



**GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY
SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE
LIST LOGISTICS WORLDWIDE (LOGWORLD); STANDARD
INDUSTRIAL GROUP R706; SERVICE CODE R**

SIN 874-501 Supply and Value Chain Management
SIN 874-503 Distribution and Transportation Logistics Services
SIN 874-504 Deployment Logistics Services
SIN 874-505 Logistics Training Services
SIN 874-507 Operations & Maintenance Logistics Management and Support Services



NATIONAL TECHNOLOGIES ASSOCIATES, INC.
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ALEXANDRIA, VA 22312
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INTERNET ADDRESS: WWW.NTA-ONLINE.COM
BUSINESS SIZE: LARGE
CONTRACT NUMBER: GS-10F-0041P
PERIOD OF PERFORMANCE: 2 JANUARY 2004 - 1 JANUARY 2014
PRICELIST CURRENT THROUGH REFRESH #5,
MODIFICATION #PS-0004 DATED 10 NOVEMBER 2008

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov
On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic
delivery order are available through GSA Advantage!TM, a menu driven database system. The Internet address for GSA
Advantage!TM, is <http://www.fss.gsa.gov>.

TABLE OF CONTENTS

ITEM	PAGE
National Technologies Associates, Inc.	3
Logistics WorldWide Services	5
Information for Ordering Offices	7
Ordering Guide for Our Customers	9
Ordering Procedures for Services	10
Blanket Purchase Agreement	19
Basic Guidelines for Using Contractor Team Arrangements	21
Small Business Participation	22
Labor Category Rates	23
SCA Matrix for Additional Information	25
Labor Category Descriptions	27
Sales and Service Points	46

- Pricelist dated 18 June 2008, incorporates the addition of new Labor Categories to this LOGWORLD Schedule, as awarded under GSA Mod #PS-0003.
- Pricelist dated 10 November 2008 incorporates GSA Modification PS-0004 for the First Five Year Option to Extend.

NATIONAL TECHNOLOGIES ASSOCIATES, INC.

National Technologies Associates, Inc. (NTA) is a high technology engineering, logistics and professional services firm. Founded in 1981, NTA has over 22 years of experience in successfully managing complex engineering, logistics and financial requirements -- requirements similar to those contained in the solicitation's Statement of Work. NTA's Integrated Logistics Support (ILS) personnel have been referred to by our clients as the "Who's Who of ILS" and many of our staff members are designated as Certified Professional Logisticians (CPLs) by the Society of Logistics Engineers (SOLE). An abbreviated list of NTA engineering, logistics and financial support customers is provided in the table below.

Federal Government	Commercial
DEPARTMENT OF DEFENSE	Northrop-Grumman Corp
Defense Intelligence Agency	ABB Environmental
Defense Advanced Research Projects Agency (DARPA)	Litton Guidance and Control System
U.S. NAVY	National Institute of Health
Naval Air Systems Command	Lockheed Martin
Naval Sea Systems Command	Allied Signal Aerospace
Naval Supply Systems Command	Teledyne Ryan Aeronautical
U.S. MARINE CORPS	Royal Thai Navy
Marine Corps Systems Command	U.S. Coast Guard
U.S. Air Force	Columbian Navy

NTA's focus is on helping clients design, acquire, operate, and maintain complex systems as efficiently as possible. We ensure that support considerations are an integral part of the system's design requirements, that the system can be cost-effectively supported throughout the life cycle, and that elements required for initial fielding and operational support of a system are developed and acquired. NTA employs over 600 engineering, logistics and technical support professionals providing high quality engineering and logistics products and services in the following system life cycle management areas:

- ✓ *Research, Development, Test and Evaluation*
- ✓ *Systems Engineering*
- ✓ *Acquisition/Program Management Support*
- ✓ *Acquisition Logistics*
- ✓ *Integrated Logistics Support*

NTA is headquartered in Alexandria, Virginia and has additional offices in San Diego, California; Lexington Park, Maryland; Indian Head, Maryland; Jacksonville, Florida; Pensacola, Florida; and Cherry Point, North Carolina. The offices include spacious conference rooms, available for customer use, and are linked on NTA's intranet network, a network that offers our customers and employees extensive communication and conferencing support capabilities.

Approximately one half of NTA's professional staff have undergraduate degrees and many of our professionals have security clearances. This education and background, coupled with NTA's extensive experience in managing complex engineering and logistics requirements, produces high quality, value based services. Guaranteed!

As evidence of our dedication to fulfilling the needs of our customers, NTA provides a written warranty on all products. We believe that our pledge, to stand behind our products, is the strongest testimony to the quality of our engineering services. This warranty, included in our corporate brochure, will be included in all orders issued against the Schedule Contract. NTA is proposing to provide guaranteed Logistics Services in six of the Special Item Number (SIN) areas contained in the Schedule of Items portion of the solicitation. The SIN areas are as follows:

SPECIAL ITEM NUMBER	TITLE
874-501	Supply And Value Chain Management
874-503	Distribution And Transportation Logistics Services
874-504	Deployment Logistics Services
874-505	Logistics Training Services
874-507	Operations & Maintenance Logistics Management And Support Services

NTA, INC. LOGISTICS WORLDWIDE SERVICES (LOGWORLD)

National Technologies Associates, Inc., provides a full range of technical support services to government and commercial clients with a staff of full-time professionals who operate from a network of electronically linked offices nationwide. The following services are offered by NTA, Inc:

874 501 SUPPLY AND VALUE CHAIN MANAGEMENT

Planning, development, management, operation, and maintenance of logistics systems dealing with the acquisition, movement, and maintenance of resources, typical tasks include:

- Operating warehouses/storage facilities
- Packing/crating
- Staging/shipping/receiving
- Bar coding
- Fulfillment operations
- Acquisition/vendor/inventory management
- Business process reengineering
- Systems modernization
- Expansion/consolidation studies
- System assessment and material requirements planning

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 (Commercial passenger airline services covered by the Airline City Pair Program are excluded)

874 504 DEPLOYMENT LOGISTICS

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.

874 505 LOGISTICS TRAINING SERVICES

Typical tasks include:

- Training in system operations
- Automated tools for supply and value chain management
- Property and inventory management
- Distribution and transportation management
- Maintenance of equipment and facilities
- Supporting these activities

874 507 OPERATIONS & MAINTENANCE LOGISTICS MANAGEMENT AND SUPPORT SERVICES

Planning, designing, managing, operating and maintaining reliable and efficient systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs. Typical tasks include:

- Complete turnkey operations
- Maintenance and support services
- Base operations support (BOS)
- Depot maintenance
- Preventative maintenance planning
- Fleet/property management and maintenance
- Mobile utility support equipment operation
- Maintenance and repair
- Strategic account/project management
- Integrated facility management and operations management support

INFORMATION FOR ORDERING OFFICES

FSS SIN(S): 874-501, 503, 504, 505 & 507

Contract #: GS-10F-0041P

Contract Period: January 2, 2004 through January 1, 2014

Contractor's Name: National Technologies Associates, Inc.

Contractor's Address: 6601 Little River Turnpike, Suite 215
Alexandria, VA 22312

Business Size: Large Business

Data Universal Numbering System (DUNS): 13-228-1031

Type of Contractor: Large

Woman Owned Small Business: No

Contractor's Taxpayer ID Number (TIN): 54-1169829

1. Special Item Number(s) Desired for this contract:

SIN	DESCRIPTION
874-501	Supply and Value Chain Management
874-503	Distribution & Transportation Logistics Services
874-504	Deployment Logistics
874-505	Logistics Training Services
874-507	Operations & Maintenance, Logistics Management and Support Services

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$300.00

4. Geographic Scope of Contract: The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico and overseas locations.

5. Point of Production: See listing under Sales and Service Points

6. All prices listed reflect the net price for those services

7. Quantity Discounts: None

8. Prompt Payment Terms: 2% - 20 days after receipt of order or date of acceptance, whichever is later.

9a. Government Purchase Cards are accepted above the micro purchase threshold

9b. Government Purchase Cards are accepted at or below the micro purchase threshold

10. Foreign Items: None

11a. Time of Delivery: None

11b. Expedited Delivery: None

11c. Overnight and 2-day delivery: None

11d. Urgent Requirements: None

12. F.O.B. Points: Destination

13a. Ordering Address:

National Technologies Associates, Inc.
6601 Little River Turnpike, Suite 215
Alexandria, VA 22312

Attn: Alex Abramidis or Sally Fecteau
(703) 941-3695 Ext 11 or 12
(703) 941-3698 FAX

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

- 14. Payment Address and Information:**
National Technologies Associates, Inc.
6601 Little River Turnpike, Suite 215
Alexandria, VA 22312
(703) 941-3695 Ext 11 or 12
(703) 941-3698 FAX
- Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.
- 15. Warranty Provision:** N/A
- 16. Export Packaging Charges:** N/A
- 17. Terms and Conditions of Government purchase card acceptance:** Applicable and determined on a case-by-case basis
- 18. Terms and conditions of rental, maintenance, and repair:** N/A
- 19. Terms and conditions of installation:** N/A
- 20a. Terms and conditions of repair parts:** N/A
- 20b. Terms and conditions for any other service:** N/A
- 21. List of Service and distribution points:** See the listing on the last page of this pricelist
- 22. List of participating dealers:** N/A
- 23. Preventative maintenance:** N/A
- 24a. Special attributes such as environmental attributes:** N/A
- 24b. Section 508 Compliance:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at www.nta-online.com
- 25. Data Universal Number System (DUNS) Number:** 13-228-1031
- 26. National Technologies Associates, Inc. (NTA, Inc.) is registered with the Central Contractor Registration (CCR) Database.**

ORDERING GUIDE FOR OUR CUSTOMERS

A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Logistics Worldwide (LOGWORLD) Schedule can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer. This summary reflects the ordering procedures provided in the following section.

- ◆ **Step 1: Identify the Requirement:** The Technical or Project Officer identifies a requirement and prepares a Statement of Work (SOW). This is sent to the contracting office that the agency will use. This contracting office can be within its own agency, an outside agency, or a GSA Regional contracting office.
- ◆ **Step 2a: Placing Small Task Orders of \$2500 or Less:** A Task Order may be placed directly with the GSA Schedule holder chosen to perform the effort, by the Ordering Agency.

OR

- ◆ **Step 2b: Large Task Orders Over \$2500:** The Technical or Project Officer prepares a Request for Quotation (RFQ) for the contracting office. This RFQ can use a simplified format for a contractor to respond to items such as experience, project schedule, cost, staffing, technical and/or logistics support requirements. Often the RFQ is tailored to minimize the effort expended by the contractors. The RFQ should be sent to three approved GSA LOGWORLD schedule holders offering the required services.
- ◆ **Step 3: Contractors Submit Proposals:** Proposals may include cost, schedule, staffing, logistics concerns and technical requirements requested by the Ordering Agency to provide the requirements of the GSA Special Item Numbers (SIN) being requested under the Schedule. Oral presentations are encouraged by GSA. Resumes are usually only provided upon specific request of the Ordering Agency.
- ◆ **Step 4: Evaluate Proposals and Select a Contractor(s):** The Technical or Project Officer and the Contracting Officer evaluate the responses received and make contractor selection(s) based upon the best value. At times, the Ordering Agency may select multiple contractors or possibly a teaming arrangement of contractors. The Ordering Agency may even select several contractors to provide certain portions of the project using different GSA schedules.
- ◆ **Step 5: Placing a Task Order With the Contractor(s):** Once the Ordering Agency has selected its best value contractor(s), a Task Order may be issued to them immediately.

For more details on ordering services, go to <http://pub.fss.gsa.gov/sched> and click on “Services”; or see the FSS publication “The ABC’s of Multiple Award Schedule Purchasing.”

ORDERING PROCEDURES FOR SERVICES

FEDERAL ACQUISITION REGULATION

SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

8.401 DEFINITIONS

As used in this subpart— “Ordering activity” means an activity that is authorized to place orders, or establish blanket purchase agreements (BPA), against the General Services Administration’s (GSA) Multiple Award Schedule contracts. A list of eligible ordering activities is available at <http://www.gsa.gov/schedules> (click “For Customers Ordering from Schedules” and then “Eligibility to Use GSA Sources”). “Multiple Award Schedule (MAS)” means contracts awarded by GSA or the Department of Veterans Affairs (VA) for similar or comparable supplies, or services, established with more than one supplier, at varying prices. The primary statutory authorities for the MAS program are Title III of the Federal Property and Administrative Services Act of 1949 ([41 U.S.C. 251](#), *et seq.*) and Title [40 U.S.C. 501](#), Services for Executive Agencies. “Requiring agency” means the agency needing the supplies or services. “Schedules e-Library” means the on-line source for GSA and VA Federal Supply Schedule contract award information. Schedules e-Library may be accessed at <http://www.gsa.gov/elibrary>. “Special Item Number (SIN)” means a group of generically similar (but not identical) supplies or services that are intended to serve the same general purpose or function.

8.402 GENERAL

(a) The Federal Supply Schedule program is also known as the GSA Schedules Program or the Multiple Award Schedule Program. The Federal Supply Schedule program is directed and managed by GSA and provides Federal agencies (see [8.002](#)) with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. Indefinite delivery contracts are awarded to provide supplies and services at stated prices for given periods of time. GSA may delegate certain responsibilities to other agencies (*e.g.*, GSA has delegated authority to the VA to procure medical supplies under the VA Federal Supply Schedules program). Orders issued under the VA Federal Supply Schedule program are covered by this subpart. Additionally, the Department of Defense (DoD) manages similar systems of schedule-type contracting for military items; however, DoD systems are not covered by this subpart.

(b) GSA schedule contracts require all schedule contractors to publish an “Authorized Federal Supply Schedule Pricelist” (pricelist). The pricelist contains all supplies and services offered by a schedule contractor. In addition, each pricelist contains the pricing and the terms and conditions pertaining to each Special Item Number that is on schedule. The schedule contractor is required to provide one copy of its pricelist to any ordering activity upon request. Also, a copy of the pricelist may be obtained from the Federal Supply Service by submitting a written e-mail request to schedules.infocenter@gsa.gov or by telephone at 1-800-488-3111. This subpart, together with the pricelists, contain necessary information for placing delivery or task orders with schedule contractors. In addition, the GSA schedule contracting office issues Federal Supply Schedules publications that contain a general overview of the Federal Supply Schedule (FSS) program and address pertinent topics. Ordering activities may request copies of schedules publications by contacting the Centralized Mailing List Service through the Internet at <http://www.gsa.gov/cmls>, submitting written e-mail requests to CMLS@gsa.gov; or by completing GSA Form 457, FSS Publications Mailing List Application, and mailing it to the GSA Centralized Mailing List Service (7SM), P.O. Box 6477, Fort Worth, TX 76115. Copies of GSA Form 457 may also be obtained from the above-referenced points of contact.

(c)(1) GSA offers an on-line shopping service called “GSA Advantage!” through which ordering activities may place orders against Schedules. (Ordering activities may also use GSA Advantage! to place orders through GSA’s Global Supply System, a GSA wholesale supply source, formerly known as “GSA Stock” or the “Customer Supply Center.” FAR [Subpart 8.4](#) is not applicable to orders placed through the GSA Global Supply System.) Ordering activities may access GSA Advantage! through the GSA Federal Supply Service Home Page (<http://www.gsa.gov/fss>) or the GSA Federal Supply Schedule Home Page at <http://www.gsa.gov/schedules>.

(2) GSA Advantage! enables ordering activities to search specific information (*i.e.*, national stock number, part number, common name), review delivery options, place orders directly with Schedule contractors (except see [8.405-6](#)) and pay for orders using the Governmentwide commercial purchase card.

(d) “e-Buy,” GSA’s electronic Request for Quotation (RFQ) system, is a part of a suite of on-line tools which complement GSA Advantage!. E-Buy allows ordering activities to post requirements, obtain quotes, and issue orders electronically. Ordering activities shall post an RFQ to e-Buy when an order contains brand name specifications (see 8.405-6). Ordering activities may access e-Buy at <http://www.ebuy.gsa.gov>. For more information or assistance on either GSA Advantage! or e-Buy, contact GSA at Internet e-mail address gsa.advantage@gsa.gov.

(e) For more information or assistance regarding the Federal Supply Schedule Program, review the following website: <http://www.gsa.gov/schedules>. Additionally, for on-line training courses regarding the Schedules Program, review the following website: <http://fsstraining.gsa.gov>.

(f) For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Schedule (also referred to as open market items) to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order only if—

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (*e.g.*, publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

8.403 APPLICABILITY

(a) Procedures in this subpart apply to—

(1) Individual orders for supplies or services placed against Federal Supply Schedules contracts; and

(2) BPAs established against Federal Supply Schedule contracts.

(b) GSA may establish special ordering procedures for a particular schedule. In this case, that schedule will specify those special ordering procedures. Unless otherwise noted, special ordering procedures established for a Federal Supply Schedule take precedence over the procedures in 8.405.

(c) In accordance with section 1427(b) of Public Law 108-136, for requirements that substantially or to a dominant extent specify performance of architect-engineer services (as defined in 2.101), agencies—

(1) Shall use the procedures at Subpart 36.6; and

(2) Shall not place orders for such requirements under a Federal Supply Schedule.

8.404 USE OF FEDERAL SUPPLY SCHEDULES

(a) *General.* Parts 13 (except 13.303-2(c)(3)), 14, 15, and 19 (except for the requirement at 19.202-1(e)(1)(iii)) do not apply to BPAs or orders placed against Federal Supply Schedules contracts (but see 8.405-5). BPAs and orders placed against a MAS, using the procedures in this subpart, are considered to be issued using full and open competition (see 6.102(d)(3)). Therefore, when establishing a BPA (as authorized by 13.303-2(c)(3)), or placing orders under Federal Supply Schedule contracts using the procedures of 8.405, ordering activities shall not seek competition outside of the Federal Supply Schedules or synopses the requirement.

(b) The contracting officer, when placing an order or establishing a BPA, is responsible for applying the regulatory and statutory requirements applicable to the agency for which the order is placed or the BPA is established. The requiring agency shall provide the information on the applicable regulatory and statutory requirements to the contracting officer responsible for placing the order.

(c) *Acquisition planning.* Orders placed under a Federal Supply Schedule contract—

(1) Are not exempt from the development of acquisition plans (see Subpart 7.1), and an information technology acquisition strategy (see Part 39);

(2) Must comply with all FAR requirements for a bundled contract when the order meets the definition of “bundled contract” (see 2.101(b)); and

(3) Must, whether placed by the requiring agency, or on behalf of the requiring agency, be consistent with the requiring agency’s statutory and regulatory requirements applicable to the acquisition of the supply or service.

(d) *Pricing.* Supplies offered on the schedule are listed at fixed prices. Services offered on the schedule are priced either at hourly rates, or at a fixed price for performance of a specific task (*e.g.*, installation, maintenance, and repair). GSA has already determined the prices of supplies and fixed-price services, and

rates for services offered at hourly rates, under schedule contracts to be fair and reasonable. Therefore, ordering activities are not required to make a separate determination of fair and reasonable pricing, except for a price evaluation as required by [8.405-2](#)(d). By placing an order against a schedule contract using the procedures in [8.405](#), the ordering activity has concluded that the order represents the best value (as defined in FAR [2.101](#)) and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs. Although GSA has already negotiated fair and reasonable pricing, ordering activities may seek additional discounts before placing an order (see [8.405-4](#)).

8.405 ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULES

Ordering activities shall use the ordering procedures of this section when placing an order or establishing a BPA for supplies or services. The procedures in this section apply to all schedules.

8.405-1 ORDERING PROCEDURES FOR SUPPLIES, AND SERVICES NOT REQUIRING A STATEMENT OF WORK

(a) Ordering activities shall use the procedures of this subsection when ordering supplies and services that are listed in the schedule contracts at a fixed price for the performance of a specific task, where a statement of work is not required (e.g., installation, maintenance, and repair).

(b) *Orders at or below the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. Although not required to solicit from a specific number of schedule contractors, ordering activities should attempt to distribute orders among contractors.

(c) *Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.*

(1) Ordering activities shall place orders with the schedule contractor that can provide the supply or service that represents the best value. Before placing an order, an ordering activity shall consider reasonably available information about the supply or service offered under MAS contracts by surveying at least three schedule contractors through the GSA Advantage! on-line shopping service, or by reviewing the catalogs or pricelists of at least three schedule contractors (see [8.405-5](#)).

(2) When an order contains brand name specifications, the contracting officer shall post the Request for Quote (RFQ) along with the justification or documentation as required by [8.405-6](#).

(3) In addition to price, when determining best value, the ordering activity may consider, among other factors, the following:

(i) Past performance.

(ii) Special features of the supply or service required for effective program performance.

(iii) Trade-in considerations.

(iv) Probable life of the item selected as compared with that of a comparable item.

(v) Warranty considerations.

(vi) Maintenance availability.

(vii) Environmental and energy efficiency considerations.

(viii) Delivery terms.

(d) *Orders exceeding the maximum order threshold.* Each schedule contract has a maximum order threshold established on a SIN-by-SIN basis. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. In addition to following the procedures in paragraph (c) of this section and before placing an order that exceeds the maximum order threshold or establishing a BPA (see [8.405-3](#)), ordering activities shall—

(1) Review (except see (c)(2) of this subsection) the pricelists of additional schedule contractors (the GSA Advantage! on-line shopping service can be used to facilitate this review);

(2) Based upon the initial evaluation, seek price reductions from the schedule contractor(s) considered to offer the best value (see [8.404](#)(d)); and

(3) After seeking price reductions (see [8.405-4](#)), place the order with the schedule contractor that provides the best value. If further price reductions are not offered, an order may still be placed.

(e) *Minimum documentation.* The ordering activity shall document—

(1) The schedule contracts considered, noting the contractor from which the supply or service was purchased;

(2) A description of the supply or service purchased; and

(3) The amount paid.

8.405-2 ORDERING PROCEDURES FOR SERVICES REQUIRING A STATEMENT OF WORK

(a) *General.* Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the Federal Supply Schedule publications and the contractor's pricelists.

(b) *Statements of Work (SOWs).* All Statements of Work shall include the work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (e.g., security clearances, travel, special knowledge). To the maximum extent practicable, agency requirements shall be performance-based statements (see [Subpart 37.6](#)).

(c) *Request for Quotation procedures.* The ordering activity must provide the Request for Quotation (RFQ), which includes the statement of work and evaluation criteria (e.g., experience and past performance), to schedule contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see [8.402\(d\)](#)).

(1) *Orders at, or below, the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.

(2) *For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.*

(i) The ordering activity shall develop a statement of work, in accordance with [8.405-2\(b\)](#).

(ii) The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs.

(iii) The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the statement of work.

(3) *For proposed orders exceeding the maximum order threshold or when establishing a BPA.* In addition to meeting the requirements of [8.405-2\(c\)\(2\)](#), the ordering activity shall—

(i) Provide the RFQ (including the statement of work and evaluation criteria) to additional schedule contractors that offer services that will meet the needs of the ordering activity. When determining the appropriate number of additional schedule contractors, the ordering activity may consider, among other factors, the following:

(A) The complexity, scope and estimated value of the requirement.

(B) The market search results.

(ii) Seek price reductions.

(4) The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any schedule contractor who requests a copy of it.

(d) *Evaluation.* The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order, or establish the BPA, with the schedule contractor that represents the best value (see [8.404\(d\)](#)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

(e) *Minimum documentation.* The ordering activity shall document—

(1) The schedule contracts considered, noting the contractor from which the service was purchased;

(2) A description of the service purchased;

(3) The amount paid;

(4) The evaluation methodology used in selecting the contractor to receive the order;

(5) The rationale for any tradeoffs in making the selection;

(6) The price reasonableness determination required by paragraph (d) of this subsection; and

(7) The rationale for using other than—

(i) A firm-fixed price order; or

(ii) A performance-based order.

8.405-3 BLANKET PURCHASE AGREEMENTS (BPAS)

(a)(1) *Establishment.* Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider—

- (i) The scope and complexity of the requirement(s);
 - (ii) The need to periodically compare multiple technical approaches or prices;
 - (iii) The administrative costs of BPAs; and
 - (iv) The technical qualifications of the schedule contractor(s).
- (2) Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in [8.405-1](#) or [8.405-2](#). BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.
- (3) When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.
- (4) Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.
- (b) Ordering from BPAs—
- (1) *Single BPA*. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.
 - (2) *Multiple BPAs*. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall—
 - (i) Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
 - (ii) Evaluate the responses received, make a best value determination (see [8.404\(d\)](#)), and place the order with the BPA holder that represents the best value.
 - (3) *BPAs for hourly rate services*. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.
 - (c) *Duration of BPAs*. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.
 - (d) Review of BPAs.
 - (1) The ordering activity that established the BPA shall review it at least once a year to determine whether—
 - (i) The schedule contract, upon which the BPA was established, is still in effect;
 - (ii) The BPA still represents the best value (see [8.404\(d\)](#)); and
 - (iii) Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.
 - (2) The ordering activity shall document the results of its review.

8.405-4 PRICE REDUCTIONS

In addition to seeking price reductions before placing an order exceeding the maximum order threshold (see [8.405-1\(d\)](#)), or in conjunction with the annual BPA review, there may be other reasons to request a price reduction. For example, ordering activities should seek a price reduction when the supply or service is available elsewhere at a lower price, or when establishing a BPA to fill recurring requirements. The potential volume of orders under BPAs, regardless of the size of individual orders, offers the opportunity to secure greater discounts. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

8.405-5 SMALL BUSINESS

- (a) Although the mandatory preference programs of [Part 19](#) do not apply, orders placed against schedule contracts may be credited toward the ordering activity's small business goals. For purposes of reporting an order placed with a small business schedule contractor, an ordering agency may only take credit if the awardee meets a size standard that corresponds to the work performed. Ordering activities should rely on the small business representations made by schedule contractors at the contract level.
- (b) Ordering activities may consider socio-economic status when identifying contractor(s) for consideration or competition for award of an order or BPA. At a minimum, ordering activities should consider, if available, at least one small business, veteran-owned small business, service disabled veteran-owned small business, HUBZone small business, women-owned small business, or small disadvantaged business

schedule contractor(s). GSA Advantage! and Schedules e-Library at <http://www.gsa.gov/fss> contain information on the small business representations of Schedule contractors.

(c) For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

8.405-6 LIMITED SOURCES JUSTIFICATION AND APPROVAL

(a) Orders placed under Federal Supply Schedules are exempt from the requirements in [Part 6](#). However, an ordering activity must justify its action when restricting consideration—

(1) Of schedule contractors to fewer than required in [8.405-1](#) or [8.405-2](#); or

(2) To an item peculiar to one manufacturer (*e.g.*, a particular brand name, product, or a feature of a product, peculiar to one manufacturer). A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer. Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's needs.

(b) Circumstances that may justify restriction cited in paragraph (a)(1) of this subsection include—

(1) Only one source is capable of responding due to the unique or specialized nature of the work;

(2) The new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order must not have been previously issued under sole source or limited source procedures;

(3) An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.

(c) Ordering activities shall procure such requirements only if the need to do so is justified in writing and approved at the levels specified in paragraphs (f) and (h) of this subsection.

(d) Except as provided in paragraph (e) of this subsection, when an order contains brand name specifications, the ordering activity shall post the following information along with the Request for Quotation (RFQ) to e-Buy (<http://www.ebuy.gsa.gov>):

(1) For proposed orders exceeding \$25,000, but not exceeding the simplified acquisition threshold, the documentation required by paragraph (f) of this subsection.

(2) For proposed orders exceeding the simplified acquisition threshold, the justification required by paragraph (g) of this subsection.

(e) The posting requirement of paragraph (d) of this subsection does not apply when—

(1) Disclosure would compromise the national security (*e.g.*, would result in disclosure of classified information) or create other security risks. The fact that access to classified matter may be necessary to submit a proposal or perform the contract does not, in itself, justify use of this exception;

(2) The nature of the file (*e.g.*, size, format) does not make it cost-effective or practicable for contracting officers to provide access through e-Buy; or

(3) The agency's senior procurement executive makes a written determination that access through e-Buy is not in the Government's interest.

(f) *Orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold as defined in [2.101](#).* For proposed orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold, the ordering activity contracting officer shall document the circumstances when restricting consideration.

(g) Orders exceeding the simplified acquisition threshold.

(1) For proposed orders exceeding the simplified acquisition threshold, the requiring activity shall assist the ordering activity contracting officer in the preparation of the justification. The justification shall cite that the acquisition is conducted under the authority of the Multiple Award Schedule Program (see [8.401](#)).

(2) As a minimum, each justification shall include the following information:

(i) Identification of the agency and the contracting activity, and specific identification of the document as a "Limited Source Justification."

(ii) Nature and/or description of the action being approved.

(iii) A description of the supplies or services required to meet the agency's needs (including the estimated value).

(iv) Identification of the justification rationale (see [8.405-6\(a\)](#) and (b)) and, if applicable, a demonstration of the proposed contractor's unique qualifications to provide the required supply or service.

- (v) A determination by the ordering activity contracting officer that the order represents the best value consistent with [8.404\(d\)](#).
- (vi) A description of the market research conducted among schedule holders and the results or a statement of the reason market research was not conducted.
- (vii) Any other facts supporting the justification.
- (viii) A statement of the actions, if any, the agency may take to remove or overcome any barriers that led to the restricted consideration before any subsequent acquisition for the supplies or services is made.
- (ix) The ordering activity contracting officer's certification that the justification is accurate and complete to the best of the contracting officer's knowledge and belief.
- (x) Evidence that any supporting data that is the responsibility of technical or requirements personnel (*e.g.*, verifying the Government's minimum needs or requirements or other rationale for limited sources) and which form a basis for the justification have been certified as complete and accurate by the technical or requirements personnel.
- (h) Justification approvals.
 - (1) For proposed orders exceeding the simplified acquisition threshold, but not exceeding \$550,000, the ordering activity contracting officer's certification that the justification is accurate and complete to the best of the ordering activity contracting officer's knowledge and belief will serve as approval, unless a higher approval level is established in accordance with agency procedures.
 - (2) For a proposed order exceeding \$550,000, but not exceeding \$11.5 million, the justification must be approved by the competition advocate of the activity placing the order, or by an official named in paragraph (h)(3) or (h)(4) of this subsection. This authority is not delegable.
 - (3) For a proposed order exceeding \$11.5 million, but not exceeding \$57 million (or, for DoD, NASA, and the Coast Guard, not exceeding \$78.5 million), the justification must be approved by—
 - (i) The head of the procuring activity placing the order;
 - (ii) A designee who—
 - (A) If a member of the armed forces, is a general or flag officer;
 - (B) If a civilian, is serving in a position in a grade above GS-15 under the General Schedule (or in a comparable or higher position under another schedule); or
 - (iii) An official named in paragraph (h)(4) of this subsection.
 - (4) For a proposed order exceeding \$57 million (or, for DoD, NASA, and the Coast Guard, over \$78.5 million), the justification must be approved by the senior procurement executive of the agency placing the order. This authority is not delegable, except in the case of the Under Secretary of Defense for Acquisition, Technology, and Logistics, acting as the senior procurement executive for the Department of Defense.

8.405-7 PAYMENT

Agencies may make payments for oral or written orders by any authorized means, including the Governmentwide commercial purchase card.

8.406 ORDERING ACTIVITY RESPONSIBILITIES

8.406-1 ORDER PLACEMENT

Ordering activities may place orders orally (except for services requiring a statement of work (SOW) or orders containing brand name specifications that exceed \$25,000) or use [Optional Form 347](#), an agency-prescribed form, or an established electronic communications format to order supplies or services from schedule contracts. The ordering activity shall place an order directly with the contractor in accordance with the terms and conditions of the pricelists (see [8.402\(b\)](#)). Prior to placement of the order, the ordering activity shall ensure that the regulatory and statutory requirements of the requiring agency have been applied. Orders shall include the following information in addition to any information required by the schedule contract:

- (a) Complete shipping and billing addresses.
- (b) Contract number and date.
- (c) Agency order number.
- (d) F.o.b. delivery point; *i.e.*, origin or destination.
- (e) Discount terms.
- (f) Delivery time or period of performance.
- (g) Special item number or national stock number.

- (h) A statement of work for services, when required, or a brief, complete description of each item (when ordering by model number, features and options such as color, finish, and electrical characteristics, if available, must be specified).
- (i) Quantity and any variation in quantity.
- (j) Number of units.
- (k) Unit price.
- (l) Total price of order.
- (m) Points of inspection and acceptance.
- (n) Other pertinent data; *e.g.*, delivery instructions or receiving hours and size-of-truck limitation.
- (o) Marking requirements.
- (p) Level of preservation, packaging, and packing.

8.406-2 INSPECTION AND ACCEPTANCE

(a) Supplies.

(1) Consignees shall inspect supplies at destination except when—

(i) The schedule contract indicates that mandatory source inspection is required by the schedule contracting agency; or

(ii) A schedule item is covered by a product description, and the ordering activity determines that the schedule contracting agency's inspection assistance is needed (based on the ordering volume, the complexity of the supplies, or the past performance of the supplier).

(2) When the schedule contracting agency performs the inspection, the ordering activity will provide two copies of the order specifying source inspection to the schedule contracting agency. The schedule contracting agency will notify the ordering activity of acceptance or rejection of the supplies.

(3) Material inspected at source by the schedule contracting agency, and determined to conform with the product description of the schedule, shall not be reinspected for the same purpose. The consignee shall limit inspection to kind, count, and condition on receipt.

(4) Unless otherwise provided in the schedule contract, acceptance is conclusive, except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

(b) *Services.* The ordering activity has the right to inspect all services in accordance with the contract requirements and as called for by the order. The ordering activity shall perform inspections and tests as specified in the order's quality assurance surveillance plan in a manner that will not unduly delay the work.

8.406-3 REMEDIES FOR NONCONFORMANCE

(a) If a contractor delivers a supply or service, but it does not conform to the order requirements, the ordering activity shall take appropriate action in accordance with the inspection and acceptance clause of the contract, as supplemented by the order.

(b) If the contractor fails to perform an order, or take appropriate corrective action, the ordering activity may terminate the order for cause or modify the order to establish a new delivery date (after obtaining consideration, as appropriate). Ordering activities shall follow the procedures at [8.406-4](#) when terminating an order for cause.

8.406-4 TERMINATION FOR CAUSE

(a)(1) An ordering activity contracting officer may terminate individual orders for cause. Termination for cause shall comply with FAR [12.403](#), and may include charging the contractor with excess costs resulting from repurchase.

(2) The schedule contracting office shall be notified of all instances where an ordering activity contracting officer has terminated for cause an individual order to a Federal Supply Schedule contractor, or if fraud is suspected.

(b) If the contractor asserts that the failure was excusable, the ordering activity contracting officer shall follow the procedures at [8.406-6](#), as appropriate.

(c) If the contractor is charged excess costs, the following apply:

(1) Any repurchase shall be made at as low a price as reasonable, considering the quality required by the Government, delivery requirement, and administrative expenses. Copies of all repurchase orders, except the copy furnished to the contractor or any other commercial concern, shall include the notation:

Repurchase against the account of _____ [*insert contractor's name*] under Order _____ [*insert number*] under Contract _____ [*insert number*].

(2) When excess costs are anticipated, the ordering activity may withhold funds due the contractor as offset security. Ordering activities shall minimize excess costs to be charged against the contractor and collect or set-off any excess costs owed.

(3) If an ordering activity is unable to collect excess repurchase costs, it shall notify the schedule contracting office after final payment to the contractor.

(i) The notice shall include the following information about the terminated order:

(A) Name and address of the contractor.

(B) Schedule, contract, and order number.

(C) National stock or special item number(s), and a brief description of the item(s).

(D) Cost of schedule items involved.

(E) Excess costs to be collected.

(F) Other pertinent data.

(ii) The notice shall also include the following information about the purchase contract:

(A) Name and address of the contractor.

(B) Item repurchase cost.

(C) Repurchase order number and date of payment.

(D) Contract number, if any.

(E) Other pertinent data.

(d) Only the schedule contracting officer may modify the contract to terminate for cause any, or all, supplies or services covered by the schedule contract. If the schedule contracting officer has terminated any supplies or services covered by the schedule contract, no further orders may be placed for those items. Orders placed prior to termination for cause shall be fulfilled by the contractor, unless terminated for the convenience of the Government by the ordering activity contracting officer.

8.406-5 TERMINATION FOR THE GOVERNMENT'S CONVENIENCE

(a) An ordering activity contracting officer may terminate individual orders for the Government's convenience. Terminations for the Government's convenience shall comply with FAR [12.403](#).

(b) Before terminating orders for the Government's convenience, the ordering activity contracting officer shall endeavor to enter into a "no cost" settlement agreement with the contractor.

(c) Only the schedule contracting officer may modify the schedule contract to terminate any, or all, supplies or services covered by the schedule contract for the Government's convenience.

8.406-6 DISPUTES

(a) Disputes pertaining to the performance of orders under a schedule contract.

(1) Under the Disputes clause of the schedule contract, the ordering activity contracting officer may—

(i) Issue final decisions on disputes arising from performance of the order (but see paragraph (b) of this section); or

(ii) Refer the dispute to the schedule contracting officer.

(2) The ordering activity contracting officer shall notify the schedule contracting officer promptly of any final decision.

(b) *Disputes pertaining to the terms and conditions of schedule contracts.* The ordering activity contracting officer shall refer all disputes that relate to the contract terms and conditions to the schedule contracting officer for resolution under the Disputes clause of the contract and notify the schedule contractor of the referral.

(c) *Appeals.* Contractors may appeal final decisions to either the Board of Contract Appeals servicing the agency that issued the final decision or the U.S. Court of Federal Claims.

(d) *Alternative dispute resolution.* The contracting officer should use the alternative dispute resolution (ADR) procedures, to the maximum extent practicable (see [33.204](#) and [33.214](#)).

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
____ (Agency) and ____ (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

AGENCY

DATE

CONTRACTOR

DATE

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

***SPECIAL BPA DISCOUNT/PRICE**

(2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Task/Delivery Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

**COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

National Technologies Associates, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Alex Abramidis at National Technologies Associates, Inc. (703) 941-3695 x11, Ntaalex@aol.com; Fax (703) 941-3698.

LABOR CATEGORY DESCRIPTIONS

Below is a comprehensive table describing the labor categories, experience, education, and functional responsibilities for our LOGWORLD Schedule:

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N001	Program Manager (Level 3)	Twelve years project related experience	Bachelors Degree in an engineering, scientific, technical or business management discipline. Four years of additional relevant experience may be substituted for a Bachelors Degree.	Performs day to day management of overall contract support activities. Directs project and technical support staff activities for systems engineering, systems acquisition, configuration control, test and evaluation of logistics disciplines. Supervises and directs program personnel in the areas of requirements integration, configuration management, training systems, and logistics management for weapons systems and related support systems. Supervises project staff and technical team leaders. Conducts planning and management review of all high level activities. Reviews and approves work and deliverables performed by contractor and subcontractor personnel.
N002	Program Manager (Level 2)	Ten years project related experience	Bachelors Degree in an engineering, scientific, technical or business management discipline. Four years of additional relevant experience may be substituted for a Bachelors Degree.	Performs day to day management of overall contract support activities. Directs project and technical support staff activities for systems engineering, systems acquisition, configuration control, test and evaluation or logistics disciplines. Supervises and directs program personnel in the areas of requirements integration, configuration management, training systems and related support systems. Supervises project staff and technical team leaders and conducts planning and management review of all high-level activities. Reviews and approves work and deliverables performed by contractor and sub-contractor personnel.
N003	Program Manager (Level 1)	Eight years project related experience	Bachelors Degree in a scientific, technical, business management, engineering, or applicable field. Four years of additional relevant experience may be substituted for a Bachelors Degree.	Provides program/project and staff support activities for systems engineering, systems acquisition, configuration control, test and evaluation or logistics disciplines. Monitors and coordinates technical staff in analyzing technical information and systems requirements to help achieve best technical solutions for systems, communications and COTS tools issues. Manages acquisition and employment of program and project resources. Supervises program/project staff and provides financial, schedule, and progress reporting. Provides technical coordination or team management of engineering development projects, services projects, systems maintenance, systems and component life cycle activities.
N004	Project Manager	Six years of project mgt experience. A Masters may be substituted for two years experience	Bachelors degree from an accredited college or university. Four years of additional PM experience may be substituted for the Bachelors Degree	Coordinates and reviews project deliverables, ensuring accuracy, completeness, and validity of data and systems status. Supports technical coordination requirements, meetings/training issues for management, logistics and systems configuration issues. Provides expertise and guidance in technical areas to support project tasking requirements, supervises project staff and provides financial, schedule, and progress reporting. Provides onsite and offsite management, controlling costs and maximizing project personnel efficiency.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N005	Subject Matter Expert	Twelve years project related experience	Masters Degree required. A Bachelors Degree and two years of additional project related experience may be substituted for the Masters Degree	Coordination of department and multiple project activities including conducting and evaluating risk analysis info and multi-disciplined logistics sustainment and supportability tasks. Provides corporate level advice on a broad range of project related subject matter or policy issues. Provides recommendations on planning and management issues and reviews all high level acquisition logistics activities. Recommends and advises on complex subjects associated with total life cycle support for weapons ACAT I through IV and assigned legacy systems. Provides expertise and guidance in resource management and allocation.
N006	Design Engineer	Eight years project related experience	Bachelors Degree from an accredited college or university either in aeronautical, electronics, computer science, general engineering, or ,major field closely related to the subject matter.	Performs system requirements analyses and requirements Determination for new systems and systems product Improvements. Designs, develops, prototypes and tests New systems or system improvements. Reviews emerging technology for various system applications and enhancements and evaluates technology for possible implementation into existing program. Coordinates and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Directs engineering support staff providing design team input and workflow analysis for hardware and software engineering related tasks. Plans systems integration configuration management, quality assurance testing or acquisition and resource management.
N007	Engineer (Level 2)	Five years of project related experience.	Bachelors Degree from accredited college or university in aeronautical, electronics, computer science, general engineering, or major field closely related to the subject matter.	Analyzes, designs, develops, implements, tests and/or evaluates major systems, components and associated support systems. Reviews and prepares logistics engineering and technical documentation. Provides support for logistics engineering staff conducting systems requirements analyses, and provides design team input and workflow analysis for project related tasks. Supports systems integration efforts, configuration management, quality assurance testing or acquisition and resource management.
N008	Engineer (Level 1)	One year of project related experience	Bachelors Degree from accredited college or university either in aeronautical, computer science, general engineering or major field closely related to subject matter.	Provides support for logistics engineering staff conducting systems requirements analyses, and providing design team input and workflow analysis for project engineering related tasks. Supports systems integration efforts, configuration management, quality assurance testing or acquisition and resource management. Reviews and prepares engineering and technical analyses, reports, change proposals and other technical documentation from a logistical viewpoint.
N009	Engineering Technician (Level 3)	Six years of project related experience	High School Diploma or equivalent and completion of a technical school, trade school, or advanced armed services technical school curriculum or course	Directs and leads technical teams to develop, design, modify, install, test, evaluate, or operate electrical, electronic, avionics, mechanical, communications, stores, armament/ordnance, systems or associated support equipment or facilities. Maintains, repairs, inspects, troubleshoots programs system equipment or components. Reviews and analyzes engineering, technical or maintenance specifications, policies, standards, or procedures. Organizes, analyzes and prepares reports or presentations of technical data and information. Plans and performs tests and analyzes test data and results.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N010	Engineering Technician (Level 2)	Four years of project related experience	High School Diploma or equivalent, or completion of technical school, trade school, or advanced armed service technical school course or curriculum.	Performs technical work in research, development, installation, test, design, or other engineering functions. Typical duties include testing engineering materials and equipment; performing calculations; setting up and operating laboratory equipment and instruments; preparing technical reports, plan specifications, estimates; and related work.
N011	Engineering Technician (Level 1)	Two years of project related experience	High School Diploma or equivalent, or completion of technical school, trade school, or advanced armed service technical school course or curriculum.	Performs technical work in support of research, development, installation, test, design, or other engineering functions. Duties may include testing engineering materials and equipment; performing calculations; setting up and operating laboratory equipment and instruments; preparing technical reports and plans, specifications and estimates.
N012	Senior Acquisition Logistics Manager	Ten years experience acquisition logistics support/maintenance engineering or be a Certified Professional Logistician	Bachelors Degree required. Designation as a Certified Professional Logistician (CPL) from Society of Logistics Engineers (SOLE) plus 4 years of experience in logistics support/maintenance engineering experience, may be substituted for Bachelor's. Masters degree may be substituted for 2 years of acquisition logistics exp. An additional four years experience may be substituted for the Bachelors Degree.	Performs as program management technical advisor, leads program management and implementation of Performance Based Logistics (PBL) on all new systems and ACAT I and II fielded systems. Directs the activities of other acquisition logistics managers. Reviews and prepares engineering technical analyses, reports, proposals, and other technical documentation as required. Develops recommended program management procedures and controls, Plans of Action and Milestones (POA&M), Program Master Plans (PMP) and other documentation as required for unique tasks. Experience in the performance of Integrated Logistics Support elements during a job assignment in an Acquisition Command or in the support of such a Command. Possesses specific experience in acquisition logistics planning and management which demonstrates the ability to perform independent work to provide logistics and support system effectiveness analysis, studies and evaluation in support of major weapons systems and other equipment. Supervises and directs at least three operational logisticians in the performance of comprehensive analysis across the spectrum of ILS elements.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N013	Acquisition Logistics Manager	Eight years of project related experience. A Masters Degree may be substituted for 2 years of experience.	Bachelors Degree required. Designation as a Certified Professional Logistician by SOLE. Four year of additional relevant experience may be substituted for a Bachelors Degree.	Possesses specific experience in acquisition logistics planning and management, sustainability and supportability for the total life cycle of the weapons system involved. Has performed comprehensive analysis across the spectrum of Integrated Logistics Support elements during a job assignment in an Acquisition Command or supporting an acquisition command Provides logistics and support system analysis, studies and evaluation and other documentation as required for unique tasks. Is familiar with current planning, programming, and budgeting processes for DoD systems procurement. Must possess knowledge of total program strategies, concepts and user needs in order to insure life cycle cost management, sustainment and supportability.
N014	Senior Operations Logistics Manager	Six years of experience in operational logistics support/ maintenance engineering or be designated a CPL from SOLE.	Must possess a Bachelors degree plus 2 years of recent relevant experience in operational logistics/ maintenance. 4 years of additional operational logistics management experience may be substituted for a Bachelors Degree. A Masters Degree may be substituted for 2 years of operational logistics experience.	Demonstrates the ability to perform independent work to provided logistics and support system effectiveness analysis. Performs independent work to provide logistics support system effectiveness analysis, studies and evaluations. Provides direction to the logistics management team and monitors progress of configuration changes and reports systems configuration baseline data. Provides technical support for all ILS and CM on hardware and software projects. Monitors operational deficiencies and coordinates hardware and software changes, prepares and processes Engineering Change Proposals, CM Plans, and screens provisioning and interim support data.
N015	Operations Logistics Manager	Min. 2 years exp. in technical analysis of operational logistics support/ maint eng. plus 2 years specific logistics planning. May sub a Certified Prof. Logistician with 2 years logistics exp.	Bachelors Degree required. 4 years of logistics specific experience may be substituted for Bachelors. A Masters Degree may be substituted for 2 years operational logistics experience.	Performs independent work to provide logistics support system effectiveness analysis, studies and evaluations. Provides direction to the logistics management team and monitors progress of configuration changes and reports systems configuration baseline data. Provides technical support for all ILS and CM on both hardware and software projects. Monitors operational deficiencies and coordinates program office and logistics requirements, prepares and processes Engineering Change Proposals, CM Plans, and screens provisioning and interim support data.
N016	Logistician (Level 2)	Six years experience in logistics support/maintenance engineering. A Masters Degree may be substituted for 2 years experience.	Bachelors Degree required. 4 years if experience in logistics support/maintenance engineering may be substituted for the Bachelors Degree	Demonstrates total understanding of the Program Related Logistics (PRL) engineering and logistics tasks which includes resolving safety issues improving maintenance systems, enhancing weapons system configuration, and providing product focus, overarching guidance and integration. Reviews and updates the product support organization required to support the system. Maintains continuous interface with IPT to ensure supportability considerations are considered that will reduce operational and supportability costs :Performs independent work to provide logistics and support system effectiveness analysis, studies and evaluations.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N017	Logistician (Level 1)	Three years experience in logistics support and maintenance engineering. A Masters Degree may be substituted for 2 years experience.	Bachelors Degree required. 4 years of experience in logistics support and maintenance engineering may be substituted for the Bachelor's Degree.	Performs PRL engineering and logistics tasks involving safety issues, improving maintenance or other technical projects, enhancing weapon systems, and providing integrated logistics support. Monitors operational deficiencies and coordinates program office and logistics requirements prepares and processes Engineering Change proposals, CM Plans, screens and assists with provisioning and interim support actions. Works as part of as logistics management staff monitoring COTS configurations and other supply support issues.
N018	Project Supervisor	Minimum 6 years mgt experience managing production support personnel	Minimum High School Graduate or GED equivalent	Serves as General Manager for the performing activity. Performs all management actions associated with time and attendance, hiring, discipline, and safety. Is the single point of contact to resolve personnel issues for the performing activity such as assigning personnel to work centers, resolving customer complaints, correcting performance problems, coordinating training of employees, interacting with Government Representatives to ensure proper management focus is applied to priority workload.
N019	Industrial Engineering Technician	Four years of project related experience	High School Diploma or equivalent, and completion of a technical school, trade school, or advanced armed services technical school curriculum or course	Applies knowledge of engineering factors, industrial management, methods, and procedures in producing and maintaining documentation, correspondence, records, or directives. Assists in matters such as project/program progress and status documentation, property, accounting, or personnel management. Reviews, analyzes, develops, prepares and applies technical or maintenance specifications, policies, standards and procedures. Organizes, analyzes, and prepares reports or presentations of technical data and information. Compiles, processes, reduces, and analyzes test data and results.
N020	Industrial Specialist	Minimum 6 years relevant experience related to industrial processed	Bachelors Degree in business/ management, technical education or related discipline from an accredited college or university. Four years of additional project related experience may be substituted for the degree reqmt.	Applies various scientific and engineering factors which contribute to systems development. Analyzes and reports equipment, hardware and software production status and equipment conditions and deliveries to project staff. Monitors compliance with quality and production documentation, methods, and approved government and industry standards. Performs system development and effectiveness evaluations. Independently assesses needs and develops programs and processes to meet those deficiencies.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N021	Instructor	Minimum of eight years experience in acquisition or logistics disciplines	A Bachelors Degree in an education or instructional discipline from an accredited college or university.	Teaches courses in one or more subjects in Government, commercial, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling material to be presented. Instructs studies in the theoretical and practical aspects covering the subjects being taught such as acquisition, logistics management, configuration management, contracting, supply support, etc. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks. Supervises practical work carried out by students and assists them at points of difficulty.
N022	Warehouse Specialist	Minimum of 4 years general supply experience of which at least 2 years were spent performing warehouse duties	High School Graduate or GED equivalent is desirable	Performs a variety of warehousing duties, which require an understanding of the establishment's storage plan. Duties include verifying materials or merchandise against receiving documents, noting and reporting discrepancies and obvious damage; supervising packaging, handling and routing material to prescribed storage locations; storing, stacking or palletizing material using prescribed storage methods; rearranging and reporting deterioration and damage; removing material from storage and preparing it for shipment.
N023	Production Controller	Minimum of 3 years of experience performing production planning/maintenance control, or aviation trade, or program/project mgt.	High School Graduate or GED equivalent is desirable	Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges in-plant transfer of materials to meet production schedules.
N024	Supply Technician	Minimum of 3 years experience in management/procurement of plant equipment, systems, tools, cost benefit analysis and disposal	High School Graduate or GED is Desirable	Performs limited aspects of technical supply management work such as inventory management material coordination, storage management, cataloging, property utilization relative to depot, local or other supply activities. Actions generally involve individual case problems or supply actions and may require consideration of program requirements, together with variations in or from standardized guidelines. Must possess a good working knowledge of governing supply system programs, policies, nomenclature, work methods, manuals, etc. Understands needs of the organization serviced and possesses analytical ability to define dimensions of problems involved.
N025	Tools and Parts Attendant	Minimum of 2 years practical experience in issuing/receiving tools/parts.	High School Graduate or GED equivalent is desirable	Receives, stores and issues hand tools, machine tools, and dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Maintains record of tools issued and returned, prepared periodic inventory and requisitions stock as needed.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N026	Inventory or Stock Clerk	Minimum of 3 yrs. general supply experience and 2 years in inventory/ stockroom operations	High School Graduate or GED equivalent is desirable	Locates and moves materials and parts between work areas to expedite processing of goods based upon predetermined schedules and priorities. Keeps related records, reviews production inventory reports to determine types, quantities, and availability of required materials and priorities of customers orders. May direct power-truck operators or Material Handling Laborers to expedite movement of materials; record quantity and type of materials distributed; compare work ticket specifications with material work stations to verify appropriateness of material in use; prepare worker production and timecards; update and maintain inventory records using computer terminal.
N027	Truck Driver, Heavy Truck	Minimum of 5 years of driving experience with no major violations. Able to drive standard or shift and able to read shop orders, maps and relevant info.	High School Graduate or GED equivalent is desirable	Operates truck or tractor trailer within city or industrial area with a class "D" state drivers license in accordance with local, state, and federal laws. Responsible for transporting material, merchandise, equipment, or workers between establishments such as manufacturing plants, freight depots, warehouses, wholesale and retail establishments, customers' houses or places of business. Must be able to use towing wagons, dollies and other material handling equipment; load or unload trucks with or without help; make minor mechanical repairs; and maintain vehicle in good working order.
N028	Truck Driver, Medium Truck	Minimum of 3 years driving exp with no major violations	High School Graduate or GED equivalent is desirable	Transports material, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesales and retail establishments, and customers places of business. Operates straight truck, 1 ½ to 4 tons inclusive as well as towing wagons, dollies and other material handling equipment as required. May also load or unload trucks with or without helpers, make minor mechanical repairs, and keep the vehicle in good working order and in compliance with state/local vehicle operating requirements.
N029	Computer specialist	Six years of project related experience	Masters Degree in computer science, information mgt, mathematics, operation research, statistics, or engineering required. Bachelors in any field, and 6 additional years of project related experience may be substituted for the Masters Degree requirement.	Independently applies knowledge of Integrated Logistics support and computer science principles, information management principles, automated data processing functions, hardware and software systems structures and operations, and computer programming languages and techniques to solve logistics and engineering problems. Addresses logistics, scientific, engineering or business objectives by writing, modifying or adapting computer programs in machine level, assembly and third or fourth generation programming languages. Responsible for formulating architectural design, functional specifications, interfaces and documentation of hardware and software. Develops project plans, guidelines and advising on the work of other computer specialists, scientists, or technicians and subcontractors.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N030	Information Technology Systems Engineer	Four years of project related experience.	Bachelors Degree in computer science, information systems, engineering, physics, or mathematics. Bachelors Degree, any field, and 2 additional years of project related experience may be substituted for the technical degree requirement	Applies computer system engineering principles to investigate, analyze, plan, design, develop, test, implement or evaluate logistics engineering or business systems. Addresses these fields by designing, writing, modifying or adapting front-end software using text driven or graphical user interface (GUI) software such as PowerBuilder, Oracle Forms, etc. Interfaces with and uses, microcomputer, minicomputer and mainframe computer systems in a client-server environment in addressing project objectives.
N031	Computer Programmer	Four years of project related experience	Associates Degree in computer science, mathematics, engineering or project related discipline	Applies basic knowledge of Integrated Logistics Support and computer science principles to program applications and changes requested by logistics support staff. Utilizes third and fourth generation language, and/or current GUI tools and equipment to analyze and develop program logic to support project related engineering, business, management, communication, tactical and technical problems. Applies knowledge of web design and software development.
N032	Data Entry Clerk	One year of data entry, transcription, or typing/work processing	High School Diploma, GED or two additional years relevant work experience	Produces documents and retrieval and character line printing. Operates keyboard controlled data entry devices such as keypunch machines or key-operated magnetic tape or disk encoders to enter, transcribe or reproduce data and information into forms suitable for computer processing. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents.
N033	Graphics Specialist	A minimum of four years experience	Associates Degree	Uses line drawings, photographs, video, film, script storyboards and/or off-the-shelf software as sources to develop graphics and animations. Creates materials for interactive courseware, web-based training, distance learning and tele-training support materials, interactive technical manuals, electronic teaching or instruction tools, and electronic performance support systems.
N034	Dispatcher, Motor Vehicle	Minimum of 3 years experience	High school graduate	Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N035	Recycling Worker (HAZMAT)	Minimum of 3 years experience in hazardous waste handling and annual re-certification	High School, trade school or service school graduate plus outside 3 day training class	Conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials. stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection for deterioration. May assist in performing material maintenance minor repairs and lubrication of machinery. May disassemble scrap material using hand tools. Sorts and separate collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high grade white paper and corrugated paper.
N036	Forklift Operator	Minimum of 3 years of experience	High School, trade school or service school graduate	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.
N037	Accounting Clerk I	1 year of clerical, secretarial or office work experience.	HSG or GED	This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance.
N038	Accounting Clerk II	2 years of accounting related experience	HSG or GED	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques.
N039	Accounting Clerk III	4 years of accounting related experience.	Associate's degree or 12 credit hours in finance or accounting field.	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance).
N040	General Clerk I	1 year of clerical, secretarial or office work experience.	HSG or GED	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs.
N041	General Clerk II	2 years of clerical related experience.	HSG or GED	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N042	General Clerk III	4 years of project related experience.	HSG or GED	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded.
N043	Scheduler, Maintenance	2 years of Production Control, Assembly line work, Maintenance Control scheduling, or Project planning related experience.	High school diploma or equivalent, or completion of a technical school, trade school, or similar armed services training.	This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.
N044	Secretary I	1 year of clerical, secretarial or office related classroom training or education.	HSG or GED	Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The Performs varied duties including or comparable to the following: a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters; b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; c. Review materials prepared for supervisor's approval for typographical accuracy and proper format; d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.
N045	Secretary II	2 years of project related experience.	HSG or GED	Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The Performs varied duties including or comparable to the following: a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters; b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; c. Review materials prepared for supervisor's approval for typographical accuracy and proper format; d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N046	Secretary III	4 years of project related Experience	HSG or GED	<p>Uses greater judgment and initiative to determine the approach or action to take in non-routine situations interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:</p> <p>a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;</p> <p>b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;</p> <p>c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;</p> <p>d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;</p> <p>e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.</p>
N047	Travel Clerk I	1 year of clerical, secretarial or office work Experience.	None	<p>Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.</p>
N048	Travel Clerk II	2 years of project related experience.	HSG or GED	<p>Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N049	Travel Clerk III	4 years of project related Experience	HSG or GED	<p>At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.</p> <p>The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.</p>
N050	Laborer, Grounds Maint.	None	None	<p>The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.</p>
N051	Material Coordinator	Minimum of 2 years of experience performing production planning/ maintenance control, or aviation trade, or program/ project mgt.	High School Graduate or GED equivalent is desirable.	<p>The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker 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.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N052	Material Expediter	Minimum of 1 year of experience performing production support tasks, maintenance support, or providing materials to an aviation trade, or program.	High School Graduate or GED equivalent is desirable.	The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.
N053	Electrician, Maintenance	Minimum of 1 year of experience performing production support tasks, maintenance support, or providing materials to an aviation trade, or program.	High school diploma or equivalent, or completion of a technical school, trade school, or similar armed services training.	An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of
N054	General Maintenance Worker	2 years of Experience performing maintenance actions related to trade skills such as mechanical, electrical, carpentry or masonry.	None	The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N055	Heating, Ventilation and Air-Conditioning Mechanic	4 years experience required, and rounded training usually acquired through a formal apprenticeship or equivalent training and experience with wiring or electrical equipment, and using a variety of HVAC hand tools and measuring and testing instruments.	High school diploma or equivalent, and/or completion of a technical school, trade school, or similar armed services technical schools.	The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit. This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.
N056	Heavy Equipment Operator	1 year equivalent experience.	High School Graduate or GED equivalent is desirable and any necessary certifications required by law.	The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.
N057	Laborer	None	None	The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N058	Machinist, Maintenance	1 year equivalent experience.	High school diploma or equivalent, and completion of a technical school, trade school, or similar armed services technical school.	The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment.
N059	Maintenance Trades Helper	None	None	The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.
N060	Painter, Maintenance	None	None	The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency.
N061	Pipefitter, Maintenance	1 year equivalent experience.	High school diploma or equivalent, and completion of a technical school, trade school, or advanced armed services technical school is desirable.	The Pipe fitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N062	Plumber, Maintenance	1 year equivalent experience.	High school diploma or equivalent, and completion of a technical school, trade school, or similar armed services technical training is desirable.	The Plumber, Maintenance assembles installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand. The Plumber, Maintenance assembles and installs valves, pipefitting's, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.
N063	Sheet-Metal Worker, Maintenance	1 year equivalent experience.	In general, the Sheet Metal Worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required.
N064	Welder, Combination, Maintenance	2 years experience required, rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	High school diploma or equivalent, and completion of a technical school, trade school, or similar armed services technical training is desirable.	This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N065	Water Treatment Plant Operator	2 years experience of detailed knowledge of applicable local, state and federal laws and regulations concerning industrial waste water, storage tanks, storm water pollution prevention, used oil and hazardous waste.	High school diploma or equivalent, and completion of a technical school, trade school, or similar armed services technical training.	This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbid meter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water, and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.
N066	Drafter/CAD Operator I	2 years experience using computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.	High school graduation or equivalency certification, or completion of a technical or trade, under-graduate, or military school course of study in drafting, drawing or illustration.	This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include: a. Revisions to the original drawings of a plumbing system by increasing pipe diameters; b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale; c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes; d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies; e. Preparing a computer model of a room, building, structure from data, prints, and photos.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N067	Drafter/CAD Operator II	4 years experience using computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.	High school graduation or equivalency certification, or completion of a technical or trade, under-graduate, or military school course of study in drafting, drawing or illustration.	<p>This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product. Typical assignments include:</p> <ul style="list-style-type: none"> a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout; b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings; c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
N068	Drafter/CAD Operator III	6 years experience using computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.	High school graduation or equivalency certification, plus completion of a technical or trade, under-graduate, or military school course of study in drafting, drawing or illustration.	<p>This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:</p> <ul style="list-style-type: none"> a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment; b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards; c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required; d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design. Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.
N069	Drafter/CAD Operator IV	8 years experience using computer aided drafting (CAD) techniques or automated graphics programs, adhering to military standards governing style and format.	Associates Degree, plus completion of a technical or trade, under-graduate, or military school course of study in drafting, drawing or illustration. 4 years of additional experience in an directly related area will be considered equivalent to an Associates Degree.	<p>This operator 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.</p>
N070	Truck driver, Tractor-Trailer	Minimum of 3 years driving exp with no major violations.	High School Graduate or GED equivalent is desirable.	A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

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