

Multiple Award Schedule

FEDERAL SUPPLY GROUP: PROFESSIONAL SERVICES

Authorized Federal Supply Schedule Price List



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CONTRACTOR'S ADMINISTRATION SOURCE: MOZELLE AWKWARD

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BUSINESS SIZE: SMALL COMPANY

BUSINESS STATUS: ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)

Contract Number: **47QRAA13D0003**

Period Covered by Contract: **October 02, 2012** thru **October 01, 2027**

#PS-0042, effective August 25, 2025

GENERAL SERVICES ADMINISTRATION – FEDERAL SUPPLY SERVICE

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®, a menu-driven database system. The INTERNET address GSA Advantage! ® is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

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ABOUT MAIC, INC.

We excel in our market by taking a personal interest in our clients' desired results and by delivering successful project management methodologies. Our personal touch is the strength of our reputation. What separates us from our competitors is our ability to achieve and maintain strong client relationships through the ethical way we approach our business operations each day and by being responsive and respectful to each of our clients.

Operational since 2000, we have been the recipients of a great deal of recognition over the years, including five outstanding small business awards from the U.S. Department of Homeland Security. We have achieved this recognition by delivering consistently high quality services, our devotion to client satisfaction, as well as our team's ability to constantly improve upon the successful work that we accomplish.

Our corporate management team has decades of experience in delivering comprehensive, professional, and diversified project management services and solutions. Our team members are friendly and pleasant to work with and are also skilled in our key business areas, which brings value-added benefits for our clients.

Core Competencies

Our core competency is the ability to provide qualified project management personnel who bring the capabilities to successfully manage and support projects in the following areas:

Acquisitions Support

Emergency Management Services

Administrative Support

Information Technology

Structure

Every project is a partnership. We work with your team to create a unified objective by providing proven processes, tools, and a dedicated staff. Our processes produce structure and organization. This results in a number of benefits for our clients, such as standardized procedures, documented inventories, and manageable operations. This can all be achieved on any size project to meet specific client requirements.

Direction

Our processes, our methods, and our team are all driven towards one end: successful completion of your project goals. We keep your project on track and moving in the right direction by staying involved, managing your project closely, and staying focused on your objectives.

Results

We focus on achieving the results you expect. At MAIC, we also create and implement the project plan that achieves cost-effective, value-added, and innovative results.

Federal Clients

U.S. Department of
Homeland Security



U.S. Customs and
Border Protection



U.S. Customs and
Border Protection

Federal Emergency
Management
Agency



FEMA

General Services
Administration



Federal Protective
Services



Millennium
Challenge
Corporation



U.S. Immigration
and Customs
Enforcement



U.S. Immigration
and Customs
Enforcement

U.S. Fish and
Wildlife Service



Transportation
Security
Administration



Transportation
Security
Administration

Awards

MAIC is the proud recipient of various awards and recognition for outstanding performance. MAIC is also a member of various prestigious organizations. All of our memberships and achievements reflect our ongoing commitment to excellence in service.



Honored Five Times by DHS for Outstanding Performance in Acquisition Support, nominations received from:

- Immigration and Customs Enforcement (ICE)
- Joint Nomination by ICE and the Federal Protective Service
- Three Nominations by the Federal Emergency Management Agency



Received recognition for outstanding performance in assisting in clearing a backlog of 20,000 claims

Memberships



Learn more at our website – www.maicinc.com

Customer Information

1. TABLE OF AWARDED SIN

561320
561320RC

SIN	Recovery SIN	State and Local	Description
561320	561320RC		Temporary Staffing
OLM	OLMRC	OLMSTLOC	Order Level Material

1b. Lowest Priced Model Number and Price for Each SIN
N/A

1c. Hourly Rates and Description of All Corresponding Commercial Job Titles, Experience, Functional Responsibility and Education
See description of proposed hourly rates below at Attachments I & II

2. MAXIMUM ORDER

\$100,000

*If the best value selection places your order over the Maximum Order threshold identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order threshold may be placed under the schedule contract in accordance with FAR 8.404

3. MINIMUM ORDER

\$100

4. GEOGRAPHIC SCOPE OF CONTRACT

The preponderance of work location has been identified as:

Washington, DC Metropolitan Area

Service in an area with lower SCA rates, resulting in lower wages being paid, will have the bill rates for that task order discounted accordingly from the approved pricing spreadsheet (baseline). MAIC, Inc. shall never offer bill rates to any customer that have been deemed higher than those included on the approved pricing spreadsheet prior to the request (and subsequent receipt or award) of a modification for the area with the higher pricing.:

5. POINT OF PRODUCTION

106 Whistling Wood Court
Accokeek, MD 20607

6. DISCOUNT FROM LIST

Government Net Prices (discounts already deducted)

7. QUANTITY DISCOUNT

Not Applicable



8. PROMPT PAYMENT TERMS

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS

None

10. TIME OF DELIVERY

Not Applicable

10b. Expedited Delivery

Not Applicable

10c. Overnight and 2-day delivery

Not Applicable

10d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

Ordering agencies may also contact the Contractor to affect a faster delivery

11. F.O.B. POINTS

Destination

12. ORDERING ADDRESS

106 Whistling Wood Court
Accokeek, Maryland 20607

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in the Federal Acquisition Regulation (FAR) 8.405-3

13. PAYMENT ADDRESS

106 Whistling Wood Court
Accokeek, Maryland 20607

14. WARRANTY PROVISION

Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty

15. EXPORT PACKING CHARGES

Not applicable.



16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

Not applicable.

17. TERMS AND CONDITIONS OF INSTALLATION

Not applicable.

**18. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATES OF PARTS PRICE
LISTS AND ANY DISCOUNTS FROM LIST PRICES**

Not applicable.

19. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable.

20. LIST OF PARTICIPATING DEALERS

Not applicable.

21. PREVENTIVE MAINTENANCE

Not applicable.

**22. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED
CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS**

Not applicable.

24b. Section 508 Compliance for EIT:

Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. The EIT standards can be found at: www.section508.gov.

23. UNIQUE ENTITY IDENTIFIER (UEI) Number: K45KEB4YGKG4

157019691

**24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD
MANAGEMENT (SAM) DATABASE.**

MAIC, INC. is registered in the SAM database.

25. LABOR RATES

See Attachment I

ATTACHMENT I: LABOR RATES – BASE PERIOD

SIN 561320

LABOR CODE	LABOR CATEGORY TITLE	FINAL GSA RATE
01011	Accounting Clerk I	\$28.54
01012	Accounting Clerk II	\$31.56
01013	Accounting Clerk III	\$40.42
01020	Administrative Assistant (Administrative Specialist)	\$55.40
01051	Data Entry Operator (Data Entry Clerk I)	\$27.41
01070	Document Preparation Clerk (Document Control Specialist)	\$27.10
01090	Duplicating Machine Operator (Reproduction Clerk II)	\$27.10
01111	General Clerk I (Administrative Clerk I)	\$28.21
01112	General Clerk II (Administrative Clerk II)	\$30.45
01113	General Clerk III (Administrative Clerk III)	\$34.56
01311	Secretary I	\$33.45
01312	Secretary II	\$36.94
01313	Secretary III	\$45.34
01020	Administrative Assistant (Secretary IV)	\$55.40
01531	Travel Clerk I (Travel Coordinator I)	\$25.59
01532	Travel Clerk II (Travel Coordinator II)	\$27.36
01533	Travel Clerk III (Travel Coordinator III)	\$29.23
01611	Word Processor I	\$29.45
01612	Word Processor II	\$32.80
01613	Word Processor III	\$34.97
LABOR CODE	LABOR CATEGORY TITLE	FINAL GSA RATE
21040	Material Laborer (Material Handler I)	\$26.49
21030	Material Coordinator (Material Handler II)	\$38.25

LABOR CATEGORY TITLE	FINAL GSA RATE
Shipping/Receiving Agent	\$49.18

Rates are net – discounts have been deducted and IFF included

Service Contract Labor Standards (SCLS) Statement and Matrix

SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Accounting Clerk I	01011 - Accounting Clerk I	2015-4281
Accounting Clerk II	01012 - Accounting Clerk II	2015-4281
Accounting Clerk III	01013 - Accounting Clerk III	2015-4281
Administrative Specialist	01020 - Administrative Assistant	2015-4281
Data Entry Clerk I	01051 - Data Entry Operator I	2015-4281
Document Control Specialist	01070 - Document Preparation Clerk	2015-4281
Reproduction Clerk II	01090 - Duplicating Machine Operator	2015-4281
Administrative Clerk I	01111 - General Clerk I	2015-4281
Administrative Clerk II	01112 - General Clerk II	2015-4281
Administrative Clerk III	01113 - General Clerk III	2015-4281
Secretary I	01311 - Secretary I	2015-4281
Secretary II	01312 - Secretary II	2015-4281
Secretary III	01313 - Secretary III	2015-4281
Secretary IV	01020 - Administrative Assistant	2015-4281
Travel Coordinator I	01531 - Travel Clerk I	2015-4281
Travel Coordinator II	01532 - Travel Clerk II	2015-4281
Travel Coordinator III	01533 - Travel Clerk III	2015-4281
Word Processor I	01611 - Word Processor I	2015-4281
Word Processor II	01612 - Word Processor II	2015-4281
Word Processor III	01613 - Word Processor III	2015-4281
Material Handler I	21050 - Material Handling Laborer	2015-4281
Material Handler II	21030 - Material Coordinator	2015-4281
Shipping/Receiving Supervisor	21130 - Shipping/Receiving Clerk	2015-4281

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), applies to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services are based on the U.S. Department of Labor Wage Determination Number identified in the SCLS/SCA matrix above. The prices awarded are in line with the geographic scope of the contract (e.g., nationwide).

ATTACHMENT II: LABOR CATEGORIES

01011 ACCOUNTING CLERK I

Functional Responsibility: This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 0 year of experience.

01012 ACCOUNTING CLERK II

Functional Responsibility: This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisor's instructions but the Accounting Clerk II should be able to work independently with some supervisory oversight. Completed work will still be reviewed for accuracy and compliance with procedures. This position also uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 1 year of experience.

01013 ACCOUNTING CLERK III

Functional Responsibility: This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Reconciliation and posting will be assigned that requires more experienced knowledge. Completed work will be reviewed for accuracy and compliance with procedures but there will be an expectation that the Accounting Clerk III can perform with little to no supervision. This position also uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk III may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or

review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk III will determine reasons for rejections, and prepare necessary correcting material. Additionally, the Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual recurring transactions but Accounting Clerk III will have the capability and experience to execute all directives.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 3 years of experience.

01020 ADMINISTRATIVE ASSISTANT

Functional Responsibility: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, contracting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 1 year of experience.

01051 DATA ENTRY OPERATOR (DATA ENTRY CLERK) I

Functional Responsibility: This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 0 year of experience.

01070 DOCUMENT PREPARATION CLERK (DOCUMENT CONTROL SPECIALIST)

Functional Responsibility: This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify the Reproduction Clerk II of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

Education and Minimum/General Experience: Requires High School Degree or equivalent. 0 year of experience.

01090 DUPLICATING MACHINE OPERATOR II (REPRODUCTION CLERK)

Functional Responsibility: This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator II performs minor repairs, preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

Education and Minimum/General Experience: Requires High School Degree or equivalent
0 year of experience.

01111 GENERAL CLERK (ADMINISTRATIVE CLERK) I

Functional Responsibility: This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Education and Minimum/General Experience: Requires High School Degree or equivalent;
0 year of experience.

01112 GENERAL CLERK (ADMINISTRATIVE CLERK) II

Functional Responsibility: This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task. This position also requires understanding of the terminology of the office unit. The General Clerk II selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. The General Clerk II should possess competency to identify problems for resolution by others who possess a higher level of experience.

Education and Minimum/General Experience: Requires High School Degree or equivalent;
1 year of experience.

01113 GENERAL CLERK (ADMINISTRATIVE CLERK) III

Functional Responsibility: This position requires successful performance of all of the responsibilities as delineated for the General Clerk I and II. Additionally, this position uses some subject-matter knowledge and judgment to complete assignments consisting of

numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to:

1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 3 years of experience.

01311 THRU 01313 SECRETARY I THRU III

Functional Responsibility: This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Secretary I requires High School Degree or equivalent; 0 year of experience

Secretary II requires High School Degree or equivalent; 1 year of experience.

Secretary III requires High School Degree or equivalent; 3 years of experience.

01020 ADMINISTRATIVE ASSISTANT (SECRETARY IV)

Functional Responsibility: In addition to all of the responsibilities as described for the Secretary I thru III, the Secretary IV operates in a complex organization that may have multiple supervisory level and multiple divisions performing related and/or unrelated activities. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval; anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff; prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. The

Secretary IV may shift clerical staff to accommodate workload needs. Also, the Secretary IV handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office, which often cannot be brought to the attention of the executive.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 5 years of experience.

01531 TRAVEL CLERK (TRAVEL COORDINATOR) I

Functional Responsibility: Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 0 year of experience

01532 TRAVEL CLERK (TRAVEL COORDINATOR) II

Functional Responsibility: The Travel Clerk II has the capacity and experience to perform the responsibilities of the Travel Clerk I. Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Within general guidelines, the Travel Clerk II selects and applies appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions but the Travel Clerk II should be capable of working independently in successfully performing the required duties.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 1 year of experience.

01533 TRAVEL CLERK (TRAVEL COORDINATOR) III

Functional Responsibility: Travel Coordinator III must be able to perform all of the responsibilities of the Travel Coordinator I and II. However, at this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re- planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The Travel Coordinator III is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The person is viewed as the authority on travel matters, including the furnishing of advice and information to

travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 3 years' experience.

01611 WORD PROCESSOR I

Functional Responsibility: This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 0 year of experience.

01612 WORD PROCESSOR II

Functional Responsibility: The Word Processor II must possess the experience and capacity to effectively perform all of the responsibilities of the Word Processor I. Additionally, this position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

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

Education and Minimum/General Experience: Requires High School Degree or equivalent; 1 year of experience.

01613 WORD PROCESSOR III

Functional Responsibility: The Word Processor III must possess the experience and capacity to effectively perform all of the responsibilities of the Word Processor I and II. This position also requires a comprehensive knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

However, at this level, the work requires strong understanding of office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 3 years' experience.

21050 MATERIAL LABORER (MATERIAL HANDLER I)

Functional Responsibility: This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 0 year of experience.

21020 MATERIAL COORDINATOR (MATERIAL HANDLER II)

Functional Responsibility: The Material Handler II will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart or wheelbarrow. The Material Handler II also coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Handler II reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

Education and Minimum/General Experience: Requires High School Degree or equivalent; 0 year of experience.

SHIPPING/ RECEIVING AGENT

Functional Responsibility: Supervises workers who confirm and record the receipt of shipments, prepare items for shipping, and load and unload trucks. Also responsible for



managing the inter-departmental transport of materials. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to client. SRA does not have authority over Federal employees and is used only to oversee MAIC's placements.

Education and Minimum/General Experience: Requires Associates Degree or equivalent; 2-4 years' experience