LABOR CATEGORIES

Category 1: Coastal Hazards Services

Examples include (but not limited to) coastal engineering, environmental engineering, hazard mitigation, emergency response management, climate engineering, environmental hazard prevention, control, and remediation, remote sensing, coastal and marine policy, and coastal surveying.
Education: A degree in Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, or related field.
Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 2: Coastal Management Services

Examples include (but not limited to) logistical management, resiliency planning, environmental engineering, climate change analysis, water management, coastal and marine policy, and supply chain analysis.
Education: A degree in Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, or related field.
Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 3: Environmental Sciences

Examples include (but not limited to) environmental consulting, education, management, conservation, water quality, recycling, sustainability analysis, field work, coastal and marine policy and planning, scientific technical writing and review, and biological, physical, and earth scientific analysis.
Education: A degree in Environmental Science, Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, or related field.
Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 4: Geographic Information Systems (GIS) Analysis

Examples include (but not limited to) collection, management, development, analysis, scripting/coding for automation, modeling, and presenting geographic or spatial data, concept formulation, statistics, computer science, remote sensing, and constructing applications for geospatial data visualization and analysis.
Education: A degree in GIS, Remote Sensing, Marine Science, Engineering, Biology, Oceanography, or related field.

Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 5: Geographic Information Systems Data (GIS) Management

Examples include (but not limited to) geospatial data systems configuration, metadata documentation, conformation and standardization, digital cartography, image processing, concept formulation, software architecture and engineering, integration of general software applications with GIS software, statistics, GIS operation, scripting/coding for automation, geospatial production techniques, geospatial database manipulation, remote sensing, and photogrammetry.
Education: A degree in GIS, Remote Sensing, Marine Science, Engineering, Biology, Oceanography, or related field.
Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 6: Program Analysts

Examples include (but not limited to) operational assistance, policy research, analysis, and recommendations, budgetary analysis, database management, economics (including all manner of socioeconomic studies and analysis), statistical analysis, coastal and marine policy, quality control, and risk management.
Education: A degree in Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, or related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 7: Program Management

Examples include (but not limited to), risk management, formulate high-level strategic plans, records management, qualitative and quantitative analysis of the effectiveness of organizational programs, evaluation of efficiency of complex program operations, financial data collection, analysis, interpretation, and management, issue analysis, extrapolation, presentation, and implementation, quality control, coastal and marine policy, database analysis, and the coordination of all these efforts within the program for use by multiple programs.
Education: A degree in Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, or related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 8: Remote Sensing

Examples include (but not limited to) data and collection, processing, and management, metadata documentation, information systems, imagery analysis and capture, scripting/coding for automation, artificial intelligence, geospatial production techniques, geospatial database manipulation, and cartography.
Education: A degree in Remote Sensing, GIS, Marine Science, Engineering, Biology, Oceanography, GIS or related field.
Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 9: Marine Science

Examples include (but not limited to) marine biology, ecology, geodesy, cartography, marine archeology and geoarchaeology, oceanography, ocean engineering, social and policy sciences, research, field and laboratory work, design, fabrication, configuration, installation, testing, and repair of the structural elements of oceanic equipment such as sensors and field instruments, scientific technical writing and review, and data collection and synthetization.
Education: A degree in Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, or related field.
Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 10: Training

Examples include (but not limited to) technical training in all areas within scope of the PWS for professional audiences, creation of instructional materials and brochures for all levels of learning, community engagements and speakership, education of K-12 audiences on literacy related to the NOS mission, and training in office-specific safety plan implementation as needed; providing objectives and anticipated outcomes of training opportunities, lead preparation of training agendas that will meet project needs, materials and activities that will meet the training objectives, provide evaluation tools that will gauge effectiveness of the training and provide guidance for future opportunities, provide guidance to workshop/training participants.

Education: A degree in Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, or related field.
Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 11: Web Design

Examples include (but not limited to) Involvement is all aspects of the look, layout, features, and maintenance of a website. Assist in the development of solutions using current Internet technologies for presenting NOS and NOAA scientific information. Assist in planning websites, developing storyboards, and creating HTML templates. Providing technical assistance and

training to web content managers. Documenting technical development of websites. Assist in the management of website developer accounts and publishing files to public servers. Collecting and processing web logs and statistics using Google Analytics.
Education: A degree in Computer Science or a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 12: Administrative Support Specialist

Examples include (but not limited to) executive management, travel planning and reimbursement, general office operations, property management, time and attendance management, invoicing and general administrative work such as providing logistical support; maintaining records; receiving, preparing and verifying documents; managing schedules; database entry; typing; filing; faxing; scanning; photocopying; mailing and shipping, presentation and briefing coordination.
Education: A degree in a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 13: Data Scientist

Examples include (but not limited to): scientific modeling, data processing and management with experience in GIS, AI, Machine Learning, Cloud, web design, coding/scripting for automation, and application development. Develop and direct new and novel strategies for better implementing the data management lifecycle steps through innovative technology choices (cloud, etc.), and policy implementations. Advise on technology infrastructure issues to support data management and dissemination. Develop innovative strategies for data management lifecycle (i.e., from data creation, storage and deletion, etc.), particularly in a cloud computing environment. Determine approaches to coordinate efforts with agency GIS (Geographic Information System) communities. Coordinate data management planning, documentation, preservation and data dissemination to support office and agency projects. Develop and implement business practices to resolve complex data management problems. Formulate and execute GIS data/metadata management policy, including analyzing, interpreting and implementing GIS data/metadata management policies and guidance. Expert level knowledge of metadata standards and practices to interpret metadata standards and advise on strategies to plan, collect, document, and publish metadata. Expert level ability to ensure that quality metadata is created, maintained, and made accessible to the public for all applicable scientific, technical, geospatial data created and served by the program office.
Education: A degree in Data Science, Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, Computer Science, or related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 14 Marine Engineering, Electronics, and Operations Services

Examples include (but not limited to): Field equipment design, site/equipment selection, survey planning, recognizance, installation, maintenance, and operations (marine, aerial, space, and terrestrial) to include Electrical engineering, Electronics, Equipment engineering, all Marine Survey operations (including aerial drones and other aerial platforms, marine platforms, terrestrial platforms, autonomous platforms, etc.), and Mechanical engineering. This may also include knowledge of sea-level rise adaptations such as building seawalls, raising coastal infrastructure, strengthening/repairing coastal sewage systems, damage abatement, property abandonment, etc.
Education: A degree in Marine Science, Engineering, Biology, Oceanography, GIS, Remote Sensing, Computer Science, or related field. Aerial drone operator: Must have FAA License for Drone Operations.
Experience: Experience in a lab or classroom or field or other directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 15 Communications Specialist

Examples include (but not limited to): Support internal and external communications (oral or written) including: press releases, social media, web posts, photography, design, layout, word processing, copy-editing and photocopying of reports, materials, brochures, or other printed or electronic materials and ensuring compliance with Section 508 of the Americans with Disabilities Act. Graphic services, including graphic artists to create artwork for publications and websites; preparation of presentations and graphs based on the gathering and analysis of technical data and in the preparation of flyers, one page handouts, posters, pamphlets, covers, logos, promotional materials, animation and design, and end-to-end video services.

Education: A degree in Communications or a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 16: Studio and Video Production Services

Examples include (but not limited to): day-to-day project management and coordination of video production, assets, operations, logistics, and archival; providing expertise and senior-level counsel on the design, development and operation of a video studio; managing budgets and producing on-location video shoots in support of multiple video stories or a video series; writing/editing/reviewing/coordinating multiple video scripts and storyline development; managing the end to end editorial process for internal and external content; coordinating with contacts at major news and on-line electronic organizations; filming of video footage, catalog all video footage with date, location, subject, and other metadata, obtain appropriate release forms, complete all rendering, compressing, and processing of video files to ensure prompt delivery via web, DVD, or external hard drives, add finished video content to digital asset management database, talent direction/recruitment and narration adaptation, script writing, produce

animations and designs and be knowledgeable of animation and design software, perform animation development and editing, including creation of graphics using recommended software program; export animations to formats that are compatible with NOS project standards; produce voice-over narration using a digital audio recording, creating graphics to support video stories, performing color correction, adding open captions, performing audio mixing, manage voice over narration.

Education: A degree in Communications or a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 17: Economist

Examples include (but not limited to): Lead the planning and design of coastal and marine economic research. Conduct and/or lead a team to conduct economic research, including conducting surveys, controlling data collection methodology, assessment of reliability and validity of data, and analysis of data. Develop alternative economic simulations for policy and impact analysis; perform related financial analysis; develop specialized models to facilitate effective decision- making. Determine validity and soundness of modeling and data developed by others by systematic dismantlement, analysis, and reconstruction. Provide advice to develop and support agency goals. Develop and review reports, recommendations, and guidance.
Education: A degree in Economics or a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 18 Fellowship Support Services

Examples include (but not limited to): Coordinate fellowship programs and provide support on one or more other programs. Coordinate all aspects of the program including the logistics associated with the selection of hosts and fellows. Coordinate in person and virtual fellowship meetings, coordinate with hosts and fellows throughout their time in the program, develop and deliver fellowship training. Prepare and deliver professional development and networking events. Evaluate the program annually and incorporate lessons learned. Support the development of new fellowship programs. Promote office fellowship opportunities.
Education: A degree in a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 19: Social Scientist

Examples include (but not limited to): Theoretical knowledge of methods specifically related to the description, validation, explanation, and application of knowledge about human social and cultural processes. Use standard methods to examine patterns of behavior that are characteristic

of various occupational groups, informal social groups, formal institutions, culture groups, regions, and nations. Assist with collecting various forms of primary and secondary source information to help solve complex social problems. Focus on topical areas including but not limited to: ongoing changes in the character, size, distribution, and composition of human populations; social mechanisms for enforcing compliance with widely accepted norms and for controlling deviance; social and cultural phenomena relating to human interaction with the physical environment, including the marine environment; the structure and operation of informal and formal groups and organizations; complex interrelationships between the individual and the larger society or culture; systems and patterns of belief and meaning as manifest within and across societies and cultures present and past; patterned similarities and differences in terms of socioeconomic class, gender, ethnicity, and nationality; and social, cultural, and human-ecological changes over time. Coordinate comments in support of agencies' goals and assist with drafting reports.
Education: A degree in social science or a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 20: Engagement Process Specialist

Examples include (but not limited to): Use adult learning theory and other learning science techniques to provide facilitation and training for a variety of audiences in subjects relating to coastal natural resources, management and their policies, and social science methods. Conduct partner needs assessments and integrates that information in product and training development. Conduct training both face to face as well as using web-based methods (synchronous and asynchronous), to include these competencies: managing the learning environment, establishing credibility as an instructor, conveying objectives, encouraging participation and building learner motivation, facilitating learning and creating a positive learning climate to ensure learning outcomes. Work with instructional designers to develop new training and learning products based on user needs and review of evaluations measuring effectiveness of learning activities through audience feedback. Provide technical assistance to people and organizations. Serve as the lead trainer and/or co-trainer on one or more classes. Work with instructional designers to develop new training and learning products based on user needs and review of evaluations measuring effectiveness of learning activities through audience feedback. Serve as the lead facilitator on complex topics, working closely with the meeting leads and developing the process agenda. Coordinate with co-facilitators, conduct the meetings and workshops, and evaluate efforts. Responsible for designing and facilitating meetings of all sizes.
Education: A degree in a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 21 Event Planner

Examples include (but not limited to): Lead the planning and implementation of the logistics associated with conferences, workshops, and meetings, both face to face and virtual. Serve as the

event coordinator for large, complex events and oversee smaller events coordinated by more junior staff. Working in a team with technical programmatic leads, coordinate venue set up and other support as required. Develop a budget for the event and review venue contracts. Oversee and coordinate participant logistics and external partners. Provide onsite leadership during the events. Evaluate efforts and success of events and apply lessons learned to future events.
Education: A degree in a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 22 Instructional Designer

Examples include (but not limited to): Use advanced knowledge of learning theory and/or instructional technology to systematically design and develop educational training programs and products delivered in person and online. Apply innovation and a variety of learning technologies to address specific learning needs. Provide expert consultation to clients to understand target audience needs, analyze content, target audience job tasks and learner environment to identify training strategy. Determine learning objectives, and identify appropriate learning approaches and delivery mechanisms to achieve objectives. Work with subject matter expert trainers and engagement specialists and provide guidance and technical assistance. Document learning product design and technical specifications and translates requirements into innovative products. Design and develop testing/evaluation instruments to determine the effectiveness of the instructional strategies. Examine instructional processes and training evaluation data, and recommend improvements. Serve as an expert instructional designer or instructional developer for the organization. Develop, oversee, research, review, test, debug, and refine new and existing products to meet specifications. Develop and evaluate metrics associated with online learning applications. Recommend and oversee processes for lifecycle maintenance of existing online instructional products. Provide technical guidance and recommendations on effective blended learning strategies and may support administration for virtual learning platforms. Provide oversight for instructional team results. Review the work of and provide coaching to lower level staff. Create original or retooled activities or lesson plans for publication in print or web media. This may include, develop education products at the assigned target grade level and for the final web or print media format, design activities/lesson plans for use in the assigned education venue (formal or informal), utilize NOAA data and science information within the development of the education materials, provide draft activities/lessons plans for scientific review and make revisions based on that review, provide connections to appropriate national standards of teaching and learning, submit final files in necessary formats for print or web publishing.

Education: A degree in education or a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 23 Resilience Specialist

Examples include (but not limited to): Has extensive knowledge of adult learning theory and other learning science techniques to develop complex learning products and deliver training for a variety of audiences in subjects relating to climate change, adaptation strategies, community planning for resilience, and natural hazards based in knowledge of public planning processes at multiple levels of government in rural and urban communities. Conduct partner needs assessments and integrate into product and training development. Conduct training both face to face as well as using web-based methods (synchronous and asynchronous). Serves as the lead trainer or co-trainer on one or more classes. Develop new training and learning products. Examine training processes and training evaluations to recommend improvements. Provide technical assistance. Provide just in time learning and learning materials. Serve as technical expert for the organization.
Education: A degree in a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 24: Diving Services

Examples include (but not limited to): Scientific Diving and Working Diving.
Education: N/A.
Experience:
Level 1: Open water diving certification from an accredited organization with at least 50 logged dives, plus relevant coursework (college or advanced/specialty/technical PADI/NAUI/SDI courses) or scientific/working diver experience.
Level 2: Open water diving certification from an accredited organization with at least 100 logged dives, plus relevant coursework (college or specialty PADI/NAUI/SDI courses) or scientific/working diver experience.
Level 3: Open water diving certification from an accredited organization with at least 150 logged dives, plus relevant coursework (college or specialty PADI/NAUI/SDI courses) or scientific/working diver experience.

Category 25: Communications/Facilitation.

Examples include (but not limited to): the contractor will support corporate communications, including internal and external communications. This may include, support content development for online and print audiences, design and produce communications materials, gather, analyze, and present data necessary to cross cutting initiatives in support of NOS priorities; applying a corporate view of NOAA activities, develop briefing and communications materials and reports (oral and written) including presentations, one-page handouts, and talking points, revisit older website content and apply style guidelines with emphasis on consistency and tone, serve as executive secretariat support for cross-NOAA activities such as those supporting strategic management of supplemental funds.
Education: A degree in a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Category 26: Technical Writing/Editing

Examples include (but not limited to): the contractor will develop new content and assist with maintaining existing on-line website content, and develop content for other hard copy media for the purposes of communications, outreach, and education. This may include, research and write scientific essays in a style that is website compatible and user-friendly and written at a level that is understandable by the public, research and write contact for pamphlets, summary reports, and other products meant for hard copy publication, revisit older website content and apply newly updated style guidelines with emphasis on consistency and tone, make edits and updates to websites, and may also include changing out images and content formatting, and maintain intermediate level of experience in Adobe Dreamweaver.
Education: A degree in a related field.
Experience: Directly related experience.
Refer to the Labor Category Level description table and equivalence table on page X at the end of this document.

Labor Category Level Description Table

Level	Narrative Description	Typical Years' Experience (range)	*Typical Educational Requirement
Level I	**Junior/Entry Level: Typically responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions.** **In other cases taskings may be performed independently but are routine in nature not requiring a high degree of expertise.**	**0–3+**	**None to Bachelor's**
Level II	**Associate: Typically performs work with a moderate degree of complexity and/or specialization. Work is generally conducted independently.**	**3+**	**Bachelor's to Master's**

Level III	**Senior: Typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. Work is complex or highly specialized.** **A Senior labor category may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific tasking.**	**5+**	**Master's to Ph.D.**
Level IV	**Senior Subject Matter Expert: Qualifications and/or particular expertise are exceptional and/or highly unique.**	**10+**	**Master's to Ph.D.**

Education and Experience Equivalency Table

	Minimum Years of Relevant Experience
Level 1	No Minimum
Level 2	4
Level 3	8
Level 4	14

Educational Requirements

Requirements for degrees or credentials will be identified at the task order level. Degrees from an accredited institution and/or professional credentials from a recognized entity may be cumulatively tallied and substituted for experience at the discretion of the Task Order Contracting Officer. In general, bachelor's and associate's degrees are equivalent to two years of experience; master's and doctoral degrees are equivalent to four years of experience. If applicable, equivalency requirements for degrees, credentials, and experience will be specified at the task order level.