

This **LABOR DESCRIPTION CHECKLIST** originates from the on-line PBSA course developed through a partnership between the Institute for Supply Management (ISM), the National Contract Management Association (NCMA), and the Department of Defense. The copyrights are held by the ISM and NCMA. Copyright permission has been granted for use in USACCE's Center of Excellence for Service Contracting.

Labor Description Checklist

Directions: Complete this job aid each time you develop a labor description.

Remarks

Writing Clear Descriptions

Have you:

- Placed the labor category descriptions:
 - In Section C?
 - As an attachment that will be part of the resultant contract?
- Described the labor category briefly, clearly and unambiguously?
- Avoided being too:
 - Specific?
 - General in terms of education and experience?
- Used the term *experience* in addition to the education and/or certification requirements to get the skill level you require?
- Avoided specifying "knowledge of..." because the only way you can test knowledge is to interview, which is inappropriate?
- Written in good English, using proper grammar?
- Used complete sentences containing a verb rather than a string of incomplete phrases?
- Said that education or experience *is required*?
- Clearly indicated where a substitution of additional experience for education is appropriate?
- Used the word *additional* correctly?
- Clearly stated the substitution experience *cannot overlap* the other required experience?
- Not spelled out a number and also put it in brackets?
For example six (6) years
- Avoided using optional terms like *should* in the labor category descriptions?
Either the education/experience is a necessary requirement or it is not.

Remarks

Remained silent on the subject under acquisition reform if it is not a necessary requirement?

Avoided the use of the word *desired* in labor category descriptions?

Left out education or experience if it is not required?

Defining and Describing Education and Experience

Have you:

Called for a bachelor's degree from an accredited college or university in describing education?

Avoided using the terms:

- School
- Four-year school
- Four-year degree
- Degree
- Similar imprecise phrases?

Avoided substitutions of experience for education in key labor categories where substitutions do not make good sense?

Indicated experience should be *recent and relevant*?

One office effectively calls for "A minimum of four years of experience in the last ten years in the field of..."

Kept Labor Category Descriptions brief and focused on their intent which is to provide a benchmark for credentials required?

These descriptions are not intended to be job descriptions or contractual tasking.

Used caution in establishing positive degree requirements for computer programmers?

Community college classes and technical training schools have provided a solid career path for computer programmers.

Prudently consider the substitution of additional experience for a bachelor's degree for logisticians?

Many logisticians received their training through military service and services schools rather than through formal education.

Not specified a high school diploma or certification of general educational development (GED) in labor category descriptions?

Remarks

- Not written labor category descriptions for the most junior people on the contract?
- Built appropriate steps into labor category descriptions allowing for personnel promotion from one category to another during the performance of a five-year contract?