

PROGRAM INTEGRATION AND CONTROL

**APPENDIX 5  
SAMPLE GUIDELINES**

**Standard Labor Categories (SLC)**

Standard Labor Categories (SLC) applicable to this contract are provided to facilitate a consistent evaluation among Offerors. Table L-1 addresses the recommended qualifications and experience levels of SLC that are to be used for proposal purposes. When describing the proposed labor necessary to accomplish the SOW, the SLCs provided in Table L-1 shall be used in the basis of estimates and Table of Resources (Table L-3) described in the following paragraphs. Offerors are not excluded from including other additional labor categories that cannot be easily or logically mapped to those provided in Table L-1. Job descriptions similar to the ones listed in Table L-1 shall be provided for the additional other categories.

**Examples of Skills Mapping**

The skills below are provided only as examples of how certain labor categories proposed by the offeror may fit into the SLCs identified by Government.

*Analyst*

CDM Specialist  
CM Administrator  
Junior Configuration Management Analyst  
Senior Configuration Management Analyst

*Technical Professional*

Aerospace Engineer  
Electrical Engineer  
Mathematician  
Project Engineer  
Safety/Quality/Reliability Engineer  
Thermal Engineer

*Technician*

Computer Technician  
Data Warehouse Specialist  
Info Systems Specialist

*Business Specialist*

Senior Staff Assistant  
Staff Professional Specialist  
Professional Specialist

PROGRAM INTEGRATION AND CONTROL

**Table L-1 Standard Labor Categories**

<b>SLC:</b>	<b>Job Description Guidelines</b>
Program Manager (On-Site/Off-Site)	Serves as the Contractor's primary contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Technical Representative (COTR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning Contractor schedules, reviewing work discrepancies, and supervising Contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance. Typically requires a bachelor's degree or 10 years of equivalent experience.
Manager I	Manager without degree, with experience in progressively challenging technical and management positions, including successfully managing people.
Manager	A BS/BA degree or higher with experience in progressively challenging technical and management positions, including successfully managing people.
Supervisor	3 or more years experience in technical positions with experience in supervising or directing other technical personnel.
Technical Professional IV	A BS degree in engineering, math or science with a minimum of 15 years of professional experience, performing professional work in design, development, test, etc. Recognized expert in their field of specialization.
Technical Professional III	A BS degree in engineering, math or science with a minimum of 10 years of professional experience, performing professional work in design, development, test, etc.
Technical Professional II	A BS degree in engineering, math or science with a minimum of 5 years of professional experience, performing professional work in design, development, test, etc.
Technical Professional I	A BS degree in engineering, math or science performing professional work in design, development, test, etc.
IT Professional III	A BA/BS degree in computer science or related field and minimum of 10 years of professional equivalent experience.
IT Professional II	A BA/BS degree in computer science or related field and minimum 5 years of professional equivalent experience.
IT Professional I	A BA/BS degree in computer science or related field or equivalent experience in related field.
Analyst III	A BA/BS degree in the field of specialization and at least 3 years specialized experience.
Analyst II	A BA/BS degree in the field of specialization and at least 1

PROGRAM INTEGRATION AND CONTROL

<b>SLC:</b>	<b>Job Description Guidelines</b>
	year specialized experience, ability to serve as lead.
Analyst I	No degree with at least 2 years specialized experience or an Associated degree in the field of specialization.
Secretary	Secretarial training and demonstrated secretarial skills.
Clerk	Entry-level clerical position
Business Specialist II	A BS or BA degree with a minimum of 10 years of professional experience with a specialty in a business management field, project scheduling and project controls functions, supervision and administration or other field with equivalent qualifying experience.
Business Specialist I	A BS or BA degree with a minimum of 5 years of professional experience with a specialty in a business management field, project scheduling and project controls functions and administration or other field with equivalent qualifying experience.
Business Specialist	A BS or BA degree with a specialty in a business management field or other field with qualifying experience.
Data/Documentation Management Specialist	Experience with software tools such as MS Powerpoint, Excel, Word and other common office applications.
Other	Propose additional labor categories that cannot be logically mapped into any of the Standard Labor Categories above. (Provide a job description and qualifying education and/or experience for all additional labor categories.)

PROGRAM INTEGRATION AND CONTROL

**Table L-2: PI&C SOW Proposal Level of Detail and WYEs**

Column 4 of the table below, shall be the sum of all subordinate SOW areas.

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Detail (D) Rollup (R)</b>	<b>SOW</b>	<b>Title</b>	<b>*FY 2010 **WYEs (12 mo.) IDIQ</b>
R	0.0	Total PI&C Contract	
D	1.1	Program Management	
R	1.2	Business Management	
D	1.2.3	Resources Management	
D	1.2.4	ISS Budget Support/Assessments	
D	1.2.5	Program Scheduling	
R	1.3.1	Configuration Management	
D	1.3.1.1	Management and Administration	
D	1.3.1.2	Configuration Status Accounting and Verification	
D	1.3.1.3	Configuration Control	
D	1.3.2	Program Data Management and Integration	
R	1.4	Program Information Technology (IT)	
D	1.4.1	IT Management	
D	1.4.2	IT Systems Management and Operations	
D	1.5.3	IP Elements Integration Management	
R	2.2	Systems Analysis and Integration	
D	2.2.1	Program Requirements and Interfaces	
D	2.2.2	System Performance Analysis and Integration	
D	2.2.3	Strategic Planning, Assembly and Configuration Engineering	
D	3.1.1	Vehicle Technical Integration	
R	3.2	Visiting Vehicles	
R	6.0	Safety and Mission Assurance (S&MA)	
D	6.1	S&MA Management and Administration	
D	6.2	S&MA Integration	
D	6.3	Program Risk Management	

NOTE: This table is not a full representation of the SOW in its entirety.

\* Excludes indirect/overhead WYEs.

\*\*Work Year Equivalent (WYE) is a full time equivalent defined as the proposed productive hours needed to comprise one average full time employee. This may be one employee or several part time employees. Productive hours are defined as the total available hours for productive work in a year, excluding overtime, less paid time off.