

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: <http://www.GSAAdvantage.gov>.

MULTIPLE AWARD SCHEDULE

LARGE CATEGORY: Security and Protection **SUBCATEGORY:** Security Services
SIN: 561612 – Protective Service Occupations

LARGE CATEGORY: Facilities **SUBCATEGORY:** Facilities Solutions
334512 – Total Solution Support Products for Facilities Management Systems

LARGE CATEGORY: Miscellaneous **SUBCATEGORY:** Complimentary Special Item Numbers
SIN: OLM – Order-Level Materials (OLMs)

CONTRACT NUMBER: GS-07F-0625X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.

Base Contract Period: July 1, 2011 through June 30, 2016

Option 1: July 1, 2016 through June 30, 2021

Option 2: July 1, 2021 through June 30, 2026

Contractor: The COGAR Group, Ltd.
11350 Random Hills Road, Suite 800
Fairfax, Virginia 22030

Telephone: 703-942-8118
Fax: 703-942-6185

Web Site: <http://thecogargroup.com>



Contract Administrator: Frank J. Polievka, Jr.
Telephone: 703-942-8118 ext. 112
E-mail: fpolievka@thecogargroup.com

Business size: Small Disadvantaged Business (SDB), Service Disabled Veteran Owned (SDVO) firm

CUSTOMER INFORMATION:

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

<u>SIN</u>	<u>DESCRIPTION</u>
561612	Protective Service Occupations
334512	Total Solution Support Products for Facilities Management Systems
OLM	Order-Level Materials (OLMs)

- 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.

See Appendix A

- 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 Appendix B

2. Maximum order:

<u>SIN</u>	<u>MOLS</u>
561612	\$250,000
334512	\$250,000
OLM	\$0

3. Minimum order: **None**

4. Geographic coverage (delivery area): **Domestic, i.e., U.S. 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories**

5. Point(s) of production (city, county, and State or foreign country). **Not Applicable – Services only**

6. Discount from list, prices or statement of net price. **Government Net Prices (Discounts have already been deducted)**

7. Quantity discounts: **7% Profit Rate for orders of \$50,000 or more (SIN 561612 only)**

8. Prompt payment terms: **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): **None**

- 11a. Time of delivery: **Per task order**

- 11b. Expedited Delivery: **Per task order**

- 11c. Overnight and 2-day delivery: **Contact the Contractor**

- 11d. Urgent Requirements: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. F.O.B. point(s): **Destination**
- 13a. Ordering address(es): **Same as contractor**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules).
14. Payment address(es): **Same as contractor**
15. Warranty provision: **Not Applicable – Services only**
16. Export packing charges, if applicable. **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (*any thresholds above the micro-purchase level*). **None**
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 service and distribution points (*if applicable*). **Not Applicable**
22. List of participating dealers (*if applicable*). **None**
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/. **Not Applicable**
25. Data Universal Number System (DUNS) number. **604753389**
26. Notification regarding registration in the System Award Management (SAM) database. **Registration is current.**

NOTE: The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

SERVICE CONTRACT LABOR STANDARDS (SCLS) IMATRIX

SIN	SCA ELIGIBLE LABOR CATEGORY	SCA EQUIVALENT CODE & TITLE	WD NO.	REV NO.
561612	Alarm Monitor	27004 - Alarm Monitor	2015-5637	11
561612	Guard I	27101 - Guard I	2015-5637	11
561612	Guard II	27102 - Guard II	2015-5637	11
561612	Police Officer I	27131 - Police Officer I	2015-5637	11
561612	Police Officer II	27132 - Police Officer II	2015-5637	11
561612	Security Specialist	27004 - Alarm Monitor	2015-5637	11
561612	Watch Stander	27004 - Alarm Monitor	2015-5637	11
54151S	Administrative Support Specialist	01020 - Administrative Assistant	2015-4281	14
54151S	Data Entry Clerk	01051 - Data Entry Operator I	2015-4281	14
54151S	Technical Writer/Editor	30463 - Technical Writer III	2015-4281	14
54151S	Training Specialist	15060 - Educational Technologist	2015-4281	14

Appendix A

GSA PRICING

SIN 334512 – Total Solution Support Products for Facilities Management Systems

SIN(s)	Job Title/Task	GSA PRICE
334512	PS/FMS Administrative Support	\$55.03
334512	PS/FMS Audio Visual Technician	\$51.08
334512	PS/FMS Data Entry Clerk	\$40.21
334512	PS/FMS Facilities Coordinator	\$66.03
334512	PS/FMS Functional Analyst	\$71.65
334512	PS/FMS Logistics Specialist	\$59.30
334512	PS/FMS Personnel Security Specialist I	\$78.57
334512	PS/FMS Personnel Security Specialist II	\$85.93
334512	PS/FMS Personnel Security Specialist III	\$105.02
334512	PS/FMS Personnel Security Specialist IV	\$119.35
334512	PS/FMS Personnel Security Specialist V	\$133.67
334512	PS/FMS Physical Security Specialist	\$83.06
334512	PS/FMS Program Manager I	\$99.13
334512	PS/FMS Program Manager III	\$124.12
334512	PS/FMS Program Manager III	\$138.44
334512	PS/FMS Program Manager IV	\$152.76
334512	PS/FMS Program Manager V	\$176.63
334512	PS/FMS Project Manager I	\$81.27
334512	PS/FMS Project Manager II	\$86.33
334512	PS/FMS Project Manager III	\$114.57
334512	PS/FMS Project Manager IV	\$128.89
334512	PS/FMS Project Manager V	\$149.56
334512	PS/FMS Security Specialist I	\$62.50
334512	PS/FMS Security Specialist II	\$152.76
334512	PS/FMS Senior Audio Visual Technician	\$88.02
334512	PS/FMS Senior Facilities Coordinator	\$95.48
334512	PS/FMS Senior Functional Analyst	\$138.44
334512	PS/FMS Senior Management Analyst	\$80.79
334512	PS/FMS Senior Security Analyst	\$140.35
334512	PS/FMS Senior Security Specialist	\$128.89
334512	PS/FMS Senior Telecommunications Technician	\$94.64
334512	PS/FMS Senior Training Specialist	\$122.21
334512	PS/FMS Task Manager	\$88.95
334512	PS/FMS Technical Writer	\$67.78
334512	PS/FMS Telecommunications Technician	\$62.06
334512	PS/FMS Training Specialist	\$76.58

GSA PRICING

SIN 561612 – Protective Service Occupations

SIN	LABOR CATEGORY	HOURLY RATE
561612	Alarm Monitor	\$77.16
561612	Guard I	\$42.60
561612	Guard II	\$63.52
561612	Police Officer I	\$115.60
561612	Police Officer II	\$127.55
561612	Program Manager I	\$194.41
561612	Security Specialist I	\$129.57
561612	Special Police Officer	\$116.77
561612	Supervisor I	\$79.33
561612	Supervisor II	\$81.50
561612	Supervisor III	\$83.67
561612	Supervisor IV	\$98.72
561612	Watch Stander I <i>(excluded from future awards)</i>	\$78.02
561612	Watch Stander II <i>(excluded from future awards)</i>	\$126.36

Terms and Conditions

Hourly rates are available for domestic delivery, i.e., U.S. 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories.

Ranges are for hourly straight time rates only.

Rates are fully inclusive of the IFF fee of 0.75%.

Lower rates may be available based upon the applicable scope of work, volume of hours, and location of service. Actual rates for other locations will be based on at least the wage determination for the area(s).

Rates do not incorporate overtime coverage, cleared personnel, supervisory hours or relief, where required.

Rates to cover collective bargaining agreements (CBAs) will be negotiated separately.

Please contact The COGAR Group (see cover page for contact info) for questions or quotes.

Appendix B

LABOR CATEGORY DESCRIPTIONS

1. Alarm Monitor

Minimum/General Experience: Minimum two (2) years of experience in the general security industry in positions such as a Security Officer, Dispatcher/Coordinator, Badge and Pass Operations, or other related security areas. Meet standard basic Security Officer training to meet agency and State requirements. Individual must present a positive and courteous image, superior communications skills and the ability to communicate diplomatically and effectively. May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available.

Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

Minimum Education: High school diploma or equivalency.

2. Guard I

Minimum/General Experience: Minimum three (3) years of experience in a security specialty to include such areas as Security Dispatcher/Coordinator, Badge and Pass Operations, or other personnel security areas. Must present a positive and courteous image, superior communications skills and the ability to communicate diplomatically and effectively. May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions.

A Guard I carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.

Minimum Education: A high school diploma.

3. Guard II

Minimum/General Experience: Minimum five (5) years of experience in an industrial security specialty to include such areas as Security Dispatcher/Coordinator, Badge and Pass Operations, or other personnel security areas. Meet standard basic Security Guard training to meet agency and State requirements. Individual must present a

positive and courteous image, superior communications skills and the ability to communicate diplomatically and effectively. May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions.

The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, the Guard II is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards.

Minimum Education: A high school diploma.

4. Police Officer I

Minimum/General Experience: Have a minimum of 12 months continuous work experience as a full-time police officer (not including Police Academy and Field Training), including successful completion of the probationary period. Must be able to provide Academy curriculum and training records of all law enforcement-related training, and copies of performance evaluations.

Functional Responsibilities: The Police Officer enforces laws established for the protection of persons and property, by detaining, arresting, interrogating, and incarcerating suspected violators, and appearing as a witness at trials. Work is performed in uniform or civilian clothes, and officers are typically armed. Excluded are:

- a. Supervisory positions.
- b. Criminal investigators.
- c. Police detectives and specialists performing duties above those described for Police Officer II.
- d. Positions requiring the operation of aircraft.
- e. Police academy cadets and positions receiving on-the-job training and experience in basic police activities.

This officer carries out general and specific assignments from superior officers in accordance with established rules and procedures, maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of duties. These duties could include: patrolling a specific area on foot or in a vehicle, directing traffic, issuing traffic summonses, investigating accidents; apprehending and arresting suspects, processing prisoners, and protecting scenes of major crimes. This officer may participate with detectives or investigators in conducting surveillance operations. May be required to obtain and/or maintain a government-issued security clearance.

Minimum Education: Graduation from high school. U.S. citizenship required.

5. Police Officer II

Minimum/General Experience: Have a minimum of five (5) years continuous work experience as a full-time police officer (not including Police Academy and Field Training), including successful completion of the probationary period. Must be able to provide Academy curriculum and training records of all law enforcement-related training, and copies of performance evaluations.

Functional Responsibilities: The Police Officer enforces laws established for the protection of persons and property, by detaining, arresting, interrogating, and incarcerating suspected violators, and appearing as a witness at trials. Work is performed in uniform or civilian clothes, and officers are typically armed. Excluded are:

- a. Supervisory positions.
- b. Criminal investigators.
- c. Police detectives and specialists performing duties above those described for Police Officer II.
- d. Positions requiring the operation of aircraft.
- e. Police academy cadets and positions receiving on-the-job training and experience in basic police activities.

In addition to the basic police duties described at level I, the Police Officer II receives additional compensation to specialize in one or more activities, such as: canine patrol, special reaction teams, juvenile cases, hostage negotiations, and participating in investigations or other enforcement activities requiring specialized training and skills. May be required to obtain and/or maintain a government-issued security clearance.

Minimum Education: Graduation from high school. U.S. citizenship required.

6. Program Manager I (Security)

Minimum/General Experience: Minimum of one (1) year of experience with security equipment and software: personal computing equipment; Closed Circuit Television Monitors (CCTV); Security Management System (SMS)/American Magnetics (AMAG) System; Intrusion Detection System (IDS); word processing software; fire, smoke, heat and environmental alarm detection systems; non-classified and classified computer systems; radio and telephone communications equipment; and/or walk-thru and handheld detectors/scanners. Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires good writing and communication skills.

Demonstrated knowledge of regulations governing access to Federal buildings; rules covering restricted items (cameras, weapons, etc.) and conduct of visitors and employees; commonly used laws, rules, regulations, procedures, and operating methods to independently perform routine, recurring kinds of fixed post and patrol assignments. May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: Perform and or manage security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments.

Minimum Education: High school diploma or equivalency.

7. PS/FMS Administrative Support

Minimum/General Experience: Requires a minimum of three (3) years professional services experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one (1) year of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Works independently or under only general direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Directly support Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules, and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Performs high level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

Minimum Education: High School Diploma and three (3) years' experience with an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline: one (1) year general experience is required.

8. PS/FMS Audio Visual Technician

Minimum/General Experience: This position requires a minimum of two (2) years' experience with the setup and operation of conference rooms, auditoriums, theater, hotels (special events) and/or broadcast environment. Must have both strong customer service and technical skills. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Troubleshoots audiovisual equipment and works with audio systems, video systems, control systems along with computer hardware and software. Sets up and operates projection systems, audio systems, microphones, and room control systems. Able to assist presenters with PowerPoint software and computer interfaces to the audiovisual systems.

Minimum Education: High School Diploma, GED and/or Technical Certification

9. PS/FMS Data Entry Clerk

Minimum/General Experience: Typically required to work under close supervision and direction. One (1) year professional services experience in data entry and verification. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

Minimum Education: High school diploma and one (1) year experience. An Associate of Arts (AA) degree in Computer Science or related study will be considered equivalent to one half year of general experience. Formal specialized training may be substituted on the basis of one (1) month of training for one (1) month of experience, not to exceed three (3) months.

10. PS/FMS Facilities Coordinator

Minimum/General Experience: This position requires a minimum of three (3) years' of professional services experience, of which at least one (1) year must be specialized. Demonstrates the ability to communicate orally and in writing. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Manage building and equipment maintenance schedules, test building security systems and prepare onsite staff by participating in regularly scheduled and random emergency drills. Responsible for the maintenance and security of one or more buildings. Coordinators communicate daily with supply vendors. Facilities Coordinators schedule preventative maintenance, respond to urgent maintenance calls and participate in the creation of Emergency Preparedness and Action Plans. Applying for required environmental permits may be included in a Facilities Coordinator's job duties.

Minimum Education: Bachelor's Degree and/or Technical Certification with one (1) year of specialized experience.

11. PS/FMS Functional Analyst

Minimum/General Experience: This position requires a minimum of six (6) years of professional services experience, of which at least three (3) years must be specialized. Must demonstrate the ability to work independently or under only general direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Professional skills in Applied Mathematics, Computer Programming, or task specific application. Identifies resources required for each task.

Minimum Education: Bachelor's Degree and/or six (6) years of relevant experience.

12. PS/FMS Logistics Specialist

Minimum/General Experience: This position requires a minimum of two (2) years specialized experience. Demonstrates the ability to communicate orally and in writing. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Provides maintenance, inventory and storage, cataloging, property use and material coordination through technical supply management, provisioning, data analysis, report preparation and integrated logistic support. Maintains logistical databases and material lists and supports the Project Manager in developing Integrated Logistics Support.

Minimum Education: High School Diploma or GED

13. PS/FMS Personnel Security Specialist I-V

Minimum/General Experience: This position requires a minimum of four (4) years professional services experience, of which at least two (2) years must be specialized. Specialized experience includes screener, investigator, adjudicator or project specific expertise. Demonstrated ability to work independently or under minimal direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Responsible for performing analytical duties in support of security investigations, re-investigations and functions in order to determine trustworthiness of individuals with access to sensitive information and facilities. Assists in conducting preliminary and final reviews of statements of personal history and related data prior to initiation of background and investigation procedures. Conducts background investigations of individuals who would occupy positions where a determination of suitability for employment or access to classified information is required. Prepares reports on investigations resulting from interviews conducted during background investigations, Assists in adjudicating personal background investigations for suitability for employment with the agency and/or issuance of a security clearance. Creates reports and documentation to track candidates from initial clearance submission until they are granted a final adjudication clearance.

Minimum Education:

- PS/FMS Personnel Security Specialist I: Bachelor's degree and/or two (2) years of relevant experience.
- PS/FMS Personnel Security Specialist II: Bachelor's degree and/or four (4) years of relevant experience.
- PS/FMS Personnel Security Specialist III: Bachelor's degree and/or six (6) years of relevant experience.
- PS/FMS Personnel Security Specialist IV: Bachelor's degree and/or eight (8) years of relevant experience.
- PS/FMS Personnel Security Specialist V: Bachelor's degree and/or ten (10) years of relevant experience.

14. PS/FMS Physical Security Specialist

Minimum/General Experience: This position requires a minimum of four (4) years professional services experience, of which at least two (2) years must be specialized. Specialized experience includes applications programming, data base management, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under minimal direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Qualifications required by candidate will be to understand various U.S. Government security fields to include, but not limited to: (e.g.; technical, physical, cyber), information, personnel, international, operational or signal security, communications security, counterintelligence, antiterrorism, counterterrorism, counterdrug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection, force protection, technology protection, information operations, or industrial security programs. Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Candidate will perform physical security assessments of critical national infrastructure facilities. Must write concise reports and deliver crisp presentations focusing on physical security vulnerabilities and present recommendations to mitigate vulnerabilities. Must assess all aspects of physical security to include electronic security systems, security and response forces, barriers and fences, and understand relevant threats to facilities. Will work on multi-contractor team to perform assessments. Could supervise other members of team while conducting physical security assessments.

Minimum Education: Bachelor's Degree and/or a minimum of four (4) years relevant experience.

15. PS/FMS Program Manager I-V

Minimum/General Experience: Program Managers shall have a minimum of fifteen (15) years of professional services experience with demonstrated ability in the management of projects for a minimum of four (4) years. The Program Manager shall have a demonstrated ability to manage large-scale design, development, testing, implementation, operations, and maintenance efforts encompassing a large staff including specialty and line managers, senior technical personnel, clerical staff, and operators. The individual assigned to this position shall possess knowledge of the use of contemporary project management tools and shall have command of the core principles of effective management, including effective delegation, ownership, responsibility development, and tracking. Has authority to negotiate and make binding decisions for the company. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Serves as the Contractor counterpart to the Government Contracting Officer and Program/Technical Manager. Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all contract support activities. Shall demonstrate communications skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific contract procurement activities and problems, issues, or conflicts regarding resolution. Shall be capable of negotiating and making binding decisions for the company. Responsible for management of funds and personnel and ensures all required resources are available for program implementation.

Minimum Education:

PS/FMS Program Manager I: Advanced degree and/or four (4) years of relevant experience.

PS/FMS Program Manager II: Advanced degree and/or six (6) years of relevant experience.

PS/FMS Program Manager III: Advanced degree and/or eight (8) years of relevant experience.

PS/FMS Program Manager IV: Advanced degree and/or ten (10) years of relevant experience.

PS/FMS Program Manager V: Advanced degree and/or twelve (12) years of relevant experience.

16. PS/FMS Project Manager I-V

Minimum/General Experience: Project Managers shall have a minimum of eight (8) years professional services experience with a minimum of four (4) years relevant experience that provides the required knowledge and skills. Requirements include increasing responsibilities in information systems design, business management or

project specific experience. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Project Manager as well as Government management personnel, including but not limited to the Contracting Officer's Technical Representative. Reports in writing and orally to contractor management and Government representatives.

Minimum Education:

- PS/FMS Project Manager I: Bachelor's Degree and/or four (4) years of relevant experience.
- PS/FMS Project Manager II: Bachelor's Degree and/or six (6) years of relevant experience.
- PS/FMS Project Manager III: Bachelor's Degree and/or eight (8) years of relevant experience.
- PS/FMS Project Manager IV: Bachelor's Degree and/or ten (10) years of relevant experience.
- PS/FMS Project Manager V: Bachelor's Degree and/or twelve (12) years of relevant experience.

17. PS/FMS Security Specialist I

Minimum/General Experience: This position requires a minimum of four (4) years professional services experience, of which at least two (2) years must be specialized in physical security, information security, personnel security and/or security administration. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Knowledge of government and industrial security requirements. Ability to effectively interact with technical staff, customer community and other security staff members. In-depth knowledge of NISPOM, Sensitive Compartmented Information (SCI) security requirements and various manuals. A working knowledge of the Industrial and SCI investigation and adjudication process. Maintain personnel security files and databases on employees, process security clearances and access requests.

Minimum Education: Bachelor's Degree and/or four (4) years of relevant experience.

18. PS/FMS Security Specialist II

Minimum/General Experience: This position requires a minimum of eight (8) years professional services experience, of which at least four (4) years must be specialized. Specialized experience includes applications programming, data base management, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under minimal direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Qualifications required by candidate will be to understand terrorist, NBC, and explosive threats, knowledge of security force operations, knowledge of electronic security systems, knowledge of integrated security systems, security force communications. Have a current security clearance. Candidate will perform physical security assessments of critical national infrastructure facilities. Must write concise reports and deliver crisp presentations focusing on physical security vulnerabilities and present recommendations to mitigate vulnerabilities. Must assess all aspects of physical security to include electronic security systems, security and response forces, barriers and fences, and understand relevant threats to facilities. Will work on multi-contractor team to perform assessments. Could supervise other members of team while conducting physical security assessments.

Minimum Education: Bachelor's Degree in Business, Criminal Justice or other related scientific or technical discipline and/or eight (8) years of relevant experience.

19. PS/FMS Senior Audio Visual Technician

Minimum/General Experience: This position requires five (5) years' of professional services experience with live staging as well as the setup and operation of conference rooms, auditoriums, theater, hotels (special events) and/or broadcast environment. Must have both good customer service and technical skills. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Coordinates with technicians, engineers and customers to resolve issues. Troubleshoots audiovisual equipment and works with audio systems, video systems, control systems along with computer hardware and software. Sets up and operates projection systems, audio systems, microphones, and room control systems. Able to assist presenters with PowerPoint software and computer interfaces to the audiovisual systems.

Minimum Education: Bachelor's Degree and/or Technical Certification with five (5) year' of relevant experience.

20. PS/FMS Senior Facilities Coordinator

Minimum/General Experience: This position requires a minimum of six (6) years' of professional services experience, of which at least three (3) years must be specialized. Demonstrates the ability to communicate orally and in writing. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Supervises large-scale facility management services comprising multiple buildings and sites. Responds to client inquiries and complaints, verifies issues and takes the necessary corrective actions. Remains knowledgeable regarding all operational aspects of building systems, coordinates with outside contractors for the service and repairs of equipment, follows protocol for effective maintenance and safety procedures, maintains on-going upward and downward communication with Contracting Officer's, Facilities Coordinator, and the facilities team. Senior Facilities Coordinators may be involved in planning for the future building space and supply needs of an organization. Supervises the inspection of sites, creates and assigns work orders to staff, subcontractors and vendors, reports on open and closed work orders and checks the status of open work orders with the assigned parties. Creates and records appropriate written communication between all parties. Provides process and procedures training and direction to new associates.

Minimum Education: Bachelor's Degree and/or Technical Certification with three (3) years of specialized experience.

21. PS/FMS Senior Functional Analyst

Minimum/General Experience: This position requires a minimum of twelve (12) years of professional services experience, of which at least six (6) years must be specialized in ADP system functional analysis or the discipline required by the task order. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated IT, business or security systems. Must demonstrate the ability to work independently or under only general direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise so recognized that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum Education: Bachelor's Degree and/or a minimum of twelve (12) years of relevant experience.

22. PS/FMS Senior Management Analyst

Minimum/General Experience: This position requires a minimum of ten (10) years of professional services experience, of which at least four (4) years must be specialized. Specialized experience includes business management, functional and data requirements analysis, systems analysis, accounting, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of accounting systems, process re-engineering; systems analysis and design, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: This position analyzes information requirements. Analytically and systematically evaluates problems of workflow, organization, planning, and develops appropriate corrective actions. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards of information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound logical business improvement opportunities consistent with the configuration information management, guiding principles, cost savings, and open architecture objectives. Provides daily supervision and direction of staff.

Minimum Education: Bachelor's Degree in Business, Accounting, Communications, or other related discipline is required and/or fifteen (15) years of general experience with ten (10) years relevant experience.

23. PS/FMS Senior Security Analyst

Minimum/General Experience: This position requires a minimum of ten (10) years of professional services experience, of which at least four (4) years must be personnel security specific. Specialized experience includes business management, process improvement, documentation analysis and preparation. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Thorough working knowledge of government and industrial security requirements to include NISPOM, Sensitive Compartmented Information (SCI) security requirements, and Adjudicative Guidelines for Determining Eligibility for Access to Classified Information. Analyzes information requirements. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and performance measurement techniques. Assists in establishing standards of information procedures. Evaluates analytically and systematically problems of work flows, organization and planning, and develops appropriate corrective action. Provides daily supervision and direction of staff.

Minimum Education: Bachelor's Degree and/or a minimum of ten (10) years of relevant experience.

24. PS/FMS Senior Security Specialist

Minimum/General Experience: This position requires a minimum of twelve (12) years professional services experience, of which at least six (6) years must be specialized. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated IT, business or security systems. Must demonstrate the ability to work independently or under only general direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Excellent knowledge of national security programs. Perform multiple program security functions to include Personnel Security, Information Security, Information System Security, Communication Security, Physical Security for SCI, and Industrial Security. Analyzes operations to determine functional and cross-functional security requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise so recognized that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum Education: Bachelor's Degree and/or twelve (12) years of relevant experience.

25. PS/FMS Senior Telecommunications Technician

Minimum/General Experience: This position requires a minimum of seven (7) years specialized professional services experience. Demonstrates the ability to communicate orally and in writing. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/ communications networks and services with computer systems. Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems. strong written, interpersonal communication and organizational skills, attention to detail and the ability to effectively plan and organize a changing workload.

Minimum Education: Bachelor's Degree and/or Technical Certification with seven (7) years of specialized professional services experience.

26. PS/FMS Senior Training Specialist

Minimum/General Experience: This position requires a minimum of seven (7) years' professional services experience, of which at least five (5) years must be specialized. Specialized experience includes experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently or under only general direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background materials, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provided daily supervision and direction to staff. Creates instructional objectives and program plans from identified data or needs. Designs training activities, methods, and materials to meet identified objectives. Creates strategies for learning and applying. Creates instruments, tests or activities to evaluate in-class learning. Creates workbooks, teaching guides, video scripts, software, written role plays, simulations, case studies etc. to meet learning objectives. Delivers lectures, presentations, examples, and analogies to enhance learning. Gives feedback, examinations, and assessments to determine learning or skills level.

Minimum Education: Bachelor's Degree and/or seven (7) years of relevant experience.

27. PS/FMS Task Manager

Minimum/General Experience: This position requires a minimum of six (6) years of professional services experience that provides the required knowledge and skill set. Preparation and analysis of financial statements, development of complex project schedules and similar activities. General experience includes increasing responsibilities in general accounting or management activities. Ability to work with Government contracts personnel. Must demonstrate the ability to work independently or under only general direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommends solutions. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum Education: Bachelor's Degree and/or a minimum of six (6) years of relevant experience, of which at least three (3) years must be specialized.

28. PS/FMS Technical Writer

Minimum/General Experience: This position requires at least five (5) years professional services experience in editing documents, including technical documents. Demonstrates ability to work independently or under only general direction. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Gathers, analyzes, and composes technical information required for preparation of user manuals, training materials, installation guides, reports, etc. Edits functional descriptions, system specifications, user's manuals, special reports or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Prepare, disseminate and provide for the orderly safeguard of technical documents. Proficiency in writing technical documents. Provide support in the area of technical editing by reviewing the grammar, writing styles and syntax of quality materials and technical reports. Provide support by assisting in rewrites of quality materials and technical reports.

Minimum Education: Bachelor's Degree in English, Literature, or other related discipline and/or five (5) years of relevant experience.

29. PS/FMS Telecommunications Technician

Minimum/General Experience: This position requires a minimum of two (2) years specialized experience. Demonstrates the ability to communicate orally and in writing. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits.

Minimum Education: High School Diploma, GED and/or Technical Certification

30. PS/FMS Training Specialist

Minimum/General Experience: This position requires a minimum of four (4) years professional services experience, of which at least two (2) years must be specialized. Specialized experience includes experience in developing and providing technical and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing. Must be able to obtain and maintain a security clearance at the level required by the position.

Functional Responsibilities: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Designs instruments to assess individual or organizational change in knowledge, skill, attitude, behavior, and results. Designs instruments to assess program and instructional quality. Creates reports and conducts presentations on program impact on individuals or organizations. Evaluates and validates program designs and results. Creates video, audio, or computer-based resources to enhance learning.

Minimum Education: Bachelor's Degree and/or four (4) years of relevant experience.

31. Security Specialist I

Minimum/General Experience: Minimum of three (3) years' experience within one or more of the standard U.S. Government security fields (e.g.; technical, physical (to include locks and security containers), information, personnel, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: Perform security services in one or more of the specialized security areas, applying incident management, problem solving, task performance and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provide research and technical support to projects, producing solutions and documentation. Monitor project tasks and schedules.

Minimum Education: A high school diploma or an equivalent.

32. Special Police Officer

Minimum/General Experience: Minimum five (5) years of experience in an industrial security specialty to include such areas as Security Dispatcher/Coordinator, Badge and Pass Operations, or other personnel security areas. Meet standard basic Security Guard training to meet agency and State requirements. Individual must present a positive and courteous image, superior communications skills and the ability to communicate diplomatically and effectively. Be able to obtain and maintain a minimum security clearance. Must be certified as a Special Police Officer through the D.C. Metropolitan Police Department Security Officers Management Branch. May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: SPOs will perform a variety of security-related duties, depending on type of posts assigned and must be thoroughly familiar with Post Orders of assigned posts. PSOs will monitor and observe facility occupants and visitors for compliance with Federal Management Regulations, Facility Management, (41 CFR 102-74) and facility's posted rules and regulations. SPOs will perform duties in a professional manner, responsible for observing surrounding environment, and, when necessary, questioning those persons whose

activities arouse suspicion. SPOs shall be responsible for maintaining logs, reports, and files of incidents and occurrences encountered during tour of duty. SPOs shall report incidents in accordance with established procedures.

Minimum Education: A high school diploma.

33. Supervisor I

Minimum/General Experience: Supervisor I shall have a background with a minimum of two(2) years of successful experience in field supervision (civilian community law enforcement, military service law enforcement, or commercial/industrial security force service) supervising up to 5+ persons, and experience in client relations, personnel management and scheduling. May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: Performs inspections of officers on duty and coordinates with the PM scheduling, contract deliverables, guard mount, special projects, temporary additional services, etc. The Shift Supervisor may review and/or prepare contract paperwork to include; incident reports, inventory control, activity logs, personnel files, training records, voluntary statements, daily attendance reports, inspection forms and the like. Performs all duties as required by the contract statement of work. Available to work any shift as required.

Minimum Education: High school diploma or equivalent.

34. Supervisor II

Minimum/General Experience: Minimum five (5) years of experience in the general security industry in positions such as a Security Officer, Dispatcher/Coordinator, Badge and Pass Operations, or other related security areas. Meet standard basic Security Officer training to meet agency and State requirements. Individual must present a positive and courteous image, superior communications skills and the ability to communicate diplomatically and effectively. Shall have a background with a minimum of two years of successful experience in field supervision (civilian community law enforcement, military service law enforcement, or commercial/industrial security force service) supervising up to 15+ persons, and experience in client relations, personnel management and scheduling. May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May active alarm system to notify fire stations. Performs related work as required. Position requires working a rotating shift schedule.

Minimum Education: High school diploma or equivalency.

35. Supervisor III

Minimum/General Experience: Supervisor(s) shall have a background with a minimum of three years of successful experience in field supervision (civilian community law enforcement, military service law enforcement, or commercial/ industrial security force service) supervising a minimum of 2 persons, and experience in client relations, personnel management and scheduling. May be required to obtain and/or maintain a government-issued security clearance.

Functional Responsibilities: Performs inspections of personnel and coordinate with the PM scheduling, contract deliverables, guard mount, special projects, temporary additional services, etc. The Supervisor may review and/or prepare contract paperwork to include; incident reports, inventory control, activity logs, personnel files, training records, voluntary statements, daily attendance reports, inspection forms and the like. Performs all duties as required by the contract statement of work. Available to work any shift as required.

Minimum Education: The Supervisor III must have a high school diploma or equivalent.

36. Supervisor IV

Minimum/General Experience: Supervisor(s) shall have a background with a minimum of five (5) years of successful experience in field supervision (civilian community law enforcement, military service law enforcement, or commercial/industrial security force service) supervising up to 10+ persons, and experience in client relations, personnel management and scheduling.

Functional Responsibilities: Performs inspections of officers on duty and coordinates with the Deputy Project Manager (DPM), Alternate Project Manager (APM) or Project Manager (PM) scheduling, contract deliverables, guard mount, special projects, temporary additional services, etc. The Supervisor may review and/or prepare contract paperwork to include; incident reports, inventory control, activity logs, personnel files, training records, voluntary statements, daily attendance reports, inspection forms and the like. Performs all duties as required by the contract statement of work. Available to work any shift as required.

Minimum Education: The Supervisor must have a high school diploma or equivalent.

37. Watch Stander I

Minimum/General Experience: Minimum two (2) years of experience in the following areas; 1) the ability to meet and deal with people in a polite and courteous manner at all times; 2) the ability to read, understand and apply printed rules, detailed orders, instructions, and training materials; 3) the ability to maintain poise and self-control under stress; 4) the ability to construct and write clear, concise, accurate and detailed reports in English; 5) any type of military service may be credited toward meeting the experience requirements; 6) in lieu of the previous requirements, an employee may substitute 2 years of relevant education at a residence school above the high school level, or any combination of relevant education above the high school level and relevant experience totaling 2 years; 7) ability to effectively communicate verbally in order to articulate incident information findings and make notification recommendations; 8) ability to communicate in writing with a demonstrated capability in grammatical skills and computer operations in order to develop and publish communications, alerts, advisories, and information materials on incident information including situation and spot reports; 9) ability to analyze incident information, problems or emergency situations and make recommendations on appropriate notification to be made; 10) demonstrated skill in the use of the Microsoft Office Suite, i.e., Microsoft Word, Excel, Outlook, and/or PowerPoint; 11) demonstrated excellent customer service and professional skills. Must be able to obtain and maintain an IRS high level background clearance.

Functional Responsibilities: Monitors all Situation Awareness Management Center (SAMC)/ Threat Response Center systems, which may include interior and exterior intrusion detection systems, entry access control systems, fire alarm, and CCTV surveillance systems, incident reporting and communication systems. The Watch Stander must be able to learn and demonstrate a mastery knowledge and proficiency in the performing the following requirements: 1) collect, analyze, and produce critical information on worldwide events to support response mitigating incidents and threats to the services employees, facilities, and infrastructure; 2) integrate knowledge management capabilities to support the IRS's response operations and provide interoperable, secure, and accurate information for validating and analyzing information to satisfy the IRS and its law enforcement partner's critical information requirements; 3) coordinate, collect, process, and analyze data to produce actionable decisions based on reported data to support operational needs within the collection and

delivery of tangible information sharing to support emergency response among the IRS and its stakeholders; 4) ability to maintain knowledge of the use of IRS IT systems for processing incident reports, i.e., Incident Tracking System (ITS), Discovery Directory, Joint Information Management Site (JIMS), Graphic Design Interface (GDI), Threat Response Center (TRC), and Tool Kit Suite with Command Center (TSCC) systems, etc.; 5) ability to maintain the IRS' system of record for documenting incidents, collaboration sites, and emergency operation management system to provide the latest information technologies through a collaborative and synchronized knowledge sharing environment; and 6) acquire and maintain operational knowledge of the use of the various communications equipment devices located within the SAMC, e.g., Satellite Phones, Secure Telephone Equipment (STE), faxes, Government Emergency Telecommunication Services (GETS), Wireless Priority Services (WPS), BlackBerry.

Minimum Education: High school diploma or equivalency.

38. Watch Stander II

Minimum/General Experience: Minimum two (2) years of successful experience in the field of supervision (corporate business arena, civilian community, law enforcement, military service law enforcement, or commercial/industrial security guard service). Must be able to fluently speak, read, and write the English language. Must have the capability to act and make decisions independently, must be an individual of integrity who displays a mature attitude and exercises good judgment. Must be able to obtain and maintain an IRS high level background clearance.

Functional Responsibilities: The Watch Stander Team Leader /Supervisor shall provide the level of supervision necessary to ensure the following: 1) brief incoming Watch Standers on current activities in person or through pass down or Duty Book memorandum; 2) provide a written summary of activities that occurred during his/her shift. These activities will be provided to the COR daily; 3) respond within established timeframes to incidents as required during their respective shifts and direct Watch Stander response activities; 4) be knowledgeable of all posts and site locations, and assert his/herself to resolve situations requiring immediate attention or report to the appropriate channels for necessary attention; 5) review all incident reports for accuracy and ensure completion prior to departing from workday; 6) conduct unannounced post checks periodically; 7) ensure assigned Watch Standers respond to incident reporting situations using proper tactics, techniques, and procedures within established time constraints; and 8) ensure the completion of the following Administrative duties: a) background investigation data entry, filing, etc.; b) maintain IRS and company memos; c) data entry (i.e. medical dates); d) filing; e) recordkeeping; f) quality control; g) training certifications and accuracy; h) IRS testing scheduling; i) personnel files - accuracy, updating, purging, auditing; j) weekly payroll processing and time reporting; k) check distribution; l) data entry and distribution of work schedules; m) other duties as requested by contract company management; and n) issuance of correspondence to Watch Standers

Minimum Education: High school diploma or equivalency.

EXPERIENCE AND DEGREE SUBSTITUTION

The above describes the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Unless otherwise stated, education and experience may be substituted for each other. Each year of relevant experience may be substituted for one (1) year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.