appropriate medical facility for treatment if necessary. Complete written documentation and personnel care reports specific to emergency medical services. Determine nature and extent of illness or injury or magnitude of catastrophe, to establish first aid procedures to be followed. Administer prescribed first aid treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen, treatment of minor wounds or abrasions, or administration of artificial resuscitation.  
 Maintain valid state certification and National Registry EMT certification. Minimum certification will be at the EMT-Basic Level.

**Forklift Operator (SCA Code 21020)**

Minimum/General Experience	0-.5 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Responsible for loading, unloading and transporting various types of loads using various models and sizes of forklifts. Operates and provides proper preventive maintenance checks and provides some operator maintenance for various types of customer forklifts. Operates electric, gasoline, or diesel powered forklifts capable of lifting loads weighing up to 55,000 pounds (10K-55K Forklifts) as well as assisting in movement of personnel, equipment, and materials to deployment sites for air or rail missions.  
*May provide support to installation Central Issue Facility (CIF); Billeting/Facilities.*

**Forklift Operator (SCA Code 21020)**

Minimum/General Experience	0–.5 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Responsible for loading, unloading and transporting various types of loads using various models and sizes of forklifts. Operates and provides proper preventive maintenance checks and provides some operator maintenance for various types of customer forklifts. Operates electric, gasoline, or diesel powered forklifts capable of lifting loads weighing up to 55,000 pounds (10K-55K Forklifts) as well as assisting in movement of personnel, equipment, and materials to deployment sites for air or rail missions.  
*May provide support to installation Central Issue Facility (CIF); Billeting/Facilities.*

**General Clerk I (SCA Code 01111)**

Minimum/General Experience	0-1 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Follows clearly detailed, specific procedures in completing several repetitive clerical steps, performed in a prescribed or slightly varied sequence. These procedures consist of filing documents, operating basic office equipment such as photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. May be required to: greet and process Soldiers/civilians; copy orders, issue linen and/or individual rooms; maintain and update records or rosters.  
*May provide support to installation Plans and Operations; Range Control; Soldier Processing Center; Soldier Readiness Center; Central Issue Facility (CIF); Mailroom; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Billeting/Facilities.*

**General Clerk II (SCA Code 01112)**

Minimum/General Experience	1-2 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Work requires a familiarity with the terminology of the office unit. 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. May be required to: enter data in customer databases; review Soldier/civilian mobilization/demobilization packets for accuracy; process Soldier/civilian paperwork; research military websites for regulations; distribute documents as directed.  
*May provide support to installation Plans and Operations; Range Control; Soldier Processing Center; Soldier Readiness Center; Central Issue Facility (CIF); Mailroom; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Billeting/Facilities.*

**General Clerk III (SCA Code 01113)**

Minimum/General Experience	2-3 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. 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. May also direct lower level clerks.  
*May provide support to installation Plans and Operations; Soldier Processing Center; Soldier Readiness Center; Mobilization Unit In-processing Center; Mobilization Operation Center.*

**General Maintenance Worker (SCA Code 23370)**

Minimum/General Experience	1-2 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Perform 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 tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery. May conduct building inspections; paint structures and equipment; repair or replace concrete floors, steps, sidewalks, damaged paneling, and floor tiles; hang doors, install door locks, and replace broken window panes; conduct issue and turn-in of buildings; prepare and follow up on work orders; perform basic landscaping such as mowing and general planting; prepare documents as needed.  
*May provide support to installation Soldier Processing Center; Soldier Readiness Center; Mobilization Unit In-processing Center; Mobilization Operation Center; Billeting/Facilities.*

**Guard I (SCA Code 27101)**

Minimum/General Experience	1-2 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. Guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.  
*May provide support to installation Ammunition Supply Point (ASP); Billeting/Facilities; Range Operations.*

**Gunsmith I (SCA Code 23391)**

Minimum/General Experience	0-1 year of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**  
 Perform detailed assembly and disassembly of foreign and domestic small arms weapons including small arms inspection, maintenance, and minor repairs. Possesses knowledge of the tools (i.e. hammers, punches, files, stones,

etc.) and gauges needed to perform assigned duties, has limited knowledge in the operation of gun-smithing machinery such as lathes, milling machines, surface grinders, etc., as well as limited knowledge of tooling used with those machines. Performs basic shop safety procedures needed to work in a small arms environment and support functions for the shop, to include bead blasting and preparing metal parts for refinishing. Other support functions include, but are not limited to, ammo inventory and residue turn-in, publication and catalogue updates, tool and capital equipment maintenance, calibration control, weapons cleaning and organizational level weapons maintenance. May perform overhaul maintenance and repair on a variety of small arms that involve numerous parts and subassembly adjustments; diagnose and identify mechanical deficiencies and malfunctions in weapons (automatic pistols, revolvers, shotguns, automatic rifles, machine guns, rocket launchers, mortars, and other small arms including accessories).

*May provide support to installation Ammunition Supply Point (ASP); Range Operations.*

**Heavy Equipment Mechanic (SCA Code 23430)**

Minimum/General Experience	2-4 years related experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

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. 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. 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. Troubleshoots and repairs equipment and machinery such as, but not limited to: excavators, material handlers, bucket loaders, bull dozers, haul trucks, forklifts, boom lift and stationary machinery. Additional repairs consist of engines, transmissions, chassis, driveline, body components, hydraulic systems, brake systems, electrical systems, suspension systems, wheels and tires. Responsible for preventive and general maintenance on machines such as greasing and doing daily inspections to ensure safety.

*May provide support to installation Billeting/Facilities; Range Operations; Transportation Motor Pool.*

**Heavy Equipment Operator (SCA Code 23440)**

Minimum/General Experience	2-3 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

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. May operate pick-up trucks, dump trucks, sweepers, backhoes, and bobcats. May be responsible for road and ground maintenance that consist of snow removal duties, grading, and culvert repair/replacement. Perform Preventative Maintenance Checks and Service (PMCS) on all equipment as required or directed. Responsible for adjustments and emergency repairs to equipment.

*May provide support to installation Billeting/Facilities; Range Operations.*

**Laborer (SCA Code 23470)**

Minimum/General Experience	0-1 year of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

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. 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.

*May provide support to installation Central Issue Facility (CIF); Billeting/Facilities; Ammunition Supply Point (ASP); Range Operations.*

**Material Coordinator (SCA Code 21030)**

Minimum/General Experience	2-4 years of related experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Coordinates and expedites flow of material, parts, and assemblies. Reviews production schedules and confers with customer to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences according to priorities and anticipated availability of material; arranges for transfer of materials to meet production schedules, and examines material delivered. May monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records. May conduct annual, monthly, and weekly cyclic inventories in accordance with appropriate regulations; coordinate shipping and receiving of equipment in a timely manner and meet strict deadlines; prepare equipment for issue before units and customers arrive for timely execution of equipment requirements; input data into various databases and spreadsheets.

*May provide support to installation Central Issue Facility (CIF); Billeting/Facilities; Ammunition Supply Point (ASP); Range Operations.*

**Material Handling Laborer (SCA Code 21050)**

Minimum/General Experience	1-3 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Performs 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. May include: maintaining stock levels to fulfill requirements for military and civilian personnel; receiving shipments of supplies and equipment, repack if necessary, and input information into inventory database; place items in prescribed areas in accordance with Standing Operating Procedures.

*May provide support to installation Central Issue Facility (CIF); Billeting/Facilities; Ammunition Supply Point (ASP); Range Operations.*

**Motor Vehicle Mechanic (SCA Code 05190)**

Minimum/General Experience	2-4 years related experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

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. May utilize technical manuals to inspect, troubleshoot, and repair gasoline and diesel powered equipment; inspect and repair diesel power plants/packs, compression ignition fuel systems, vehicle air cooling systems, vehicle liquid cooling systems, electrical systems, automatic standard transmissions, transfer assemblies, hydraulic and air brake systems, and mechanical/hydraulic steering systems; prepare equipment for issue before units/customers arrive.

*May provide support to installation Transportation Motor Pool; Central Issue Facility; Range Operations.*

**Motor Vehicle Mechanic Helper (SCA Code 05220)**

Minimum/General Experience	0-½ years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

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

*May provide support to installation Transportation Motor Pool.*

**Paralegal/Legal Assistant I (SCA Code 30361)**

Minimum/General Experience	0-½ years of general experience	Minimum Education	Associate degree or equivalent
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**Functional Responsibilities:**

Works under close supervision with required assistance readily available. Consults prescribed sources of information for facts relating to matters of interest to the program; reviews documents to extract selected data and information relating to specific items; review and summarizes information in prescribed format on case precedent and decisions; searches and extracts legal references in libraries and computer-data banks; attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information. Prepares written responses for legal assistance officers/JAG; types and edits material involving the use of legal and related specialized terminology ensuring correct grammar, spelling, and format. Material may consist of agreements, briefs, opinions, letters, memoranda, and other documents pertaining to legal matters.

*May provide support to installation Plans and Operations; Holding Companies.*

**Personal Computer Support Technician (SCA Code 14160)**

Minimum/General Experience	2-4 years related experience	Minimum Education	Bachelor's degree or equivalent
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**Functional Responsibilities:**

Provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. 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 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. May include: use of Remote Access to respond to customer support calls; supporting units/customer with printer and/or multifunction device requirements; assist users with basic/intermediate, moderate, and complex task completion, through the entire Microsoft Office Professional Suite of software; perform operational tests and checks on military or civilian personal devices before use on installation network.

*May provide support to installation Plans and Operations; Range Control; Soldier Processing Center; Soldier Readiness Center; Central Issue Facility (CIF).*

**Personnel Assistant II (SCA Code 01262)**

Minimum/General Experience	4-6 years related experience	Minimum Education	High School diploma or equivalent
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Functional Responsibilities:

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. May perform tasks beyond routine clerical such as training and briefings, responding to routine questions on military policies and procedures, and/or providing reports from military databases. May be asked to evaluate and consolidate information from various sources under short deadlines. May provide guidance to lower level Personnel Assistants. Requires extensive knowledge of various office software packages and military HR systems.

*May provide support to installation Soldier Processing Center; Soldier Readiness Center; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies.*

**Scheduler (Drug and Alcohol Testing) (SCA Code 12317)**

Minimum/General Experience	2-4 years related experience	Minimum Education	High School diploma or equivalent
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Functional Responsibilities:

Responsible for a variety of functions related to the planning, scheduling, and modification of plans and schedules for workplace alcohol or drug testing as well as reporting of alcohol or drug tests. These functions are carried out as a centralized operation coordinating requests for a certain number and type of test to be accomplished at specific dates, times and places. Requests for testing will occur well in advance for random and follow-up testing and will typically involve a large volume of tests. Scheduler must determine appropriate offices, Breath Alcohol Technician (BAT), and/or company performing the tests according to location or other factors. Expected to choose most cost-effective approach to completing test requirements.

*May provide support to installation Plans and Operations; Range Control; Soldier Processing Center; Soldier Readiness Center; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Transportation Motor Pool.*

**Secretary II (SCA Code 01312)**

Minimum/General Experience	2-4 years of related experience	Minimum Education	High School diploma or equivalent
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Functional Responsibilities:

Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, 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. Requires proficiency in office software programs. Handles differing situations, problems, and deviations in the work of the office according to the general instructions, priorities, duties and policies. Duties include or are comparable to the following: screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name; schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff.

*May provide support to installation Plans and Operations; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies.*

**Shipping/Receiving Clerk (SCA Code 21130)**

Minimum/General Experience	1-3 years general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. Follows established guidelines in performing day-to-day, routine tasks. In handling unusual non-routine issues, receives specific guidance from supervisor or other officials. 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. May include: processing purchase requests, managing document register and conducting inventories; preparing and following up on documents for contract and purchased items; verifying serial numbers while completing inventories; preparing forms for signature and to issue equipment and supplies; managing inventories consisting of databases, shipping/receiving, and many types of supplies and equipment.

*May provide support to installation Plans and Operations; Central Issue Facility (CIF); Mailroom; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Billeting/Facilities.*

**Shuttle Bus Driver (SCA Code 31290)**

Minimum/General Experience	0–2 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Drives minibus or van to transport military or civilian personnel; drives vehicle from individual or central loading area to destination according to assigned schedule. May assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers. Interact with customers to make trips as comfortable and informative (if applicable) as possible. May include: safety inspections and Preventive Maintenance Checks Services (PMCS); fueling bus after every mission; cleaning shuttle buses after use; maintaining accountability and responsibility for gas cards. Must adhere to both military and state laws. Must have a valid driver's license.

*May provide support to Range Control; Soldier Processing Center; Soldier Readiness Center; Central Issue Facility (CIF); Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Billeting/Facilities; Transportation Motor Pool.*

**Stock Clerk (SCA Code 21150)**

Minimum/General Experience	0–2 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. 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, 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. 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 make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

*May provide support to installation Plans and Operations; Central Issue Facility (CIF); Mailroom; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Billeting/Facilities.*

**Supply Technician (SCA Code 01410)**

Minimum/General Experience	2-4 years of related experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

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. May require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines. May include: serving as hand receipt holder; preparing packets for hand receipt holder changes; assisting hand receipt holders in completing inventories; preparing and updating hand receipts; assigning new equipment to hand receipt holders; transferring items from one hand receipt holder to another; verifying serial numbers while completing inventories.

*May provide support to installation Plans and Operations; Central Issue Facility (CIF); Mailroom; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Billeting/Facilities.*

**Technical Instructor (SCA Code 15090)**

Minimum/General Experience	2-4 years of related experience	Minimum Education	Bachelor's degree or equivalent
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**Functional Responsibilities:**

Prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. Teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g., develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. May alternate teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, record and critique examinations; prepare and administer remedial assignments, submit written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents. May include maintaining communications with ranges and training areas to ensure safety of all customers using facilities; conduct range sweeps as required; clearing range and training areas upon completion of all training events; maintaining daily personnel registers.

*May provide support to installation Plans and Operations; Range Operations.*

**Telecommunications Mechanic I (SCA Code 23931)**

Minimum/General Experience	2-4 years of related experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

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. 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.

Telephone (Inside Plant) Services: respond to service requests, troubleshoot, isolate and repair voice and data problems, maintain, install/de-install and move/remove instruments and service lines; provide user familiarization to customers; document trouble tickets and work orders with all parts, supplies, and materials installed or consumed.

Outside Plant Services: maintain, install/de-install, repair and move/remove outside plant cable infrastructure, splice cases, poles, pedestals and other outside plant cable system components; maintain and repair/replace all cable-related defects within manholes; record defects associated with manhole structures and covers.

*May provide support to installation Central Issue Facility (CIF); Range Operations; Billeting/Facilities.*

**Travel Clerk I (SCA Code 01531)**

Minimum/General Experience	0–1 year of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Under close supervision or following specific procedures and detailed instructions, 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.

*May provide support to installation Plans and Operations; Mobilization Unit In-processing Center; Billeting/Facilities.*

**Truckdriver, Light Truck (SCA Code 31361)**

Minimum/General Experience	0–1 year of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Drives a truck to transport materials and/or equipment in support of requirements. Driver may load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Operates a variety of military and civilian vehicles, less than 1 1/2 tons, and usually 4 wheels. Ensures missions are completed in a timely manner. May require operating automated routing equipment. Must have commercial driver's licenses (CDL) with proper endorsements.

*May provide support to installation Plans and Operations; Range Operations; Central Issue Facility (CIF); Mailroom; Mobilization Operation Center; Holding Companies; Billeting/Facilities; Transportation Motor Pool.*

**Truckdriver, Tractor-Trailer (SCA Code 31364)**

Minimum/General Experience	3-5 years of general experience	Minimum Education	High School diploma or equivalent
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**Functional Responsibilities:**

Drives a truck to transport materials and/or equipment in support of installation requirements. May load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Operates a variety of heavy military and civilian semi-tractor trailers, heavy troop transports, box trucks, passenger buses and forklifts with a capacity of at least 26,000 Gross Vehicle Weight (GVW). Ensures missions are completed in a timely manner. May require operating automated routing equipment. Must have commercial driver's licenses (CDL) with proper endorsements.

*May provide support to installation Plans and Operations; Range Operations; Central Issue Facility (CIF); Mailroom; Mobilization Operation Center; Holding Companies; Billeting/Facilities; Transportation Motor Pool.*

<b>Tutor (SCA Code 15120)</b>			
Minimum/General Experience	1-3 years of related experience	Minimum Education	Associate degree or equivalent
<p>Functional Responsibilities:</p> <p>Tutors students individually or in small groups. May conduct a small amount of formal classroom instruction provided adequate experience is possessed in the subject being tutored. The Tutor does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. May administer examinations or informal tests. This may require familiarity and experience in the field of instruction, but the incumbent can perform the required duties with no college education and approximately 30 to 90 days of training. May include maintaining communications with ranges and training areas to ensure safety of all customers using facilities; conducting range sweeps as required; clearing range and training areas upon completion of training events; maintaining daily personnel registers.</p> <p><i>May provide support to installation Plans and Operations; Range Operations.</i></p>			
<b>Video Teleconference Technician (SCA Code 13110)</b>			
Minimum/General Experience	1-3 years of related experience	Minimum Education	High School diploma or equivalent
<p>Functional Responsibilities:</p> <p>Operates video teleconferencing equipment including powering up teleconferencing equipment, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup; operate or assist in operating session control panel, studio control unit, and high-resolution graphics. Provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. Operate briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services. May include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.</p> <p><i>May provide support to installation Plans and Operations; Mobilization Unit In-processing Center; Mobilization Operation Center.</i></p>			
<b>Warehouse Specialist (SCA Code 21410)</b>			
Minimum/General Experience	1-3 years of related experience	Minimum Education	High School diploma or equivalent
<p>Functional Responsibilities:</p> <p>Performs a variety of warehousing duties. 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. May operate hand or power trucks in performing warehousing duties.</p> <p><i>May provide support to installation Plans and Operations; Central Issue Facility (CIF); Mailroom; Mobilization Unit In-processing Center; Mobilization Operation Center; Holding Companies; Billeting/Facilities.</i></p>			

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Title and Code	Wage Determination No.
Accounting Clerk I	Accounting Clerk I 01011	2005-2567
Administrative Assistant	Administrative Assistant 01020	2005-2567
Bus Driver	Bus Driver 31030	2005-2567
Civil Engineering Technician	Civil Engineering Technician 30040	2005-2567
Computer Systems Analyst III	Computer Systems Analyst III 14103	2005-2567
Dispatcher, Motor Vehicle	Dispatcher, Motor Vehicle 01060	2005-2567
Drafter/CAD Operator IV	Drafter/CAD Operator IV 30064	2005-2567
Emergency Medical Technician	Emergency Medical Technician 12040	2005-2567
Forklift Operator	Forklift Operator 21020	2005-2567
General Clerk I	General Clerk I 01111	2005-2567
General Clerk II	General Clerk II 01112	2005-2567
General Clerk III	General Clerk III 01113	2005-2567
General Maintenance Worker	General Maintenance Worker 23370	2005-2567
Guard I	Guard I 27101	2005-2567
Gunsmith I	Gunsmith I 23391	2005-2567
Heavy Equipment Mechanic	Heavy Equipment Mechanic 23430	2005-2567
Heavy Equipment Operator	Heavy Equipment Operator 23440	2005-2567
Laborer	Laborer 23470	2005-2567
Material Coordinator	Material Coordinator 21030	2005-2567
Material Handling Laborer	Material Handling Laborer 21050	2005-2567
Motor Vehicle Mechanic	Motor Vehicle Mechanic 05190	2005-2567
Motor Vehicle Mechanic	Helper Motor Vehicle Mechanic Helper 05220	2005-2567
Paralegal/Legal Assistant I	Paralegal/Legal Assistant I 30361	2005-2567
Paralegal/Legal Assistant IV	Paralegal/Legal Assistant IV 30364	2005-2567
Personal Computer Support Technician	Personal Computer Support Technician 14160	2005-2567
Personnel Assistant II	Personnel Assistant II 01262	2005-2567
Scheduler (Drug and Alcohol Testing)	Scheduler (Drug and Alcohol Testing) 12317	2005-2567
Secretary II	Secretary II 01312	2005-2567
Shipping/Receiving Clerk	Shipping/Receiving Clerk 21130	2005-2567
Shuttle Bus Driver	Shuttle Bus Driver 31290	2005-2567
Stock Clerk	Stock Clerk 21150	2005-2567
Supply Technician	Supply Technician 01410	2005-2567
Technical Instructor	Technical Instructor 15090	2005-2567
Telecommunications Mechanic I	Telecommunications Mechanic I 23931	2005-2567
Travel Clerk I	Travel Clerk I 01531	2005-2567
Truckdriver, Light Truck	Truckdriver, Light Truck 31361	2005-2567
Truckdriver, Tractor-Trailer	Truckdriver, Tractor-Trailer 31364	2005-2567
Tutor	Tutor 15120	2005-2567
Video Teleconference Technician	Video Teleconference Technician 13110	2005-2567
Warehouse Specialist	Warehouse Specialist 21410	2005-2567

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. 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.