

SOLICITATION, OFFER AND AWARD

RATING

PAGE OF

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2. CONTRACT NO. DTFA-02-00-D-01731	3. SOLICITATION NO. DTFA-02-99-R-10452	4. TYPE OF SOLICITATION <input checked="" type="checkbox"/> NEGOTIATED	6. DATE ISSUED 8-30-99	8. REQUISITION/PURCHASE NO. 9-10452 (FAA Internal Use Only)
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7. ISSUED BY FAA Contracting Division (AMQ-310) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 731254931	5. ADDRESS OFFER TO (If other than Item 7) FAA Bid & Proposal Officer (AMQ-77) Room 308, Multi-Purpose Building 65W South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4933
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NOTE: In sealed bid solicitations "offer" end "offeror" mean "bid" end "bidder".

Indefinite-Delivery/Requirements SOLICITATION CAMI Support Services

9. Sealed offers in original and no copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Room 308, Multi-Purpose Building until 3:30 local time September 16, 1999.
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No.3.2.2.3-14. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: >	A. NAME Brent D. Foreman	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) (405) 954-7894 FAX (405) 954-3030
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OFFER (Must be fully completed by offeror)

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 180 calendar days 1720 calendar days unless a different period is inserted by the offeror from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section G, Clause No. 3.3.1-17) >	10 CALENDAR DAYS 0 %	20 CALENDAR DAYS 0 %	30 CALENDAR DAYS 0 %	CALENDAR DAYS 0 %
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments w he SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO. A001	DATE -	AMENDMENT NO.	DATE
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15A. NAME AND ADDRESS OF OFFEROR DataCom Sciences, Inc. 1806 N. Shartel Oklahoma City, Ok 73103	15B. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Gregg Wadley, President
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15B. TELEPHONE NO. (Include area code) (405) 528-1116	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>	17. SIGNATURE <i>Gregg Wadley</i>	18. OFFER DATE 9-30-99
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19. ACCEPTED AS TO ITEMS NUMBERED CLINS 1.0 through 59.1	20. AMOUNT ESTIMATED \$2,145,964.00	21. ACCOUNT AND APPROPRIATION To be stated on each order issued hereunder.
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23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 COPIES UNLESS OTHERWISE SPECIFIED) >	ITEM Block 26 below
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24. ADMINISTERED BY (If other than Item 7) FAA Contract Management Division (AMQ-340) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4932	26. PAYMENT WILL BE MADE BY FAA Financial Operations Division (AMZ-100) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4304
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25. NAME OF CONTRACTING OFFICER (Type or print) BRENT D. FOREMAN	27. UNITED STATES OF AMERICA <i>Brent D. Foreman</i> Contracting Officer	28. AWARD DATE NOVEMBER 1, 1999
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IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

DataCom

Sciences, Incorporated

October 22, 1999

Mr. Brent Foreman, Contracting Officer
FAA, Contracting Division, AMQ-310
6500 S. **MacArthur** Boulevard
P. O. Box 25082
Oklahoma City, OK 73125

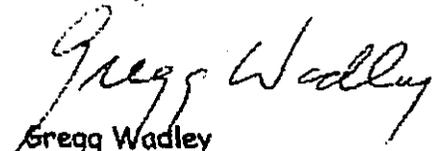
Subject: Civil Aeromedical Institute Technical Support Services
SIWRFO DTFA-02-99-R-10452
DataCom Sciences, Inc. Offer

Dear Mr. **Foreman**:

DataCom will accept a **contract** for Civil Aeromedical Institute Technical **Support Services** that includes a shortened first period of performance from 12 months to 10 months. This would provide for a **base** period beginning December 1, 1999, and ending September 30, 2000. We understand the benefits to the Government of retaining a contract that parallel's the Government' Fiscal **Year**. The **rates** contained in our proposal will not be impacted by this reduction in the base period.

Should you need any additional information, **please** call Chuck **Guinn** or me.

Sincerely,


Gregg Wadley
President

RESOURCES - EXPERTISE - INNOVATION

1806 N. Shartel Oklahoma City, OK 73103 405-528-1116 fax: 528-1188 internet: datacom@icnet.net

PART I - SECTION B
 SUPPLIES OR SERVICES AND PRICES/COSTS

B. 1(a) The contractor shall furnish all personnel and when required, space, materials, equipment and supplies to provide Administrativesupport services in accordance with the terms, conditions and provisions set forth herein and in the attached Statement of Work (SOW) Section J, Attachment 1. The contractor shall be paid for services performed in accordance with the following price schedule:

CLIN	Supplies/Services	Quantity	Unit	Unit Price:	Amount
1.1	PHASE-IN	1	JOB	XXXX	@lot-Separately Priced)

(Not applicable to Option Years)

B.1(b) SCHEDULE OF RATES BASE YEAR - October 1, 1999 through September 30, 2000)

CLIN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
21	Word Processor I	(Regular Hrs)	50	Hr	\$ 14.39	\$ 719.50
3.1	Word Processor II	(Regular Hrs)	4,800	Hr	\$ 15.39	\$ 73,872.00
4.1	Word Processor III	(Regular Hrs)	9,500	Hr	\$ 16.33	\$ 155,135.00
5.1	General Clerk I	(Regular Hrs)	100	Hr	\$ 16.07	\$ 1,607.00
6.1	General Clerk II	(Regular Hrs)	30,580	Hr	\$ 15.96	\$ 488,056.80
7.1	General Clerk III	(Regular Hrs)	24,440	Hr	\$ 19.55	\$ 477,802.00
7.1	General Clerk IV	(Regular Hrs)	9,500	Hr	\$ 27.11	\$ 257,545.00
9.1	Computer Operator I	(Regular Hrs)	80	Hr	\$ 15.41	\$ 1,232.80
10.1	Computer Operator II	(Regular Hrs)	80	Hr	\$ 18.37	\$ 1,469.60
11.1	Computer Operator III	(Regular Hrs)	80	Hr	\$ 23.73	\$ 1,898.40
12.1	Computer Operator IV	(Regular Hrs)	80	Hr	\$ 25.45	\$ 2,036.00
13.1	Key entry Operator I	(Regular Hrs)	1,880	Hr	\$ 14.78	\$ 27,786.40
14.1	Key Entry Operator II	(Regular Hrs)	50	Hr	\$ 17.85	\$ 892.50
15.1	Peripheral Equipment Operator (Scanner Operator)	(Regular Hrs)	100	Hr	\$ 16.96	\$ 1,696.00
16.1	Document Preparation Clerk (Scanner Document Prep)	(Regular Hrs)	100	Hr	\$ 16.86	\$ 1,686.00
17.1	Inspector I (Scanner/QC Operator)	(Regular Hrs)	5,640	Hr	\$ 15.93	\$ 89,845.20
8.1	Inspector II	(Regular Hrs)	80	Hr	\$ 18.95	\$ 1,516.00
9.1	Inspector III	(Regular Hrs)	3,840	Hr	\$ 18.98	\$ 72,883.20
01	Inspector N	(Regular Hrs)	1,960	Hr	\$ 23.74	\$ 46,530.40
11	Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 17.90	\$ 1,790.00
2.1	Computer Systems Analysts I	(Regular Hrs)	100	Hr	\$ 34.74	\$ 3,474.00
3.1	Computer Systems Analysts II	(Regular Hrs)	100	Hr	\$ 38.56	\$ 3,856.00

B.1(b) SCHEDULE OF RATES BASE YEAR—(October 1, 1999 through September 30, 2000)

CLIN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
24.1	Computer Systems Analysts III	(Regular Hrs)	100	Hr	\$ 43.85	\$ 4,385.00
25.1	Training Program Assistant I	(Regular Hrs)	1,900	HI	\$ 22.08	\$ 41,952.00
26.1	Training Program Assistant II	(Regular Hrs)	50	Hr	\$ 27.55	\$ 1,377.50
27.1	Training Program Assistant III	(Regular Hrs)	50	HI	\$ 30.59	\$ 1,529.50
28.1	Administrative Analysts I	(Regular Hrs)	1,900	Hr	\$ 22.08	\$ 41,951.00
29.1	Administrative Analysts II	(Regular Hrs)	50	Hr	\$ 27.55	\$ 1,377.50
30.1	Licensed Practical Nurse	(Regular Hrs)	80	Hr	\$ 16.99	\$ 1,359.20
31.1	Licensed Practical Nurse I	(Regular Hrs)	80	Hr	\$ 16.99	\$ 1,359.20
32.1	Licensed Practical Nurse II	(Regular Hrs)	80	Hr	\$ 18.78	\$ 1,502.40
33.1	Licensed Practical Nurse III	(Regular Hrs)	80	Hr	\$ 20.72	\$ 1,657.60
34.1	Registered Nurse I	(Regular Hrs)	80	Hr	\$ 25.02	\$ 2,001.60
35.1	Registered Nurse II	(Regular Hrs)	80	Hr	\$ 30.03	\$ 2,402.40
36.1	Registered Nurse III	(Regular Hrs)	80	Hr	\$ 35.77	\$ 2,861.60
37.1	Registered Nurse N	(Regular Hrs)	80	Hr	\$ 42.36	\$ 3,388.80
38.1	Hotline Analyst I	(Regular Hrs)	1,960	Hr	\$ 27.93	\$ 54,742.80
39.1	Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 29.23	\$ 57,290.80
40.1	Aeromedical Examiner I	(Regular Hrs)	3,800	Hr	\$ 24.36	\$ 92,568.00
41.1	Aeromedical Examiner II	(Regular Hrs)	100	Hr	\$ 32.56	\$ 3,256.00
42.1	Computer Programmer I	(Regular Hrs)	100	Hr	\$ 26.97	\$ 2,697.00
43.1	Computer Programmer II	(Regular Hrs)	100	Hr	\$ 30.55	\$ 3,055.00
44.1	Computer Programmer III	(Regular Hrs)	100	Hr	\$ 37.16	\$ 3,716.00
45.1	Computer Programmer IV	(Regular Hrs)	100	HI	\$ 42.81	\$ 4,281.00
46.1	Technical Writer I Functional Specialist 9	(Regular Hrs)	50	Hr	\$ 22.80	\$ 1,140.00
47.1	Technical Writer II Functional Specialist 11	(Regular Hrs)	50	Hr	\$ 27.69	\$ 1,384.50
48.1	Technical Writer III Functional Specialist 12	(Regular Hrs)	100	HI	\$ 34.25	\$ 3,425.00
49.1	Technical Professional I Functional Specialist 13	(Regular Hrs)	100	Hr	\$ 52.09	\$ 5,209.00
50.1	Technical Professional II Functional Specialist 14	(Regular Hrs)	100	Hr	\$ 61.10	\$ 6,110.00
51.1	Technical Professional III Functional Specialist 15	(Regular Hrs)	100	Hr	\$ 71.40	\$ 7,140.00
Estimated Total Hours (ETH)			106,650 hours		Estimated Total Price (ETP)	2,068,451.20

B.1(b) SCHEDULE OF RATES BASE YEAR—(October 1,1999 through September 30,2000)

2.1	Overtime Premium Rate (OPR) IAW Section C, C.2 Definitions the applicable percentage rate they are proposing. Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 100 hours X OPR % = total dollars for Overtime. NOTE-Actual rate that OPR is applied to will be the individual rate shown in CLINs 2 0 through 51. 0	43% (Contractor Fill-in)	Est Annual Hour; 100	\$ <u>835.06</u>
53.1	Functional Lead Premium Rate (FLPR) IAW Section C. C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X FLPR % = total dollars for Functional Lead NOTE-Actual rate that FLPR is applied to will be the individual rate shown in CLINs 2 0 through 51. 0	34%	Est 1920 Hr	\$ <u>12,677.38</u>
54.1	Task Lead Premium Rate (TLPR) IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premium NOTE-Actual rate that TLPR is applied to will be the individual rate shown in CLINs 2 0 through 51. 0	34%	Est 1920 Hr	\$ <u>12,677.38</u>
55.1	Task Supervisor (full time) I In accordance with Definitions In Section C.	(Regular Hrs)	Est 100 Hr	\$ <u>21.81</u> \$ <u>2,181.00</u>
56.1	Task Supervisor (full time) II In accordance with Definitions In Section C.	(Regular Hrs)	Est 1,920 Hr	\$ <u>23.00</u> \$ <u>44,160.00</u>
57.1	Task Supervisor (full time) III In accordance with Definitions In Section C.	(Regular Hrs)	Est 50 Hr	\$ <u>28.21</u> \$ <u>1,410.50</u>
58.1	Task Supervisor (full time) N In accordance with Definitions In Section C.	(Regular Hrs)	Est 50 Hr	\$ <u>31.42</u> \$ <u>1,571.00</u>
59.1	Travel and per diem/Subsistence PER YEAR-IAW Section G, and Statement of Work Paragraph 1.12.		Estimated	\$ <u>2,000.00</u>

NOTE-Reference to CLIN Numbers throughout the rest of the contract shall be to the general CLIN number such as 2.0, 50.0 or 52.0 as this reference is to all years and is not a separate option CLIN designation

OPTION Year 1
SCHEDULE OF RATES -(October 1,2000 through September 30,2001)

·LIN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
2.2	Word Processor I	(Regular Hrs)	50	Hr	\$ 14.41	\$ 720.50
3.2	Word Processor II	(Regular Hrs)	4,800	Hr	\$ 15.41	\$ 73,968.00
4.2	Word Processor III	(Regular Hrs)	9,500	Hr	\$ 16.36	\$ 155,420.00
5.2	General Clerk I	(Regular Hrs)	100	Hr	\$ 16.11	\$ 1,611.00
6.2	General Clerk II	(Regular Hrs)	30,580	Hr	\$ 15.98	\$ 488,668.40
7.2	General Clerk III	(Regular Hrs)	24,440	Hr	\$ 19.59	\$ 478,779.60
8.2	General Clerk IV	(Regular Hrs)	9,500	Hr	\$ 27.14	\$ 257,830.00
9.2	Computer Operator I	(Regular Hrs)	80	Hr	\$ 15.43	\$ 1,234.40
10.2	Computer Operator II	(Regular Hrs)	80	Hr	\$ 18.40	\$ 1,472.00
11.2	Computer Operator III	(Regular Hrs)	80	Hr	\$ 23.77	\$ 1,901.60
12.2	Computer Operator IV	(Regular Hrs)	80	Hr	\$ 25.50	\$ 2,040.00
13.2	Key entry Operator I	(Regular Hrs)	1,880	Hr	\$ 14.81	\$ 27,842.80
14.2	Key Entry Operator II	(Regular Hrs)	50	Hr	\$ 17.91	\$ 895.50
15.2	Peripheral Equipment Operator (Scanner Operator)	(Regular Hrs)	100	Hr	\$ 16.99	\$ 1,699.00
16.2	Document Preparation Clerk (Scanner Document Prep)	(Regular Hrs)	100	Hr	\$ 16.88	\$ 1,688.00
17.2	Inspector I (Scanner/QC Operator)	(Regular Hrs)	5,640	Hr	\$ 15.96	\$ 90,014.40
18.2	Inspector II	(Regular Hrs)	80	Hr	\$ 18.97	\$ 1,517.60
19.2	Inspector III	(Regular Hrs)	3,840	Hr	\$ 19.00	\$ 72,960.00
20.2	Inspector N	(Regular Hrs)	1,960	Hr	\$ 23.79	\$ 46,628.40
21.2	Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 17.92	\$ 1,792.00
22.2	Computer Systems Analysts I	(Regular Hrs)	100	Hr	\$ 34.80	\$ 3,480.00
23.2	Computer Systems Analysts II	(Regular Hrs)	100	Hr	\$ 38.62	\$ 3,862.00
24.2	Computer Systems Analysts III	(Regular Hrs)	100	Hr	\$ 43.93	\$ 4,393.00
25.2	Training Program Assistant I	(Regular Hrs)	1,900	Hr	\$ 22.12	\$ 42,028.00
26.2	Training Program Assistant II	(Regular Hrs)	50	Hr	\$ 27.61	\$ 1,380.50
27.2	Training Program Assistant III	(Regular Hrs)	50	Hr	\$ 30.64	\$ 1,532.00
28.2	Administrative Analysts I	(Regular Hrs)	1,900	Hr	\$ 22.12	\$ 42,028.00

OPTION Year **I**
 SCHEDULE OF RATES **-(October 1,2000 through September 30,2001)**

LINE	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
29.2	Administrative Analysts II	(Regular Hrs)	50	Hr	\$ 27.61	\$ 1,380.50
30.2	Licensed Practical Nurse	(Regular Hrs)	80	Hr	\$ 17.02	\$ 1,361.60
31.2	Licensed Practical Nurse I	(Regular Hrs)	80	Hr	\$ 17.02	\$ 1,361.60
32.2	Licensed Practical Nurse II	(Regular Hrs)	80	Hr	\$ 18.80	\$ 1,504.00
33.2	Licensed Practical Nurse III	(Regular Hrs)	80	Hr	\$ 20.75	\$ 1,660.00
34.2	Registered Nurse I	(Regular Hrs)	80	Hr	\$ 25.07	\$ 2,005.60
35.2	Registered Nurse II	(Regular Hrs)	80	Hr	\$ 30.07	\$ 2,405.60
36.2	Registered Nurse III	(Regular Hrs)	80	Hr	\$ 35.83	\$ 2,866.40
37.2	Registered Nurse IV	(Regular Hrs)	80	Hr	\$ 42.44	\$ 3,395.20
38.2	Hotline Analyst I	(Regular Hrs)	1,960	Hr	\$ 27.98	\$ 54,840.80
39.2	Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 29.30	\$ 57,428.00
40.2	Aeromedical Examiner I	(Regular Hrs)	3,800	Hr	\$ 24.40	\$ 92,720.00
41.2	Aeromedical Examiner II	(Regular Hrs)	100	Hr	\$ 32.64	\$ 3,264.00
42.2	Computer Programmer I	(Regular Hrs)	100	Hr	\$ 27.03	\$ 2,703.00
43.2	Computer Programmer II	(Regular Hrs)	100	Hr	\$ 30.61	\$ 3,061.00
44.2	Computer Programmer III	(Regular Hrs)	100	Hr	\$ 37.23	\$ 3,723.00
45.2	Computer Programmer N	(Regular Hrs)	100	Hr	\$ 42.87	\$ 4,287.00
46.2	Technical Writer I	(Regular Hrs)	50	Hr	\$ 22.84	\$ 1,142.00
	Functional Specialist ⁹					
47.2	Technical Writer II	(Regular Hrs)	50	Hr	\$ 27.74	\$ 1,387.00
	Functional Specialist ¹¹					
48.2	Technical Writer III	(Regular Hrs)	100	Hr	\$ 34.31	\$ 3,431.00
	Functional Specialist ¹²					
49.2	Technical Professional I	(Regular Hrs)	100	Hr	\$ 53.67	\$ 5,367.00
	Functional Specialist ¹³					
50.2	Technical Professional II	(Regular Hrs)	100	Hr	\$ 62.94	\$ 6,294.00
	Functional Specialist ¹⁴					
51.2	Technical Professional III	(Regular Hrs)	100	Hr	\$ 73.57	\$ 7,357.00
	Functional Specialist ¹⁵					
						\$ 2,072,332.00

Estimated Total **Hours (ETH)** 106,650 hours

OPTION Year 1
SCHEDULE OF RATES -(October 1, 2000 through September 30, 2001)

22	Overtime Premium Rate (OPR) IAW Section C, C.2 Definitions (Contractor Fill-in the applicable percentage rate they are proposing). Evaluation based on the following calculation: (ETP ÷ ETHJ = Average Hourly Rate (AHR): AHR X 100 hours X OPR % = total dollars for Overtime. NOTE-Actual rate that OPR is applied to will be <i>the</i> individual rate shown in CLINs 2 0 through 51. 0	<u>43%</u>	Est Annual Hours 100	Hr	\$ <u>836.35</u> (not-to-exceed)
53.2	Functional Lead Premium Rate (FLPR) IAW Section C, C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETHJ = Average Hourly Rate (AHR): AHR X 1,920 hours X FLPR % = total dollars for Functional Lead. NOTE-Actual rate that FLPR is applied to will be <i>the</i> individual rate shown in CLINs 2 0 through 51. 0	<u>34%</u>	Est 1,920	Hr	\$ <u>12,696.96</u>
54.2	Task Lead Premium Rate (TLPR) IAW Section C, C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETHJ = Average Hourly Rate (AHR): AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premium NOTE-Actual rate that TLPR is applied to will be the individual rate shown in CLINs 2 0 through 51. 0	<u>34%</u>	Est 1,920	Hr	\$ <u>12,696.96</u>
55.2	Task Supervisor (full time) I In accordance with Definitions In Section C.	(Regular Hrs)	Est 100	Hr	\$ <u>22.43</u> \$ <u>2,243.00</u>
56.2	Task Supervisor (full time) II In accordance with Definitions In Section C.	(Regular Hrs)	Est 1,920	Hr	\$ <u>23.66</u> \$ <u>45,427.20</u>
57.2	Task Supervisor (full time) III In accordance with Definitions In Section C.	(Regular Hrs)	Est 50	Hr	\$ <u>29.03</u> \$ <u>1,451.50</u>
58.2	Task Supervisor (full time) N In accordance with Definitions In Section C.	(Regular Hrs)	Est 50	Hr	\$ <u>32.32</u> \$ <u>1,616.00</u>
59.2	Travel and per diem/Subsistence PER YEAR-IAW Section G, and Statement of Work Paragraph 1.12			Estimated	\$2,000.00 (Not-to-Exceed)

NOTE-Reference to CLIN Numbers throughout the rest of the contract shall be to the general CLIN number such as 2.0, 50.0 or 52.0 as this reference is to all years and is not a separate option CLIN designation.

OPTION Year 2
SCHEDULE OF RATES - (October 1, 2001 through September 30, 2002)

CLIN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
2.3	Word Processor I	(Regular Hrs)	50	Hr	\$ 14.47	\$ 723.50
3.3	Word Processor II	(Regular Hrs)	4,800	Hr	\$ 15.46	\$ 74,208.00
4.3	Word Processor III	(Regular Hrs)	9,500	Hr	\$ 16.40	\$ 155,800.00
5.3	General Clerk I	(Regular Hrs)	100	Hr	\$ 16.14	\$ 1,614.00
6.3	General Clerk II	(Regular Hrs)	30,580	Hr	\$ 16.03	\$ 490,197.40
7.3	General Clerk III	(Regular Hrs)	24,440	Hr	\$ 19.66	\$ 480,490.40
8.3	General Clerk IV	(Regular Hrs)	9,500	Hr	\$ 27.24	\$ 258,780.00
9.3	Computer Operator I	(Regular Hrs)	80	Hr	\$ 15.47	\$ 1,237.60
10.3	Computer Operator II	(Regular Hrs)	80	Hr	\$ 18.47	\$ 1,477.60
11.3	Computer Operator III	(Regular Hrs)	80	Hr	\$ 23.84	\$ 1,907.20
12.3	Computer Operator IV	(Regular Hrs)	80	Hr	\$ 25.57	\$ 2,045.60
13.3	Key entry Operator I	(Regular Hrs)	1,880	Hr	\$ 14.84	\$ 27,899.20
14.3	Key Entry Operator II	(Regular Hrs)	50	Hr	\$ 17.95	\$ 897.50
15.3	Peripheral Equipment Operator (Scanner Operator)	(Regular Hrs)	100	Hr	\$ 17.02	\$ 1,702.00
16.3	Document Preparation Clerk (Scanner Document Prep)	(Regular Hrs)	100	Hr	\$ 16.95	\$ 1,695.00
17.3	Inspector I (Scanner/QC Operator)	(Regular Hrs)	5,640	Hr	\$ 16.01	\$ 90,296.40
18.3	Inspector II	(Regular Hrs)	80	Hr	\$ 19.03	\$ 1,522.40
19.3	Inspector III	(Regular Hrs)	3,840	Hr	\$ 19.08	\$ 73,267.20
20.3	Inspector IV	(Regular Hrs)	1,960	Hr	\$ 23.85	\$ 46,746.00
21.3	Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 17.96	\$ 1,796.00
22.3	Computer Systems Analysts I	(Regular Hrs)	100	Hr	\$ 34.90	\$ 3,490.00
23.3	Computer Systems Analysts II	(Regular Hrs)	100	Hr	\$ 38.74	\$ 3,874.00
24.3	Computer Systems Analysts III	(Regular Hrs)	100	Hr	\$ 44.06	\$ 4,406.00
25.3	Training Program Assistant I	(Regular Hrs)	1,900	Hr	\$ 22.18	\$ 42,142.00
26.3	Training Program Assistant II	(Regular Hrs)	50	Hr	\$ 27.68	\$ 1,384.00
27.3	Training Program Assistant III	(Regular Hrs)	50	Hr	\$ 30.73	\$ 1,536.50
28.3	Administrative Analysts I	(Regular Hrs)	1,900	Hr	\$ 22.18	\$ 42,142.00

OPTION Year 2
 SCHEDULE OF RATES - (October 1, 2001 through September 30, 2002)

LN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate		Est Amount
29.3	Administrative Analysts II	(Regular Hrs)	50	Hr	\$ 27.68	\$	1,384.00
30.3	Licensed Practical Nurse	(Regular Hrs)	80	Hr	\$ 17.09	\$	1,367.20
31.3	Licensed Practical Nurse I	(Regular Hrs)	80	Hr	\$ 17.09	\$	1,367.20
32.3	Licensed Practical Nurse II	(Regular Hrs)	80	Hr	\$ 18.88	\$	1,510.40
33.3	Licensed Practical Nurse III	(Regular Hrs)	80	Hr	\$ 20.81	\$	1,664.80
34.3	Registered Nurse I	(Regular Hrs)	80	Hr	\$ 25.14	\$	2,011.20
35.3	Registered Nurse II	(Regular Hrs)	80	Hr	\$ 30.17	\$	2,413.60
36.3	Registered Nurse III	(Regular Hrs)	80	Hr	\$ 35.94	\$	2,875.20
37.3	Registered Nurse IV	(Regular Hrs)	80	Hr	\$ 42.56	\$	3,404.80
38.3	Hotline Analyst I	(Regular Hrs)	1,960	HI	\$ 28.06	\$	54,997.60
39.3	Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 29.37	\$	57,565.20
40.3	Aeromedical Examiner I	(Regular Hrs)	3,800	Hr	\$ 24.48	\$	93,024.00
41.3	Aeromedical Examiner II	(Regular Hrs)	100	Hr	\$ 32.73	\$	3,273.00
2.3	Computer Programmer I	(Regular Hrs)	100	Hr	\$ 27.09	\$	2,709.00
43.3	Computer Programmer II	(Regular Hrs)	100	Hr	\$ 30.70	\$	3,070.00
44.3	Computer Programmer III	(Regular Hrs)	100	Hr	\$ 37.34	\$	3,734.00
45.3	Computer Programmer IV	(Regular Hrs)	100	Hr	\$ 42.99	\$	4,299.00
46.3	Technical Writer I Functional Specialist 9	(Regular Hrs)	50	Hr	\$ 22.90	\$	1,145.00
47.3	Technical Writer II Functional Specialist 11	(Regular Hrs)	50	Hr	\$ 27.81	\$	1,390.50
18.3	Technical Writer III Functional Specialist 12	(Regular Hrs)	100	Hr	\$ 34.40	\$	3,440.00
49.3	Technical Professional I Functional Specialist 13	(Regular Hrs)	100	Hr	\$ 55.38	\$	5,538.00
50.3	Technical Professional II Functional Specialist 14	(Regular Hrs)	100	Hr	\$ 64.95	\$	6,495.00
51.3	Technical Professional III Functional Specialist 15	(Regular Hrs)	100	Hr	\$ 75.94	\$	7,594.00
							\$ 2,079,550.20
Estimated Total Hours (ETH)			106,650 hours				

OPTION Year 2
 SCHEDULE OF RATES - (October 1, 2001 through September 30, 2002)

<p>2.3 Overtime Premium Rate (OPR) <u>43%</u> IAW Section C, C.2 Definitions (Contractor Fi-in the applicable percentage rate they are proposing). Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 100 hours X OPR % = total dollars for Overtime. NOTE-Actual rate that OPR is applied to will be the individual rate shown in CLINs 2 0 through 51.0</p>	<p>Est Annual Hours 100</p>	<p>\$ 839.36 (not-to-exceed)</p>
<p>53.3 Functional Lead Premium Rate (FLPR) <u>34%</u> LAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X FLPR % = total dollars for Functional Lead NOTE-Actual rate that FLPR is applied to will be the individual rate shown in CLINs 2 0 through 51.0</p>	<p>Est 1,920 Hr</p>	<p>\$ 12,742.66</p>
<p>54.3 Task Lead Premium Rate (TLPR) <u>34%</u> IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premium NOTE-Actual rate that TLPR is applied to will be the individual rate shown in CLINs 2 0 through 51.0</p>	<p>Est 1,920 Hr</p>	<p>\$ 12,742.66</p>
<p>55.3 Task Supervisor (full time) I (Regular Hrs) In accordance with Definitions In Section C</p>	<p>Est 100 HI</p>	<p><u>\$ 23.09</u> \$ 2,309.00</p>
<p>56.3 Task Supervisor (full time) II (Regular Hrs) In accordance with Definitions In Section C.</p>	<p>Est 1,920 HI</p>	<p><u>\$ 24.36</u> \$ 46,771.20</p>
<p>57.3 Task Supervisor (full time) III (Regular Hrs) In accordance with Definitions In Section C.</p>	<p>Est 50 HI</p>	<p><u>5 29.90</u> \$ 1,495.00</p>
<p>58.3 Task Supervisor (full time) IV (Regular Hrs) In accordance with Definitions In Section C.</p>	<p>Est 50 Hr</p>	<p><u>5 33.32</u> \$ 1,666.00</p>
<p>59.3 Travel and per diem/Subsistence PER YEAR-IAW Section G, and Statement of Work Paragraph 1.12.</p>	<p>Estimated</p>	<p>\$2,000.00 (Not-to-Exceed)</p>

NOTE-Reference to CLIN Numbers throughout the rest of the contract shall be to the general CLIN number such as 2.0, 50.0 or 52.0 as this reference is to all years and is not a separate option CLIN designation

OPTION Year 3
 SCHEDULE OF RATES - (October 1, 2002 through September 30, 2003)

LN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
24	Word Processor I	(Regular Hrs)	50	Hr	\$ 14.50	\$ 725.00
34	Word Processor II	(Regular Hrs)	4,800	Hr	\$ 15.51	\$ 74,448.00
44	Word Processor III	(Regular Hrs)	9,500	Hr	\$ 16.45	\$ 156,275.00
54	General Clerk I	(Regular Hrs)	100	Hr	5 16.17	\$ 1,617.00
64	General Clerk II	(Regular Hrs)	30,580	Hr	\$ 16.07	\$ 491,420.60
74	General Clerk III	(Regular Hrs)	24,440	Hr	\$ 19.71	\$ 481,712.40
84	General Clerk N	(Regular Hrs)	9,500	Hr	\$ 27.32	\$ 259,540.00
94	Computer Operator I	(Regular Hrs)	80	Hr	\$ 15.52	\$ 1,241.60
104	Computer Operator II	(Regular Hrs)	80	Hr	\$ 18.51	\$ 1,480.80
114	Computer Operator III	(Regular Hrs)	80	Hr	\$ 23.90	\$ 1,912.00
124	Computer Operator N	(Regular Hrs)	80	Hr	\$ 25.64	\$ 2,051.20
134	Key entry Operator I	(Regular Hrs)	1,880	Hr	\$ 14.87	\$ 27,355.60
14.4	Key Entry Operator II	(Regular Hrs)	50	Hr	\$ 18.00	\$ 900.00
54	Peripheral Equipment Operator (Scanner Operator)	(Regular Hrs)	100	Hr	\$ 17.09	\$ 1,709.00
16.4	Document Preparation Clerk (Scanner Document Prep)	(Regular Hrs)	100	Hr	\$ 16.99	\$ 1,699.00
17.4	Inspector I (Scanner/QC Operator)	(Regular Hrs)	5,640	Hr	5 16.07	\$ 90,634.80
18.4	Inspector II	(Regular Hrs)	80	Hr	\$ 19.10	\$ 1,528.00
19.4	Inspector III	(Regular Hrs)	3,840	Hr	\$ 19.12	\$ 73,420.80
20.4	Inspector IV	(Regular Hrs)	1,960	Hr	\$ 23.91	\$ 46,863.60
21.4	Film/Tape Librarian	(Regular Hrs)	100	Hr	\$ 18.02	\$ 1,802.00
22.4	Computer Systems Analysts I	(Regular Hrs)	100	Hr	\$ 34.99	\$ 3,499.00
23.4	Computer Systems Analysts II	(Regular Hrs)	100	Hr	\$ 38.84	\$ 3,884.00
24.4	Computer Systems Analysts III	(Regular Hrs)	100	Hr	\$ 44.17	\$ 4,417.00
25.4	Training Program Assistant I	(Regular Hrs)	1,900	Hr	\$ 22.25	\$ 42,275.00
26.4	Training Program Assistant II	(Regular Hrs)	50	Hr	\$ 27.75	\$ 1,387.50
27.4	Training Program Assistant III	(Regular Hrs)	50	Hr	\$ 30.83	\$ 1,541.50
28.4	Administrative Analysts I	(Regular Hrs)	1,900	Hr	\$ 22.25	\$ 42,275.00

OPTION Year 3
 SCHEDULE OF RATES - (October 1,2002 through September 30,2003)

LINE	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
29.4	Administrative Analysts II	(Regular Hrs)	50	Hr	\$ 27.75	\$ 1,387.50
30.4	Licensed Practical Nurse	(Regular Hrs)	80	Hr	\$ 17.12	\$ 1,369.60
31.4	Licensed Practical Nurse I	(Regular Hrs)	80	HI	\$ 17.12	\$ 1,369.60
32.4	Licensed Practical Nurse II	(Regular Hrs)	80	HI	\$ 18.92	\$ 1,513.60
33.4	Licensed Practical Nurse III	(Regular Hrs)	80	HI	\$ 20.88	\$ 1,670.40
34.4	Registered Nurse I	(Regular Hrs)	80	HI	\$ 25.21	\$ 2,016.80
35.4	Registered Nurse II	(Regular Hrs)	80	HI	\$ 30.26	\$ 2,420.80
36.4	Registered Nurse III	(Regular Hrs)	80	Hr	\$ 36.05	\$ 2,884.00
37.4	Registered Nurse N	(Regular Hrs)	80	Hr	\$ 42.69	\$ 3,415.20
38.4	Hotline Analyst I	(Regular Hrs)	1,960	Hr	\$ 28.15	\$ 55,174.00
39.4	Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 29.47	\$ 57,761.20
40.4	Aeromedical Examiner I	(Regular Hrs)	3,800	Hr	\$ 24.55	\$ 93,290.00
41.4	Aeromedical Examiner II	(Regular Hrs)	100	Hr	\$ 32.83	\$ 3,283.00
42.4	Computer Programmer I	(Regular Hrs)	100	Hr	\$ 27.18	\$ 2,718.00
43.4	Computer Programmer II	(Regular Hrs)	100	Hr	\$ 30.78	\$ 3,078.00
44.4	Computer Programmer III	(Regular Hrs)	100	Hr	\$ 37.45	\$ 3,745.00
45.4	Computer Programmer N	(Regular Hrs)	100	Hr	\$ 43.11	\$ 4,311.00
46.4	Technical Writer I Functional Specialist 9	(Regular Hrs)	50	Hr	\$ 22.98	\$ 1,149.00
47.4	Technical Writer II Functional Specialist 11	(Regular Hrs)	50	Hr	\$ 27.91	\$ 1,395.50
48.4	Technical Writer III Functional Specialist 12	(Regular Hrs)	100	Hr	\$ 34.51	\$ 3,451.00
49.4	Technical Professional I Functional Specialist 13	(Regular Hrs)	100	Hr	\$ 57.11	\$ 5,711.00
50.4	Technical Professional II Functional Specialist 14	(Regular Hrs)	100	Hr	\$ 67.02	\$ 6,702.00
51.4	Technical Professional III Functional Specialist 15	(Regular Hrs)	100	Hr	\$ 78.36	\$ 7,836.00
						\$ 2,085,867.60
Estimated Total Hours (ETH)		106,650 hours				

OPTION Year 3
 SCHEDULE OF RATES - (October 1, 2002 through September 30, 2003)

<p>52.4 Overtime Premium Rate (OPR) <u>43%</u> IAW Section C. C.2 Definitions (Contractor Fill-in the applicable percentage rate they are proposing). Evaluation based on the following calculation: $(ETP \div ETH) = \text{Average Hourly Rate (AHR)}$: AHR X 100 hours X OPR % = total dollars for Overtime. NOTE-Actual rate <i>that OPR</i> is applied to will be the individual <i>rate</i> shown in <i>CLINs</i> 2.0 through 51.0</p>	<p>Est Annual Hours 100</p> <p>\$ 841.94 (not-to-exceed)</p>
<p>53.4 Functional Lead Premium Rate (FLPR) <u>34%</u> IAW Section C., C.2, "Definitions" Evaluation based on the Following calculation: $(ETP \div ETH) = \text{Average Hourly Rate (AHR)}$: AHR X 1,920 hours X FLPR % = total dollars For Functional Lead. NOTE-Actual rate that <i>FLPR</i> is applied to will be the individual rate shown in <i>CLINs</i> 2.0 through 51.0</p>	<p>Est 1,920 Hr</p> <p>\$ 12,781.82</p>
<p>54.4 Task Lead Premium Rate (TLPR) <u>34%</u> IAW Section C., C.2, "Definitions" Evaluation based on the Following calculation: $(ETP \div ETH) = \text{Average Hourly Rate (AHR)}$: AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premium NOTE-Actual rate that <i>TLPR</i> is applied to will be the individual rate shown in <i>CLINs</i> 2.0 through 51.0</p>	<p>Est 1,920 Hr</p> <p>\$ 12,781.82</p>
<p>55.4 Task Supervisor (full time) I (Regular Hrs) In accordance with Definitions In Section C.</p>	<p>Est 100 HI 5</p> <p><u>23.74 \$ 2,374.00</u></p>
<p>56.4 Task Supervisor (full time) II (Regular Hrs) In accordance with Definitions In Section C.</p>	<p>Est 1,920 Hr</p> <p><u>\$ 25.09 \$ 48,172.80</u></p>
<p>57.4 Task Supervisor (full time) III (Regular Hrs) In accordance with Definitions In Section C.</p>	<p>Est 50 Hr</p> <p><u>\$ 30.79 \$ 1,539.50</u></p>
<p>58.4 Task Supervisor (full time) IV (Regular Hrs) In accordance with Definitions In Section C.</p>	<p>Est 50 Hr</p> <p><u>\$ 34.34 \$ 1,717.00</u></p>
<p>59.4 Travel and per diem/Subsistence PER YEAR-IAW Section G, and Statement of Work Paragraph 1.12.</p>	<p>Estimated \$2,000.00 (Not-to-Exceed)</p>

NOTE-Reference to CLIN Numbers throughout the rest of the contract shall be to the general CLIN number such as 2.0, 50.0 or 52.0 as this reference is to all years and is not a separate option CLIN designation

OPTION Year 4
 SCHEDULE OF RATES • (October 1,2003 through September 30,2004)

UN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
2.5	Word Processor I	(Regular Hrs)	50	Hr	\$ 14.55	\$ 727.50
3.5	Word Processor II	(Regular Hrs)	4,800	Hr	\$ 15.54	\$ 74,592.00
4.5	Word Processor III	(Regular Hrs)	9,500	Hr	\$ 16.50	\$ 156,750.00
5.5	General Clerk I	(Regular Hrs)	100	Hr	\$ 16.24	\$ 1,624.00
6.5	General Clerk II	(Regular Hrs)	30,580	Hr	\$ 16.12	\$ 492,949.60
7.5	General Clerk III	(Regular Hrs)	24,440	Hr	\$ 19.77	\$ 483,178.80
8.5	General Clerk IV	(Regular Hrs)	9,500	Hr	\$ 27.39	\$ 260,205.00
9.5	Computer Operator I	(Regular Hrs)	80	Hr	\$ 15.57	\$ 1,245.60
10.5	Computer Operator II	(Regular Hrs)	80	Hr	\$ 18.55	\$ 1,484.00
11.5	Computer Operator III	(Regular Hrs)	80	Hr	\$ 23.97	\$ 1,917.60
12.5	Computer Operator N	(Regular Hrs)	80	Hr	\$ 25.72	\$ 2,057.60
13.5	Key entry Operator I	(Regular Hrs)	1,880	Hr	\$ 14.94	\$ 28,087.20
14.5	Key Entry Operator II	(Regular Hrs)	50	Hr	\$ 18.05	\$ 902.50
15.5	Peripheral Equipment Operator (Scanner Operator)	(Regular Hrs)	100	Hr	\$ 17.14	\$ 1,714.00
16.5	Document Preparation Clerk (Scanner Document Prep)	(Regular Hrs)	100	Hr	\$ 17.02	\$ 1,702.00
17.5	Inspector I (Scanner/QC Operator)	(Regular Hrs)	5,640	Hr	\$ 16.11	\$ 90,860.40
18.5	Inspector II	(Regular Hrs)	80	Hr	\$ 19.13	\$ 1,530.40
19.5	Inspector III	(Regular Hrs)	3,840	Hr	\$ 19.18	\$ 73,651.20
20.5	Inspector IV	(Regular Hrs)	1,960	Hr	\$ 24.00	\$ 47,040.00
21.5	Film/Tape Librarian	(Regular*)	100	Hr	\$ 18.08	\$ 1,808.00
22.5	Computer Systems Analysts I	(Regular Hrs)	100	Hr	\$ 35.10	\$ 3,510.00
23.5	Computer Systems Analysts II	(Regular Hrs)	100	Hr	\$ 38.95	\$ 3,895.00
24.5	Computer Systems Analysts III	(Regular Hrs)	100	Hr	\$ 44.31	\$ 4,431.00
25.5	Training Program Assistant I	(Regular Hrs)	1,900	Hr	\$ 22.31	\$ 42,389.00
26.5	Training Program Assistant II	(Regular Hrs)	50	Hr	\$ 27.84	\$ 1,392.00
27.5	Training Program Assistant III	(Regular Hrs)	50	Hr	\$ 30.90	\$ 1,545.00
28.5	Administrative Analysts I	(Regular Hrs)	1,900	Hr	\$ 22.31	\$ 42,389.00

OPTION Year 4
 SCHEDULE OF RATES - (October 1, 2003 through September 30, 2004)

PLIN	Labor Category		Estimated Annual Requirements	Unit	Hourly Composite Rate	Est Amount
29.5	Administrative Analysts II	(Regular Hrs)	50	Hr	\$ 27.84	\$ 1,392.00
30.5	Licensed Practical Nurse	(Regular Hrs)	80	Hr	\$ 17.18	\$ 1,374.40
31.5	Licensed Practical Nurse I	(Regular Hrs)	80	Hr	\$ 17.18	\$ 1,374.40
32.5	Licensed Practical Nurse II	(Regular Hrs)	80	Hr	\$ 18.97	\$ 1,517.60
33.5	Licensed Practical Nurse III	(Regular Hrs)	80	Hr	\$ 20.93	\$ 1,674.40
34.5	Registered Nurse I	(Regular Hrs)	80	Hr	\$ 25.28	\$ 2,022.40
35.5	Registered Nurse II	(Regular Hrs)	80	Hr	\$ 30.35	\$ 2,428.00
36.5	Registered Nurse III	(Regular Hrs)	80	Hr	\$ 36.15	\$ 2,892.00
37.5	Registered Nurse N	(Regular Hrs)	80	Hr	\$ 42.81	\$ 3,424.80
38.5	Hotline Analyst I	(Regular Hrs)	1,960	Hr	\$ 28.22	\$ 55,311.20
39.5	Hotline Analyst II	(Regular Hrs)	1,960	Hr	\$ 29.56	\$ 57,937.60
40.5	Aeromedical Examiner I	(Regular Hrs)	3,800	Hr	\$ 24.61	\$ 93,518.00
41.5	Aeromedical Examiner II	(Regular Hrs)	100	Hr	\$ 32.92	\$ 3,292.00
42.5	Computer Programmer I	(Regular Hrs)	100	Hr	\$ 27.26	\$ 2,726.00
43.5	Computer Programmer II	(Regular Hrs)	100	Hr	\$ 30.87	\$ 3,087.00
44.5	Computer Programmer III	(Regular Hrs)	100	Hr	\$ 37.55	\$ 3,755.00
45.5	Computer Programmer N	(Regular Hrs)	100	Hr	\$ 43.24	\$ 4,324.00
46.5	Technical Writer I	(Regular Hrs)	50	Hr	\$ 23.03	\$ 1,151.50
	Functional Specialist 9					
47.5	Technical Writer II	(Regular Hrs)	50	Hr	\$ 27.98	\$ 1,399.00
	Functional Specialist 11					
48.5	Technical Writer III	(Regular Hrs)	100	Hr	\$ 34.61	\$ 3,461.00
	Functional Specialist 12					
49.5	Technical Professional I	(Regular Hrs)	100	Hr	\$ 58.90	\$ 5,890.00
	Functional Specialist 13					
50.5	Technical Professional II	(Regular Hrs)	100	Hr	\$ 69.15	\$ 6,915.00
	Functional Specialist 14					
51.5	Technical Professional III	(Regular Hrs)	100	Hr	\$ 80.84	\$ 8,084.00
	Functional Specialist 15					
						\$ 2,092,529.70
Estimated Total Hours (ETH)		106,650 hours				

OPTION Year 4

SCHEDULE OF RATES - (October 1, 2003 through September 30, 2004)

2.5	Overtime Premium Rate (OPR) IAW Section C, C.2 Definitions (Contractor Filing the applicable percentage rate they are proposing). Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 100 hours X OPR % = total dollars for Overtime. NOTE-Actual rate that OPR is applied to will be the individual rate shown in CLINs 20 through 51.0	<u>43%</u>	Est Annual Hours 100	Hr	\$ <u>844.52</u> (not-to-exceed)
3.5	Functional Lead Premium Rate (FLPR) JAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X FLPR % = total dollars for Functional Lead NOTE-Actual rate that FLPR is applied to will be the individual rate shown in CLINs 20 through 51.0 .	<u>34%</u>	Est 1,920	Hr	\$ <u>12,820.99</u>
4.5	Task Lead Premium Rate (TLPR) IAW Section C., C.2, "Definitions" Evaluation based on the following calculation: (ETP ÷ ETH) = Average Hourly Rate (AHR): AHR X 1,920 hours X TLPR % = total dollars for TASK Lead Premium NOTE-Actual rate that TLPR is applied to will be the individual rate shown in CLINs 20 through 51.0	<u>34%</u>	Est 1,920	Hr	\$ <u>12,820.99</u>
5.5	Task Supervisor (full time) I In accordance with Definitions In Section C	(Regular Hrs)	Est 100	Hr	\$ <u>24.45</u> \$ <u>2,445.00</u>
6.5	Task Supervisor (full time) II In accordance with Definitions In Section C.	(Regular Hrs)	Est 1,920	Hr	\$ <u>25.84</u> \$ <u>49,612.80</u>
7.5	Task Supervisor (full time) III In accordance with Definitions In Section C.	(Regular Hrs)	Est 50	Hr	\$ <u>31.73</u> \$ <u>1,586.50</u>
8.5	Task Supervisor (full time) IV In accordance with Definitions In Section C.	(Regular Hrs)	Est 50	Hr	\$ <u>35.38</u> \$ <u>1,769.00</u>
9.5	Travel and per diem/Subsistence PER YEAR-JAW Section G, and Statement of Work Paragraph 1.12.			Estimated	\$ <u>2,000.00</u> (Not-to-Exceed)

NOTE-Reference to CLIN Numbers throughout the rest of the contract shall be to the general CLW number such as 2.0, 50.0 or 52.0 as this reference is to all years and is not a separate option CLIN designation

PART I - SECTION C
DESCRIPTION/SPECS/WORK STATEMENT

C.1 SCOPE OF WORK

(a) The contractor shall provide all personnel and other **items** or services as necessary to perform the various administrative and technical support services as identified in the attached Statement of Work (SOW), dated May 1999.

(b) The services required under this contract will be ordered by "task/delivery orders" signed and issued by the Contracting Officer. **Task/delivery** order pricing will be based on the composite hourly rates listed in Section B. The composite hourly rate for each skill category must be indicated. The "composite hourly" rate includes direct and indirect labor, indirect materials, overhead, G&A, and profit. The man-hours shown for each type skill are estimates only and are not an obligation for ordering on the part of the Government.

(c) The contractor shall be responsible for all on-site **management** of this contract. The contractor shall **furnish** an on-site project manager and an on-site assistant project manager as part of its other direct costs. If additional positions are necessary to effectively manage the contract, the contractor will also include those positions as part of its other direct costs. Charges for personnel that are not chargeable directly to a **task/delivery** order shall not be charged direct to the contract.

(d) Contractor supervisors will provide day-to-day supervision of **contractor** employees including but not limited to work assignments, leave, payroll records, etc. At no time will contractor employees be supervised by Government personnel.

C.2 DEFINITIONS

(a) "Overtime Premium Rate" (OPR)--all hours prepaid at the basic rate, the OT premium is paid on hours approved, worked as directed and paid to employees. Rate will be applied directly to the actual individual rate show in **CLINs 2.0 through 51.0**.

(b) "Functional Lead Premium Rate" (FLPR)--percentage rate as an additive to any **personnel functioning** in the **capacity** of a "functional lead." These personnel will be providing supervision for up-to but not-to-exceed 4 hours per week. In a 40-hour week, employee will receive 36 hours at regular hour rate and four (4) hours at the regular rate plus the premium. Will provide some supervision on immediate task and area only.

(c) "Task Lead Premium Rate" (TLPR) -- percentage rate as an additive to any **personnel functioning** in the **capacity** of a "functional lead." These personnel will be providing supervision for more than four (4) hours per week, not-to-exceed eight (8) hours per week. In a 40-hour week, employee will receive 32 hours at regular hour rate and eight (8) hours at the regular rate plus the premium percentage. Can provide cross task supervision within same area.

(d) "Task Supervisor" I, II, III, IV, V (full time)-- These personnel will be providing **supervision** as a full time job of **forty** hours per week. This category of employee will be considered on-site **supervisors** for the **contractor's** personnel. Shall provide cross task **supervision** for all areas. Level will be dependent upon Task, and personnel supervised.

(e) "Contractor's Cost"--means the net cost to the contractor (after deducting cash or trade discounts, rebates, commissions and any other allowances and credits available to the contractor, regardless of date purchased, plus properly identified and supported freight or transportation costs) for parts acquired by the contractor for performance under this **contract**.

(f) "Direct Labor Hours"--means those **hours** of labor which are identifiable as being performed directly on an **item/task** of the contract and which serve as the basis **for payment of** the Hourly Composite Rate set forth in Section B. The method of charging **direct labor hours** to this contract must **conform** to the contractor's accepted **normal** accounting practices and procedures, and allow for verification to the sources of the costs incurred. The **term Direct Labor Hours** does NOT include time for the indirect work of overhead and **supervisory employees** such as officers, engineers, supervisors, foremen, quality control inspectors, **material** handlers, clerks, typists, timekeepers, **watchmen** and truck drivers.

(g) "Direct Material"--means those **materials**, if required, which are not **encompassed by** the definition of "Indirect Materials."

(h) "Hourly Composite Rate"--includes **direct** and indirect labor, indirect **material**, management overheads and profit. Payment under the applicable labor rate will be **computed by** multiplying the Direct Labor Hours expended **by the** Hourly composite Rate. The amounts **payable** for fractional parts of an hour may be prorated **by** fractions or increments not **less than one-tenth (1/10)** of one hour.

(i) "Indirect Material" means all supplies and materials, if required, which do not become an integrated part of the assembly, accessory, or component. Price of indirect material shall be included in the Hourly Composite Rate.

(j) "Direct Hourly Labor Rate"--Actual labor hour rates which are negotiated. These rates represent adequate compensation to attract the competence levels required in each labor category necessary for successful contract performance.

PART I - SECTION D - PACKAGING AND MARKING

Not applicable

PART I - SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services performed under this contract shall be at destination. Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma, Civil Aeromedical Institute, or as otherwise designated in the specific task order.

3.1-1 Clauses and Provisions Incorporated by Reference (June 1999)

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses with the same force and effect as if they were given in full text. Upon request, the Contracting officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "toolsets", then "procurement toolbox").

3.10.4-4 Inspection of ~~Services-- Fixed-Price~~ L Cost Reimbursement (April 1996)

3.10.4-5 ~~Inspection--Time-and-Material~~ and Labor-Hour (April 1996)

3.10.4-24 Year 2000 Warranty - ~~Services~~ (November 1997)

**PART I - SECTION F
DELIVERIES OR PERFORMANCE**

F.1 CONTRACT PERIOD CLA.1504

The effective period of this contract is from October 1, 1999, or dates of award, whichever is later, through September 30, 2000 unless extended by exercise of options.

F.2 PHASE-IN PERIOD AND PERIOD OF PERFORMANCE

This contract contemplates a phase-in period beginning October 1, 1999, and ending October 31, 1999, followed by the basic period of performance. The basic period of performance is followed by four 1-year option periods to be exercised at the sole discretion of the Government. In the event award is not made as anticipated, the Government may alter the phase-in period, or the Government may reduce the basic contract period, and or/option contract periods.

F.3 DELIVERY SCHEDULE

All deliverables shall be in accordance with the provisions set forth in the statement of Work as further defined by the individual task assignments issued during the term of the contract.

F.4 PLACE OF PERFORMANCE

The principal place of performance shall be the Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma, unless otherwise designated by specific task order.

F.5 CHANGE TO INDIVIDUAL DELIVERY ORDER SCHEDULE (JAN 1997) CLA.1137

(a) The delivery schedule(s) of all delivery orders issued hereunder shall be established in accordance with the terms of the contract.

(b) In the event that the Contractor fails to deliver in accordance with the established delivery schedule(s) and if such failure is not due to an excusable delay as defined in the Default clause of this contract, the Government and the Contractor may at the Government's option, negotiate a revised delivery schedule(s) in exchange for adequate

consideration to the Government. A contract modification will not be required, but the delivery order(s) shall be amended in writing accordingly.

(c) A delivery order change or amendment made pursuant to this clause shall not affect the delivery schedule(s) of any other delivery order(s) issued under this contract.

(d) This clause shall not limit the Government's rights under the Default clause.

3.1-1 Clauses and Provisions Incorporated by Reference (JUNE 1999)

3.10.1-9 Stop-Work Order (October 1996)

3.10.1-11 Government Delay of Work (April 1996)

PART I - SECTION G - CONTRACT ADMINISTRATION DATA

G.1 ACCOUNTING AND APPROPRIATION DATA (JAN 1997) CLA.0502

Accounting and appropriation data will be set forth on individual delivery orders issued hereunder.

G.2 OPTION TO EXTEND SERVICES (JAN 1997) CLA.0116

The Government may unilaterally exercise its option to extend the term of the contract for performance of specified services pursuant to Section I, AMS Clause 3.2.4-34, Option to Extend Services, by written notice to the contractor not later than the expiration date of the current contract period.

G.3 INVOICING PROCEDURES - GENERAL (JUL 1997) CLA.0135

(a) In addition to the requirements set forth at AMS Clause 3.3.1-17, Prompt Payment, for the submission of a proper invoice, the contractor shall submit a separate invoice for (1) each month of performance of service, or (2) those items of supplies furnished, as follows:

- (1) The original to: FAA, Mike Monroney Aeronautical Center
Financial Operations Division (AMZ-100)
P.O. Box 25710
Oklahoma City, OK 73125-4913
- (2) One copy to: FAA, Mike Monroney Aeronautical Center
(Applicable Task contracting officer Representative)
(As designated on the individual Task Order)
P.O. Box 25082
Oklahoma City, OK 73125
- (3) One copy to: FAA, Mike Monroney Aeronautical Center
Aviation, Medical & Training Division (AMQ-340)
P.O. Box 25082
Oklahoma City, OK 73125

(b) Each invoice shall highlight the following information:

- (1) Contract number and applicable Task/Delivery Order number.
- (2) Noun description of services and/or supplies, including applicable line item number(s) and quantity(s) that were provided.
- (3) Extended totals for invoiced quantities.
- (4) Hours by employee by labor category, with payroll documentation indicating the hourly rate/total wages paid to each employee (furnish only to AMQ-340 and Task Managers).
- (5) The cumulative hours by category billed and paid on the current Task/Delivery Order.

G.4 GOVERNMENT FURNISHED PROPERTY AND SERVICES

The Government shall provide, without cost, the facilities, equipment, materials and/or services listed in Statement of Work, Dated June 15, 1999, Paragraph 3.0.

G.5 OVERTIME

The FAA shall pay the basic hours as ordered and worked; paying overtime premium only on those hours approved in advance, worked as directed and paid to employees. (for example- If the contractor wants to use one employee 60 hours/week instead of two employees for the same 60-hour requirement on 1 or more tasks, FAA shall not pay overtime. If a contractor works exempt employees overtime and does not pay overtime, FAA shall not pay overtime). See--Definition C.2 (a).

G.6 PAYMENT PROCEDURES

(a) Provisional payments to the contractor on **task/delivery** orders shall be made monthly (or bimonthly), upon receipt of the original invoice (**s**), without approval or certification by the Contracting Officer (**CO**) or the Contracting Officer's Representative (**COR**).

(b) Certification **will** be made **by** the COR to the CO for verification of the services invoiced. **Any** adjustments required shall be made from the succeeding month's billings.

(c) The first and last invoice of each fiscal and contract 1 year shall be certified by the CO or COR prior to payment.

(d) Each invoice submitted shall show the contract number, month covered, and a description of work, services, or **items** being invoiced.

(e) The withholding provisions of AMS 3.3.1-5(a)(2) are hereby deleted: The **Government** will not withhold or retain any payment or portion thereof **pursuant** to AMS-3.3.1-5.

3.10.1-22 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (JULY 1996)

(a) The Contracting Officer may designate other Government **personnel** (known as the Contracting Officer's Technical Representative) to act as his or her authorized representative for contract administration functions which do not involve changes to the scope, price, schedule, or terms and conditions of the contract. The designation will be in writing, signed by the Contracting officer, and will set forth the authorities and limitations of the **representative(s)** under the contract. Such designation will **not** contain **authority** to sign contractual **documents**, order **contract** changes, modify contract **terms**, or create any commitment or liability on the part of the Government different **from** that **set** forth in the contract.

(b) The Contractor shall immediately contact the Contracting Officer **is** there is any question regarding the authority of an individual to act on behalf of the Contracting Officer under this contract.

3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (JUNE 1991)

3.3.1-17 PROMPT PAYMENT (APRIL 1996)

3.9.1-2 PROTEST AFTER AWARD (AUGUST 1997)

PART I - SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 AUTHORIZED PERFORMANCE (JAN 1997)

CLA.0168

The execution of a contract shall not constitute authority for the contractor to commence performance. Performance shall be ordered by the issuance of a **formal** delivery order by an authorized Contracting Officer of the Mike Monroney Aeronautical **Center**. orders issued orally or by written telecommunications shall reference a formal delivery order number and shall be confirmed by issuance of the formal delivery order.

H.2 TASK/DELIVERY ORDER PROCESSING

(a) The **Contracting** Officer shall issue task orders in order of priority, which **may** be **periodically** : during the **performance period** of the **contract**. **Concurrent** c pl: shme of : tha one task at a time **may** be **required**. The c shall perform the tasks in the priority order unless written approval is received from the Contracting Officer to deviate from the priority order.

(b) **Task/delivery** orders will be issued upon completion of the following sequence of actions:

(1) The Contracting Officer **will** issue a request for task **proposal**, with a **copy** of the Task Work **Statement** attached.

(2) Contractor will submit a task proposal to the Contracting **Officer** including:

- (i) A proposed management **plan/Supervision** requirements and **levels**.
- (ii) A milestone schedule.
- (iii) Proposed completion or delivery date.
- (iv) Proposed travel costs.
- (v) A breakdown of the **proposed** labor hours and costs by category of **discipline/skill** as **shown** in Part I, Section 3 of this contract.

(3) Each task will be **negotiated** by the Contracting Officer and, when **mutual** agreement is reached, a **task/delivery** order will be issued.

(4) The **task/delivery** order **will** be signed, dated and issued by the **Contracting** Officer. Each **task/delivery** order will contain the following information:

- (i) An appropriate delivery order number and a reference to this contract number.
- (ii) A description of the services to be performed presented in a Task Performance Work Statement format.
- (iii) Any special requirements relating to the specific task to be performed.
- (iv) Period of performance.
- (v) **Ceiling Price.**

(c) The Contracting Officer may issue **Task/delivery** orders under this contract at any time within the term of this contract or any extension under the option clause. The contractor **will** be given a minimum of 5 workdays to **commence** work under any task order issued.

(d) Whenever, in the opinion of the Contracting Officer, the need for **services** is an emergency, the Contracting Officer may issue a **task/delivery** order, with a copy of the Task Performance Work Statement attached, directing **the** Contractor to proceed with performance of the work specified. Such **task/delivery** order will specify a ceiling price. The contractor will proceed with the performance of the work required by **task/delivery** order. The contractor will submit a task proposal within 20 calendar days from the date of receipt of the **task/delivery** order. Following receipt of the contractor's task proposal, negotiations, if required, will be conducted to establish a new ceiling price.

(e) Any completion-type **task/delivery** order (performance work statement **must** state a **definite** goal or target and specify an end product) issued during the **term** of this contract and not completed within that term shall be completed by the contractor within the term specified in the **task/delivery** order. The rights and obligations of **the contractor** and the FAA respecting that **task/delivery** order shall be completed during the effective **term** of this contract. This paragraph (e) does not apply to term or level-of-effort **type** task.

H.3 CEILING PRICE

(a) A "ceiling price" (see H.2, **Task/Delivery** Order Processing) is applicable to and will be established for each **task/delivery** order issued hereunder and will vary depending on the work to be performed.

(b) The FAA shall not be obligated to pay the Contractor any amount in excess of the ceiling price set forth in the **task/delivery** order, and the contractor shall not be obligated to continue performance if to do so would exceed the established ceiling price. unless and until the Contracting Officer shall have notified the Contractor in writing that the ceiling price has been increased and shall have specified in the notice a revised ceiling that shall constitute the ceiling price for performance under the respective **task/delivery** order. When and to the extent that the ceiling price set forth in the **task/delivery** order has been increased, any hours expended and material costs incurred **by** the Contractor in excess of the ceiling price before the increase shall be allowable to the same **extent** as if the hours expended and material costs had been incurred after the **increase** in the ceiling price.

H.4 LIMITATION OF FAA'S OBLIGATION -- ALLOTMENT OF FUNDS

(a) The FAA shall **not** be obligated to pay the contractor any amount in excess of the **amount so set forth in each delivery/task** order and the contractor shall not be obligated to continue performance **by** virtue of which the **FAA's** obligation hereunder would exceed the **amount** set forth in each **task/delivery** order **unless** and **until** the Contracting Officer shall **have** notified the contractor in writing that **such amount** had been increased and shall have specified in such notice a revised amount which shall thereupon constitute the ceiling for performance of the **task/delivery** order.

(b) The contractor shall notify the Contracting Officer in writing at the **earliest** practicable time, whenever it is expected that **costs** to be incurred within the succeeding thirty (30) days will exceed 85 percent of the **amount** stated in the **delivery/task** order. The **contractor** will also notify the Contracting Officer in writing at any other **time** if expected costs to be incurred for **items** chargeable to each **delivery/task** order will be substantially greater or **less** than the amount of the **task/delivery** order.

(c) The FAA reserves the right to increase **or** decrease the funds allotted herein **for** a **task/delivery** by way of a "Change to Order" (optional **Form 347--Overprint**) or "Amendment of Solicitation/Modification of Contract" (Standard **Form 30**) on a unilateral basis to the respective **task/delivery** order. In no event shall the Contracting Officer decrease **funds** below the amount **incurred** by the contractor **at** the time of the notice of decrease.

H.5 DIRECT HOURLY LABOR RATE (JAN 1997)

CLA.0125

The purpose of this clause is to require the contractor to pay the labor rates that are negotiated and set forth in this contract. It is agreed by the parties that such rates represent adequate compensation to attract the competence levels in each labor category necessary for successful contract performance. Offeror shall provide this information with its cost/pricing proposal.

(a) The contractor agrees to pay all employees a direct hourly labor rate for each labor category required by Section B, Schedule of Supplies/Services and Prices/Costs, whose weighted average is no less than 98 percent of the final negotiated direct labor rate (the direct labor portion of the negotiated composite/billing rate) for each labor category.

(b) Weighted averages (i.e., labor dollars paid divided by the direct labor hours billed under each labor category) shall be computed by the contractor on a cumulative basis for each billing period and this information provided to the Contracting officer in three month intervals, as a minimum.

(c) The contractor shall include a clause substantially the same as this in any subcontract for labor awarded for work under this contract. Wage rates paid to all subcontractor employees performing in the required labor categories are covered by this clause.

(d) Failure to pay the specified weighted average labor rates for each labor category, on a cumulative annual basis, shall constitute a variance from the contract requirements. Any credit to the Government shall be shown on the final invoice for the initial contract term and each renewal option period term. Credits shall be computed for each labor category on which the cumulative weighted average labor rate is less than 98 percent of the final negotiated direct hourly labor rate. No adjustment shall be made if the weighted average direct hourly labor rate for the labor category exceed 98 percent of the final negotiated rates.

NOTE: Prospective contractors must complete the attachment entitled "Negotiated Direct Hourly Labor Rates" and return as part of their proposal offer.

EXAMPLE

(This example assumes a final negotiated direct labor rate of \$21.50/hr for skill I, taken from a separate listing of such rates: and a billing rate of \$38.00/hr taken from Section B, Supplies or Services and Prices/Cost. For Skill II, the final negotiated direct labor rate is assumed to be \$18.75/hr and a billing rate of \$32.00/hr.)

<u>Labor Category</u>	<u>Actual Labor Rate Paid</u>	<u>Worked</u>	<u>Hours</u>	<u>Total Labor</u>
			<u>Dollars</u>	
Contract Skill I	Employee A - \$22.00		100	\$ 2,200.00
	Employee B - \$20.00		100	2,000.00
	Employee C - \$19.00		100	1,900.00
	Employee D - \$18.50		100	<u>1,950.00</u>
Invoice Total			400	\$ 8,050.00
Previous Totals (All other invoices)			<u>4,000</u>	<u>79,950.00</u>
Cumulative Total				<u>\$88,000.00</u>
Cumulative Weighted Average: \$88,000 / 4,400 hours = \$20.00				
Cumulative Amount Billed: \$38.00 x 4,400 hours = \$167,200				
Contract skill II	Employee G - \$18.00		100	\$ 1,800.00
	Employee H - \$19.00		100	1,900.00
	Employee J - \$18.50		<u>100</u>	<u>1,850.00</u>
Invoice Total			300	\$ 5,550.00
Previous Totals (All other invoices)			<u>4,000</u>	<u>74,400.00</u>
Cumulative Total			<u>4,300</u>	<u>\$79,950.00</u>

Cumulative Weighted Average . \$79,950 / 4,300 hours = \$18.59
Cumulative Amount Billed: \$32.00 x 4,300 hours = \$137,600

Final Billing Adjustment

Skill I

Wage ratio 93% (\$20.00/\$21.50), Variance 7% (100%-93%),
Adjustment 5% (98%-93%)
Credit to Government \$8,360 (\$167,200 x 5%)

Skill II

Wage ratio 99% (\$18.59/\$18.75), Variance 1% (100%-99%),
Adjustment 0% (98%-99%)
Credit to Government \$-0- (\$137,600 x 0%)

H.6 ADMINISTRATIVE MATTERS

(a) In the event a contractor clearance form(s) and/or procedure is instituted by the Mike Monroney Aeronautical Center (MMAC), such form and procedure will be hereby incorporated and utilized by all contractor employees on this contract terminating employment here at the MMAC.

(b) Contractor Identification in the workplace--All contractor employees shall have nameplates at their individual workstations. Each nameplate shall identify the Company by name or logo, and include the contract employee's name. All contract employees shall be required to wear at all times the FAA issued identification card above the waist. This card shall be visible on the person at all time when on the Center.

8.7 TRAVEL COSTS (JUL 1997)

CLA.4531

(a) The FAA will reimburse the contractor for actual subsistence and travel costs required and incurred by contractor personnel traveling outside their assigned work location in performance of this contract. Travel must be authorized in advance by the contracting officer or Contracting Officer's Technical Representative.

(b) Travel and per diem expenses will be reimbursed at the contractor's actual purchase price not to exceed subsistence rates authorized by the Federal Travel Regulations, FPMR 101-7 as amended, issued by the General Services Administration (GSA). Airfare costs in excess of the lowest customary standard, coach, or equivalent airfare offered during normal business hours are unallowable. Expenses for travel by motor or other common carrier shall be reimbursed on a mileage basis at the GSA local automobile transportation rate in effect at the time the travel is accomplished, per vehicle, plus necessary tolls in lieu of actual expenses of such travel. The provisions of the Foreign Service Act of 1980 shall govern any travel outside the United States, the Commonwealth of Puerto Rico and U.S. territories and possessions.

(c) The contractor shall not be entitled to reimbursement for additional travel associated with contractor-directed personnel changes, personnel/labor disputes, for employee convenience, or for travel to and from the normal assigned work location.

(d) Travel, per diem, and subsistence costs, transportation (including local area), and other related expenses shall not be burdened by any indirect costs, e.g., overhead and G&A, or profit.

8.8 PHASE-IN

(a) To ensure a smooth transition in the change of work effort from the current contractor, this contract contains a phase-in period, the purpose of which is to:

- (1) Observe work accomplishment by the incumbent contractor;
- (2) Become thoroughly familiar with work requirements, work procedures, and status of all tasks;
- (3) Complete training requirements and accomplish necessary training of contractor employees; and
- (4) obtain identification badges for contractor employees.

(b) The contractor will be allowed access to the facilities to familiarize the key personnel with the current operations. Such access, however, must not interfere with the activities of current contract personnel. To preclude such interference, arrangements will be made with the Contracting Officer or the designated representative.

(c) At the beginning of full contract performance, the contractor shall assume responsibility for all tasks.

H.9 PHASE-OUT

(a) In the event that the follow-on contract is awarded to other than the incumbent, the incumbent contractor shall **cooperate** to the extent **required** to **permit** an orderly change over to the successor contractor **pursuant** to the **requirements** of **AMS Clause 3.8.2-11, Continuity of Services, and SOW.**

(b) With regard to a successor contractor's access to incumbent employees, a recruitment notice may be placed in each facility.

H.10 TRANSITION REQUIREMENTS

(a) Approximately 62 employees currently working on **CAMI's** Administrative Services contract (Contract No. DTFA-02-94-D-94318) may transition to this follow-on contract as that contract expires or **task/delivery** orders are completed.

(b) Transition:

(1) **Immediately** following the contract start date, a period not to exceed 30 days will be allowed for the transition from one **contractor** to another to be accomplished in a well-planned, orderly, and efficient manner. **This** transition period will be the time for initial orientation for contract administration and will provide a time for detailed operational **orientation** for contract supervisory personnel. It will include a time for transition of **administrative** processes from **the** current contract to the new contract.

(2) The FAA will provide a transition team, which will be used to provide technical and administrative orientation to contractor personnel, familiarize the contractor with required services, and provide other guidance and assistance as mutually **determined** necessary by the FAA and the contractor.

(3) The contractor is responsible for the transition of their personnel and the assumption of ongoing tasks during the transition period.

(4) The FAA's transition team will remain available to answer technical and administrative questions throughout the transition period. After this period, the contractor shall report and/or coordinate efforts in accordance with the Statement of Work and the contract.

H.11 QUALITY CONTROL PLAN

The contractor shall submit a "**final**" Quality Control Plan (**QCP**) to the Contracting Officer pursuant to Statement of Work (SOW) paragraph 1.1. This QCP shall be approved by the Contracting Officer prior to performance of the contract IAW the SOW.

H.12 STRIKE CONTINGENCY PLAN

The contractor shall **submit** a "final" Strike contingency Plan (**SCP**) to the Contracting Officer within two weeks after contract award. The SCP will **ensure** continuity of **all** operations in the event of a strike by contractor personnel. Contractor operations under a **SCP** shall be at no additional **cost** to the Government.

8.13 SECURITY INVESTIGATION OF CONTRACTOR PERSONNEL (APRIL 1998)

CLA.0088

(a) A background investigation will be required for each contractor employee, including all subcontractors, having a requirement to visit or work **unescorted** by Government personnel at the Mike Monroney Aeronautical Center (**MAC**) under **this** contract. The **type** of investigation **will** depend on what the Government requires for a particular position. The contractor will be advised of the security **designation** level for contract position9 **by** the Contracting officer or **his/her** designated representative.

(b) The completed security **forms** prescribed herein for initiating the required security investigations must be **submitted to the Civil Aviation Security Division (AMC-700)** prior to contractor employees being allowed **access** to the contract work area and **prior** to their access to **Government** information under this contract:

(1) **Level 11 Non-Sensitive Positions:**

(A) Standard Form 85, **Questionnaire** for Non-sensitive **Positions**, revised September 1995. The **SF-85** shall be completed (all questions answered) in accordance with the instruction sheet. Standard **Form 85P** may be required for other levels.

(B) Optional Form 306, **Declaration for Federal Employment**, revised September 1994. Answer questions 1, 7, 8-12, 15, and 16a.

(C) **One** single sheet **fingerprint** chart (FD-258). The **FD258** shall be **written** in ink or typewritten with all answerable question blocks completed.

(c) Fingerprinting facilities are available at **the** Aeronautical Center Guard Office located in room 151 Headquarters Building. Arrangement for using the fingerprinting facilities may be made by contacting the Aeronautical center **Security** guards by phone at

(405) 954-4620. Forms must be signed and dated within the 60-day period preceding submission.

(d) If a contract employee has had a **previous** background investigation completed by a federal Government entity, further investigation may **not** be necessary. Provide in writing to **AMC-700** the name, date of birth, the name of the investigating entity, and approximate date the background was completed. contractor **personnel** will be denied access to the **worksite** and access to sensitive information until the authorization for that employee is obtained from AMC-700.

(e) The contractor shall furnish to **AMC-700**, with a copy to the **Contracting Officer (CO)** and the designated **Contracting Officer's Representative (COR)**, the following monthly report on or before the fifth day of each month following the report month.

(1) A complete listing by full name in alphabetical order with date of birth of all contractor personnel whom worked at the **MMAC** anytime during the **report** month. Each person's dates of employment during the report month (**i.e.**, hired and terminated) shall be included in the listing. Also, include those employees on furlough or not working at **MMAC** who still hold **MMAC ID's** or keys.

(2) The list will show the **shift(s)** worked by that person and location of that person's **worksite i.e.**, building, room, area, **etc.**).

(f) The contractor shall notify **AMC-700** within one (1) workday of **any** employee's termination.

H.14 STAFFING/RESOURCE UTILIZATION

The contractor shall assure that persons employed on this **contract** possess the required skills and are assigned duties consistent with the job classifications for which they were employed. Any Department of Labor imposed fine, penalty, or upward salary adjustment resulting from the **contractor's** failure to properly utilize classified employees, shall be the contractor's responsibility and shall not be allowed for purposes of reimbursement under this contract.

H.15 NOTIFICATION OF **CRIMINAL ACTIVITY BY CONTRACT EMPLOYEE (JAN 1997) CLA.0069**

Upon learning that a contract employee has been charged by a **law** enforcement agency for any offense other than minor traffic offense, the contractor shall be required to provide written notification within one workday to the contracting Officer. The Contracting Officer shall then notify AMC-700 in writing. A traffic offense will be considered minor when the maximum fine that could be imposed is \$200 or less.

H.16 QUALIFICATIONS OF **EMPLOYEES (JAN 1998) CLA.1252**

The Contracting Officer may, by written notice, require removal from contract work those employees who have been deemed incompetent, careless, dangerous, unsuitable or otherwise objectionable, those employees determined in violation of VSIP, or whose continued presence on Government property is deemed contrary to the public interest or inconsistent with actual or apparent **Government** policies. The contractor shall fill out, and cause each of its employees on the contract work to fill out, for submission to the Government, such **forms** as may be necessary for security or other reasons relating to qualifications and suitability for contract work. Upon **request** of the contracting Officer, the Contractor's employees shall be fingerprinted. Each employee of the contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for **permanent** residence as evidenced by Alien Registration Receipt Card **Form I-151**, or who presents other evidence from the Immigration and Naturalization service that employment will not affect **his/her** immigration status.

H.17 **AGREEMENT TO PARTICIPATE IN ALTERNATIVE DISPUTE RESOLUTION (APRIL 1998) CLA.4540**

(a) The Federal Aviation Administration encourages direct **communications** and negotiations between the contractor and the contracting officer in an attempt to **resolve** contract disputes. In those situations where **the parties** are not able to achieve **resolution** at the contracting officer level, the agency favors the use of alternative **dispute** resolution (**ADR**) techniques to resolve disputes.

(b) The parties hereby agree that, prior to referring a contract dispute to the **Office of Disputes Resolution** as described in **contract clause 3.9.1-1 "Contract Disputes"**, the **parties** will discuss whether they are willing to utilize **ADR** techniques such as **mediation or** nonbinding evaluation of the dispute by a **neutral party**. Upon receipt of a contract **dispute** from the **contractor**, the **contracting officer** will explore with the contractor whether **the** use of **ADR** techniques would be appropriate to **resolve** the dispute. Both parties **must agree** that the use of such techniques is appropriate, and agree to fairly share the associated expenses. If the parties do not mutually agree to **utilize ADR** to resolve the dispute, **the** dispute will be processed in accordance with the

**H.18 CONTRACT SHUTDOWN PROCEDURES PENDING APPROPRIATIONS FOR
NEW FISCAL YEAR (JAN 1997)**

CLA.1051

(a) In the event no continuing resolution or permanent appropriation is in place at the outset of the new fiscal year (FY), contractor employees are expected to report for their assigned duties the first workday of that new FY. Absent an **appropriation**, contract **services** that are determined by the Government to be non-essential will be shutdown as soon as practical. To implement the shutdown, the Contracting Officer may require the contractor to stop **all**, or any part, of the work called for under the contract **pursuant** to AMS clause 3.10.1-9, Stop-Work Order.

(b) This clause does not limit the Government's rights provided by AMS 3.10.6-4, **Default**, or AMS 3.10.6-1, Termination for Convenience of the Government, **clause** of the contract.

H.19 CONTRACT PERFORMANCE WITH FORMER GOVERNMENT EMPLOYEES (SEP 1998) CLA.4527

(a) After contract award or the effective date this clause is incorporated into the contract by modification, the Contractor agrees not to allow any former Government employee, who separated from Government service with a Voluntary Separation Incentive Payment (VSIP), to perform work on this **contract** before receipt of non-objection by the **Contracting Officer**.

(b) The contractor shall notify the Contracting officer in advance of any **proposed** work or change in work to be done under this contract by a **former** government "buyout" employee. Such written notification shall include:

- 1) employee's **full** name and date of separation from Government service,
- 2) name and location of former Government agency of **employment**, and
- 3) either evidence of any one of the following:
 - (i) repayment of the separation incentive or a court approved **settlement**, or
 - (ii) a waiver of repayment granted under authority of the **statute(s)** or
 - (iii) that five years have lapsed since separation from **government service**; or
- 4) proposed job title, work location and "a detailed statement of work to be

performed by the former employee' under the contract

(c) The contracting officer's non-objection described in (a) **above is at the sole discretion** of the Government. In no event shall the Government's decision under (a) **above with respect to any person, or the length of time to arrive at the decision, constitute** grounds for adjustment of the contract price, or the contract performance or delivery requirements.

8.20 AERONAUTICAL CENTER REGULATIONS (JAN 1997)

CLA.3402

Contractor personnel, including employees of subcontractors, suppliers, **etc.**, working or visiting the worksite, shall abide by all appropriate traffic, parking, security, and **airport** regulations in effect at the Mike **Monroney** Aeronautical **Center/Will** Rogers World Airport.

8.21 SAVE HARMLESS AND INDEMNITY AGREEMENT (JAN 1997)

CLA.3211

The **contractor** shall save and keep harmless and indemnify the Government **against any and all** liability, claims, and costs of whatsoever kind and nature of injury to or death of any person or persons and for loss or damage to any property (Government or otherwise) **occurring** in connection with or in any way incident to or arising out of the occupancy, **use**, service, operations, or performance of work in connection with this contract, resulting from the negligent acts, fault or omissions of the contractor, any subcontractor, or any **employee, agent, or representative** of the contractor or any subcontractor.

H.22 LIABILITY INSURANCE (JAN 1997) (REV) CLA.3212

(a) Pursuant to AMS 3.4.1-12, Insurance, the insurance required of the **contract** during contract **performance** is:

(1) Workers' compensation and employer's liability as required **by applicable** Federal and Oklahoma State **workers'** compensation and occupational disease statutes. Employer's liability coverage shall be **not less than \$100,000**.

(2) General liability coverage written on the comprehensive form of **policy** providing limits of **liability** for bodily injury of not less than \$500,000 for each occurrence and property damage limits of liability of not less than \$100,000 for **each** accident.

(3) Automobile liability (applicable to vehicles used in connection with contract performance) written on the comprehensive form of policy **providing coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage**.

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(b) The policy shall name "The United States of America, acting by and through the Federal Aviation Administration" as an additional insured with respect to operations performed under this contract.

(c) The policy shall include the following provision: "It is a condition of this policy that the insurer shall furnish written notice to the Federal Aviation Administration (certificate holder) 30 days in advance of any reduction in or cancellation of this policy."

(d) Certificate holder address:

FAA, Aviation, Medical & Training
Acquisition Division (AMP-340)
P. O. Box 25082
Oklahoma City, OK 73125

(e) At any time during contract performance and upon request of the Contracting Officer, the contractor shall provide a certified true copy of the liability policy and manually countersigned endorsements of any changes thereto.

H.23 GOVERNMENT-ISSUED KEYS/IDENTIFICATION BADGES AND VEHICLE DECALS-CLA.3403 (APRIL 1998)

(a) It may become necessary for the Government to issue keys, identification (ID) cards or vehicle decals to contractor personnel. Prior to or upon completion or termination of the work required hereunder, the contractor shall return all such government issued items to the issuing office with notification to the Contracting officer Representative (COR).

When contract employees who have been issued such items, either directly by the Government or through the contract supervisor, no longer require them to perform the work, the Government issued items shall be returned to the Government within three workdays. Additionally, unauthorized duplication or use of such keys, ID cards or decals is a violation of security procedures and is prohibited.

(b) In the event such keys, ID cards, or vehicle decals are not returned, the contractor understands and agrees that the Government may, in addition to any other withholding provision of the contract, withhold \$200 for each key, ID card, or vehicle decal not returned. If the keys, ID cards, or vehicle decals are not returned within 30 days from the date the withholding action was initiated, the contractor will forfeit any amount so withheld.

(c) Access to aircraft ramp/hangar areas is authorized only to those persons displaying a flightline identification card and, for vehicles, a current ramp permit issued pursuant to Part 107 of the Federal Aviation Regulations.

(d) The Government retains the right to inspect, inventory, or audit the ID cards, keys, vehicle decals and RUSCARDS issued to the contractor in connection with the contract at the convenience of the Government. Any items not accounted for to the satisfaction of the Government shall be assumed to be lost and the provisions of paragraph (b) shall apply.

(e) Keys shall be obtained from the COR who will require the contractor to sign a receipt for each key obtained. Lost keys or identification media shall immediately be reported concurrently to the Contracting officer (co), COR, the Civil Aviation Security Division, AMC-700 and the Office of Facility Management, AMP-300. RUSCARD keys shall be handled in the same manner as metal keys.

(f) Each contract employee, during all times of on-site performance at the Mike Monroney Aeronautical Center, shall prominently display his/her identification card. Such ID card shall be in an unexpired state, unless waived by AMC-700.

(1) Arrangements for ID card preparation, including photographs and laminating, can be made by contacting the Aeronautical Center guards at (405) 954-4620. The Aeronautical Center guard office is located in Room 151 of Headquarters Building.

(2) To obtain the ID card each employee shall submit an Identification Card/Credential Application, (DOT 1681), signed by the employee and authorized by the CO or the COR. The DOT 1681 should be submitted at the same time the personnel security investigation paperwork required by Clause 0088, Security Investigation of Contractor Personnel is submitted. These forms should be submitted to the Aeronautical Center guards in Headquarters Building, Room 151. The DOT 1681 shall contain, as a minimum, under the "Credential Justification" heading, the name of the contractor/company, the contract number or the appropriate acquisition identification number, the expiration date of the contract or the task (whichever is sooner), and the required signatures.

3 The contractor's project manager shall receive and sign for each ID card issued on the reverse of the DOT 1681. The DOT 1681 will be retained by the Government for accountability purposes.

H.24 SAFETY AND HEALTH (JAN 1997)

CLA.0090

(a) The Contractor shall assure that no person employed on this contract works in surroundings or under conditions that are unsanitary, hazardous, or dangerous to their health or safety. The contractor shall also ensure that all employees received appropriate and required safety, health, environmental, and equipment operational training. In fulfilling these requirements, the Contractor shall comply with:

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(1) Department of Labor Safety and Health Standards for Construction under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq. and CFR 1960).

(2) Occupational Safety and Health Act of 1970, (Public Law 91-598 and 29 CFR 1960) and applicable rules and regulations as may have been delegated to the states.

3 Supplemental FAA safety and health requirements contained in FAA Order 3900.19A and Order AC3900.21E, Chg 1, or elsewhere in the contract. Other standards used by FAA include the National Fire Codes, American National Standards Institute, American Society of Testing and Materials (ASTM), AC 3940.1C (Procedures for handling injury, illness, or fire at the Mike Monroney Aeronautical Center), etc. This list of standards or laws is not inclusive. Other safety and health FAA regulations can be found in the 3900 classification series entitled, "Employee Health and Safety." Other environmental FAA regulations can be found in the 1000 classification series entitled, "Administration, Management, and Policies -- General."

(b) If there are conflicts between any of the requirements referenced in this contract, the more stringent requirement will prevail.

(c) If the Contractor fails or refuses to promptly comply with any safety or health requirement, the Contracting Officer's Technical Representative (COTR) will notify the Contractor of any such noncompliance and the Contractor shall take immediate corrective action. Such notice, whether oral or written, when served on the Contractor or any of its employees at the site of the work shall be deemed sufficient. If the Contractor fails or refuses to promptly correct the condition, the COTR may stop all or any portion of the work. When satisfactory corrective action has been taken, the contractor shall request permission to resume work from the COTR. No time extension or additional costs, resulting from the directive to stop work shall be allowed. Failure of the COTR to provide notice of noncompliance or to stop work shall not relieve the Contractor of its responsibility for the safe performance of the work.

(d) The Contractor shall require contract personnel to wear personal protective equipment when it is necessary because of the hazards on the job and in most instances will provide the equipment, except that which has been specified to be furnished by FAA. All personal protective equipment worn by contractors shall be equal to or exceed the level of protection provided to Government employees.

(e) Contractors shall include a clause in all subcontracts to require subcontractors to comply with this clause.

8.25 STRIKES OR PICKETING AFFECTING TIMELY COMPLETION OF THE CONTRACT WORK

Notwithstanding any other provision hereof, the Contractor is responsible for delays arising out of labor disputes, including but not limited to strikes, if such strikes are reasonably avoidable. A delay caused by a strike or by picketing which constitutes an unfair labor practice is not excusable unless the Contractor takes all reasonable and appropriate action to end such a strike or picketing, such as the filing of a charge with the National Labor Relations Board, the use of other available Government procedures, and the use of private boards or organizations for the settlement of disputes.

H.26 CONTRACTOR TESTIMONY

All requests for the testimony of the contractor or its employees, and any intention to testify as an expert witness relating to: (a) any work required by, and/or performed under, this contract; or (b) any information provided by any party to assist the Contractor in the performance of this contract, shall be immediately reported to the Contracting Officer. Neither the Contractor nor its employees shall testify on a matter related to work performed or information provided under this contract, either voluntarily or pursuant to a request, in any judicial or administrative proceeding unless approved by the Contracting Officer or required by a judge in a final court order.

8.27 DISSEMINATION OF CONTRACT INFORMATION

The Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to the performance of this contract, without the prior written consent of the Contracting Officer. Two copies of any material proposed to be published or distributed shall be submitted to the Contracting Officer.

H.28 RESTRICTIONS - ORGANIZATIONAL CONFLICT OF INTEREST

(a) It is hereby agreed that the contractor, DataCom Sciences, Inc., or any subcontractor performing under this contract shall not compete as a prime contractor nor as a subcontractor, consultant or otherwise on any construction, refurbishment, surveys, or studies which may evolve directly or indirectly from work performed under this contract for a period of 3 Years following completion of this contract. Additionally, the contractor or

any subcontractor agrees not to divulge any information or data acquired or developed through performance of this contract to any affiliates or other sources which may otherwise compete on any construction, refurbishment, survey, or study acquisitions which may evolve directly or indirectly from work performed under this contract.

(b) It is also agreed that the contractor will, on those occasions requiring access to proprietary data of other companies, make agreements with such companies to (1) protect their information from unauthorized use or disclosures for as long as it remains proprietary, and (2) refrain from using the information for any purpose other than that for which it was furnished. Prior to commencement of work on any such effort, the contractor must furnish the Contracting officer copies of all such agreements.

PART II - SECTION I - CONTRACT CLAUSES

3.2.4-16 ORDERING

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of contract through one (1) year thereafter unless extended by exercise of options extending the ordering period.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the FAA deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule;

3.2.4-17 ORDER LIMITATIONS

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$500, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of \$1,000,000;

(2) Any order for a combination of it — in excess of \$3,000,000; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause, the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 30 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3.2.4-19 Requirements-- Alternate I (Modified June 1999)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the "Schedule" are estimate. only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the contractor shall furnish to the Government all supplies or services specified in the "Schedule" and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) The estimated quantities are not the total requirements of the Government activity specified in the Schedule, but are estimates of requirements in excess of the quantities that the activity may itself furnish within its own capabilities or in some Cases, administrative support services that are task specific included under existing Technical Services Contracts that are specific to that contract's task as specified in that

Technical Services Contract. These administrative support functions will not be split outside of the specific task that they support. Except as this contract otherwise provides, the Government shall order from the Contractor all of that activity's requirements for supplies and services specified in the "Schedule" that exceed the quantities that the activity may itself furnish within its own capabilities.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period: provided, that the Contractor shall not be required to make any deliveries under this contract after March 31, 2004.

3.2.4-34 OPTION TO EXTEND SERVICES (APRIL 1996)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

3.2.4-35 OPTION TO EXTEND THE TERM OF THE CONTRACT (APRIL 1996)

(a) The Government may extend the term of this contract by written notice to the Contractor no later than the expiration date of the current contract period; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any option under this clause, shall not exceed 5 years.

3.3.1-11 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (April 1996)

Funds are not presently available for performance under this contract beyond the current fiscal year. The FAA's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise for performance under this contract beyond the current fiscal year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

3.4.1-10 INSURANCE--WORK ON GOVERNMENT INSTALLATION (APRIL 1996)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the "Schedule" or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall certify to the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Federal Aviation Administration's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer. The FAA contract number shall be listed on the insurance certificate.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Federal Aviation Administration installation and shall require subcontractors to provide and maintain the insurance required in the "Schedule" or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

3.6.1-8 Notification of Competition Limited to Eligible SEDB Concerns (Revised 6-23)

(a) Offers are solicited only from "eligible socially and economically disadvantaged business (SEDB)" concerns, under SIC 7374. As used herein, an "eligible SEDB" concern is a small business concern expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) program and which meets the following criteria at the time of release of the initial SIR or public announcement (if issued), whichever is first:

- (1) SIC code 7374 is specifically included in the Offeror's approved business plan;
- (2) The offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and
- (3) The offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action direct by the SBA.
- (4) Only those SEDBs registered by the Small Business Administration, Oklahoma City District Office, under the SIC code listed in (1) above. No other offerors will be accepted.

(b) By submission of its offer, the offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) (1) Agreement. A manufacturer or regular dealer submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns inside the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territory of the Pacific Islands. However, this requirement does not apply in connection with construction or service contracts.

(2) The [insert name of contractor] will notify the Contracting Officer Shown on page one (1) SF33, in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

3.6.2-29 Statement of Equivalent Rates for Federal Hires (April 1996)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332. This Statement is for Information Only: It Is Not a Wage Determination.

Employee class		Catauary	Monetary Wage Fringe Benefits
2.1	Word Processor I	GS-04	01611 \$ 9.36
3.1	Word Processor II	GS-05	01612 \$10.48
4.1	Word Processor III	GS-06	01613 \$11.68
5.1	General Clerk I	GS-03	01115 \$ 8.34
6.1	General Clerk II	GS-04	01116 \$ 9.37
7.1	General Clerk III	GS-05	01117 \$10.48
8.1	General Clerk IV	GS-06	01118 \$11.68
9.1	Computer Operator I	GS-05	03041 \$ 9.37
10.1	Computer Operator II	GS-06	03042 \$11.68
11.1	Computer Operator III	GS-07	03043 \$12.98
12.1	Computer Operator IV	GS-08	03044 \$14.38
13.1	Key Entry Operator I	GS-04	01130 \$ 9.36
14.1	Key Entry operator II	GS-05	01131 \$10.48
15.1	Peripheral Equipment Operator Scanner Operator-	GS-04	03160 \$ 9.37
16.1	Document Preparation Clerk Scanner Document Rep	GS-03	01060 \$ 8.34
17.1	Inspector I Scanner/QC operator	GS-05	99240 \$12.98
18.1	Inspector II	GS-06	99241 \$11.68
19.1	Inspector III	GS-07	99242 \$12.98
20.1	Inspector IV	GS-09	99243 \$15.88
21.1	Film/Tape Librarian	GS-04	01110 \$ 9.36
22.1	Computer Systems Analyst I	GS-09	03101 \$15.88
23.1	Computer Systems Analysts II	GS-11	03102 \$19.21
24.1	Computer Systems Analyst III	GS-12	03103 \$23.02
25.1	Training Program Assistant I	GS-08	01122 \$14.38
26.1	Training Program Assistant II	GS-09	01123 \$14.38
27.1	Training Program Assistant III	GS-10	01124 \$17.49
28.1	Administrative Analysts I	GS-07	01125 \$12.99
29.1	Administrative Analysts II	GS-08	01126 \$14.38
30.1	Licensed Practical Nurse	GS-03	12070 \$ 8.34
31.1	Licensed Practical Nurse I	GS-04	12071 \$ 9.36

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32.1	Licensed Practical Nurse II	GS-05	12072	\$10.48
33.1	Licensed Practical Nurse III	GS-06	12073	\$11.68
34.1	Registered Nurse I	GS-07	12311	\$12.99
35.1	Registered Nurse II	GS-09	12312	\$14.38
36.1	Registered Nurse III	GS-11	12314	\$19.21
37.1	Registered Nurse IV	GS-12	12316	\$23.02
38.1	Hotline Analyst I	GS-08	01315	\$14.38
39.1	Hotline Analyst II	GS-09	01316	\$15.88
40.1	Aeromedical Examiner I	GS-07	12191	\$12.99
41.1	Aeromedical Examiner II	GS-09	12192	\$15.88
42.1	Computer Programmer I	GS-05	03071	\$10.48
43.1	Computer Programmer II	GS-07	03072	\$12.99
44.1	Computer Programmer III	GS-09	03073	\$15.88
45.1	Computer Programmer IV	GS-11	03074	\$19.21
46.1	Technical Writer I	GS-09	29481	\$15.88
47.1	Technical Writer II	GS-11	29482	\$19.21
48.1	Technical Writer III	GS-12	29483	\$23.02
49.1	Technical Professional Functional Specialist 13	GS-13	NA	\$27.38
50.1	Technical Professional Functional Specialist 14	GS-14	NA	\$32.35
51.1	Technical Professional Functional Specialist 15	GS-15	NA	\$36.76
528.0	RESERVED			
53.0	RESERVED			
54.0	RESERVED			
55.0	Task Supervisor I	GS-9	NA	\$15.88
56.0	Task Supervisor II	GS-11	NA	\$19.21
57.0	Task Supervisor III	GS-12	NA	\$23.02
58.0	Task Supervisor IV	GS-13	NA	\$27.38

3.8.2-11 CONTINUITY OF SERVICES (APRIL 1996)

(a) The Contractor recognizes that the services under **this** contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, **either** the Government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient **transition** to a successor.

(b) The Contractor shall, upon the Contracting officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine **the** nature and extent of phase-in, phase-out services required. The plan **shall** specify a training program and a date for **transferring** responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The **Contractor** shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that **the** services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as **many** personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the **services** required by this contract. The Contractor also shall disclose necessary personnel records and allow **the** successor to conduct **onsite** interviews **with** these employees. If selected employees are agreeable to the change, the Contractor shall release them at a **mutually** agreeable date and **negotiate** transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out **costs** (i.e., costs incurred within the agreed period after contract expiration that result **from** phase-in, phase-out operations) and a fee (profit) not to exceed a prorata portion of the fee (profit) under this contract. (End of clause)

3.8.2-17 KEY PERSONNEL AND FACILITIES (JULY 1996)

(a) The personnel and/or facilities as specified below are considered essential to the work being **performed** hereunder and **may**, with the consent of the **contracting** parties, be changed from time to time during the course of the contract.

(b) **Prior** to removing, replacing, or diverting any of the specified personnel and/or facilities, the Contractor shall notify in writing, and receive consent from, the **Contracting Officer reasonably** in advance of the action and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the **impact** on this contract.

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(c) NO diversion shall be made by the Contractor without the written consent of the Contracting Officer.

(d) The key personnel and/or facilities under this contract are:

Charles Guinn

JO Powers

Ross Ridgeway

[List key personnel and/or facilities]

3.8.2-21 KEY - BADGE REQUIREMENTS (AUGUST 1998)

The FAA may issue keys and badges to contractor personnel that require regular access to designated FAA work areas to perform contract work. The contractor shall assure that its personnel do not duplicate keys or use the keys and badges for other than the intended purpose, which would be a violation of security procedures. Upon (1) contract completion, (2) contract termination, or (3) discontinuation of individual contractor personnel under the contract, the contractor shall immediately return the FAA badges and keys. The contractor shall return these items to [CO to insert information here]. In the event the contractor fails to return all keys and badges, the FAA may withhold [CO to insert amount] for each badge or key not returned. If the contractor does not return the badges or keys within 30 days from the date the withholding action was initiated, the contractor shall forfeit the withheld amount.

3.9.1-1 Contract Disputes (August 1999)

(a) All contract disputes arising under or related to this contract shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A contractor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) The filing of a contractor dispute with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A contract dispute is considered to be filed on the date it is received by the ODRA.

c Contract disputes are to be in writing and shall contain:

(1) The contractor's name, address, telephone and fax numbers and the name, address, telephone and fax numbers of the contractor's legal representative(s) (if any) for the contract dispute:

(2) The contract number and the name of the Contracting officer;

(3) A detailed chronological statement of the facts and of the legal grounds for the contractor's positions regarding each element or count of the contract dispute (i.e., broken down by individual claim item), citing to relevant contract provisions and documents and attaching copies of those provisions and documents;

(4) All information establishing that the contract dispute was timely filed;

(5) A request for a specific remedy, and if a monetary remedy is requested, a sum certain must be specified and pertinent cost information and documentation (e.g., invoices and cancelled checks) attached, broken down by individual claim item and summarized; and

(6) The signature of a duly authorized representative of the initiating party.

(d) Contract disputes shall be filed at the following address:

(1) Office of Dispute Resolution for Acquisition, AGC-70, Federal Aviation Administration, 400 7th Street, S.W., Room 8332, Washington, DC 20590, Telephone: (202) 366-6400, Facsimile: (202) 366-7400; or

(2) other address as specified in 14 CFR Part 17.

(e) A contract dispute against the FAA shall be filed with the ODRA within two (2) years of the accrual of the contract claim involved. A contract dispute by the FAA against a contractor (excluding contract disputes alleging warranty issues, fraud or latent defects) likewise shall be filed within two (2) years after the accrual of the contract claim. If an underlying contract entered into prior to the effective date of this part provides for time limitations for filing of contract disputes with the ODRA which differ from the aforesaid two (2) year period, the limitation periods in the contract shall control over the limitation period of this section. In no event will either party be permitted to file with the ODRA a contract dispute seeking an equitable adjustment or other damages after the contractor has accepted final contract payment, with the exception of FAA claims related to warranty issues, gross mistakes amounting to fraud or latent defects. FAA claims against the contractor based on warranty issues must be filed within the time specified under applicable contract warranty provisions. Any FAA claims against the contractor based on gross mistakes amounting to fraud or latent defects shall be filed with the ODRA within two (2) years of the date on which the FAA knew or should have known of the presence of the fraud or latent defect.

(f) A party shall serve a copy of the contract dispute upon the other party, by means reasonably calculated to be received on the same day as the filing is to be received by the

ODRA.

(g) After filing the contract dispute, the contractor should seek informal resolution with the Contracting Officer.

(h) The FAA requires continued performance with respect to contract disputes arising under this contract, in accordance with the provisions of the contract, pending a final FAA decision.

(i) The FAA will pay interest on the amount found due and unpaid from (1) the date the Contracting Officer receives the contract dispute, or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on contract disputes shall be paid at the rate fixed by the Secretary of the Treasury that is applicable on the date the Contracting officer receives the contract dispute and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary until payment is made.

(j) Additional information and guidance about the ODRA dispute resolution process for contract disputes can be found on the ODRA Website at <http://www.faa.gov>.

3.9.1-2 PROTEST AFTER AWARD (August 1997)

(a) Upon receipt of a notice that a protest has been filed with the FAA Office of Dispute Resolution, or a determination that a protest is likely, the Administrator or his designee may instruct the Contracting Officer to direct the Contractor to stop performance of the work called for by this contract. The order to the Contractor shall be in writing, and shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision or other resolution of the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) For other than cost-reimbursement contracts, terminate the work covered by the order as provided in the "Default" or the "Termination for Convenience of the Government" clause(s) of this contract; or

(3) For cost-reimbursement contracts, terminate the work covered by the order as provided in the "Termination" clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after the final resolution of the protest, the Contractor shall resume work. The Contracting Officer shall make for other than cost-reimbursement contracts, an equitable adjustment in the delivery schedule or Contract price, or both; and for cost-reimbursement contracts, an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected; and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

3.1-1 Clauses and Provisions Incorporated by Reference (June 1999)

3.1.7-2 Organizational Conflicts of Interest (August 1997)

3.2.2.3-1 False Statements in Offers (April 1996)

3.2.2.3-30 Termination of Defined Benefit Pension Plans (April 1996)

3.2.2.3-32 Waiver of Facilities Capital Cost of Money (April 1996)

3.2.2.3-33 Order of Precedence (November 1997)

3.2.2.3-39 Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications (June 1999)

3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (April 1996)

3.2.5-1 Officials Not to Benefit (April 1996)

3.2.5.3 Gratuities or Gifts (January 1999)

3.2.5-4 Contingent Fees (October 1996)

3.2.5-5 Anti-Kickback Procedures (October 1996)

- 3.2.5-8 **Whistleblower Protection for Contractor Employees** (April 1996)
- 3.2.5-11 **Drug Free Workplace** (April 1996)
- 3.3.1-1 **Payments** (April 1996)
- 3.3.1-5 Payments under **Time-and-Materials and Labor-Hour Contracts** (October 1996)
- 3.3.1-6 **Discounts for Prompt Payment** (1996)
- 3.3.1-7 **Limitation on Withholding of Payments** (April 1996)
- 3.3.1-9 **Interest** (April 1996)
- 3.3.1-10 **Availability of Funds** (April 1996)
- 3.3.1-15 **Assignment of Claims** (April 1996)
- 3.3.1-17 **Prompt Payment** (August 1998)
- 3.3.1-25 **Mandatory Information for Electronic Funds Transfer Payment** (October 1996)
- 3.3.2-1 **FAR Cost Principles** (October 1996)
- 3.4.1-11 **Insurance—Liability to Third Persons** (October 1996)
- 3.4.1-12 **Insurance** (July 1996)
- 3.4.2-6 **Taxes—Contracts Performed in U.S. Possessions or Puerto Rico** (October 1996)
- 3.4.2-8 **Federal, State, and Local Taxes—Fixed Price Contract** (April 1996)
- 3.5-2 **Notice and Assistance Regarding Patent and Copyright Infringement** (April 1996)
- 3.5-3 **Patent Indemnity** (April 1996)
- 3.5-13 **Rights in Data—General** (October 1996)
- 3.6.1-3 **Utilization of Small, Small Disadvantaged and Non Owned Small Business Concerns** (April 1996)
- 3.6.1-4 **Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan** (JUNE 1999)
- 3.6.1-6 **Liquidated Damages—Subcontracting Plan** (April 1996)
- 3.6.2-1 **Contract Work Hours and Safety Standards Act—Overtime Compensation** (April 1996)
- 3.6.2-2 **Convict Labor** (April 1996)
- 3.6.2-9 **Equal Opportunity** (August 1998)
- 3.6.2-10 **Equal Opportunity Preaward Clearance of Subcontracts** (November 1997)
- 3.6.2-12 **Affirmative Action for Special Disabled and Vietnam Era Veterans** (January 1998)
- 3.6.2-13 **Affirmative Action for Handicapped Workers** (January 1998)
- 3.6.2-14 **Employment Reports on Special Disabled Veterans and Veterans of Vietnam Era** (January 1998)
- 3.6.2-16 **Notice to the Government of Labor Disputes** (April 1996)
- 3.6.2-28 **Service Contract Act of 1965, as Amended** (April 1996)
- 3.6.2-30 **Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts)** (April 1996)
- 3.6.3-2 **Clean Air and Clean Water** (April 1996)
- 3.7-1 **Privacy Act Notification** (October 1996)
- 3.7-2 **Privacy Act** (October 1996)
- 3.8.2-10 **Protection of Government Buildings, Equipment, and Vegetation** (April 1996)
- 3.8.2-20 **Qualifications of Employees** (August 1997)
- 3.10.1-7 **Bankruptcy** (April 1996)
- 3.10.1-12 **Changes—Fixed-Price (Alternate 9)** (April 1996)
- 3.10.1-14 **Changes—Time and Materials or Labor Hours** (April 1996)
- 3.10.2-3 **Subcontracts (Time-and-Materials and Labor-Hour Contracts)** (April 1996)
- 3.10.2-5 **Competition in Subcontracting** (January 1998)
- 3.10.4-24 **Year 2000 (Services)** (November 1997)
- 3.10.5-1 **Product Improvement/Technology Enhancement** (April 1996)
- 3.10.6-1 **Termination for Convenience of the Government (Fixed Price)** (October 1996)
- 3.10.6-3 **Termination (Cost-Reimbursement)** (October 1996)
- 3.10.6-4 **Default (Fixed-Price Supply and Service)** (October 1996)
- 3.10.6-7 **Excusable Delays** (October 1996)

PART III - SECTION J - LIST OF ATTACHMENTS

Attachment	Title	Date	Pages
1.0	U.S. Dept of Labor Wage Determination No. 94-2431 (Revision No. 121)	7-20-1999	9
2.0	Statement of Work (SOW) Appendix A Appendix B	May 1999 AUG 1999 AUG 1999	8 1 13

REGISTER OF WAGE DETERMINATION UNDER THE SERVICE CONTRACT ACT

U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION Washington, D.C. 20210

By [Signature] Secretary of Labor Division of Wage Determinations

Wage Determination No.: 94-2431 Revision No.: 12 Date of Last Revision: 07/20/1999

state(s): Oklahoma Areas: Oklahoma COUNTIES OF Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, McClain, Major, Marahall, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

** Fringe Benefits Required For All Occupations Included In This Wage Determination Follow The Occupational Listing **

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

Administrative Support and Clerical Occupations:

Table with 2 columns: Occupation Code and Title, Minimum Hourly Wage. Lists various clerical and administrative roles such as Accounting Clerk, Court Reporter, and Personnel Assistant with their respective hourly rates.

01460 Switchboard Operator-Receptionist	\$ 8.45
01510 Test Examiner	\$ 12.46
01520 Test Proctor	\$ 12.46
01531 Travel Clerk I	\$ 8.36
01532 Travel Clerk II	\$ 8.78
01533 Travel Clerk III	\$ 9.20
01611 Word Processor I	\$ 7.37
01612 Word Processor II	\$ 8.83
01613 Word Processor III	\$ 9.58

Automatic Data Processing Occupations:

03010 Computer Data Librarian	\$ 7.80
03041 Computer Operator I	\$ 8.00
03042 Computer Operator II	\$ 9.85
03043 Computer Operacor III	\$ 13.20
03044 Computer Operator IV	\$ 14.28
03045 Compucer Operator V	\$ 15.83
03071 Computer Programmer I 1/	\$ 15.23
03072 Computer Programmer II 1/	\$ 17.47
03073 Computer Programer III 1/	\$ 21.60
03074 Computer Programer IV 1/	\$ 25.12
03101 Computer Systems Analysc I 1/	\$ 20.08
03102 Computer Systems Analyst II 1/	\$ 22.47
03103 Computer Systems Analyst III 1/	\$ 25.78
03160 Peripheral Equipment Operator	\$ 8.97

Automotive Service Occupations:

05005 Automobile Body Repairer. Fiberglass	\$ 15.11
05010 Automocive Glass Installer	\$ 13.60
05040 Automotive worker	\$ 13.60
05070 Electrician, Automotive	\$ 14.36
05100 Mobile Equipment Servicer	\$ 12.12
05130 Motor Equipment Metal Mechanic	\$ 15.11
05160 Motor Equipment Metal Worker	\$ 13.60
05190 Motor Vehicle Mechanic	\$ 15.11
05220 Motor Vehicle Mechanic Helper	\$ 11.35
05250 Motor Vehicle Upholstery Worker	\$ 12.86
05280 Motor Vehicle Wrecker	\$ 13.60
05310 Painter, Automocive	\$ 14.36
05340 Radiator Repair Specialist	\$ 13.60
05370 Tire Repairer	\$ 12.12
05400 Transmission Repair specialist	\$ 15.11

Food Preparation and Service Occupations:

07010 Baker	\$ 8.73
07041 Cook I	\$ 7.26
07042 Cook II	\$ 8.73
07070 Dishwasher	\$ 6.38
07100 Food Service Worker (Cafeteria Worker)	\$ 6.28
07130 Meat Cutter	\$ 10.04
07250 Waiter/Waitress	\$ 6.52

Furniture Maintenance and Repair Occupations:

09010 Electrostatic Spray Painter	\$ 14.36
09040 Furniture Handler	\$ 10.18
09070 Furniture Refinisher	\$ 14.36
09100 Furniture Refinisher Helper	\$ 11.35
09110 Furniture Repairer, Minor	\$ 12.86
09130 Upholsterer	\$ 14.36

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General Service and Support Occupations:

11030 Cleaner, Vehicles	\$ 6.88
11060 Elevator Operator	\$ 7.07
11090 Gardener	\$ 8.86
11121 Housekeeping Aide I	\$ 6.27
11122 Housekeeping Aide II	\$ 7.07
11150 Janitor	\$ 7.07
11210 Laborer, Grounds Maintenance	\$ 7.45
11240 Maid or Houseman	\$ 6.27
11270 Pest Controller	\$ 9.48
11300 Refuse Collector	\$ 7.07
11330 Tractor Operator	\$ 8.31
11360 Window Cleaner	\$ 7.50

Health Occupations:

12020 Dental Assistant	\$ 9.84
12040 Emergency Medical Technician/Paramedic Ambulance Driver	\$ 11.19
12071 Licensed Practical Nurse I	\$ 9.00
12072 Licensed Practical Nurse XI	\$ 10.11
12073 Licensed Practical Nurse III	\$ 11.32
12100 Medical Assistant	\$ 9.93
12130 Medical Laboratory Technician	\$ 10.11
12160 Medical Record Clerk	\$ 9.77
12190 Medical Record Technician	\$ 12.18
12221 Nursing Assistant I	\$ 6.38
12222 Nursing Assistant II	\$ 7.18
12223 Nursing Assistant III	\$ 7.83
12274 Nursing Assistant IV	\$ 8.79
12250 Pharmacy Technician	\$ 10.96
12280 Phlebotomist	\$ 10.11
12311 Registered Nurse I	\$ 14.01
12312 Registered Nurse II	\$ 17.14
12313 Registered Nurse II, Specialist	\$ 17.14
12314 Registered Nurse III	\$ 20.73
12315 Registered Nurse III, Anesthetist	\$ 20.73
12316 Registered Nurse IV	\$ 24.85

Information and Arts Occupations:

13002 Audiovisual Librarian	\$ 15.93
13011 Exhibits Specialist I	\$ 14.28
13012 Exhibits Specialist II	\$ 15.79
13013 Exhibits Specialist III	\$ 19.71
13041 Illustrator I	\$ 14.28
13042 Illustrator II	\$ 15.79
13043 Illustrator III	\$ 19.71
13047 Librarian	\$ 15.48
13050 Library Technician	\$ 10.70
13071 Photographer I	\$ 10.59
13072 Photographer II	\$ 13.07
13073 Photographer III	\$ 15.79
13074 Photographer IV	\$ 19.71
13075 Photographer V	\$ 22.62

Laundry, Drycleaning, Pressing and Related Occupations:

15010 Assembler	\$ 5.83
15030 Counter Attendant	\$ 5.83
15040 Dry Cleaner	\$ 7.73
15070 Finisher. Flatwork. Machine	\$ 5.83

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15090 Presser. Hand	\$ 5.83
15100 Presser. Machine. Drycleaning	\$ 5.83
15130 Presser. Machine, Shirts	\$ 5.83
15160 Presser. Machine, Wearing Apparel, Laundry	\$ 5.83
15190 Sewing Machine Operator	\$ 8.30
15220 Tailor	\$ 8.68
15250 Washer. Machine	\$ 6.38

Machine Tool Operation and Repair Occupations:

19010 Machine-Tool Operator (Toolroom)	\$ 14.36
19040 Tool and Die Maker	\$ 19.52

Materials Handling and Packing Occupations:

21010 Fuel Distribution System Operator	\$ 13.55
21020 Material Coordinator	\$ 14.05
21030 Material Expediter	\$ 14.05
21040 Material Handling Laborer	\$ 10.58
21050 Order Filler	\$ 11.34
21071 Forklift Operator	\$ 11.07
21080 Production Line Worker (Food Processing)	\$ 11.07
21100 Shipping/Receiving Clerk	\$ 10.21
21130 Shipping Packer	\$ 10.21
21140 Store Worker I	\$ 9.69
21150 Stock Clerk (Shelf Stocker: Store Worker II)	\$ 11.59
21210 Tools and Parts Attendant	\$ 11.07
21400 Warehouse Specialist	\$ 11.07

Mechanics and Maintenance and Repair Occupations:

23010 Aircraft Mechanic	\$ 15.11
23040 Aircraft Mechanic Helper	\$ 11.35
23050 Aircraft Quality Control Inspector	\$ 15.88
23060 Aircraft Servicer	\$ 12.86
23070 Aircraft Worker	\$ 13.60
23200 Appliance Mechanic	\$ 14.36
23120 Bicycle Repairer	\$ 12.12
23125 Cable Splicer	\$ 17.38
23130 Carpenter, Maintenance	\$ 14.36
23140 Carpet Layer	\$ 13.60
23160 Electrician, Maintenance	\$ 15.49
23181 Electronics Technician, Maintenance I	\$ 12.57
23182 Electronics Technician, Maintenance II	\$ 18.91
23183 Electronics Technician, Maintenance III	\$ 21.21
73760 Fabric Worker	\$ 12.86
73290 Fire Alarm System Mechanic	\$ 15.11
23310 Fire Extinguisher Repairer	\$ 12.12
23340 Fuel Distribution System Mechanic	\$ 15.11
13370 General Maintenance Worker	\$ 13.60
23400 Heating, Refrigeration and Air-conditioning Mechanic	\$ 15.11
23430 Heavy Equipment Mechanic	\$ 15.11
23440 Heavy Equipment Operator	\$ 15.11
23460 Instrument Mechanic	\$ 16.44
23470 Laborer	\$ 8.13
23500 Locksmith	\$ 14.36
23530 Machinery Maintenance Mechanic	\$ 15.00
23550 Machinist, Maintenance	\$ 15.11
23580 Maintenance Trades Helper	\$ 11.35
23640 Millwright	\$ 13.60
23700 Office Appliance Repairer	\$ 14.36
13740 Painter, Aircraft	\$ 14.36
23760 Painter, Maintenance	\$ 14.36

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23790 Pipefitter. Maintenance	\$ 15.81
23800 Plumber, Maintenance	\$ 15.03
23820 Pneudraulic Systems Mechanic	\$ 15.11
23850 Rigger	\$ 15.11
23870 Scale Mechanic	\$ 13.60
23890 Sheet-Metal Worker. Maintenance	\$ 15.11
23910 Small Engine Mechanic	\$ 13.60
23930 Telecommunications Mechanic I	\$ 17.38
23931 Telecommunications Mechanic II	\$ 18.26
23950 Telephone Lineman	\$ 17.38
23960 Welder. Combination, Maintenance	\$ 15.11
23965 Well Driller	\$ 15.11
23910 Woodcraft Worker	\$ 15.11
23980 Woodworker	\$ 12.12

Personal Needs Occupations:

24570 Child Care Attendant	\$ 8.13
24580 Child Care Center Clerk	\$ 11.65
24600 Chore Aide	\$ 5.81
24630 Homemaker	\$ 12.95

Plant and System Operation Occupations:

25010 Boiler Tender	\$ 15.11
25040 Sewage Plant Operator	\$ 14.36
25070 Stationary Engineer	\$ 16.62
25190 Ventilation Equipment Tender	\$ 11.35
25210 Water Treatment Plant Operator	\$ 14.36

Protective Service Occupations:

27004 Alarm Monitor	\$ 9.25
27006 Corrections Officer	\$ 12.19
27010 Court Security Officer	\$ 12.52
27040 Detention Officer	\$ 12.19
27070 Firefighter	\$ 10.54
27101 Guard I	\$ 7.51
27102 Guard II	\$ 11.01
27130 Police Officer	\$ 13.33

Stevedoring/Longshoremen Occupational Services:

28010 Blocker and Bracer	\$ 15.26
28020 Hatch Tender	\$ 13.27
28030 Line Handler	\$ 13.27
28040 Stevedore I	\$ 14.43
28050 Stevedore II	\$ 16.11

Technical Occupations:

29010 Air Traffic Control Specialist, Center 2/	\$ 24.90
29011 Air Traffic Control Specialist, Station 2/	\$ 17.17
29012 Air Traffic Control Specialist, Terminal 2/	\$ 18.91
29023 Archeological Technician I	\$ 11.54
19024 Archeological Technician II	\$ 12.91
29025 Archeological Technician III	\$ 15.98
29030 Cartographic Technician	\$ 16.07
29035 Computer Based Training (CBT) Specialist/Instructor	\$ 21.02
29040 Civil Engineering Technician	\$ 15.79
29061 Drafter I	\$ 10.22
29062 Drafter II	\$ 11.81
19063 Drafter III	\$ 15.57

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29064 Drafter IV	\$ 18.17
29081 Engineering Technician I	\$ 12.12
29082 Engineering Technician II	\$ 15.18
29083 Engineering Technician III	\$ 16.68
29084 Engineering Technician IV	\$ 21.60
29085 Engineering Technician V	\$ 24.93
29086 Engineering Technician VI	\$ 28.61
29090 Environmental Technician	\$ 16.45
29100 Flight Simulator/Instructor (Pilot)	\$ 25.65
29150 Graphic Artist	\$ 18.28
29160 Instructor	\$ 19.09
29210 Laboratory Technician	\$ 11.82
29240 Mathematical Technician	\$ 18.16
29361 Paralegal/Legal Assistant I	\$ 11.90
29362 Paralegal/Legal Assistant II	\$ 15.51
29363 Paralegal/Legal Assiscant III	\$ 18.97
29364 Paralegal/Legal Assistant IV	\$ 22.96
29390 Photooptics Technician	\$ 18.98
29480 Technical Writer	\$ 19.77
29491 Unexploded Ordnance Technician I	\$ 15.87
29492 Unexploded Ordnance Technician II	\$ 19.20
29493 Unexploded Ordnance Technician III	\$ 23.01
29494 Unexploded Safety Escort	\$ 15.87
29495 Unexploded Sweep Personnel	\$ 15.87
29620 Weather Observer, Senior 3/	\$ 15.37
29621 Weather Observer, Combined Upper Air & Surface Programs 3/	\$ 13.36
29622 Weather Obscrver, Upper Air 3/	\$ 13.36

Transportation/Mobile Equipment Operation Occups:

31030 Bus Driver	\$ 11.01
31260 Parking and Lot Attendant	\$ 7.73
31290 Shuttle Bus Driver	\$ 9.75
31300 Taxi Driver	\$ 9.17
31361 Truckdriver, Light Truck	\$ 9.75
31362 Truckdriver, Medium Truck	\$ 11.01
31363 Truckdriver, Heavy Truck	\$ 13.23
31364 Truckdrivar, Tractor-Trailer	\$ 13.23

Miscellaneous Occupations:

99020 Animal Caretaker	\$ 7.12
99030 Cashier	\$ 6.63
99041 Carnival Equipment Operator	\$ 8.36
99042 Carnival Equipment Repairer	\$ 8.92
99043 Carnival Worker	\$ 6.49
99050 Deak Clerk	\$ 8.13
99095 Embalmer	\$ 14.90
99300 Lifeguard	\$ 8.34
99310 Mortician	\$ 14.90
99350 Park Attendant (Aide)	\$ 10.47
99400 Photofinishing worker (Photo Lab Tech., Darkroom Tech)	\$ 8.33
99500 Recreation Specialist	\$ 11.26
99510 Recycling Worker	\$ 8.35
99610 Salsa Clerk	\$ 7.79
99620 School Crossing Guard (Crosswalk Attendant)	\$ 6.15
99630 Sports Official	\$ 8.34
99658 Survey Parry Chief (Chief of party)	\$ 15.68
99659 Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	\$ 12.53
99660 Surveying Aide	\$ 8.73
99690 Swimming Pool Operator	\$ 8.73
99720 Vending Machine Attendant	\$ 7.26
99730 Vending Machine Repairer	\$ 8.73

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99740 Vending Machine Repairer Helper \$ 7.26

**** Fringe Benefits Required For All Occupations Included In
This Wage Determination ****

HEALTH & WELFARE: \$1.63 an hour or \$65.20 a week or \$282.53 a month.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: Minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

1/
Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

2/
APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3/
WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination: The Department of Labor will

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accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee. all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount. or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards Set by the terms of the Government contract, by the contractor, by law, or by the nature of the work. there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations." Fourth Edition. January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office. Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See section 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

ATTACHMENT 1
 WGT NO. 8 OF 9

- 1) When preparing the bid. the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award. the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved. or where there is no authorized representative. the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration. U.S. Department of Labor, for review. (See section 4.6 (b) (2) of Regulations 29 CFR Part 41.
- 4) Within 30 days of receipt, the Wage and Hour Division approves. modifies. or disapproves the action via transmittal to the agency contracting officer. or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember. it is not the job title. but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split. combine. or subdivide classifications listed in the wage determination.

Statement of Work

TECHNICAL SUPPORT SERVICES CONTRACT

for

US Department of Transportation

Federal Aviation Administration

Civil Aeromedical Institute (CAMI)

May 1999

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1.0 CAMI MISSION.

The Civil Aeromedical Institute (CAMI) develops, maintains and manages a system for the medical examination and certification of U.S. civil airmen; conducts medical and related human factors research projects applicable to the FAA's mission; develops, maintains, and administers aviation medical education programs to meet the needs of the agency; administers occupational health programs for agency employees; operates a medical clinic for the Mike Monroney Aeronautical Center (MMAC); and provides professional advice and technical knowledge to the Federal Air Surgeon and other agency elements.

1.1 Quality Control. The contractor shall establish and maintain a complete quality control plan to assure the requirements of the functions are provided as specified. Two copies of the contractor's Government approved Quality control Plan shall be provided to the CO and the CCR not later than two weeks after contract award. Updated copies must be provided to the CO and COR as changes occur.

2.0 BACKGROUND.

2.1 The Aeromedical Certification Division is responsible for the accurate and timely processing of approximately 45,000 airmen medical certification applications per year. Their objective is to improve aviation safety by ensuring the health of pilots. They develop, recommend, administer, and evaluate standards and procedures for all FAA airmen medical certification activities and associated record keeping systems and manage a national repository of airmen medical records and a system for processing medical applications for medical certification.

2.2 The Aeromedical Education Division develops, maintains, and administers aviation medical education programs to FAA personnel, aviation medical examiners (AME's) and the civil aviation community. The division also plans, develops, and conducts nationwide education/training activities using all available delivery media and/or methods) to disseminate aeromedical information and scientific data to FAA personnel, AME's, airmen, aviation industry, aviation organizations, academic institutions, and the general public in support of the agency's mission of promoting aviation safety.

2.3 The Occupational Health Division administers agency occupational health programs for agency employees pursuant to PL 91-596, the Occupational Safety and Health Act: Executive Order 12196, Occupational Safety and Health Programs for the Federal Air Surgeon and other agency elements. The division manages a professional, technical, and clerical staff with programs in occupational medicine, clinical services, and industrial hygiene. The division provides clinical support to MMAC and conducts a medical monitoring program for employees who are potentially exposed to recognized health hazards.

3.0 SCOPE OF WORK.

The contractor shall furnish all personnel and other items or services as necessary to perform various administrative and technical support services to the Civil Aeromedical Institute as stated in specific performance work statements for individual task orders. These orders, which will incorporate provisions of the basic contract, will be issued to the contractor as requirements develop. The contractor shall effectively administer, manage and perform Task Orders (TO's) issued in the Performance Work Statement (PWS). The contractor shall provide supervision, support staff and qualified personnel in defined labor categories. The contract is to be performed primarily at the MMAC, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma, unless otherwise stipulated by the government in individual TO's.

The following functions are provided as an example to indicate the type of technical support services that may be required under this contract.

Provide analysis of physical examination reports to determine applicant's compliance with medical standards prescribed in Federal Aviation Regulations (FAR's), Part 67. Analyze medical reports, certificates, waivers, and supporting documents for conformance with established policies and procedures. Examine airman medical case histories and make recommendations as to the airman's eligibility for the class of medical certificate for which applied.

Provide technical support, such as receiving incoming calls from AME's and/or their Staff, concerning operation of software applications. Resolve problems regarding software installation, hardware/software configuration, operational problems, or provide information regarding the Host telephone number, Host password, and/or other miscellaneous questions.

Prepare correspondence using PC's or memory typewriters. Knowledge of the latest version of Microsoft Word and medical terminology is required. Type certificates,

envelopes, and letters to **appropriate airmen** and doctors **after** review by Aeromedical certification Division personnel.

Provide personnel to answer **incoming** division calls- Must possess a general knowledge of the medical certification program and have **sufficient medical** terminology to enable them to answer general questions from airmen and physicians.

Input medical applications from **the FAA Form 8500-3** (Application For Airman Medical Certificate or Airman Medical Student Pilot Certificate) **utilizing** a personal computer into the Document Information Workflow **System (DIWS)** using **Cranle** database and Documetrix Workflow Manager system.

Provide general clerical **support, i.e.,** opening, **distributing,** and sorting mail, **copying** medical files, retrieving and re-filing **medical records,** shredding documents, etc.

Provide coding support for **medical** applications (**manual** and computer).

Provide information to **AME's, prospective AME's, FAA** staff, and other government personnel relating to **FAA/Federal guidelines** policies, **procedures,** and regulations. These include, but are **not** limited to: FAA Order **8520.2E** (Aviation Medical Examiners System), applicable Federal Aviation Regulations (FAR' **s**), Medical **Guideline** Letters (MGL' **s**), Guide for Aviation Medical Examiners, Privacy Act, and **Freedom of Information Act (FOIA).**

Provide military flight surgeons, **federal physicians,** and international physicians who request AME designation, with **application materials** and **detailed** information regarding the requirements for designation and steps **involved** in the **designation** process.

Maintain up-to-date **information on AME/Airmen ratios** in each country in the International Region to be **used** in the determination of **the** need for designation of additional AME's.

Request background clearances **from** the **U.S. State Department** to ensure international AME applicants have the qualifications to become **AME's.** **Coordinate** the clearance process with the office of International **Aviation** and **U.S. embassies** and consulates.

Provide information to the Surgeons General of **the Armed Forces,** representatives of the Coast Guard, NASA, and other federal agencies **regarding** guidelines, policies, procedures, and regulations in the **designation** of **military** and federal **AME's.**

Provide information to **international** and **military/federal** AME applicants on the status of their requests for **AME** designation. Notify **AME applicants** if additional information (including support documentation) is needed and **schedule** **their** participation in mandatory **AME** training.

Receive documentation from **AME** applicants and **inform** them whether or not requirements are met for **AME** designation, in accordance with **FAA Order 8520.2E** (Aviation Medical Examiner system).

Provide complete designation **packages** of **international** and **military/federal** AME applicants, **i.e.,** assign **AME designation** numbers, **prepare** required designation documentation and correspondence **for approval** and signature by the **Aeromedical Education Division Manager,** send designation materials to the new **AME's,** and **coordinate** shipments of **AME** supplies.

Provide **information** to the **Aeromedical Certification** Division regarding the selection of **Military/Federal AME's** to participate in **DIWS.**

Maintain accurate files on all active and **inactive** international, military, and federal **AME's,** and certified **military/federal** medical **facilities.**

Provide multimedia **training** development to **include** providing videos.

Conduct studies, **evaluations,** reviews and **analyses.**

3.1 Personnel: The contractor shall provide a **sufficient** number of qualified personnel to perform the work described in the **PSW** and subsequently issued **TO's.**

3.2 Project Manager: The contractor shall identify a **project** manager who will have **full** authority to act for the contractor in **all** day-to-day **matters** relating to contract, **PSW** and **TO** performance. The project manager shall serve as **the** **initial** point of contact for administrative and technical matters pertaining to **the** **contract** and individual **TO's.** The project manager shall be on-site **during** normal **working** hours at the **MMAC** and available to meet with Government **personnel** designated as the **Federal** Aviation Administration (**FAA**) Contracting Officer' **s** Technical Representative (**COTR**) to discuss problem areas. The **project**

manager shall be able to read, write, speak, and understand English. The **project** manager shall designate an alternate to act in **his/her** absence.

3.3 Supervision: The contractor shall provide sufficient on-site supervision to monitor the work assignments of contract personnel. At no time shall contract personnel be supervised by the **Government**.

3.4 Employee Labor Categories: The contractor shall provide employees for the specified **categories** of labor (**Section 5**) required for each task to be **performed**. The **contractor** shall fill vacancies within 10 **working** days after the vacancies occur, or task **request(s)** are officially submitted, or provide a written statement to the Contracting **Officer** (CO) or COTR explaining the **reason(s)** for not meeting the placement criteria with **stated** corrective actions to **timely** meet future **employee** placements.

4.0 EMPLOYEE TRAINING.

The contractor shall furnish fully trained personnel. When advantageous to the **Government**, **training** may be provided at no cost to the contractor.

5.0 EMPLOYEE QUALIFICATIONS.

Contract employees shall have the knowledge and skills necessary to perform the specific functions of the requested task as defined in the Labor Categories and Definitions. Labor categories are defined in general **terms**; individual **TO's** may define requirements in more specific detail. The contractor will be required to provide qualified contract employees within 10 working days after **TO's** are issued by the **CO** or vacancies occur on **on-going TO's**.

6.0 QUALITY.

6.1 Quality Control: The contractor shall establish and maintain a complete **quality** control plan to assure the requirements of the functions are provided as specified. Two copies of the contractor's Government-approved Quality Control Plan shall be provided to the CO and the COTR not later than **two weeks** after contract award. Updated copies **must** be provided to the **CO** and COTR as changes occur.

6.1.1 Quality Assurance: The Government shall be responsible for monitoring and evaluating the **performance** of the contractor to ensure compliance with prevailing **laws**, regulations, provisions, and policies under the contract and each task order.

7.0 TASK REVIEW MEETINGS.

The project manager shall be required to meet, at the discretion of the CO or COTR, with the CO or COTR at anytime during the term of any identified task.

8.0 SECURITY.

The contractor shall ensure that **his/her** employees observe and comply with all **FAA/CAMI** policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, identification, security, traffic, parking, gratuities, conduct and limited access areas.

8.1 Badges: The contractor shall be responsible for obtaining an FAA issued identification badge for each employee upon initial entry to the work site. While on FAA premises, each contractor shall wear **his/her** FAA identification (ID) badge at all times in accordance with **FAA/MMAC** current policies and directives.

8.2 Security Awareness: Contract employees working with government facilities shall be responsible for compliance with applicable building and physical security requirements. These requirements include, but are not limited to, the use of only authorized entrance and exit points, responsibilities for securing doors, protecting government property from **loss**, theft, abuse, or damage, and the proper use of telephones and computers. Specific **security** requirements for individual **TO's** shall be identified by the Task Manager and/or **FAA security** office.

8.3 Security Operations: The contractor shall be responsible for **safeguarding** all Government property for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

9.0 HOURS OF OPERATION.

The contractor shall maintain a 40-hour workweek. A normal workweek is Monday through Friday within a 6:00 a.m. through 6:00 p.m. timeband. Specific tasks may require variations from the normal workweek and may require less than a 40-hour workweek.

10.0 OVERTIME.

10.1 Overtime Requested by the Government: Overtime may be necessary on occasion as requested by the CO or COTR. Overtime will be authorized when directed by the Government only when absolutely necessary to meet work requirements.

10.2 Overtime Requested by the Contractor: In the event the contractor deems overtime necessary to meet work requirements, the contractor shall submit a written request to the CO or COTR. The request shall identify in detail what service requires overtime, how many work-hours are required, and for what segment of the organization the work is being performed. All requests by the contractor for overtime shall be approved in writing by the CO before any overtime is allowed.

11.0 HOLIDAYS AND ADMINISTRATIVE LEAVE.

11.1 Holidays: Contractor shall normally not be required to work on holidays. Following is a list of U.S. Federal holidays.

New Year's Day, January 1
Martin Luther King's birthday, the third Monday in January
President's Day, the last Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Columbus Day, the second Monday in October
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
Christmas Day, December 25

11.2 Administrative Leave: Adverse weather conditions, special memorial days, additional holiday hours, or national emergencies may require the Center to close. During such periods of closure, the contractor will not be compensated. Provision for unscheduled 'administrative leave' should be made in the contractor's indirect cost estimates.

12.0 RESTRICTIONS ON EMPLOYEE ACTIVITY.

Contractor employees shall not disclose to any unauthorized person, orally or in writing, any information considered confidential that is obtained during performance of their work. Medical examinations are considered confidential material. Therefore, the data entry/coding room must never be left unattended; no documents left on desks overnight; no discussion outside of work area of information contained on any medical document; and no addresses or information may be disseminated to anyone regarding a specific individual, e.g., famous or political persons.

13.0 TRAVEL.

Travel may be required on some tasks. The provisions of the Federal Travel Regulations as prescribed and issued by the General Services Administration (Order DOT 1500.6A), will be used as a general guideline for establishing allowable reimbursement costs for travel.

14.0 CONTRACTOR TRANSITIONS.

14.1 Phase-In Activities: It is essential to the Government that services currently being performed are continued without interruption. Consequently, it is imperative that transition from incumbent contractor to follow-on contractor be accomplished in a well-planned, orderly and efficient manner to bring the new work force to full contractor performance. See Federal Acquisition Regulation 52.237-3, Continuity of Services, referenced in Section I of the contract.

14.2 Phase-Out Activities: At the conclusion of any performance period, including option periods or extensions, the services provided under this contract may be awarded to another contractor. The contractor in place shall be required to assist the phase-in activities.

15.0 DEFINITION OF TERMS.

Acceptance. Acceptance means the act of an authorized representative of the Government: by which the Government assumes for itself, as an agent of another, ownership of

existing and **identified** supplies or **approves** specific services as partial or complete performance of the **contract**.

Contract. **The legal agreement** between the Government and industry.

Contracting Officer (CO). The person authorized to act on behalf of the Government to negotiate and award contracts and **modifications** thereto, and to administer contracts through completion or **termination**. Except for authority delegated to the Contracting Officer's Technical Representative (COTR), the CO is the only individual with the authority to direct the work of the **contractor**.

Contracting Officer's Technical Representative (COTR). The authorized government representative(s) acting within the **limits** of their delegated authority as authorized by the CO, for technical **management** of the **contract**.

Performance Work Statement (PWS). A document that describes the essential and technical **requirements** for tasks or **services** including standards used to determine whether the requirements have been met. .

Quality Assurance. Those **actions** taken by the Government to assure services meet the requirements of the PWS.

Quality Control. Those **actions** taken by the Contractor to assure **services** meet the requirements of the PWS and **task/delivery** orders issued thereunder.

16.0 GOVERNMENT FURNISHED ITEMS.

16.1 General: The Government shall provide, without cost, the facilities, equipment, materials and/or services listed below.

16.2 Facilities: The Government will provide facilities at the MMAC or other government leased/owned facilities that may be at remote locations. Facilities will include office space, utilities, **communications**, **support** and maintenance services, office furnishings, equipment and supplies, and **computer** hardware, software, connectivity, and required maintenance. When government **facilities** are not available, the contractor shall be required to provide facilities for TO **performance** in accordance with PWS paragraph titled, Geographical Location.

16.3 Equipment: The Government will furnish a suitable working environment, e.g., desk, chair, telephone and access to an **appropriate host/personal** computer as required in the performance of the TO. General use office **equipment** will be available to contractor personnel as needed to perform work defined in the TO. The Government will not furnish hand tools, safety shoes, or safety glasses.

16.4 Materials: The Government will provide the contractor access to all referenced regulations, orders, handbooks, **forms**, changes, etc., required for TO performance.

16.5 Supplies: The Government will provide general office supplies required for TO performance.

17.0 CONTRACTOR FURNISHED ITEMS.

17.1 General: The contractor shall provide all personnel, services and supervision to perform the requirement of this PWS and subsequent TO's

17.2 Facilities/Equipment/Supplies: In the event adequate space is not available at the MMAC, or other government provided facilities, the contractor shall provide the necessary space. This may include all **utilities**; **communications**, **support** and maintenance **services**, office furnishings, equipment and **supplies**, and **computer hardware**, software, and connectivity as required for **performance** of specific TO's issued under this PWS. The government reserves the right to **consent** to all contractor-proposed leases and capital non-consumable **property/equipment purchases** prior to final **commitment**. Actual cost shall be reimbursed to the contractor by the Government upon inspection and acceptance, and receipt of a proper invoice. Disposition of all non-consumable property and equipment shall be in accordance with the Government **property** clause of the contract.

18.0 LABOR CATEGORIES.

18.1 Listing of Labor Categories: Appendix A contains a listing of labor **categories** that may be ordered under task orders issued under this contract. Equivalent Government FC grades are also indicated. Labor **category** codes are provided for those categories that are covered by the U.S. Department of **Labor Wage** Determinations.

18.2 Definitions of Labor Categories: Appendix B presents a definition of each labor category listed in Appendix A.

LABOR CATEGORIES
DEPARTMENT OF LABOR

<u>Labor Category (Skill)</u>	<u>FG Equivalency</u>	<u>DOL CATEGORY</u>
2.0 Word Processor I	GS-04	01611
3.0 Word Processor II	GS-05	01612
4.0 Word Processor III	GS-06	01613
5.0 General Clerk I	GS-03	01115
6.0 General Clerk II	GS-04	01116
7.0 General Clerk III	GS-05	01117
8.0 General Clerk IV	GS-06	01118
9.0 Computer Operator I	GS-05	03041
10.0 Computer Operator II	GS-06	03042
11.0 Computer Operator III	GS-07	03043
12.0 Computer Operator IV	GS-08	03044
13.0 Key Entry Operator I	GS-04	01130
14.0 Key Entry Operator II	GS-05	01131
15.0 Peripheral Equip Oper., (Scanner Op)	GS-04	03160
16.0 Document Prep Clerk (Scanner Document Prep)	GS-03	01060
17.0 Inspector I (Scanner/QC operator)	GS-05	99240
18.0 Inspector II	GS-06	99241
19.0 Inspector III	GS-07	99242
20.0 Inspector IV	GS-09	99243
21.0 Film/Tape Librarian	GS-04	01110
22.0 Computer Systems Analysts I	GS-09	03101
23.0 Computer Systems Analysts II	GS-11	03102
24.0 Computer Systems Analysts III	GS-12	03103
25.0 Training Program Assistant I	GS-08	01122
26.0 Training Program Assistant II	GS-09	01123
27.0 Training Program Assistant III	GS-10	01124
28.0 Administrative Analysts I	GS-07	01125
29.0 Administrative Analysts II	GS-08	01126
30.0 Licensed Practical Nurse	GS-03	12070
31.0 Licensed Practical Nurse I	GS-04	12071
32.0 Licensed Practical Nurse II	GS-05	12072
33.0 Licensed Practical Nurse III	GS-06	12073
34.0 Registered Nurse I	GS-07	12311
35.0 Registered Nurse II	GS-09	12312
36.0 Registered Nurse III	GS-11	12314
37.0 Registered Nurse IV	GS-12	12316
38.0 Hotline Analyst I	GS-08	01315
39.0 Hotline Analyst II	GS-09	01316
40.0 Aeromedical Examiner I	GS-07	12191
41.0 Aeromedical Examiner II	GS-09	12192
42.0 Computer Programmer I	GS-05	03071
43.0 Computer Programmer II	GS-07	03072
44.0 Computer Programmer III	GS-09	03073
45.0 Computer Programmer IV	GS-11	03074
46.0 Technical Writer I	GS-09	29481
Functional specialist 10		
47.0 Technical Writer II	GS-11	29482
Functional Specialist 11		
48.0 Technical Writer III	GS-12	29483
Functional Specialist 12		
49.0 Technical Professional	GS-13	NA
Functional Specialist 13		
50.0 Technical Professional	GS-14	NA
Functional Specialist 14		
51.0 Technical Professional	GS-15	NA
Functional 15		
52.0 through 54		
55.0 Task Supervisor I	GS-9	NA
56.0 Task Supervisor II	GS-11	NA
57.0 Task Supervisor III	GS-12	NA
58.0 Task Supervisor IV	GS-13	NA

Appendix B to Schedule of Work
CATEGORY/DEFINITIONS of SKILLS

2.1 Word Processor I* GS-04 01611

Produces a variety of **standard** documents, such as **correspondence**, form **letters**, **reports**, cables and other printed materials. Work **requires** skill in **typing**; a **knowledge** of grammar, punctuation and **spelling**, and **ability** to **use** reference guides and equipment manuals. **Performs** familiar, routine **assignments** following **standard** procedures. **Seeks** further **instructions** for **assignments** requiring **deviations** from established procedures.

3.1 Word Processor II* GS-05 01612

Uses a knowledge of **varied** and **advanced functions** of one **software type**, a **knowledge** of varied functions of **different types** of **software**, or a **knowledge** of **specialized** or technical terminology to **perform** such **typical duties** as: (a) Editing and **reformatting** **written** or **electronic drafts**. Examples **include** **correcting** function codes, **adjusting** spacing and **formatting**, and **standardizing** headings, margins, and **indentations**; and (2) **Transcribing** scientific **reports**, lab analyses, legal proceedings, or **similar material** from voice **tapes** or **handwritten** drafts. Work requires knowledge of **specialized**, technical, or **scientific terminology**.

Work **requires familiarity with** office terminology and practices. **incumbent** **corrects** copy and **questions** originator of document concerning missing **information**, improper formatting or discrepancies in **instructions**. **Supervisor** **sets** priorities and **deadlines** on **continuing assignments**, **furnishes** general **instructions** for recurring work, and provides **specific instructions** for **new** or **unique projects**. May **lead lower level** word processors.

4.1 Word Processor III GS-06 01613

Requires both a **comprehensive** knowledge of word **processing software applications** and office practices and a high degree of **skill** in applying **software functions** to prepare complex and detailed documents. For example, **processes** complex and lengthy technical reports **which include** tables, **graphs**, charts, or multiple **columns**. **Uses** **either** different word **processing packages** or many different **style macros** or **special** command functions. **Independently** completes assignments and **resolves problems**.

5.1 General Clerk I GS-03 01115

Performs a **combination** of clerical **tasks** to support office, business, or **administrative operations**, such as: maintaining records; **receiving**, preparing, or **verifying** documents; searching for and compiling information and data; responding to routine **requests** with **standard answers** (by phone, in person, or by correspondence). The work **requires** a basic knowledge of **proper office** procedures. **Workers at Levels I, II, and III follow prescribed** procedures or **steps** to process **paperwork**; they may **perform** other routine office **support work**, (e.g., typing, **filing**, or **operating** a keyboard **controlled** data **entry** device **to transcribe data** into a form suitable for a **data processing**). Workers at Level **N** are **also required** to make decisions about the adequacy and **content** of transactions **handled** in addition to **following proper procedures**. Clerical work is **controlled** (e.g., through **spot checks**, **complete review**, or a subsequent **processing**) for **both** quality and quantity. **Supervisors** (or other employees) are **available** to assist and **advise** clerks on **difficult problems** and to approve their suggestions for **significant deviations from existing instructions**. **Follows** a few clearly detailed procedures in performing simple repetitive **tasks** in the **same sequence**, such as **filing precoded documents** in a **chronological file** or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

6.1 General Clerk II GS-04 01116

Follows a number of **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, simple posting to individual **accounts**, opening mail **running mail through** metering machines, and calculating and **posting** charges to **departmental** accounts. **Little or no subject-matter knowledge** is **required**, but the clerk needs to **choose** the proper procedure for each **task**.

7.1 General Clerk III

GS-05

01117

Work **requires** a **familiarity** with the terminology of the **office** unit. Selects appropriate methods from a wide variety of procedures or makes simple **adaptations** and **interpretations** of a limited number of **substantive** guides and manuals. The clerical steps often **vary** in **type** or sequence, **depending on** the task. Recognized problems **are referred** to others.

8.1 General Clerk IV

GS-06

01118

Uses some **subject-matter knowledge** and **judgment** to **complete** assignments consisting of numerous **steps** that vary in nature and sequence. Selects from **alternative** methods and **refers** problems not solvable by adapting or interpreting substantive guides, **manuals**, or **procedures**. **Typical duties include:** assisting in a variety of **administrative matters**; maintaining a wide variety of financial or other records; **verifying statistical** reports for accuracy and completeness; and handling and **adjusting complaints**. May **also direct** lower level clerks. **Positions** above Level IV are excluded. Some **typing** of complicated **statistical** tables to maintain **uniformity** and **balance** in spacing. May **type** routine form letters, **varying** details to suit **circumstances**.

9.1 computer Operator I

GS-05

03041

Processes scheduled **routines**, which present few **difficult** operating problems (**e.g.**, infrequent or **easily** resolved error conditions). In **response** to **computer output instructions** or error conditions, applies **standard** operating or corrective procedure. Refers **problems that** do not respond to **pre-planned** procedure. May serve as an **assistant** operator, working under general supervision

10.1 computer Operator II

GS-06

03042

Processes scheduled **routines**, which present few **difficult** operating problems (**e.g.**, **infrequent** or **easily** resolved error conditions). In **response** to **computer output instructions** or error conditions, applies **standard operating** or corrective **procedure**. Refers **problems that do** not respond to **pre-planned procedure**. May serve as an **assistant** operator, working under **general supervision**.

11.1 Computer Operator III

GS-07

03043

Processes a range of **scheduled** routines. In **addition** to operating the system and resolving common error conditions diagnoses and acts on machine stoppage **and** error conditions not fully covered by existing procedures and guidelines (**e.g.**, **resetting** switches and **other controls** or **making** mechanical **adjustments** to maintain or restore equipment operations). In **response** to computer output **instructions** or **error** conditions, **may deviate from** standard procedures if **standard procedures** do not provide a solution. Refers problems that **do** not respond to **corrective procedures**.

12.1 Computer Operator IV

GS-08

03044

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

13.1 Key Entry Operator I GS-04 01130

Work is **routine** and repetitive. Under close supervision or **following specific procedures** or **detailed instructions**, works **from various standardized** source documents which have been **coded** and **quire** title or no **selecting, coding** or interpreting of data to be entered. Refers to **supervisor** problems arising **from erroneous items**, codes, or **missing information**.

14.1 Key Entry Operator II GS-05 01131

Work requires the application of experience and judgment in **selecting** procedures to be followed and in searching for, interpreting **selecting, or coding items** to be entered **from a variety** of source documents. **On occasion** may also **perform** routine work **as described** for Level I.

15.1 Peripheral Equipment Operator
Scanner Operator- GS-04 03160

Prepares, assembles, and batches **source** documents in **accordance with** established **criteria** and **procedures**. Operates scanning devices to convert **hardcopy** source documents to **digital** images. **Ensures document** quality and integrity while performing **scan** operations. Stores **electronic** images into appropriate **folders through a selection of software parameters (indexes)**. Performs image validation for each **document**. Prepares and **reassembles source documents upon** completion **Reviews**, accepts **and/or rejects** digital images for acceptable **system** usage. **Produces accurate, complete work**, within designated **production** rates **and/or schedules**. Maintains special logs for **tracking**. Batches work **assignments**. Performs **other** duties as assigned.

16.1 Document Preparation Clerk
Scanner Document Prep GS-03 01060

Responsible for selecting **records** to be prepared for **scanning** Prepares, assembles, **and batches** source documents in accordance with established **criteria and procedures**. **Ensures the integrity** of the record to be submitted for scanning. **Produces accurate, complete** work, within designated **production** rates **and/or** schedules. Reassembles the source **documents** upon **completion of scanning** Performs record validation for each **record** after the **record** has been scanned Maintains **special** logs for **tracking**. Batches work assignments. **Performs other** duties as **assigned**

17.1 Inspector I
Scanner/QC operator GS-05 99240

Reviews the **preparation** assembling and **batching** of **source documents** in **accordance** with established **criteria** and **procedures**. Operates **scanning** devices to convert **hardcopy source documents to digital images**. Performs the **scanning operations** of **source** documents following established **procedures**. **Ensures document** quality **assurance/control (QA/QC)** and integrity while performing **scan** operations. Stores **electronic** images into **appropriate folders** through a **selection** of software **parameters (indexes)**. Performs image validation for each **document**. Performs indexing validation **Resolves** issues with scanning and indexing **Must** be able to adjust and maintain **scanners**. **Must** be able to make **reco** to improve **scanning and** indexing **operations**. **Must** be able to document and modify **procedures** to increase **productivity** and reduce **errors**. **Supervises** the reassembling of **source** documents upon **scan completion**. **Reviews**, accepts **and/or rejects** digital images acceptable for **system** usage. **Reviews**, accepts **and/or** rejects index **information acceptable** for **system** usage. Will be responsible for **submitting QA/QC** records to **workflow**. **Produces accurate, complete work**, within designated **production** rates **and/or** schedules. Maintains **special** logs for **tracking**. Batches work **assignments**. Performs **other** duties as **assigned**
Examines any of a variety of goods, **services** or operations for conformity to **established** quality, health, safety, **legal, business, ethical** or other standards, by **performing** any combination of the **following** duties. **Verifies that established** standards are **maintained** relative to **such matters as food-growing, processing and marketing, product-packaging, storage and transportation** methods; building and facilities; and business **practices, operations** and **services**. **Confers with** officials, interprets **regulations** and codes, and **assists establishments** in altering methods and **practices** to meet established standards. Investigates **complaints** and **violations**, prepares reports of findings and action **taken or recommended**, files charges and testifies in **court**. Recommends changes in **standards, administrative procedures, facilities, methods, and practices**.

13.1 Inspector II

GS-06

99241

Duties are the same as Inspector **above** with this position having additional **non-technical** subject matter expertise. This position requires subject matter **expertise** such as training various **administrative** fields, **quality assurance**, **safety**, regulatory, **legal**, **document** verification, medical qualification requirements, computer imaging computer **records** systems, **automation**, **human factors**, testing **instructional** and procedural manuals etc. **Receives** assignment from **lead** or **supervisor**.

13.1 Inspector III

GS-07

99242

Duties are the same as **Inspector** above with this position having additional technical subject matter **expertise**. This position requires subject matter **expertise** in both non-technical and technical **areas**, including **electrical**, **structural**, **mechanical** engineering, **aviation/aeronautical** systems, medical **qualification requirements**, computer imaging computer records **systems**, **automation**, **human factors**, testing **instructional** and **procedural** manuals etc. **Receives** assignment from **lead** or **supervisor**.

13.1 Inspector IV

GS-09

99243

Duties **are** the same as **Inspector** above with this **position** having additional technical subject matter **expertise**. **This position** requires subject matter **expertise** in both non-technical and technical **areas**, including **electrical**, **structural**, **mechanical** engineering **aviation/aeronautical** systems, medical **qualification requirements**, computer imaging computer records **systems**, **automation**, **human factors**, testing **instructional** and **procedural** manuals etc. **May** function as **lead** or **supervisor**. **Provides** **guidance**, **instruction**, and help to lower grades.

21.1 Film/Tape Librarian

GS-04

03011

Maintains database information of media (**tapes**, **disks**, **cards**, **cassettes**, **forms**) **used** for automatic **data processing applications** and equipment **Classifies**, **catalogs**, **transcribes**, and **stores** data items in accordance with **standardized** system. **Issues** media for **processing** on request. **Updates** and maintains records **received**, **stored**, **issued**, and **returned**. **Examines** **returned media** for damage or **excessive** wear to determine if they **need** replacing. **May** make minor **repairs** to damaged tapes.

22.1 Computer Systems Analysts I

GS-09

03101

\$15.88

At this **level**, initial assignments **are** designed to **expand** practical experience in applying systems analysis techniques and procedures. **Provides** **several** phases of **the** required **systems** analysis where **the** nature of the **system** is predetermined. **Uses** established fact-finding approaches, knowledge of pertinent work **processes** and procedures, and familiarity with **related** computer **programming practices**, system **software**, and computer **equipment**.

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem: applies established **procedures** where the nature of the system, **feasibility**, computer equipment and programming **language** have **already** been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer **programmers** **from** information **developed** by the higher level **analyst**, may **research** **routine** user problems and solve them by **modifying** the **existing** system when the solutions **follow** clear **precedents**. **When** **cost** and deadline estimates **are** required, results **receive** closer **review**.

The **supervisor** defines **objectives**, priorities, and deadlines. Incumbents work independently. **adapt** guides to **specific** situations; resolve **problems** and deviations **according** to established **practices**; and obtain **advice** where **precedents** are **unclear** or not available. **Completed** work is reviewed for conformance to **requirements**, **timeliness**, and **efficiency**. **May** **supervise** technicians and others who assist in specific assignments,

23.1 Computer System Analysts II

GS-11

03102

Applies systems **analysis** and design **skills** in an **area** such as a record keeping or **scientific** operation. A system of **several** varied sequences or formats is **usually** **developed**, e.g., **develops** **systems** for **maintaining** depositor **accounts** in a **bank**, **maintaining** accounts receivable in a **retail** establishment, **maintaining** **inventory** accounts in a **manufacturing** or **wholesale** establishment, or **processing** a limited problem in a **scientific** project. **Requires** **competence** in most phases of system **analysis** and knowledge of **pertinent** system software and computer **equipment** and of the work **processes**, applicable **regulations**, **work** load, and practices of the assigned subject-matter **area**. Recognizes probable interactions of **related** computer system and predicts impact of a change in assigned system

Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determiner and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a bmad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications.

24.1 computer Systems Analysts III

GS-12

03103

Applies systems analysis and design techniques to complex computer systems in a bmad area such as manufacturing, finance management, engineering, accounting, or statistics; logistics planning material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling inventor) control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems analyzes resulting user project proposals. identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

25.1 Training Program Assistant I

GS-08

01121

The labor category of Training Program Assistant Level I, is not contained in the SCA Handbook of Occupations nor is it included in the current DOL Wage Determination. This category is currently utilized and has a negotiated rate under contract DTFA-02-94-D-94318. This position is currently in the process of being conformed. The work falls between the General Clerk III and the General Clerk IV labor categories in the Handbook of Occupations. It is estimated that approximately 75 percent of the work performed is in the higher wage category. The conformed Administrative Analyst rate is \$13.38*.
*NOTE: From the DOL Wage Determination 94-2431, Revision 10, dated June 1, 1998.

Perform a wide range of duties including typing filing, telephone/reception etiquette, and has ability to comprehend and comply with government regulations. Receives assignment from lead or supervisor. Must have knowledge of the seminars conducted by using ability to assist applicant with enrollment in the proper seminars. Must have ability to brief calla on subject matter for each seminar conducted and area where seminars are to be conducted and assist applicant with selected area that will best serve the applicant's travel requirements Operate a computer to input material and produce finished products. Input and manipulate data utilizing MS Excel spreadsheets and MS Access database management system. The duties include being responsible for insuring the correctness of data, format, spelling, punctuation, and grammar of all material typed. Use of agency directives, correspondence manuals, travel manuals, desk procedures, and precedent procedures in deterring matters concerning form and format of material. Duties will include participation in the further development and operation of the various databases. Will be required to ensure that the accounting of the database system and maintenance of it so as to meet all Government regulations pertaining to subject matter expertise for various systems.

26.1 Training Program Assistant II

GS-09

01122

(compare to Training Program Assistant Level I-requiring additional non-technical subject matter expertise.)

Duties are the same as Training Program Assistant Level I above with this position having non-technical subject matter expertise. This position requires training expertise in legal issues/procedures, rules, regulations record systems, automation, human factors, testing instructional and procedural manuals. Receives assignment from lead or supervisor.

TRAINING PROGRAM ASSISTANT II

Must (1) be able to **perform** work on a **personal computer in a Windows environment**; (2) have **strong** oral and written communication **skills**.

27.1 Training Program Assistant III GS-10 01124
(compare to Training Program Assistant Level I-requiring **technical** subject matter expertise.)

Duties are the **same** as Training Program Assistant Level I and II above with this **position** having additional technical subject matter **expertise**. This **position** requires **subject matter expertise** in training in various technical fields in engineering **such** as **electrical, structural, mechanical engineering, aviation/aeronautical systems**, medical qualification requirements, computer **imaging computer systems, automation, human factors, testing, instructional** and procedural manuals. **Receives** assignment from lead or **supervisor**.

28.1 Administrative Analysts I GS-07 01125

The labor category of **Administrative Analyst** is not **contained** in the SCA Handbook of **Occupations** nor is it included in the current DOL Wage **Determination**. This **category** currently **utilized** and has a negotiated rate under **contract DTFA-02-94-D-94318**. This position is **currently** in the process of being **conformed**. The work falls between the General Clerk III and the General Clerk IV labor categories in the Handbook of **Occupations**. It is estimated **that** approximately 75 percent of the work **performed** is in the higher wage **category**. [**The conformed Administrative Analyst rate is \$13.38***].

***NOTE:** From the DOL Wage **Determination 94-2431, Revision 10**, dated June 1, 1998.

Uses some **subject-matter knowledge** and judgement to **complete assignments** consisting of **numerous** steps that vary in nature and sequence. **Receives assignment from** lead or supervisor. **Selects from** alternative methods and refers problems not solvable **by** adapting or interpreting **substantive** guides, **manuals**, or procedures. **Requires using a personal computer, provide** assistance to the lead or **supervisor** in special **programs and functions**.

Develop, **revise, edit, and updates** mmputer **spreadsheets** used in **tracking** data, **delivery** orders, and **purchase** requests.

Develop, **revise, edit, and update** data **summary reports**.

Revise, edit and update **purchase requests and delivery** order **continuation forms**.

Verification of contractor invoices.

Type **Speed Memos**, and supplemental pages to **those** requests, letters, **etc.**, as needed for **normal** conduct of work.

Perform, as **needed, supervisory** functions required **by** the **contract** for **contract personnel employed by** the Division

Works in a "team" **environment** and **provides** assistance and **guidance** to fellow team **members, promptly** and **willingly**. Serves in other teams or branches as **directed and requested** on an as **needed** basis. Work assignments in other areas will be directed and **coordinated** by the **contract personnel** only.

29.0 Administrative Analysts II GS-08 01126

Considered as a Liaison to the **Division's** COTR and **contractor's** supervisors and/or leads **assigned** to multiple tasks. **Provides workflow** coordination and guidance to **supervisors/leads** on **all tasks** by serving as a single point of **contact** to the COTR. Ensures **that all supervisors/leads** of **tasks** are properly **mined** and are updated on policy changes, new software **and/or new** equipment and **coordinates** **cross training** of employees. **Serves as supervisor** of one **W a n d** is responsible for **training and** cross-training of the employees on this task to assure **proper coverage** for each day's work. **This task** includes key entry, coding, and clerical **personnel** for the **Special Issuance program**.

30.0 Licensed Practical Nurse GS-33 12070

LPN's are licensed to provide practical or vocational nursing care in patients in hospitals, nursing homes, clinics, health units, homes, and community health organizations. They typically work under the supervision of a registered nurse or physician, and may supervise unlicensed nursing assistants.

31.1 Licensed Practical Nurse I GS-34 12071

Provides standard nursing care requiring some latitude for independent judgment and initiative to perform recurring duties. Supervisor provides additional instructions for unusual or difficult tasks. Deviations from specific guidelines must be authorized by the supervisor.

32.1 Licensed Practical Nurse II GS-05 12072

Provides nursing care requiring an understanding of diseases and illnesses sufficient to enhance communications with physicians, registered nurses, and patients. Follows general instructions in addition to established policies, practices and procedures. Uses judgment to vary sequence of procedures based on patient's condition and previous instructions. Supervisory approval for requested deviations is given routinely. Guidance is provided for unusual occurrences.

33.1 Licensed Practical Nurse III GS-06 12073

This level applies to two different work situations. In situation (1) LPN's provide nursing care for patients in various stages of dependency, setting priorities and deadlines for patient care as necessary prior to notifying the supervisor. In situation (2), LPN's are assigned to a selected group of critically ill patients, e.g., in hospital intensive care or coronary care units. These assignments require LPN's to immediately recognize and respond to serious situations, sometimes prior to notifying a RN. However, their overall independence and authority is more limited than that described in situation (1) and supervisory approval is required for proposed deviations from established guidelines.

34.1 Registered Nurse I GS-07 12311

Provides comprehensive general nursing care to patients whose conditions and treatment are normally uncomplicated. Follows established procedures, standing orders, and doctor's instructions. Uses judgment in selecting guidelines appropriate to changing patient conditions. Routine duties are performed independently; variations from established routines are performed under specific instructions. Typical assignments include:

* Health Unit/Clinic: Administers immunizations, inoculations, allergy treatments, and medications in a clinic or employer health unit; performs first aid for minor burns, cuts, bruises, and sprains; obtains patient histories; and keeps records, writes reports, and maintains supplies and equipment

35.1 Registered Nurse II 55-09 12312

Plans and provides comprehensive nursing care in accordance with professional nursing standards. Uses judgment in assessing patient conditions, interprets guidelines, and modifies patient care as necessary. Recognizes and determines proper action for medical emergencies, e.g., calls physician or takes preplanned emergency measures. Typical assignments include:

• Health Unit/Clinic: Provides a range of nursing services, including preventive health care counseling. Coordinates health care needs and makes referrals to medical specialists; assesses and treats minor health problems; administers emergency treatment; performs limited portions of physical examinations; manages the stable phases of common chronic illnesses; and provides individual and family counseling. Plans and provides highly specialized patient care in a difficult specialty area, such as intensive care or critical care. In comparison with Registered Nurse II, pay typically reflects advanced specialized training, experience and certification. May assist higher level nurses in developing, evaluating, and revising nursing plans. May provide advice to lower level nursing staff in area of specialty.

36.1 Registered Nurse III

GS-11

12314

Plans and **performs specialized** and advanced nursing **assignments** of considerable **difficulty**. Uses expertise in **assessing patient conditions** and develops nursing plans, which **serve** as a role model for others. Evaluations and **observation skills** are relied upon by **physicians** in developing and modifying treatment. Work extends **beyond patient care** to the evaluation of concepts, procedures, and program **effectiveness**. **Typical assignments** include:

Practitioner: Provides primary health care and nursing services in clinics, **schools**, employer health units, or community health organizations. **Assesses, diagnoses,** and treats minor **illnesses** and manages chronic health problems. **Other services may include:** providing primary care for trauma **cases**, including *suturing*, **planning** and **conducting** a clinic, school or **employer health** program; or **studying** and appraising community health **services**.

37.1 Registered Nurse IV

65-12

12316

Plans, researches, develops, and implements **new or modified** techniques, **methods**, practices, and **approaches** in **nursing care**. Acts as **consultant** in area of specialization and is considered an expert or leader within **specialty area**. Consults with **supervisor** to develop **decisions** and **coordinates** with other medical staff and community. **Typical assignments** include:

• **Practitioner:** Serves as primary health **advisor** in **clinics** and community health organizations and provides full range of **health care services**. **Manages** clinic and is **responsible** for **formulating nursing** and health care standards and policies, including developing and teaching new techniques or **practices** and **establishing** or revising criteria for care. **Collaborates with physician** in planning, evaluating, **coordinating** and revising program and determines conditions, resources and **policies** essential to delivery of health **care services**.

38.1 Hotline Analyst I

GS-08

01315

Personnel will be required to maintain currency on various computer hardware and associated system software, various application software, and be knowledgeable of the **A4** and its organizations and policies as it relates to Aerospace Certification. The AMCS Hotline Analyst Support Staff (Hotline Staff) duties shall include, but are not limited to: providing telephone, e-mail and fax response capability during the business hours of 7:30 am to 4:30 p.m. Central Time. The Hotline Analysts shall approach resolution of all user problems including procedural information inquiries in accordance with set guidelines. A tracking log of number on incoming and outgoing calls will be required, may on as necessary distribute AMCS software, instruction manuals, and other necessary documentation to Aviation Medical Examiners. Analysts shall be required to develop and possess knowledge of AMCS hardware and Software.

39.1 Hotline Analyst II

GS-09

01316

Personnel will be responsible for the same requirement for the Hotline Analysts I, but in addition is responsible for training other Hotline Analysts and taking calls the level I analysts cannot resolve. The Analysts II shall assist AMCS personnel in the more difficult hardware/software configuration problems, and shall assist in coordinating transmission of AMCS from Data Entry to CAIS system; also is responsible for generating daily/monthly reports.

40.1 Aeromedical Examiner I

GS-07

12191

Reviews complex airman medical **applications** with respect to physical requirements but specialized in **applicants** with a history of substance **abuse**, substance-abuse related offenses or treatment and/or **history** of felonies or **misdemeanor offenses** (i.e., **DUI's**, possession charges and incarcerations). **Similar to** 12190- Medical **Record Technician**, which **maintains medical records** of **hospital** and clinic **patients**. **Reviews** medical records for completeness and **accuracy**. **Codes** diseases, **operations**, diagnoses, and treatments. **Compiles** medical care and **census data** for statistical reports. **Transcribes** medical reports. **Maintains indexes** on **patient, disease**, operation, and other categories. **Directs routine** operation of medical **record department**. Files, or **directs** Medical Record Clerk to file, patient records. **Maintains flow** of medical records and **reports** to **departments**. **May assist** medical staff in special studies or research.

Reviews the medical **application** for completeness, accuracy, requests **additional** information, **reviews psychiatric and psychological evaluations**, **substance abuse** evaluations, driving records, court **records**, and **statements** on the **applicant's** behalf and/or any other **data** needed to establish an applicant's eligibility, and then make **recommendations** to AMCD staff physicians.

Must have a **working knowledge** of Federal Aviation Regulations **Parts** 67 and 61; must have a thorough knowledge of **CAIS**, **AMCS**, **EIS Systems**, and **internal records** systems. Works closely with **FAA Regional Medical offices**, **Security** and **Legal offices** both at **MMAC and Regional Medical offices**, and **Drub Abatement offices**. Handles all incoming telephone calls **from applicants** and their treating **physicians, AME's, and attorneys**.

41.1 Aeromedical Examiner II

GS-09

12192

Reviews **airman medical applications** with respect to physical requirements but **specialized** in applicants **with a history of substance abuse, substance-abuse related offenses or treatment** and/or history of felonies or misdemeanor offenses (**i.e., DUI's, possession charges and incarcerations**). Reviews the medical application for completeness, accuracy. requests additional **information**, reviews **psychiatric and psychological evaluations**, **substance abuse evaluations**, driving records, **court records**, and **statements** on the **applicant's behalf and/or** any other data needed to **establish** an applicant's eligibility, **and** then make recommendations to **Aeromedical Certification Division (AMCD) staff physicians**.

Must **have a working knowledge** of Federal Aviation Regulations **Pans** 67 and 61; must have a thorough knowledge of **Comprehensive Airman Information System (CAIS)**, **Aeromedical Certification Subsystem (AMCS)**, **Electronic Imaging System (EIS)**, and **internal records systems**. Works closely with **FAA Regional Medical offices**, **Security** and **Legal offices** both at **MMAC and Regional Medical offices**, and **Drub Abatement offices**. Handles **all incoming** telephone calls **from applicants** and their **treating physicians, AME's, and attorneys**. Handles **all incoming and outgoing correspondence** and **required file maintenance**. **Major function** as lead Aeromedical examiner doing the following: Reviews complex airman medical applications with **respect** to physical requirements but specialized in applicants with a history of substance abuse. **substance-abuse related offenses or treatment and/or history of felonies or misdemeanor offenses (i.e., DUI's, possession charges and incarcerations)**. Reviews the medical application for **completeness**, accuracy. requests additional **information**, reviews **psychiatric and psychological evaluations**, **substance abuse evaluations**, driving records, **court records**, and statements on the applicant's **behalf and/or** any **other** data needed to **establish** an applicant's eligibility, and then make **recommendations** to **AMCD staff physicians**.

Must have a **working knowledge** of Federal Aviation Regulations **Pans** 67 and 61; must have a **thorough** knowledge of **CAIS**, **AMCS**, **EIS Systems**, and **internal records** systems. Works closely with **FAA Regional Medical offices**, **Security** and **Legal offices** both at **MMAC and Regional Medical offices**, and **Drub Abatement offices**. Handles all incoming telephone **calls from applicants** and their **treating physicians, AME's, and attorneys**. Handles complex questions from **Aeromedical Examiners** and **advises** on **needed course of action**.

42.0 computes Programmer I

GS-5

03071

Assists higher level staff by performing elementary programming **tasks** which concern limited and simple data **items** and **steps** which closely **follow patterns of previous** work done in **the organization, e.g., drawing flow charts, writing operator instructions**, or coding and **testing** routines to accumulate counts, tallies, or **summaries**. May **perform routine** programming assignments (as described in **Level II**) under close **supervision**.

In **addition**, to assist higher **level staff**, may perform elementary **fact-finding** concerning a specified work **process, e.g., a file of clerical records** which is **treated** as a unit (**invoices, requisitions, or purchase orders, etc.**); reports findings to higher **level staff**. **May receive training in elementary fact-finding. Detailed step-by-step instructions** are **given** for each task and any deviation must be authorized by a **supervisor**. Work is closely **monitored in progress** and reviewed in detail upon **completion**.

42.0 Computer Programmer II

GS-07

03072

At this **level**, initial **assignments** are designed to develop **competence** in **applying** established **programming procedures** to **routine** problems. **Performs routine** programming **assignments** that do not require **skilled background** experience but do **require** knowledge of established **programming procedures** and **data processing** requirements. Works **according to clear cut** and **complete specifications**. The **data** are refined and the format of the **final product** is very similar to that of the input or is **well defined** when significantly **different, i.e., there are few, if any, problems** with interrelating varied records and **outputs**. Maintains and **modifies routine** programs. Makes **approved** changes by amending program flow **charts**, developing **detailed processing** logic, and **coding changes. Tests** and **documents** modifications and **writes operator instructions**. May write **routine new programs** with **prescribed** specifications: may confer with **EDP personnel** to **clarify** procedures, **processing logic, etc.**

In addition, may evaluate simple **interrelationships** in the immediate programming **area**. **e.g.**, whether a **contemplated** change in one part of a simple program **would cause unwanted results** in a related part; **confers** with user **representatives** to gain an understanding of the **situation sufficient to formulate the needed** change; and implements the change upon approval of the **supervisor** or higher level **staff**. The incumbent is provided with **charts, narrative descriptions** of the functions performed, an approved statement of the **product desired** (**e.g.**, a change in a local **establishment** report), and the **inputs, outputs, and record formats**.

Reviews objectives and assignment details with higher level **staff** to **insure** thorough understanding **uses** judgment in **selecting** among **authorized procedures** and **seeks assistance** when **guidelines** are inadequate. **significant** deviations are proposed, or when unanticipated **problems arise**. Work is usually monitored in progress; all work is reviewed upon completion for **accuracy** and compliance with standards

42.0 Computer Programmer III

GS-9

03073

As a fully qualified computer programmer, applies standard **programming procedures** and detailed knowledge of pertinent subject matter (**e.g.**, work **processes, governing rules, clerical procedures, etc.**) in a **programming area** such as: a record keeping operation (**supply, personnel and payroll inventory, purchasing, insurance payments, depositor accounts, etc.**); a **well-defined** statistical or scientific problem; or **other standardized operation or problem**. Works **according** to approved statements of requirements and detailed **specifications**. While the **data are clear cut, related, and equally available**, there may be substantial **interrelationships** of a **variety of records** and several varied **sequences** of formats are usually **produced**. The programs developed or **modified typically** are **linked** to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of **other related programs with the assigned program(s)** and is familiar with related system **software** and computer equipment **Solves** conventional programming problems. (**In small organizations, may maintain programs** which concern or **combine several operations, i.e., users, or develop programs** where there is one primary user and the others give input)

Performs such **duties as: develops, modifies, and maintains assigned** programs; designs and implements **modifications** to the interrelation of files and records within programs in **consultations with higher level staff, monitors** the operation of assigned programs and **responds to problems by diagnosing and correcting errors** in logic and coding, and implements and/or **maintains** assigned portions of a scientific programming project, **applying established scientific** programming techniques to **well-defined** mathematical, statistical, **engineering, or other scientific problems usually requiring the translation of mathematical** notation into **processing logic and code**. (Scientific **programming includes assignments** such as: using predetermined physical laws expressed in **mathematical terms** to relate **one set of data to another**; the routine **storage and retrieval of field test data**; and using **procedures** for **real-time** command and control. **scientific data** reduction, signal **processing, or similar areas**.) **Tests and documents work and write and maintain** operator instructions for **assigned** programs. **Confers** with other EDP personnel to **obtain or provide factual data**.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying **established procedures** where the **nature** of the program, feasibility, **computer equipment, and programming language have already been** decided. May analyze present **performance of** the program and **take** action to **correct** deficiencies based on discussion with the user and consultation with and approval of the **supervisor or higher level staff**. May assist in the review and analysis of **detailed program specifications** and in **program design** to meet **changes in work processes**.

42.0 Computer Programmer IV

GS-5

03071

Applies expertise in **programming procedures** to **complex programs, recommends** the redesign of programs. **investigates and analyzes** feasibility and **program requirements**, and develops **programming specifications**. Assigned **programs** typically **affect a broad multi-user computer system** which **meets** the data **processing** needs of a broad area (**e.g.**, manufacturing, logistics planning **finance management, human resources, or material management**) or a computer system for a **project in engineering, research, accounting statistics, etc.** **Plans** the full range of **programming actions** to produce several interrelated but **different products from** numerous and diverse data elements which **are usually from** different sources; solves **difficult programming** problems. **Uses** knowledge of **pertinent system** software, **computer equipment, work processes, regulations, and management practices**.

Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of **files and records within programs** which **will effectively fit into the overall** design of the **project**; working with **problems or concepts, develops** programs for the **solution** to major **scientific computational problems** requiring the analysis and development of logical or mathematical **descriptions of functions** to be programmed, and develops **occasional special** programs. **e.g.**, a critical **path analysis** program to **assist in managing** a special project. **Tests, documents, and writes** operating

instructions for all work **Confers** with other EDP personnel to **secure information, investigate and resolve** problem and **coordinate** work efforts.

In **addition, performs** such **programming analysis as: investigating the feasibility** of alternate **program design approaches** to determine the **best** balanced solution, **e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve** resources: on typical maintenance projects and **smaller scale, limited new projects, assisting user personnel** in defining problems or **needs and determining** work **organization, the necessary files and records and their interrelation** with the program: or on large or more complicated projects. **participating as a team member** along with **other EDP personnel and users** and having responsibility for a **portion of the project.**

Works independently under overall objectives and direction apprising the supervisor about **progress and unusual** complications. Modifies and **adapts** precedent solutions and proven **approaches.** Guidelines include **constraints** imposed by the related programs **with which the incumbent's programs must be meshed.** Completed work is **reviewed** for timeliness compatibility **with other work, and effectiveness in meeting** requirements. **May function as team leader or supervise** a few lower level programmers or technicians on **assigned work**

46.0 Technical Writer I
Functional Specialist 10

GS-9

29481

Serves as an **analyst, or entry level technician** in the **evaluation of systems, programs, operations, functions, or organizations and/or their effectiveness, productivity, efficiency, or strategies.** Requires **knowledge of specific management principles and processes, and analytical/evaluative methods and techniques.** Assists in **planning, research, preparation and presentation of studies, analyses, evaluations, reviews, reports briefings, audits, etc.** Requires a **minimum of one (1) year demonstrated experience, or education equivalent as defined in the Task Performance Work Statement. (The Federal Government GS equivalency for this position is a grade GS-9).**

Develops, writes, and edits material for reports, **manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications** concerned with work **methods and procedures, and installation, operation, and maintenance of machinery and other equipment** **Receives** assignment from lead or supervisor. **Observes production, developmental, and experimental activities** to determine operating procedure **and detail.** **Interviews production and engineering personnel and reads journals, reports, and other material** to become familiar with **product technologies and production methods.** Reviews manufacturer's **and trade catalogs, drawings and other data** relative to **operation, maintenance, and service of equipment** Studies **blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples** to integrate and delineate technology, operating procedure, and **production sequence and detail.** **Organizes material and completes** writing assignment according to set standards regarding order, **clarity, conciseness, style, and terminology.** **Reviews published materials and recommend** revisions or changes in scope. **format, content, and methods of reproduction and binding.** **May maintain records and files of work and revisions.** **May select photographs, drawings, sketches, diagrams, and charts to illustrate material.** **May assist in laying out material for publication** **May arrange for typing duplication and distribution of material.** **May write speeches, articles, and public or employee relation releases.** **May edit, standardize, or make changes to material prepared by other writers or plant personnel.** **May specialize in writing material regarding work methods and procedures.**

47.0 Technical Writer II
Functional Specialist 11

GS-11

29482

(compare to Tech Writer I but with non-technical subject matter expertise.)
Serves as an **analyst, or journeyman technician** in the **evaluation of systems, programs operations, function, or organizations and/or their effectiveness, productivity, efficiency, or strategies.** Requires knowledge of **management principles and processes, and analytical/evaluative methods and techniques for assessing program development or execution.** **May require planning research, preparation and presentation of studies, analyses, evaluations, reviews, reports briefings, audits, etc.** Requires a **minimum of two (2) years demonstrated experience performing analyses, studies and operations/management support, or education equivalent as defined in the Task Performance Work Statement. (The Federal Government GS equivalency for this position is a grade GS-11).** Duties are the same as above with **this position requiring a non-technical subject matter expert.** **Receives assignment from lead or supervisor. This position requires administrative expertise such as legal procedures, rules, regulations, record systems, automation, human factors, testing, quality assurance, instructional and procedural manuals, and illustration/graphics, etc..** **Receives assignment from lead or supervisor.**

48.0 **Technical Writer III**
Functional Specialist 12

GS-12

29483

(Compare to Tech Writer I but with both non-technical and technical subject **matter expertise**.) Serves as an analyst, adviser, or technical expert in the evaluation of systems, programs, **operations**, functions, or organizations **and/or** their **effectiveness, productivity, efficiency** or **strategies**. **Requires in-depth** knowledge of **specific** management principles and **processes**, and **analytical, evaluative** methods and techniques for assessing program development or execution. May require planning, **research, preparation** and presentation of studies, analyses, evaluations, reviews, **reports** briefings, **audits, etc.** **Must have a minimum** of three (3) years **demonstrated** experience **performing** analyses, studies and **operations/management support**, or education **equivalent** as defined in the Task Performance Work Statement. **(The Federal Government GS equivalency** for this position is a **grade GS-12**). Duties are the same as I and II above with this position requiring additional technical subject **matter expertise**. Receives assignment from lead or supervisor. **This** position requires **technical expertise** in **engineering** such as **electrical, structural, mechanical** engineering, **aviation/aeronautical** systems, medical qualification requirements, computer imaging wmputer systems, etc. **Receives** assignment from lead or supervisor.

49.0 **Technical Professional**
FUNCTIONAL SPECIALIST 13

GS-13

NA

Provides an identifiable level of technical expertise in the performance of **complex**, high level **professional services** in **specific designated** functional, **operational**, or **organizational** areas defined in the Task Performance Work Statement. Conducts studies, **analyses**, research provides professional and **consulting services**, prepares reports and makes **recommendations**. **Assists in the preparation and** delivery of **reports**, briefings, **and** other presentations. Assists in conducting **analyses**, preparing **feasibility** studies: provides technical advice and **performs** conference reviews, **audits**, and evaluations. Conducts technical and functional **research** and presents findings. May work as a member of a **task** or **project team**. **Requires a minimum** of **four** (4) years **demonstrated** experience performing work **directly** related to **task(s)** defined in the Task Performance Work Statement, or education equivalent **(The Federal Government GS equivalency** for this position is a **grade GS-13**).

50.0 **Technical Professional**
FUNCTIONAL SPECIALIST 14

GS-14

NA

A **technical expert** in their professional field **with** unique capabilities or a combined **level of technical expertise** in the performance of complex, high level **professional services** in specific designated **functional**, operational, or **organizational** areas defined in the Task Performance Work Statement **Conducts** studies, **analyses**, research, provides **professional** and consulting **services**; prepares **reports, strategies** and recommendations; prepares and delivers **reports, briefings**, and other presentations. Conducts analyses, prepares feasibility studies; provides technical advice; performs conference **reviews, audits, and** evaluations. May be **required** to serve as a task leader on highly complex time-sensitive, and **important tasks**. May work **independently** on an assigned **project/task**, with little or no direction **Must** have a **minimum** of **six** (6) years **direct** experience **performing** work related to **task(s)** defined in the Task Performance Work Statement An advanced degree in Computer Science, Information Systems, **Business**, or other related **discipline** may be substituted for **experience**. **(The Federal Government GS equivalency** for this position is a **grade GS-14**).

51.0 **Technical Professional**
FUNCTIONAL SPECIALIST 15

GS-15

NA

Considered the **highest** level technical expert in their professional field **of expertise**, with special and unique capabilities for performing **and/or integrating** very **complex**, high level **professional services** in several **functional**, operational or **organizational** areas as defined in the Task Performance Work Statement **Designs** or conducts studies, **analyses**, research; provides professional and consulting **services**; and prepares presentations and **recommendations**. Prepares and delivers **reports, briefings**, and other presentations. Conducts analyses, prepares **feasibility studies** and **strategies**. Provides technical advice; performs conformance reviews, audits, and evaluations. May be **required** to serve as a project or task leader on highly **complex, time-sensitive**, and important tasks. **Must demonstrate** the ability to work independently on assigned **project/task** or **under only** general direction **This position requires** a **minimum** of eight (8) years **direct** experience performing work related to **task(s)** defined in the Task Performance Work Statement An advanced degree in Computer Science, **Information Systems**,

Business, Engineering or other related discipline may be substituted for **experience**. (The Federal Government GS equivalency for this position is a grade GS-15).

52.00 ~~RESERVED~~
53.0 ~~RESERVED~~
54.0 ~~RESERVED~~

55.0 Task Supervisor I GS-9 NA

This position has an overall working knowledge of the entire task. Acts in the capacity of Supervisor III as needed. Assures all jobs are covered and assists/fills in as appropriate. Communicates effectively and interacts with subordinates daily. Keeps workflow steady and distributed evenly to ensure employees are able to meet quotas. Must be familiar with Word, Excel, payroll and other administrative tasks.

56.0 Task Supervisor II 65-11 NA

This position has an overall working knowledge of the entire task. Acts in the capacity of Supervisor III as needed. Assures all jobs are covered and assists/fills in as appropriate. Communicates effectively and interacts with subordinates daily. Keeps workflow steady and distributed evenly to ensure employees are able to meet quotas. Must be familiar with Word, Excel, payroll and other administrative tasks.

57.0 Task Supervisor III 65-12 NA

In addition to the duties of the Supervisor II, the incumbent is responsible for effectively managing employees job-related and personnel issues. Communicates effectively and interacts with subordinates daily. Keeps workflow steady and distributed evenly to ensure employees are able to meet quotas. Must be familiar with Word, Excel, payroll and other administrative tasks. May function as the liaison between the contractor and the liaison between the contractor and the FAA providing any information pertinent to the successful accomplishment.

58.0 Task Supervisor IV GS-13 \$27.38

This position has an overall working knowledge of all contract tasks. Acts in the capacity of Supervisor III as needed. Assures all jobs are covered and assists/fills in as appropriate. Communicates effectively and interacts with subordinates daily. Keeps workflow steady and distributed evenly to ensure employees are able to meet quotas. Must be familiar with Word, Excel, payroll and other administrative tasks. May function as the liaison between the contractor and the liaison between the contractor and the FAA providing any information pertinent to the successful accomplishment.