

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**SCHEDULE 84 TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE**

- SIN 246-52 Professional Security/Facility Management Services - including security consulting, training and facility management consulting  
SIN 246-52 (RC) Professional Security/Facility Management Services- including security consulting, training and facility management consulting
- SIN 246-54 Guard Services  
SIN 246-54 (RC) Guard Services
- SIN 567-99 Introduction of New Products and Services relating to Firefighting and Rescue Equipment  
SIN 567-99 (RC) Introduction of New Products and Services relating to Firefighting Rescue Equipment
- SIN 426-2A Canine Training and Handling Equipment, Canine Search and Detection  
SIN 426-2A (RC) Canine Training and Handling Equipment, Canine Search and Detection



SecTek, Inc.  
11413 Isaac Newton Square South  
Reston, VA 20190-5012  
Tel: 703.435.0970  
Fax: 703.834.0124  
<http://www.sectek.com/>

Business size: Large Business

**Contract Number: GS-07F-0279M**

**Effective: April 1, 2007 through March 31, 2012**  
*Pricelist current through Modification #PO-0044, dated May27, 2011*



For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).



**CUSTOMER INFORMATION**

**1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).**

SIN 246-52	Professional Security/Facility Management Services - including security consulting, training and facility management consulting – See attached descriptions and pricing.
SIN 246-52	(RC) Professional Security/Facility Management Services - including security consulting, training and facility management consulting – See attached descriptions and pricing.
SIN 246-54	Guard Services- See attached descriptions and pricing.
SIN 246-54	(RC) Guard Services- See attached descriptions and pricing.
SIN 567-99	Introduction of New Products and Services relating to Firefighting and Rescue Equipment- See attached descriptions and pricing.
SIN 567-99	(RC) Introduction of New Products and Services relating to Firefighting and Rescue Equipment- See attached descriptions and pricing.
SIN 426-2A	Canine Training and Handling Equipment, Canine Search and Detection
SIN 426-2A	(RC) Canine Training and Handling Equipment, Canine Search and Detection

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

SIN 246-52	Armorer	Price \$25.87/Hr
SIN 246-54	Guard I Washington, DC WD	Price \$15.00/Hr
SIN 567-99	Firefighter	Price \$50.74/Hr
SIN 426-2A	Explosive Detector Dog (EDD) Team: Officer	Price \$51.51/Hr

**1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**

See descriptions and pricing.

**2. Maximum order.**

SINs 246-52, 246-54, and 426-2A	\$200,000
SIN 567-99	\$100,000

**3. Minimum order.**

Ref. Ordering Procedures for Services

**4. Geographic coverage (delivery area).**

Domestic delivery: 50 United States, Washington DC, Puerto Rico

**5. Point(s) of production (city, county, and State or foreign country).**

Not Applicable.



**6. Discount from list prices or statement of net price.**

All prices herein are net government prices.

**7. Quantity discounts.**

0.50% Discount for Single Task Order Exceeding \$1 Million Dollars

**8. Prompt payment terms.**

0.50% 20 Days, Net 30 Days

**9a. Government purchase cards are accepted at or below the micro-purchase threshold.**

**9b. Government purchase cards are accepted above the micro-purchase threshold.**

**10. Foreign items (list items by country of origin).**

Not Applicable.

**11a. Time of delivery.**

To be negotiated between SecTek, Inc. and the Ordering Agency.

**11b. Expedited Delivery.**

To be negotiated between SecTek, Inc. and the Ordering Agency.

**11c. Overnight and 2-day delivery.**

Not available.

**11d. Urgent Requirements.**

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**12. F.O.B. point.**

Destination

**13a. Ordering address(es).**

SecTek, Inc.  
11413 Isaac Newton Square South  
Reston, VA 20190-5012  
Fax: (703) 834-0124



- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
- 14. Payment address.**  
SecTek, Inc.  
11413 Isaac Newton Square South  
Reston, VA 20190-5012
- 15. Warranty provision.**  
Not Applicable.
- 16. Export packing charges, if applicable.**  
Not Applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**  
The Government purchase card is accepted above the micro-purchase threshold.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).**  
Not Applicable.
- 19. Terms and conditions of installation (if applicable).**  
Not Applicable.
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**  
Not Applicable.
- 20a. Terms and conditions for any other services (if applicable)**  
Not Applicable.
- 21. List of distribution points (if applicable).**  
Not Applicable.
- 22. List of participating dealers (if applicable)**  
Not Applicable.
- 23. Preventive maintenance (if applicable).**  
Not Applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**  
Not Applicable.



- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**

Not Applicable.

25. **Data Universal Number System (DUNS) number.**

808636526

26. **Notification regarding registration in Central Contractor Registration (CCR) database.**

SecTek, Inc. is registered with the Central Contractor Registration database. The CAGE code is **08FB7**.



## **Labor Category Descriptions**

### **SPECIAL ITEM NUMBER 246-52 PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES**

#### **IMPORTANT NOTE**

Job categories are often developed and refined in the process of responding to client requests and Request for Quotation. Therefore, the labor categories represented here are a summary of available titles and job descriptions. Custom job categories and costs are developed in response to a client's or job's requirements.

#### **Armorer**

##### **Duties:**

- Issues and inventories weapons and ammunition
- Maintains all firearms/weapons maintenance and records
- Record accurate data on appropriate forms/logs

##### **Minimum Education and Experience:**

- High School Diploma
- Specialized training/schooling plus 5 years of experience in Firearm maintenance or instruction

#### **Computer Security Specialist**

##### **Duties:**

- Variety of duties related to the design and development of innovative engineering computer science concepts to improve the overall system security of a network.
- Develops operating plans, policies, and procedures to ensure compliance and total protection of network systems. Performs studies and calculations to determine the most practical approach and the best combination of basic design features and criteria to meet the specified requirements.
- Values LAN security and configuration standards to include servers, routers, TCP/IP and server setups to determine internet vulnerabilities.
- Conduct technical risk analysis and oversee risk assessments.
- Conduct software, database, systems and network evaluations.
- Define and enforce network security configuration and design.
- Track and monitor security incidents and response.
- Evaluate and recommend encryption tools to ensure National Security compliance and protect sensitive information.

##### **Minimum Education and Experience:**

- At least 5-7 years commercial or Government experience in the area of systems security development.
- Must have an excellent working knowledge of systems integration for secure facilities.
- Must be able to perform reviews and evaluations of safeguards and security systems testing and compliance technique.
- Provide effective methods for identifying system deficiencies.

**Clearance: Contract dependent**

#### **Document Control Clerk**

##### **Duties:**

- Tracks (in the Security Information System (SIS)) all classified documents received by or generated on the Facility.



- Implements federal and other appropriate agency policies and procedures to assure the proper receipt, handling, controlling, safeguarding, tracking, and destruction of classified material, and produce and distribute appropriate reports as required.
- Records and tracks classified documents by means of document control numbers (DNC's).
- Dispatch and/or transfer documents; perform annual "classified holdings" inventory audits and inspections.
- Verify and send "out-going" clearances.
- Track and inspect security containers ("safes") and the material in them.
- Receive in-coming "visit" clearances.
- Prepare out-dated and/or unneeded classified material for destruction.
- Collects and transports classified material to be destroyed to the Destruction Facility, verifying that all classified material to be destroyed is completely and properly destroyed.
- Conducts an annual inventory of all tracked security containers (safes) on the facility to assure location and use, and coordinate with the locksmiths to ensure that combinations on security containers are changed in accordance with appropriate regulations, policies, procedures, and guidelines.

**Minimum Education and Experience:**

- At least 5-7 years commercial or Government experience in the area of systems security development.
- Must have an excellent working knowledge of systems integration for secure facilities.
- Must be able to perform reviews and evaluations of safeguards and security systems testing and compliance technique.
- Provide effective methods for identifying system deficiencies.

**Clearance: As required by contract**

**Electronic Technician**

**Duties:**

- Responsible for the operation and maintenance of the main computer system and peripheral equipment, which comprise the Electronic Access Control System (EACS).
- Establish, install, monitor, maintain and service the EACS and Intrusion Detection Systems (IDS) consisting of electronic access control devices, security alarms, keycard terminals, panels, systems and related equipment.
- Prepares estimates for installations of EACS equipment, coordinate with appropriate organizations for smooth, efficient, timely, and complete installations of EACS equipment and components.
- Maintains accurate records and diagrams of EACS wiring, installations, data points for all facilities.
- Repair and maintain electronic "modules," keycard readers, modems, output modules, monitoring panels, etc.; troubleshoot and correct system and component problems; program information into the EACS database.
- Establish schedules for and perform preventive maintenance; and prepare and produce system and special reports upon authorized request.

**Minimum Education and Experience:**

- At least 5-7 years commercial or Government experience in the area of systems security development.
- Must have an excellent working knowledge of systems integration for secure facilities.
- Must be able to perform reviews and evaluations of safeguards and security systems testing and compliance technique.
- Provide effective methods for identifying system deficiencies.

**Emergency Medical Technician**

**Duties:**

- Responds to instructions from emergency medical dispatcher and drives specially equipped emergency vehicle to specified location.
- Monitors communication equipment to maintain contact with dispatcher.
- Removes or assists in removal of victims from scene of accident or catastrophe.



- Determines nature and extent of illness or injury, or magnitude of catastrophe, to establish first aid procedures to be followed or need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice.
- Administers prescribed first-aid treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen or intravenous injections, treatment of minor wounds or abrasions, or administration of artificial resuscitation.
- Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility.
- Assists in removal of victims from vehicle and transfer of victims to treatment center.
- Assists treatment center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency.
- Maintains vehicles and medical and communication equipment and replenishes first-aid equipment and supplies.
- May assist in controlling crowds, protecting valuables, or performing other duties at scene of catastrophe.
- May assist professional medical personnel in emergency treatment administered at medical facility.

#### **Minimum Education and Experience**

- High School Diploma/GED
- Graduate of Approved EMS Training Course
- Ability to Speak, Understand, Read, and Write English Fluently
- Certification: Current Cardiopulmonary Resuscitation (CPR)/Basic Cardiac Life Support (BCLS), National EMT, EMT-I Registry Certification
- Completed Criminal Background Check
- US Citizenship or INS Work Permit Authorization
- Physical Examination (within last 12 months)
- Vaccination: PPD &/or Chest X-ray, Hepatitis B (series of 3) or Waiver/Tetanus Documented Immunization or Titer for Rubella Documented Immunization for Measles and Mump, Evidence of Satisfactory Varicella Titer or signed Waiver
- Licensure: Active Unrestricted Emergency Medical Technician License From Any State or territory of the US
- Experience: 12 Months current experience or 12 months Military/Accredited Hospital

### **ID Section Clerk**

#### **Duties:**

- Tracks all authorized permanent, temporary, "Special," "Official Visitor," "Escort Required", and other designated badges for personnel working or conducting business in a designated area.
- Processes in-coming personnel, both government and contractor, and receives guidance, instructions, and aid regarding authorization for issuance of badges from the ID Supervisor, the government Personnel Security Specialist, the Physical Security Specialist, and/or COTR.
- Ensures that adequate forms, supplies, and materials are on hand to efficiently provide required badges to employees and guests and produce/distribute appropriate reports as required.
- Reviewing and processing badge requests for proper authorization and completeness, ensuring that only authorized personnel receive appropriate access.
- Fingerprinting personnel and fingerprint processing.
- Photographing personnel on video imaging (digital) and standard photographic equipment.
- Compiling and furnishing required ID weekly and monthly activity reports.

#### **Minimum Education and Experience:**

- High School Diploma
- 1 year experience in identification badge control
- Ability to read and write English

### ID Section Supervisor

**Duties:**

- Directly responsible for supervision and management of ID Section and personnel.
- Oversees the processing of in-coming personnel, both government and contractor, and provides guidance, instructions and aid regarding authorization for issuance of badges.
- Provides forms, supplies and materials to ID Section Clerks to ensure efficient handling of the needs of employees and guests.
- Oversees the reviewing and processing of badge requests for proper authorization and completeness to ensure only authorized personnel are allowed access.
- Oversees the fingerprinting of personnel and fingerprint processing.
- Oversees the photographing of personnel on video imaging (digital) and standard photographic equipment as well as ensures that the equipment is well maintained.
- Receives and maintains required ID weekly and monthly activity reports.

**Minimum Education and Experience:**

- High School Diploma
- 2 - 5 year experience in identification badge control
- Ability to read and write English

### ID Security Clerk

**Duties:**

- Tracks all authorized permanent, temporary, "Special," "Official Visitor," "Escort Required", and other designated badges for personnel working or conducting business in a designated area.
- Processes in-coming personnel, both government and contractor, and receives guidance, instructions, and aid regarding authorization for issuance of badges from the ID Supervisor, the government Personnel Security Specialist, the Physical Security Specialist, and/or COTR.
- Ensures that adequate forms, supplies, and materials are on hand to efficiently provide required badges to employees and guests and produce/distribute appropriate reports as required.
- Reviewing and processing badge requests for proper authorization and completeness, ensuring that only authorized personnel receive appropriate access.
- Fingerprinting personnel and fingerprint processing.
- Photographing personnel on video imaging (digital) and standard photographic equipment.
- Compiling and furnishing required ID weekly and monthly activity reports.

**Minimum Education and Experience:**

- High School Diploma
- 1 year experience in identification badge control
- Ability to read and write English

### Key/Keycard Control Clerk

**Duties:**

- Responsible for the issuance and record maintenance of keys and keycards for facilities and equipment.
- Responsible for the cutting, proper issuance, tracking, documentation, revocation, and recovery of keys and electronic keycards.
- Maintain adequate security and control over the key and master key, electronic access control (keycard portion), and lock systems.
- Maintain accurate records, both electronic (the GSO's SIS and EACS) and manual (signature receipt forms), to account for all keys/keycards issued.



- Ensures that only authorized individuals receive keys or keycards, and that issued keys and keycards only permit access to authorized areas, facilities, buildings, rooms, etc., maintaining both manual and automated records of keys/keycards issued to individuals/organizations.
- Responsible for tracking security work requests issued by the government to the EACS and Locksmith, ensuring a timely completion of all security work.
- Provides monthly reports reflecting all work requested, work completed, keys/keycards issued, keys cut, access levels established, deleted, or changed.

### Physical Security Specialist

#### Duties:

- Responsible for personnel clearances for multiple customers to include generation of forms, timely submission, tracking progress and management reports.
- Participate in physical security risk assessments
- Knowledge of security management policies and procedures to include physical security and SCIF construction requirements.
- Proficiency with desktop computing platforms (PC) and applications (MS Word, PowerPoint, Excel). Knowledge of database structures and purposes.
- Determines the kinds of safes, alarms, locks and markings needed to effectively secure a site per established policy.
- Defines restricted, controlled, or secure areas.
- Establishes personnel circulation, control and entry systems, and procedures for the movement, handling, and storage and protection provided SCI.
- Reviews and inspects facilities where classified sensitive data and equipment will be located.

#### Minimum Education and Experience

- Associates Degree in business. Security certification a plus. Applicable experience in lieu of degree acceptable.

#### Clearance: Top Secret

### Project Manager II

#### Duties:

- Effective daily management and operation of a security force, its readiness, its mission, and its security program.
- Responsible for the unit security forces training program, ensuring all unit and individual training requirements are met.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security.
- Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.
- Accomplishes security force unit management and administration to include supply, equipment, mobility, and readiness functions; personnel, administrative, and budgetary actions; and the utilization of automated data processing programs and products.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security; and performs other related duties.
- Has the authority to commit the company to operational requirements with the client and is directly responsible for maintaining close liaison with the customer.

#### Minimum Education and Experience:

- Bachelor's degree from an accredited university or college in law enforcement, security management or related fields.
- Or 10 years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.



- Advanced/specialized educational courses in areas related to law enforcement are required.
- Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
- Proven management expertise in budget and funds control and ability to multitask.
- Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis.

**Clearance: Secret**

### **Public Key Infrastructure (PKI) Specialist**

**Duties:**

- Responsible for enabling, disabling, revoking, recovering, and changing a PKI user's Distinguished Name on the site and off-site facilities.
- Issues, enables/disables, recovers, and revokes PKI Certificates.
- Informs managers of anomalies, receive and distribute subscriber authorization information, identify and authenticate the identity of certificate applicants, perform certificate and key management functions for the end entity population.
- Documents all procedures in the RA Administration Logbook, (i.e., enable users, disable/suspend user certificates, update certificates/keys, revoke certificates, and manage key recovery for end entities), change certificate and key lifetimes, set encryption and verification policies, with approval of the PKI Certification Authority (CA) Officer and the COTR.
- Review audit logs and report suspicious events to the CA Officer and Center Information Technology Security Manager (C-ITSM).
- Create reports of PKI user status.

**Minimum Education and Experience:**

- At least 5-7 years commercial or Government experience in the area of systems security development.
- Must have an excellent working knowledge of systems integration for secure facilities.
- Must be able to perform reviews and evaluations of safeguards and security systems testing and compliance technique.
- Provide effective methods for identifying system deficiencies.

### **Secretary III**

**Duties:**

- Supervises and trains personnel in the areas of clerical and program support.
- Answers varied inquires, over the phone or in person, explaining policies and procedures and resolving routine questions or problems independently;
- Manages budgets and generates reports.
- Manages and maintains document/information databases.
- Ensures proper operation and maintenance of computer equipment.
- Operates a typewriter, remote computer terminal, Local Area Network, or other keyboard device.

**Minimum Education and Experience:**

- Vocational/technical training beyond high school and 7 years of job-related experience.
- Ability to read, write and speak English clearly and proficiently.
- Excellent communication and analytical skills; demonstrated working knowledge of computer systems and ability to operate application software, including database, word processing and spreadsheet programs.

**Clearance: Secret**

## Security Assistant

**Duties:**

- Analyze, file and assess all investigative data
- Initiate background investigations for contractors, foreign nationals, consultants, Intergovernmental Personnel Act (IPA) assignees, civil servant employees and any other position authorized by an appropriate Security official.
- Process security clearances and visit requests.
- Update and maintain security related files and databases.
- Review and process investigative forms.
- Interact with other government agencies on security matters as appropriate.
- Obtain and provide cost and budget information for personnel security services.
- Conduct special interviews relating to personnel security services.
- Provide investigative forms and information to requestors.
- Maintain and track all employee required security training in a database.
- Assist with personnel adjudication document handling and records tracking; and perform other administrative functions.

**Minimum Education and Experience:**

- High School Graduate/GED.
- Ability to read, write and speak English clearly and proficiently.
- Demonstrates interpersonal communications skills.
- Hold or be eligible to receive a Secret security clearance.
- Demonstrate proficiency for accuracy in such things as filing of records, typing reports or entering data in computers, and researching information.
- Have good oral and written communication skills, and be able to deal politely and effectively with members of the public, visitors, and high ranking officials from the government and private industry.
- Attend a training course at least once a year relating to personnel security.

## Security Specialist

**Duties:**

- Analyze, file and assess all investigative data.
- Initiate background investigations for contractors, foreign nationals, consultants, Intergovernmental Personnel Act (IPA) assignees, civil servant employees and any other position authorized by an appropriate Security official.
- Process security clearances and visit requests.
- Update and maintain security related files and databases.
- Review and process investigative forms.
- Interact with other government agencies on security matters as appropriate.
- Obtain and provide cost and budget information for personnel security services.
- Conduct special interviews relating to personnel security services.
- Provide investigative forms and information to requestors.
- Maintain and track all employee required security training in a database.
- Assist with personnel adjudication document handling and records tracking; and perform other administrative functions.
- Perform various physical security studies, surveys and assessments, and prepare recommendations and reports related thereto. This would include, but not be limited to, examinations related to such things as securing Headquarters locations, surveillance and monitoring equipment, intrusion detection systems, barricades, etc.
- Conduct inspections of Headquarters facilities/locations to identify physical security vulnerabilities and offer recommendations for corrective actions.
- Participate in emergency preparedness exercises and activities to test the response capability at Headquarters.

**Minimum Education and Experience:**

- High School Graduate



- Ability to read, write and speak English clearly and proficiently.
- Demonstrates interpersonal communications skills.
- Hold or be eligible to receive a Secret security clearance.
- Be able to work with people and have a strong customer service focus.
- Be able to work on personal computers using the Microsoft Windows XP Professional software or its successor software, and use security related equipment such as, but not limited to: electronic fingerprint machines; magnetometers; package X-ray machines; digital cameras and identification badge card equipment; surveillance cameras and monitors; two-way radios; electronic, golf cart type patrol vehicles; etc.
- Have knowledge of the basic to working level of government requirements (e.g., orders, directives, regulations, and laws) applicable to the specialized area for his/her position to be filled.
- Attend a training course at least once a year relating to personnel security.

### Supervisor I

#### Duties:

- Directly responsible for supervision and management of all security and emergency dispatch personnel.
- Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
- Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
- Analyzes resources and workload, making recommendations for modifications and/or changes to management.
- Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.
- Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.
- Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
- Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate training.
- Responds to medical emergencies providing initial first aid and CPR required actions.
- Monitors radio communications to ensure awareness of on-going activity and shall respond and supervise unusual or major incidents.
- Ensures adequate staffing of all assigned positions for a 24-hour day.

#### Minimum Education and Experience:

- At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields.
- Or three (3) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement.
- Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

**Clearance: None**

### Supervisor II

#### Duties:

- Directly responsible for supervision and management of all security and emergency dispatch personnel
- Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
- Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
- Analyzes resources and workload, making recommendations for modifications and/or changes to management.
- Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.
- Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.



- Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
- Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate training.
- Responds to medical emergencies providing initial first aid and CPR required actions.
- Monitors radio communications to ensure awareness of on-going activity and shall respond and supervise unusual or major incidents.
- Ensures adequate staffing of all assigned positions for a 24-hour day.

**Minimum Education and Experience:**

- At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields.
- Or three (3) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement.
- Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

**Clearance: Secret**

**SPECIAL ITEM NUMBER 246-54  
GUARD SERVICES**

**IMPORTANT NOTE**

Job categories are often developed and refined in the process of responding to client requests and Request for Quotation. Therefore, the job-categories represented here are a summary of available titles and job descriptions. Custom job categories and costs are developed in response to the client/job need.

**Access Control Clerk**

**Duties:**

- Recommend cost effective and schedule compliant courses of action that assure security compliance.
- Coordinate and implement approved policy and procedure with supervisor to meet mandates.
- Interface with Company and Customer Representatives.
- Notify supervisor of training needs.
- Analyze resources and workload and make recommendations for modifications and/or changes to the Lead, Personnel Security Manager.
- Prepare and issue Visitor Passes and process visitor documents for NASA, contractor, consultant, resident agency, vendor, US Government, and other visitor personnel.
- Receive and review visitor requests and assure that they are issued only to or taken from authorized personnel.
- Maintain a database relating to visitor passes and visitor processing and periodically conduct database verifications relating to these efforts to assure that data is valid and current.
- Prepare and distribute database reports, notices of required changes, and other documents, reports, and records, as directed or required.
- Assist in developing policy and procedure relative to the issue and control of visitors, guests, foreign nationals, and related visitor passes.
- Prepare and issue, on an ad hoc basis, Visitor Passes for large visitor groups.
- Maintain visitor pass records for all visitors processed and passes issued.
- Assure that the Lead and Personnel Security Manager are kept informed, in a timely manner, of the need to order office supplies, visitor processing supplies, and pass supplies.
- Assure that the Lead and Personnel Security Manager are kept informed, in a timely manner, of special events or other things that are not routine.

**Security Duties:**

- Conduct compliance/self inspections.
- Prepare for and undergo Customer/DIS, other Government Agency, Corporate, and Company inspections and audits.
- Prepare and present security education and training presentations, briefings, and programs.
- Assist in providing input for security and law enforcement officer instructions, procedures, and training.
- Perform other duties/functions as directed or required.

**Qualifications:**

- Typing and computer skills, with advanced knowledge of Microsoft Word and Excel. Knowledge of other database programs beneficial. Excellent verbal and written communications skills. A background check will be performed due to the nature of the position. The applicant must also possess a valid California's driver's license.
- Must pass a computer skills test and a written test.

**Administrative Assistant**

**Duties:**

- Provide administrative support to a department and/or Manager, including technical administrative support functions relating to preparation and presentation of: final correspondence, reports and other published material; briefing material, etc. Performs general clerical and receptionist duties and project based work, as assigned. Must



be skilled in the use of all standard office equipment, including computers. Project a professional company image through in-person and phone interaction.

**Minimum Education and Experience:**

- High School Graduate/GED
- Ability to read, write and speak English clearly and proficiently.
- Demonstrates interpersonal communications skills.
- Have good oral and written communications skills, and be able to deal politely and effectively with members of the public, visitors and high ranking officials from the government and private industry.

**Clearance:** Secret

**Alarm Monitor**

**Duties:**

- Monitors alarm systems and direct necessary actions in response to such systems.
- Prepares and maintains records and forms associated with emergency dispatch operations.
- Operates a Central Monitoring Station, monitoring alarms and access control land closed circuit television systems.
- Operates a security dispatch station directing the response of assigned security forces.
- Maintains an automated, daily activity log recoding unannounced alarm activations, malfunctions, access control system malfunctions, and other incidents relative to the security of the respective site facility.

**Minimum Education and Experience:**

- High school diploma.
- At least 1 year of direct experience in emergency dispatch systems and procedures related to response to medical and fire emergencies.
- Must possess current State Emergency 911 Certification.
- Must have a thorough understanding of CPR, First Aid and First Responder procedures.
- Must be CPR and First Aid certified. Must have excellent communications skills and able to type at least 40 WPM.

**Clearance:** Secret

**Assistant Project Manager I**

**Duties:**

- Assist Project Manager in managing and administering the contract's material, fiscal, and personnel resources.
- Analyzes and interprets policy standards and directives to devise requirements and assists Project Manager in formulating strategies for each functional area within the contract.
- Develops and maintains automated reporting programs for contract deliverables and automation of communications processes.
- Establishes contract-wide continuous review and evaluation program to monitor performance, and recommends and implement changes to improve operations.
- Directs and conducts periodic inspections and audits of the contract's functional areas and become aware and informed of conditions within the respective sections.
- Initiate appropriate action to correct a situation when conditions are discovered which need correction, or are contrary to the various laws, rules, regulations, or policies and procedures governing the operation of the security forces organization.
- Performs officer orientation; initial and refresher training.
- Qualified to fill-in for the position of Project Manager in his/her absence.
- Coordinates proper supervision of officers and performs quality control inspections on a routine basis.

**Minimum Education and Experience:**



- Bachelor's degree from an accredited university or college in law enforcement, security management or related fields. Or 10 years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement are required.
- Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
- Proven management expertise in budget and funds control and ability to multitask.

**Clearance: None**

### **Assistant Project Manager II**

**Duties:**

- Assist Project Manager in managing and administering the contract's material, fiscal, and personnel resources.
- Analyzes and interprets policy standards and directives to devise requirements and assists Project Manager in formulating strategies for each functional area within the contract.
- Develops and maintains automated reporting programs for contract deliverables and automation of communications processes.
- Establishes contract-wide continuous review and evaluation program to monitor performance, and recommends and implement changes to improve operations.
- Directs and conducts periodic inspections and audits of the contract's functional areas and become aware and informed of conditions within the respective sections.
- Initiate appropriate action to correct a situation when conditions are discovered which need correction, or are contrary to the various laws, rules, regulations, or policies and procedures governing the operation of the security forces organization.
- Perform officer orientation, initial and refresher training.
- Qualified to fill-in for the position of Project Manager in his/her absence.
- Coordinates proper supervision of officers and performs quality control inspections on a routine basis.

**Minimum Education and Experience:**

- Bachelor's degree from an accredited university or college in law enforcement, security management or related fields.
- Or 10 years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement are required.
- Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
- Proven management expertise in budget and funds control and ability to multitask.

**Clearance: Secret**

### Assistant Project Manager III

**Duties:**

- Assist Project Manager in managing and administering the contract's material, fiscal, and personnel resources.
- Analyzes and interprets policy standards and directives to devise requirements and assists Project Manager in formulating strategies for each functional area within the contract.
- Develops and maintains automated reporting programs for contract deliverables and automation of communications processes.
- Establishes contract-wide continuous review and evaluation program to monitor performance, and recommends and implement changes to improve operations.
- Directs and conducts periodic inspections and audits of the contract's functional areas and become aware and informed of conditions within the respective sections.
- Initiate appropriate action to correct a situation when conditions are discovered which need correction, or are contrary to the various laws, rules, regulations, or policies and procedures governing the operation of the security forces organization.
- Performs officer orientation, initial and refresher training.
- Qualified to fill-in for the position of Project Manager in his/her absence.
- Coordinates proper supervision of officers and performs quality control inspections on a routine basis.

**Minimum Education and Experience:**

- Bachelor's degree from an accredited university or college in law enforcement, security management or related fields.
- Or 10 years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement are required.
- Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
- Proven management expertise in budget and funds control and ability to multitask.

**Clearance: Top Secret/SCI**

### Computer Security Specialist

**Duties:**

- Variety of duties related to the design and development of innovative engineering computer science concepts to improve the overall system security of a network.
- Develops operating plans, policies, and procedures to ensure compliance and total protection of network systems.
- Performs studies and calculations to determine the most practical approach and the best combination of basic design features and criteria to meet the specified requirements.
- Valuates LAN security and configuration standards to include servers, routers, TCP/IP and server setups to determine internet vulnerabilities.
- Conduct technical risk analysis and oversee risk assessments.
- Conduct software, database, systems and network evaluations.
- Define and enforce network security configuration and design.
- Track and monitor security incidents and response.
- Evaluate and recommend encryption tools to ensure National Security compliance and protect sensitive information.

**Minimum Education and Experience:**

- At least 5-7 years commercial or Government experience in the area of systems security development.
- Must have an excellent working knowledge of systems integration for secure facilities.
- Must be able to perform reviews and evaluations of safeguards and security systems testing and compliance technique.



- Provide effective methods for identifying system deficiencies.

**Clearance: Contract dependent**

### **Guard I (Unarmed)**

**General Duties and Responsibilities:**

- Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client.
- Aids in discovery of security violations and early reporting of emergencies; provides directions and informational assistance to employees, visitors and guests.
- Works from a fixed post and/or conducts roving patrols of facilities, grounds, parking lots, garages, and out buildings, etc.
- Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions.
- Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; maintains duty logs, and records visitor ingress and egress.
- Reports to first-line supervisor; testifies in administrative hearings, civil and criminal proceeding.

**Minimum Educational, Experiential Requirements:**

- Graduate of an accredited high school or Certificate of Completion of General Education Development requirements; and meet one of the following experience/education requirements: three (3) years of security experience within past five years; or three (3) years civilian or military work experience.

**Citizenship:**

- United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

### **Guard II (armed)**

**General Duties and Responsibilities:**

- Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests.
- Works from a fixed post and/or conducts roving patrols of facilities, grounds, parking lots, garages, and out buildings, etc.
- Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions.
- Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; maintains duty logs, and records visitor ingress and egress.
- Reports to first-line supervisor; testifies in administrative hearings, civil and criminal proceeding. The position may require usage of firearms.

**Minimum Educational, Experiential Requirements:**

- Graduate of an accredited high school or Certificate of Completion of General Education Development requirements; and meet one of the following experience/education requirements: three (3) years of security experience within past five years; or three (3) years civilian or military work experience.

**Weapons Training and Certification requirements:**

- The requirements may vary and will be addressed on a task order level. They may include but are not limited to at least 40 hours of contractor's provided weapons training program prior to initial range qualification and a successful completion of the Federal Law Enforcement Training Center (FLETC) practical course and annual re-qualification on the FLETC practical course. The 40 hours of firearms training for the initial range qualification



can be substituted by adequate proof (e.g. valid, legible copy of a Training Certificate or firearms certification) for a successful completion of such training under a previous FPS contract but only for the weapons for which it was received. Prior successful training however does not exempt the employee from the annual range qualification requirements.

**Citizenship:**

- United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

<b>Industrial Security Specialist</b>
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**Duties:**

- Provide security guidance to program managers.
- Participates in continuing security analysis of programs.
- Recommends improvements and corrective measures to upgrade security administration and procedures.
- Prepares security specifications for program procurement.
- Investigates security discrepancies and provides reports.
- Conducts liaison with participating industrial and government activities on security matters.
- Administers security indoctrinations and debriefings.
- Provides security classification for assigned programs.
- Manages and oversees the Single Scope Background Investigation (SSBI/SSBI-Periodic Review (PR), Counterespionage Security Polygraph programs(s) and the foreign travel programs.

**Minimum Education and Experience:**

- 7 years of experience within the field of personnel and physical security.
- Excellent working knowledge of the protection of classified matter, computer systems, physical security systems, information security, special access programs, protective forces, and the protection of property and assets.

**Clearance: Contract dependent**

<b>Information Receptionist</b>
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**Duties:**

- Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies.
- Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions.
- Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
- Analyzes jobs to delimit position responsibilities for use in wage-and-salary adjustments, promotions, and evaluation of workflow.
- Studies methods of improving work measurements or performance standards.
- Coordinates collection and preparation of operating reports, such as time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data.
- Prepares reports including conclusions and recommendations for solution of administrative problems.
- Drafts narrative, financial, and statistical reports.
- Compiles data based on research techniques and on statistical compilations involving an understanding of operating programs, policies, and procedures.
- Issues and interprets operating policies.
- Reviews and answers correspondence.

**Minimum Education and Experience:**



- Requires an associate's degree in appropriate field plus job experience including supervision.
- Computer literacy required with background using MS Word and Excel.

### Locksmith

#### Duties:

- Receive and review lock, key, and combination requests and assure that they are issued only to authorized personnel.
- Maintain a database relating to security containers, locks, keys, and combinations.
- Coordinates the location or relocation of all classified containers.
- Periodically conduct database verifications relating to the issuance of locks, keys, and combinations to assure that issuances are valid and current.
- Coordinates with Facilities Engineering the installation, maintenance, repair, and modification of security combinations, locks, and door changes.
- Change locks, keys and combinations in accordance with customer regulations, and performs maintenance and repair on safe combination disks.
- Fabricate keys; combine, recombine, and install key cores.
- Order and maintain supplies and equipment relating to locksmith functions.
- Prepare and distribute data base reports, notices of required changes, and other documents, reports, and records, as directed or required.
- Supports customer oriented methods for efficient issue and control of locks, keys, and combinations.

#### Minimum Education and Experience:

- High School graduate and possess at least 5 years of experience in a physical security within the federal government, military, or state/local government.
- Must demonstrate practical "hands-on" experience with locks and key systems, security containers and combination locks.

**Clearance: Secret**

### Physical Security Specialist

#### Duties:

- Responsible for personnel clearances for multiple customers to include generation of forms, timely submission, tracking progress and management reports.
- Participate in physical security risk assessments.
- Knowledge of security management policies and procedures to include physical security and SCIF construction requirements.
- Proficiency with desktop computing platforms (PC) and applications (MS Word, PowerPoint, Excel). Knowledge of database structures and purposes.
- Determines the kinds of safes, alarms, locks and markings needed to effectively secure a site per established policy.
- Defines restricted, controlled, or secure areas.
- Establishes personnel circulation, control and entry systems, and procedures for the movement, handling, and storage and protection provided SCI.
- Reviews and inspects facilities where classified sensitive data and equipment will be located.

#### Minimum Education and Experience:

- Associates Degree in business. Security certification a plus. Applicable experience in lieu of degree acceptable.

**Clearance: Top Secret**

## Program Manager

### Duties:

- Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.
- Performs duties related to the effective daily management and operation of all contract activities with respect to providing recommendations and options for protecting personnel, property and equipment from vandalism, malicious damage, and sabotage.
- Responsible for the unit security forces training program, ensuring all unit and individual training requirements are met.
- Accomplishes security force unit management and administration to include supply, equipment, mobility, and readiness functions; personnel, administrative, and budgetary actions; and the utilization of automated data processing programs and products.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security; and performs other related duties.
- Has the authority to commit the company to operational requirements with the client and is directly responsible for maintaining close liaison with the customer.

### Minimum Education and Experience:

- Bachelor's degree from an accredited university or college in law enforcement, security management or related fields.
- Or 15 years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement are required.
- Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
- Proven management expertise in budget and funds control and ability to multitask.

**Clearance: None**

## Program Security Specialist

### Duties:

- Ensures protection of classified and unclassified sensitive information related to programs/projects and the information used, stored, transmitted or destroyed by personnel.
- Provides oversight to security programs implemented by various customers, contractors, and users to ensure established security requirements are within compliance.
- Develops and maintains a security classification guide for each classified program or project.
- Develops and maintains a security classification guide for each classified program or project.
- Develop and implement training programs for classified and sensitive material.
- Manage security of SCI information to include classification, control and dissemination, SCI courier Card Program and the incoming/outgoing visit certification program.
- Conducts surveys, inquiries and self-inspections of SCIFs.

### Minimum Education and Experience:

- At least 7-10 years of directly related experience, in the application of security standards and strategies for the protection and control of national security information and restricted data.
- 3-5 years of that experience should be in managing/operating or performing in an agency/activity with direct responsibility for developing, refining, analyzing, coordinating, and promulgating agency-wide policies, plans, standard and procedures for protecting Sensitive Compartmented Information Programs and the security requirements involved in the execution and administration of such programs.

**Clearance: Top Secret-SCI**

## Project Manager I

### Duties:

- Effective daily management and operation of a security force, its readiness, its mission, and its security program.
- Responsible for the unit security forces training program, ensuring all unit and individual training requirements are met.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security.
- Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.
- Accomplishes security force unit management and administration to include supply, equipment, mobility, and readiness functions; personnel, administrative, and budgetary actions; and the utilization of automated data processing programs and products.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security; and performs other related duties.
- Has the authority to commit the company to operational requirements with the client and is directly responsible for maintaining close liaison with the customer.

### Minimum Education and Experience:

- Bachelor's degree from an accredited university or college in law enforcement, security management or related fields.
- Or 10 years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement are required.
- Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
- Proven management expertise in budget and funds control and ability to multitask.
- Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis.

**Clearance: None**

## Project Manager II

### Duties:

- Effective daily management and operation of a security force, its readiness, its mission, and its security program.
- Responsible for the unit security forces training program, ensuring all unit and individual training requirements are met.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security.
- Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.
- Accomplishes security force unit management and administration to include supply, equipment, mobility, and readiness functions; personnel, administrative, and budgetary actions; and the utilization of automated data processing programs and products.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security; and performs other related duties.
- Has the authority to commit the company to operational requirements with the client and is directly responsible for maintaining close liaison with the customer.

### Minimum Education and Experience:



- Bachelor's degree from an accredited university or college in law enforcement, security management or related fields.
- Or 10 years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement are required.
- Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
- Proven management expertise in budget and funds control and ability to multitask.
- Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis.

**Clearance: Secret**

### **Project Manager III**

**Duties:**

- Effective daily management and operation of a security force, its readiness, its mission, and its security program.
- Responsible for the unit security forces training program, ensuring all unit and individual training requirements are met.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security.
- Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.
- Accomplishes security force unit management and administration to include supply, equipment, mobility, and readiness functions; personnel, administrative, and budgetary actions; and the utilization of automated data processing programs and products.
- Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security; and performs other related duties.
- Has the authority to commit the company to operational requirements with the client and is directly responsible for maintaining close liaison with the customer.

**Minimum Education and Experience:**

- Bachelor's degree from an accredited university or college in law enforcement, security management or related fields.
- Or 10 years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement are required.
- Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
- Proven management expertise in budget and funds control and ability to multitask.
- Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis.

**Clearance: Top Secret**

### **Receptionist**

**Duties:**

- Receive visiting personnel, issue temporary badges in accordance with provided written directives.
- Conducting badge system minor maintenance and issue temporary employee badges, receive incoming calls and take appropriate steps in answering the caller's needs.
- Coordinate very important person (VIP) visits with senior agency officials;



- Serve as liaison between Uniformed Protective Force personnel, control center personnel and agency staff for visiting dignitary reception.

**Minimum Education and Experience:**

- Must have a High School Diploma or the state recognized equivalent.
- Must have a minimum of 1 year of experience/education in the business clerical field;
- Must have typing skills and demonstrate the ability to follow directions precisely and carefully; and must have the ability to effectively communicate and interact with the general public.

**Clearance: None**

**Security Clerk I**

**Duties:**

- Performs specialized support services relating to a broad range of administrative functions such as: budget and financial management, personnel management, training, procurement, contracts, property management, space management, and travel.
- Maintains, monitors, and performs preliminary analysis of budget and fiscal control records. Translates budget data into prescribed budget formats to be used for the purposes of budget formulation
- Organizes and maintains departmental filing systems for quick location.

**Minimum Education and Experience:**

- High School Graduate
- Have the ability to operate in state-of-the-art software in a Local Area Network (LAN) environment, including word processing.
- Demonstrates interpersonal communications skills.

**Clearance: None**

**Security Clerk II**

**Duties:**

- Performs specialized support services relating to a broad range of administrative functions such as: budget and financial management, personnel management, training, procurement, contracts, property management, space management, and travel.
- Maintains, monitors, and performs preliminary analysis of budget and fiscal control records. Translates budget data into prescribed budget formats to be used for the purposes of budget formulation.
- Organizes and maintains departmental filing systems for quick location.

**Minimum Education and Experience:**

- High School Graduate
- 1 year of security and/or administrative support experience
- Have the ability to operate in state-of-the-art software in a Local Area Network (LAN) environment, including word processing.
- Demonstrates interpersonal communications skills.
- Experience in managing inter- and intra-office incoming and outgoing correspondence.

**Clearance: Secret**

### Security Clerk III

**Duties:**

- Performs specialized support services relating to a broad range of administrative functions such as: budget and financial management, personnel management, training, procurement, contracts, property management, space management, and travel.
- Maintains, monitors, and performs preliminary analysis of budget and fiscal control records. Translates budget data into prescribed budget formats to be used for the purposes of budget formulation
- Organizes and maintains departmental filing systems for quick location.

**Minimum Education and Experience:**

- High School Graduate
- 3 years of security and/or administrative support experience
- Has the ability to operate in state-of-the-art software in a Local Area Network (LAN) environment, including word processing.
- Demonstrates interpersonal communications skills.
- Experience in managing inter- and intra-office incoming and outgoing correspondence.

**Clearance: Top Secret**

### Security Guard II Level I

**Duties:**

- Detect and report criminal acts.
- Stop, question, and as a last resort arrest suspected criminals.
- Provide security against loss from fire or mechanical equipment failure
- Enforce property rules and regulations
- Respond to emergency situations involving the safety and security of the facility.
- Control access to specific areas of a facility or building and act as a crowd control monitor.
- Duties involve serving at a fixed post, making rounds on foot or by motorized vehicle, or escorting persons and property.
- May require ability to obtain and maintain a firearms permit and certification
- The position may require usage of firearms.

**Minimum Education and Experience:**

- High school diploma and at least one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard.
- Ability to work with Federal, State, municipal, local or private protective organizations involved in the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life.
- Requires good communications skills and a valid driver's license.
- Requires ability to obtain and maintain a firearms permit and certification.

**Weapons Training and Certification requirements:**

- The requirements may vary and will be addressed on a task order level. They may include but are not limited to at least 40 hours of contractor's provided weapons training program prior to initial range qualification and a successful completion of the Federal Law Enforcement Training Center (FLETC) practical course and annual re-qualification on the FLETC practical course. The 40 hours of firearms training for the initial range qualification can be substituted by adequate proof (e.g. valid, legible copy of a Training Certificate or firearms certification) for a successful completion of such training under a previous FPS contract but only for the weapons for which it was received. Prior successful training however does not exempt the employee from the annual range qualification requirements.

**Clearance: None**

## Security Guard II Level II

**Duties:**

- Detect and report criminal acts.
- Stop, question, and as a last resort arrest suspected criminals.
- Provide security against loss from fire or mechanical equipment failure
- Enforce property rules and regulations
- Respond to emergency situations involving the safety and security of the facility.
- Control access to specific areas of a facility or building and act as a crowd control monitor.
- Duties involve serving at a fixed post, making rounds on foot or by motorized vehicle, or escorting persons and property.
- May require ability to obtain and maintain a firearms permit and certification.
- The position may require usage of firearms.

**Minimum Education and Experience:**

- High school diploma and at least one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard.
- Ability to work with Federal, State, municipal, local or private protective organizations involved in the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life.
- Requires good communications skills and a valid driver's license.

**Weapons Training and Certification requirements:**

- The requirements may vary and will be addressed on a task order level. They may include but are not limited to at least 40 hours of contractor's provided weapons training program prior to initial range qualification and a successful completion of the Federal Law Enforcement Training Center (FLETC) practical course and annual re-qualification on the FLETC practical course. The 40 hours of firearms training for the initial range qualification can be substituted by adequate proof (e.g. valid, legible copy of a Training Certificate or firearms certification) for a successful completion of such training under a previous FPS contract but only for the weapons for which it was received. Prior successful training however does not exempt the employee from the annual range qualification requirements.

**Clearance: Secret**

## Security Guard II Level III

**Duties:**

- Detect and report criminal acts.
- Stop, question, and as a last resort arrest suspected criminals.
- Provide security against loss from fire or mechanical equipment failure.
- Enforce property rules and regulations.
- Respond to emergency situations involving the safety and security of the facility.
- Control access to specific areas of a facility or building and act as a crowd control monitor.
- Duties involve serving at a fixed post, making rounds on foot or by motorized vehicle, or escorting persons and property. May require ability to obtain and maintain a firearms permit and certification.
- The position may require usage of firearms.

**Minimum Education and Experience:**

- High school diploma and at least one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard.
- Ability to work with Federal, State, municipal, local or private protective organizations involved in the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life.
- Requires good communications skills and a valid driver's license.



- Requires ability to obtain and maintain a firearms permit and certification.

**Weapons Training and Certification requirements:**

- The requirements may vary and will be addressed on a task order level. They may include but are not limited to at least 40 hours of contractor's provided weapons training program prior to initial range qualification and a successful completion of the Federal Law Enforcement Training Center (FLETC) practical course and annual re-qualification on the FLETC practical course. The 40 hours of firearms training for the initial range qualification can be substituted by adequate proof (e.g. valid, legible copy of a Training Certificate or firearms certification) for a successful completion of such training under a previous FPS contract but only for the weapons for which it was received. Prior successful training however does not exempt the employee from the annual range qualification requirements.

**Clearance: Top Secret**

**Shift Supervisor**

**Duties:**

- Directly responsible for supervision and management of all security and emergency dispatch personnel.
- Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
- Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
- Analyzes resources and workload, making recommendations for modifications and/or changes to management.
- Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.
- Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.
- Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
- Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate training.
- Responds to medical emergencies providing initial first aid and CPR required actions
- Monitors radio communications to ensure awareness of on-going activity and shall respond and supervise unusual or major incidents.
- Ensures adequate staffing of all assigned positions for a 24-hour day.

**Minimum Education and Experience:**

- At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields
- Or three (3) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement
- Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

**Clearance: None**

**Site Manager**

**Duties:**

- Directly responsible for supervision and management of all security and emergency dispatch personnel.
- Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
- Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
- Analyzes resources and workload, making recommendations for modifications and/or changes to management.
- Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.



- Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.
- Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
- Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate training.
- Responds to medical emergencies providing initial first aid and CPR required actions
- Monitors radio communications to ensure awareness of on-going activity and shall respond and supervise unusual or major incidents.
- Ensures adequate staffing of all assigned positions for a 24-hour day.

**Minimum Education and Experience:**

- At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields.
- Or three (3) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement.
- Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

**Clearance: Secret**

**Special Program Security Specialist**

**Duties:**

- Ensures protection of classified and unclassified sensitive information related to programs/projects and the information used, stored, transmitted or destroyed by personnel.
- Provides oversight to security programs implemented by various customers, contractors, and users to ensure established security requirements are complied with.
- Develops and maintains a security classification guide for each classified program or project.
- Develops and maintains a security classification guide for each classified program or project.
- Develop and implement training programs for classified and sensitive material.
- Manage security of SCI information to include classification, control and dissemination, SCI courier Card Program and the incoming/outgoing visit certification program.
- Conducts surveys, inquiries and self-inspections of SCIFs.

**Minimum Education and Experience:**

- At least 7-10 years of directly related experience, in the application of security standards and strategies for the protection and control of national security information and restricted data.
- 3-5 years of that experience should be in managing/operating or performing in an agency/activity with direct responsibility for developing, refining, analyzing, coordinating, and promulgating agency-wide policies, plans, standard and procedures for protecting Sensitive Compartmented Information Programs and the security requirements involved in the execution and administration of such programs.

**Clearance: Top Secret-SCI**

**Supervisor I**

**Duties:**

- Directly responsible for supervision and management of all security and emergency dispatch personnel.
- Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
- Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
- Analyzes resources and workload, making recommendations for modifications and/or changes to management.



- Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.
- Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.
- Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
- Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate training.
- Responds to medical emergencies providing initial first aid and CPR required actions.
- Monitors radio communications to ensure awareness of on-going activity and shall respond and supervise unusual or major incidents.
- Ensures adequate staffing of all assigned positions for a 24-hour day.

**Minimum Education and Experience:**

- At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields.
- Or three (3) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement.
- Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

**Clearance: None**

<b>Supervisor II</b>
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**Duties:**

- Directly responsible for supervision and management of all security and emergency dispatch personnel
- Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
- Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
- Analyzes resources and workload, making recommendations for modifications and/or changes to management.
- Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.
- Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.
- Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
- Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate training.
- Responds to medical emergencies providing initial first aid and CPR required actions.
- Monitors radio communications to ensure awareness of on-going activity and shall respond and supervise unusual or major incidents.
- Ensures adequate staffing of all assigned positions for a 24-hour day.

**Minimum Education and Experience:**

- At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields.
- Or three (3) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement.
- Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

**Clearance: Secret**

### Supervisor III

**Duties:**

- Directly responsible for supervision and management of all security and emergency dispatch personnel
- Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
- Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
- Analyzes resources and workload, making recommendations for modifications and/or changes to management.
- Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.
- Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.
- Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
- Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate training.
- Responds to medical emergencies providing initial first aid and CPR required actions.
- Monitors radio communications to ensure awareness of on-going activity and shall respond and supervise unusual or major incidents.
- Ensures adequate staffing of all assigned positions for a 24-hour day.

**Minimum Education and Experience:**

- At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields.
- Or three (3) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel.
- Advanced/specialized educational courses in areas related to law enforcement.
- Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

**Clearance: Top Secret-SCI**

### Trainer I

**Duties:**

- Develop lesson plans, assessment plans and revises security, firearms, educational and/or other training curriculum as required.
- Instruct assigned classes.
- Ensure training, curriculum and educational programs meet standards of applicable state, federal and/or client directives with company policy.
- Assist in research, training and educational material to ensure compliance.
- Assist in development of training aids/materials, templates charts and other training enhancements.
- Conducts test analysis.
- Maintains training records and all files and reports.
- Testifies in administrative hearings, civil and criminal proceedings.

**Minimum Education and Experience:**

- Associates degree from an accredited university or college in Law Enforcement/Education.
- Or 3 years of directly related experience in the application of educational methods as it relates to security/law enforcement.
- 3 years experience with a combination of relevant education, training and qualified experience in the private or public sector security or law-enforcement experience as a security instructor.

**Clearance: None**

### Training/Education Awareness Specialist

**Duties:**

- Develop lesson plans, assessment plans and revises security, firearms, educational and/or other training curriculum as required.
- Instruct assigned classes.
- Ensure training, curriculum and educational programs meet standards of applicable state, federal and/or client directives with company policy.
- Assist in research, training and educational material to ensure compliance.
- Assist in development of training aids/materials, templates charts and other training enhancements.
- Conducts test analysis.
- Maintains training records and all files and reports.
- Testifies in administrative hearings, civil and criminal proceedings.

**Minimum Education and Experience:**

- Associates degree from an accredited university or college in Law Enforcement/Education.
- Or 3 years of directly related experience in the application of educational methods as it relates to security/law enforcement.
- 3 years experience with a combination of relevant education, training and qualified experience in the private or public sector security or law-enforcement experience as a security instructor.

**Clearance: None**

### SPECIAL ITEM NUMBER 426-2A CANINE TRAINING AND HANDLING EQUIPMENT, CANINE SEARCH AND DETECTION

### Explosive Detector Dog Team: Lieutenant

**Duties:**

- Directly responsible for supervision and management of all explosive detector dogs.
- Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
- Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
- Analyzes resources and workload, making recommendations for modifications and/or changes to management.
- Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.
- Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.
- Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
- Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate training.
- Responds to medical emergencies providing initial first aid and CPR required actions
- Monitors radio communications to ensure awareness of on-going activity and shall respond and supervise unusual or major incidents.
- Ensures adequate staffing of all assigned positions for a 24-hour day
- Assists with the training of officers and EDD(s).
- Employs trained EDD(s) to conduct searches in locations including, but not limited to: structures, objects, ships, boats, vehicles, aircraft, open areas and other areas or situations as assigned.
- Handles and uses training aids in compliance with safety instructions and regulations.
- Operates and communicates effectively with electronic devices such as multi-channel 2-way radios, NEXTEL communication devices, cell phones, land lines. Able to effectively follow radio procedures and be able to use standard communication codes like the "10" code and phonetic alphabet.
- Works with and communicates effectively with such entities as law enforcement agencies, security organizations, and explosive ordinance disposal personnel.



- Maintains logs, writes reports, and completes dog & handler records and other documents & forms as required.
- Uses clear, concise, and legible written communication.
- Effective at interpersonal communications
- Wears Company uniforms safety and protective gear or appropriate civilian clothing as required.
- Provides reliable personal transportation to and from company kennels, offices, meetings, job sites, training locations, and other locations as directed.
- Retrieves, transports, and returns dogs as directed.
- Travels to and from home station with two or more hours of driving per day.
- Provides kennel support (including grooming dogs, cleaning kennels, picking up dog waste, etc)
- Loads dogs in company or personal vehicles and drives dogs to assigned locations. Removes crates from vehicles to house dogs in hotel rooms.
- Travels and may voluntarily or be required to remain overnight (RON), away from home station, for several days to several weeks, as required.
- Works in those weather conditions present at time of assignment.
- Works critical incident/ emergency response duty, standby duty, trade shows and demonstrations including weekends and holidays, as needed, when scheduled.
- May be required to take breaks and meal periods while on-duty if required.
- Maintain in good order all company issued equipment and uniforms. Assumes responsibility for all equipment damaged. Will be required to pay for any company equipment lost, damaged, or destroyed through negligence or recklessness.
- Work closely to clients to ensure the service provided makes them happy.
- Must maintain certification on all assigned dogs.
- Maintains professional personal appearance, to include clean shave, shined boots, neat and clean uniforms or civilian clothing.
- Assigned to perform other duties and added responsibilities as required.

**Minimum Education and Experience:**

- Ability to pass a detailed background check and drug test.
- Willingness to work flexible hours and overtime.
- Ability to travel and remain away from home as needed.
- Aptitude to work with military, government, and law enforcement agencies 90 to 120 day probation period.
- Possess a valid drivers license and a vehicle capable of transporting a dog.
- Ability to house a dog at your residence.
- Minimum of two years (within the last 5) of applicable experience working as an explosive or narcotic detection dog handler with the U.S. military.
- Able to certify on assigned EDD(s) within 10 working days and maintain annual certification.

**Explosive Detector Dog Team: Sergeant**

**Duties:**

- Detect and report criminal acts.
- Stop, question, and as a last resort arrest suspected criminals.
- Provide security against loss from fire or mechanical equipment failure.
- Enforce property rules and regulations
- Respond to emergency situations involving the safety and security of the facility.
- Control access to specific areas of a facility or building and act as a crowd control monitor.
- Duties involve serving at a fixed post, making rounds on foot or by motorized vehicle, or escorting persons and property.
- May require ability to obtain and maintain a firearms permit and certification.
- Assists with the training of officers and EDDs.
- Employs trained EDD(s) to conduct searches in locations including, but not limited to: structures, objects, ships, boats, vehicles, aircraft, open areas and other areas or situations as assigned.
- Handles and uses training aids in compliance with safety instructions and regulations.



- Operates and communicates effectively with electronic devices such as multi-channel 2-way radios, NEXTEL communication devices, cell phones, land lines. Able to effectively follow radio procedures and be able to use standard communication codes like the “10” code and phonetic alphabet.
- Works with and communicates effectively with such entities as law enforcement agencies, security organizations, and explosive ordinance disposal personnel.
- Maintains logs, writes reports, and completes dog & handler records and other documents & forms as required.
- Uses clear, concise, and legible written communication.
- Effective at interpersonal communications.
- Wears company uniform safety and protective gear or appropriate civilian clothing as required.
- Provides reliable personal transportation to and from company kennels, offices, meetings, job sites, training locations, and other locations as directed.
- Retrieves, transports, and returns dogs as directed.
- Travels to and from home station with two or more hours of driving per day.
- Provides kennel support (including grooming dogs, cleaning kennels, picking up dog waste, etc)
- Loads dogs in company or personal vehicles and drives dogs to assigned locations. Removes crates from vehicles to house dogs in hotel rooms.
- Travels and may voluntarily or be required to remain overnight (RON), away from home station, for several days to several weeks, as required.
- Works in those weather conditions present at time of assignment.
- Works critical incident/ emergency response duty, standby duty, trade shows and demonstrations including weekends and holidays, as needed, when scheduled.
- May be required to take breaks and meal periods while on-duty if required.
- Maintain in good order all company issued equipment and uniforms. Assumes responsibility for all equipment damaged. Will be required to pay for any company equipment lost, damaged, or destroyed through negligence or recklessness.
- Work closely to clients to ensure the service provided makes them happy.
- Must maintain certification on all assigned dogs.
- Maintains professional personal appearance, to include clean shave, shined boots, neat and clean uniforms or civilian clothing.
- Assigned to perform other duties and added responsibilities as required.

#### **Minimum Education and Experience**

- Ability to pass a detailed background check and drug test.
- Willingness to work flexible hours and overtime.
- Ability to travel and remain away from home as needed.
- Aptitude to work with military, government, and law enforcement agencies 90 to 120 day probation period.
- Possess a valid driver’s license and a vehicle capable of transporting a dog.
- Ability to house a dog at your residence.
- Minimum of two years (within the last 5) of applicable experience working as an explosive or narcotic detection dog handler with the U.S. military.
- Able to certify on assigned EDD(s) within 10 working days and maintain annual certification.

### **Explosive Detector Dog (EDD) Team: Officer**

#### **Duties:**

- Employs trained EDD(s) to conduct searches in locations including, but not limited to: structures, objects, ships, boats, vehicles, aircraft, open areas and other areas or situations as assigned.
- Handles and uses training aids in compliance with safety instructions and regulations.
- Operates and communicates effectively with electronic devices such as multi-channel 2-way radios, NEXTEL communication devices, cell phones, land lines. Able to effectively follow radio procedures and be able to use standard communication codes like the “10” code and phonetic alphabet.
- Works with and communicates effectively with such entities as law enforcement agencies, security organizations, and explosive ordinance disposal personnel.



- Maintains logs, writes reports, and completes dog & handler records and other documents & forms as required.
- Uses clear, concise, and legible written communication.
- Effective at interpersonal communications.
- Wears company uniforms safety and protective gear or appropriate civilian clothing as required.
- Provides reliable personal transportation to and from company kennels, offices, meetings, job sites, training locations, and other locations as directed.
- Retrieves, transports, and returns dogs as directed.
- Travels to and from home station with two or more hours of driving per day.
- Provides kennel support (including grooming dogs, cleaning kennels, picking up dog waste, etc)
- Loads dogs in company or personal vehicles and drives dogs to assigned locations. Removes crates from vehicles to house dogs in hotel rooms.
- Travels and may voluntarily or be required to remain overnight (RON), away from home station, for several days to several weeks, as required.
- Works in those weather conditions present at time of assignment.
- Works critical incident/ emergency response duty, standby duty, trade shows and demonstrations including weekends and holidays, as needed, when scheduled.
- May be required to take breaks and meal periods while on-duty if required.
- Maintain in good order all company issued equipment and uniforms. Assumes responsibility for all equipment damaged. Will be required to pay for any company equipment lost, damaged, or destroyed through negligence or recklessness.
- Work closely to clients to ensure the service provided makes them happy.
- Must maintain certification on all assigned dogs.
- Maintains professional personal appearance, to include clean shave, shined boots, neat and clean uniforms or civilian clothing.
- Assigned to perform other duties and added responsibilities as required.

#### **Minimum Education and Experience**

- Ability to pass a detailed background check and drug test.
- Willingness to work flexible hours and overtime.
- Ability to travel and remain away from home as needed.
- Aptitude to work with military, government, and law enforcement agencies 90 to 120 day probation period.
- Possess a valid drivers license and a vehicle capable of transporting a dog.
- Ability to house a dog at your residence.
- Minimum of two years (within the last 5) of applicable experience working as an explosive or narcotic detection dog handler with the U.S. military.
- Able to certify on assigned EDD(s) within 10 working days and maintain annual certification.

**SPECIAL ITEM NUMBER 567-99  
INTRODUCTION OF NEW PRODUCTS AND SERVICES  
RELATING TO FIREFIGHTING AND RESCUE EQUIPMENT**

**Fire Battalion Chief**

**Responsibility Level:**

This managerial/supervisory/technical position is assigned to the NASA/ARC Moffett Field Fire Department. As the manager/supervisor of an industrial fire brigade's line fire protection service shift consisting of multiple fire companies, under supervision of the Fire Chief, the FBC is responsible for managing the delivery of emergency response, technical, and support services. The FBC is responsible for planning, organizing, developing, implementing, coordinating, and evaluating programs, projects, and functions associated with a fire protection services. When qualified and assigned, the FBC may perform in the capacity of Fire Chief and as Incident Commander.

**Distinguishing Characteristics:**

The Fire Battalion Chief position is distinguished from the Fire Chief position in that the FBC does not manage a fire protection service department consisting of multiple fire protection service shifts and fire protection service staff functions. The Fire Battalion Chief position is distinguished from the Fire Captain position in that the FBC manages a line fire protection service shift consisting of multiple fire companies or manages a particular fire protection service staff function, such as training and safety.

**Essential Functions:**

- Manages the control of hostile fires involving buildings and structures, vehicles, transportation equipment, vegetation, refuse, and miscellaneous properties, aircraft rescue fire-fighting, technical rescue, emergency medical services, and hazardous materials response, including pre-incident planning and post-incident evaluation functions.
- Provide necessary planning, logistical, budgetary, human resources, resource management, training, and safety skills to efficiently and effectively manage the daily operations of a line fire protection service shift consisting of multiple fire companies.
- Plan, organize, develop, implement, coordinate, and evaluate programs, projects, and functions customarily and regularly associated with a fire protection service staff function, such as training/safety.
- Manage emergency scene operations until relieved by the Fire Chief.
- Represent the NASA/ARC Moffett Field Fire Department at NASA/ARC EOC activations, training exercise, etc., and perform in the capacity of Fire/Rescue Branch Director.
- Works effectively and cooperatively with members of other Center departments, contractors, and organizations.
- Provide technical support to the Fire Chief, SecTek, Inc. Project Manager, and the NASA/ARC Fire Marshal (TAM) with fire protection services-related administrative/logistical matters.
- As directed, coordinate all fire protection services-related media relations with the NASA/ARC Chief of Protective Services and the NASA/ARC External Affairs Office.
- Maintain a level of physical fitness required to perform all-risk emergency response services.
- Maintain recognized managerial, supervisory, technical, and manipulative skills required to manage the delivery of all-risk emergency response services.
- Manage, supervise, and conduct work in accordance to NASA/ARC and SecTek, Inc. policies, practices, and procedures, and with respect for own and other's safety.
- Motivate, educate, train, and evaluate assigned employees.
- Develop, implement, and maintain a comprehensive professional development training program for positions assigned to the NASA/ARC Moffett Field Fire Department.
- Assist the TAM in performing fire prevention and code enforcement, fire safety education/awareness and community relations, and fire investigation services.
- Develop, maintain, and retain reports and/or databases documenting work conducted.
- Perform collateral administrative/support assignments, as assigned.
- Assist the Fire Chief in the delivery of collateral administrative and support assignments.

**Marginal Functions:**

- Perform other assigned duties and responsibilities in a professional manner.
- May actively participate in the control of hostile fires involving buildings and structures, vehicles, transportation equipment, vegetation, refuse, and miscellaneous properties, aircraft rescue fire-fighting, technical rescue, emergency medical services, and hazardous materials response.
- May operate vehicles such as sedans, SUV's, pick-up trucks, and vans, and the tool/equipment complements thereof.

**Physical Demands:**

- FBC performs laborious and non-laborious managerial, supervisory, and technical work.

**Work Environment:**

FBC may work under adverse conditions while performing essential and marginal functions in emergency and non-emergency situations, immediate danger to life and health (IDLH) atmospheres, extreme variations in environmental temperatures and conditions (heat; cold; precipitation), background noise (electrical, mechanical, plumbing and irrigation equipment; aircraft and helicopters; and emergency response vehicles). The FBC may work from fall potential from height (multi-story building; ground and aerial ladders; high-angle rope rescue activity; and aircraft and helicopters), subject to falling objects and debris from height, subject to hostile fires and explosions, subject to hazardous materials releases, subject to contagious and infectious diseases, and subject to structural collapse and collapse of ground surface, among other adverse conditions.

**Qualifications:**

- FBC must possess a high school diploma or GED.
- FBC must have a minimum of eight years of experience with an industrial, local government, State, or Federal fire service provider, including a minimum of three years of supervisory or managerial responsibility. An AS or AA degree, including course work in fire science or fire technology, must be earned within one year of date of hire. A BS or BA degree in Fire Protection Administration, Public Administration, or Business Administration is highly desirable.
- Successful completion of Hazmat FRO with Command training curriculum.
- As applicable, obtain a "Secret" or "Top Secret" security clearance.
- Within two years of date of hire, FBC must successfully complete California Incident Command System ICS 400 training curriculum.
- FBC must be able to communicate effectively, both orally and in writing, with diverse groups.
- FBC must be able to use good judgment, take independent action, and utilize sound problem-solving techniques.
- FBC must be able to plan, organize, develop, implement, coordinate, and evaluate small-scale, medium-scale, and large-scale programs and projects.
- FBC must be able to interact with organizations/groups at all levels, both on-Center and off-center, and do so with considerable tact, discretion, and a high level of customer service skills.

**License/Certificate Required:**

- A valid California Drivers License; Class "C" or better.
- A valid American Heart Association CPR/AED provider certification or equivalent.
- A valid, basic-level Medic First Aid provider certification or equivalent.
- Within two years of date of hire, FBC must possess a California Chief Officer certificate.

<b>Fire Captain</b>
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**Responsibility Level:**

This supervisory and technical position is assigned to the NASA/ARC Moffett Field Fire Department. As the supervisor of an industrial fire brigade's line fire company, under the supervision of a Fire Battalion Chief, the FC is responsible for supervising and providing emergency response, technical, and support services. When qualified and assigned, the FC may perform in the capacity of Fire Battalion Chief and as Incident Commander.



### **Distinguishing Characteristics:**

The Fire Captain position is distinguished from the Fire Battalion Chief position in that the FC does not, but maybe required to customarily and regularly supervise a line fire protection service shift consisting of multiple fire companies or manage a particular fire protection service staff function, such as training and safety. The Fire Captain position is distinguished from the Firefighter position in that the FC regularly supervises other employees.

### **Essential Functions:**

- Supervise and actively participate in the control of hostile fires involving buildings and structure, vehicles, transportation equipment, vegetation, refuse, and miscellaneous properties, aircraft rescue fire-fighting, technical rescue, emergency medical services, and hazardous materials response, including pre-incident planning and post-incident evaluation functions.
- Provide necessary planning, logistical, budgetary, human resources, training, and safety skills to efficiently and effectively supervise the daily operations of a line fire company.
- Manage emergency scene operations until relieved by a Fire Battalion Chief or the Fire Chief.
- Assign and supervise the operation and maintenance of apparatus such as pumpers, aerials ladder quints, and ARFF vehicles, and the tool/equipment complements thereof, and of vehicles such as sedans, SUV's, pick-up trucks, and vans, and the tools and equipment complements thereof.
- Assign and supervise the maintenance of facilities (buildings and structures and grounds), and the tools and equipment complements and supply inventories thereof.
- Maintain a level of physical fitness required to perform all-risk emergency response services.
- Maintain recognized manipulative, technical, and supervisory skills required to supervise and perform all-risk emergency response services.
- Supervise and conduct work in accordance to NASA/ARC and SecTek, Inc. policies, practices, and procedures, and with respect for own and other's safety.
- Recommend individuals for employment, promotions, awards and discipline. Motivate, educate, train, and evaluate assigned employees.
- Assist Fire Battalion Chiefs in the delivery of employee training and education programs.
- Assist the NASA/ARC Fire Marshal (TAM) in performing fire prevention and code enforcement, fire safety education/awareness and community relations, and fire investigation services.
- Develop, maintain, and retain reports and databases documenting work conducted.
- Perform collateral administrative and support assignments, as assigned.
- Assist Fire Battalion Chiefs in the delivery of collateral administrative and support assignments and with line fire protection shift coordination functions.

### **Marginal Functions:**

- May operate and maintain apparatus such as pumpers, aerial ladder quints, and ARFF vehicles, and the tool and equipment complements thereof, and vehicles such as sedans, SUV's, pick-up trucks, and vans, and the tool and equipment complements thereof.
- May maintain facilities (buildings and structures and grounds), tools, equipment and other supplies.

### **Physical Demands:**

- FC performs laborious and non-laborious supervisory and technical work.

### **Work Environment:**

FC may work under adverse conditions while performing essential and marginal functions in emergency/non-emergency situations, such as immediate danger to life and health (IDLH) atmospheres, extreme variations in environmental temperatures and conditions (heat; cold; precipitation), background noise (electrical, mechanical, and/or plumbing and irrigation equipment; aircraft and helicopters; and emergency response vehicles). The FC may work from fall potential from height (multi-story building; ground and aerial ladders; high-angle rope rescue activity; and aircraft and helicopters), subject to falling objects/debris from height, subject to hostile fires and explosions, subject to hazardous materials releases, subject to contagious/infectious diseases, and subject to structural collapse and collapse of ground surface, among other adverse conditions.

**Qualifications:**

- FC must possess a high school diploma or GED.
- FC must have a minimum of five years of experience with an industrial, local government, State, or Federal fire service provider. An AS or AA degree, or better, including course work in fire science or fire technology, is highly desirable.
- FC must be able to meet professional qualifications of NFPA 1021 at date of hire.
- FC must be able to meet professional qualifications of NFPA 1003 within one year of date of hire.
- Successful completion of Hazmat FRO with Command training curriculum.
- As applicable, obtain a "Secret" or "Top Secret" security clearance.
- Successful completion of California Rescue Systems I training curriculum is highly desirable.
- Within two years of date of hire, FC must successfully complete California Fire Prevention 1A, 1B, and 1C training curriculum.
- Within two years of date of hire, FC must successfully complete California Fire Investigation 1A and 1B training curriculum.
- Within two years of date of hire, FC must successfully complete California Incident Command System ICS 200 and ICS 300 training curriculum.
- FC must be able to communicate effectively, both orally and in writing, with diverse groups.
- FC must be able to use good judgment, take independent action, and utilize sound problem-solving techniques.
- FC must be able to plan, organize, develop, implement, coordinate, and evaluate both small-scale and medium-scale programs and projects.

**License/Certificate Required:**

- A valid California Drivers License; Class "B" or better.
- A valid California EMT-D certification.
- Within two years of date of hire, FC must possess a California Fire Officer certificate.

<b>Fire Chief</b>
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**Responsibility Level:**

This managerial position is assigned to the NASA/ARC Moffett Field Fire Department. As the manager of the an industrial fire brigade - a fire protection service department consisting of multiple fire protection service shifts and fire protection service staff functions - under supervision of the TAM and the SecTek, Inc. Project Manager, the Fire Chief is responsible for directing the professional delivery of emergency response, technical and support services to the Center community. When qualified and assigned, the Fire Chief may temporarily act on behalf of the TAM or the SecTek, Inc. Project Manager, and as Incident Commander.

**Distinguishing Characteristics:**

The Fire Chief position is distinguished from the Fire Battalion Chief position in that the Fire Chief manages a fire protection service department consisting of multiple fire protection service shifts and fire protection service staff functions.

**Essential Functions:**

- Assess Center fire protection needs.
- In cooperation with the TAM, establish departmental service level goals and objectives based upon acceptable risk levels and current/future service cost projections.
- Develop and administer a department budget.
- Develop and update fire protection service plans.
- Manage human and physical resources so as to achieve an acceptable service level.
- Maintain a competent, motivated work force by establishing hiring, career development, training and education, safety, evaluation, and disciplinary policies, procedures, and guidelines.
- Coordinate departmental work with other departments, organizations, agencies, etc.
- Keep the TAM, SecTek, Inc. Project Manager, and Center management properly informed in a timely manner of relevant departmental activities and issues.
- Work effectively and cooperatively with member of other Center departments, contractors, and organizations.



- Provide technical support to the SecTek, Inc. Project Manager and the TAM with fire protection services-related administrative/logistical matters.
- Coordinate all fire protection services-related media relations with the NASA/ARC Chief of Protective Services and the NASA/ARC External Affairs Office.
- Maintain recognized managerial skills required to manage the delivery of all-risk emergency response services.
- Manage and conduct work in accordance to NASA/ARC and SecTek, Inc. policies, practices, and procedures, and with respect for own and other's safety.
- Assist the TAM in performing fire prevention and code enforcement, fire safety education and awareness and community relations, and fire investigation services.
- Develop, maintain, and retain reports and/or data bases, documenting work conducted.
- Perform collateral administrative and support assignments, as assigned.

**Marginal Functions:**

- Perform other assigned duties and responsibilities in a professional manner.
- May operate vehicles such as sedans, SUV's, pick-up trucks, and vans, and the tool and equipment complements thereof.
- May manage major emergency scene operations.
- May represent the NASA/ARC Moffett Field Fire Department at NASA/ARC EOC activations, training exercises, etc., and perform in the capacity of Operations Section Chief or Fire and Rescue Branch Director.

**Physical Demands:**

- Fire Chief performs non-laborious managerial work.

**Work Environment:**

Fire Chief may work under adverse conditions, such as background noise (aircraft and helicopters; and emergency response vehicles) and extreme variations in environmental temperatures and conditions (heat; cold; precipitation). Fire Chief is not subjected to work in immediate danger to life and health (IDLH) atmospheres, and is exempt from NFPA 1582 standards.

**Qualifications:**

- Fire Chief must possess a high school diploma or GED.
- Fire Chief must have a minimum of 11 years experience with an industrial, local government, State, or Federal fire service provider, including a minimum of three years in a chief officer capacity and a minimum of three years in a fire officer capacity, and possess a demonstrated track record of making effective contributions in a command staff/administrative management team environment.
- Fire Chief must possess an AS or AA Degree, or better, including course work in fire science or fire technology. A BS or BA degree in Fire Protection Administration, Public Administration, or Business Administration is highly desirable.
- Successful completion of Hazmat FRO with Command training curriculum.
- Successful completion of California Incident Command System ICS 400 training curriculum or equivalent.
- Fire Chief must be able to communicate effectively, both orally and in writing, with diverse groups.
- Fire Chief must be able to use good judgment, take independent action, and utilize sound problem-solving techniques.
- Fire Chief must be able to plan, organize, develop, implement, coordinate, and evaluate multi-scale programs and projects.
- Fire Chief must be able to interact with organizations and groups at all levels, both on of the Center, and do so with considerable tact, discretion, and a high level of customer service skills.

**License/Certificate:**

- A valid California Drivers License; Class "C" or better, required
- A valid American Heart Association CPR/AED provider certification, or equivalent, desired.
- A valid, basic-level Medic First Aid provider certification or equivalent desired.
- A valid California Chief Officer certificate desired.

## Fire Fighter

### Responsibility Level:

This entry level/technical position is assigned to the NASA/ARC Moffett Field Fire Department. As a member of an industrial fire brigade's line fire company, under the supervision of a Fire Captain, the FF is responsible for providing emergency response, technical, and services. When qualified and assigned, the FF may perform in the capacity of Fire Captain, and as Incident Commander.

### Distinguishing Characteristics:

The Fire Fighter position is distinguished from the Fire Captain position in that the FF does not customarily and regularly supervises other employees.

### Essential Functions:

- Actively participates in the control of hostile fires involving buildings and structures, vehicles, transportation equipment, vegetation, refuse, and miscellaneous properties, aircraft rescue fire-fighting, technical rescue, emergency medical services, and hazardous materials response.
- Operate and maintains apparatus such as pumpers, aerial ladder quints, and ARFF vehicles, and the tool/equipment complements thereof.
- Operate and maintain vehicles such as sedans, SUV's, pick-up trucks, and vans, and the tool/equipment complements thereof.
- Maintain facilities (buildings/structures and grounds), and the tool equipment complements and supply/stock inventories thereof.
- Maintain a level of physical fitness required to perform all-risk emergency response services.
- Maintain recognized manipulative and technical skills required to perform all-risk emergency response services.
- Conduct work in accordance to NASA/ARC and SecTek, Inc. policies, practices, and procedures, and with respect for own and other's safety.

### Marginal Functions:

- Assist the NASA/ARC Fire Marshal (TAM) in performing the prevention and code enforcement, fire safety education and community relations, and fire investigation service.
- Maintain records.
- Assist Fire Captains and Fire Battalion Chiefs in the delivery of employee training and education programs.

### Physical Demands:

- FF performs laborious technical work.

### Work Environment:

FF may work under adverse conditions while performing essential/marginal functions in emergency/non-emergency situations, such as immediate danger to life and health atmospheres, extreme variations in environmental temperatures and conditions (heat; cold; precipitation), background noise (electrical, mechanical, and or plumbing/irrigation equipment; aircraft and helicopters; and emergency response vehicles). The FF may work from fall potential from height, (multi-story building; ground and aerial ladders, high-angle rope rescue activity, aircraft and helicopters), subject to falling objects/debris from height, subject to hostile fires and explosions, subject to hazardous materials releases, subject to contagious/infectious diseases, and subject to structural collapse and collapse of ground surface, among other adverse conditions.

### Qualifications:

- FF must possess a high school diploma or GED.
- FF must have a minimum of three years of experience with an industrial, local government, state or Federal fire service provider.
- An AS or AA degree, or better, including course work in fire science or fire technology is highly desirable.
- FF must be able to meet professional qualifications of NFPA 1001 and 1002 at date of hire.
- FF must meet professional qualifications of NFPA 1003 with one year of date of hire.
- Within twelve (12) months of date of hire, FF must be able to meet professional qualification of NFPA 1003.



- Successful completion of Hazmat FRO training curriculum.
- As applicable, obtain a “Secret” or “Top Secret” security clearance.

**License/Certificate required:**

- A valid California Drivers License; class “B” or better.
- A valid California EMT-D certification.
- Within six months of the date of hire, FF must possess a California Fire Apparatus Driver/Operator I certificate.
- Within twelve (12) months of the date of hire, FF must possess a California Firefighter II certificate.

<b>Trainer-B Chief</b>
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**Responsibility Level:**

This managerial/supervisory/technical position is assigned to the NASA/ARC Moffett Field Fire Department. As the manager/supervisor of an industrial fire brigade's line fire protection service shift consisting of multiple fire companies, under supervision of the Fire Chief, the FBC is responsible for managing the delivery of emergency response, technical, and support services. The FBC is responsible for planning, organizing, developing, implementing, coordinating, and evaluating programs, projects, and functions associated with a fire protection services. When qualified and assigned, the FBC may perform in the capacity of Fire Chief and as Incident Commander.

**Distinguishing Characteristics:**

The Fire Battalion Chief position is distinguished from the Fire Chief position in that the FBC does not manage a fire protection service department consisting of multiple fire protection service shifts and fire protection service staff functions. The Fire Battalion Chief position is distinguished from the Fire Captain position in that the FBC manages a line fire protection service shift consisting of multiple fire companies or manages a particular fire protection service staff function, such as training and safety.

**Essential Functions:**

- Manages the control of hostile fires involving buildings and structures, vehicles, transportation equipment, vegetation, refuse, and miscellaneous properties, aircraft rescue fire-fighting, technical rescue, emergency medical services, and hazardous materials response, including pre-incident planning and post-incident evaluation functions.
- Provide necessary planning, logistical, budgetary, human resources, resource management, training, and safety skills to efficiently and effectively manage the daily operations of a line fire protection service shift consisting of multiple fire companies.
- Plan, organize, develop, implement, coordinate, and evaluate programs, projects, and functions customarily and regularly associated with a fire protection service staff function, such as training/safety.
- Manage emergency scene operations until relieved by the Fire Chief.
- Represent the NASA/ARC Moffett Field Fire Department at NASA/ARC EOC activations, training exercise, etc., and perform in the capacity of Fire/Rescue Branch Director.
- Works effectively and cooperatively with members of other Center departments, contractors, and organizations.
- Provide technical support to the Fire Chief, SecTek, Inc. Project Manager, and the NASA/ARC Fire Marshal (TAM) with fire protection services-related administrative/logistical matters.
- As directed, coordinate all fire protection services-related media relations with the NASA/ARC Chief of Protective Services and the NASA/ARC External Affairs Office.
- Maintain a level of physical fitness required to perform all-risk emergency response services.
- Maintain recognized managerial, supervisory, technical, and manipulative skills required to manage the delivery of all-risk emergency response services.
- Manage, supervise, and conduct work in accordance to NASA/ARC and SecTek, Inc. policies, practices, and procedures, and with respect for own and other's safety.
- Motivate, educate, train, and evaluate assigned employees.
- Develop, implement, and maintain a comprehensive professional development training program for positions assigned to the NASA/ARC Moffett Field Fire Department.
- Assist the TAM in performing fire prevention and code enforcement, fire safety education/awareness and community relations, and fire investigation services.



- Develop, maintain, and retain reports and/or databases documenting work conducted.
- Perform collateral administrative/support assignments, as assigned.
- Assist the Fire Chief in the delivery of collateral administrative and support assignments.

**Marginal Functions:**

- Perform other assigned duties and responsibilities in a professional manner.
- May actively participate in the control of hostile fires involving buildings and structures, vehicles, transportation equipment, vegetation, refuse, and miscellaneous properties, aircraft rescue fire-fighting, technical rescue, emergency medical services, and hazardous materials response.
- May operate vehicles such as sedans, SUV's, pick-up trucks, and vans, and the tool/equipment complements thereof.

**Physical Demands:**

- FBC performs laborious and non-laborious managerial, supervisory, and technical work.

**Work Environment:**

FBC may work under adverse conditions while performing essential and marginal functions in emergency and non-emergency situations, immediate danger to life and health (IDLH) atmospheres, extreme variations in environmental temperatures and conditions (heat; cold; precipitation), background noise (electrical, mechanical, plumbing and irrigation equipment; aircraft and helicopters; and emergency response vehicles). The FBC may work from fall potential from height (multi-story building; ground and aerial ladders; high-angle rope rescue activity; and aircraft and helicopters), subject to falling objects and debris from height, subject to hostile fires and explosions, subject to hazardous materials releases, subject to contagious and infectious diseases, and subject to structural collapse and collapse of ground surface, among other adverse conditions.

**Qualifications:**

- FBC must possess a high school diploma or GED.
- FBC must have a minimum of eight years of experience with an industrial, local government, State, or Federal fire service provider, including a minimum of three years of supervisory or managerial responsibility.
- An AS or AA degree, including course work in fire science or fire technology, must be earned within one year of date of hire. A BS or BA degree in Fire Protection Administration, Public Administration, or Business Administration is highly desirable.
- Successful completion of Hazmat FRO with Command training curriculum.
- As applicable, obtain a "Secret" or "Top Secret" security clearance.
- Within two years of date of hire, FBC must successfully complete California Incident Command System ICS 400 training curriculum.
- FBC must be able to communicate effectively, both orally and in writing, with diverse groups.
- FBC must be able to use good judgment, take independent action, and utilize sound problem-solving techniques.
- FBC must be able to plan, organize, develop, implement, coordinate, and evaluate small-scale, medium-scale, and large-scale programs and projects.
- FBC must be able to interact with organizations/groups at all levels, both on-Center and off-center, and do so with considerable tact, discretion, and a high level of customer service skills.

**License/Certificate Required:**

- A valid California Drivers License; Class "C" or better.
- A valid American Heart Association CPR/AED provider certification or equivalent.
- A valid, basic-level Medic First Aid provider certification or equivalent.
- Within two years of date of hire, FBC must possess a California Chief Officer certificate.



**SecTek, Inc.**  
**Government Labor Rates**  
**Effective December 1, 2010**

SIN	Labor Category	Hourly Rate	Location	Wage Determination
246-52	Armorer	\$25.87	N/A	N/A
246-52	Computer Security Specialist	\$43.34	N/A	N/A
246-52	Document Control Clerk	\$28.55	N/A	N/A
246-52	Electronic Technician	\$58.88	N/A	N/A
246-52	Emergency Medical Technician	\$55.70	N/A	N/A
246-52	ID Section Clerk	\$28.69	N/A	N/A
246-52	ID Section Supervisor	\$33.53	N/A	N/A
246-52	ID Security Clerk	\$36.07	N/A	N/A
246-52	Keycard Control Clerk	\$50.01	N/A	N/A
246-52	Physical Security Specialist	\$38.34	N/A	N/A
246-52	PKI Specialist	\$28.69	N/A	N/A
246-52	Project Manager II	\$51.29	N/A	N/A
246-52	Security Assistant	\$39.61	N/A	N/A
246-52	Security Specialist	\$51.04	N/A	N/A
246-52	Supervisor I	\$40.30	N/A	N/A
246-52	Supervisor II	\$42.38	N/A	N/A
246-54	Secretary III	\$40.74	Washington, DC	WD 2005-2103 (Rev. 10) 06/15/2010
246-54	Access Control Clerk	\$24.15	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Administrative Assistant	\$45.95	Washington, DC	WD 2005-2103 (Rev. 10) 06/15/2010
246-54	Alarm Monitor	\$31.78	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Assistant Project Manager I	\$23.37	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Assistant Project Manager II	\$26.28	Washington, DC	N/A
246-54	Assistant Project Manager III	\$36.30	Washington, DC	N/A
246-54	Computer Security Specialist	\$37.39	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Guard I	\$15.00	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Guard II	\$27.31	City of Hampton, Virginia	N/A
246-54	Guard II	\$23.31	Davis County, AZ	WD 2005-2025 (Rev. 4) 07/18/2007
246-54	Guard II	\$30.38	Elmore, ID	WD 2005-2159 (Rev. 4) ID, Statewide
246-54	Guard II	\$26.99	Goldsboro, NC	WD 2005-2393 (Rev. 5) Wayne County, NC
246-54	Guard II	\$30.82	Greene County, OH	WD 2005-2419 (Rev. 4) Greene County, OH
246-54	Guard II	\$30.37	Jacksonville, IN	International Guards Union of America, Local 143
246-54	Guard II	\$34.71	Montgomery County, Ohio	WD 2005-2419 (Rev. 4) Montgomery County, OH
246-54	Guard II	\$29.23	Pima County, Arizona	WD 2005-2025 (Rev. 4) Pima County, AZ
246-54	Guard II	\$34.15	Sarpy County, Nebraska	WD 2005-2325 (Rev. 5) NE, OMAHA
246-54	Guard II	\$32.27	Statewide, Idaho	WD 2005-2159 (Rev. 4) ID, Statewide
246-54	Guard II	\$28.42	Statewide, North Dakota	WD 2005-2407 (Rev. 4) ND, Statewide
246-54	Guard II	\$30.32	Sumter County, South Carolina	WD 2005-2475 (Rev. 4) Sumter County, SC



SIN	Labor Category	Hourly Rate	Location	Wage Determination
246-54	Guard II	\$28.75	Wayne County, North Carolina	WD 2005-2393 (Rev. 5) Wayne County, NC
246-54	Guard II	\$43.29	Yuba County, California	WD 2005-2055 (Rev. 4) Yuba County, CA
246-54	Industrial Security Specialist	\$37.39	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Information Receptionist	\$26.87	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Locksmith	\$38.34	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Locksmith	\$38.82	Washington, DC	N/A
246-54	Locksmith	\$50.66	Washington DC, VA & MD	WD 2005-2103 Rev 10
246-54	Physical Security Specialist	\$34.27	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Program Manager	\$54.31	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Program Security Specialist	\$34.27	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Project Manager	\$42.94	New Jersey, PA	WD 2005-2449 (Rev. 8) 07/01/2009
246-54	Project Manager I	\$56.51	N/A	N/A
246-54	Project Manager II	\$55.11	Washington, DC	N/A
246-54	Project Manager III	\$70.92	Washington, DC	N/A
246-54	Receptionist	\$27.71	Washington, DC	N/A
246-54	Security Clerk I	\$18.20	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Security Clerk II	\$19.43	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Security Clerk III	\$27.76	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Security Guard (Unarmed)	\$40.62	Washington DC, VA & MD	United Security & Police Officers of America
246-54	Security Guard II (Armed)	\$42.73	Washington DC, VA & MD	International Union Security, Police and Fire Professionals of America
246-54	Security Guard II (Armed)	\$42.03	New York	WD 2005-2375 (Rev. 10) 09/01/2010
246-54	Security Guard II (Unarmed)	\$38.08	New York	WD 2005-2375 (Rev. 10) 09/01/2010
246-54	Security Guard II (Armed) TAS	\$47.50	Washington DC, VA, New York	N/A
246-54	Security Guard II (Unarmed) TAS	\$43.79	Washington DC, VA, New York	N/A
246-54	Security Guard II (Armed) TAS	\$30.40	Atlanta, GA	WD 2005-2134 (Rev. 6) 06/17/2008
246-54	Security Guard II (Unarmed) TAS	\$27.79	Atlanta, GA	WD 2005-2134 (Rev. 6) 06/17/2008
246-54	Security Guard II (Armed) TAS	\$40.11	Boston, MA	WD 2005-2256 (Rev. 10) 02/27/2009
246-54	Security Guard II (Unarmed) TAS	\$38.99	Boston, MA	WD 2005-2256 (Rev. 10) 02/27/2009
246-54	Security Guard II (Armed) TAS	\$46.13	Chicago, IL	WD 2005-2168 (Rev. 8) 05/26/2009
246-54	Security Guard II (Unarmed) TAS	\$28.34	Chicago, IL	WD 2005-2168 (Rev. 8) 05/26/2009
246-54	Security Guard II (Armed) TAS	\$43.66	Denver, CO	WD 2005-2375 (Rev. 7) 05/26/2009
246-54	Security Guard II (Unarmed) TAS	\$30.19	Denver, CO	WD 2005-2375 (Rev. 7) 05/26/2009
246-54	Security Guard II (Armed) TAS	\$40.40	For Worth, TX	WD 2005-2514 (Rev. 8) 09/11/2008
246-54	Security Guard II (Unarmed) TAS	\$33.70	For Worth, TX	WD 2005-2514 (Rev. 8) 09/11/2008
246-54	Security Guard II (Armed) TAS	\$51.14	Los Angeles, CA	WD 2005-2048 (Rev. 9) 02/23/2009
246-54	Security Guard II (Unarmed) TAS	\$32.54	Los Angeles, CA	WD 2005-2048 (Rev. 9) 02/23/2009
246-54	Security Guard II (Armed) TAS	\$42.34	Miami, FL	WD 2005-2112 (Rev. 8) 05/26/2009
246-54	Security Guard II (Unarmed) TAS	\$26.19	Miami, FL	WD 2005-2112 (Rev. 8) 05/26/2009
246-54	Security Guard II (Armed) TAS	\$39.92	Philadelphia, PA	WD 2005-2450 (Rev. 8) 05/26/2009
246-54	Security Guard II (Unarmed) TAS	\$32.19	Philadelphia, PA	WD 2005-2450 (Rev. 8) 05/26/2009



SIN	Labor Category	Hourly Rate	Location	Wage Determination
246-54	Security Guard II (Armed) TAS	\$33.72	Salt Lake City, UT	WD 2005-2532 (Rev. 8) 05/26/2009
246-54	Security Guard II (Unarmed) TAS	\$31.28	Salt Lake City, UT	WD 2005-2532 (Rev. 8) 05/26/2009
246-54	Security Guard II (Armed) TAS	\$58.05	San Francisco, CA	WD 2005-2060 (Rev. 8) 04/23/2009
246-54	Security Guard II (Unarmed) TAS	\$43.51	San Francisco, CA	WD 2005-2060 (Rev. 8) 04/23/2009
246-54	Security Guard II Level 1	\$32.43	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Security Guard II Level 1	\$24.51	New Jersey, PA	WD 2005-2449 (Rev. 8) 07/01/2009
246-54	Security Guard II Level 1	\$42.94	New Jersey, PA	WD 2005-2449 (Rev. 8) 07/01/2009
246-54	Security Guard II Level 2	\$33.97	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Security Guard II Level 2 (Armed)	\$42.50	Alaska (Statewide)	WD 2005-2017 (Rev. 11)05/26/2009
246-54	Security Guard II Level 2 (Armed)	\$41.48	Alaska (Statewide) (TAS)	WD 2005-2017 (Rev. 11)05/26/2009
246-54	Security Guard II Level 2 (Armed)	\$56.08	Alaska (Statewide) (Emergency Services)	WD 2005-2017 (Rev. 11)05/26/2009
246-54	Security Guard II Level 2	\$30.39	Louisiana (Statewide)	WD 2005-2505 (Rev. 7) 07/23/2008 WD 2005-2231 (Rev. 6) 05/29/2008 AWD 2005-2231 (Rev. 6) 05/29/2008
246-54	Security Guard II Level 2	\$29.09	Louisiana (TAS)	WD 2005-2505 (Rev. 7) 07/23/2008 WD 2005-2231 (Rev. 6) 05/29/2008 AWD 2005-2231 (Rev. 6) 05/29/2008
246-54	Security Guard II Level 2	\$29.10	Louisiana (FEMA)	WD 2005-2505 (Rev. 7) 07/23/2008 WD 2005-2231 (Rev. 6) 05/29/2008 AWD 2005-2231 (Rev. 6) 05/29/2008
246-54	Security Guard II Level 2	\$37.96	Louisiana (Emergency Services)	WD 2005-2505 (Rev. 7) 07/23/2008 WD 2005-2231 (Rev. 6) 05/29/2008 AWD 2005-2231 (Rev. 6) 05/29/2008
246-54	Security Guard II Level 2 (Armed)	\$38.03	Upstate New York (Statewide)	N/A
246-54	Security Guard II Level 2 (Unarmed)	\$37.28	Upstate New York (Statewide)	N/A
246-54	Security Guard II Level 2 (Armed)	\$32.46	Upstate New York (TAS)	N/A
246-54	Security Guard II Level 2 (Unarmed)	\$32.46	Upstate New York (TAS)	N/A
246-54	Security Guard II Level 2 (Armed)	\$54.56	Upstate New York (Emergency Services)	N/A
246-54	Security Guard II Level 2 (Armed)	\$38.88	Washington, DC	N/A
246-54	Security Guard II Level 2 (Unarmed)	\$37.42	Washington, DC	N/A
246-54	Security Guard II Level 2 (Armed)	\$39.92	Washington DC, Virginia	N/A
246-54	Security Guard II Level 2 (Unarmed)	\$36.22	Washington DC, Virginia	N/A
246-54	Security Guard II Level 3	\$35.82	Washington, DC	WD 05-2103 (Rev. 4) 07/05/2007
246-54	Shift Supervisor	\$28.34	City of Hampton, Virginia	N/A
246-54	Shift Supervisor	\$22.30	Davis County, AZ	WD 2005-2025 (Rev. 4) 07/18/07
246-54	Shift Supervisor	\$28.56	Elmore, ID	WD 2005-2159 (Rev. 4) Area: ID, Statewide
246-54	Shift Supervisor	\$25.56	Goldsboro, NC	WD 2005-2393 (Rev. 5) Area: Wayne County
246-54	Shift Supervisor	\$28.64	Greene County, OH	WD 2005-2419 (Rev. 4) 06/15/2007
246-54	Shift Supervisor	\$35.71	Montgomery County, Ohio	WD 2005-2419 (Rev. 4) Area: Montgomery County
246-54	Shift Supervisor	\$30.39	Pima County, Arizona	WD 2005-2025 (Rev. 4) Area: Pima County
246-54	Shift Supervisor	\$35.64	Sarpy County, Nebraska	WD 2005-2325 (Rev. 5) Area: NE, OMAHA
246-54	Shift Supervisor	\$33.55	Statewide, Idaho	WD 2005-2159 (Rev. 4) Area: ID, Statewide
246-54	Shift Supervisor	\$29.50	Statewide, North Dakota	WD 2005-2407 (Rev. 4) Area: ND, Statewide
246-54	Shift Supervisor	\$31.75	Sumter County, South Carolina	WD 2005-2475 (Rev. 4) Area: SC, Sumter



SIN	Labor Category	Hourly Rate	Location	Wage Determination
246-54	Shift Supervisor	\$39.76	Washington, DC	N/A
246-54	Shift Supervisor	\$29.87	Wayne County, North Carolina	WD 2005-2393 (Rev. 5) Area: Wayne County
246-54	Shift Supervisor	\$44.34	Yuba County, California	WD 2005-2055 (Rev. 4) Area: CA, Yuba County
246-54	Shift Supervisor	\$39.13	Upstate New York (Statewide)	N/A
246-54	Shift Supervisor	\$34.19	Upstate New York (TAS)	N/A
246-54	Site Manager	\$42.85	City of Hampton, Virginia	WD 2005-2543 (Rev. 5) Area: Norfolk
246-54	Site Manager	\$37.05	Davis County, AZ	WD 2005-2025 (Rev. 4) 07/18/07
246-54	Site Manager	\$36.58	Elmore, ID	WD 2005-2159 (Rev. 4) Area: ID, Statewide
246-54	Site Manager	\$36.46	Goldsboro, NC	WD 2005-2393 (Rev. 5) Area: Wayne County
246-54	Site Manager	\$42.69	Greene County, OH	WD 2005-2419 (Rev. 4) 06/15/2007
246-54	Site Manager	\$51.77	Montgomery County, Ohio	WD 2005-2419 (Rev. 4) Area: Montgomery County
246-54	Site Manager	\$38.71	Pima County, Arizona	WD 2005-2025 (Rev. 4) Area: Pima County
246-54	Site Manager	\$36.54	Sarpy County, Nebraska	WD 2005-2325 (Rev. 5) Area: NE, OMAHA
246-54	Site Manager	\$37.96	Statewide, Idaho	WD 2005-2159 (Rev. 4) Area: ID, Statewide
246-54	Site Manager	\$37.97	Statewide, North Dakota	WD 2005-2407 (Rev. 4) Area: ND, Statewide
246-54	Site Manager	\$38.39	Sumter County, South Carolina	WD 2005-2475 (Rev. 4) Area: SC, Sumter
246-54	Site Manager	\$37.67	Wayne County, North Carolina	WD 2005-2393 (Rev. 5) Area: Wayne County
246-54	Site Manager	\$49.95	Yuba County, California	WD 2005-2055 (Rev. 4) Area: CA, Yuba County
246-54	Special Program Security Specialist	\$37.39	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
246-54	Supervisor I	\$40.60	MD,VA, Washington, DC	International Union Security, Police and Fire Professionals of America (SPFPA)
246-54	Supervisor I	\$32.02	Jacksonville, IN	International Guards Union of America, Local 143
246-54	Supervisor I	\$27.05	New Jersey, PA	WD 2005-2449 (Rev. 8) 07/01/2009
246-54	Supervisor II	\$33.16	Jacksonville, IN	International Guards Union of America, Local 143
246-54	Supervisor II	\$34.69	New Jersey, PA	WD 2005-2449 (Rev. 8) 07/01/2009
246-54	Supervisor II	\$42.67	Washington, DC	N/A
246-54	Supervisor III	\$45.32	Washington, DC	N/A
246-54	Trainer I	\$48.10	Washington, DC	WD 2005-2103 (Rev. 4) 06/15/2010
246-54	Training/Education Awareness Specialist	\$32.71	Washington, DC	WD 2005-2103 (Rev. 4) 07/05/2007
426-2A	Explosive Detector Dog (EDD) Team: Officer	\$51.51	N/A	N/A
426-2A	Explosive Detector Dog Team: Lieutenant	\$57.81	N/A	N/A
426-2A	Explosive Detector Dog Team: Sergeant	\$56.21	N/A	N/A
567-99	Battalion Chief	\$56.26	N/A	N/A
567-99	Captain	\$53.06	N/A	N/A
567-99	Fire Chief	\$86.72	N/A	N/A
567-99	Firefighter	\$50.74	N/A	N/A
567-99	Trainer/B. Chief	\$80.94	N/A	N/A

**Other Direct Costs**

SIN	Other Direct Cost	Location	Rate	Per
SIN 246-54	Sport Utility vehicle	Upstate New York	\$732.00	Month



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