



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

NOV 24 2003

B&W Technologies, Inc.  
Attn: Ms. Karen Jones-Andrade  
6009 Oxon Hill Road, Suite 412  
Oxon Hill, MD 20745

SUBJECT: TASK ORDER NO. 3 UNDER BLANKET PURCHASE AGREEMENT NO. DR-38-03-364

Dear Ms. Jones-Andrade:

This letter definitizes Task Order (TO) No. 3 in accordance with the enclosed statement of work. The period of performance for TO#3 will run from November 24, 2003 to May 31, 2004. The task order NOT-TO-EXCEED dollar ceiling is set as follows: Senior Human Resources Specialist(s) for an estimated 200 hours at \$85.93 for a NTE dollar ceiling of \$17,186.

\$17,186 in funding are hereby allotted to this task order. Accounting Data for Task Order No. 3 is as follows:

Commitment No.	APPN#	B&R	JCN	BOC	Amount
HR-03-364-003	31X0200	48415512337	P8408	252A	\$17,186
Total Obligated Amount -					\$17,186.00

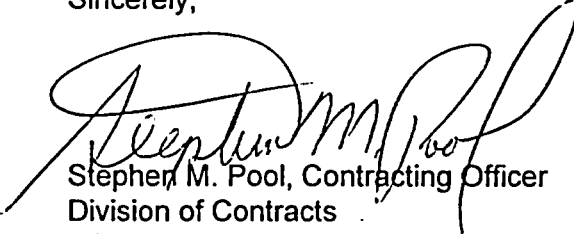
TEMPLATE - ADM001


ADM002

Please indicate your acceptance of Task Order No. 3 by having an official authorized to bind your organization execute three copies of this document, by signing in the space provided, and return two copies to me. Please return by overnight express or mail to our physical address: U.S.N.R.C. Division of Contracts, MS T-7-I-2, 11545 Rockville Pike, Rockville, MD 20852. You should retain the third copy for your records.

Should you have any questions, regarding this modification, please contact me on (301) 415-8168.

Sincerely,

  
Stephen M. Pool, Contracting Officer  
Division of Contracts  
Office of Administration

ACCEPTED:   
Karen A. Jones-Andrade

NAME

Director, Contracts Administration

TITLE

112603

DATE

## **STATEMENT OF WORK FOR TASK ORDER #3:**

This task order will be for open-ended support for a number of small projects/assignments. The period of performance will be initially set to 6 months from issuance of the task order. The NRC Project Officer is authorized as an ordering officer for this task order and may place calls to the contractor for support within the period of performance and within the NOT-TO-EXCEED dollar limits placed on this task order.

The work required is to perform, in accordance with standard Federal government and NRC human resources procedures, human resources tasks in 3 major areas of human resources administration, as follows:

1. Preparation of position vacancy announcements
2. Analysis of basic qualifications of applicants
3. Position evaluation

Below are brief descriptions of each of these areas.

### **Preparation of position vacancy announcements**

Prepare and enter into the *NRCareers* system required job synopses, descriptions of qualifications requirements, and rating factors. Review crediting plans for appropriateness to rating factors; close out vacancy announcement file with proper notifications.

### **Basic qualifications analysis**

Review applications and supporting documentation to determine whether the applicant meets all required basic educational, experience, and other requirements of the position for which he/she has applied; document findings, and properly file application materials.

### **Position evaluations**

Review documentation submitted for classification of GG-15 and under positions in all series, assign proper series and grades in accordance with NRC standard procedures, and complete necessary supporting files.

The contractors assigned to this task should be fully qualified human resources specialists with experience in staffing all types of Federal positions, performing basic qualifications analysis for Federal positions at all grade levels, and evaluating positions in engineering, scientific, legal,

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and administrative fields. The contractors will have access to the *NRCareers* databases. The deliverable dates for each task will be determined in each case by consultation between the appropriate staffing specialist and the contractor assigned.