

**DO THESE EVENTS LEAVE YOUR OFFICE WITH A PERSONNEL SHORTFALL?**

- *Deployment*
- *Disaster Support*
- *Frozen Positions*
- *Critical Need*
- *Pressing Deadlines*
- *Short In-House Expertise*
- *Unexpected Jury Duty*
- *Long-Term Illnesses*
- *Family Emergencies*

Positions are filled on a Temporary Basis (IAW 5 CFR Part 300-503) for up to 120 workdays. If the situation continues to exist beyond the initial 120 workdays, the agency may extend its use of TAPS services up to the maximum limit of 240 workdays. With as little as 24 hours notice, private industry experts under GSA TAPS Services Schedule will provide your agency with proven and qualified temporary workers. Look to this schedule for Temporary Support Service Solutions.

**Available services include, but are not limited to:**

- |                              |                            |                             |
|------------------------------|----------------------------|-----------------------------|
| Accounting Clerks            | Food Service Worker        | Personnel Assistant         |
| Attorney                     | Forklift Operator          | Photographer                |
| Audiovisual Librarian        | General Clerks             | Pipefitter                  |
| Cashier                      | Graphic Artist (Designer)  | Plumber                     |
| Computer Data Librarian      | Grounds Maintenance        | Secretary                   |
| Computer Operators           | Housing Referral Assistant | Shipping/Receiving Clerk    |
| Court Reporter               | Illustrator                | Survey Worker (Interviewer) |
| Desk Clerk                   | Janitor                    | Tools and Parts Attendant   |
| Drafter                      | Key Entry Operators        | Warehouse Specialist        |
| Duplicating Machine Operator | Librarian                  | Word Processors             |
| Electrician                  | Maintenance                |                             |
| Electronics Technician       | Motor Vehicle Dispatcher   |                             |
| Engineering Technician       | Paralegal/Legal Assistant  |                             |

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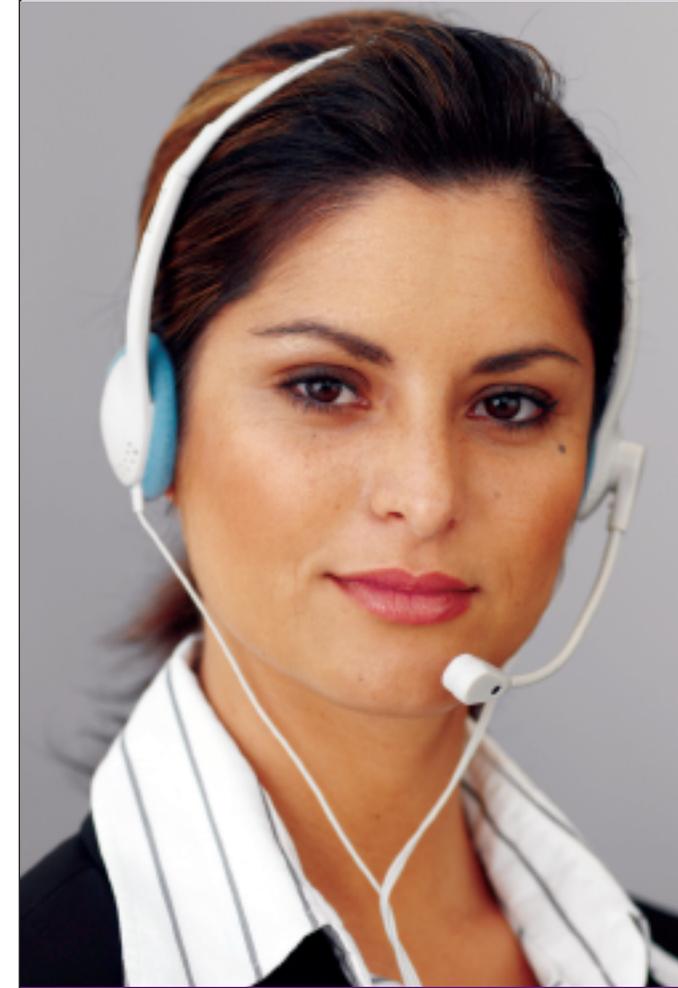
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U.S. General Services Administration

**Schedule 736**

Temporary Administrative and Professional Staffing Services



# Temporary Administrative and Professional Staffing Services

[www.gsa.gov/tempservices](http://www.gsa.gov/tempservices)

Multiple Award Schedule 736 provides federal and military customers Temporary Administrative and Professional Staffing (TAPS) services. This worldwide program is available through Schedule e-Library, GSA Advantage!<sup>®</sup>, and e-Buy.

In as little as 24 hours, private industry experts on TAPS can provide customers with proven, qualified temporary associates. To help meet your agencies socioeconomic goals, TAPS is 100% set aside for small businesses. TAPS includes contractors that are certified by SBA as 8(a), Hubzone and SDB, as well as contractors who are WO, VO, and SDVO.

## TAPS six broad categories of positions are as follows:

**736-1** Administrative Support and Clerical Occupations

**736-2** Automatic Data Processing Occupations

**736-3** General Services and Support

**736-4** Information and Arts Occupations

**736-5** Technical and Professional Occupations

**736-99** Introduction of New Labor Categories for Temporary Services



### 736-1 Administrative Support and Clerical Occupations

#### This is Set Aside for Small Business Concerns Only.

Including but not limited to the following occupational categories: Administrative Clerk, Accounting Clerk I-IV, Audit Clerks, Court Reporters, 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 Clerks, Rental Clerk, Secretaries 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-II, Maintenance Scheduler, Survey Worker (Interviewer), Transcribing Machine Operator (Legal, Medical), etc.



### 736-2 Automatic Data Processing Occupations

#### This is Set Aside for Small Business Concerns Only.

Including but not limited to: Computer Data Librarian, Computer Operators I-V, Computer Programmers I-IV, Computer Systems Analyst I-III, Peripheral Equipment Operator, Program Analyst, Software Tester, Web Support Technician, etc.



### 736-3 General Services and Support

#### This is Set Aside for Small Business Concerns Only.

##### Two Subcategories:

##### Material 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, Shipping Packer, Store Worker I, Stock Clerk (Shelf Stocker; Store Worker II), Tools and Parts Attendant, Warehouse Specialist, etc.

##### 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, etc.



### 736-4 Information and Arts Occupations

#### (Including Miscellaneous Occupations)

#### This is Set Aside for Small Business Concerns Only.

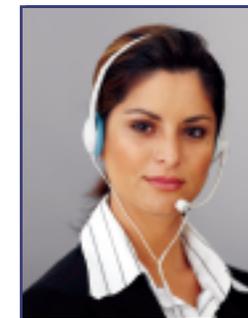
Including, but not limited to the following occupational categories: Audiovisual Librarian, Illustrator I-III, Librarian, Library Technician, Photographer I-V, Public Affairs Officer, Instructor, Child Development I-III, Food Service Worker, Quality Assurance, Food Inspector, Cashier, Desk Clerk, Inspector, etc.



### 736-5 Technical and Professional Occupations

#### This is Set Aside for Small Business Concerns Only.

Including, but not limited to the following categories of occupations: Accounting Support, Audit Support, Contracting Support (Contract Specialist/Administrator), Desktop Publisher, Librarian, Procurement Clerk, Researcher, Real Estate Assistant, Drafter/Designer, Cartographic Technician, Computer Based Training (CBT), Civil Engineering Technician, Drafter I-IV, Engineering Technician I-IV, Environmental Technicians, Graphic Artist (Designer), Paralegal/Legal Assistant I-IV, and other Legal Occupations, Laboratory Technician, Technical Writer, etc.



### 736-99 Introduction of New Labor Categories for Temporary Services

#### This 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 the 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.