

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

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[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, Professional, and Computer employees as defined in Subparts B through E respectively within 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. **Part 3** of this Guide is a sample SOW section for Minimum Labor Qualifications using the SOC SLCs. Professional services labor category experience and education are further defined as Apprentice, Junior, Journeyman, and Senior levels. The term "professional services" should not be confused with the formal definition of labor categories that meet the "professional exemption" from Fair Labor Standards Act (FLSA) by Title 29, CFR Part 541, Subpart D. The term "professional services" as used in this guide refers to Knowledge-based Contractor Support Services. For those positions categorized as Cyber Security Work Force (CSWF) in accordance with SECNAV M-5239-2 and DODD 8140.01 – Cyberspace Workforce Management, the labor category experience and education are further defined as Apprentice, Basic, Intermediate, and Advanced. The use of Apprentice labor categories, also referenced as "Intern" or "Trainee" labor categories, **shall** be limited to no more than 5% of the total Full-Time Equivalent (FTE) personnel employed on a given services contract.

Reminder, this is a guide. If required, the descriptions, experience, and educational requirements can be tailored to ensure they accurately define the Government requirements and provide Industry the greatest level of flexibility to fill positions.

All of the non-CSWF designated professional services labor categories (all functional areas) specified in Part 1 of the Guide generally have 4 levels of Experience and Education. The minimum education, training certifications, and experience should be specified in the SOW in a format such as follows:

Apprentice	Junior	Journeyman	Senior
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Earned 60 credit hours towards a Bachelor's degree in a relevant subject or discipline for the position with 50% of the completed credit hours (30 hours) in that discipline, with a minimum overall GPA of 3.0	Has less than 3 years of experience performing work related to the labor category functional description and a BA/BS degree in a relevant subject or discipline for the position	Has 3 or more years of experience performing work related to the labor category functional description and a BA/BS degree in a relevant subject or discipline for the position.	Has at least 10 years of experience performing work related to the labor category functional description and a MA/MS degree in a relevant subject or discipline for the position.
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NOTE: The requiring office may tailor the experience requirement by including additional elements such as "Contractor personnel must have performed this experience or functions at least X years within the last X years for their applicable labor category." Use caution since specifying that only the most recent experience counts tends to restrict the candidate pool.

[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 (defined in Subpart D of 29 CFR Part 541) can't substitute a Bachelor's degree, such as Engineering unless an Apprentice level is used.] Additionally, the following qualification substitution chart provides standard experience/education substitutions:

Bachelor's Degree	Associate's Degree plus X years' additional work experience may be substituted for a Bachelor's Degree	GED and/or a relevant technical certification plus X years' additional work experience may be substituted for a Bachelor's Degree
Master's Degree	Bachelor's Degree plus X years additional work experience may be substituted for a Master's Degree	

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" and any specialized or additional requirements to be considered "Key Personnel" (as applicable). See Part 3 sample SOW section for minimum labor qualifications sample.

CSWF Designated Positions

The labor category levels for CSWF DESIGNATED positions are specified as Apprentice, Basic, Intermediate, Advanced IAW the following definitions and CSWF qualifications under [Navy COOL - Cyber IT/CSWF \(https://cool.osd.mil/usn/cswf/index.html\)](https://cool.osd.mil/usn/cswf/index.html). Procedures surrounding the qualification of

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the Department of the Navy (DON) Cyberspace IT/Cybersecurity Workforce are discussed in Department of Defense (DoD) Directive 8140.01 (or any subsequent revisions), which replaced DoD Directive 8570.01-M and NIST Special Publication 800-181.

Note: Insert the following table if the contract will include CSWF designated positions

Apprentice	Basic	Intermediate	Advanced
Has high school diploma or GED and currently working towards meeting a CSWF qualification	Meets the identified CSWF Education qualification	Meets the identified CSWF Education qualification	Meets the identified CSWF Education qualification
OR			
	Meets the identified CSWF Training qualification	Meets the identified CSWF Training qualification	Meets the identified CSWF Training qualification
OR			
	Meets the identified CSWF Certification qualification	Meets the identified CSWF Certification qualification	Meets the identified CSWF Certification qualification
AND			
	Has less than 3 years of experience performing work related to the labor category functional description OR meets the identified military equivalent On the Job Training (OJT) requirement	Has 3 or more years of experience performing work related to the labor category functional description OR meets the identified military equivalent OJT requirement	Has at least 7 years of experience performing work related to the labor category functional description OR meets the identified military equivalent OJT requirement

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/oes/current/oes_stru.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 (Apprentice, 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

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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 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/agencies/whd/fact-sheets/17a-overtime> if it is unclear whether a position is defined as Executive, Administrative, Professional or Computer employees or if the position is considered a non-professional position. Generally, Professional labor categories specified in SubPart D of 29 CFR Part 541 require a Bachelor’s Degree whereas other “professional” positions do not typically require an academic degree. This requirement for a degree must not be confused with the requirement to conduct a Total Compensation Plan (TCP) analysis on all labor categories deemed “professional.” The GAO has held that the requirement of a Bachelor’s Degree is not the sole determining factor when deciding which labor categories are “professional”. When conducting a TCP analysis, we are required to look to the educational requirements, the position description, the years of experience required, additional certifications or training necessary, or where employees in such professions who have substantially the same knowledge level and perform substantially the same work as the degreed employees, but who attained the advanced knowledge through a combination of work experience and intellectual instruction. When drafting the solicitation, we should designate which labor categories we deem “professional” and limit our TCP analysis to those labor categories only.

Functional Area: Program Management Group

Labor Category	BLS SOC No.	SOC Title and Functional Description
Program/Project Analyst	13-1082	Program/Project/Management Analysts 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	Manager/Operations Managers 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.
Management Analyst	13-1111	Management Analyst 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

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		efficiently and effectively. Includes program analysts and management consultants.
Configuration Management Analyst	13-1111	Configuration Management Analyst/Management Analysts – 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	<p>Acquisition Specialists/Management Analysts - 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.</p> <p>(alternate for ACAT programs)</p> <p>Acquisition Specialists/Management Analysts - 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.</p>
Foreign Military Sales Analyst/Management Analyst.	13-1111	<p>Foreign Military Sales Analyst - Management Analysts - 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.</p> <p>Apprentice FMS Analyst – Supports Case Managers/Program Managers under the direction and control of a journeyman/senior level FMS Analyst trainer.</p>

Functional Area: Engineering

Labor Category	BLS SOC No.	SOC Title and Functional Description
Engineer/Scientist	17-2041	Chemical Engineers - 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.
Note that these are considered "Engineers" versus "Scientists"	17-2011	Aerospace Engineers - 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.
See BLS SOC guide for any Engineer not listed; there are more than 100 different Engineers listed in BLS SOC guide.	17-2161	Nuclear Engineers - 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:
Requirements/Contracts Owners should avoid		

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calling a position both an Engineer and a Scientist; you are one or the other.	17-2071	<ul style="list-style-type: none"> Atomic Process Engineer <p>Electrical Engineers - 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:</p> <ul style="list-style-type: none"> Electrical Systems Engineer Hardware Design Engineer
Apprentice Engineer	17-XXXX	<p>Apprentice Engineers (any specialty) – Perform engineering duties under the direction and control of a journeyman/senior level Engineer trainer.</p>
Systems Engineer	17-2011	<p>Aerospace Engineers - 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.</p>
	17-2141	<p>Mechanical Engineers - 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:</p> <ul style="list-style-type: none"> Systems Engineer (Mechanical)
Test Engineer	17-2011	<p>Aerospace Engineers - 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:</p> <ul style="list-style-type: none"> Test Engineer (Aeronautical)
	17-2141	<p>Mechanical Engineers - 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:</p> <ul style="list-style-type: none"> Systems Engineer (Mechanical) Process Engineer (Mechanical) Test Engineer (Mechanical)
	17-2131	<p>Materials Engineers - Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design 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:</p> <ul style="list-style-type: none"> Test Engineer (Materials)
Safety Engineer	17-2111	<p>Health and Safety Engineers, except mining safety engineers and inspectors - 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:</p> <ul style="list-style-type: none"> Industrial Safety Engineer
Safety Specialist	19-5011	<p>Occupational Health and Safety Specialists - 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:</p> <ul style="list-style-type: none"> Industrial Hygienist Health and Safety Inspector Environmental Health Sanitarian
Logistics Engineer	17-2199	<p>Engineers, all other - All engineers not listed separately.</p>
Select the required Engineer and BLS SOC Code from the BLS SOC	15-2021	<p>Mathematicians - 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>

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code guide for the specific expertise required. Logistics Engineers usually have a specific primary engineering qualification but develop a logistics related skill set afterwards.		
<p>Engineer/Scientist</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>Physicists - 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>Chemists - 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>Mathematicians - 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>Nuclear Technicians - 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	Airline Pilots, Copilots, and Flight Engineers - 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	Operations Research Analyst - 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 / Cyber Warfare / Cyber Security (IT/Cyber)

Reminder: All IT and Cyber related positions require an analysis to determine the applicability of SECNAV M5239-2 and DODD 8140.01M. Any position designated as a CSWF coded position must include the associated relevant CSWF code(s) in accordance with the [Navy COOL - Cyber IT/CSWF \(https://cool.osd.mil/usn/cswf/index.html\) classification guide.](https://cool.osd.mil/usn/cswf/index.html)

<u>Labor Categories</u>	<u>BLS Code</u>	<u>Recommended CSWF Relevant Codes</u>	<u>Functional Description</u>
Cyber/IT Systems Apprentice	15-1221	N/A	Acts under the direction of more senior positions to support the research, development, operations, testing, and sustainment of computer, network, software and information technology systems.
Computer Hardware Engineer	17-2061	632, 641, 651, 661	Performs programmatic or technical roles in an organization identifying, formulating, designing and/or testing practical solutions to engineering problems and

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			<p>guide the engineering development of modern complex systems; and to employ systems engineering methods and tools in the development of advanced complex systems and when appropriate, conduct research in applied systems engineering to advance the field.</p> <p>Research, design, develop, or test computer or computer-related equipment for commercial, industrial, military, or scientific use. Has experience in computer systems / networks design across physical platforms, boundaries, and data transfer/transport methods. May supervise the manufacturing and installation of computer or computer-related equipment and components.</p>
Computer and Information Systems Managers	11-3021	801, 802, 803, 804, 805	<p>Applies analytic techniques in the evaluation of program/project IT systems objectives. Analyzes requirements, status, budget, personnel resources, and schedules. Tracks program/project status and schedules. Plans, directs, and / or coordinates IT systems support activities, projects, and programs.</p>
Computer and Information Research Scientist	15-1221	111, 221, 461, 511, 531, 541, 612, 622	<p>Performs research into fundamental computer, network, software and information technology systems. Conduct research into cyber threats, adversarial offensive and defensive tools, techniques, and methods, and mitigation solutions. Conducts research into problems in the field of computer hardware and software with a focus on system security and vulnerability. Conducts research into information technology architectures and infrastructure.</p>
Computer Network Support Specialist	15-1231	411, 441, 451,	<p>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.</p>
Computer Programmer	15-1251	622, 631	<p>Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.</p>
Software Developer	12-1252	621, 652	<p>Research, develop, create, and modify novel computer applications, simulation models, scripts, and utility programs. Analyze user needs and develop unique software solutions. Typical applications include real-time simulation executives, data communication and distribution, system control and operator software, graphical user interfaces, hardware interfacing, database design and interfacing. Senior level software developers, research and develop original software top level designs and architectures, implement software and configuration standards, and interact heavily with customers in addition to software development. Tools used for software development include ...</p>

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Computer Systems Analyst	15-1211	111, 211, 212, 221, 461, 511, 541, 612, 622	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.
Computer Network Engineer/Architect	15-1241	111, 211, 212, 221, 461, 511, 541, 612, 622	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 emulation/virtualization, analysis, and planning. May also design network and computer security measures. May install and upgrade systems software and maintain software configuration management. May research and recommend network and data communications hardware and software.
Software Quality Assurance Analyst and Tester	15-1253	111, 211, 212, 221, 461, 511, 541, 612, 622	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.
Cloud Network and Computer Systems Architect	15-1241	111, 211, 212, 221, 461, 511, 541, 612, 622	Design and implementation of cloud based data hosting solutions. Perform data network emulation/virtualization, analysis, and planning for cloud based solutions. Analyze and design of cloud based systems and associated network and computer security measure implementation in accordance with the Cloud Service Offering levels and Federal Information Processing Standard (FIPS) 199. Analyze systems, network, and cloud resource consumption and control user access. Supports the design and implementation of on premise to cloud based migration strategies. Has demonstrated knowledge of AWS GovCloud IL2, AWS GovCloud IL4, AWS GovCloud IL5, or AWS GovCloud IL6 environments or Microsoft Azure.
Computer User Support Specialist	15-1232	411,441,451	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.
Information Security Analyst	15-1212	111, 211, 212, 221, 461, 511, 531, 541, 612, 622	Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May perform cyber forensic analysis in

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			responses to cyber threats in hardware and software environments.
Information Security Systems Developer	15-1212	111, 211, 212, 221, 461, 511, 531, 541, 612, 622	Analyze, plan, design, implement, upgrade, or monitor security measures for the protection of computer networks and information across multiple security levels. Develop appropriate security controls, architectures, and data transfer methods/tools are in place that will safeguard digital files and vital electronic infrastructure across multiple security domains.
Cloud Network and Computer Systems Administrator	15-1244	451	Install, configure, and maintain an organization's cloud hosted data environments. Perform system monitoring and verify the integrity and availability of cloud architecture resources and systems. Review system and application logs and verify completion of scheduled jobs. Analyze cloud resource consumption and control user access. Administer cloud-based systems and associated network and computer security measure implementation in accordance with the Cloud Service Offering levels and Federal Information Processing Standard (FIPS) 199. Install and upgrade software and maintain software licenses. May assist in cloud network emulation/virtualization, analysis, planning, and coordination between cloud environments and data communications hardware and software. Has demonstrated knowledge of AWS GovCloud IL2, AWS GovCloud IL4, AWS GovCloud IL5, or AWS GovCloud IL6 environments or Microsoft Azure.
Data Systems Analyst	12-2051	421,422	Discovers opportunities for data acquisition and data systems integration; performs research, design and development for databases and data processing systems; develops data systems, architectures and models; leverages high-performance computing infrastructures into systems architecture; recommends best architectures, tools, and technologies to address organizational needs.
Web Developers and Digital Interface Designers	15-1257	421,422,621, 652	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.
Cyber Analyst / Modeler	15-2031	111, 461, 511, 541, 612, 622	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

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Cyber Vulnerability Researcher	15-1221	111, 221, 461, 511, 531, 541, 612, 622	Conduct research into fundamental computer and information science as theorists, designers, or inventors. Conduct research into cyber threats, adversarial offensive and defensive tools, techniques, and methods, and mitigation solutions. Develops solutions to problems in the field of computer hardware and software with a focus on system security and vulnerability.
Cyber Security Forensic Analyst	15-1221	211,212	Conducts investigations into cyber events related to information technology (IT) systems, networks, hardware, and software. May conduct research into cyber threats, tools, techniques, and methods. Collects, processes, preserves, analyzes and presents evidence to support vulnerability research, mitigation, test and evaluation.
Tactical Network and Computer Systems Architect	11-1021	451,651,652	Design and implementation of a weapons systems data communications networks and operating systems. Perform weapons systems data network emulation/virtualization, analysis, and planning. Design of weapons systems and associated network and computer security measures. Analyze systems, sensor, network and server resource consumption and control user access. Install and upgrade systems software and maintain software configuration management. Assist in network emulation/virtualization, analysis, planning, and coordination between weapons systems networks, associated test and evaluation networks, and data communications hardware and software.
Tactical Network and Computer System Administrator	11-1021	451	Install, configure, and maintain a weapons systems airborne and air to ground 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. Analyze systems, sensors, network and server resource consumption and control user access. Install and upgrade systems software and maintain software configuration management. Assist in network emulation/virtualization, analysis, planning, and coordination between weapons systems networks, associated test and evaluation networks, and data communications hardware and software.

Functional Area: Logistics

Labor Category	BLS SOC No.	SOC Title and Functional Description
Logistician	13-1081	Logisticians - 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	Management Analysts - 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

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		operating more efficiently and effectively. Includes program analysts and management consultants.
Logistics Specialist	13-1081 13-1111	Logisticians - 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). Management Analysts - 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	General and Operations Managers - 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	General and Operations Managers - 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	General and Operations Managers - 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	International Logistician - 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

Labor Category	BLS SOC No.	SOC Title and Functional Description
Cost Analyst	13-2031 13-1051	Budget Analysts - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports. Excludes “Financial and Investment Analysts” (13-2051). Cost Estimators - 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	Financial Managers - 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	Financial Analysts - Conduct quantitative analyses of information affecting investment programs of public or private institutions.

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Functional Area: Corporate Operations

Labor Category	BLS SOC No.	SOC Title and Functional Description
Protocol Liaison Specialist	11-2032	Public Relations Managers - 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	Public Relations Specialists - 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	Administrative Services Managers - 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). Facilities Managers - 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/agencies/whd/fact-sheets/17a-overtime>.

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.

Labor Category	Crosswalk to BLS SOC No.	SOC Title and Functional Description
Electronics Technician Maintenance Engineering/Electronics Technician	17-3023 <ul style="list-style-type: none"> • SCA 23180 Electronics Technician, Maintenance • SCA 23181 Electronics Technician I, Maintenance • SCA 23182 Electronics Technician II, Maintenance 	Electrical and Electronic Engineering Technicians - 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.

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	<ul style="list-style-type: none"> • SCA 23183 Electronics Technician III, Maintenance 	Excludes "Broadcast Technicians" (27-4012).
Engineering Technician Field Technician	17-3029 <ul style="list-style-type: none"> • SCA 30080 Engineering Technician • SCA 30081 Engineering Technician I • SCA30082 Engineering Technician II • SCA30083 Engineering Technician III • SCA 30084 Engineering Technician IV • SCA 30085 Engineering Technician V • SCA 30086 Engineering Technician VI 	Engineering Technicians, Except Drafters, All Other - All engineering technicians, except drafters, not listed separately.
Drafter/CAD Operator	17-3010 <ul style="list-style-type: none"> • SCA 30060 Drafter/CAD Operator • SCA 30061 Drafter/CAD Operator I • SCA 30062 Drafter/CAD Operator II • SCA 30063 Drafter/CAD Operator III • SCA 30064 Drafter/CAD Operator IV 	Drafters - This broad occupation includes the following four detailed occupations: <ul style="list-style-type: none"> • 17-3011 Architectural and Civil Drafters • 17-3012 Electrical and Electronics Drafters • 17-3013 Mechanical Drafters • 17-3019 Drafters, All Other
Electrician Electrician, Maintenance	47-2111 <ul style="list-style-type: none"> • SCA 23160 Electrician, Maintenance 	Electricians - 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: <ul style="list-style-type: none"> • Master Electrician • Solar Photovoltaic Electrician • Electrical Sign Wire
Aircraft Mechanic I Aircraft Mechanic II Aircraft Mechanic III Aircraft Quality Assurance	49-3011 <ul style="list-style-type: none"> • SCA 23020 Aircraft Mechanic (Airframe and Power Plant) • SCA 23021 Aircraft Mechanic I • SCA 23022 Aircraft Mechanic II • SCA 23023 Aircraft Mechanic III 	Aircraft Mechanics and Service Technicians - 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: <ul style="list-style-type: none"> • Aircraft Engine Specialist • Flight Test Mechanic • Airframe Mechanic
Painter, Aircraft	51-9124 <ul style="list-style-type: none"> • SCA 23050 Aircraft Painter 	Painters, Transportation Equipment - 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. Examples: <ul style="list-style-type: none"> • Aircraft Painter • Auto Painter • Railroad Car Painter
Maintenance Worker Facilities Maintenance Technician	49-9071 <ul style="list-style-type: none"> • SCA 23370 General Maintenance Worker 	Maintenance and Repair Workers, General - 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,

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		<p>Machinery" (49-9043). "Facilities Managers" (11-3013) Example: <ul style="list-style-type: none"> • Building Maintenance Mechanic </p>
Machinist, Maintenance	51-4041 <ul style="list-style-type: none"> • SCA 23550 Machinist, Maintenance 	<p>Machinists - 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: <ul style="list-style-type: none"> • Gear Machinist • Automotive Machinist • Production Machinist </p>
Sheet Metal Worker, Maintenance	47-2211 <ul style="list-style-type: none"> • SCA 23890 Sheet-metal Worker, Maintenance 	<p>Sheet Metal Workers - 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: <ul style="list-style-type: none"> • Tinsmith • Sheet Metal Former • Heating, Ventilation, and Air Conditioning (HVAC) Sheet Metal Installer </p>
Video Technology Specialist	27-4011 <ul style="list-style-type: none"> • SCA 13110 Video Teleconference Technician 	<p>Audio and Video Equipment Technicians – 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: <ul style="list-style-type: none"> • Video Production Assistant • Video Control Operator • Multimedia Production Assistant </p>

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	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers -Install, set-up, rearrange, or 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"> SCA 01270 Production Control Clerk SCA 21030 Material Coordinator SCA 01410 Supply Technician 	Production, Planning, and Expediting Clerks - 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"> Production Scheduler, Expeditor Material Control Clerk
Technical Writer Documentation Specialist	27-3042 <ul style="list-style-type: none"> SCA 30460 Technical Writer SCA 30461 Technical Writer I SCA 30462 Technical Writer II SCA 30463 Technical Writer III SCA 01070 Document Preparation Clerk (Document Preparer) 	Technical Writers - 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"> Specifications Writer Documentation Writer Medical Writer
Warehouse Specialist (warehouse worker) Tools and Parts Attendant	53-7065 <ul style="list-style-type: none"> SCA 21410 Warehouse Specialist/Warehouse Worker SCA 2120 Tools and Parts Attendant (Tool Crib Attendant) 	Stock Clerks and Order Fillers - 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 Packagers, Hand" (53-7064). Examples: <ul style="list-style-type: none"> Inventory Control Clerk Warehouse Clerk Tool Crib Attendant
Driver/Courier	53-3030 <ul style="list-style-type: none"> SCA 31403 Driver/Courier 	Driver/Sales Workers and Truck Drivers - This broad occupation includes the following three detailed occupations: <ul style="list-style-type: none"> 53-3031 Driver/Sales Workers 53-3032 Heavy and Tractor-Trailer Truck Drivers 53-3033 Light Truck or Delivery Services Drivers
Data Management Specialist	15-1211 <ul style="list-style-type: none"> SCA 14100 Computer Systems Analyst 	Computer Systems Analysts - Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or

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		<p>network concerns. Perform systems management and integration functions, improve existing computer systems, and 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"> • SCA 13090 Technical Library Clerk 	<p>Technical Writers - 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"> • SCA 01010 Accounting Clerk (Occupational Base) • SCA 01011 Accounting Clerk I • SCA 01012 Accounting Clerk II • SCA 01013 Accounting Clerk III 	<p>Bookkeeping, Accounting, and Auditing Clerks - 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"> • Bookkeeper • Accounts Receivable Clerk
Administrative Assistant	<p>43-6011</p> <ul style="list-style-type: none"> • SCA 0120 Administrative Assistant • SCA 01111 General Clerk I • SCA 01112 General Clerk II • SCA 01113 General Clerk III 	<p>Executive Secretaries and Executive Administrative Assistants - 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"> • Executive Assistant <p>General Clerk - follows clearly detailed procedures in performing simple repetitive tasks in the same sequence.</p>

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		Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., 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"> • 01070 Document Preparation Clerk • 01610 Word Processor (Occupational Base) • 01611 Word Processor I • 01612 Word Processor II • 01613 Word Processor III 	Word Processors and Typists - 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"> • Clerk Typist • Transcription Typist
Air-Crewman Equipment Specialist	55-3011 <ul style="list-style-type: none"> • SCA 31000 Transportation/Mobile Equipment Operations Occupations 	Military specific occupation: <ul style="list-style-type: none"> • 55-3011 Air Crew Members • 55-0000 Military Specific Occupation

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

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

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applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. Must have recommend improvements in testing equipment and techniques.

Example 3 demonstrates where specific professional employees within a labor category are to be designated as “Key Personnel” 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.

ADDITIONAL QUALIFICATIONS for KEY PERSONNEL:

In addition to the duties above, this position also acts as the functional team lead for teams performing the above functions. This includes coordinating and overseeing the tasking of other team members, tracking project progress, and participating in planning of projects, resourcing, and events. A minimum of five (5) of the ten (10) years of experience related to performing the above functions must be associated with DoD/Other Government Agency platform/weapons systems.

Note: Many SCLS 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 4: 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 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.....

The written format for the Minimum Personnel Qualifications section of the SOW, if using the CSS SOW SWP

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(SWP-BPTL-001) managed by the PEO Program Support Office (PPSO), typically will begin in para 3.4 after the list of Detailed Services requirements.

The suggested format is as follows although the exact language is tailorable.

3.4 Minimum Personnel Qualifications

The Contractor shall be responsible for employing personnel having at least the minimum level of education and training, and experience (including specialized experience) as stated under each labor category specified herein.

3.4.1 College Degree

When a labor category requires a specific degree for a particular program, only degrees from an accredited college or university as recognized by the U.S. Department of Education will be considered as meeting this requirement. (<https://www.ed.gov/accreditation>). This includes Associates, Bachelor's, Master's, or Doctorate degrees. Accreditation is not required when using degrees to substitute for years of experience.

3.4.2 Disciplines:

3.4.2.1 Business or Business Discipline. When used in relation to educational or work experience requirements, "business discipline" shall mean any of the following specific subjects, disciplines, or areas of work experience only: Business Administration, Business Management, Project Management, Economics, Finance, Accounting, Data Analytics / Management, or related derivative degrees.

3.4.2.2 Engineering or Engineering Discipline. When used in relation to educational or work experience requirements, "engineering discipline" shall mean any of the following specific subjects, disciplines, or areas of work experience only: Aerospace, Computer, Electrical, Electronic, Mechanical, Software, Network, Cyber Security, Systems Engineering, or related derivative Engineering degrees.

3.4.2.3 Scientific Disciplines. When used in relation to educational or work experience requirements, "scientific discipline" shall mean a degree in the fields of Computer Science, Engineering, Information Technology, Mathematics, Data Science, Physics or related derivative degrees.

3.4.2.4 Technical Disciplines. When used in relation to educational or work experience requirements, "technical discipline" shall mean a degree in the fields of Engineering Technology, Cyber Security, Computer Science, Engineering, Mathematics, Operations Research or related derivative degrees

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3.4.3 Years of experience

Years of experience shall mean full, productive years of participation. Productive years mean fifty-two (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 workweek was spent performing qualifying functions, the actual time spent performing qualifying functions may be accumulated to arrive at equivalent full years of experience.

3.4.4 Cyber Security Work Force Qualification

The predominance of the positions on this contract are part of the Navy’s Cybersecurity Workforce (CSWF). All labor categories with identified CSWF qualification requirements must be qualified by Education OR Training OR Certification, at the indicated level in at least one relevant Cybersecurity specialty area as defined by each category. The “On The Job Training” (OJT) element as defined by the COOL site is waived for qualification. Post initial qualification, Continuous Learning IAW with the subject specialty area is required. **Key Personnel must be qualified at time of proposal. At the TO level, positions requiring systems “privileged Access” must be qualified prior to performance start.**

Non-Key Personnel shall be qualified as follows:

- ENTRY / BASIC: no later than 180 days after performance start
- INTERMEDIATE: no later than 60 days from performance start
- ADVANCED: no later than 30 days from performance start

At the TO level, positions requiring systems “Privileged Access” must be qualified prior to performance start. Requirement for privileged access includes: One of the following IA certifications: CCNA Security, CySA+ **, GICSP, GSEC, Security+ CE, SSCP in addition to the OS/CE Certification/Qualification(s) Achieved as defined in the TO.

In the course of execution, other CSWF specialty areas may be proposed and substituted, upon written request and justification, with approval of the PCO with COR concurrence. At the task order level, for short duration efforts the requirement may be reduced/waived by the PCO, with COR concurrence, when requested in writing. A full list of CSWF specialty areas and qualifications can be seen here: [Navy COOL - Cyber IT/CSWF \(https://cool.osd.mil/usn/cswf/index.html\)](https://cool.osd.mil/usn/cswf/index.html) classification guide.

3.4.5 Key Personnel

For the purposes of NAVAIR Clause 5252.237-9501, Addition or Substitution of Key Personnel, a summary of key positions is provided in the table below. The following table represents those Labor Categories under which Key Personnel.

Key Labor Category	Level	Security Clearance

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3.4.6 Definitions

3.4.6.1 Academic year

A full year or complete year of study at a junior college, college, university, or other academic institution, toward which at least thirty (30) semester hours or forty-five (45) quarter hours of undergraduate study, or eighteen (18) semester hours or twenty-seven (27) quarter hours of post graduate study, were completed.

3.4.6.2 Accredited institution

A post-secondary educational institution (junior college, college, university, or technical, trade, or professional school) that was approved by an accrediting agency listed as nationally recognized by the U.S. Department of Education.

3.4.6.3 Degree

An academic title conferred by an educational institution upon completion of a unified course of study; if not otherwise qualified, the term shall mean a degree at the Bachelor's, Master's or Doctoral levels only.

3.4.6.4 Postgraduate degree

Masters, Ph.D., or other professional degree for which completion of an undergraduate curriculum or receipt of a bachelor's degree was a prerequisite.

3.4.7 Experience and Education Level definitions

Non-CSWF Designated Positions

The labor category experience and education requirements corresponding to the four levels are specified below (i.e., Apprentice, Junior, Journeyman and Senior) are as follows:

Apprentice	Junior	Journeyman	Senior
Earned 60 credit hours towards a Bachelor's degree in a relevant subject or discipline for the position with 50% of the completed credit hours (30 hours) in that discipline, with a minimum overall GPA of 3.0	Has less than 3 years of experience performing work related to the labor category functional description and a BA/BS degree in a relevant subject or discipline for the position	Has 3 or more years of experience performing work related to the labor category functional description and a BA/BS degree in a relevant subject or discipline for the position.	Has at least 10 years of experience performing work related to the labor category functional description and a MA/MS degree in a relevant subject or discipline for the position.

CSWF Designated Positions

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The labor category levels for DESIGNATED are specified as Entry/Basic, Intermediate, Advanced IAW the following definitions and CSWF qualifications under [Navy COOL - Cyber IT/CSWF \(https://cool.osd.mil/usn/cswf/index.html\)](https://cool.osd.mil/usn/cswf/index.html)

Apprentice	Basic	Intermediate	Advanced
Has high school diploma or GED and currently working towards meeting a CSWF qualification	Meets the identified CSWF Education qualification	Meets the identified CSWF Education qualification	Meets the identified CSWF Education qualification
	OR	OR	OR
	Meets the identified CSWF Training qualification	Meets the identified CSWF Training qualification	Meets the identified CSWF Training qualification
	OR	OR	OR
	Meets the identified CSWF Certification qualification	Meets the identified CSWF Certification qualification	Meets the identified CSWF Certification qualification
	AND	AND	AND
	Has less than 3 years of experience performing work related to the labor category functional description OR meets the identified military equivalent On the Job Training (OJT) requirement	has 3 or more years of experience performing work related to the labor category functional description OR meets the identified military equivalent OJT requirement	has at least 7 years of experience performing work related to the labor category functional description OR meets the identified military equivalent OJT requirement

3.4.8 Substitutions

The following general substitutions may be allowed for all Non-CSWF designated labor categories with the exception of Engineering labor categories. General substitutions shall not make up any specialized experience requirements.

Bachelor's Degree	Associate's Degree plus X years' additional work experience may be substituted for a Bachelor's Degree	GED and/or a relevant technical certification plus X years' additional work experience may be substituted for a Bachelor's Degree
Master's Degree	Bachelor's Degree plus X years additional work experience may be substituted for a Master's Degree	

3.4.9 Labor Category List

The following lists the minimum labor category education and experience requirements, and the functional descriptions for each labor category:

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Labor Category	Level	BLS SOC Code	Functional Description
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	