

PERSONNEL INFORMATION

COMMONLY USED CONTRACTOR PERSONNEL**JOB TITLES**

The following list represents common subcontractor personnel job titles used by current subcontracting companies for TSEP personnel provided to JPL. Actual job titles shall be provided by the subcontracting company as part of each requirement for support labor.

ANALYSTS

Business Systems
Circuit
Computer Systems
Data
Failure
Software
Systems

ADMINISTRATORS

Administrator
Administrative Coordinator
Administrative Assistant
Database Administrator
Expeditor
Payroll Administrator
Planner/Expeditor
Project

ASSISTANTS

Engineering
Engineering Liaison
Mathematics

CLERICAL SUPPORT

Clerk
Secretary

DESIGNERS

Circuit
Computer Aided
Database
Engineering
Mechanical

DRAFTERS

Circuit
Computer Aided
Engineering

ENGINEERS

ADP Security Accreditation
Business Software
Chemical
Communications
Computer Subsystem
Computer System Architecture
Configuration Management
Design
Electrical
Electronic Digital Design
Electronic Digital Test
Electronic Parts
Electronic Design
Electronic
Environmental
Failure Accountability
Hardware
Human Factor
Logistics
Manufacturing
Materials
Mechanical
Microprocessor Software
Operations
Oracle Programmer
Propulsion
Quality Assurance
Quality Assurance Software
Reliability
Research
Safety
Security System Architecture
Security
Software
Software Development
Software Product Assurance
Software Quality Assurance
Software Reliability
Software Systems
Structural and Dynamics

Systems
Systems Administrator
System Safety
Test
Web Designer

MATHEMATICIANS

OPERATORS

Audio-Visual
Computer
Graphics
Test

SCIENTIST

Astronomer
Biologist
Chemist
Physicist

SPECIALISTS

Component Parts
Computer User Consultant
Configuration Management
Documentation
Documentation Classification
Environmental Testing Technical
Health Physics
Industrial Hygiene
Information
Microcircuit/Scanning Electron Microscope
Photographer
QA Training
Security Documentation/Publication

TECHNICIANS

Audio
Cabling
Computer Control
Data Recording
Document Classification
Electronic Digital
Electronic
Electronic Fabrication
Engineering
Environmental Test
Hazardous Materials
Laboratory
Mechanical

Propulsion
Software Librarian
Software System Test
Test and Operations
Video

OTHER LABOR

Accountant
Art Design
Building & Grounds Keeper
Clean Room Technician
Financial Analyst
Graphic Designer
Instructor
Library Technician
Machinist
Mail Coordinator
Medical Assistant
Media Representative
Microfilm Technician
Recruiter
Technical Writer
Trainer
Travel Accountant
Travel Agent
Web Designers
Warehouseman

PERSONNEL INFORMATION:

**NON-SCA PERSONNEL WORKING UNDER
TSEP CONTRACTS IN EARLY 2004**

Labor Level*/ Job Classification In Subcontract:	Number of TSEP Personnel
CA-1	3
CA-2	2
CA-3	2
CA-4	7
CP-1	3
CP-2	7
CP-3	30
CP-4	49
CP-5	66
CP-6	52
CP-7	54
CP-8	39
CP-9	28
Total:	342

*Refer to Exhibit 9 of the Specimen Subcontract for description of CA and CP levels.

SCA Labor Classification In Subcontract:	Number of TSEP Personnel
AUDIO-VISUAL OPERATOR	13
CLEANROOM TECHNICIAN	7
DOCUMENT PREPARATION CLERK	2
GENERAL CLERK I	1
GENERAL CLERK III	1
KEY ENTRY OPERATOR I	1
KEY ENTRY OPERATOR II	1
LIBRARY TECHNICIAN	3
PRODUCTION CONTROL CLERK	3
SECRETARY I	4
SECRETARY II	8
SECRETARY III	11
SECRETARY IV	11
SECRETARY V	4
SUPPLY TECHNICIAN	1
SHIPPING AND RECEIVING CLERK	6
TECHNICAL WRITER	1
TECHNICIAN I	2
TECHNICIAN II	5
TECHNICIAN III	11
TECHNICIAN IV	11
TECHNICIAN V	5
TECHNICIAN VI	2
WAREHOUSE SPECIALIST	4
Total:	114

SAMPLE TSEP PERSONNEL JOB DESCRIPTIONS

The following are representative TSEP personnel job descriptions for proposal preparation purposes only. Actual job descriptions are provided by JPL as part of each requirement for support labor. The labor classifications shown below for each job description are derived from the Specimen Subcontract, Exhibit 9.

A. Software Engineer

Will: Support Flight Mission Planning with programming and testing.

Minimum Requirements: Minimum 5 years experience in C programming and testing on real-time systems, minimum 5 years experience in Unix, minimum 2 years experience in VxWorks, working knowledge of TCL/K, Working knowledge of instrument operations, good writing skills. Willingness and ability to travel.

Period of performance: Nine months

B. Systems Engineer

Will: Support Cassini Flight Systems Operations as a hardware and software analyst. Will support the command uplink process and help understand flight system behavior. Will design and test updates to the on-board Command and Data Systems software. Will define and document requirements, scenarios, and test cases. Will interface with spacecraft systems engineers, test engineers, software developers, and uplink engineers to achieve results.

Minimum Requirements: Demonstrated knowledge and experience in one or the following areas: embedded computer systems, real-time software systems, and system performance analysis and mission operations. Strong problem solving skills. Strong written and oral communication skills. Ability to work in a team environment and seek input from team members. Ability to understand and explain complex systems. Willingness to take on broad and varied input from team members.

Desire: Experience in spacecraft Command and Data Systems (CDS) or software design test or operations. Strong software education. Familiarity with UNIX systems and ADA. Interest in learning command and data systems design through operating a highly capable fully redundant subsystem in flight. Familiarity with Ground Systems up-link procedures.

Period of performance: One year

WORKFORCE TYPE I

C. Technical Assistant

Will: Perform custom manufacturing of electronic devices, network wiring, general cabling and computer maintenance. Perform back-ups on VAX cluster.

Minimum Requirements Trade School or related Technical Degree and a minimum five years experience. Ability to read prints, design and fabricate hardware (cables, front panels, switch boxes, etc.), specify parts, troubleshoot network cabling, perform back-ups on VAX cluster and perform board level maintenance on PC and VAX computers.

Desires: Knowledge of fabrication of cables, panels, and electronics hardware, be able to perform troubleshooting on malfunctioning equipment.

D. Electronics Technician

Will: Assist engineers with the test equipment and facility preparation needed for thermal vacuum testing, will take beam pattern measurements, and oversee the receiver and device calibration. Will be responsible for the data acquisition and the archiving of calibration information.

Minimum Requirements High school diploma plus 12 years experience; or an A.A./A.S. with 6-10 years experience. Requires experience with basic electronic assembly, electronic devices, and microwave test equipment; experience with microwave/RF instrumentation and equipment. Knowledge of electronic design and experience with the assembly and testing procedures. Some knowledge of mechanical design and the various fabrication processes. Should have experience with both analog and digital computer interfaces; skills in computer data acquisition and archiving. Experience working in clean rooms and knowledge of the certification processes and procedures, ESD protocols, etc.

Period of Performance: Thirteen months.

**PERSONNEL CURRENTLY WORKING UNDER
THE SERVICE CONTRACT ACT (SCA)
AND THEIR START DATES UNDER THE SCA**

SCA Job Classification	SCA Start Date
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	01/01/1990
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	10/01/1991
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	08/09/1993
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	06/06/1994
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	06/02/1997
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	11/15/1999
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	11/15/1999
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	11/15/1999
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	02/28/2000
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	07/09/2001
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	08/09/2001
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	11/03/2003
AUDIO-VISUAL OPERATOR/PHOTOGRAPHER	11/03/2003
CLEANROOM TECHNICIAN	09/25/1998
CLEANROOM TECHNICIAN	09/25/1998
CLEANROOM TECHNICIAN	10/05/1998
CLEANROOM TECHNICIAN	09/05/2001
CLEANROOM TECHNICIAN	02/17/2004
CLEANROOM TECHNICIAN	??
CLEANROOM TECHNICIAN	??
DOCUMENT PREPARATION CLERK	09/25/1995
DOCUMENT PREPARATION CLERK	09/25/1995
ENGINEERING TECHNICIAN I	11/14/1994
ENGINEERING TECHNICIAN I	06/05/2000
ENGINEERING TECHNICIAN II	11/14/1991
ENGINEERING TECHNICIAN II	04/07/1997

SCA Job Classification	SCA Start Date
ENGINEERING TECHNICIAN II	05/18/1998
ENGINEERING TECHNICIAN II	03/19/2001
ENGINEERING TECHNICIAN II	01/22/2002
ENGINEERING TECHNICIAN III	11/30/1989
ENGINEERING TECHNICIAN III	12/21/1989
ENGINEERING TECHNICIAN III	09/09/1991
ENGINEERING TECHNICIAN III	04/01/1995
ENGINEERING TECHNICIAN III	04/13/1996
ENGINEERING TECHNICIAN III	05/04/1998
ENGINEERING TECHNICIAN III	06/19/2000
ENGINEERING TECHNICIAN III	02/20/2001
ENGINEERING TECHNICIAN III	04/30/2001
ENGINEERING TECHNICIAN III	07/19/2001
ENGINEERING TECHNICIAN III	10/01/2001
ENGINEERING TECHNICIAN IV	01/05/1998
ENGINEERING TECHNICIAN IV	04/25/2000
ENGINEERING TECHNICIAN IV	05/05/2000
ENGINEERING TECHNICIAN IV	07/09/2001
ENGINEERING TECHNICIAN IV	01/07/2001
ENGINEERING TECHNICIAN IV	03/04/2002
ENGINEERING TECHNICIAN IV	10/22/2002
ENGINEERING TECHNICIAN V	05/09/1994
ENGINEERING TECHNICIAN V	03/03/1997
ENGINEERING TECHNICIAN V	05/03/1999
ENGINEERING TECHNICIAN V	09/26/2000
ENGINEERING TECHNICIAN V	11/22/2002
ENGINEERING TECHNICIAN VI	01/01/1990
ENGINEERING TECHNICIAN VI	10/27/2003
GENERAL CLERK I	03/01/2004
GENERAL CLERK III	11/19/2001
KEY ENTRY OPERATOR I	12/02/2003

SCA Job Classification	SCA Start Date
KEY ENTRY OPERATOR II	09/25/2003
LABORER	??
LIBRARY TECHNICIAN	11/18/1999
LIBRARY TECHNICIAN	12/10/2001
LIBRARY TECHNICIAN	10/20/2003
PRODUCTION CONTROL CLERK	10/02/2002
PRODUCTION CONTROL CLERK	10/22/2002
PRODUCTION CONTROL CLERK	10/22/2002
SECRETARY I	05/07/2001
SECRETARY I	04/23/2001
SECRETARY I	03/18/2002
SECRETARY I	10/17/2000
SECRETARY II	05/07/2003
SECRETARY II	09/01/1995
SECRETARY II	04/10/2000
SECRETARY II	10/18/2000
SECRETARY II	03/26/2001
SECRETARY II	03/03/2003
SECRETARY II	10/14/2000
SECRETARY II	06/10/2002
SECRETARY III	03/19/2001
SECRETARY III	10/18/2000
SECRETARY III	01/10/2002
SECRETARY III	06/12/2000
SECRETARY III	12/22/2003
SECRETARY III	10/18/2000
SECRETARY III	10/17/2001
SECRETARY III	12/4/1995
SECRETARY III	03/20/2001
SECRETARY III	06/04/2004
SECRETARY III	09/29/1992

SCA Job Classification	SCA Start Date
SECRETARY IV	12/07/2000
SECRETARY IV	01/01/1988
SECRETARY IV	02/14/2002
SECRETARY IV	10/18/2000
SECRETARY IV	04/12/1999
SECRETARY IV	10/18/2000
SECRETARY IV	05/29/2001
SECRETARY IV	01/08/2002
SECRETARY IV	06/12/1984
SECRETARY IV	09/27/1999
SECRETARY IV	03/17/2004
SECRETARY V	10/18/2000
SECRETARY V	06/3/1999
SECRETARY V	10/18/2000
SECRETARY V	04/23/2004
SHIPPING/RECEIVING CLERK	09/27/1999
SHIPPING/RECEIVING CLERK	04/08/2002
SUPPLY TECHNICIAN	09/25/1998
WAREHOUSE SPECIALIST	08/02/1999
WAREHOUSE SPECIALIST	11/01//2001
WAREHOUSE SPECIALIST	11/04/2002
WAREHOUSE SPECIALIST	07/25/2001