

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MULTIPLE AWARD SCHEDULE
FSC GROUP MAS**

PacArctic LLC

**3800 Centerpoint Drive, Suite 502
Anchorage, AK 99503-5825**

Contract Administrator:

Geoff Wheeler

Phone: 303-588-2808

Email: gwheeler@pacarctic.com

**Business Size: Small Business
SBA Certified Small Disadvantaged Business
SBA Certified 8(a) Firm**

Contract Number: 47QSHA19D002V

Period Covered by Contract: March 11, 2019 through March 10, 2024

Price List current through Modification PS-0014, effective December 21, 2020

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.



CUSTOMER INFORMATION

- 1a. Awarded Special Item Numbers:
561210FAC - Complete Facilities Maintenance and Management
561730 - Grounds Maintenance
561612 - Protective Service Occupations
ANCILLARY - Ancillary Supplies & Services
ANCRA - Ancillary Repair & Alterations
OLM – Order Level Materials
- 1b. Identification of the lowest priced model number and lowest unit price for that model:
See Awarded GSA Pricing
- 1c. Description of all corresponding commercial job titles, experience, functional responsibility and education:
See Awarded Labor Category Descriptions
2. Maximum order.
561210FAC - \$1,000,000
561730 - \$1,000,000
561612 - \$250,000
ANCILLARY - \$250,000
ANCRA - \$250,000
OLM – \$250,000
3. Minimum order.
\$100
4. Geographic coverage (delivery area).
Domestic delivery
5. Point of production
4100 Lafayette Center Drive
Chantilly, VA 20151
6. Discount from list prices or statement of net price.
Government prices are Net
7. Quantity discounts.
None
8. Prompt payment terms.
None, 0% Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign items (list items by country of origin).
None
- 10a. Time of delivery:
As negotiated as the task order level between Ordering Activity PacArctic, LLC



- 10b. Expedited Delivery:
As negotiated as the task order level between Ordering Activity and PacArctic, LLC
- 10c. Overnight and 2-day delivery:
As negotiated as the task order level between Ordering Activity and PacArctic, LLC
- 10d. 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 PacArctic, LLC for the purpose of obtaining accelerated delivery. PacArctic, LLC shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If PacArctic, LLC 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.
11. F.O.B. point:
FOB Destination
- 12a. Ordering address:
**4100 Lafayette Center Drive
Chantilly, VA 20151**
- 12b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.**
13. Payment address:
**4100 Lafayette Center Drive
Chantilly, VA 20151**
14. Warranty provision:
Commercial Items Warranty: PacArctic LLC warrants and implies that the services and items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract. PacArctic LLC offers this same standard commercial warranty to the Government through the proposed GSA Contract.
15. Export packing charges, if applicable:
Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable):
Not applicable
17. Terms and conditions of installation (if applicable):
Not applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):
Not applicable



- 18b. Terms and conditions for any other services (if applicable):
Not applicable
19. List of service and distribution points (if applicable):
Not applicable
20. List of participating dealers (if applicable):
Not applicable
21. Preventive maintenance (if applicable):
Not applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):
None
- 22b. 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:
Not Applicable. The EIT standards can be found at: www.Section508.gov/:
23. Data Universal Number System (DUNS) number:
078319148
24. Notification regarding registration in SAM.gov database:
**PacArctic, LLC has registered in the System for Award Management (SAM) database.
CAGE code: 6TZ21.**



AWARDED GSA PRICING

SINs	Service	3/11/2020	3/11/2021	3/11/2022	3/11/2023
		– 3/10/2021	– 3/10/2022	– 3/10/2023	– 3/10/2024
ANCRA	Carpenter**	\$58.87	\$60.11	\$61.37	\$62.66
561210FAC	Custodial Project Manager	\$76.14	\$77.74	\$79.37	\$81.04
561210FAC	Custodial Site Supervisor**	\$60.97	\$62.25	\$63.56	\$64.89
561210FAC	Custodian I**	\$54.06	\$55.20	\$56.35	\$57.54
561210FAC	Custodian II**	\$60.97	\$62.25	\$63.56	\$64.89
ANCRA	Drywall and Ceiling Tile Installer**	\$56.55	\$57.74	\$58.95	\$60.19
561730 and 561210FAC	Electrical Mechanic**	\$78.48	\$80.13	\$81.81	\$83.53
561210FAC	Electrician I**	\$71.39	\$72.89	\$74.42	\$75.98
561210FAC	Electrician II**	\$80.89	\$82.59	\$84.32	\$86.09
561210FAC	Electrician III**	\$91.83	\$93.76	\$95.73	\$97.74
561210FAC	Engineer**	\$109.94	\$112.25	\$114.61	\$117.01
561730 and 561210FAC	Foreman Mechanic**	\$68.89	\$70.34	\$71.81	\$73.32
561210FAC	General and Operations Manager III	\$109.60	\$111.90	\$114.25	\$116.65
561210FAC	General Maintenance Helper**	\$41.94	\$42.82	\$43.72	\$44.64
561730, 561210FAC, and ANCRA	General Maintenance Worker I**	\$25.29	\$25.82	\$26.36	\$26.92
561730, 561210FAC, and ANCRA	General Maintenance Worker II**	\$50.21	\$51.26	\$52.34	\$53.44
561210FAC	HVAC Mechanic I**	\$77.90	\$79.54	\$81.21	\$82.91
561210FAC	Jr. Maximo Analyst	\$87.32	\$89.15	\$91.03	\$92.94
561730 and 561210FAC	Lead Foreman**	\$88.12	\$89.97	\$91.86	\$93.79
561210FAC	Lead HVAC Mechanic	\$135.97	\$138.83	\$141.74	\$144.72
561210FAC	Lead HVAC Technician**	\$77.90	\$79.54	\$81.21	\$82.91
561210FAC	Lead Mechanic**	\$100.46	\$102.57	\$104.72	\$106.92
ANCRA	Locksmith and Safe Repairer**	\$61.31	\$62.60	\$63.91	\$65.25
561210FAC	Maintenance Mechanic I**	\$50.21	\$51.26	\$52.34	\$53.44
561210FAC	Maintenance Mechanic II**	\$63.84	\$65.18	\$66.55	\$67.95
561210FAC	Maintenance Mechanic III**	\$90.20	\$92.09	\$94.03	\$96.00



SINs	Service	3/11/2020 – 3/10/2021	3/11/2021 – 3/10/2022	3/11/2022 – 3/10/2023	3/11/2023 – 3/10/2024
561730 and 561210FAC	Maintenance Mechanic**	\$78.48	\$80.13	\$81.81	\$83.53
561210FAC	Management Analyst	\$70.32	\$71.80	\$73.30	\$74.84
ANCRA	Painter, Maintenance**	\$57.28	\$58.48	\$59.71	\$60.96
561210FAC	Porters**	\$54.06	\$55.20	\$56.35	\$57.54
561210FAC	Production Control Clerk**	\$58.98	\$60.22	\$61.48	\$62.77
561210FAC	Project Manager	\$135.97	\$138.83	\$141.74	\$144.72
561730 and 561210FAC	Project Manager Mechanic	\$79.80	\$81.48	\$83.19	\$84.93
ANCRA	Roofer**	\$56.55	\$57.74	\$58.95	\$60.19
ANCILLARY	Sheet Metal Worker**	\$64.19	\$65.54	\$66.91	\$68.32
ANCILLARY	Welder, Cutter, Solderer, and Brazer**	\$63.14	\$64.47	\$65.82	\$67.20
561612	Unarmed Security Officer (Guard I)**	\$52.73	\$53.84	\$54.97	\$56.12
561612	Unarmed Security Officer - Supervisor**	\$65.90	\$67.28	\$68.70	\$70.14
561612	Unarmed Security Officer - Project Manager**	\$79.08	\$80.74	\$82.43	\$84.17
561612	Armed Security Officer (Guard II)**	\$66.88	\$68.29	\$69.72	\$71.18
561612	Armed Security Officer - Supervisor**	\$80.25	\$81.93	\$83.65	\$85.41
561612	Armed Security Officer - Project Manager**	\$104.34	\$106.53	\$108.76	\$111.05
561612	Access Control Specialist**	\$66.39	\$67.79	\$69.21	\$70.67
561612	Access Control Specialist - Shift Supervisor**	\$76.35	\$77.95	\$79.59	\$81.26
561612	Access Control Specialist - Project Manager (Lead)**	\$91.62	\$93.55	\$95.51	\$97.52
561612	Temperature Screener**	\$46.85	\$47.84	\$48.84	\$49.87
561612	Temperature Screener - Supervisor**	\$56.22	\$57.40	\$58.61	\$59.84
561612	Deputy Program Manager - Security	\$168.98	\$172.53	\$176.16	\$179.85
561612	Facility Security Officer / Industrial Security Officer	\$164.28	\$167.73	\$171.25	\$174.85



SCLS MATRIX DETERMINATION TABLE

Contract Labor Category	SCLS Equivalent Code – Title	WD Number
Foreman Mechanic	23530 - Machinery Maintenance Mechanic	2015-4269
Maintenance Mechanic	23530 - Machinery Maintenance Mechanic	2015-4269
Lead Foreman	23183 - Electronics Technician Maintenance III	2015-4269
Electrical Mechanic	23181 - Electronics Technician Maintenance I	2015-4269
General Maintenance Worker I	23370 - General Maintenance Worker	2015-4269
Custodian I	11150 - Janitor	2015-4269
Porters	11150 - Janitor	2015-4269
Custodial Site Supervisor	11150 - Janitor	2015-4269
Custodian II	11150 - Janitor	2015-4269
Electrician I	23160 - Electrician Maintenance	2015-4269
Electrician II	23160 - Electrician Maintenance	2015-4269
Electrician III	23160 - Electrician Maintenance	2015-4269
General Maintenance Worker II	23370 - General Maintenance Worker	2015-4269
Maintenance Mechanic I	23370 - General Maintenance Worker	2015-4269
Maintenance Mechanic II	23370 - General Maintenance Worker	2015-4269
HVAC Mechanic I	23410 - Heating Ventilation and Air-Conditioning Mechanic	2015-4269
Lead HVAC Technician	23410 - Heating Ventilation and Air-Conditioning Mechanic	2015-4269
Lead Mechanic	23410 - Heating Ventilation and Air-Conditioning Mechanic	2015-4269
General Maintenance Helper	23470 - Laborer	2015-4269
Maintenance Mechanic III	23530 - Machinery Maintenance Mechanic	2015-4269
Engineer	25010 - Boiler Tender	2015-4269
Production Control Clerk	01270 - Production Control Clerk	2015-4269
Carpenter	23130 - Carpenter Maintenance	2015-4269
Drywall and Ceiling Tile Installer	23370 - General Maintenance Worker	2015-4269
Locksmith and Safe Repairer	23510 - Locksmith	2015-4269
Painter, Maintenance	23760 - Painter Maintenance	2015-4269
Roofer	23370 - General Maintenance Worker	2015-4269
Sheet Metal Workers	23890 - Sheet-Metal Worker Maintenance	2015-4269
Welder, Cutter, Solderer, and Brazier	23960 - Welder Combination Maintenance	2015-4269
Unarmed Security Officer (Guard I)	27101 - Guard I	2015-4269
Unarmed Security Officer - Supervisor	27102 - Guard II	2015-4269
Unarmed Security Officer - Project Manager	27102 - Guard II	2015-4269
Armed Security Officer (Guard II)	27102 - Guard II	2015-4269
Armed Security Officer - Supervisor	27102 - Guard II	2015-4269
Armed Security Officer - Project Manager	27102 - Guard II	2015-4269
Access Control Specialist	27101 - Guard I	2015-4269



Contract Labor Category	SCLS Equivalent Code – Title	WD Number
Access Control Specialist - Shift Supervisor	27102 - Guard II	2015-4269
Access Control Specialist - Project Manager (Lead)	27102 - Guard II	2015-4269
Temperature Screener	27101 - Guard I	2015-4269
Temperature Screener - Supervisor	27101 - Guard I	2015-4269
<p>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).</p>		



AWARDED LABOR DESCRIPTIONS

Project Manager Mechanic

Functional Responsibilities: Responsible for determining resource staffing needs and handling day to day issues. Manages maintenance, housekeeping, and grounds keeping staff. Creates and manage cost estimates for each project. Orders materials and equipment for supervised areas. Ensures project completion is on time and within budget. Responsible for managing in house personnel as well as on-site contractors. Acts as the focal point for communication and coordination between the facilities team and internal and external organizations. Responsible for management of all subcontractors. Performs maintenance, inspection, and repair of all mechanical equipment as required. Responsible for planning and scheduling of all aspects of the project (employees, staffing, maintenance repairs, improvement projects, subcontractor performance, etc.). Responsible for oversight and operation of Building Automation Systems (quality control software support services/facility management system) to monitor all building systems. Responsible for providing regularly scheduled facilities reports to detail all maintenance performance and requirements. Provides reliability recommendations involve knowing your equipment, install dates, preventative maintenance (PM) reports, and knowing recommended rebuilds from manufacturers. Recommends cost savings and usage reliability and equipment upgrades or replacements if needed. project managing from A to Z Planning estimates, pricing, timing, concerns, vetting, quality control throughout the process, safety, and reporting to the customer daily through meeting, email, or phone.

Education: Bachelor's Degree or Equivalent Work Experience.

Experience: 12 Years of technical facilities support experience

Foreman Mechanic

Functional Responsibilities: Responsible for the safe execution and quality of the assigned work. Assists the Lead Foreman with scheduling and coordinating the work crew. Responsible for performing mechanical related installation and maintenance services. Handles more technical and complex mechanical issues. Troubleshoots mechanical issues in facilities, facility infrastructure, surrounding grounds as they occur. Responsible for inspection of electrical systems. Performs all related electrical repairs as required. Responsible for maintenance of life safety components: AED, fire extinguisher, preventative maintenance, building lighting to include emergency lighting. Works with Building Automation Systems (BAS) to monitor all building systems and update mechanical upgrades and maintenance schedules.

Education: High School diploma, GED or equivalent work experience

Experience: 10 Years of technical facilities support experience



Lead Foreman

Functional Responsibilities: Responsible for the safe execution and quality of the assigned work. The foreman is responsible for coordinating the work crew. Creates employee schedules. Ensures that job safety requirements are met. Responsible for maintaining and keeping all equipment, machines, and tools running to the highest level. Request work orders for parts needed for various equipment and supplies. Creates work orders for service needs as required. Assists project and work crew by performing specific or general duties in any trade as required. Oversees subcontractors performing onsite. Identifies areas for cost savings and determines usage reliability and equipment upgrades or replacements if needed. Handles and maintains all infrastructure and coordinates with the customer on their internal systems, including AED, fire, electronic security, network and telephone issues, TV system, government inventory and supplies to include installs, troubleshooting, while working directly with government staff in other locations to resolve issues. Provides reliability recommendations involve knowing your equipment, install dates, preventative maintenance (PM) reports, and knowing recommended rebuilds from manufacturers. Studies the equipment, contracts and maintains all site equipment working with the PM program to maintain.

Education: High School diploma, GED or equivalent work experience.

Experience: 6 Years of technical facilities support experience

Electrical Mechanic

Functional Responsibilities: Responsible for performing electrical related installation and maintenance services. Performs and documents testing of electrical systems in facilities and on grounds. Troubleshoots electrical issues in facilities, facility infrastructure, surrounding grounds and electrical distribution system. Responsible for inspection of electrical systems. Performs all related electrical repairs as required. Responsible for operation of Building Automation Systems to monitor all building systems. Responsible for documenting maintained requirements and manufacturer recommendations for monthly/weekly reports as required.

Education: High School diploma, GED or equivalent work experience

Experience: 5 Years of technical facilities support and electrical experience

Maintenance Mechanic

Functional Responsibilities: Responsible for performing mechanical related installation and maintenance services. Performs and documents tests of mechanical systems in facilities and on grounds. Troubleshoots mechanical issues in facilities, facility infrastructure, surrounding grounds as they occur. Responsible for inspection of electrical systems. Performs all related electrical repairs as required.

Education: High School diploma, GED or equivalent work experience

Experience: 5 Years of technical facilities support and mechanical experience



General Maintenance Worker I

Functional Responsibility: Performs general maintenance, operations support, and repair on facilities, facility infrastructures and surrounding grounds. Includes performing general services related to facilities maintenance, grounds maintenance, tree/plant care, and HVAC support.

Minimum Education: High School Diploma, GED or equivalent work experience

Minimum Experience: 0 years

Custodial Project Manager

Functional Responsibility: Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.

Minimum Education: High School Diploma

Minimum Experience: 2 years

Custodial Site Supervisor

Functional Responsibility: Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Minimum Education: High School Diploma

Minimum Experience: 2 years

Custodian I

Functional Responsibility: Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Minimum Education: High School Diploma

Minimum Experience: 0 years

Custodian II

Functional Responsibility: Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Minimum Education: High School Diploma

Minimum Experience: 2 years

Electrician I

Functional Responsibility: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

Minimum Education: High School Diploma

Minimum Experience: 2 years



Electrician II

Functional Responsibility: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

Minimum Education: High School Diploma

Minimum Experience: 4 years

Electrician III

Functional Responsibility: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

Minimum Education: High School Diploma

Minimum Experience: 6 years

Engineer

Functional Responsibility: Operate or maintain stationary engines, boilers, or other mechanical equipment to provide utilities for buildings or industrial processes. Operate equipment, such as steam engines, generators, motors, turbines, and steam boilers.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years

General and Operations Manager III

Functional Responsibility: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

Minimum Education: High School Diploma

Minimum Experience: 6 years

General Maintenance Helper

Functional Responsibility: Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Perform duties such as furnishing tools, materials, and supplies to other workers; cleaning work area, machines, and tools; and holding materials or tools for other workers.

Minimum Education: High School Diploma

Minimum Experience: 0 years

General Maintenance Worker II

Functional Responsibilities: Performs general maintenance, operations support, and repair on facilities, facility infrastructures and surrounding grounds. Includes performing general services related to facilities maintenance, grounds maintenance, tree/plant care, and HVAC support.

Education: High School diploma, GED or equivalent work experience

Experience: 2 Years of technical facilities support and general maintenance experience



HVAC Mechanic I

Functional Responsibility: Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Minimum Education: High School Diploma

Minimum Experience: 2 years

Jr. Maximo Analyst

Functional Responsibility: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

Minimum Education: High School Diploma

Minimum Experience: 2 years

Lead HVAC Mechanic

Functional Responsibility: Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Usually manage through subordinate supervisors.

Minimum Education: High School Diploma

Minimum Experience: 6 years

Lead HVAC Technician

Functional Responsibility: Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Minimum Education: High School Diploma

Minimum Experience: 2 years

Lead Mechanic

Functional Responsibility: Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Minimum Education: High School Diploma

Minimum Experience: 6 years

Maintenance Mechanic I

Functional Responsibility: Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Minimum Education: High School Diploma

Minimum Experience: 0 years



Maintenance Mechanic II

Functional Responsibility: Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Minimum Education: High School Diploma

Minimum Experience: 4 years

Maintenance Mechanic III

Functional Responsibility: Lubricate machinery, change parts, or perform other routine machinery maintenance.

Minimum Education: High School Diploma

Minimum Experience: 6 years

Management Analyst

Functional Responsibility: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

Minimum Education: High School Diploma

Minimum Experience: 3 years

Porters

Functional Responsibility: Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Minimum Education: High School Diploma

Minimum Experience: 0 years

Production Control Clerk

Functional Responsibility: Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.

Minimum Education: High School Diploma

Minimum Experience: 0 years



Project Manager

Functional Responsibility: Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Usually manage through subordinate supervisors.

Minimum Education: High School Diploma

Minimum Experience: 7 years

Carpenter

Functional Responsibility: Construct, erect, install, or repair structures and fixtures made of wood and comparable materials, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall, and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.

Minimum Education: High School Diploma

Minimum Experience: 1 year

Drywall and Ceiling Tile Installer

Functional Responsibility: Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Includes lathers who fasten wooden, metal, or rockboard lath to walls, ceilings, or partitions of buildings to provide support base for plaster, fireproofing, or acoustical material.

Minimum Education: High School Diploma

Minimum Experience: 1 year

Locksmith and Safe Repairer

Functional Responsibility: Repair and open locks, make keys, change locks and safe combinations, and install and repair safes.

Minimum Education: High School Diploma

Minimum Experience: 1 year

Painter, Maintenance

Functional Responsibility: Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.

Minimum Education: High School Diploma

Minimum Experience: 1 year



Roofer

Functional Responsibility: Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

Minimum Education: High School Diploma

Minimum Experience: 1 year

Sheet Metal Worker

Functional Responsibility: Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes.

Minimum Education: High School Diploma

Minimum Experience: 1 year

Welder, Cutter, Solderer, and Brazer

Functional Responsibility: Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Minimum Education: High School Diploma

Minimum Experience: 1 year



Unarmed Security Officer (Guard I)

Functional Responsibility: Presents a positive and courteous image, superior communications skills, and the ability to communicate diplomatically and effectively. Responsible for detecting, appropriately responding to, and providing accurate, complete, and timely written and oral reports and notifications of unauthorized activities, emergency events, safety conditions, and other security anomalies within the Government facility area, to include entry and egress to and from Government facilities. The methods used to detect events shall include, but not be limited to, stationary and roving posts and patrols, conducting inspections of hand-carried and delivered items and vehicles, conducting visual examinations of badges and comparing the badges with the person wearing the badge, and conducting periodic badge and equipment inventories.

Controlling, identifying, accounting for, and properly escorting domestic and foreign visitor personnel, to include verification of citizenship and identity, receiving, processing, sending, and filing visitor clearances and related material, and entering required information into appropriate databases and files in a timely, accurate, and complete manner. Understanding and complying with all Department of Defense Force Protection Conditions, agency security policies and procedures, contract specific guidance, to include Facility Security Support (FSS) specific orders/instructions, and State. Safeguarding classified and sensitive but unclassified information, to include performing checks of storage areas and containers, proper receipt procedures for accepting classified and other information, detecting instances where information is not properly safeguarded, taking appropriate action to protect such information, and providing written and oral reports and notifications regarding the events. Properly monitoring, evaluating, and responding appropriately to Intrusion Detection (IDE), Access Control (ACS), and Closed Circuit Television (CCTV), radio and telephone communication systems, and alarm situations, to include notifying appropriate personnel of the events and providing written and oral reports of the events. Entering significant information and pertinent information into and maintaining all appropriate automated and manual journals, logs, and databases in a complete, timely, and accurate manner. Serving as a point of contact for emergencies (medical, bomb threat, fire, or other) and providing specified emergency management functions (e.g. traffic and pedestrian control; accountability of personnel; detecting and reporting conditions in assembly and staging areas). Providing training in accordance with guidance from the Shift Supervisor or the FSS Manager. Controlling and accounting for keys and other sensitive items or material in accordance with Agency and Department policy and procedure. Identifying and informing management and supervision of recommended methods of improving the Agency's physical security posture. Performing other duties as assigned or necessary to protect personnel and property.

Minimum Education: High School Diploma

Minimum Experience: Standard basic Security Guard training to meet agency and State requirements. 0.5 years (6 months) experience.



Unarmed Security Officer – Supervisor

Functional Responsibility: Assists the Project Manager for being responsible for administrative and coordination activities in support of the security services being provided. Responsibilities may include, but are not limited to coordinating with customer personnel to ensure the timely identification, processing, and deployment of cleared guards, surveillance technicians, and other security personnel; all routine aspects of the Badges and Pass process to ensure compliance with agency security; and access control policies and procedures. This individual may also be responsible for supervising and evaluating security staff. Responsible for detecting, appropriately responding to, and providing accurate, complete, and timely written and oral reports and notifications of unauthorized activities, emergency events, safety conditions, and other security anomalies within the Government facility area, to include entry and egress to and from Government facilities. The methods used to detect events shall include, but not be limited to, stationary and roving posts and patrols, conducting inspections of hand-carried and delivered items and vehicles, conducting visual examinations of badges and comparing the badges with the person wearing the badge, and conducting periodic badge and equipment inventories.

Controlling, identifying, accounting for, and properly escorting domestic and foreign visitor personnel, to include verification of citizenship and identity, receiving, processing, sending, and filing visitor clearances and related material, and entering required information into appropriate databases and files in a timely, accurate, and complete manner. Understanding and complying with all Department of Defense Force Protection Conditions, agency security policies and procedures, contract specific guidance, to include Facility Security Support (FSS) specific orders/instructions, and State. Safeguarding classified and sensitive but unclassified information, to include performing checks of storage areas and containers, proper receipt procedures for accepting classified and other information, detecting instances where information is not properly safeguarded, taking appropriate action to protect such information, and providing written and oral reports and notifications regarding the events. Properly monitoring, evaluating, and responding appropriately to Intrusion Detection (IDE), Access Control (ACS), and Closed Circuit Television (CCTV), radio and telephone communication systems, and alarm situations, to include notifying appropriate personnel of the events and providing written and oral reports of the events. Entering significant information and pertinent information into and maintaining all appropriate automated and manual journals, logs, and databases in a complete, timely, and accurate manner. Serving as a point of contact for emergencies (medical, bomb threat, fire, or other) and providing specified emergency management functions (e.g. traffic and pedestrian control; accountability of personnel; detecting and reporting conditions in assembly and staging areas). Providing training in accordance with guidance from the Shift Supervisor or the FSS Manager. Controlling and accounting for keys and other sensitive items or material in accordance with Agency and Department policy and procedure. Identifying and informing management and supervision of recommended methods of improving the Agency's physical security posture. Performing other duties as assigned or necessary to protect personnel and property.

Minimum Education: High School Diploma

Minimum Experience: 3 years



Unarmed Security Officer - Project Manager

Functional Responsibility: Manages all activities associated with the Facility Security Support (FSS), which includes guard services designed to detect unauthorized entries and security anomalies within or around customer facilities. Ensures that the FSS is properly staffed and trained (State specific training, customer specific training, and on-the-job training) to provide the Government customer with FSS services to include security checks, 24 hours per day/seven days per week. Develops work schedules; manages day- to-day guard force operations; supervises personnel; counsels employees; represents the FSS at meetings; provides statistical reports; coordinates meetings; and interacts with Government customer personnel and vendors as appropriate. Ensures that all alarm systems and emergency communication systems are monitored, evaluated, and responded to as soon as possible. Maintains and reviews a daily journal of significant events to include special instructions and shift changes. Ensures key control procedures are followed and enforced in accordance with Government policies. Establishes and maintains liaison with supporting law enforcement, fire fighting, and other emergency service organizations as appropriate. Identifies methods of improving physical security posture.

Minimum Education: High School Diploma

Minimum Experience: 8 years

Armed Security Officer (Guard II)

Functional Responsibility: Presents a positive and courteous image, superior communications skills, and the ability to communicate diplomatically and effectively. Functional Responsibility: Responsible for detecting, appropriately responding to, and providing accurate, complete, and timely written and oral reports and notifications of unauthorized activities, emergency events, safety conditions, and other security anomalies within the Government facility area, to include entry and egress to and from Government facilities. The methods used to detect events shall include, but not be limited to, stationary and roving posts and patrols, conducting inspections of hand-carried and delivered items and vehicles, conducting visual examinations of badges and comparing the badges with the person wearing the badge, and conducting periodic badge and equipment inventories. Controlling, identifying, accounting for, and properly escorting domestic and foreign visitor personnel, to include verification of citizenship and identity, receiving, processing, sending, and filing visitor clearances and related material, and entering required information into appropriate databases and files in a timely, accurate, and complete manner. Understanding and complying with all Department of Defense Force Protection Conditions, agency security policies and procedures, contract specific guidance, to include Facility Security Support (FSS) specific orders/instructions, and State. Safeguarding classified and sensitive but unclassified information, to include performing checks of storage areas and containers, proper receipt procedures for accepting classified and other information, detecting instances where information is not properly safeguarded, taking appropriate action to protect such information, and providing written and oral reports and notifications regarding the events. Properly monitoring, evaluating, and responding appropriately to Intrusion Detection (IDE), Access Control (ACS), and Closed Circuit Television (CCTV), radio and telephone communication systems, and alarm situations, to include notifying appropriate personnel of the events and providing written and oral reports of the events. Entering significant information and pertinent information into and maintaining all appropriate automated and manual journals, logs, and databases in a complete, timely, and accurate manner. Serving as a point of contact for emergencies (medical, bomb threat, fire, or other) and providing specified emergency management functions (e.g. traffic and pedestrian control; accountability of personnel; detecting



and reporting conditions in assembly and staging areas). Providing training in accordance with guidance from the Shift Supervisor or the FSS Manager. Controlling and accounting for keys and other sensitive items or material in accordance with Agency and Department policy and procedure. Identifying and informing management and supervision of recommended methods of improving the Agency's physical security posture. Performing other duties as assigned or necessary to protect personnel and property.

Minimum Education: High School Diploma

Minimum Experience: Standard basic Security Guard training - with added State, Local, and Agency-specific weapons training - to meet agency and State requirements. 0.5 years (6 months) experience.

Armed Security Officer – Supervisor

Functional Responsibility: The Shift Supervisor interacts with team members, customer representatives, and performs numerous other supervisory roles. They are responsible for addressing and resolving issues and concerns in the absence of the PM. Together with PM, Site Supervisor and the COR, the SSV ensures the needs of all participating customers are met. Supervise and train subordinate personnel, conduct inspections, identify potential security problem areas and provide technical advice. Functional Responsibility: Is responsible for administrative and coordination activities in support of the security services being provided. Responsibilities may include, but are not limited to coordinating with customer personnel to ensure the timely identification, processing, and deployment of cleared guards, surveillance technicians, and other security personnel; all routine aspects of the Badges and Pass process to ensure compliance with agency security; and access control policies and procedures. This individual may also be responsible for supervising and evaluating security staff. Responsible for detecting, appropriately responding to, and providing accurate, complete, and timely written and oral reports and notifications of unauthorized activities, emergency events, safety conditions, and other security anomalies within the Government facility area, to include entry and egress to and from Government facilities. The methods used to detect events shall include, but not be limited to, stationary and roving posts and patrols, conducting inspections of hand-carried and delivered items and vehicles, conducting visual examinations of badges and comparing the badges with the person wearing the badge, and conducting periodic badge and equipment inventories.

Controlling, identifying, accounting for, and properly escorting domestic and foreign visitor personnel, to include verification of citizenship and identity, receiving, processing, sending, and filing visitor clearances and related material, and entering required information into appropriate databases and files in a timely, accurate, and complete manner. Understanding and complying with all Department of Defense Force Protection Conditions, agency security policies and procedures, contract specific guidance, to include Facility Security Support (FSS) specific orders/instructions, and State. Safeguarding classified and sensitive but unclassified information, to include performing checks of storage areas and containers, proper receipt procedures for accepting classified and other information, detecting instances where information is not properly safeguarded, taking appropriate action to protect such information, and providing written and oral reports and notifications regarding the events. Properly monitoring, evaluating, and responding appropriately to Intrusion Detection (IDE), Access Control (ACS), and Closed Circuit Television (CCTV), radio and telephone communication systems, and alarm situations, to include notifying appropriate personnel of the events and providing written and oral reports of the events. Entering significant information and pertinent information into and maintaining all appropriate automated and manual journals, logs, and databases in a complete, timely, and



accurate manner. Serving as a point of contact for emergencies (medical, bomb threat, fire, or other) and providing specified emergency management functions (e.g. traffic and pedestrian control; accountability of personnel; detecting and reporting conditions in assembly and staging areas). Providing training in accordance with guidance from the Shift Supervisor or the FSS Manager. Controlling and accounting for keys and other sensitive items or material in accordance with Agency and Department policy and procedure. Identifying and informing management and supervision of recommended methods of improving the Agency's physical security posture. Performing other duties as assigned or necessary to protect personnel and property.

Minimum Education: High School Diploma

Minimum Experience: 3 years

Armed Security Officer - Project Manager

Functional Responsibility: Manages all activities associated with the Facility Security Support (FSS), which includes Armed and unarmed guard services designed to detect unauthorized entries and security anomalies within or around customer facilities. Ensures that the FSS is properly staffed and trained (State specific training, customer specific training, and on-the-job training) to provide the Government customer with FSS services to include security checks, 24 hours per day/seven days per week. Develops work schedules; manages day-to-day guard force operations; supervises personnel; counsels employees; represents the FSS at meetings; provides statistical reports; coordinates meetings; and interacts with Government customer personnel and vendors as appropriate. Ensures that all alarm systems and emergency communication systems are monitored, evaluated, and responded to as soon as possible. Maintains and reviews a daily journal of significant events to include special instructions and shift changes. Ensures key control procedures are followed and enforced in accordance with Government policies. Establishes and maintains liaison with supporting law enforcement, fire fighting, and other emergency service organizations as appropriate. Identifies methods of improving physical security posture.

Minimum Education: High School Diploma

Minimum Experience: 8 years

Access Control Specialist

Functional Responsibility: Responsible for activities associated with performing duties assigned to the Government facility Access Control Center (ACC), Operations Centers, or access points. Provides visitor control knowledge and experience to the ACC Manager, Shift Supervisor, visitors, government, and contractor personnel. Access Control Specialists support Government access control and visitor support by: conducting badging, greeting, and escort services for visitors, vendors, construction, and maintenance personnel; performing day-to-day operations and professionally interacting with Government customer personnel and customers; serving as a point of contact for the receipt and safeguarding of National Security Information in the overnight storage container during non-duty hours; monitoring CCTVs; performing guard duty and patrol duties as designated; maintaining all appropriate automated and manual journals, logs, and databases; performing duties associated with emergencies (medical, bomb threat, fire); scanning packages, deliveries, and mail for CBN threats; and other functions as directed by the ACC Manager or Program Manager. Access Control Specialists ensure positive personnel identification and control through the verification of identification media. They monitor compliance with the Government's established rules and regulations. They take all reasonable precautions to protect the health and safety of persons, and promptly correct unsafe conditions,



procedures or activities. They notify the Government of such conditions so that repairs or corrections thereto can be accomplished. They provide access control to the Government facilities' parking areas, as well as, conducting foot patrols of the grounds, parking lots, garages, and adjoining public areas of various facilities and promptly reporting unsafe conditions, procedures, or activities to the Government.

Minimum Education: High School Diploma

Minimum Experience: 0.5 years (6 months) experience.

Access Control Specialist - Shift Supervisor

Functional Responsibility: Assists the Project Manager for being responsible for activities associated with performing duties assigned to the Government facility Access Control Center (ACC), Operations Centers, or access points. Provides visitor control knowledge and experience to the ACC Manager, Shift Supervisor, visitors, government, and contractor personnel. Access Control Specialists support Government access control and visitor support by: conducting badging, greeting, and escort services for visitors, vendors, construction, and maintenance personnel; performing day-to-day operations and professionally interacting with Government customer personnel and customers; serving as a point of contact for the receipt and safeguarding of National Security Information in the overnight storage container during non-duty hours; monitoring CCTVs; performing guard duty and patrol duties as designated; maintaining all appropriate automated and manual journals, logs, and databases; performing duties associated with emergencies (medical, bomb threat, fire); scanning packages, deliveries, and mail for CBN threats; and other functions as directed by the ACC Manager or Program Manager. Access Control Specialists ensure positive personnel identification and control through the verification of identification media. They monitor compliance with the Government's established rules and regulations. They take all reasonable precautions to protect the health and safety of persons, and promptly correct unsafe conditions, procedures or activities. They notify the Government of such conditions so that repairs or corrections thereto can be accomplished. They provide access control to the Government facilities' parking areas, as well as, conducting foot patrols of the grounds, parking lots, garages, and adjoining public areas of various facilities and promptly reporting unsafe conditions, procedures, or activities to the Government.

Minimum Education: High School Diploma

Minimum Experience: 3 years



Access Control Specialist - Project Manager (Lead)

Functional Responsibility: The Project Manager (PM) serves as the focal point with the Government for all Contractor activities on a 24-hour, seven-day per week basis. The PM shall be responsible for the overall quality and standards conformance of all services delivered within the scope of this effort. The PM shall have full authority to represent the Contractor in all matters related to program operations, including, procedures, schedules, program status, security, and safety issues. Manages uniformed team of Access Control Specialists. Responsible for scheduling, budgeting, inspection, day-to-day operation of the Access Control Center. Responsible for incident management and Government customer care. Provides training, background checks, front-line support (badging, phone coverage, etc.), and issue resolution to staff and superiors. The PM will designate line supervisors responsible for the line management responsibilities of the proposed personnel, as well as, responding to the COR and Government. The PM will provide contractual and financial information as requested by the COR. The PM shall provide direct, daily interface to the COR.

Minimum Education: High School Diploma

Minimum Experience: 8 years

Temperature Screener

Functional Responsibility: The Temperature Screener supports continuity of federal operations through supporting the safety of personnel and operations consistent with the Opening Up America Again guidance and standard security protocols. Screening for body temperature as it relates to pandemics and epidemics is critical to mitigating risk of exposure in reconstituting operations impacted by viral pandemics. Temperature Screeners conduct temperature screening for federal employees, visitors, and contractors who require access to federal facilities. Screening procedures include but are not limited to the following tasks: Verbal questioning, temperature screening, wristband issuing, employee/visitor rejection.

Minimum Education: High School Diploma

Minimum Experience: 0 years

Temperature Screener – Supervisor

Functional Responsibility: The Temperature Screener Supervisor is responsible for the scheduling, oversight, service delivery and onsite performance of the Temperature Screener staff in support of continuity of federal operations through supporting the safety of personnel and operations consistent with the Opening Up America Again guidance and standard security protocols. Screening for body temperature as it relates to pandemics and epidemics is critical to mitigating risk of exposure in reconstituting operations impacted by viral pandemics.

Temperature Screeners conduct temperature screening for federal employees, visitors, and contractors who require access to federal facilities. Screening procedures include but are not limited to the following tasks: Verbal questioning, temperature screening, wristband issuing, employee/visitor rejection.

Minimum Education: High School Diploma

Minimum Experience: 0.5 years (6 months) experience.



Deputy Program Manager – Security

Functional Responsibility: Serves as the contractor’s deputy contract manager, and shall as authorized by the Program Manager be the contractor’s authorized interface with the Government Contracting Officer (CO), the Contracting Officer’s Representative (COR), Government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; assisting in task performance; preparing, reviewing, and submitting required reports; and communicating policies, purpose, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education: Bachelor’s Degree

Minimum Experience: 6 years

Facility Security Officer / Industrial Security Officer

Functional Responsibility: The FSO/ISO is fully trained and cognizant of all responsibilities required of an FSO/ISO as described by National Industrial Security Program Operating Manual (NISPOM). The Facility Security Officer supervises the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. The FSO reviews completed forms to ensure accuracy in accordance with applicable policy and directives and may initiate national agency background checks. The FSO maintains personnel security files and suspense logs for all phases of the personnel security process in accordance with policies and directives. The FSO performs security briefings for new hires and those that are leaving the company. The FSO oversees data entry into the personnel security records.

Minimum Education: Bachelor’s Degree

Minimum Experience: 8 years.

SUBSTITUTION CHART

2 years of additional relevant experience	Equals	Associates Degree
4 years of additional relevant experience	Equals	Bachelor’s Degrees
6 years of additional relevant experience	Equals	Master’s Degree
8 years of additional relevant experience	Equals	Ph.D
Associates Degree	Equals	2 years of additional relevant experience
Bachelor’s Degrees	Equals	4 years of additional relevant experience
Master’s Degree	Equals	6 years of additional relevant experience
Ph.D	Equals	8 years of additional relevant experience