

AWARD/CONTRACT

1. CERTIFIED FOR NATIONAL DEFENSE
UNDER BDSA REG 2 AND/OR DMS REG 1

RATING

PAGE OF PAGES

2. CONTRACT (Proc Inst Ident.) NO.

3 85-1-6700

3. EFFECTIVE DATE

JUL 10 1985

4. REQUISITION/PURCHASE REQUEST/PROJECT NO.

5. ISSUED BY

CODE

6. ADMINISTERED BY (If other than Item 5)

CODE

US Small Business Administration
Washington District Office
1111 18th Street, NW, 6th Floor
Washington, DC 20417

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)

Miranda Associates, Inc.
401 M Street, SW
Lower Level, East Tower
Washington, DC 20024

8. DELIVERY

☐ FOB ORIGIN☒ OTHER (See 8a) (b) (1)

9. DISCOUNT FOR PROMPT PAYMENT

None

10. SUBMIT INVOICES
(4 copies unless other-
wise specified) TO THE
ADDRESS SHOWN IN

ITEM

12

CODE

FACILITY CODE

11. SHIP TO/MARK FOR

CODE

12. PAYMENT WILL BE MADE BY

CODE

SEE SECTION F

US Nuclear Regulatory Commission
ORM/Division of Accounting and Finance
Washington, DC 20555

13. THIS
ACQUISITION
WAS (Check
appl. box(es))

A. ADVERTISED

B. NEGOTIATED PURSUANT TO:

☐ 10 USC 2304(a)(1) ☒ 41 USC 252(c)(15)

15USC637(a)

14. ACCOUNTING AND APPROPRIATION DATA

B&R: 80-19-03 FIN: D1373

Appn: 31X0200.805 Obligate: \$20,000.00

15A. ITEM NO

15B. SUPPLIES/SERVICES

15C. QUANTITY

15D. UNIT

15E. UNIT PRICE

15F. AMOUNT

SEE SPECIAL 8a SUBCONTRACT
CONDITIONS (APR 1984)

8508120731 850718
PDR CONTR
NRC-10-85-386 PDR

15G. TOTAL AMOUNT OF CONTRACT \$ 20,000.00

16. TABLE OF CONTENTS

W	SEC	DESCRIPTION	PAGE(S)	W	SEC	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	21
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	3	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS/WORK STATEMENT	4	X	J	LIST OF ATTACHMENTS	30
X	D	PACKAGING AND MARKING	7	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	7	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS		
X	F	DELIVERIES OR PERFORMANCE	10		L INSTRS, CONDS, AND NOTICES TO OFFER		
X	G	CONTRACT ADMINISTRATION DATA	12		M EVALUATION FACTORS FOR AWARD		
X	H	SPECIAL CONTRACT REQUIREMENTS	16				

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. ☒ CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is re-
quired to sign this document and return 6 copies to issuing office.)
Contractor agrees to furnish and deliver all items or perform all the services set
forth or otherwise identified above and on any continuation sheets for the
consideration stated herein. The rights and obligations of the parties to this
contract shall be subject to and governed by the following documents: (a) this
award/contract, (b) the solicitation, if any, and (c) such provisions, representa-
tions, certifications, and specifications, as are attached or incorporated by
reference herein. (Attachments are listed herein.)

18. ☐ AWARD (Contractor is not required to sign this document.) Your
offer on Solicitation Number _____
including the additions or changes made by you which additions or changes
are set forth in full above, is hereby accepted as to the items listed above and
on any continuation sheets. This award consummates the contract which con-
sists of the following documents: (a) the Government's solicitation and your
offer, and (b) this award/contract. No further contractual document is neces-
sary.

19A. NAME AND TITLE OF SIGNER (Type or print)

GERALD GEIPAN
SENIOR ASSOCIATE

20A. NAME OF CONTRACTING OFFICER

MARY E. THOMAS
CONTRACTING OFFICER

19B. NAME OF CONTRACTOR

19C. DATE SIGNED

20B. UNITED STATES OF AMERICA

20C. DATE SIGNED

BY *[Signature]*
(Signature of person authorized to sign)

7/2/85

BY *[Signature]*
(Signature of Contracting Officer)

7/1/85

SPECIAL 8(a) SUBCONTRACT
CONDITIONS (APR 1984)

(a) The Small Business Administration (SBA) has entered into Contract No. NRC-10-85-386 with the U.S. Nuclear Regulatory Commission to furnish the supplies or services as described therein. A copy of the contract is attached hereto and made a part hereof.

(b) The Miranda Associates, Inc., hereafter referred to as the subcontractor, agrees and acknowledges as follows:

(1) That it will, for and on behalf of the SBA, fulfill and perform all of the requirements of Contract No. NRC-10-85-386 for the consideration stated therein and that it has read and is familiar with each and every part of the contract.

(2) That the SBA has delegated responsibility for the administration of this subcontract to the USNRC with complete authority to take any action on behalf of the Government under the terms and conditions of this subcontract.

(3) That it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the designated Contracting Officer of the USNRC.

(c) Payments, including any progress payments under this subcontract, will be made directly to the subcontractor by the USNRC.

AWARD/CONTRACT

1. CERTIFIED FOR NATIONAL DEFENSE
UNDER BDSA REG 2 AND/OR DMS REG 1

RATING

PAGE OF PAGES
1 302. CONTRACT (Proc Inst Ident) NO
NRC-10-85-3863. EFFECTIVE DATE
JUL 18 19854. REQUISITION/PURCHASE REQUEST/PROJECT NO
ADM-85-386

5. ISSUED BY

CODE

6. ADMINISTERED BY (If other than Item 5)

CODE

U.S. Nuclear Regulatory Commission
Division of Contracts
Washington, D.C. 20555

7. NAME AND ADDRESS OF CONTRACTOR (No street, city, county, State and ZIP Code)

PRIME: U.S. Small Business Administration
Washington District Office
1111 18th Street, N.W. - 6th Floor
Washington, D.C. 20417SUB: Information Systems & Networks Corporation
5454 Wisconsin Avenue
Chevy Chase, MD 20815

8. DELIVERY

☐ FOB ORIGIN☐ OTHER (Specify below)

9. DISCOUNT FOR PROMPT PAYMENT

None

10. SUBMIT INVOICES

(4 copies unless other
wise specified) TO THE
ADDRESS SHOWN IN

ITEM

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FACILITY CODE

11. SHIP TO/MARK FOR

CODE

12. PAYMENT WILL BE MADE BY

CODE

SEE SECTION F

U.S. Nuclear Regulatory Commission
Division of Accounting and Finance
Office of Resource Management
ATTN: GOV/COM Accounts Section, Wash., D.C. 2055513. THIS
ACQUISITION
WAS (Check
appl box(es))

A ADVERTISED

B NEGOTIATED PURSUANT TO: 15 USC 637(a)
☐ 10 USC 2304(a)(1) ☐ 41 USC 252(c)(1)

14. ACCOUNTING AND APPROPRIATION DATA

B&R No. 80-19-03 FIN No. D1373 OBLIGATED
\$20,000.00

15A. ITEM NO

15B. SUPPLIES/SERVICES

15C. QUANTITY

15D. UNIT

15E. UNIT PRICE

15F. AMOUNT

SEE SECTION B

15G. TOTAL AMOUNT OF CONTRACT \$ 20,000.00

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Contractor agrees to furnish and deliver all items or perform all the services set
forth or otherwise identified above and on any continuation sheets for the
consideration stated herein. The rights and obligations of the parties to this
contract shall be subject to and governed by the following documents: (a) this
award/contract, (b) the solicitation, if any, and (c) such provisions, representa-
tions, certifications, and specifications, as are attached or incorporated by
reference herein. (Attachments are listed herein.)18. ☐ AWARD (Contractor is not required to sign this document.) Your
offer on Solicitation Number _____
including the additions or changes made by you which additions or changes
are set forth in full above, is hereby accepted as to the items listed above and
on any continuation sheets. This award consummates the contract which con-
sists of the following documents: (a) the Government's solicitation and your
offer, and (b) this award/contract. No further contractual document is neces-
sary.

19A. NAME AND TITLE OF SIGNER (Type or print)

MARY E. THOMAS
CONTRACTING OFFICER

20A. NAME OF CONTRACTING OFFICER

Elois Wiggins

19B. NAME OF CONTRACTOR

BY Mary E. Thomas
(Signature of person authorized to sign)

19C. DATE SIGNED

7/18/85

20B. UNITED STATES OF AMERICA

BY Elois Wiggins
(Signature of Contracting Officer)

20C. DATE SIGNED

6/25/85

SPECIAL 8(a) CONTRACT
CONDITIONS (APR 1984)

The Small Business Administration (SBA) agrees to the following:

(a) To furnish the supplies or services set forth in this contract according to the specifications and the terms and conditions hereof by subcontracting with an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(b) That in the event SBA does not award a subcontract for all or a part of the work hereunder, this contract may be terminated either in whole or in part without cost to either party.

(c) Delegates to the U.S. Nuclear Regulatory Commission the responsibility for administering the subcontract to be awarded hereunder with complete authority to take any action on behalf of the Government under the terms and conditions of the subcontract; provided, however, that the USNRC shall give advance notice to the SBA before it issues a final notice terminating the right of a subcontractor to proceed with further performance, either in whole or in part, under the subcontract for default or for the convenience of the Government.

(d) That payments to be made under any subcontract awarded under this contract will be made directly to the subcontractor by the USNRC

(e) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the Contracting Officer cognizable under the "Disputes" clause of said subcontract.

CONTINUATION SHEET

NO. OF DOC. BEING CONT'D

NRC-10-85-386

PAGE

3

OF

30

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Section B - Supplies or Services and Prices/Costs--Alternate 2				
	B.1 Brief Description of Work				
1.	Alphabetical Listing Report in accordance with Task 1 of the Statement of Work.	1	ea	\$3,000.00	\$3,000.00
2.	Overview Profiles in accordance with Task 2 of the Statement of Work	1	lot	\$8,000.00	\$8,000.00
3.	Technical Category Profiles in accordance with Task 2 of the Statement of Work and Table of Contents in accordance with Task 2 of the Statement of Work	1	lot	\$5,000.00	\$5,000.00
4.	Final corrected profiles and Table of Contents in accordance with Task 3 of the Statement of Work	1	lot	\$4,000.00	\$4,000.00
	TOTAL AMOUNT				\$20,000.00

B.2 Remittance Address

Name: Miranda Associates, Inc.Address: 401 M Street, S.W.Lower Level, East TowerWashington, D.C. 20024Section C - Description/Specifications/Work StatementC.1 Statement of WorkBackground

The U.S. Nuclear Regulatory Commission contracts for research and technical assistance in a wide variety of high technology areas related to the production of nuclear power and the use of radioactive materials in industry and medicine.

Within the Federal Government there is a policy of placing a fair proportion of government contracts with small and disadvantaged firms (hereinafter called 8(a) firms). The NRC believes there are a number of small and disadvantaged businesses which qualify as either prime contractors or subcontractors for work under these anticipated procurements. The purpose of this contract is to identify those firms with the expertise to perform high technology tasks.

The Office of Small and Disadvantaged Business Utilization/Civil Rights (OSDBU/CR), as part of its mandate, serves as the advocate for 8(a) firms who seek to do business with the NRC. In furtherance of that mandate OSDBU developed an 8(a) source list in the form of a business directory for use by technical Program Managers and Project Officers at NRC. A listing of appropriate sources in 31 technical areas of expertise was identified under NRC 27-83-446 (NUREG BR/0081).

Objective

Since completion of the referenced contract and publication of a Directory of High-Technology 8(a) Firms in July 1984, the OSDBU/CR has received numerous inquiries from certified 8(a) firms seeking to be incorporated into the published directory. Accordingly, OSDBU has need for an enhancement effort designed to expand the existing 8(a) source list that would be of further benefit to NRC Office Directors and Program/Project Managers.

Statement of Work

- Task 1. The contractor shall review a listing of 8(a) firms together with capability statements provided by NRC in Attachment A, which is the result of responses to a series of Commerce Business Daily notices. From this government furnished data the contractor shall compile in report form and alphabetical

list of the 8(a) firms identified. Under each of the categories listed below, the contractor shall identify, in alphabetical order, those 8(a) firms possessing qualifications and capabilities for each applicable technical area. The alphabetical listing shall include contractor name, address and principal point of contact. It shall be delivered to the NRC Project Officer 30 days after contract award.

Technical Categories:

- | | |
|-------------------------------------|-----------------------------------|
| 1. Chemical Engineering | 17. Nuclear Fuel |
| 2. Civil Engineering | 18. Nuclear Reactor |
| 3. Electrical Engineering | 19. Probabilistic Risk Assessment |
| 4. Electronics Engineering | 20. Quality Assurance |
| 5. Emergency Planning | 21. Radioactive Materials |
| 6. Environmental Impacts | 22. Regulatory Analysis |
| 7. Fire Protection | 23. Reliability |
| 8. Geology/Geotechnical Engineering | 24. Safeguards |
| 9. Health Physics | 25. Safety Analysis |
| 10. Hydrology | 26. Seismology |
| 11. Human Factors Engineering | 27. Statistics |
| 12. Materials/Metallurgy | 28. Structural Engineering |
| 13. Mechanical Engineering | 29. Transportation |
| 14. Meteorology | 30. Waste Management |
| 15. Nondestructive Examination | 31. Water Chemistry |
| 16. Nuclear Engineering | |

- Task 2. The contractor shall obtain additional qualifications and capability statements for applicable technical categories from each of the firms included on the listing compiled under Task 1. The contractor shall be responsible for verifying that each company is in fact, a certified 8(a) firm. The contractor shall make a determination under which technical category such firms should be classified and acquire qualification and capabilities statements from such firms in addition to those contained on the initial listing. The contractor shall review the qualifications and capabilities statements, and prepare a profile for each 8(a) firm listed under each technical category. Where the same 8(a) firm possesses qualifications under multiple categories, a separate profile under each applicable category shall be prepared. The assignment of someone with knowledge reflecting the relationship of these 31 technical areas to the work and services required by NRC is critical.

The contractor shall prepare a overview profile and technical category profile for each 8(a) firm. The order of precedence for the preparation of profiles shall be as follows:

1. The contractor shall prepare Overview Profiles for all 8(a) firms recommended by the contractor for inclusion in the 8(a) directory. The contractor shall deliver all overview profiles to the Project Officer not later than 60-days after contract award. The Project Officer shall

have 30-days to review the draft 8(a) Overview Profile updates and furnish comments, in writing, to the contractor. The required information and format for the Overview Profiles shall be the same as NUREG/BR-0081.

2. The contractor shall prepare technical category profiles for each 8(a) firm in accordance with the first paragraph of Task 2. The contractor shall deliver all technical category profiles to the Project Officer not later than 120-days after contract award. The contractor is not obligated to provide more than a maximum of 250 separate technical category profiles without an adjustment to the contract prices. Should the contractor desire to prepare more than ten (10) profiles for any one (1) business establishment, the approval of the NRC Project Officer, in writing, is necessary. The Project Officer shall have 30-days to review the draft 8(a) technical category profile updates and furnish comments, in writing, to the contractor. The required information and format for the technical category profiles shall be the same as NUREG/BR-0081.
3. The contractor shall prepare a revised Table of Contents for the 8(a) high technology directory (NUREG/BR-0081). The contractor must make all necessary changes to the NUREG/BR-0081. The contractor must make all necessary changes to the NUREG/BR-0081 Table of Contents and shall deliver the revised Table of Contents to the Project Officer not later than 120-days after contract award. The Project Officer shall have 30-days to review the draft revised Table of Contents and furnish comments, in writing, to the contractor. The required information and format for the Table of Contents shall be the same as NUREG/BR-0081. The contractor is responsible for combining the enhanced effort of this work statement with the initial Table of Contents so that a current comprehensive Table of Contents is produced.

- Task 3. The contractor shall provide no later than the fifth (5) month of the contract, in writing, a copy of the profile to each 8(a) firm for whom a profile has been prepared. The contractor shall provide a maximum four (4) week period for each 8(a) firm to update their profile with any additions, changes or corrections to the proposed business profile and to obtain an authorization from such firms for NRC to publish all information in its 8(a) directory, including confidential or proprietary business information, if any, relating to their company. The contractor shall incorporate all changes and corrections to the overview and technical category profiles for each firm and table of contents. This shall be delivered to the NRC Project Officer not later than 180-days after contract award.

Section D - Packaging and Marking

D.1 Packaging and Marking

The Contractor shall use standard commercial packaging for all items to be delivered. On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

Section E - Inspection and Acceptance

E.1 Place of Inspection and Acceptance

- A. Inspection and acceptance of the deliverable items to be furnished hereunder shall be made at the destination.

52.246-2 INSPECTION OF SUPPLIES--FIXED-PRICE. (APR 1984)

(a) Definition. "Supplies," as used in this clause, includes but is not limited to raw materials, components, intermediate assemblies, end products, and lots of supplies.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering supplies under this contract and shall tender to the Government for acceptance only supplies that have been inspected in accordance with the inspection system and have been found by the Contractor to be in conformity with contract requirements. As part of the system, the Contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the Government during contract performance and for as long afterwards as the contract requires. The Government may perform reviews and evaluations as reasonably necessary to ascertain compliance with this paragraph. These reviews and evaluations shall be conducted in a manner that will not unduly delay the contract work. The right of review, whether exercised or not, does not relieve the Contractor of the obligations under the contract.

(c) The Government has the right to inspect and test all supplies called for by the contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. The Government shall perform inspections and tests in a manner that will not unduly delay the work. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in this contract.

(d) If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the Government shall bear the expense of Government inspections or tests made at other than the Contractor's or subcontractor's premises; provided, that in case of rejection, the Government shall not be liable for any reduction in the value of inspection or test samples.

(e) (1) When supplies are not ready at the time specified by the Contractor for inspection or test, the Contracting Officer may charge to the Contractor the additional cost of inspection or test.

(2) The Contracting Officer may also charge the Contractor for any additional cost of inspection or test when prior rejection makes reinspection or retest necessary.

(f) The Government has the right either to reject or to require correction of nonconforming supplies. Supplies are nonconforming when they are defective in material or workmanship or are otherwise not in conformity with contract requirements. The Government may reject nonconforming supplies with or without disposition instructions.

(g) The Contractor shall remove supplies rejected or required to be corrected. However, the Contracting Officer may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and, when required, shall disclose the corrective action taken.

(h) If the Contractor fails to promptly remove, replace, or correct rejected supplies that are required to be removed or to be replaced or corrected, the Government may either (1) by contract or otherwise, remove, replace, or correct the supplies and charge the cost to the Contractor or (2) terminate the contract for default. Unless the Contractor corrects or replaces the supplies within the delivery schedule, the Contracting Officer may require their delivery and make an equitable price reduction. Failure to agree to a price reduction shall be a dispute.

(i) (1) If this contract provides for the performance of Government quality assurance at source, and if requested by the Government, the Contractor shall furnish advance notification of the time (i) when Contractor inspection or tests will be performed in accordance with the terms and conditions of the contract and (ii) when the supplies will be ready for Government inspection.

(2) The Government request shall specify the period and method of the advance notification and the Government representative to whom it shall be furnished. Requests shall not require more than 2 workdays of advance notification if the Government representative is in residence in the Contractor's plant, nor more than 7 workdays in other instances.

(j) The Government shall accept or reject supplies as promptly as practicable after delivery, unless otherwise provided in the contract. Government failure to inspect and accept or reject the supplies shall not relieve the Contractor from responsibility, nor impose liability on the Government, for nonconforming supplies.

(k) Inspections and tests by the Government do not relieve the Contractor of responsibility for defects or other failures to meet contract requirements discovered before acceptance. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.

(1) If acceptance is not conclusive for any of the reasons in paragraph (f) hereof, the Government, in addition to any other rights and remedies provided by law, or under other provisions of this contract, shall have the right to require the Contractor (1) at no increase in contract price, to correct or replace the defective or nonconforming supplies at the original point of delivery or at the Contractor's plant at the Contracting Officer's election, and in accordance with a reasonable delivery schedule as may be agreed upon between the Contractor and the Contracting Officer; provided, that the Contracting Officer may require a reduction in contract price if the Contractor fails to meet such delivery schedule, or (2) within a reasonable time after receipt by the Contractor of notice of defects or nonconformance, to repay such portion of the contract as is equitable under the circumstances if the Contracting Officer elects not to require correction or replacement. When supplies are returned to the Contractor, the Contractor shall bear the transportation cost from the original point of delivery to the Contractor's plant and return to the original point

when that point is not the Contractor's plant. If the Contractor fails to perform or act as required in (1) or (2) above and does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure, the Government shall have the right to contract or otherwise to replace or correct such supplies and charge to the Contractor the cost occasioned the Government thereby.

(End of clause)

(R 7-103.5(a) 1958 MAY)

(R 7-103.5(d) 1977 SEP)

(R 1-7.102-5)

Section F - Deliveries and PerformanceF.1 Reports, Documentation and Other Deliverable End Items

The reports listed below are to be prepared in accordance with NRC Manual Chapter 3202 (Attachment 3).

The reproducible master of all deliverables must be machine readable by an IBM 5520 or an IBM P.C. (See Attachment #1)

	<u>Contract Reference</u>	<u>Due Date</u>
1. Alphabetical Listing Report	Task 1	30-days after contract award
2. Overview Profiles: A sample overview profile of two (2) pages (1 firm) shall be furnished to the Project Officer not later than 30-days after contract award. It shall be consistent with the format described in Attachment #1.	Task 2	60-days after contract award
3. Technical Category Profiles	Task 2	120-days after contract award
4. Table of Contents	Task 2 *	120-days after contract award
5. Final corrected profile and Table of Contents following validation	Task 3	180-days contract award

F.2 Place of Delivery

The items to be furnished hereunder shall be delivered, with all transportation charges paid by the Contractor.

One (1) copy of all final deliverables shall be submitted to the following:

U.S. Nuclear Regulatory Commission
Division of Contracts/ACB - AR-2223
Washington, D.C. 20555

Reproducible master of all final deliverables and copies of any interim draft deliverables shall be submitted to the Project Officer at the following address:

Harris E. Coleman, Project Officer, OSD
U.S. Nuclear Regulatory Commission
Maryland National Bank Building, Room 7217
Washington, D.C. 20555

F.3 Duration of Contract Period

This contract shall become effective on the date of award and shall continue to completion within 180 days after the date of award.

Section G - Contract Administration Data

G.1 Technical Direction

- A. Performance of the work under this contract shall be subject to the technical direction of the NRC Project Officer named in Section G.5 of this contract. The term "Technical Direction" is defined to include the following:
1. Technical direction to the Contractor which shifts work emphasis between areas of work or tasks, requires pursuit of certain lines of inquiry, fills in details or otherwise serves to accomplish the contractual scope of work.
 2. Providing assistance to the Contractor in the preparation of drawings, specifications or technical portions of the work description.
 3. Review and where required by the contract, approval of technical reports, drawings, specifications and technical information to be delivered by the Contractor to the Government under the contract.
- B. Technical direction must be within the general scope of work stated in the contract. The Project Officer does not have the authority to and may not issue any technical direction which:
1. Constitutes an assignment of additional work outside the general scope of the contract.
 2. Constitutes a change as defined in the clause of the General Provisions, entitled "Changes."
 3. In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.
 4. Changes any of the expressed terms, conditions or specifications of the contract.
- C. ALL TECHNICAL DIRECTIONS SHALL BE ISSUED IN WRITING BY THE PROJECT OFFICER OR SHALL BE CONFIRMED BY SUCH PERSON IN WRITING WITHIN TEN (10) WORKING DAYS AFTER VERBAL ISSUANCE. A copy of said written direction shall be submitted to the Contracting Officer.

The Contractor shall proceed promptly with the performance of technical directions duly issued by the Project Officer in the manner prescribed by this article and within such person's authority under the provisions of this article.

If, in the opinion of the Contractor, any instruction or direction issued by the Project Officer is within one of the categories as defined in B(1) through (4) above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within five (5) working days after the receipt of any such instruction or direction and shall request the Contracting Officer to modify the contract accordingly. Upon receiving such notification from the Contractor, the Contracting Officer shall issue an appropriate contract modification or advise the Contractor in writing that, in the Contracting Officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the Changes Clause.

- D. Any unauthorized commitment or direction issued by the Project Officer may result in an unnecessary delay in the Contractor's performance, and may even result in the Contractor expending funds for unallowable costs under the contract.
- E. A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto shall be subject to the provisions of the contract clause entitled "Disputes."

G.2 Project Officer

- A. The individual(s) listed in "B" below is (are) hereby designated as the Contracting Officer's authorized representative (hereinafter called Project Officer) for technical aspects of this contract. The Project Officer is not authorized to approve or request any action which results in or could result in an increase in contract cost; or terminate, settle any claim or dispute arising under the contract, or issue any unilateral directive whatever.

The Project Officer is responsible for: (1) monitoring the Contractor's technical progress, including surveillance and assessment of performance, and recommending to the Contracting Officer changes in requirements; (2) interpreting the scope of work; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting the Contractor in the resolution of technical problems encountered during performance. Within the purview of this authority, the Project Officer is authorized to review all costs requested for reimbursement by Contractors and submit recommendations for approval, disapproval, or suspension for supplies/services required under the contract. The Contracting Officer is responsible for directing or negotiating any changes in terms, conditions, or amounts cited in the contract.

For guidance from the Project Officer to the Contractor to be valid, it must: (1) be consistent with the description of work set forth in the contract; (2) not constitute new assignment of work or change to the expressed terms, conditions or specifications incorporated into this contract; (3) not constitute a basis for an extension to the period of performance or contract delivery schedule; and, as stated above, (4) not constitute a basis for any increase in the contract cost.

B. Name and Mail Code: Harris E. Coleman
Office Address: 7217 MNBB
U.S. Nuclear Regulatory Commission
Washington, D.C. 20555
Telephone Number: 492-4665

G.3 Payment Due Date

(a) Payments under this contract will be due 30 calendar days after the later of:

(1) The date of actual receipt of a proper invoice (original and 4 copies) to:

U.S. Nuclear Regulatory Commission
Division of Accounting and Finance
Office of Resource Management
ATTN: GOV/COM Accounts Section
Washington, D.C. 20555

or

(2) The date the supplies are accepted by the Government.

(b) For the purpose of determining the due date for payment and for no other purpose, acceptance will be deemed to occur 30 calendar days after the date of delivery of these supplies in accordance with the terms of the contract.

(c) If the supplies are rejected for failure to conform to the technical requirements of the contract, or for damage in transit or otherwise, the provisions in paragraph (b) of this clause will apply to the new delivery of replacement supplies.

(d) The date of payment by wire transfer through the Treasury Financial Communications Systems shall be considered the date payment is made for individual payments exceeding \$25,000. The date a check is issued shall be considered the date payment is made for individual payments of \$25,000 or less.

G.4 Interest on Overdue Payments

(a) The Prompt Payment Act, Public Law 97-177 (96 STAT. 85, 31 USC 1801) is applicable to payments under this contract and requires the payment of interest to contractors on overdue payments and improperly taken discounts.

(b) Determinations of interest due will be made in accordance with the provisions of the Prompt Payment Act and Office of Management and Budget Circular A-125, Vol. 47 Federal Register 37321, August 25, 1982. Among other considerations, OMB Circular A-125 provides that:

(1) Interest penalties are not required when payment is delayed because of a disagreement over the amount of payment or other issues concerning compliance with the terms of the contract.

- (2) Whenever a proper invoice is paid after the due date plus 15 days, interest will be included with the payment at the interest rate applicable on the payment date. Interest will be computed from the day after the due date through the payment date.

Section H - Special Contract Requirements

H.1 Key Personnel

(a) The following individuals are considered to be essential to the successful performance of the work hereunder.

Gerald E. Griffin, Project Manager

The Contractor agrees that such personnel shall not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) hereof.

(b) If one or more of the key personnel for whatever reason becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the Contractor shall immediately notify the Contracting Officer and shall, subject to the concurrence of the Contracting Officer or his authorized representative, promptly replace such personnel with personnel of at least substantially equal ability and qualifications.

(c) All requests for approval of substitutions hereunder must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute, and other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitution. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the Contractor of his approval or disapproval thereof in writing.

(d) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate, or, at the discretion of the Contracting Officer if he finds the Contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss or damage.

H.2 Dissemination of Contract Information (OMB Clearance Number 3150-0112)

The Contractor shall not publish, permit to be published, or disseminate to the public any information, oral or written, concerning the work performed under this contract without the prior written consent of the Contracting Officer. Two copies of any information proposed to be published or disseminated shall be submitted to the Contracting Officer. Failure to comply with this clause shall be grounds for termination of this contract.

H.3 Private Use of Contract Information and Data

Except as otherwise specifically authorized by Section H., publication of contract work of this contract, or as otherwise approved by the Contracting Officer, information and other data developed or acquired by or furnished the Contractor in the performance of this contract, shall be used only in connection with the work under this contract.

H.4 Proprietary Data and Confidential Information

In connection with the performance of the work under this contract, the Contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (P.L. 93-579), or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. Contractor agrees to hold such information in confidence and not to directly or indirectly duplicate, disseminate, or disclose such information in whole or in part to any other person or organization except as may be necessary to perform the work under this contract. Contractor agrees to return such information to the Commission or otherwise dispose of it either as the Contracting Officer may from time to time direct during the progress of the work or in any event as the Contracting Officer shall direct upon completion or termination of this contract. Failure to comply with this clause shall be grounds for termination of this contract.

H.5 Contractor Organizational Conflicts of Interest (OMB Clearance Number 3150-0112)

(a) Purpose. The primary purpose of this clause is to aid in ensuring that the Contractor: (1) Is not placed on a conflicting role because of current or planned interest (financial, contractual, organizational, or otherwise) which relate to the work under this contract, and (2) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the Contractor as defined in 41 CFR §20-1.5402(f) in the activities covered by this clause.

(c) Work for Others. Notwithstanding any other provision of this contract, during the term of this contract, the Contractor agrees to forgo entering into consulting or other contractual arrangements with any firm or organization, the result of which may give rise to a conflict of interest with respect to the work being performed under this contract. The Contractor shall ensure that all employees who are employed full time under this contract and employees designated as key personnel, if any, under this contract abide by the provision of this clause. If the Contractor believes with respect to itself or any such employee that any proposed consultant or other contractual arrangement with any firm or organization may involve a potential conflict of interest, the Contractor shall obtain the written approval of the Contracting Officer prior to execution of such contractual arrangement.

(d) Disclosure after award.

(1) The Contractor warrants that to the best of its knowledge and belief and except as otherwise set forth in this contract, it does not have any organizational conflicts of interest, as defined in 41 CFR 20-1.5402(a).

(2) The Contractor agrees that if after award it discovers organizational conflicts of interest with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. This statement shall include a description of the action which the Contractor has taken or proposes to take to avoid or mitigate such conflicts. The NRC may, however, terminate the contract for convenience if it deems such termination to be in the best interests of the Government.

(e) Access to and use of information.

(1) If the Contractor in the performance of this contract obtains access to information, such as NRC plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (Pub. L. 93-579), or data which has not been released to the public, the Contractor agrees not to:

(i) Use such information for any private purpose until the information has been released to the public;

(ii) compete for work for the Commission based on such information for a period of six (6) months after either the completion of this contract or the release of such information to the public, whichever is first;

(iii) submit an unsolicited proposal to the Government based on such information until one year after the release of such information to the public, or

(iv) release the information without prior written approval by the Contracting Officer unless such information has previously been released to the public by the NRC.

(2) In addition, the Contractor agrees that to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974 (Pub. L. 93-579), or other confidential or privileged technical, business, or financial information under this contract, the Contractor shall treat such information in accordance with restrictions placed on use of the information.

(3) The Contractor shall have, subject to patent and security provisions of this contract, the right to use technical data it produces under this contract for private purposes provided that all requirements of this contract have been met.

(f) Subcontracts. Except as provided in 41 CFR 20-1.5402(h), the Contractor shall include this clause, including this paragraph, in subcontracts of any tier. The terms "contract," "Contractor," and "Contracting Officer," shall be appropriately modified to preserve the Government's rights.

(g) Remedies. For breach of any of the above prescriptions or for intentional nondisclosure or misrepresentation of any relevant interest required to be disclosed concerning this contract or for such erroneous representations as necessarily imply bad faith, the Government may terminate the contract for default, disqualify the Contractor from subsequent contractual efforts, and pursue other remedies as may be permitted by law or this contract.

(h) Waiver. A request for waiver under this clause shall be directed in writing through the Contracting Officer to the Executive Director for Operations (EDO) in accordance with the procedures outlined in §20-1.5411.

H.6 Method of Payment

(a) Payment under this contract will be made by wire transfer through the Treasury Financial Communications System for each individual payment in excess of \$25,000 and by Treasury check for each individual payment of \$25,000 or less.

(b) Within seven days after the effective date of the contract, the Contractor shall forward the following information in writing to the Contracting Officer to facilitate wire transfer of contract payments. In the event that the Contractor's financial institution has access to the Federal Reserve Communications System, Contractor shall complete all items except items 7 - 9. In the event the Contractor's financial institution does not have access to the Federal Reserve Communications System, Contractor shall complete all items except item 4.

1. Name and address of organization
2. Contact person and telephone number
3. Name and address of financial institution
4. Financial institutions's 9-digit ABA identifying number for routing transfer of funds
5. Telegraphic abbreviation of financial institution
6. Account number at your financial institution your financial institution receives electronic funds transfer messages through, if it does not have access to the Federal Reserve Communications System
7. Name and address of the correspondent financial institution your financial institution receives electronic funds transfer messages through, if it does not have access to the Federal Reserve Communications System

8. Correspondent financial institution 9-digit ABA identifying number for routing transfer of funds
 9. Telegraphic abbreviation of correspondent financial institution
 10. Signature and title of person supplying this information
- (c) Any changes to the information furnished under paragraph (b) of this clause shall be furnished to the Contracting Officer in writing. It is the Contractor's responsibility to furnish these changes promptly to avoid payments to erroneous bank accounts.

H.7 Determination of Minimum Wages and Fringe Benefits

Each service employee employed in the performance of this contract by the contractor or any sub-contractor shall be paid the minimum monetary wage and shall be furnished fringe benefits in accordance with the wages and fringe benefits under Wage Determination Number 80-1294 (R-17) dated 11-27-84 attached hereto as Attachment number 2.

PART II - CONTRACT CLAUSES

Section I - Contract Clauses

FPR TEMP. REG 76 SERVICE CONTRACT ACT

(a) Service Contract Act of 1965, as amended: This contract is subject to the Service Contract Act of 1965, as amended (41 U.S.C. 351 et seq.) and is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor issued thereunder (29 CFR Part 4).

(b)(1) Each service employee employed in the performance of this contract by the contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or authorized representative, as specified in any wage determination attached to this contract.

(2)(i) If there is such a wage determination attached to this contract, the contracting officer shall require that any class of service employee which is not listed therein 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 class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this section. (The information collection requirements contained in the following paragraph of this section have been approved by the Office of Management and Budget under OMB control number 1215-0150.)

(ii) Such conforming procedure shall be initiated by the contractor prior to the performance of contract work by such unlisted class of employee. A written report of the proposed conforming action, 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, shall be submitted by the contractor to the contracting officer no later than 30 days after such unlisted class of employees performs any contract work. The contracting officer shall review the proposed action and promptly submit a report of the action, together with the agency's recommendation and all 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. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the contracting officer within 30 days of receipt that additional time is necessary.

(iii) The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the contracting officer who shall promptly notify the contractor of the action taken. Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination.

(iv)(A) The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.

(B) In the case of a contract modification, an exercise of an option or extension of an existing contract, or in any other case where a contractor succeeds a contract under which the classification in question was previously conformed pursuant to this section, a new conformed wage rate and fringe benefits may be assigned to such conformed classification by indexing (i.e., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the contractor shall advise the contracting officer of the action taken but the other procedures in paragraph (b)(2)(ii) of this section need not be followed.

(C) No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

(v) The wage rate and fringe benefits finally determined pursuant to paragraphs (b)(2)(i) and (ii) of this section shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.

(vi) Upon discovery of failure to comply with paragraph (b)(2)(i) through (v) of this section, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class of employees commenced contract work.

(3) If, as authorized pursuant to section 4(d) of the Service Contract Act of 1965 as amended, the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished thereunder to service employees shall be subject to adjustment after 1 year and not less often than once every 2 years, pursuant to wage determinations to be issued by the Wage and Hour Division, Employment Standards Administration of the Department of Labor as provided in such Act.

(c) The contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined conformably thereto by furnishing any equivalent combinations of bona fide fringe benefits, or by making equivalent or differential payments in cash in accordance with the applicable rules set forth in Subpart D of 29 CFR Part 4, and not otherwise.

(d)(1) In the absence of a minimum wage attachment for this contract, neither the contractor nor any subcontractor under this contract shall pay any person performing work under the contract (regardless of whether they are service employees) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standard Act of 1938. Nothing in this provision shall relieve the contractor or any subcontractor of any other obligation under law or contract for the payment of a higher wage to any employee.

(2) If this contract succeeds a contract, subject to the Service Contract Act of 1965 as amended, under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage rates and fringe benefits, neither the contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreements, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of §4.1b(b) of 29 CFR Part 4 apply or unless the Secretary of Labor or his authorized representative finds, after hearing as provided in §4.10 of 29 CFR Part 4 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in §4.11 of 29 CFR Part 4, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's-length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and/or 4.11 and Parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's-length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Board of Service Contract Appeals, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract 53 Comp. Gen. 401 (1973). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

(e) The contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage

and any fringe benefits required to be paid pursuant to this contract, or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the worksite. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract. (Approved by the Office of Management and Budget under OMB control number 1215-0150).

(f) The contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the contractor or subcontractor which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish these services, and the contractor or subcontractor shall comply with the safety and health standards applied under 29 CFR Part 1925.

(g)(1) The contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work records containing the information specified in paragraphs (g)(1)(i) through (vi) of this section for each employee subject to the Act and shall make them available for inspection and transcription by authorized representatives of the Wage and Hour Division, Employment Standards Administration of the U.S. Department of Labor. (Sections 4.6(g)(1)(i) through (iv) approved by the Office of Management and Budget under OMB control number 1215-0017 and sections 4.6(g)(1)(v) and (vi) approved under OMB control number 1215-0159).

(i) Name and address and social security number of each employee.

(ii) The correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of fringe benefit payments in lieu thereof, and total daily and weekly compensation of each employee.

(iii) The number of daily and weekly hours so worked by each employee.

(iv) Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.

(v) A list of monetary wages and fringe benefits for those classes of service employees not included in the wage determination attached to this contract but for which such wage rates or fringe benefits have been determined by the interested parties or by the Administrator or authorized representative pursuant to the labor standards clause in paragraph (b) of this section. A copy of the report required by the clause in paragraph (b)(2)(ii) of this section shall be deemed to be such a list.

(vi) Any list of the predecessor contractor's employees which have been furnished to the contractor pursuant to §4.61(1)(2).

(2) The contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division.

(3) Failure to make and maintain or to make available such records for inspection and transcription shall be a violation of the regulations and this

contract, and in the case of failure to produce such records, the contracting officer, upon direction of the Department of Labor and notification of the contractor, shall take action to cause suspension of any further payment or advance of funds until such violation ceases.

(4) The contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

(h) The contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or Regulations, 29 CFR Part 4), rebate, or kickback or any account. Such payments shall be made no later than one pay period following the end of the regular pay period in which such wages were earned or accrued. A pay-period under this Act may not be of any duration longer than semi-monthly.

(i) The contracting officer shall withhold or cause to be withheld from the Government prime contractor under this or any other Government contract with the prime contractor such sums as an appropriate official of the Department of Labor requests or such sums as the contracting officer decides may be necessary to pay underpaid employees employed by the contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the agency may, after authorization or by direction of the Department of Labor and written notification to the contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of these clauses relating to the Service Contract Act of 1965, may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the contractor in default with any additional cost.

(j) The contractor agrees to insert these clauses in this section relating to the Service Contract Act of 1965 in all subcontracts subject to the Act. The term "contractor" as used in these clauses in any subcontract, shall be deemed to refer to the subcontractor, except in the term "Government prime contractor."

(k)(1) As used in these clauses, the term "service employee" means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in Part 541 of Title 29, Code of Federal Regulations, as of July 30, 1976, and any subsequent revision of those regulations. The term "service employee" includes all such persons regardless of any contractual relationship that may be alleged to exist between a contractor or subcontractor and such persons.

(2) The following statement is included in contract pursuant to section 2(a)(5) of the Act and is for informational purposes only:

The following classes of service employees expected to be employed under the contract with the Government would be subject, if employed by the contracting agency, to the provisions of 5 U.S.C. 5341 or 5 U.S.C. 5332 and would, if so employed, be paid not less than the following rates of wages and fringe benefits:

Employee Class

Monetary
wage-fringe
benefits

(1)(1) If wages to be paid or fringe benefits to be furnished any service employees employed by the Government prime contractor or any subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government prime contractor shall report such fact to the contracting officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance, such agreements shall be reported promptly after negotiation thereof. (Approved by the Office of Management and Budget under OMB control number 1215-0150.)

(2) Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a contractor (predecessor) or successor (4.173 of Regulations, 29 CFR Part 4), the incumbent prime contractor shall furnish to the contracting officer a certified list of the names of all service employees on the contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor contractors of each such service employee. The contracting officer shall turn over such list to the successor contractor at the commencement of the succeeding contract. (Approved by the Office of Management and Budget under OMB control number 1215-0150.)

(m) Rulings and interpretations of the Service Contract Act of 1965, as amended, are contained in Regulations, 29 CFR Part 4.

(n)(1) By entering into this contract, the contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed pursuant to section 5 of the Act.

(2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract pursuant to section 5 of the Act.

(3) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(o) Notwithstanding any of the clauses in paragraphs (b) through (m) of this section relating to the Service Contract Act of 1965, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Public Law 92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business:

(1) Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical, or mental deficiency or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Service Contract Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of that Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR Parts 520, 521, 524, and 525).

(2) The Administrator will issue certificates under the Service Contract Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR Parts 520, 521, 524, and 525).

(3) The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in Parts 525 and 528 of Title 29 of the Code of Federal Regulations.

(p) Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the contractor as to his entire work force under the registered program.

(q) An employee engaged in an occupation in which he or she customarily and regularly receives more than \$30 a month in tips may have the amount of tips credited by the employer against the minimum wage required by section 2(a)(1) or section 2(b)(1) of the Act in accordance with section 3(m) of the Fair Labor Standards Act and Regulations, 29 CFR Part 531: Provided, however; that the amount of such credit may not exceed \$1.24 per hour beginning January 1, 1980, and \$1.34 per hour after December 31, 1980. To utilize this proviso:

(1) The employer must inform tipped employees about this tip credit allowance before the credit is utilized.

(2) The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received):

(3) The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit; (approved by the Office of Management and Budget under OMB control number 1215-0017);

(4) The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

(r) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 4, 6, and 8. Disputes within the meaning of the clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, the employees or their representatives.

(FPR Temporary Regulation 76)

52.252-2 CLAUSES INCORPORATED BY REFERENCE. (APR 1984)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

Section E

52.246-2 INSPECTION OF SUPPLIES--FIXED-PRICE. (APR 1984)

Section F

52.212-13 STOP-WORK ORDER. (APR 1984)

52.212-15 GOVERNMENT DELAY OF WORK. (APR 1984)

52.247-34 F.O.B. DESTINATION. (APR 1984)

Section I

52.202-1 DEFINITIONS. (APR 1984)

- 52.203-1 OFFICIALS NOT TO BENEFIT. (APR 1984)
- 52.203-3 GRATUITIES. (APR 1984)
- 52.203-5 COVENANT AGAINST CONTINGENT FEES. (APR 1984)
- 52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL
DISADVANTAGED BUSINESS CONCERNS. (APR 1984)
- 52.219-13 UTILIZATION OF WOMEN-OWNED SMALL BUSINESSES. (APR 1984)
- 52.222-1 NOTICE TO THE GOVERNMENT OF LABOR DISPUTES. (APR 1984)
- 52.222-3 CONVICT LABOR. (APR 1984)
- 52.222-26 EQUAL OPPORTUNITY. (APR 1984)
- 52.222-35 AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA
VETERANS (APR 1984)
- 52.222-36 AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS (APR 1984)
- 52.232-23 ASSIGNMENT OF CLAIMS. (APR 1984)
- 52.233-1 DISPUTES. (APR 1984)
- 52.242-2 PRODUCTION PROGRESS REPORTS. (APR 1984)
- 52.243-1 CHANGES--FIXED-PRICE. (APR 1984)

- 52.244-5 COMPETITION IN SUBCONTRACTING. (APR 1984)
- 52.249-2 TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE).
(APR 1984)
- 52.249-8 DEFAULT (FIXED-PRICE SUPPLY AND SERVICE). (APR 1984)
- 52.249-14 EXCUSABLE DELAYS. (APR 1984)

PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

Section J - List of Attachments

<u>Attachment Number</u>	<u>Title</u>
1	Contractor Instructions for Use of IBM PC for Compatibility with NRC Equipment
2	Wage Determination 80-1294 (Rev. 17)
3	NRC Manual Chapter 3202
A	High Tech 8(a) Firms

Contractor
Instructions for Use of IBM PC
for Compatibility with NRC Equipment

1. Use Displaywrite 2 software to prepare documents.
2. Create documents in text mode (.TXT).
3. Do not exceed 132 characters per line.
4. Use word underscore instead of "begin" and "end" underscore. For underscoring more than one word, use required spaces between words and "word underscore" at the end of the last word.
5. Diskette capacity should not exceed 90%.
6. Use Displaywrite 2 utilities to convert text (.TXT) documents to revisable-form text documents (.RFT).
7. Transfer revisable-form (.RFT) text documents to diskettes that will be sent to NRC along with the hard copy.

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

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Page 1 of 5

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

W. M. Otter

W. M. Otter

Administrator

LOCALITY	State: <u>District of Columbia - Maryland - Virginia</u>	DC:			
	Area: <u>AD: Silver (000), Charles (017), Montgomery (031), Prince Georges (033), and St. Mary's (037) Counties</u>	VA			
	VA: <u>5/</u>				
Wage determination number: <u>30-1774 (Rev. 17)</u>		Date: <u>11-27-84</u>			
Class of service employee	Minimum hourly wage	Fringe benefit payments			
		Health & Welfare	Vacation	Holiday	Other

1. Secretary V	\$11.74
2. Secretary IV	9.62
3. Secretary III	9.29
4. Secretary II	8.44
5. Secretary I	7.68
6. Stenographer II	10.24
7. Stenographer I	9.13
8. Transcribing-machine typist	8.76
9. Typist II	6.93
10. Typist I	6.33
11. File clerk III	7.37
12. File clerk II	5.55
13. File clerk I	5.23
14. Messenger	6.45
15. Switchboard operator	6.30
16. Switchboard operator-receptionist	6.66
17. Order clerk II	7.09
18. Order clerk I	6.42
19. Accounting clerk IV	9.14
20. Accounting clerk III	7.79
21. Accounting clerk II	7.11
22. Accounting clerk I	5.78
23. Payroll clerk	7.20
24. Key entry operator II	7.24
25. Key entry operator I	6.16

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Page 2 of 5

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LOCALITY	State: <u>District of Columbia - Maryland - Virginia</u>				
	Area: <u>AD: Silver (000), Charles (017), Montgomery (031), Prince Georges (033), and St. Mary's (037) Counties</u>				
	WA: <u>5/</u>				
Wage determination number: <u>90-1294 (prev. 17)</u> Date <u>11-12-84</u>					
Class of service employee	Minimum hourly wage	Fringe benefit payments			
		Health & Welfare	Vacation	Holiday	Other

26. Computer programmer III	1/	\$13.73
27. Computer programmer II	1/	11.89
28. Computer programmer I	1/	11.38
29. Computer operator III		10.47
30. Computer operator II		8.79
31. Computer operator I		8.59
32. Peripheral equipment operator		7.72
33. Computer data librarian		7.89
34. Drafter V		12.48
35. Drafter IV		10.11
36. Drafter III		8.81
37. Drafter II		6.90
38. Drafter I		5.81
39. Technician III		12.86
40. Technician II		10.23
41. Technician I		6.73
42. Computer systems analyst III	1/	16.16
43. Computer systems analyst II	1/	13.77
44. Computer systems analyst I	1/	10.88
45. Librarian		9.62
46. Library worker		7.79
47. Proof reader		6.73
48. Technical illustrator		10.23
49. Typist-file clerk		6.66
50. Photocopy machine operator		6.33
51. Cartographic technician		8.81
52. Word processor II		8.09
53. Word processor I		6.84
54. Data clerk		6.36

U.S. DEPARTMENT OF LABOR
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REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
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Administrator

Page 3 of 5

LOCALITY	State District of Columbia-Maryland-Virginia	Loc MD VA
	Area MD: Calvert (009), Charles (017), Montgomery (031), Prince Georges (033), and St. Mary's (037) Counties	
	VA: 5/	
Wage determination number	80-1294 (REV. 17)	Date 11-2-94

Class of service employee	Minimum hourly wage	Fringe benefit payments			Other
		Health & Welfare	Vacation	Holiday	

55. Exhibits Specialist III	\$12.48				
56. Exhibits Specialist II	10.11				
57. Exhibits Specialist I	8.81				
58. Illustrator III	12.48				
59. Illustrator II	10.11				
60. Illustrator I	8.81				
61. Photographer III	12.48				
62. Photographer II	10.11				
63. Photographer I	8.81				
64. Technical Information Specialist III	12.48				
65. Technical Information Specialist II	10.11				
66. Technical Information Specialist I	8.81				

U.S. DEPARTMENT OF LABOR
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Page 4 of 5

REGISTER OF WAGE DETERMINATIONS UNDER
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LOCALITY	State	District of Columbia - Maryland - Virginia			
	Area	Dist. Solvert (009), Charles (017), Montgomery (031), Prince Georges (033), and St. Mary's (037) Counties			
	City	5/			
Wage determination number:		EO-1294 (Rev. 17)		Date 11-27-84	
Class of service employee	Minimum hourly wage	Fringe benefit payments			
		Health & Welfare	Vacation	Holiday	Other

Fringe benefits applicable to classes of service
employees engaged in contract performance:

2/

3/

4/

1/ Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 561. (See 29 CFR 4.156.)

2/ \$9.32 an hour or \$12.90 a week or \$55.66 a month.

3/ 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years.

Length of service includes the whole span of continuous service with the present (successor) contractor, wherever employed, and with predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.171.)

4/ 9 paid holidays per year: New Year's Day, 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.)

5/ Arlington (013), Fairfax (059), Langley (063), Loudoun (107), and Prince William (153) Counties; and the Independent Cities of Alexandria (201), Fairfax (267), and Falls Church (277).

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
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Page 5 of 5

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THE SERVICE CONTRACT ACT
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LOCALITY	State:	District of Columbia - Maryland - Virginia			
	Area:	Id: Colvert (009), Charles (017), Montgomery (031), Prince Georges (033), and St. Mary's (037) Counties			
		M: 5/			
Wage determination number:		20-1294 (Rev. 17)		Date: 11-27-84	
Class of service employee	Minimum hourly wage	Fringe benefit payments			
		Health & Welfare	Vacation	Holiday	Other

NOTE: Any class of service employee required in the performance of the contract but not listed herein shall be classified by the contractor so as to provide a reasonable relationship between such classes and those listed herein, and shall be paid such monetary wages as are determined by agreement (evidenced in writing) of the interested parties, who shall be deemed to be the contracting agency, the contractor, and the employees who will perform on the contract or their representatives. In the absence of an agreement, the question of proper conformable wage rates is to be submitted to the Department of Labor by the contracting officer for a final determination. (See Section 4.6(b) of Regulations, 29 CFR Part 4).

SECRETARY

Assigned as a personal secretary, normally to one individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor. Works fairly independently receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and understanding of the organization, programs, projects, and procedures related to the work of the supervisor.

Exclusions: Not all positions that are titled "secretary" possess the above characteristics. Examples of positions which are excluded from the definition are as follows:

- a. Positions which do not meet the "personal" secretary concept described above;
- b. Stenographers not fully trained in secretarial-type duties;
- c. Stenographers serving as office assistants to a group of professionals, technical, or managerial persons;
- d. Assistant-type positions which entail more difficult or more responsible technical, administrative, or supervisory duties which are not typical of secretarial work, e.g., Administrative Assistant, or Executive Assistant;
- e. Transmitters.

Level of Secretary's Supervisor (LS)

LS-1

- Secretary to the supervisor or head of a small organizational unit (e.g., fewer than about 25 or 30 persons); or
- Secretary to a nonsupervisory staff specialist, professional employee, administrative officer or assistant, skilled technician or expert. (NOTE: Many companies assign stenographers, rather than secretaries as described above, to this level of supervisory or nonsupervisory worker.)

LS-2

- Secretary to an executive or managerial person whose responsibility is not equivalent to one of the specific level situations in the definition for LS-1, but whose organizational unit normally numbers at least several dozen employees and is usually divided into organizational segments which are often, in turn, further subdivided. In some companies, this level includes a wide range of organizational echelons; in others, only one or two, or
- Secretary to the head of an individual plant, factory, etc., (or other equivalent level of official) that employs, in all, fewer than 5,000 persons.

LS-3

- Secretary to the chairman of the board or president of a company that employs, in all, fewer than 100 persons; or
- Secretary to a corporate officer (other than chairman of the board or president) of a company that employs, in all, over 100 but fewer than 5,000 persons; or
- Secretary to the head (immediately below the officer level) over either a major corporatewide functional activity (e.g., marketing, research, operations, industrial relations, etc.) or a major geographic or organizational segment (e.g., a regional headquarters, a major division) of a company that employs, in all, over 5,000 but fewer than 25,000 employees; or
- Secretary to the head of an individual plant, factory, etc., (or other equivalent level of official) that employs, in all, over 5,000 persons; or
- Secretary to the head of a large and important organizational segment (e.g., a middle management supervisor of an organizational segment often involving as many as several hundred persons) of a company that employs, in all, over 25,000 persons.

LS-4

- Secretary to the chairman of the board or president of a company that employs, in all, over 100 but fewer than 5,000 persons; or
- Secretary to a corporate officer (other than the chairman of the board or president) of a company that employs, in all, over 5,000 but fewer than 25,000 persons; or

- Secretary to the head, immediately below the corporate officer level, of a major segment or subsidiary of a company that employs, in all, over 25,000 persons.

NOTE: The term "corporate officer" used in the above LS definition refers to those officials who have a significant corporatewide policymaking role with regard to major company activities. The title "vice president," though normally indicative of this role, does not in all cases identify such positions. Vice presidents whose primary responsibility is to act personally on individual cases or transactions (e.g., approve or deny individual loan or credit actions; administer individual trust accounts; directly supervise a clerical staff) are not considered to be "corporate officers" for purposes of applying the definition.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at LR-1 or LR-2 described below according to their level of responsibility.

LR-1

Perform varied secretarial duties including or comparable to most of the following:

- Answers telephones, greets personal callers, and opens incoming mail.
- Answers telephone requests which have standard answers. May reply to requests by sending a form letter.
- Reviews correspondence, memoranda, and reports prepared by others for the supervisor's signature to ensure procedural and typographical accuracy.
- Maintains supervisor's calendar and makes appointments as instructed.
- Types, takes and transcribes dictation, and files.

LR-2

Perform duties described under LR-1 and, in addition perform tasks requiring greater judgment, initiative, and knowledge of office functions including or comparable to most of the following:

- Screens telephone and personal callers, determining which can be handled by the supervisor's subordinates or other offices.
- Answers requests which require a detailed knowledge of office procedures or collection of information from files or other offices. May sign routine correspondence in own or supervisor's name.
- Compiles or assists in compiling periodic reports on the basis of general instructions.
- Schedules tentative appointments without prior clearance. Assembles necessary background material for scheduled meetings. Makes arrangements for meetings and conferences.

STENOGRAPHER

Primary duty is to take dictation using shorthand, and to transcribe the dictation. May also type from written copy. May operate from a stenographic pool. May occasionally transcribe from voice recordings. (If primary duty is transcribing from recordings, see Transcribing-machine typist.)

NOTE: This job is distinguished from that of a secretary in that a secretary normally works as the principal office assistant performing more responsible and discretionary tasks.

Stenographer I

Takes and transcribes dictation under close supervision and detailed instructions. May maintain files, keep simple records, or perform other relatively routine clerical tasks.

Stenographer II

Takes and transcribes dictation, determining the most appropriate format. Performs stenographic duties requiring significantly greater independence and responsibility than Stenographer I. Supervisor typically provides general instructions. Work requires a thorough working knowledge of general business and office procedures and of the specific business operations, organizations, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as maintaining follow-up files, assembling material for reports, memoranda, and letters, composing simple letters from general instructions, reading and routing incoming mail, answering routine questions, etc.

TRANSCRIBING-MACHINE TYPIST

Primary duty is to type copy of voice recorded dictation which does not involve varied technical or specialized vocabulary such as that used in legal briefs or reports on scientific research. May also type from written copy. May maintain files, keep simple records, or perform other relatively routine clerical tasks. (See Stenographer definition for workers involved with shorthand dictation.)

TYPIST

Uses a manual, electric, or automatic typewriter to type various materials. Included are automatic typewriters that are used only to record text and update and reproduce previously typed items from magnetic cards or tape. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Excluded from this definition is work that involves:

- Typing directly from spoken material that has been recorded on disks, cylinders, belts, tapes, or other similar media;
- The use of vartype machines, composing equipment, or automatic equipment in preparing material for printing; and
- Familiarity with specialized terminology in various keyboard commands to manipulate or edit the recorded text to accomplish revisions, or to perform tasks such as extracting and listing items from the text, or transmitting text to other terminals, or using "sort" commands to have the machine reorder material. Typically requires the use of automatic equipment which may be either computer linked or have a programmable memory so that material can be organized in regularly used formats or preformed paragraphs which can then be coded and stored for future use in letters or documents.

Typist I

Performs one or more of the following: Copy typing from rough or clear drafts; or routine typing of forms, insurance policies, etc.; or setting up simple standard tabulations; or copying more complex tables already set up and spaced properly.

Typist II

Performs one or more of the following: Typing material in final form when it involves combining material from several sources, or responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material, or planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters, varying details to suit circumstances.

FILE CLERK

Files, classifies, and retrieves material in an established filing system. May perform clerical and manual tasks required to maintain files. Positions are classified into levels on the basis of the following definitions:

File Clerk I

Performs routine filing of material that has already been classified or which is easily classified in a simple serial classification system (e.g., alphabetical, chronological, or numerical). As requested, locates readily available material in files and forwards material, and may fill out withdrawal charge. May perform simple clerical and manual tasks required to maintain and service files.

File Clerk II

Sorts, codes, and files unclassified material by simple (subject matter) headings or partly classified material by finer subheadings. Prepares simple related index and cross-reference aids. As requested, locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

File Clerk III

Classifies and indexes file material such as correspondence, reports, technical documents, etc., in an established filing system containing a number of varied subject matter files. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

MESSENGER

Performs various routine duties such as running errands, operating minor office machines such as scalers or mailers, opening and distributing mail, and other minor clerical work. Exclude positions that require operation of a motor vehicle as a significant duty.

SWITCHBOARD OPERATOR

Operates a telephone switchboard or console used with a private branch exchange (PBX) system to relay incoming, outgoing, and intrasystem calls. May provide information to callers, record and transmit messages, keep record of calls placed and toll charges. Besides operating a telephone switchboard or console, may also type or perform routine clerical work (typing or routine clerical work may occupy the major portion of the worker's time, and is usually performed while at the switchboard or console). Chief or lead operators in establishments employing more than one operator are excluded. For an operator who also acts as a receptionist, see Switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

At a single-position telephone switchboard or console, acts both as an operator—see Switchboard operator—and as a receptionist. Receptionist's work involves such duties as greeting visitors, determining nature of visitor's business and providing appropriate information, referring visitor to appropriate person in the organization or contacting that person by telephone and arranging an appointment, keeping a log of visitors.

ORDER CLERK

Receives written or verbal customers' purchase orders for material or merchandise from customers or sales people. Work typically involves some combination of the following duties: Quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets; checking order sheets for accuracy and adequacy of information recorded, ascertaining credit rating of customer, furnishing customer with acknowledgment of receipt of order, following up to see that order is delivered by the specified date or to let customer know of a delay in delivery, maintaining order file, checking shipping invoice against original order.

Exclude workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise, providing customers with consultative advice using knowledge gained from engineering or extensive technical training, emphasizing selling skills, handling material or merchandise as an integral part of the job.

Positions are classified into levels according to the following definitions:

Order Clerk I

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual, or similar document to insure that proper item is supplied or to verify price of ordered item.

Order Clerk II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

ACCOUNTING CLERK

Performs one or more accounting tasks such as posting to registers and ledgers, balancing and reconciling accounts, verifying the internal consistency, completeness, and mathematical accuracy of accounting documents, assigning prescribed accounting distribution codes, examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers, or making entries or adjustments to accounts.

Levels I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system, where there are few variations in the types of transactions handled. In addition, some jobs at each level may require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

Accounting Clerk I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Accounting Clerk II

Performs one or more routine accounting clerical operations, such as: Examining, verifying, and correcting accounting transactions to ensure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts, totaling, balancing, and reconciling collective vouchers, posting data to transaction sheets where employee identifies proper account

and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Accounting Clerk III

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Accounting Clerk IV

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

NOTE: Excluded from level IV are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.

PAYROLL CLERK

Performs the clerical tasks necessary to process payrolls and to maintain payroll records. Work involves most of the following: Processing workers' time or production records; adjusting workers' records for changes in wage rates, supplementary benefits, or tax deductions; editing payroll listings against source records; tracing and correcting errors in listings; and assisting in preparation of periodic summary payroll reports. In a nonautomated payroll system, computes wages. Work may require a practical knowledge of governmental regulations, company payroll policy, or the computer system for processing payrolls.

KEY ENTRY OPERATOR

Operates keyboard-controlled data entry device such as keypunch machine or key-operated magnetic tape or disk encoder to transcribe data into a form suitable for

computer processing. Work requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment. Positions are classified into levels on the basis of the following definitions:

Key Entry Operator I

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

Key Entry Operator II

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

NOTE: Excluded are operators above level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Professional and Technical

COMPUTER SYSTEMS ANALYST

Analyzes business problems to formulate procedures for solving them by use of electronic data processing equipment. Develops a complete description of all specifications needed to enable programmers to prepare required digital computer programs. Work involves most of the following: Analyzes subject-matter operations to be automated and identifies conditions and criteria required to achieve satisfactory results; specifies number and types of records, files, and documents to be used; outlines actions to be performed by personnel and computers in sufficient detail for presentation to management and for programming (typically this involves preparation of work and data flow charts); coordinates the development of test problems and participates in trial runs of new and revised systems; and recommends equipment changes to obtain more effective overall operations. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

For wage study purposes, systems analysts are classified as follows:

Computer Systems Analyst I

Works under immediate supervision, carrying out analyses as assigned, usually of a single activity. Assignments are designed to develop and expand practical experience in the application of procedures and skills required for systems analysis work. For example, may assist a higher level systems analyst by preparing the detailed specifications required by programmers from information developed by the higher level analyst.

Computer Systems Analyst II

Works independently or under only general direction on problems that are relatively uncomplicated to analyze, plan, program, and operate. Problems are of limited complexity because sources of input data are homogeneous and the output data are closely related. (For example, develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, or maintaining inventory accounts in a manufacturing or wholesale establishment.) Confers with personnel concerned to determine the data processing problems and advises subject-matter personnel on the implications of the data processing systems to be applied. OR

Works on a segment of a complex data processing scheme or system, as described for level III. Works independently on routine assignments and receives instruction and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

Computer Systems Analyst III

Works independently or under only general direction on complex problems involving all phases of systems analysis. Problems are complex because of diverse sources of input data and multiple-use requirements of output data. (For example, develops an integrated production scheduling, inventory control, cost analysis, and sales analysis record in which every item of each type is automatically processed through the full system of records and appropriate follow-up actions are initiated by the computer.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of new or revised systems of data processing operations. Makes recommendations, if needed, for approval of major systems installations or changes and for obtaining equipment.

May provide functional direction to lower level systems analysts who are assigned to assist.

COMPUTER PROGRAMMER

Converts statements of business problems, typically prepared by a systems analyst, into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programmer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation of data to achieve desired results. Work involves most of the following: Applies knowledge of computer capabilities, mathematical, logic employed by computers, and particular subject matter involved to analyze charts and diagrams of the problem to be programmed, develops sequence of program steps, writes detailed flow charts to show order in which data will be processed, converts these charts to coded instructions for machine to follow, tests and corrects programs, prepares instructions for operating personnel during production run, analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements, maintains records of program development and revisions. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysis if this is the skill used to determine the pay.)

For wage study purposes, programmers are classified as follows:

Computer Programmer I

Makes practical applications of programming practices and concepts usually learned in formal training courses. Assignments are designed to develop competence in the application of standard procedures to routine problems. Receives close supervision on new aspects of assignments, and work is reviewed to verify its accuracy and conformance with required procedures.

Computer Programmer II

Works independently or under only general direction on relatively simple programs, or on simple segments of complex programs. Programs (or segments) usually process information to produce data in two or three varied sequences or formats. Reports and listings are produced by refining, adapting, arraying, or making minor additions to or deletions from input data which are readily available. While numerous records may be processed, the data have been refined in prior actions so that the accuracy and sequencing of data can be tested by using a few routine checks. Typically, the program deals with routine recordkeeping operations. OR

Works on complex programs (as described for level III) under close direction of a higher level programmer or supervisor. May assist higher level programmer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction.

May guide or instruct lower level programmers.

Computer Programmer III

Works independently or under only general direction on complex problems which require competence in all phases of programming concepts and practices. Working from diagrams and charts which identify the nature of desired results, major processing steps to be accomplished, and the relationships between various steps of the problem solving routine, plans the full range of programming actions needed to efficiently utilize the computer system in achieving desired end products.

At this level, programming is difficult because computer equipment must be organized to produce several interrelated but diverse products from numerous and diverse data elements. A wide variety and extensive number of internal processing actions must occur. This requires such actions as development of common operations which can be reused, establishment of linkage points between operations, adjustments to data when program requirements exceed computer storage capacity, and substantial manipulation and resequencing of data elements to form a highly integrated program.

May provide functional direction to lower level programmers who are assigned to assist.

COMPUTER OPERATOR

In accordance with operating instructions, monitors and operates the control console of a digital computer to process data. Executes run by either serial processing (processes one program at a time) or multiprocessing (processes two or more programs simultaneously). The following duties characterize the work of a computer operator:

- Studies operating instructions to determine equipment setup needed.
- Loads equipment with required items (tapes, cards, disks, paper, etc.).
- Switches necessary auxiliary equipment into system.
- Starts and operates computer.

assemblies. Uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. Drawings are used to communicate engineering ideas, designs, and information in support of engineering functions.

The following are excluded when they constitute the primary purpose of the job:

- a. Design work requiring the technical knowledge, skill, and ability to conceive or originate designs;
- b. Illustrating work requiring artistic ability;
- c. Work involving the preparation of charts, diagrams, room arrangements, floor plans, etc.;
- d. Cartographic work involving the preparation of maps or plans and related materials, and drawings of geological structures; and
- e. Supervisory work involving the management of a drafting program or the supervision of drafters.

Positions are classified into levels on the basis of the following definitions.

Drafter I

Working under close supervision, traces or copies finished drawings, making clearly indicated revisions. Uses appropriate templates to draw curved lines. Assignments are designed to develop increasing skill in various drafting techniques. Work is spot-checked during progress and reviewed upon completion.

NOTE: Exclude drafters performing elementary tasks while receiving training in the most basic drafting methods.

Drafter II

Prepares drawings of simple, easily visualized parts of equipment from sketches or marked-up prints. Selects appropriate templates and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Drafter III

Prepares various drawings of parts and assemblies, including sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the industry. Familiar or recurring work is assigned in general terms; unfamiliar assignments include information on methods, procedures, sources of information, and precedents to be followed. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results; more complex revisions are produced from sketches which clearly depict the desired product.

Drafter IV

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to compute weights, load capacities, dimensions, quantities of materials, etc. Working from sketches and verbal information supplied by an engineer or designer, determines the most appropriate views, detail

drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or designer may suggest methods of approach or provide advice on unusually difficult problems.

NOTE: Exclude drafters performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

Drafter V

Works closely with design originators, preparing drawings of unusual, complex or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assumes that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally perform engineering design work in interpreting general designs prepared by others or in completing missing design details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

TECHNICIAN

This classification includes various positions described as Electronics Technician, Instrument Technician, Mechanical Technician, Instrumentation Technician, Photo Lab Maintenance Technician, and Photo Optical Technician among others. Works on various types of electronic, optical, mechanical, instrumentation, motion picture and film processing, photo optical, and calibration equipment and related devices by performing on or a combination of the following: Installing, fabricating, maintaining, repairing, overhauling, troubleshooting, modifying, constructing, testing, and operating work requires practical application of technical knowledge of related principles, ability to determine malfunctions and to resolve problems, and skills to maintain equipment in required operating condition.

Positions are classified into levels on the basis of the following definitions.

Class III. Applies advanced knowledge to solve unusually complex problems (i.e., those that typically cannot be solved solely by reference to manufacturers' manuals or similar documents) in working on various equipment.

Work may be reviewed by supervisor (frequently an engineer or designer) for general compliance with accepted practices. May provide technical guidance to lower level technicians. (Assignments may include operational duties.)

Class II. Applies comprehensive technical knowledge to solve complex problems (i.e., those that typically can be solved solely by properly interpreting manufacturers' manuals or similar documents) in working on various equipment.

Receives technical guidance, as required, from supervisor or higher level technician and work is reviewed for specific compliance with accepted practices and work assignments. May provide technical guidance to lower level technicians. (Assignments may include operational duties.)

Class I: Applies working technical knowledge to perform simple or routine tasks in working on various equipment, following detailed instructions which cover virtually all procedures. This knowledge may be acquired through

assignments designed to increase competence (including class-room training) so that worker can advance to higher level technician.

Receives technical guidance, as required from supervisor or higher level technician. Work is typically spot checked, but is given detailed review when new or advanced assignments are involved. (Assignments may include operational duties.)

REGISTERED INDUSTRIAL NURSE

A registered nurse gives nursing service under general medical direction to ill or injured employees or other persons who become ill or suffer an accident on the premises of a factory or other establishment. Duties involve a combination of the following: Giving first aid to the ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for compensation or other purposes; assisting in physical examinations and health evaluations of applicants and employees; and planning and carrying out programs involving health education, accident prevention, evaluation of plant environment, or other activities affecting the health, welfare, and safety of all personnel. Nursing supervisors or head nurses in establishments employing more than one nurse are excluded.

Librarian

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 in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Describes or demonstrates procedures for searching catalog files. Searches catalog files and shelves to locate information. Issues and receives materials for circulation or for use in library. Assembles and arranges displays or books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subject or interests. May select, order, catalog, and classify materials.

Library worker

Provides information service, such as answering questions regarding card catalogs, and assists in use of bibliographic tools, such as Library of Congress catalog: Performs routine descriptive cataloging, such as fiction, etc. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to librarian. Verifies bibliographic information on order requests. Works in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

TECHNICAL FILE CLERK

Expertise shall include experience in general office activities such as typing, filing, and answering telephones. Experience within the data processing environment and familiarity with technical terminology and practices, e.g., preparation of system documentation, is highly desirable. Their function shall be to provide the necessary secretarial and clerical support as required.

Duties may include use of a typewriter to make copies of various materials or to make out bills after calculations have been made by another person. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Duties may also include filing, classifying, and retrieving materials in an established filing system. May perform clerical and manual tasks required to maintain files.

TECHNICAL ILLUSTRATOR

Prepares illustrations/drawings requiring use of the common art media to depict electronic, electrical, mechanical, or other technical equipment. Produces such products as: functional drawings, schematic diagrams, logic diagrams, exploded views, assembly and component drawings, perspective and isometric drawings.

Projects involve preliminary and final drawings, usually from rough sketches or notes provided by subject matter specialists. Work requires proficiency in the use of several of the common art media such as oil, water color, or pen and ink; but does not require extensive knowledge of the subject matter. Lays out proposed illustrations in conformity with established style and format which does not present complex problems in terms of perspective, angle of view or artistic effect. Works under higher grade illustrator or supervisor who provides guidance in the use of media to be used. Incumbent is relied on to work out the details and produce an artistic illustration that fulfills the objective of the specification or requirement.

Technical Information Specialist III

I. INTRODUCTION :

This position is located in the Information Analysis Branch which assigns/reviews descriptive subject terms and subject discipline classifications; edits or writes abstracts; develops new subject keywords and compiles thesauri such as the NTIS Environmental Microthesaurus; establishes search strategy and interacts with the NTIS Data Base via on-line terminals to produce custom searches (NTISearches) and specialized bibliographies (NTIS Published Searches and the series applications of Computer Technology) as well as performing and producing combined searches using the NTIS and other data bases such as Engineering Index and American Petroleum Institute; designs user profiles for the subject dissemination of microfiche (SRIM); produces the NTIS Data Base Users Guide. Through an evaluation process, identifies reports of high interest for selective announcement to the general public.

The dual purpose of this position is 1) to provide subject analysis of scientific and technical reports and classify them into their respective subject categories; and 2) to interpret technical inquiries from customers, compile bibliographies, develop descriptor lists, and maintain the general reference card catalog and files of announcement and abstract journals.

Incumbent applies comprehensive knowledge of the principles, theories, practices, techniques, terminology and expressions of the discipline of chemistry; an understanding of the standard methods, procedures and techniques of research and analysis in this discipline; and some knowledge of literature resources in this discipline--to accomplish the purpose of the position as described above. Incumbent operates as a specialist in his/her subject matter.

Evaluates strategies, abstracts, titles, and citations of published searches in accordance with the quality standards of the contract.

II. DUTIES AND RESPONSIBILITIES :

A. Subject Indexing

1. Classifies scientific and technical reports into their appropriate discipline or subject classification; assigns keywords (descriptors and identifiers/open-ended terms); and modifies, edits or writes abstracts as required to meet the criteria established by NTIS.

2. Evaluates documents for their significance to the industrial and/or commercial communities for highlighting and announcements in selected NTIS media.

3. Aids in the maintenance of the NTIS subject term file open-ended terms by development of keywords and their establishments with supplemental

references.

4. Reviews subject indexing data supplied by other source agencies as input to NTIS and enriches the data to meet NTIS requirements.

5. Reviews the indexing analyses, performed by other analysts, concerned with chemistry and chemical nomenclature to insure quality and consistency in thesauri terminology, special NTIS and bibliographic rules and standards, and consistency in the assignment of category structure.

6. Serves as team leader to junior analysts assigned to classify reports in the incumbent's fields of expertise.

B. INFORMATION SERVICES

1. Performs specialized on-line literature searches (NTISearches) of the NTIS data base and other data bases in response to requests. Reviews printouts of these search-generated citations for relevance and quality.

2. Compiles bibliographies (Published Searches) requested by the public or for reasons of popular interest or demand.

3. Keeps abreast of new developments in scientific and technical fields in order to furnish information and/or direct requesters to additional or other sources of information not available in the NTIS collection.

4. Conducts training in the, a) areas of indexing, subject category assignment, and abstracting in subject area speciality; b) use of the On-Line NTIS data base.

5. Supports the interagency liaison activities of the Branch Chief by maintaining expert knowledge of information processing policies and procedures utilized by the Office of Scientific and Technical Information, U.S. Department of Energy.

Performs other related duties as required.

III. SUPERVISION AND GUIDANCE RECEIVED :

Under general supervision of the branch chief who gives general instructions as to objectives and policy, but little or no technical assistance other than "equal level" consultation on the technical aspects of incumbent's work. In this latter regard, incumbent is recognized as an expert within his/her assigned area.

Acts as key specialist in subject areas.

Technical Information Specialist II

I. INTRODUCTION:

This position is located in the Information Analysis Branch, which assigns or reviews descriptive subject terms and subject discipline classifications; edits or writes abstracts; develops new subject keywords and compiles thesauri such as the NTIS Environmental Microthesaurus; establishes search strategy and searches the NTIS Data Base, via on-line terminals, to produce custom searches (NTISearches) and specialized bibliographies (NTIS Published Searches and the series Applications of Computer Technology) as well as performing and producing combined searches using the NTIS and other data bases. Other data bases used are: Engineering Index and American Petroleum Institute; The Branch designs user profiles for the NTIS product Selected Research in Microfiche (SRM) and produces the NTIS Data Base Users Guide. Through an evaluation process, the Branch analysts identify reports of high interest for selective announcement to the general public.

The dual purpose of this position is (1) to provide subject analysis of scientific and technical reports, classify them into their appropriate subject categories, and develop descriptor term lists; and (2) to interpret technical inquiries from customers and compile bibliographies.

Incumbent applies a comprehensive knowledge of the principles, theories, practices, techniques, terminology and expressions of the subject matter fields of computer science and computer applications. Collateral knowledge in one or more of the following fields is desirable: urban and regional planning, state and local government, business and economics, or social sciences. An understanding of the standard methods, procedures and techniques of research and analysis in these fields and knowledge of literature resources in these fields is necessary to meet the requirements of this position. Incumbent operates as a subject specialist in his/her subject matter fields.

II. DUTIES AND RESPONSIBILITIES:

A. Subject Indexing

1. Classifies scientific and technical reports into their appropriate discipline or subject classification; assigns keywords (descriptors and identifiers/open-ended terms); and modifies, edits or writes abstracts as required to meet the criteria established by NTIS.

2. Aids in the maintenance of the NTIS subject term file of open-ended terms by development of keywords and their establishment with supplemental references.

3. Reviews subject indexing data supplied by other source agencies as input to NTIS and enriches the data to meet NTIS requirements.

B. Information Services

1. Performs specialized on-line literature searches (NTISearches) of the NTIS data base and other data bases in response to requests. Reviews printouts of these search-generated citations for relevance and quality.

2. Compiles bibliographies (Published Searches) requested by the public or for reasons of popular interest or demand.

3. Keeps abreast of new developments in scientific and technical fields in order to furnish information and/or direct requesters to additional or other sources of information not available in the NTIS collection.

C. Training

Assists senior analysts with training of new employees in NTIS indexing and abstracting methods and standards. Evaluates and reports progress of new employees, and adjusts training curricula as directed.

Performs other related duties as required.

III. SUPERVISION AND GUIDANCE RECEIVED:

The incumbent works under general supervision of the branch chief who gives instructions as to objectives and policy. Specific daily guidance on the application of NTIS indexing and abstracting policy, and continual review of work performed, is provided by senior analysts. Branch management evaluates the incumbent's technical performance through review of customer satisfaction with NTIS products, and through consultation with subject area experts within NTIS and other agencies in the technical information community.

2. Aids in the maintenance of the NTIS subject term file of open-ended terms by development of keywords and their establishment with supplemental references.

3. Reviews subject indexing data supplied by other source agencies as input to NTIS and enriches the data to meet NTIS requirements.

B. Information Services

1. Performs specialized on-line literature searches (NTISearches) of the NTIS data base and other data bases in response to requests. Reviews printouts of these search-generated citations for relevance and quality.

2. Reviews bibliographies (Published Searches) produced by the Published Search contractor, and evaluates the quality of those searches.

3. Keeps abreast of new developments in scientific and technical fields in order to furnish information and/or direct requesters to sources of information other than the NTIS collection.

Performs other related duties as required.

III. SUPERVISION AND GUIDANCE RECEIVED:

The incumbent works under continual supervision of a senior analyst, who gives instructions as to objectives and policy. Specific daily guidance on the application of NTIS indexing and abstracting policy, and continual review of work performed, is provided by senior analysts. Division management evaluates the incumbent's technical performance through review of customer satisfaction with NTIS products, and through consultation with subject area experts within NTIS and other agencies in the technical information community.

ILLUSTRATOR III

The projects to which Illustrator III's are assigned usually involve several of the common art media (as in the case of Illustrator II's), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill may be required, for example, because (1) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit; (2) the illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium, or (3) the method of reproduction, the use to which the illustration is to be put, or the information or artistic results desired calls for exceptional care and skill in the use of the medium.

The themes illustrated by Illustrator I's may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II's in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while typical Illustrator II's present factual rather than interpretative material.

Many Illustrator III's are required to have a knowledge of a specialized subject-matter field such as medicine, science, or technical equipment. They prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

ILLUSTRATOR II

Illustrator II's are usually assigned to projects involving several of the common art media over a representative period of time, such as pen-and-ink, pencil, tempera, wash, oils, and air brush. These projects require that the illustrator be proficient in the use of these media and in executing acceptable drawings in many styles. Generally speaking, Illustrator II's execute drawings that have been conceived by others and presented in the form of rough sketches.

Illustrator II's do not exercise an extensive knowledge of the subject matter involved when they prepare medical, scientific or technical equipment illustrations. They acquire information about the subject they are assigned to illustrate and develop a background of subject-matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work to which they are assigned does not require them to have an extensive prior knowledge about the subjects they illustrate.

ILLUSTRATOR I

Illustrator I's perform duties which require the ability to use the more common media such as tempera, oils, pen-and-ink, or pencil with average skill. They copy drawings, either by tracing or freehand, apply coloring or wash to line drawings, letter either by hand or by the use of templates, and do detail or background work on illustrations which have been prepared by an illustrator of higher grade.

Illustrator I's who work with scientific subjects and technical equipment acquire the basic knowledge about the subject-matter field and develop information about the field of work that they will be called upon to illustrate. Those who work in the general fields of illustrating acquire the necessary information about the subject of the illustrations or apply a general knowledge to the subject.

PHOTOGRAPHER III

Photographers at this level perform camera work that is characterized by the use of very specialized cameras and related equipment such as ultra-highspeed cameras, electronic timing and triggering devices, motion picture production cameras, optical printers, animation cameras, and related equipment. Much of the equipment used in positions at this level has been developed or adapted specifically for specialized requirements and will not be found in the unspecialized photographic shop. This differs from the typical situation at the Photographer II level where the equipment used, even for specialized photography, is the equipment commonly used in nonspecialized photography.

At the Photographer III level, camera work requires the ability to improvise and devise new methods and techniques for using equipment, since assignments typically involve problems not commonly encountered. Characteristically, many assignments in the medical, scientific and technical fields afford only one opportunity to photograph the material. Typical assignments involve extremes in light values, remote operation of equipment, high-speed color photography, use of synchronized stroboscopic light sources, timed electronic triggering, high-speed exposure, use of ultra-highspeed cameras operating at several thousand frames per second, and setting up and establishing precise photographic measurement equipment.

PHOTOGRAPHER II

Photographer II positions are characterized by the necessity for selecting and using appropriate cameras, lighting equipment and other accessories in order to meet the requirements of specific photographic projects. This responsibility differs from that characteristic of Photographer I's which involves the use on a regular basis of the range of commonly available equipment.

Photographer II's usually work on a "custom" basis; that is, they consider the photographic subject matter, or artistic considerations involved in a specific project and determine the appropriate equipment to use, including cameras, lights, film, papers, etc., and adapt the developing and printing processes to meet individualized requirements.

Camera work at this level differs from work typical of the Photographer III level because it requires a thorough knowledge of the use and potentialities of the range of appropriate camera, lighting, and other equipment, of films and papers, and of processing procedures and techniques.

PHOTOGRAPHER I

Photographer I's employees doing camera work use all of the common equipment, techniques and processes required by a variety of different kinds of uncomplicated assignments.

For example, Photographer III's take black-and-white or color still photographs of moving or stationary subjects that involve no significant problems of speed, motion, color contrast, or unusual lighting. Some cameramen may use 16 mm. or 35 mm. motion picture cameras to photograph simple shots of moving equipment, or of one or two individuals performing work processes and the like, where available or simple artificial lighting is used.

The subjects to be photographed have been selected and the objective of the photograph has been determined. Employees are expected to determine shutter speeds, lens settings and filters, camera angles, exposure times and type of film based upon experience with a similar past situations; if they expect exceptional problems to arise they consult beforehand with more experienced photographers. The cameraman is responsible for producing an acceptable product. Ordinarily at this level there will be an opportunity for repeated exposures or for retakes if the original exposure is unsatisfactory.

EXHIBITS SPECIALIST III

Positions of exhibits specialists at this level are characterized by the responsibility for the construction of portions of more complex exhibits, such as models, three dimensional training aids, or complex exhibit cases and other exhibit furniture.

Complexity of the exhibits work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At this level exhibits specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

EXHIBITS SPECIALIST II

This level includes positions of exhibits specialists who perform independently the phases of work in which they are proficient, and receive training in the more complex processes. The duties relate to the fabrication, finishing and maintenance of exhibits which require a high degree of manual dexterity and moderate but varied artistic skills. Generally they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. On work which involves several processes or stages of development, the supervisor checks their work at the completion of each phase.

EXHIBITS SPECIALIST I

This level includes positions of exhibits specialists who bring to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. On the job the incumbent performs duties related to the fabrication, finishing and repair of exhibits, while acquiring training in museum or exhibits techniques.

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CARDINAL MANAGEMENT ASSOCIATES, INC.
1731 21st Street, NW
Washington, DC 20009
202/ 659-5025
Brian T. Castelli

DODSON-LINDBLOM ASSOCIATES, INC. (DLA)
5 East Long Street
Columbus, OH 43215
614/ 224-1251
V. V. Rajadhyaksha, President
- 2 - 8 - 10 - 28 - 29 - 30 -

EBONEX, INC.
P.O. Box 1961
Binghamton, NY 13902
607/ 7237437
Nancy McMurray, Mgr.
3 - 4 - 13

HI-TECH 8(a) FIRMS

7 GEOSCIENCE CONSULTANTS, LTD
500 Cooper Avenue N.W., Suite 220
Albuquerque, NM 87102
505/ 842-0001
Anita Larson, Staff Geologist
- 1 - 6 - 8 - 19 - 30 - 31 - 6

8 PSC ASSOCIATES, INC.
215 Castro Street
Mountain View, CA 94041
Peter Chan, President
415/ 969-1144
- 8 - 30 -

(Certified 8(a) Firm 1/4/85)
(submitted qualifications
for orig. 8(a) Directory)

N = 254 CATEGORIES

n = 52 FIRMS

$\bar{x} = 7.3$ profiles per firm.

$y = 20/31 = 67.8\%$ REQUIRING L-DISTANCE
calls -