PERSONNEL QUALIFICATIONS

Contractor personnel shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.

Project Manager

Education/Experience:

A high school graduate with post-high school vocational courses in administration.

At least 3 years of experience in administrative/office management including organizational planning, goal setting and accomplishment, planning work schedules, and interfacing effectively with peers and higher authority. Federal administrative experience is desired. Shall have at least 1 year of experience in computer applications (e.g., Internet, local area networks, e-mail, word processing, spreadsheets, database).

Experience in supervising personnel who perform a wide variety of administrative functions.

Mail and Messenger Personnel

Education/Experience:

A high school graduate or possess a GED.

Ability to effectively communicate orally with peers, higher authority, and customers.

Ability to lift items up to 70 pounds.

Possess a valid state or District of Columbia driver's license.

Lead Mail and Messenger Personnel

Education/Experience:

A high school graduate or possess a GED.

Ability to lead and provide guidance to others on the processes and procedures of an office, work unit, or organization.

Ability to effectively communicate orally and in writing with peers, higher authority, and customers.

Knowledge of correspondence procedures.

At least 1 year of experience working in a mailroom environment.

Experience in using personal computers.

Ability to lift items up to 70 pounds.

Possess a valid state or District of Columbia driver's license.

Mail and File Personnel

Education/Experience:

A high school graduate or possess a GED.

Ability to effectively communicate orally with peers, higher authority, and customers.

Ability to read and comprehend written material in order to file subject matter material and apply regulations such as Navy filing procedures.

At least 6 months of experience working in a mailroom environment and/or file room.

Ability to file both alphabetically and numerically.

Experience in using personal computers.

Lead Mail and File Personnel

Education/Experience:

A high school graduate or possess a GED.

Ability to lead and provide guidance to others on the processes and procedures of an office, work unit, or organization.

Ability to effectively communicate orally and in writing with peers, higher authority, and customers.

Knowledge of USPS postal regulations.

Knowledge of Navy correspondence procedures.

Knowledge of Federal or Naval Records Disposition policies in order to review and dispose of records.

At least 1 year of experience working in a records environment.

Experience in using personal computers.

Ability to lift items up to 70 pounds.

Administrative Personnel

Education/Experience:

A high school graduate or possess a GED.

At least 1 year of experience working in an office or clerical support environment.

Knowledge of correspondence procedures.

At least 1 year of experience in operating various types of office equipment, i.e., copier, fax, computers, computer printers.

Ability to type 40 wpm.

At least 1 year of experience working with various computer applications e.g. WordPerfect or Microsoft Word, e-mail, Access, Excel or other spreadsheet applications.

At least 1 year of experience in composing routine correspondence.

Ability to effectively communicate orally with peers, higher authority, and customers.

Information Technology Support Personnel

Education/Experience:

A high school graduate. Highly desirable to have post-high school courses in ADP applications.

At least 1 year of experience with Unix commands or other programming languages in order to maintain and troubleshoot various software and hardware problems, and perform incremental backups.

Knowledge of networking systems in order to install/connect workstations, printers, modems, and other peripherals to the operating system.

Knowledge of various operating systems (e.g., Sun, Macintosh, Windows based, etc.) and system servers (e.g., Unix, Windows NT, etc.) in order to monitor activities internal to the systems and to identify problems.

Knowledge of a relational database management system in order to build new databases and maintain existing databases.

Knowledge of web development and design in order to maintain electronic forms web site.

Ability to effectively communicate orally and in writing with peers, higher authority, and customers.

Forms Design/Analyst Personnel

Education/Experience:

A high school graduate or possess a GED.

At least 1 year of experience designing and using electronic forms.

Knowledge of FormFlow design and filler software.

Ability to analyze the need for and use of forms.

Ability to gather and organize information in order to conduct inventories and to maintain case files.

Ability to effectively communicate orally and in writing with peers, higher authority, and customers.