

736 TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING (TAPS) - Temporary Administrative and Professional Staffing Services

Temporary Administrative and Professional Staffing Services

Category	Description
736 1	ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI, etc.): This SIN is set aside for small business concerns only - Including, but not limited to, the following occupational categories: Administrative Clerk, Accounting Clerk I-IV, Audit Clerk, Court Reporter, Motor Vehicle Dispatcher, Document Preparation Clerk, Messenger (Courier), Duplicating Machine Operator, Film/Tape Librarian, General Clerk I-IV, Housing Referral Assistant, Key Entry Operator I-II, Order Clerk I-II, Personnel Assistant (Employment) I-IV, Production Control Clerk, Rental Clerk, Secretary I-V (Clerical, Medical, Executive, Legal), Service Order Dispatcher, Stenographer I-II, Supply Technician, Switchboard Operator-Receptionist, Test Examiner, Test Proctor, Travel Clerk I-III, Word Processor I-III , Maintenance Scheduler, Survey Worker (Interviewer), Transcribing Machine Operator (Legal/Medical).
736 2	AUTOMATIC DATA PROCESSING OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - Including, but not limited to the following occupational categories: Computer Data Librarian, Computer Operator I-V, Computer Programmer I-IV, Computer Systems Analyst I-III, Help Desk Technician, Peripheral Equipment Operator, Program Analyst, Software Tester, Web Support Technician.
736 3	GENERAL SERVICES AND SUPPORT (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - MATERIALS HANDLING AND PACKING OCCUPATIONS , including but not limited to the following occupational categories: Forklift Operator, Janitor, Laborer, Grounds Maintenance, Logistics Management Specialist, Material Coordinator, Material Handling Laborer, Order Filler, Shipping/Receiving Clerk, Shipping Packer, Store Worker I, Stock Clerk (Shelf Stocker; Store Worker II), Tools and Parts Attendant, Warehouse Specialist MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS , including, but not limited to the following occupational categories: Electrician, Maintenance, Electronics Technician, Maintenance I-III, General Maintenance Worker, Laborer, Machinery Maintenance Mechanic, Machinist, Maintenance Trades Helper, Pipefitter, Plumber.
736 4	INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - Including, but not limited to, the following occupational categories: Audiovisual Librarian, Illustrator I-II, Librarian, Library

Technician, Photographer I-V, Public Affairs Officer, Instructor, Child Development I-III, Food Service Worker, Quality Assurance, Food Inspector, Cashier, Desk Clerk, Inspector, Lifeguard.

736 5 **TECHNICAL AND PROFESSIONAL OCCUPATIONS** (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - Including, but not limited to, the following occupational categories: Accounting Support, Audit Support, Contracting Support (Contract Specialist/Administrator), Desktop Publisher, Financial Analyst, Librarian, Market-Research Analyst, Occupational Analyst, Personnel Analyst, Procurement Clerk, Program Analyst, Researcher, Real Estate Asst., CAD Illustrator, Drafter/Designer, Cartographic Technician, Computer Based Training (CBT), Specialist/Instructor, Civil Engineering Technician, Drafter I-IV, Engineering Technician I-VI, Environmental Technician, Graphic Artist (Designer), Paralegal/Legal Assistant I-IV, Instructor, Laboratory Technician (Laboratory Tester), Technical Writer, Construction Representative, QA/QC Inspector, Architect.

736 99 **INTRODUCTION OF NEW LABOR CATEGORIES FOR TEMPORARY SERVICES** (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - Includes any new occupational category(s), EXCLUDING HEALTH OCCUPATIONS and CONSTRUCTION LABOR CATEGORIES, which exists in the commercial market or one that is being developed, improved, or has not yet been introduced to the Federal Government. The new category(s) must not be currently available under any GSA contract and must be categorically related to this procurement program, i.e., temporary administrative, clerical, data processing, professional, and/or general support. Note: The occupational category must reflect a title used by the Government, as listed by DOL or the Office of Personnel Management.