

**PWS
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Task Descriptions**

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Task 1 - Program Management and Administration**Scope of the Task**

The contractor shall furnish a Project Manager and Alternate Project Manager, who will be responsible for providing oversight and management of all contract personnel employed in performance of this contract. The contractor shall also furnish any additional clerical, administrative, and technical support, logistics services, and instructor oversight positions required for the management and administration of these requirements, which are proposed as direct cost. Performance requirements include:

Labor Distribution Tracking System

CMEL utilizes a management information system comprised of, in part, a labor distribution reporting (LDR) system established by FAA Order 2700.37, 'Labor Distribution Reporting.' The primary objective of LDR is to provide accurate visibility of FAA personnel costs so that organizational resources can be applied effectively to enable increased efficiency in achieving FAA's mission and accomplishing organizational performance goals.

Contract personnel, as part of their normal duties under this contract, will be required to enter LDR data directly into the FAA CASTLE LDR system, <https://castle.faa.gov/taldr/>, or current applicable FAA activity data tracking system (ADTS) or provide the required information to the COR. CMEL will determine what method, format of data, and data collection to be used and advise the contractor.

Program Management- Fulltime Position(s)

The CMEL contract requires a full-time Program Manager and Alternate Program Manager(s) to provide oversight and scheduling of resources. Full time personnel are also required to execute the CMEL Operational Schedule and Tasking, maintain the integrated scheduling database and daily operation of contract personnel and to ensure the tasks assigned to contract personnel are completed in accordance with the terms of the contract. Program Management will be responsible for the instructor assignments and coordinate with FAA Training Coordinators to ensure quota for core courses. The Program Manager shall have the authority to represent the contractor in dealing with on-site FAA COTRs. The Program Management staff will coordinate the Operational Schedule and Tasking with FAA CO or designee, attend weekly status and scheduling meetings and teleconferences as required. They will also provide oversight of the content and integrity of course materials and methods; provide guidance to instructors and developers and coordinate with FAA Program Management on development requirements and quality assurance of all delivery, design, development and update and maintenance of course materials.

Registrar - Fulltime Position

The CMEL contract requires a Registrar as administrative support for the execution of the CMEL Operational Schedule and Tasking. The Registrar will also provide time-accounting of contractor personnel using the FAA CASTLE or current applicable FAA labor distribution report (LDR) system; schedule/coordinate the ATN and assist in the coordination of student enrollments in support of the CMEL Operational Schedule and Tasking. The registrar will coordinate the tracking of distance learning courses taken through CMEL and serve as the CMEL site administrator for the AMC web, permitting access to the distance learning database. The registrar will assist in the compilation of documents required for ACE and/or SACS (Southern Association of Colleges and Schools) visits. The registrar will access the FAA human resource information management computer system, currently e-LMS, to monitor class enrollments and provide updates to aid in monitoring enrollments and disenrollments and the need to add or cancel classes. Personnel providing services will be the focal point for all training record computer operations, scheduling courses or cancelling them, enrolling or disenrolling students for all resident and field classes, and for all classes for which training credits and certification go into participants training histories.

The registrar will:

1. coordinate the following with FAA Training personnel: adjustments, class roster changes, new classes, and canceled classes;
2. track and report all classes for enrollment totals and unused quota, enter course completions and grades into student training records;
3. produce attendance/completion rosters and graduation certificates for each class, extract student transcripts and mail to student and/or university or college with a certification letter, upon request of student;
4. assist Program Manager(s) with fiscal year class requirements
5. generate reports as required
6. send out pre-course notices and assignments to enrollees and ensure that materials are accessible.
7. enroll FAA staff members into training upon request, and record completions of same.
8. coordinate enrollment information and changes with the front desk.
9. ensure enrolled students are directed to the Academy Student Information System (ASIS) to receive pre-course information and Welcome letters.
10. maintain a waiting list and assist field training staff to do the same.
11. other administrative duties as assigned

TECHNICAL SUPPORT – Fulltime Positions

The contractor shall furnish personnel to assist in the software, hardware support and bench repairs of equipment and furniture. The technical support services include the following requirements:

- **Computer Specialist**

This task will require software technical support and training for all CMEL software applications and installation of automated data processing (ADP) software. The software support person will also check ADP systems and correct user introduced malfunctions; configure user software to meet specific user needs, research and recommend new software applications to the FAA, structure and maintain individual computer workstations and ensure accessibility to the LAN. Currently the primary software package used by CMEL is Microsoft Office Professional. Other software packages used are Adobe, Citrix, Corel, Micro Worlds, Ventana Group Systems, Veritas, Micro 2000, Elron, Macromedia, 20/20 Insight, Principia Prod and various publications software. Duties will include teaching and training of software used at CMEL.

This task requires automation and network support for approximately 280 desktop workstations and notebooks. Processor speeds range from Pentium III 933 MHz to 3.4 K. Microsoft operation systems and Office Professional are installed on all systems. There is a Lab with 25 workstations with special meeting management software installed (Ventana Group Systems) and also requires the technical support of this Lab for any group sessions scheduled. The CMEL Library has workstations for staff and guest use during and after normal business hours and weekends. There are thirty-eight (38) printers and copiers; all are networked. There are eight classrooms that have overhead projectors, VCR's and workstations that require set-up prior to class and conference usage. CMEL transitioned to an online evaluation system and support is required in administration of the evaluations. To support this effort, there is a lab in B202 with approximately 16 desktops. The contractor will maintain, upgrade, adapt or expand the equipment as required by the CO or designee. This task will require inventory and issuance of all software in the CMEL facility. The contractor will learn and maintain applicable FAA Academy applications for use at CMEL. This includes the Academy Student Information System (ASIS), and the Academy Evaluation System, among others.

The contractor will recommend and implement software solutions to improve efficiency of operations in all aspects of CMEL. This may include development of database applications, spreadsheets, and data repositories.

The contractor shall ensure that all software developed or installed upon CMEL workstations and networks complies with all FAA Information Security System formats and directives.

All troubleshooting, repairs, support will be documented by a work order and kept on file to ensure continuation of operations.

Troubleshoot television reception/service issues throughout facility. Coordinate with the local cable provider (Bright House) for repairs to existing cables and equipment. Cable service is provided by Lessor and they are responsible to ensure service is provided to the building. Distribution and the equipment to distribute the service in the facility is the responsibility of the FAA. Ensure in house channels 2 and 33 are operational and functional.

Set-up and break-down and support the customers with the video conferencing equipment for classroom/conference use. The equipment will be Tandberg Maestro MXP or similar unit and is supplied by the FAA. This position is designated as "essential" and additional coverage is required to provide back-up in the event of any absences. Increased tasks include:

- IT support for the web-broadcasting (ATN, A/V) studio equipment to maintain capability for broadcasting information via the World Wide Web.
- providing IT support for scheduling software hosted by CMEL Lan and utilized for Registration at the Front Desk.
- providing IT support for the PIV identification equipment at CMEL which will consist of a desktop computer, laptop, camera and bioelectric reader.

- **Network Administrator**

This task will require personnel to maintain, upgrade, adapt or expand the local area network (LAN) of AMA-3 CMEL. Personnel will provide back-up to the servers, coordinate with Academy, MMAC, ARC and FAA officials regarding IT inspections and upgrades. CMEL currently has a LAN that consists of over 550 Ethernet ports located through out the facility and the backbone is a Cabletron 6000 switched system. There is a Cabletron 9000, switched system, 96 ports, 10/100 MHz, and approximately seventeen (17), 24 and 48 port hubs and the hubs are a mix of 10 MHz and 10/100 MHz capability. There are currently five (5) servers in use. CMEL LAN is implementing wireless connection to provide access to the FAA network. This equipment must be supported by the Network Administrator with the applicable maintenance. The operating systems on all servers are Microsoft NT4 or later. Personnel will provide recommendations and/or vendor quotes to the CO or designee for the procurement of new hardware and hardware to support the LAN. Personnel will be required to receive, unpack, inspect, test and prepare all new IT and AV equipment for installation at CMEL; prepare, review, update and implement the Security, Recovery and Contingency plans as required by FAA order; prepare excess and outdated equipment for removal from the property system and manage equipment maintenance contracts and new equipment warranties. Personnel will support satellite broadcast, web casts and any computer based training. This includes ensuring integrity of the network and coordinating with the Academy Antivirus Replacement Project Team as required.

This position is designated as "essential" and additional coverage is required to provide back-up in the event of any absences.

LIBRARY SUPPORT

The contractor shall furnish personnel to provide library services during hours of operation, including but not limited to managing the library collection and circulation, providing reference and research services, automation support, maintaining interlibrary loan services and reviewing the CMEL webpage to ensure up-to-date information and FAA web page standards are met. The hours of operation of the library will be 3:00 p.m. to 9:00 p.m. Monday – Friday.

Duties required for this task are:

1. Maintain library collections of books, serial publications, documents, audiovisual and other materials.
2. Manage the library's serial holdings by maintaining records of receipt and by developing a serials holdings list.
3. Prepare and arrange audiovisual programs for presentation to groups and possibly lead discussions after film showings. Advise those planning audiovisual programs on technical problems, such as acoustics, lighting and program content.
4. Maintain the library collection by shelving materials as they are returned, filing changes to loose leaf documents and FAA directives, making sure book ends provide support to materials, repairing worn books, and recommending disposal of obsolete materials.
5. Provide general ready reference assistance and directional information service to library users, including interlibrary loan as needed.
6. Oversee copyright compliance.
7. Evaluate materials, considering their technical, informational, and aesthetic qualities and make recommendations for procurement of items, including vendors and quotes; arrange for previews of new offerings.
8. Provide and prepare displays of materials to support FAA's model EEO program and special emphasis month displays.
9. Open and close CMEL library.
10. Interface with the librarian at the FAA Aeronautical Center to share holdings, cooperate on materials acquisition, etc.
11. Manage lending library to students and other customer request

LOGISTIC SERVICES- Fulltime Position(s):

The contractor shall furnish personnel to assist in the procurement of training supplies and materials necessary for the operation of CMEL, monitor and maintain established inventory levels of supplies, materials and property management, shipping and receiving of materials, distribution and stocking of training materials and document reproduction. These logistics services include the following requirements:

- **Procurement and Property Management**

This requires personnel to research best-value for required materials and supplies, acquire pricing quotes and create purchase requisitions using the FAA procurement system. The Logistics staff will maintain a database of qualified suppliers based on FAA procurement regulations and a tracking system of each procurement request generated. A monthly report of all procured items, vendor and cost will be provided to the FAA. Personnel will be required to create bulk print request for classroom books and other bulk printing request. Personnel will be required to coordinate with instructors and FAA personnel on the materials required for course offerings and to ensure all supplies and materials are available when required.

This requires personnel to monitor and maintain established inventory levels of required supplies and materials. Personnel will be required to update the FAA property management system and be required to prepare on a quarterly basis an inventory report of in-use Government property including furniture. All acquisitions, losses, damages and disposals shall be documented by the contractor in accordance with FAA orders. The contractor shall be required to inventory all

Government-owned property on an annual basis scheduled by the CO or designee. The contractor shall maintain all property records in the prescribed FAA inventory tracking system, currently Automated Inventory Tracking System (AITS).

- **Materials Handling and Repairs**

This requires personnel to ship, receive, distribute and stock training materials, supplies, mail and correspondence required in the operation of CMEL. This will require the loading and unloading of materials and supplies, collection of required receiving reports with an estimated 4,000 items per month. Supplies and materials required for field delivery of course will be coordinated with instructors and sent to prescribe destination(s). Requirements include on-site reproduction for low volumes of documents, which require quick turnaround to support CMEL training, conferences, and briefings. Personnel will be required to assemble the materials, rosters and books for each course and have them in the classroom one day prior to start of resident deliveries and to the field location three days prior to start of class.

This task requires the performance check, repair and maintenance of various types of administrative and training equipment and furniture. See Attachment 1, "Government Property and Equipment List", for a listing of furniture types that will require repair service. This list will be modified as new items are purchased and old items are excessed. The contractor shall be required to replace any classroom equipment problems on the list arising during scheduled classroom activities occurring between 7:30 a.m. and 4:30 p.m., Monday through Friday. All equipment problems causing classroom interruptions shall be corrected by replacing equipment or exchange with operating spares, within 30 minutes of notification of the problem. The contractor shall be required to provide corrective actions on all equipment problems causing interruptions to an administrative activity within one hour of notification. The government will provide the replacement/spare parts when required to correct the deficiencies. The contractor will provide all common tools required to replace/maintain equipment listed. Whenever possible, the service and repair work shall be performed at a time and location that will not interfere with CMEL classroom activities.

Factory Repair and Warranty: The contractor shall coordinate all repair and warranty service work to be performed by the equipment manufacturer or an authorized repair shop, as determined by the CO or designee.

HEALTH AWARENESS

The contractor shall furnish personnel on Tuesday, Wednesday and Thursday to conduct health screening services, health information and wellness activities to CMEL employees and resident students. The performance requires the following services:

1. Blood chemistry analysis to be taken one day a week between 7:00 am & 8:00 am
2. Debriefing of blood chemistry analysis on an individual basis
3. Blood pressure measurement
4. Body fat measurement
5. Physical fitness evaluation
6. Other health assessments as may be required
7. Classroom briefings on health risks and healthy lifestyles to course requiring this information
8. Classroom briefings on manager's responsibilities in promoting healthy lifestyles and the health awareness program as endorsed by the FAA.
9. Distribution of information on health risks and healthy lifestyles
10. Recommendation of related media available for purchase
11. Promotion and encouragement of CMEL personnel, students and guest to participate in CMEL activities which contribute to individual health
12. Certify CMEL instructors in Cardiovascular Pulmonary Resuscitation (CPR) and First Aid
13. Coordinate maintenance of CMEL wellness facility and equipment.
14. Preparation and distribution of health awareness newsletters and materials.

15. Produce Health Awareness articles for FAA Publications such as "Managing the Skies" approximately six times a year. The content would be approved by FAA Program Manager prior to submission for publication.
16. Follow-up with any reports of student illnesses by checking on the student to see if they need additional assistance. Log the reported illness and time(s) of follow-up.

RESEARCH AND EVALUATION - Fulltime Positions

The contractor shall furnish personnel to collect evaluation data, enter evaluation data in the Academy Evaluation System, administer need assessments, conduct interviews, implement benchmarking studies, provide data for ACE course reviews and for accreditation agencies, generate reports, provide assistance to the cadre of FAA staff in designing or modifying evaluation tools, and recommend leading edge techniques and instruments to support content areas. This task is specified by H.R. 3058, Section 819, item 3 which requires the collection and entry of evaluation data for each CMEL course and any Fee for Services (FFS) course delivery. Evaluation will assess: participant satisfaction, achievement of learning objectives, transfer of learning to the workplace, return on customer expectations, return on investment, and organizational results. Data collection tools could include questionnaires, interviews, direct observations, critical incident analysis, actual work products, achievement tests and performance measures and review of records, etc. Contract Evaluators will be required to conduct benchmarking studies and needs assessments and to provide input to AMA-3 via the CO or designee. Systematic training evaluation processes shall be used for initiating, designing, and implementing needs assessment and evaluation, for analyzing the findings, and for reporting the results. Administration of individual assessments (normally termed 360° feedback) may be required in support of a course. This data will be collected electronically and reports will be generated for submittal and provided to the FAA. Needs assessment includes researching, defining, and evaluating the training and conferencing needs of existing customers, as well as identifying potential customers and their needs.

Most assessments will be conducted using CMEL's license with 20/20 Insight or the FAA eLMS platform. CMEL employs Kirkpatrick's 1st, 2nd and 3rd level evaluation strategies to improve quality and demonstrate return on investment. Levels 4 and 5 may be implemented during this contract ward period. End-of-course questionnaires provide Level 1 evaluation data, which is used for systematic quality improvement. Level 2 evaluations include tests as well as pre/post-assessments focused on specific course objectives. CMEL shares data with stakeholders on an as-needed basis.

PUBLICATIONS - Fulltime Positions

The contractor shall furnish personnel to edit, review and create training and other documents. Personnel will provide word processing capability, graphic design and webpage design. These publications services include the following requirements:

- **Editorial Services**

Editorial services require writing, proofreading, and editing of material for reports, manuals, briefs, proposals, instruction books, catalogs, marketing materials and related publications in support of instructor delivery/services. The editor will coordinate assignments with the instructional designer. All course materials will be ready for CO or designee review at least one (1) week prior to final submittal.

The editor:

1. Interviews Subject Matter Experts and reads journals, reports, and other material to become familiar with technologies, methods, agency policies, and tools to integrate new initiatives.
2. Organizes material and completes writing assignment with clarity, conciseness, style and terminology.

3. Reviews published materials and recommends revisions or changes in scope, format, content and media selection.
4. Maintain records and files of work and revisions.
5. Select photographs, drawings, sketches, diagrams and charts to illustrate material.
6. Assist in laying out material for publication. May arrange for production and distribution of material.
7. Other duties may require writing speeches, articles, and public or employee relations releases. May require edit, standardize, or make changes to material prepared by other writers. May specialize in writing material regarding work methods and procedures.

- **Document Preparation**

This task requires the editing, word processing and graphic design of course books, instructor guides, wall charts, transparencies, posters, charts, slides, door signs, marketing materials and any documents required to support the CMEL Operational Schedule and Tasking. This sub-task will also require miscellaneous document creation to support FAA staff in the operation of CMEL and the creation of documents to support the CMEL website. These individuals provide graphics development assistance in the preparation of instructional lessons, and perform clerical and typing duties associated with the preparation of instructional lessons, and other related instructional material developed for the FAA's training program. Duties may include, but need not be limited to, archiving course documents, typing memoranda, letters, scripts, lesson plans, reports, and various types of training materials, as well as training publications and course control documentation, with duties frequently involving extensive use of macros and imbedded graphics. Duties may also include developing computer graphics designed by other specialists, conceptualizing computer graphics and creating designs with minimal instruction, incorporating graphics into training materials and other documents utilizing desktop publishing concepts and methods, and maintaining a graphics library.

Task 2 - Instructional Services

Scope of the Task

The contractor shall provide personnel to conduct resident, field and distance learning modes of training. This task includes the requirements described below:

The contractor shall furnish instructors to conduct resident training, field based training and distance learning for FAA employees and other Government employees on leadership skills identified by task analyses and competency studies. Blended learning employing distance modules will often be an essential part of the program. Resident courses will normally be 3-10 days in length and field courses are normally 3-5 days in length, and shall employ experiential tools such as behavior modeling as well as current knowledge of agency directives and initiatives. Students shall be assessed by using skill practices, projects and tests.

The curriculum will include both established courses and other training activities. Some courses/activities in the curriculum will be scheduled on a relatively regular basis while others may be scheduled on a demand basis only. The curriculum will be flexible enough to accommodate modification as needed.

Refer to <http://www.cmel.faa.gov/COURSEDE/CI-crs.htm> for additional guidance concerning the courses.

Instructors will be required to prepare for delivery, set-up classrooms, debrief FAA Program Manager where necessary and maintain and update the courses listed on Appendix C.

Task 3 - Instructional Design

Scope of the Task

The contractor shall provide personnel to design, develop or redesign training courses, course materials, and support media for resident, field and independent study programs. The contractor may be required to develop and revise correspondence study, computer based, video based and other distance learning courses and support media. This task includes the requirements described below:

Instructional Design

Performance requires instructional design, development, maintenance, and research of training courses, course materials and support media for resident, field and distance learning programs to execute the CMEL Operational Schedule and Tasking using the Instructional Systems Design (ISD) model and FAA Standard 028-C. Personnel may be required to develop and oversee instructor course content development/maintenance. Training program design may incorporate various approaches such as experiential, competency-based instruction, behavior modeling, action learning, and other state-of-the-art instructional technologies. Duties may include, but need not be limited to, developing training proposals, conducting job task and/or needs analyses, maintaining course development templates, benchmarking, finding effective assessments and conducting instructional analysis and evaluation of various types of course materials. Duties shall include coordination with editors and publications. Instructional Design personnel will be required to provide completed course materials which may include course design guides, instructor notes, handouts, course book items, video script treatments and support media. All new designs require FAA COTR approval before proceeding to development of course activities and materials. The contractor will meet timeframes specified in task responses and/or project management plans, which are approved by the FAA.

Webbased Training

Performance requires working with the instructional design team to design, develop, revise and validate interactive computer based courseware. This position uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The work will also require implementation of quality control and review and revision procedures throughout the courseware development process. Duties shall include coordination with editors and publications. Instructional Design personnel will be required to provide completed course materials which may include course design guides, instructor notes, handouts, course book items, video script treatments and support media. All new designs require FAA COTR approval before proceeding to development of course activities and materials. The contractor will meet timeframes specified in task responses and/or project management plans, which are approved by the FAA.

**PWS
APPENDIX B (Rev C)**

Contract Support Position Descriptions

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Section 1. General

General Requirement – All Labor Categories:

Regardless of labor category, all personnel employed in support of this contract shall be expected to be familiar with the operation of personal computers, standard operating systems equivalent to that used by the FAA, and with standard application software equivalent to that utilized in their proposed position.

Section 2. Instructor Positions

Instructor

Teaches courses in one or more subjects in commercial, government, industrial or service establishments. Delivers instructional program in accordance with training or other course requirements and arranging assembly materials to be presented. Instruct students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, skill practices, seminars, teambuilding, development and implementation of formal assessment center exercises and workshops. Selects, develops, or revises teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, web casts, training handbooks, and course documentation. Supervises practical work carried out by students, and assists them at points of difficulty. Coaches as necessary both for classroom and distance learning programs. Test students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assessment reports regarding each student. May arrange action learning projects or other application exercises or pre- and post-course work to reinforce instruction. Coordinates with speakers approved by the FAA to facilitate speakers' interactions with classes.

Instructor: Qualifications

1. Masters Degree or more in relevant field
2. Three (3) years or more experience as a manager
3. Demonstrated expertise as a teacher of adult learners using competency-based, learner and-content-centered, interactive methods.
4. Demonstrated commitment to continuing education

Waiver of Instructor Qualifications:

Candidates for instructor positions, regardless of their area of specialty, may be considered qualified for their proposed position if they have held an instructional position, equivalent to the position for which they are being proposed, within the two (2) years preceding their appointment under this contract. The equivalent instructional position must have been held for a minimum of one year. Determinations as to the equivalency of previously held instructor positions shall be made by the CO as part of the FAA's review of the candidate's qualifications. Unique experience, professional reputation, publications or similar credentials may be accepted in lieu of the minimum education and experience required for each position.

Instructional Designer

These individuals compile research to provide knowledge of state-of-the-art training data through internal and external contacts in best practices throughout the world as well as to develop new knowledge bearing on educational processes. Serve as subject matter experts to team leaders and course managers on Agency-wide initiatives, which have a direct impact on the FAA training mission. Plan/lead development of instructional programs, including objectives and task analysis development. Ensure researched information is utilized by instructional staff correctly and provide learner-centered interpretations when required. Develop/teach/coordinate implementation of guidelines for formative and summative evaluation of new training materials during development to determine the need for revision. Duties may include, but are not limited to, evaluating and collecting research data for CMEL, conducting briefings and presentations on research material, preparing course control documentation, developing courses, reviewing tests and other measurement instruments and conducting instructional analysis and evaluation of various types of course materials and research data. Duties may also include oversight and delivery of new courses that are developed and coordination with Publications in completing the course materials.

Instructional Designer: Qualifications

Candidates for these positions shall have, as a minimum, a Master's degree or higher in instructional systems design, or an equivalent degree field, from an accredited college or university and 3 years work experience in the knowledge/skill in applying research principles and methods, as well as a broad and thorough knowledge of one or more scientific fields or interdisciplinary areas related to the education research work being performed. Unique experience, professional reputation, publications or similar credentials may be accepted in lieu of the minimum education and experience required for each position.

COMPUTER BASED TRAINING SPECIALIST

The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

Computer Based Training Specialist: Qualifications

Candidates for these positions shall have, as a minimum, an Associate degree or higher in webcourse design, or an equivalent degree field, from an accredited college or university and 3 years work experience in the knowledge/skill in computer based training. Unique experience, professional reputation, publications or similar credentials may be accepted in lieu of the minimum education and experience required for each position.

Section 3. Management/Supervisory Positions

Project Manager / Alternate Project Manager

These are the individuals responsible for overseeing and directing the activities of all contract personnel providing support under this contract. Candidates for these instructor positions shall have a minimum of a Master's degree in Business

Administration, Public Administration, Education, or other area of study comparably relevant to the management of this effort, from an accredited college or university. In addition candidates shall have at least 5 years experience in the management and administration of efforts of scope and complexity comparable to that anticipated under this contract. Preference may be given to candidates who have specialized experience according to the following priority:

1. Management of a management training organization
2. Management of a technical training organization
3. Management of other service delivery organizations

Project Manager / Alternate Project Manager: Qualifications

A demonstrated ability to deal with members of management, sub-contractors, and various vendors is considered essential. The FAA also considers it essential that the contractor's on-site project manager(s) have full authority to manage the day-to-day contractor operations and the authority to represent the contractor in dealings with the Contracting Officer.

Section 4. Other Positions

Registrar (Administrative Assistant II)

Performs enrollments, disenrollments, withdrawals and other status changes in the Human Resource Information System, currently e-LMS. Monitors eligibility of enrollees and takes corrective action. Registrar will provide training histories, provide notification of enrollment shortfalls, course additions, course deletions, and changes to course and will assist students in any of these processes. Serves as POC for customer's training administrators. May also perform related clerical duties, instructor and management assistance.

Registrar: Qualifications

Shall have a minimum of an Associates degree, knowledge of one or more learning management systems. Have strong interpersonal skills, telephone skills, detail oriented and ability to multi-task. Experienced with MicroSoft Word and EXCEL.

Desktop Publisher/Editor

These individuals provide non-technical graphics development assistance in the preparation of instructional lessons, and perform non-technical clerical, typing and editing duties associated with the preparation of instructional lessons, and other related instructional material developed for the FAA's training program. Requires knowledge of a broad range of specialized or technical information, and the skill to analyze and present the information gathered. Duties may include, but need not be limited to, typing memoranda, letters, scripts, lesson plans, reports, and various types of training materials, as well as training publications and course control documentation, with duties frequently involving extensive use of macros and imbedded graphics. Duties may also include developing computer graphics, conceptualizing computer graphics and creating designs with minimal instruction, incorporating graphics into training materials and other documents utilizing desktop publishing concepts and methods, and

maintaining a graphics library of completed designs. These individuals are involved in inputting, modifying, and exporting graphics, as well as transferring, merging and adjusting designs as needed. Duties may also include the editing of material for objectivity, writing style, manner of presentation and format, but will involve only minor changes made after consultation with author, and using extreme care not to alter meaning or intent of the material. It also requires knowledge of related information previously released by the organization and knowledge of publishing concepts, practices standards and technologies for media used. The editor plans, initiates and adjusts the scope of the projects to achieve overall objectives.

Desktop Publisher/Editor: Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and twelve semester hours of college level work, or the equivalent, in graphic art, graphic design, computer-aided design (CAD) language arts, or a related subject. Candidates shall also have at least 1 year of experience in a comparable position using at least one graphics software package or CAD system. Candidates shall also demonstrate minimum keyboard speed (i.e. 60 wpm at 90% accuracy), proficiency with word-processing software equivalent to that used in Instructional Systems Design (ISD) activities under this contract, and an ability to develop computer graphics and merge the developed artwork into word processing documents utilizing desktop publishing concepts and methods.

Assistant Editor

Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

Editing and reformatting written or electronic drafts. Examples include:
Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations and

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.

Assistant Editor: Qualifications

Candidates for this position shall have a high school diploma or equivalent and at least one (1) year experience in a comparable position.

Network Administrator/Computer Specialist

Administers, evaluates, installs, maintains and provides overall support for LANs and WANs. Designs, tests, and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards. Assists training of users. Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems.

Applies scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate database or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

Network Administrator/Computer Specialist: Qualifications

A Bachelors degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) recent years of experience performing the foregoing functions, or a High School diploma and eight (8) recent years of experience performing the foregoing functions. Additional Security Clearances may be required.

Computer Applications/Computer Specialist

Applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems, and software applications products to produce technical or management information products. Uses standard database, spreadsheet, or document-producing software applications programs on microcomputer, minicomputer, or mainframe computer systems. Designs and formats databases and input screens. Searches, queries, or compiles data, creating reports or other documents to meet user requirements. Writes and debugs flow charts, code, programs, or routines in fourth generation languages. Maintains and manages databases, files, and back-ups. Operates computer terminals printers, plotters, and other peripheral hardware, entering commands and data required to control their operation. Prepares software change requests and trouble reports. Prepares user manuals, advises, and/or trains users on new software system operations. Applies scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate database or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

Computer Applications /Computer Specialist: Qualifications

A Bachelors degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) recent years of experience performing the foregoing functions, or a High School diploma and eight (8) recent years of experience performing the foregoing functions.

Evaluation Analyst

Performs qualitative and quantitative analyses to measure the overall effectiveness and efficiency of CMEL's training products and services. Uses systemic training evaluation processes for initiating, designing and implementing the evaluations. Analyzes findings using various statistical tools and presents results in written reports and briefings. Uses statistical tools for comparative analysis of the effectiveness of various training methodologies. Conducts needs assessments based on input from customers and various evaluation tools. Recommends courses of action based on findings. Maintains currency in state-of-the-art evaluation analysis methods to ensure the continuous improvement of the evaluation program.

Evaluation Analyst: Qualifications

Master's Degree in an Education related field and a minimum of one-year experience in the area of program evaluation.

Evaluation Data Entry

Clerical work that 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 require little or no selecting, coding or interpreting of data to be entered. Refers problems to supervisor problems arising from erroneous items, codes, or missing information.

Evaluation Data Entry: Qualifications

Candidates for this position shall have a high school diploma or equivalent and at least one (1) year experience in comparable position.

Library Technician

Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists users of reference sources, such as card or book catalog or book and periodical indexes to located information and web based resources. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials. Arranges inter-library loans/previews. Oversees copyright compliance. Supports uniform citation/documentation/referencing format. Plans audiovisual programs and previews and administers library of film and other audiovisual materials. Assists patrons in selection of materials, utilizing knowledge of collections. Advises other library personnel on audiovisual materials and appropriate selection for particular needs and uses. Establishes and maintains contact with film distributors and other resources for procurement of tapes and cassettes. Coordinates with instructors and course designers. Evaluates materials, considering their technical, informational, and

aesthetic qualities, and selects materials for library collections. Prepares summaries of acquisitions for catalog. Prepares and arranges audiovisual programs for presentation to groups.

Library Technician: Qualifications

- a. Attention to accuracy and detail
- b. Computer literate – working knowledge of Windows 200 or Windows XP and office automation software
- c. Planning and organizational skills
- d. Communication skills sufficient to deal with a variety of library users, including international visitors and FAA officials
- e. Interpersonal skills
- f. Typing skills (at least 25 words per minute)
- g. Analytical skills
- h. Skilled in interlibrary loan and professional networking
- i. Work independently with little supervision
- j. Experience working as a professional library cataloger with Online Computer Library Center cataloging system or graduate coursework in comparable library cataloging
- k. Experience using the Internet

Purchasing Agent

Prepare requests for the acquisition of supplies and services to meet the needs of CMEL. These needs include common supplies available off-the-shelf, items that are manufactured to order and specialized services. Suppliers may be local or local retailer, distributors, wholesalers, GSA or manufacturers. The purchasing agent will create the purchase requisitions for FAA acquisition approval and processing and will assist in placing orders. They are expected to have sufficient knowledge of the market to advise requisitioners on products available, sources, prices and vendor reputation. The purchasing agent will track and report on all purchases.

Purchasing Agent: Qualifications

Candidates for this position shall have a high school diploma or equivalent and at least one (1) year experience in a comparable position.

Training Materials Clerk (General Clerk II)

Follows specific procedures in completing several clerical steps performed in sequence, such as coding and filing documents in an alphabetical file, posting to individual accounts, opening mail, running mail through metering machines, calculating and posting charges to departmental accounts with mail distribution and reproduction of documents. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

These individuals assist a training materials coordinator in the completion of their tasked activities. Duties may include, but need not be limited to, maintaining an inventory of training support materials, preparing initial requests for printing and/or audiovisual production, serving as a focal point for training materials publication and distributions, performing non-technical clerical duties, and distributing, or assisting in the distribution of, training materials as required, which may involve distribution to FAA field facilities. Duties may also include onsite reproduction of low volumes of

documents, which require quick turnaround to support CMEL training classroom, conferences, and briefings.

Training Materials Clerk: Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and at least 1 year of experience in a comparable position. Candidates shall also demonstrate minimum keyboard speed, an ability to read and interpret materials such as diagrams and manuals, an ability to communicate orally and in writing, the ability to accurately perform basic mathematical operations and keep accurate records. Additionally, candidates should be physically fit, as the work of these individuals involves regular exposure to physically demanding tasks such as heavy lifting (up to 50 lb.), bending, and stooping.

Property Clerk (Store Worker II):

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, calculating and posting charges to departmental accounts with mail distribution and reproduction of documents. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

These individuals provide non-technical administrative support to the FAA, assisting with the tracking of physical property, materials and supplies in accordance with applicable law, regulations, and procedures. Duties may include, but need not be limited to, performing physical inventories of property in various locations assigned to CMEL, maintaining detailed property records of all property, material and supplies and providing reports to CMEL management and others, and preparing property-related government forms.

Property Clerk (Store Worker II): Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and at least 2 year's experience in a comparable position. Candidates shall also demonstrate skill in spelling, minimum keyboard speed (i.e. 50 wpm at 90% accuracy), and an ability to communicate orally and in writing, and proficiency in reviewing technical material. Additionally, candidates should be reasonably fit, as the work of these individuals involves limited, occasional exposure to physically demanding tasks such as heavy lifting (up to 50 lb.), bending, and stooping.

Health & Wellness Specialist

Provides health education service and instruction for CMEL training to promote health and wellness. Provides health screening services and consultation including various measurements and health assessments, for overall physical fitness evaluation. Assessments include blood chemistry analysis, blood pressure, body fat, physical fitness and other health assessments where required. Distributes and researches information on health risks and healthy lifestyles. Promotes participation in activities, which contribute to individual health. Provides instruction and certification in Cardiovascular Pulmonary Resuscitation (CPR) and first-aid for CMEL staff. Coordinates the maintenance of the wellness facility and associated equipment.

Health & Wellness Specialist: Qualifications

Bachelor's Degree in a Health related field, Master's Degree preferred, and a minimum of one-year experience in the area of health and wellness program coordination.
Professional certification (e.g. Certified Health Education Specialist or ACSM Health/Fitness Instructor) Certification to teach CPR.

Course	Item#	Course Name	Max # Students	Category	Delivery Days	# Resident Deliveries	# Field Deliveries	Comments
Category 1 Courses								
Courses are content centered. Given mastery of knowledge areas, the instructors deliver highly predictable lessons. No prework or follow-on, no open ended assessment requiring extensive scoring.								
Courses are content								
AFS-FMC	25716	Flight Standards Frontline Managers Course	20	1	8.0	6		V, SW
CAD	14000003	Conduct & Discipline: Building a Winning Case	20	1	4.5	1		
CMM	01244	Critical Examination of Mental Models	24	1	0.5			
CN	01209	Combating Negativity	24	1	0.5			3
COP	01232	FAA Guidance on Conduct & Discipline	24	1	0.5			
EIC	01248	Ethics: Impact and Challenges	24	1	0.5			
EQT	01253	Effective Questioning: A Different Way to Communicate	18	1	0.5			
FEE	01289	Forum For Executive Excellence	20	1	2.5	2		
FTC-FW	01523	Facilitator Training Course (Fish & Wildlife)	12	1	4.5			
FTEM	01199	Facilitator Tools for Effective Meetings	18	1	0.5			1
IMP	01245	Implications Charting: Analyzing Systemic Problems	24	1	0.5			
INS	01239	Influencing Skills	24	1	0.5			
IPM	01252	Introduction to the Project Management Process	18	1	0.5			
ISS	01247	Intro to Staff Studies	24	1	1.0			2V
IWP	01227	Improving Work Processes	16	1	0.5			1
LMFP	00071	Labor Management for Practitioners NAVAIR	20	1	3.0			1
LMR-UA	01229	Labor Management Relations: Understanding the Answers	24	1	0.5			
LRIP	14000004	LR for Practitioners: Collective Bargaining	20	1	4.5	1		
MBTI	01195	Introduction to Myers Briggs Type Indicator	30	1	0.5			1
MDC	01219	Mediating Conflict	24	1	0.5			
MGC	01286	Managing Conflict	20	1	0.5			
MOTC	01246	Managing Others Through Change	24	1	0.5			1
MP1	01268	Managing Performance - 1 day	18	1	1.0			
MP1	01268	Managing Performance - 1 day	18	1	1.0			
MP2	01266	Managing Performance - 2 day	18	1	2.0			
MP3	01265	Managing Performance - 3 day	18	1	3.0			
MPET	01273	Managing Performance Employee Training	24	1	1.0			
MYTC	01198	Managing Yourself Through Change	24	1	0.5	1		
MYW	01240	Managing Your Workload for Success	24	1	0.5	1		
NTF	01228	Strategic Planning: Navigating Toward the Future	20	1	0.5			
PS	01281	Problem Solving Process (ANI)	12	1	1.0			V
SSF	01259	Staff Study Fundamentals	14	1	3.0			V
SSW	01200001	Staff Study Workshop	14	1	2.0			1V
STRESS	01194	Taking Responsibility for Your Own Stress	20	1	0.5			1
WESA	01272	Writing an Effective Self Assessment	20	1	1.0			6
WPV	01256	Workplace Violence: What Everyone Should Know	24	1	0.5			

Course	Item#	Course Name	Max # Students	Category	Delivery Days	# Resident Deliveries	# Field Deliveries	Comments
WSTE	01282	Working Styles & Team Effectiveness (True Colors)	50	1	0.5		10	
<p>Category 2 Courses</p> <p>Courses are learner centered with processing of student generated issues and concerns, however lessons still are predictable and course does not have workload outside of class meeting times.</p>								
AFS-FPI	25704	Foundations for Principal Inspectors	25	2	3.0	7		
AFS-OJT	25702	Flight Standards OJT Instructor Techniques	14	2	3.0	2		2 V, SW
AMT	15002	Advanced Managers Training for International Participants	16	2	10.0	1		
ARB	01297	Arbitration Advocacy	20	2	4.5	1		
BEA	01179	Building Effective Agreements	18	2	3.0			
BST	15001	Basic Supervisory Training for International Participants	16	2	7.0			
CA	01553	Change Agent	18	2	4.5			
CE	14000002	Communicating Effectively	18	2	2.0	1		V
DSM***	30200028	Decision-Making for Sr. Managers	18	3	4.5	2		
ECS	01186	Effective Communication Skills	20	2	2.0			
EMC	14000001	Effective Media Communications	20	2	2.0	1		V
LMR	01205	Labor Management Relations	18	2	4.5	4		1 W
PT	01263	Presentation Techniques	12	2	3.0			
TW	01217	Team Workshop & Facilitation	12	2	V			
<p>Category 3 Courses</p> <p>Courses are learner and process centered, there are complex assessments and/or highly demanding student interactions inside and outside of regular classroom sessions.</p>								
Advanced RE Course	01200003	FAA Advanced Real Estate Course	20	3	5	1		
Basic RE Course	01320	FAA Basic Real Estate Course	20	3	7.5	1		
Customer RE Course	01200002	FAA Customer Real Estate Course	20	3	3.0	1		
ALP	01287	Creating Values: The Art of Leading Performance	25	3	2.5			
ATOS 1.2	21000004	Train-the-Trainer, ATOS 1.2	25	3	5.0	1		
BPWE	01290	Building a Productive Work Environment	25	3	1.5			10
CCM	01318	Constructive Conflict Management	16	3	1.5			
CDM		Critical Decision Making (NASA)	20	3	2.0			
AFS-FAAST	20802	FAAST	18	3	8.0	1		
FMC-2	01288	Frontline Managers Course-Phase 2: Managing for Results	22	3	9.0	51		
FMC-3	01292	Frontline Managers Course-Phase 3: Managing for High Performance	22	3	4.5	41		V
FTC	01523	Facilitator Training Course	18	3	4.5			1
I3	01249	Influence, Inquiry and Implications	22	3	6.5	4		1 W
LDLR	01183	Leadership Development and Labor Relations	20	3	8.0			
LDP-1	01210	Leadership Development Program Phase 1	20	3	4.5			
LDP-2	01211	Leadership Development Program, Phase 2	24	3	4.5			
Leadership	00069	Leadership Course NAVAIR	24	3	4.5	1		
Leadership NSE	00070	Leadership for Non-Supervisory Employees (FRCS) NAVAIR	24	3	4.0	1		
LMR	01205	Labor Management Relations	24	3	4.5			2 W

Course	Item#	Course Name	Max # Students	Category	Delivery Days	# Resident Deliveries	# Field Deliveries	Comments
LOC	01200016	Leading Organizaion Change	22	3	3.0	4		
MC	01306	Managing Change	22	3	5.0	1		
MCM	01289	Managerial Coaching & Mentoring	16	3	3.0	11		
MOPW	01269	Measuring Organizational Performance Workshop	18	3	3.0	1		
MOP	01254	Measuring Organizational Performance	20	3	4.0			
MTC	01236	Mediation Techniques for Conflict Resolution	14	3	2.0			
MMC	01291	Middle Managers Course	22	3	5.0	6		
POV	01274	Strategic Planning Through the Power of Vision	18	3	4.5	1		
PT	01263	Presentation Techniques	20	3	3.0			
SFI	01200015	Strategy Formulation and Implementation	22	3	4.0	5	2	
SP	01275	Strategic Planning	22	3	4.5			SW, Th, W
SRM-AEP	10601	Safety Risk Mgmt - Acquisition Eng Practitioners	25	3	3.0			
SRM-OP	10600	Safety Risk Mgmt - Operations Practitioners	25	3	3.0			
SYT	01277	Systems Thinking	22	3	4.0	1		V, SW, W
TW	01217	Team Workshop & Facilitation	18	3	V	6	2	
WTE/CTP	01255	Working Together Effectively/Collaborative Team Process	24	3	4.5			
Category 4 Courses								
		Facilitation Support	25	4	0.3	1	1	V, SW, W
Other								
		360 Assessment (4 hours per student)			0.5			
PEL		Program for Emerging Leaders	75			2		
AFS QML	120000016	Quality Management Leadership	18	2	4.0	18		
IMPP		Material Management course for ALO (Don't know name)	24			1		
LRE	12000005	Legal Real Estate course	24	3	3.0	1		
REC	1200006	Real Estate Conference	90	3	3.0	1		
		New Real estate course for FY10			3.0	1		
		New real estate space course for FY10			3.0	1		
EDM		Enhanced Decision Making		1	1.0	1		
MOPWP		New Mopw Workshop for J. McNiff			3.0		1	

KEY:

V = VIDEO EQUIPMENT USED

SW = SOFTWARE USED

TH = CO-LAB USE ON THURSDAY

W = WELLNESS

NOTE: * Team Workshop (TW-01217) are customized workshops designed to facilitate a team initiative

Course	Item#	Course Name	Max # Students	Category	Delivery Days	# Resident Deliveries	# Field Deliveries	Comments

NOTE: **Symposium Sessions are modules taken from existing curriculum. An estimated 19 are offered per year and require some update prior to delivery

NOTE: *** DSM is Category 3 course but currently uses a SME for the second instructor so billable as a Category 2

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Course	Item#	Course Name	Max. Students	Category	Delivery Days	# Resident Deliveries	# Field Deliveries	Comments
Courses are content centered. Given mastery of knowledge areas, the instructors deliver highly predictable lessons. No pre-work or follow-up or open-ended assessment requiring extensive scoring.								
Courses								
Courses are content								
AFS-FMC	25716	Flight Standards Frontline Managers Course	20	1	8.0	6		V, SW
CAD	14000003	Conduct & Discipline: Building a Winning Case	20	1	4.5	1		
CMM	01244	Critical Examination of Mental Models	24	1	0.5			
CN	01209	Combating Negativity	24	1	0.5			3
COP	01232	FAA Guidance on Conduct & Discipline	24	1	0.5			
EIC	01248	Ethics: Impact and Challenges	24	1	0.5			
EQT	01253	Effective Questioning: A Different Way to Communicate	18	1	0.5			
FEE	01289	Forum For Executive Excellence	20	1	2.5	2		
FTC-FW	01523	Facilitator Training Course (Fish & Wildlife)	12	1	4.5			
FTEM	01199	Facilitator Tools for Effective Meetings	18	1	0.5			1
IMP	01245	Implications Charting: Analyzing Systemic Problems	24	1	0.5			
INS	01239	Influencing Skills	24	1	0.5			
IPM	01252	Introduction to the Project Management Process	18	1	0.5			
ISS	01247	Intro to Staff Studies	24	1	1.0			2V
IWP	01227	Improving Work Processes	16	1	0.5			1
LMP	00071	Labor Management for Practitioners NAVAIR	20	1	3.0			1
LMR-UA	01229	Labor Management Relations: Understanding the Answers	24	1	0.5			
LRP	14000004	LR for Practitioners: Collective Bargaining	20	1	4.5	1		
MBTI	01195	Introduction to Myers Briggs Type Indicator	30	1	0.5			1
MDC	01219	Mediating Conflict	24	1	0.5			
MGC	01286	Managing Conflict	20	1	0.5			
MOTC	01246	Managing Others Through Change	24	1	0.5			1
MP1	01268	Managing Performance - 1 day	18	1	1.0			
MP1	01268	Managing Performance - 1 day	18	1	1.0			
MP2	01266	Managing Performance - 2 day	18	1	2.0			
MP3	01265	Managing Performance - 3 day	18	1	3.0			
MPET	01273	Managing Performance Employee Training	24	1	1.0			
MYTC	01198	Managing Yourself Through Change	24	1	0.5	1		
MYW	01240	Managing Your Workload for Success	24	1	0.5	1		
NTF	01228	Strategic Planning: Navigating Toward the Future	20	1	0.5			
PS	01281	Problem Solving Process (ANI)	12	1	1.0			V
SSF	01259	Staff Study Fundamentals	14	1	3.0			V
SSW	01200001	Staff Study Workshop	14	1	2.0			1V
STRESS	01194	Taking Responsibility for Your Own Stress	20	1	0.5			1
WESA	01272	Writing an Effective Self Assessment	20	1	1.0			6
WPV	01256	Workplace Violence: What Everyone Should Know	24	1	0.5			

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Course	Header	Course Name	Max # Students	Category	Delivery Days	# Resident Deliveries	# Fed Deliveries	Comments
WSTE	01282	Working Styles & Team Effectiveness (True Colors)	50	1	0.5		10	
<p>Category 2 Courses</p> <p>Courses are learner centered with processing of student generated issues and concerns; however lessons still are predictable and course does not have workload outside of class meeting times.</p>								
AFS-FPI	25704	Foundations for Principal Inspectors	25	2	3.0	7		
AFS-OJT	25702	Flight Standards OJT Instructor Techniques	14	2	3.0	2		2 V, SW
AMT	15002	Advanced Managers Training for International Participants	16	2	10.0	1		
ARB	01297	Arbitration Advocacy	20	2	4.5	1		
BEA	01179	Building Effective Agreements	18	2	3.0			
BST	15001	Basic Supervisory Training for International Participants	16	2	7.0			
CA	01553	Change Agent	18	2	4.5			
CE	14000002	Communicating Effectively	18	2	2.0	1		V
DSM***	30200028	Decision-Making for Sr. Managers	18	3	4.5	2		
ECS	01186	Effective Communication Skills	20	2	2.0			V
EMC	14000001	Effective Media Communications	20	2	2.0	1		V
LMR	01205	Labor Management Relations	18	2	4.5	4		1W
PT	01263	Presentation Techniques	12	2	3.0			
TW	01217	Team Workshop & Facilitation	12	2	V			
<p>Category 3 Courses</p> <p>Courses are learner centered and process oriented. There are no pre-assessments or highly demanding student interactions in or outside of regular classroom sessions.</p>								
Advanced RE Course	01200003	FAA Advanced Real Estate Course	20	3	5	1		
Basic RE Course	01320	FAA Basic Real Estate Course	20	3	7.5	1		
Customer RE Course	01200002	FAA Customer Real Estate Course	20	3	3.0	1		
ALP	01287	Creating Values: The Art of Leading Performance	25	3	2.5			
ATOS 1.2	21000004	Train-the-Trainer, ATOS 1.2	25	3	5.0	1		
BPWE	01290	Building a Productive Work Environment	25	3	1.5			
CCM	01318	Constructive Conflict Management	16	3	1.5			10
CDM		Critical Decision Making (NASA)	20	3	2.0			
AFS-FAAST	20802	FAAST	18	3	8.0	1		
FMC-2	01288	Frontline Managers Course-Phase 2: Managing for Results	22	3	9.0	51		
FMC-3	01292	Frontline Managers Course-Phase 3: Managing for High Performance	22	3	4.5	41		V
FTC	01523	Facilitator Training Course	18	3	4.5	1		
I3	01249	Influence, Inquiry and Implications	22	3	6.5	4		1W
LDLR	01183	Leadership Development and Labor Relations	20	3	8.0			
LDP-1	01210	Leadership Development Program Phase 1	20	3	4.5			
LDP-2	01211	Leadership Development Program Phase 2	24	3	4.5			
Leadership	00069	Leadership Course NAVAIR	24	3	4.5	1		
Leadership NSE	00070	Leadership for Non-Supervisory Employees (FRCS) NAVAIR	24	3	4.0	1		
LMR	01205	Labor Management Relations	24	3	4.5			2W

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Course	Item#	Course Name	Max # Students	Category	Delivery Days	# Resident Deliveries	# Peer Deliveries	Comments
LOC	01200016	Leading Organization Change	22	3	3.0	4		
MC	01308	Managing Change	22	3	5.0	1		
MCM	01299	Managerial Coaching & Mentoring	16	3	3.0	11		
MOPW	01269	Measuring Organizational Performance Workshop	18	3	3.0	1		
MOP	01254	Measuring Organizational Performance	20	3	4.0			
MTC	01236	Mediation Techniques for Conflict Resolution	14	3	2.0			
MMC	01291	Middle Managers Course	22	3	5.0	6		
POV	01274	Strategic Planning Through the Power of Vision	18	3	4.5	1		
PT	01263	Presentation Techniques	20	3	3.0			
SFI	01200015	Strategy Formulation and Implementation	22	3	4.0	5		2
SP	01275	Strategic Planning	22	3	4.5			SW, Th, W
SRM-AEP	10601	Safety Risk Mgmt - Acquisition Eng Practitioners	25	3	3.0			
SRM-OP	10600	Safety Risk Mgmt - Operations Practitioners	25	3	3.0			
SYT	01277	Systems Thinking	22	3	4.0	1		V, SW, W
TW	01217	Team Workshop & Facilitation	18	3	V	6		2
WTE/CTP	01255	Working Together Effectively/Collaborative Team Process	24	3	4.5			
Facilitation Support for conferences and meetings								
Category # Courses			25	4	0.3	1		V, SW, W
Other		Facilitation Support						
		360 Assessment (4 hours per student)			0.5			
PEL		Program for Emerging Leaders	75					
AFS QML	120000016	Quality Management Leadership	18	2	4.0	18		
IMPP		Material Management course for ALO (Don't know name)	24					
LRE	12000005	Legal Real Estate course	24	3	3.0	1		
REC	1200006	Real Estate Conference	90	3	3.0	1		
		New Real estate course for FY10			3.0	1		
		New real estate space course for FY10			3.0	1		
EDM		Enhanced Decision Making		1	1.0	1		
MOPWP		New Mopw Workshop for J. McNiff			3.0			1

KEY:

V = VIDEO EQUIPMENT USED

SW = SOFTWARE USED

TH = CO-LAB USE ON THURSDAY

W = WELLNESS

NOTE: * Team Workshop (TW-01217) are customized workshops designed to facilitate a team initiative

Appendix C - F10
as of 7/13/09

Course	Item#	Course Name	Max # Students	Category	Delivery Days	# Sessions	# Field Days	Comments

NOTE: **Symposium Sessions are modules taken from existing curriculum. An estimated 19 are offered per year and require some update prior to delivery

NOTE: *** DSM is Category 3 course but currently uses a SME for the second instructor so billable as a Category 2

WD 05-2109 (Rev.-8) was first posted on www.wdol.gov on 06/30/2009

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2109
Revision No.: 8
Date Of Revision: 06/24/2009

State: Florida

Area: Florida Counties of Flagler, Volusia

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.68
01012 - Accounting Clerk II		13.31
01013 - Accounting Clerk III		14.96
01020 - Administrative Assistant		16.78
01040 - Court Reporter		16.80
01051 - Data Entry Operator I		10.56
01052 - Data Entry Operator II		11.92
01060 - Dispatcher, Motor Vehicle		14.49
01070 - Document Preparation Clerk		10.71
01090 - Duplicating Machine Operator		10.71
01111 - General Clerk I		10.66
01112 - General Clerk II		11.63
01113 - General Clerk III		13.06
01120 - Housing Referral Assistant		15.12
01141 - Messenger Courier		11.59
01191 - Order Clerk I		10.46
01192 - Order Clerk II		11.41
01261 - Personnel Assistant (Employment) I		13.77
01262 - Personnel Assistant (Employment) II		15.40
01263 - Personnel Assistant (Employment) III		17.18
01270 - Production Control Clerk		16.68
01280 - Receptionist		10.26
01290 - Rental Clerk		10.64
01300 - Scheduler, Maintenance		12.02
01311 - Secretary I		12.02
01312 - Secretary II		13.88
01313 - Secretary III		15.12
01320 - Service Order Dispatcher		11.94
01410 - Supply Technician		16.78
01420 - Survey Worker		12.99
01531 - Travel Clerk I		12.07
01532 - Travel Clerk II		12.60
01533 - Travel Clerk III		13.17
01611 - Word Processor I		10.87
01612 - Word Processor II		12.20
01613 - Word Processor III		13.64
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		17.80
05010 - Automotive Electrician		15.47
05040 - Automotive Glass Installer		14.67
05070 - Automotive worker		14.67
05110 - Mobile Equipment Servicer		12.61
05130 - Motor Equipment Metal Mechanic		16.29

05160	- Motor Equipment Metal Worker	14.67
05190	- Motor Vehicle Mechanic	16.29
05220	- Motor Vehicle Mechanic Helper	12.06
05250	- Motor Vehicle Upholstery Worker	13.85
05280	- Motor Vehicle Wrecker	14.67
05310	- Painter, Automotive	15.47
05340	- Radiator Repair Specialist	14.67
05370	- Tire Repairer	11.11
05400	- Transmission Repair Specialist	16.29
07000	- Food Preparation And Service Occupations	
07010	- Baker	11.18
07041	- Cook I	10.97
07042	- Cook II	12.48
07070	- Dishwasher	7.89
07130	- Food Service Worker	8.73
07210	- Meat Cutter	13.98
07260	- Waiter/Waitress	9.14
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	13.46
09040	- Furniture Handler	10.84
09080	- Furniture Refinisher	13.96
09090	- Furniture Refinisher Helper	10.85
09110	- Furniture Repairer, Minor	12.39
09130	- Upholsterer	13.96
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	9.54
11060	- Elevator Operator	9.19
11090	- Gardener	13.50
11122	- Housekeeping Aide	9.71
11150	- Janitor	10.23
11210	- Laborer, Grounds Maintenance	10.43
11240	- Maid or Houseman	8.34
11260	- Pruner	9.19
11270	- Tractor Operator	12.18
11330	- Trail Maintenance Worker	10.43
11360	- Window Cleaner	11.22
12000	- Health Occupations	
12010	- Ambulance Driver	15.87
12011	- Breath Alcohol Technician	16.73
12012	- Certified Occupational Therapist Assistant	22.96
12015	- Certified Physical Therapist Assistant	23.64
12020	- Dental Assistant	14.07
12025	- Dental Hygienist	26.35
12030	- EKG Technician	15.79
12035	- Electroneurodiagnostic Technologist	15.79
12040	- Emergency Medical Technician	15.87
12071	- Licensed Practical Nurse I	14.96
12072	- Licensed Practical Nurse II	16.73
12073	- Licensed Practical Nurse III	18.66
12100	- Medical Assistant	12.09
12130	- Medical Laboratory Technician	16.25
12160	- Medical Record Clerk	13.08
12190	- Medical Record Technician	14.89
12195	- Medical Transcriptionist	14.10
12210	- Nuclear Medicine Technologist	32.84
12221	- Nursing Assistant I	9.67
12222	- Nursing Assistant II	10.86
12223	- Nursing Assistant III	11.85
12224	- Nursing Assistant IV	13.32
12235	- Optical Dispenser	16.18
12236	- Optical Technician	14.30
12250	- Pharmacy Technician	12.39
12280	- Phlebotomist	13.32

12305 - Radiologic Technologist	22.28
12311 - Registered Nurse I	21.74
12312 - Registered Nurse II	26.59
12313 - Registered Nurse II, Specialist	26.59
12314 - Registered Nurse III	32.18
12315 - Registered Nurse III, Anesthetist	32.18
12316 - Registered Nurse IV	38.54
12317 - Scheduler (Drug and Alcohol Testing)	20.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.43
13012 - Exhibits Specialist II	24.07
13013 - Exhibits Specialist III	29.45
13041 - Illustrator I	19.43
13042 - Illustrator II	24.07
13043 - Illustrator III	29.45
13047 - Librarian	26.67
13050 - Library Aide/Clerk	12.10
13054 - Library Information Technology Systems Administrator	24.07
13058 - Library Technician	14.03
13061 - Media Specialist I	13.52
13062 - Media Specialist II	15.11
13063 - Media Specialist III	16.84
13071 - Photographer I	14.44
13072 - Photographer II	17.66
13073 - Photographer III	22.17
13074 - Photographer IV	27.06
13075 - Photographer V	32.84
13110 - Video Teleconference Technician	14.26
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.84
14042 - Computer Operator II	17.02
14043 - Computer Operator III	19.46
14044 - Computer Operator IV	21.57
14045 - Computer Operator V	23.93
14071 - Computer Programmer I	(see 1) 17.68
14072 - Computer Programmer II	(see 1) 21.88
14073 - Computer Programmer III	(see 1) 26.35
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 24.55
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	14.84
14160 - Personal Computer Support Technician	21.57
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.55
15020 - Aircrew Training Devices Instructor (Rated)	29.79
15030 - Air Crew Training Devices Instructor (Pilot)	35.61
15050 - Computer Based Training Specialist / Instructor	23.82
15060 - Educational Technologist	27.29
15070 - Flight Instructor (Pilot)	35.61
15080 - Graphic Artist	16.91
15090 - Technical Instructor	16.56
15095 - Technical Instructor/Course Developer	20.25
15110 - Test Proctor	14.08
15120 - Tutor	13.36
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.37
16030 - Counter Attendant	9.37
16040 - Dry Cleaner	11.26
16070 - Finisher, Flatwork, Machine	9.37
16090 - Presser, Hand	9.37
16110 - Presser, Machine, Drycleaning	9.37

16130 - Presser, Machine, Shirts	9.37
16160 - Presser, Machine, Wearing Apparel, Laundry	9.37
16190 - Sewing Machine Operator	11.98
16220 - Tailor	12.61
16250 - Washer, Machine	9.95
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.20
19040 - Tool And Die Maker	20.42
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.28
21030 - Material Coordinator	16.68
21040 - Material Expediter	16.68
21050 - Material Handling Laborer	9.99
21071 - Order Filler	10.47
21080 - Production Line Worker (Food Processing)	13.28
21110 - Shipping Packer	12.43
21130 - Shipping/Receiving Clerk	12.43
21140 - Store Worker I	9.34
21150 - Stock Clerk	13.30
21210 - Tools And Parts Attendant	13.28
21410 - Warehouse Specialist	13.28
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural welder	20.11
23021 - Aircraft Mechanic I	18.96
23022 - Aircraft Mechanic II	20.11
23023 - Aircraft Mechanic III	21.28
23040 - Aircraft Mechanic Helper	13.46
23050 - Aircraft, Painter	17.47
23060 - Aircraft Servicer	15.49
23080 - Aircraft worker	16.64
23110 - Appliance Mechanic	15.72
23120 - Bicycle Repairer	10.18
23125 - Cable Splicer	18.77
23130 - Carpenter, Maintenance	16.10
23140 - Carpet Layer	16.47
23160 - Electrician, Maintenance	16.10
23181 - Electronics Technician Maintenance I	18.90
23182 - Electronics Technician Maintenance II	19.89
23183 - Electronics Technician Maintenance III	21.10
23260 - Fabric Worker	13.60
23290 - Fire Alarm System Mechanic	15.62
23310 - Fire Extinguisher Repairer	12.58
23311 - Fuel Distribution System Mechanic	15.78
23312 - Fuel Distribution System Operator	15.32
23370 - General Maintenance Worker	13.61
23380 - Ground Support Equipment Mechanic	18.96
23381 - Ground Support Equipment Servicer	15.48
23382 - Ground Support Equipment Worker	16.63
23391 - Gunsmith I	12.58
23392 - Gunsmith II	14.61
23393 - Gunsmith III	16.66
23410 - Heating, Ventilation And Air-Conditioning Mechanic	15.65
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	16.60
23430 - Heavy Equipment Mechanic	15.18
23440 - Heavy Equipment Operator	15.84
23460 - Instrument Mechanic	16.66
23465 - Laboratory/Shelter Mechanic	15.64
23470 - Laborer	9.99
23510 - Locksmith	13.96
23530 - Machinery Maintenance Mechanic	17.88
23550 - Machinist, Maintenance	16.19

23580 - Maintenance Trades Helper	9.99
23591 - Metrology Technician I	16.66
23592 - Metrology Technician II	17.67
23593 - Metrology Technician III	18.69
23640 - Millwright	16.66
23710 - Office Appliance Repairer	14.99
23760 - Painter, Maintenance	12.69
23790 - Pipefitter, Maintenance	15.97
23810 - Plumber, Maintenance	15.49
23820 - Pseudraulic Systems Mechanic	16.66
23850 - Rigger	16.66
23870 - Scale Mechanic	14.61
23890 - Sheet-Metal Worker, Maintenance	14.14
23910 - Small Engine Mechanic	13.39
23931 - Telecommunications Mechanic I	20.47
23932 - Telecommunications Mechanic II	21.71
23950 - Telephone Lineman	18.21
23960 - Welder, Combination, Maintenance	14.30
23965 - Well Driller	16.66
23970 - Woodcraft Worker	16.66
23980 - Woodworker	13.95
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.82
24580 - Child Care Center Clerk	12.49
24610 - Chore Aide	9.34
24620 - Family Readiness And Support Services Coordinator	12.78
24630 - Homemaker	14.99
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.79
25040 - Sewage Plant Operator	18.70
25070 - Stationary Engineer	18.79
25190 - Ventilation Equipment Tender	13.05
25210 - Water Treatment Plant Operator	18.70
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.33
27007 - Baggage Inspector	10.77
27008 - Corrections Officer	17.40
27010 - Court Security Officer	17.40
27030 - Detection Dog Handler	13.11
27040 - Detention Officer	17.40
27070 - Firefighter	17.40
27101 - Guard I	10.07
27102 - Guard II	13.11
27131 - Police Officer I	16.83
27132 - Police Officer II	18.70
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.42
28042 - Carnival Equipment Repairer	12.63
28043 - Carnival Equipment Worker	8.90
28210 - Gate Attendant/Gate Tender	12.74
28310 - Lifeguard	11.35
28350 - Park Attendant (Aide)	14.25
28510 - Recreation Aide/Health Facility Attendant	10.40
28515 - Recreation Specialist	14.05
28630 - Sports Official	11.35
28690 - Swimming Pool Operator	15.39
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.05
29020 - Hatch Tender	18.05
29030 - Line Handler	18.05
29041 - Stevedore I	15.35
29042 - Stevedore II	19.12

30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	35.15
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	24.24
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	26.70
30021 - Archeological Technician I		18.06
30022 - Archeological Technician II		20.32
30023 - Archeological Technician III		25.08
30030 - Cartographic Technician		25.08
30040 - Civil Engineering Technician		19.90
30061 - Drafter/CAD Operator I		16.20
30062 - Drafter/CAD Operator II		20.55
30063 - Drafter/CAD Operator III		22.82
30064 - Drafter/CAD Operator IV		25.08
30081 - Engineering Technician I		12.89
30082 - Engineering Technician II		16.02
30083 - Engineering Technician III		20.31
30084 - Engineering Technician IV		24.79
30085 - Engineering Technician V		30.21
30086 - Engineering Technician VI		36.60
30090 - Environmental Technician		18.51
30210 - Laboratory Technician		16.23
30240 - Mathematical Technician		25.08
30361 - Paralegal/Legal Assistant I		17.29
30362 - Paralegal/Legal Assistant II		20.89
30363 - Paralegal/Legal Assistant III		25.55
30364 - Paralegal/Legal Assistant IV		30.90
30390 - Photo-Optics Technician		25.08
30461 - Technical Writer I		24.79
30462 - Technical Writer II		30.21
30463 - Technical Writer III		35.56
30491 - Unexploded Ordnance (UXO) Technician I		22.34
30492 - Unexploded Ordnance (UXO) Technician II		27.03
30493 - Unexploded Ordnance (UXO) Technician III		32.40
30494 - Unexploded (UXO) Safety Escort		22.34
30495 - Unexploded (UXO) Sweep Personnel		22.34
30620 - Weather Observer, Combined Upper Air or Surface Programs	(see 2)	20.20
30621 - Weather Observer, Senior	(see 2)	22.43
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.35
31030 - Bus Driver		14.19
31043 - Driver Courier		10.89
31260 - Parking and Lot Attendant		8.00
31290 - Shuttle Bus Driver		11.84
31310 - Taxi Driver		10.26
31361 - Truckdriver, Light		11.84
31362 - Truckdriver, Medium		13.16
31363 - Truckdriver, Heavy		17.25
31364 - Truckdriver, Tractor-Trailer		17.25
99000 - Miscellaneous Occupations		
99030 - Cashier		8.47
99050 - Desk Clerk		9.60
99095 - Embalmer		25.34
99251 - Laboratory Animal Caretaker I		10.23
99252 - Laboratory Animal Caretaker II		10.75
99310 - Mortician		25.34
99410 - Pest Controller		15.05
99510 - Photofinishing Worker		11.74
99710 - Recycling Laborer		12.32
99711 - Recycling Specialist		13.71
99730 - Refuse Collector		10.67
99810 - Sales Clerk		13.05
99820 - School Crossing Guard		10.67

99830 - Survey Party Chief	15.79
99831 - Surveying Aide	10.34
99832 - Surveying Technician	14.17
99840 - Vending Machine Attendant	13.43
99841 - Vending Machine Repairer	14.81
99842 - Vending Machine Repairer Helper	13.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A 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 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which

requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND 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 employed (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).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** 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 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 \$3.35 per week (or \$.67 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.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol>.

gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

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:

- 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 4).
- 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.