

# NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE BUREAU OF LABOR STATISTICS (BLS) STANDARD OCCUPATIONAL CLASSIFICATIONS (SOCs)

Version 1.2 March 2018

[Green] Instructions/Considerations for requirements/contracts owners

[Yellow] Identifies places in the document where specific information must be inserted to fit the particular situation.

## BACKGROUND:

Frequently used legacy NAVAIR Standard Labor Categories (SLC) have been mapped to the Office of Management and Budget's (OMB) Standard Occupational Classification (SOC) for which the Bureau of Labor Statistics (BLS) maintains compensation data. NAVAIR's SLC allow for an established baseline of Professional services personnel as bona-fide executive, administrative, and professional employees as defined in Title 29, CFR Part 541. One of the benefits of the BLS SOC is the comprehensive monthly actual compensation data available by geographic area for use in drafting Independent Government Cost Estimates (IGCE) and for performing cost realism analysis on contractor proposals. The list of SLCs for Professional Services is covered in **Part 1** herein. A list of commonly used labor categories typically covered under the Service Contract Labor Standards (SCLS) (formerly Service Contract Act) is covered under **Part 2** herein. For Services contracts that require minimum labor qualifications as a requirement of the contract, the proper place to list these qualifications is the Statement of Work (SOW) either as a specific section of the SOW or as an Addendum to the SOW. Professional services labor category experience and education are further defined as Junior, Journeyman, and Senior. **Part 3** of this Guide is a sample SOW section for Minimum Labor Qualifications using the SOC SLCs.

**All of the Professional services labor categories (all functional areas) specified in Part 1 of the Guide have 3 levels of Experience and Education as follows:**

**JUNIOR:** A Junior level person within a labor category has less than 3 years' experience and a BA/BS degree. A Junior level person is responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions.

**JOURNEYMAN:** A Journeyman within a labor category has 3 to 10 years of experience and a BA/BS degree. A Journeyman level person typically performs all functional duties independently.

**SENIOR:** A Senior level person within a labor category has over 10 years of experience and a MA/MS degree. A Senior level person typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. A Senior level person may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job.

[Note: Substitution table is optional. Remove from solicitation if not utilized. Substitutions could be applied on a per labor category basis or more generally across multiple labor categories. Regardless, the SOW will have to clearly state which substitutions apply to which labor category(s). Certain Professional Labor categories

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

**can not substitute a Bachelor’s degree, such as Engineering.]** Additionally, the following qualification substitution chart provides an example of standard experience/education substitutions:

<b>Bachelor’s Degree</b>	6 years’ additional work experience may be substituted for a Bachelor’s Degree	Associate’s Degree plus 4 years’ additional work experience may be substituted for a Bachelor’s Degree
<b>Master’s Degree</b>	Bachelor’s Degree plus 4 years additional work experience may be substituted for a Master’s	

**Requirements owners shall provide details in the SOW specifying: the labor category name, level of experience and education, and a functional description of the duties of the position; Degree Majors (unless Major not required) that are acceptable for each labor category; identify which labor categories are “Key Personnel” (as applicable). See Part 3 sample SOW section for minimum labor qualifications sample.**

**DEVIATION:** Requirements/contracts owners may deviate from the experience and education level definitions, functional descriptions for individual labor categories, and/or the substitutions for education as long as the deviation is coordinated with the PCO to ensure that the change does not restrict competition.

### **PART I: Professional (Knowledge Based) Individual SLCs**

The BLS provides a numerical list of common labor titles that includes functional descriptions and other illustrative examples. The Acquisition Team should utilize this BLS listing to locate and define any position not listed below. The numerical list of all BLS recognized SOC codes can be found at: [https://www.bls.gov/soc/2018/major\\_groups.htm](https://www.bls.gov/soc/2018/major_groups.htm).

The Acquisition Team should select the relevant labor category and match it to the appropriate BLS SOC code title, and functional description, and identify the education/experience level required (Junior, Journeyman, or Senior) for each specified labor category. This information should be provided in the SOW.

The following functional area tables map common legacy NAVAIR SLC position titles to the BLS SOC Number, Title, and Functional Description. Requirements owners can tailor functional descriptions if required but should continue to utilize the BLS SOC code and provide them in the solicitation. Several of the SLCs listed below have functional descriptions that are verbatim from the DoL SOC list referenced above. These DoL SOC functional descriptions are stated in general terms and are only intended to cover the kinds of work that this type of professional employee could perform. Conversely, there are other SLCs listed below that have functional descriptions that have been modified by the NAVAIR subject matter experts for a given labor category that are more NAVAIR specific.

Regardless of which SLC functional description is used, **if** the functional description is intended to be a firm description of the minimum work experience required for that given SLC, the wording should clearly state the minimum work experience in definitive terms and avoid using

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

terms such as “may”, “could” etc. The SOW should specifically state whether the functional description is the definitive minimum required work experience or whether it is only intended to illustrate the kinds of work that employee could potentially perform on the contract.

Only the most commonly used legacy NAVAIR SLC Labor Categories are included in this guide.

Requirements/contracts owners may utilize the rules and regulations (defined in Title 29, CFR Part 541) provided at <https://www.dol.gov/whd/overtime/regulations.pdf> if it is unclear whether a position is defined as professional, executive, administrative, or if the position is considered a non-professional position. Generally, professional labor categories require a Bachelor’s Degree whereas non-professional positions do not have a college degree requirement.

### Functional Area: Program Management Group

NAVAIR Legacy Labor Category	BLS SOC No.	SOC Title and Functional Description
Program/Project Analyst	13-1111	<b>Program/Project/Management Analysts</b> Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.
Manager	11-1021	<b>Manager/Operations Managers</b> Acts as the overall lead, manager and administrator for the contracted effort. Serves as the primary interface and point of contact with Government program authorities on technical and program/project issues. Oversees contractor execution of the contract requirements. Manages acquisition and employment of program/project resources.
Configuration Management Analyst	13-1111	<b>Configuration Management Analyst/Management Analysts –</b> Collects, organizes and interprets data relating to aircraft and product programs. Maintains configuration control of acquisition products and data. Tracks configuration changes. Coordinates and supports development of Engineering Change Proposals. Applies government-instituted processes for documentation, change control management and data management.
Acquisition Specialist/Management Analyst	13-1111	<b>Acquisition Specialists/Management Analysts -</b> Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA). Assess program procedures, practices, philosophies, and documentation for compliance with specifications, contracts, and mission requirements. Attends, participates, supports, analyzes, provides input, develops, prepares and reports on briefs, point papers, reports, correspondence, meetings, conferences, and review boards.  <b>(alternate for ACAT programs)</b>  <b>Acquisition Specialists/Management Analysts -</b> Supports and drafts program milestone related documentation to ensure compliance with all aspects of the DoD and SECNAV 5000 series directives. Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA). Assess program procedures, practices, philosophies, and documentation for compliance with specifications, contracts, and mission requirements. Attends, participates, supports, analyzes, provides input, develops, prepares and reports on briefs, point papers, reports, correspondence, meetings, conferences, and review boards.

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

Foreign Military Sales Analyst/Management Analyst.	13-1111	<b>Foreign Military Sales Analyst - Management Analysts</b> - Supports the efforts and actions of the Case Manager/Program Managers/Team Lead for various Foreign Military Sales (FMS) programs. With other members of the Security Cooperation team, and under direction of the Case Manager/Program Manager/Team Lead, assists the Case Manager in analyzing and managing all aspects of FMS casework in accordance with the Arms Export Control Act, the Security Assistance Management Manual (SAMM) and the International Traffic in Arms Regulation (ITAR) as well as applicable DoD Acquisition policy guidance.
--	---------	---

### Functional Area: Engineering Group

NAVAIR Legacy Labor Category	BLS SOC No.	SOC Title and Functional Description
<p><b>Engineer/Scientist</b></p> <p>Note that these are considered "Engineers" versus "Scientists"</p> <p>See BLS SOC guide for any Engineer not listed; there are more than 100 different Engineers listed in BLS SOC guide.</p> <p>Requirements/Contracts Owners should avoid calling a position both an Engineer and a Scientist; you are one or the other.</p>	17-2041	<b>Chemical Engineers</b> - Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.
	17-2011	<b>Aerospace Engineers</b> - Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques.
	17-2161	<b>Nuclear Engineers</b> - Conduct research on nuclear engineering projects or apply principles and theory of nuclear science to problems concerned with release, control, and use of nuclear energy and nuclear waste disposal. Examples: <ul style="list-style-type: none"> <li>• Atomic Process Engineer</li> </ul>
	17-2071	<b>Electrical Engineers</b> - Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use. Excludes "Computer Hardware Engineers" (17-2061). Examples: <ul style="list-style-type: none"> <li>• Electrical Systems Engineer</li> <li>• Hardware Design Engineer</li> </ul>
Systems Engineer	17-2011	<b>Aerospace Engineers</b> - Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques.
	17-2141	<b>Mechanical Engineers</b> - Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems. Examples: <ul style="list-style-type: none"> <li>• Systems Engineer (Mechanical)</li> </ul>
Test Engineer	17-2011	<b>Aerospace Engineers</b> - Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques. Examples: <ul style="list-style-type: none"> <li>• Test Engineer (Aeronautical)</li> </ul>
	17-2141	<b>Mechanical Engineers</b> - Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems. Examples: <ul style="list-style-type: none"> <li>• Systems Engineer (Mechanical)</li> <li>• Process Engineer (Mechanical)</li> <li>• Test Engineer (Mechanical)</li> </ul>
	17-2131	<b>Materials Engineers</b> - Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

		and performance specifications. Develop new uses for known materials. Includes those engineers working with composite materials or specializing in one type of material, such as graphite, metal and metal alloys, ceramics and glass, plastics and polymers, and naturally occurring materials. Includes metallurgists and metallurgical engineers, ceramic engineers, and welding engineers. Examples: <ul style="list-style-type: none"> <li>• Test Engineer (Materials)</li> </ul>
Safety Engineer	17-2111	<b>Health and Safety Engineers, except mining safety engineers and inspectors</b> - Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws. Includes industrial product safety engineers. Examples: <ul style="list-style-type: none"> <li>• Industrial Safety Engineer</li> </ul>
Safety Specialist	19-5011	<b>Occupational Health and Safety Specialists</b> - Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. Includes environmental protection officers. Examples: <ul style="list-style-type: none"> <li>• Industrial Hygienist</li> <li>• Health and Safety Inspector</li> <li>• Environmental Health Sanitarian</li> </ul>
Systems Analyst	13-1111	<b>Management Analysts</b> - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. . Excludes "Computer Systems Analysts" (15-1211) and "Operations Research Analysts" (15-2031).
Systems Specialist	15-1252  15-1253	<b>Software Developers</b> - Research, design, and develop computer and network software or specialized utility programs. Analyze user needs and develop software solutions, applying principles and techniques of computer science, engineering, and mathematical analysis. Update software or enhance existing software capabilities. May work with computer hardware engineers to integrate hardware and software systems, develop specifications, and performance requirements. May and maintain databases within an application area, working individually or coordinating database development as part of a team.  <b>Software Quality Assurance Analyst and Testers</b> - Develop and execute software tests to identify software problems and their causes. Test system modifications to prepare for implementation. Document software and application defects using a bug tracking system and report defects to software or web developers. Create and maintain databases of known defects. May participate in software design reviews to provide input on functional requirements, operational characteristics, product designs, and schedules.
Software Engineer	17-2199  15-1252	<b>Engineers, all other</b> - All engineers not listed separately  <b>Software Developers</b> - Research, design, and develop computer and network software or specialized utility programs. Analyze user needs and develop software solutions, applying principles and techniques of computer science, engineering, and mathematical analysis. Update software or enhance existing software capabilities. May work with computer hardware engineers to integrate hardware and software systems, develop specifications, and performance requirements. May maintain databases within an application area, working individually or coordinating database development as part of a team.
Logistics Engineer  Select the required Engineer and BLS SOC Code from the BLS SOC code guide for the specific expertise required. Logistics Engineers usually have a specific primary	17-2199  15-2021	<b>Engineers, all other</b> - All engineers not listed separately.  <b>Mathematicians</b> - Conduct research in fundamental mathematics or in application of mathematical techniques to science, management, and other fields. Solve problems in various fields using mathematical methods.

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

engineering qualification but develop a logistics related skill set afterwards.		
<p><b>Engineer/Scientist</b></p> <p>Note that these are all considered "Scientists" versus "Engineers"</p> <p>See BLS SOC guide for any Scientist not listed; there are more than 30 different Scientists listed in BLS SOC guide.</p> <p>Requirements/Contracts Owners should avoid calling a position both an Engineer and a Scientist; you are one or the other.</p>	<p>19-2012</p> <p>19-2031</p> <p>15-2021</p> <p>19-4051</p>	<p><b>Physicists</b> - Conduct research into physical phenomena, develop theories on the basis of observation and experiments, and devise methods to apply physical laws and theories. Excludes "Biochemists and Biophysicists" (19-1021).</p> <p><b>Chemists</b> - Conduct qualitative and quantitative chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge. . Excludes "Biochemists and Biophysicists" (19-1021) and "Geoscientists, Except Hydrologists and Geographers" (19-2042).</p> <p><b>Mathematicians</b> - Conduct research in fundamental mathematics or in application of mathematical techniques to science, management, and other fields. Solve problems in various fields using mathematical methods.</p> <p><b>Nuclear Technicians</b> - Assist nuclear physicists, nuclear engineers, or other scientists in laboratory or production activities. May operate, maintain, or provide quality control for nuclear testing and research equipment. May monitor radiation.</p>
Test Pilot	53-2011	<b>Airline Pilots, Copilots, and Flight Engineers</b> - Pilot and navigate the flight of fixed-wing, multi-engine aircraft, usually on scheduled air carrier routes, for the transport of passengers and cargo. Requires Federal Air Transport certificate and rating for specific aircraft type used. Includes regional, National, and international airline pilots and flight instructors of airline pilots.
Operations Research Analyst	15-2031	<b>Operations Research Analyst</b> - Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, services, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation

### Functional Area: Information Technology (IT)

NAVAIR Legacy Labor Category	BLS SOC No.	SOC Title and Functional Description
Computer Scientist	15-1221	<b>Computer and Information Research Scientists</b> – Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software.
Computer Specialist	15-1211	<b>Computer Systems Analysts</b> - Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. May analyze or recommend commercially available software.
	15-1241	<b>Computer Network Architects</b> - Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning, including analysis of capacity needs for network infrastructures. May also design network and computer security measures. May research and recommend network and data communications hardware and software. Excludes "Information Security Analysts" (15-1212), "Network and Computer Systems Administrators" (15-1244), and "Computer Network Support Specialists" (15-1231)
	15-1231	<b>Computer Network Support Specialists</b> - Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area networks (WAN), cloud networks, servers, and other data communication

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

		networks. Perform network maintenance to ensure networks operate correctly with minimal interruption. Excludes "Network and Computer Systems Administrators" (15-1244) and "Computer Network Architects" (15-1241).
Informational Management and Technology Analyst	15-1231	<b>Computer Network Support Specialists</b> Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area networks (WAN), cloud networks, servers, and other data communication networks. Perform network maintenance to ensure networks operate correctly with minimal interruption. Excludes "Network and Computer Systems Administrators" (15-1244) and "Computer Network Architects" (15-1241).
	15-1212	<b>Information Security Analysts</b> - Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. Excludes "Computer Network Architects" (15-1241).
Network Engineer	15-1244	<b>Network and Computer Systems Administrators</b> - Install, configure, and maintain an organization's local area network (LAN), data communications network, operating systems, and physical and virtual servers. Perform System monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review System and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. . Excludes "Information Security Analysts" (15-1212), "Computer Network Support Specialists" (15-1231), and "Computer User Support Specialists" (15-1232).
	17-2061	<b>Computer Hardware Engineers</b> - Research, design, develop, or test computer or computer-related equipment for commercial, industrial, military, or scientific use. May supervise the manufacturing and installation of computer or computer-related equipment and components. Excludes "Software Developers" (15-1252) and "Web Developers" (15-1254).
System Administrator	15-1241	<b>Computer Network Architects</b> - Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning, including analysis of capacity needs for network infrastructures. May also design network and computer security measures. May research and recommend network and data communications hardware and software. Excludes "Information Security Analysts" (15-1212), "Computer Network Support Specialists" (15-1231), and "Network and Computer Systems Administrators" (15-1244).
	15-1242	<b>Database Administrators</b> - Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. Identify, investigate, and resolve database performance issues, database capacity, and database scalability. May plan, coordinate, and implement security measures to safeguard computer databases. Excludes "Information Security Analysts" (15-1212) and "Database Architects" (15-1243).
	15-1244	<b>Network and Computer Systems Administrators</b> - Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

		and data communications hardware and software. Excludes "Information Security Analysts"(15-1212), "Computer User Support Specialists" (15-1232), and "Computer Network Support Specialists" (15-1231).
Business Systems Analyst	11-3021  15-1211	<b>Computer and Information Systems Managers</b> - Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Excludes "Computer Occupations" (15-1211 through 15-1299).  <b>Computer Systems Analysts</b> - Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. May analyze or recommend commercially available software.
Help Desk Support Specialist	15-1232	<b>Computer User Support Specialists</b> - Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Excludes "Network and Computer Systems Administrators" (15-1244).
Computer Programmer	15-1251  15-1252  15-1254	<b>Computer Programmers</b> - Create, modify, and test the code, and scripts that allow computer applications to run. Work from specifications drawn up by software and web developers or other individuals. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.  <b>Software Developers</b> , – Research, design, and develop, computer and network software or specialized utility programs. Analyze user needs and develop software solutions, applying principles and techniques of computer science, engineering, and mathematical analysis. Update software or enhance existing software capabilities. May work with computer hardware engineers to integrate hardware and software systems, and develop specifications and performance requirements. May maintain databases within an application area, working individually or coordinating database development as part of a team.  <b>Web Developers</b> - Develop and implement websites, web applications, application databases, and interactive web interfaces. Evaluate code to ensure that it is properly structured, meets industry standards, and is compatible with browsers and devices. Optimize website performance, scalability, and server-side code and processes. May develop website infrastructure and integrate websites with other computer applications. Excludes "Special Effects Artists and Animators" (27-1014).

### Functional Area: Logistics

NAVAIR Legacy Labor Category	BLS SOC No.	SOC Title and Functional Description
Logistician	13-1081	<b>Logisticians</b> - Analyze and coordinate the ongoing logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. Excludes "Transportation, Storage, and Distribution Managers" (11-3071) and "Project Management Specialists" (13-1082).
Logistics Analyst	13-1111	<b>Management Analysts</b> - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.
Logistics Specialist	13-1081	<b>Logisticians</b> - Analyze and coordinate the ongoing logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of



## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

	13-1111	resources. . Excludes “Transportation, Storage, and Distribution Managers” (11-3071) and “Project Management Specialists” (13-1082).  <b>Management Analysts</b> - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.
Operations Logistics Manager	11-1021	<b>General and Operations Managers</b> - Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
Onsite Logistics Lead	11-1021	<b>General and Operations Managers</b> - Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
Logistics Manager	11-1021	<b>General and Operations Managers</b> - Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Excludes First-Line Supervisors.
International Logistician/Analyst/Specialist	13-1081 13-1111	<b>International Logistician</b> - Analyze, coordinate, provide recommendations, and implement international program logistics requirements for integrated product support (IPS) elements during an international program's life cycle, including business development, case development, case implementation, and case closure.

### Functional Area: Financial Management

NAVAIR Legacy Labor Category	BLS SOC No.	SOC Title and Functional Description
Cost Analyst	13-2031	<b>Budget Analysts</b> - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports. Excludes “Financial and Investment Analysts” (13-2051).
	13-1051	<b>Cost Estimators</b> - Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.
Financial Manager	11-3031	<b>Financial Managers</b> - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Excludes “Financial Risk Specialists” (13-2054).
Financial Analyst	13-2051	<b>Financial Analysts</b> - Conduct quantitative analyses of information affecting investment programs of public or private institutions.

### Functional Area: Corporate Operations

NAVAIR Legacy	BLS SOC No.	SOC Title and Functional Description
---------------	-------------	--------------------------------------

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

<b>Labor Category</b>		
Protocol Liaison Specialist	11-2032	<b>Public Relations Managers</b> - Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.
Multimedia Specialist	27-3031	<b>Public Relations Specialists</b> - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.
Administrator	11-3012  11-3013	<b>Administrative Services Managers</b> - Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, and other office support services. Medical records administrators are included in "Medical and Health Services Managers" (11-9111). Excludes "Facilities Managers" (11-3013) and "Purchasing Managers" (11-3061).  <b>Facilities Managers</b> - Plan, direct, or coordinate operations and functionalities of facilities and buildings. May include surrounding grounds or multiple facilities of an organization's campus. Excludes "Administrative Services Managers" (11-3012), "Property, Real Estate, and Community Association Managers" (11-9141), "First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers" (37-1010), "First-Line Supervisors of Mechanics and Repairers" (49-1011), and "Maintenance and Repair Workers, General" (49-9071).

### **PART II: Services Contracting Labor Standards (SCLS) Covered Individual Labor Categories**

Labor categories discussed in this part are typically considered non-professional labor or "blue-collar" employees. Positions of this nature are often covered under the SCLS. A detailed listing of SCLS covered positions can be found in a BLS Directory of Occupations at: <https://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>; this directory provides specific and detailed tasks that a qualified employee must be able to perform in order to be designated in a position level.

Additional information on properly designating a position as "professional" versus "blue-collar" can be located in the regulations provided in Title 29, CFR Part 541: <https://www.dol.gov/whd/overtime/regulations.pdf>.

The following tables map commonly used legacy NAVAIR SCA labor categories to the BLS SOC Number, **SCA Code**, Title, and broad Functional Description. The majority of these labor classifications do not require traditional formal education and degrees (Bachelor's, Master's, etc.) The requirements owner may insert/substitute vocational/technical equivalency if desired for these positions; however the BLS SCA Directory provides explicit functional descriptions for many of these labor categories.

<b>NAVAIR Legacy Labor Category</b>	<b>Crosswalk to BLS SOC No.</b>	<b>SOC Title and Functional Description</b>
Electronics Technician Maintenance  Engineering/Electronics Technician	17-3023 <ul style="list-style-type: none"> <li>• SCA 23180 Electronics Technician, Maintenance</li> <li>• SCA 23181 Electronics Technician I, Maintenance</li> <li>• SCA 23182 Electronics Technician II, Maintenance</li> <li>• SCA 23183 Electronics Technician III, Maintenance</li> </ul>	<b>Electrical and Electronic Engineering Technicians</b> - Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, adjust, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Excludes "Broadcast Technicians" (27-4012).

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

<p>Engineering Technician</p> <p>Field Technician</p>	<p>17-3029</p> <ul style="list-style-type: none"> <li>• SCA 30080 Engineering Technician</li> <li>• SCA 30081 Engineering Technician I</li> <li>• SCA30082 Engineering Technician II</li> <li>• SCA30083 Engineering Technician III</li> <li>• SCA 30084 Engineering Technician IV</li> <li>• SCA 30085 Engineering Technician V</li> <li>• SCA 30086 Engineering Technician VI</li> </ul>	<p><b>Engineering Technicians, Except Drafters, All Other</b> - All engineering technicians, except drafters, not listed separately.</p>
<p>Drafter/CAD Operator</p>	<p>17-3010</p> <ul style="list-style-type: none"> <li>• SCA 30060 Drafter/CAD Operator</li> <li>• SCA 30061 Drafter/CAD Operator I</li> <li>• SCA 30062 Drafter/CAD Operator II</li> <li>• SCA 30063 Drafter/CAD Operator III</li> <li>• SCA 30064 Drafter/CAD Operator IV</li> </ul>	<p><b>Drafters</b> - This broad occupation includes the following four detailed occupations:</p> <ul style="list-style-type: none"> <li>• 17-3011 Architectural and Civil Drafters</li> <li>• 17-3012 Electrical and Electronics Drafters</li> <li>• 17-3013 Mechanical Drafters</li> <li>• 17-3019 Drafters, All Other</li> </ul>
<p>Electrician</p> <p>Electrician, Maintenance</p>	<p>47-2111</p> <ul style="list-style-type: none"> <li>• SCA 23160 Electrician, Maintenance</li> </ul>	<p><b>Electricians</b> - Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers" (49-2098). Examples:</p> <ul style="list-style-type: none"> <li>• Master Electrician</li> <li>• Solar Photovoltaic Electrician</li> <li>• Electrical Sign Wirer</li> </ul>
<p>Aircraft Mechanic I</p> <p>Aircraft Mechanic II</p> <p>Aircraft Mechanic III</p> <p>Aircraft Quality Assurance</p>	<p>49-3011</p> <ul style="list-style-type: none"> <li>• SCA 23020 Aircraft Mechanic (Airframe and Power Plant)</li> <li>• SCA 23021 Aircraft Mechanic I</li> <li>• SCA 23022 Aircraft Mechanic II</li> <li>• SCA 23023 Aircraft Mechanic III</li> </ul>	<p><b>Aircraft Mechanics and Service Technicians</b> - Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems. Includes helicopter and aircraft engine specialists. Excludes "Avionics Technician" (49-2091). Examples:</p> <ul style="list-style-type: none"> <li>• Aircraft Engine Specialist</li> <li>• Flight Test Mechanic</li> <li>• Airframe Mechanic</li> </ul>
<p>Painter, Aircraft</p>	<p>51-9124</p> <ul style="list-style-type: none"> <li>• SCA 23050 Aircraft Painter</li> </ul>	<p><b>Painters, Transportation Equipment</b> - Operate or tend painting machines to paint surfaces of transportation equipment, such as automobiles, buses, trucks, trains, boats, and airplanes. Includes painters in auto body repair facilities</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Aircraft Painter</li> <li>• Auto Painter</li> <li>• Railroad Car Painter</li> </ul>
<p>Maintenance Worker</p> <p>Facilities Maintenance Technician</p>	<p>49-9071</p> <ul style="list-style-type: none"> <li>• SCA 23370 General Maintenance Worker</li> </ul>	<p><b>Maintenance and Repair Workers, General</b> - Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. Excludes "Maintenance Workers, Machinery" (49-9043). "Facilities Managers" (11-3013)</p>

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

		<p>Example:</p> <ul style="list-style-type: none"> <li>• Building Maintenance Mechanic</li> </ul>
Machinist, Maintenance	<p>51-4041</p> <ul style="list-style-type: none"> <li>• SCA 23550 Machinist, Maintenance</li> </ul>	<p><b>Machinists</b> - Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures. Machinists who primarily program or operate computer numerically controlled (CNC) equipment are classified in "Computer Numerically Controlled Tool Operators and Programmers" (51-9160). Examples:</p> <ul style="list-style-type: none"> <li>• Gear Machinist</li> <li>• Automotive Machinist</li> <li>• Production Machinist</li> </ul>
Sheet Metal Worker, Maintenance	<p>47-2211</p> <ul style="list-style-type: none"> <li>• SCA 23890 Sheet-metal Worker, Maintenance</li> </ul>	<p><b>Sheet Metal Workers</b> - Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes. Examples:</p> <ul style="list-style-type: none"> <li>• Tinsmith</li> <li>• Sheet Metal Former</li> <li>• Heating, Ventilation, and Air Conditioning (HVAC) Sheet Metal Installer</li> </ul>
Video Technology Specialist	<p>27-4011</p> <ul style="list-style-type: none"> <li>• SCA 13110 Video Teleconference Technician</li> </ul> <p>49-2022</p>	<p><b>Audio and Video Equipment Technicians</b> – Set up, maintain, and dismantle audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors and servers, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for live and recorded events such as concerts, sporting events, meetings and conventions, presentations, and news conferences. May also set up and operate associated spotlights and other custom lighting systems. Excludes "Sound Engineering Technicians" (27-4014), "Lighting Technicians" (27-4015), and "Audiovisual Equipment Installers and Repairers" (49-2097). Other:</p> <ul style="list-style-type: none"> <li>• Video Production Assistant</li> <li>• Video Control Operator</li> <li>• Multimedia Production Assistant</li> </ul> <p><b>Telecommunications Equipment Installers and Repairers, Except Line Installers</b> -Install, set-up, rearrange, or</p>

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

		remove switching, distribution, routing, and dialing equipment used in central offices or headends. Service or repair telephone, cable television, Internet, and other communications equipment on customers' property. May install communications equipment or communications wiring in buildings. Excludes "Telecommunications Line Installers and Repairers" (49-9052).
Production Control Clerk Material Coordinator Supply Technician	43-5061 <ul style="list-style-type: none"> <li>• SCA 01270 Production Control Clerk</li> <li>• SCA 21030 Material Coordinator</li> <li>• SCA 01410 Supply Technician</li> </ul>	<b>Production, Planning, and Expediting Clerks</b> - Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems. Excludes "Project Management Specialists" (13-1082) "Weighers, Measurers, Checkers, and Samplers, Recordkeeping" (43-5111). Examples: <ul style="list-style-type: none"> <li>• Production Scheduler, Expeditor</li> <li>• Material Control Clerk</li> </ul>
Technical Writer Documentation Specialist	27-3042 <ul style="list-style-type: none"> <li>• SCA 30460 Technical Writer</li> <li>• SCA 30461 Technical Writer I</li> <li>• SCA 30462 Technical Writer II</li> <li>• SCA 30463 Technical Writer III</li> <li>• SCA 01070 Document Preparation Clerk (Document Preparer)</li> </ul>	<b>Technical Writers</b> - Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work. Examples: <ul style="list-style-type: none"> <li>• Specifications Writer</li> <li>• Documentation Writer</li> <li>• Medical Writer</li> </ul>
Warehouse Specialist (warehouse worker) Tools and Parts Attendant	53-7065 <ul style="list-style-type: none"> <li>• SCA 21410 Warehouse Specialist/Warehouse Worker</li> <li>• SCA 2120 Tools and Parts Attendant (Tool Crib Attendant)</li> </ul>	<b>Stock Clerks and Order Fillers</b> - Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May operate power equipment to fill orders. May mark prices on merchandise and set up sales displays. Excludes "Laborers and Freight, Stock, and Material Movers, Hand" (53-7062), and "Shipping, Receiving, and Inventory Clerks" (43-5071) and "Packers and Packers, Hand" (53-7064). Examples: <ul style="list-style-type: none"> <li>• Inventory Control Clerk</li> <li>• Warehouse Clerk</li> <li>• Tool Crib Attendant</li> </ul>
Driver/Courier	53-3030 <ul style="list-style-type: none"> <li>• SCA 31403 Driver/Courier</li> </ul>	<b>Driver/Sales Workers and Truck Drivers</b> - This broad occupation includes the following three detailed occupations: <ul style="list-style-type: none"> <li>• 53-3031 Driver/Sales Workers</li> <li>• 53-3032 Heavy and Tractor-Trailer Truck Drivers</li> <li>• 53-3033 Light Truck or Delivery Services Drivers</li> </ul>
Data Management Specialist	15-1211 <ul style="list-style-type: none"> <li>• SCA 14100 Computer Systems Analyst</li> </ul>	<b>Computer Systems Analysts</b> - Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

		<p>review computer system capabilities, workflow, and schedule limitations. Improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.</p> <p>(alternate) Reviews program plans for specific weapons systems, sub-systems, and equipment or information technology systems. Prepares technical data for inclusion in integrated logistics support plans. Prepares contract data requirements lists. Provides data management for specific weapons and/or equipment technical data during production, fleet introduction and operations.</p>
Technical Manual Librarian	<p>27-3042</p> <ul style="list-style-type: none"> <li>• SCA 13090 Technical Library Clerk</li> </ul>	<p><b>Technical Writers</b> - Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.</p> <p>(alternate) Acquires, processes, stores and retrieves technical documents in various formats. Prepares and processes (including technical writing and editing) technical data such as military specifications, technical manuals and technical directives using vocabulary and terminology associated with such documents.</p>
Accounting Clerk I Accounting Clerk II Accounting Clerk III	<p>43-3031</p> <ul style="list-style-type: none"> <li>• SCA 01010 Accounting Clerk (Occupational Base)</li> <li>• SCA 01011 Accounting Clerk I</li> <li>• SCA 01012 Accounting Clerk II</li> <li>• SCA 01013 Accounting Clerk III</li> </ul>	<p><b>Bookkeeping, Accounting, and Auditing Clerks</b> - Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes "Payroll and Timekeeping Clerks" (43-3051). Examples:</p> <ul style="list-style-type: none"> <li>• Bookkeeper</li> <li>• Accounts Receivable Clerk</li> </ul>
Administrative Assistant	<p>43-6011</p> <ul style="list-style-type: none"> <li>• SCA 0120 Administrative Assistant</li> <li>• SCA 01111 General Clerk I</li> <li>• SCA 01112 General Clerk II</li> <li>• SCA 01113 General Clerk III</li> </ul>	<p><b>Executive Secretaries and Executive Administrative Assistants</b> - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014). Example:</p> <ul style="list-style-type: none"> <li>• Executive Assistant</li> </ul> <p><b>General Clerk</b> - follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g.,</p>

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

		mimeograph, photocopy, addressograph or mailing machine). This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence.
Documentation Specialist Word Processor I Word Processor II Word Processor III	43-9022 <ul style="list-style-type: none"> <li>• 01070 Document Preparation Clerk</li> <li>• 01610 Word Processor (Occupational Base)</li> <li>• 01611 Word Processor I</li> <li>• 01612 Word Processor II</li> <li>• 01613 Word Processor III</li> </ul>	<b>Word Processors and Typists</b> - Use word processor, computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned. Excludes "Data Entry Keyers" (43-9021), "Secretaries and Administrative Assistants" (43-6010), "Court Reporters and Simultaneous Captioners" (27-3092), and "Medical Transcriptionists" (31-9094). Examples: <ul style="list-style-type: none"> <li>• Clerk Typist</li> <li>• Transcription Typist</li> </ul>
Air-Crewman Equipment Specialist	55-3011 <ul style="list-style-type: none"> <li>• SCA 31000 Transportation/Mobile Equipment Operations Occupations</li> </ul>	<b>Military specific occupation:</b> <ul style="list-style-type: none"> <li>• 55-3011 Air Crew Members</li> <li>• 55-0000 Military Specific Occupation</li> </ul>

### PART III: STANDARD LANGUAGE FOR STATEMENT OF WORK (SOW)

#### X.0 Personnel Qualifications

**X.1** The Contractor shall be responsible for employing personnel having at least the minimum level of education, training, and experience, (insert as applicable), and security clearance as stated under each labor category specified herein.

**X.2 Key Personnel** are those who will be performing in Key Labor Categories as specified for applicable labor categories below.

**X.3 College Degree:** All degrees shall be obtained from an "accredited college or university" as recognized by the U.S. Department of Education. This includes Associate's, Bachelor's, Master's, and Doctorate degrees.

**X.4 Degree Majors:** NOTE: If requirement owner wishes to specify the Major of the required degree, that may be specified for each labor category in this paragraph. For example: All labor categories requiring Degrees in the Professional Engineering functional area specified below shall have a Major in at least one of the following subjects: Aerospace, Chemical, Civil, Systems/General, Electrical, etc.

**X.5 Technical Certification Training:** NOTE: Some labor categories use technical/vocational training as a substitute for a college degree. Requirement owner must clearly define what technical/vocational school is required and certification level required for that Labor category.

**X.6 Professional employee Experience and Education Level definitions:**

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

**JUNIOR:** A Junior level person within a labor category has less than 3 years’ experience and a BA/BS degree. A Junior level person is responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions.

**JOURNEYMAN:** A Journeyman level person within a labor category has 3 to 10 years’ of experience and a BA/BS degree. A Journeyman level person typically performs all functional duties independently.

**SENIOR:** A Senior level person within a labor category has more than 10 years’ of experience and an MA/MS degree. A Senior level person typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. A Senior level person may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job.

Additionally, the following qualification substitution chart provides standard experience/education substitutions:

**Note: Certain Professional Labor categories can not substitute a Bachelor’s degree, such as Engineering**

<b>Bachelor’s Degree</b>	6 years’ additional work experience may be substituted for a Bachelor’s Degree	Associate’s Degree plus 4 years’ additional work experience may be substituted for a Bachelor’s Degree
<b>Master’s Degree</b>	Bachelor’s Degree plus 4 years’ additional work experience may be substituted for a Master’s	

**[Note: Substitution table above is optional. Remove from SOW if not utilized.]**

“Years of experience” shall mean full, productive years of participation.

“Productive years” shall mean 52 weeks of work reduced by reasonable amounts of time for holidays, annual and sick leave.

If participation was part-time, or if less than one-half of the standard work week was spent performing qualifying functions, the actual time spent performing qualifying functions may be accumulated to arrive at full years of experience.

**NOTE:** The following sentence is optional but use caution since specifying that only the most recent experience counts tends to restrict the candidate pool. Contractor personnel must have performed these functions at least X years’ within the last X years for their applicable labor category.

**X.7 Labor Qualifications:** The following lists the minimum labor category, education and experience requirements, and the functional descriptions for each labor category:

<b>Labor Category</b>	<b>Level</b>	<b>BLS SOC Code</b>	<b>Functional Description</b>
Aerospace Engineer	Senior	17-2011	See below
Aerospace Engineer	Journeyman	17-2011	
Aerospace Engineer	Junior	17-2011	
Materials Engineer (Test Engineer)	Senior	17-2141	
Budget Analyst (Cost Analyst)	Journeyman	13-2031	



## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

Note: The SOW drafter must consider which approach is being used in regard to exactly what the intended minimum labor qualification is for each SLC. Typically, the level is ONLY the years of experience and education required for the position, but the functional description could create additional minimum qualification requirement(s). If the requirement's owner intends to hold the Contractor responsible for meeting all of the functional description activities stated, then that fact must be specified in the SOW and the functional description can't have conditional wording such as "may", "perhaps", "should", "could" etc. Alternatively, if the requirement's owner is merely using the functional description to illustrate the kinds of work that might be applicable for a given labor category, then that should be specified in the SOW.

The following example 1 illustrates a minimum requirement for an Aerospace Engineer with over 10 years of experience and MA/MS degree wherein the functional description merely identifies the general type of work but does NOT require that the proposed employee have experience in all aspects identified:

- **Aerospace Engineer, Senior SOC 17-2011:** Perform engineering duties in designing, constructing, and testing things that fly such as aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques.

Example 2 demonstrates a professional employee wherein the level of experience and education AND the functional description are all considered the minimum qualification

- **Aerospace Engineer, Senior SOC 17-2011:** Must have performed engineering duties in designing and testing manned and unmanned aircraft systems. Must have conducted basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. Must have recommend improvements in testing equipment and techniques.

**Note: Many SCLC covered positions do not require additional experience or education level designations as experience and skill are already covered by the numerical suffix in the labor category name (i.e. I, II, III)**

Labor Category	BLS SOC Code	SCA Code
Aircraft Mechanic I	49-3011	SCA 23021
Aircraft Mechanic II	49-3011	SCA 23022
Aircraft Mechanic III	49-3011	SCA 23023
Engineering Technician II	17-3029	SCA 30082
Engineering Technician III	17-3029	SCA 30083
Engineering Technician IV	17-3029	SCA 30084
Engineering Technician V	17-3029	SCA 30085
Technical Writer I	27-3042	SCA 30461

Example 3: The functional descriptions are listed in the DoL Directory of Occupations. **Caution** must be exercised in modifying SCLS Occupation functional descriptions due to DoL regulations

## NAVAIR STANDARD LABOR CATEGORY (SLC) GUIDE – Ver 1.2

*and the requirement to formally request a Conformance Action for SCLS jobs that are not covered in the Directory. **Normally functional descriptions are not used.***

**-Aircraft Mechanic I, BLS Code 49-3011, SCA 23021:** Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems. Includes helicopter and aircraft engine specialists.....