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Contract#: GS07F0071X

**GENERAL SERVICES  
ADMINISTRATION FEDERAL  
ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsadvantage.gov>*

**SCHEDULE TITLE:** Federal Supply Schedule 084 – entitled Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Special Purpose Clothing, Marine Craft and Emergency/Disaster Response

**CONTRACT NUMBER: GS-07F-0071X**

**CONTRACT PERIOD: October 21, 2010 – October 20, 2020**

*For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov)*

**PRICE LIST CURRENT THROUGH: MOD PA-0025**

**CONTRACTOR:** Global Resource Solutions, Inc.  
3701 Pender Drive, Suite 320  
Fairfax, VA 22030  
Phone number: (703) 364-5700  
Fax number: (703) 865-7427

**CONTRACTOR'S ADMINISTRATION SOURCE:**

**Business Development:** Tony Williams, 703-364-5701 (phone), 360-791-7645 (mobile), [twilliams@grsco.com](mailto:twilliams@grsco.com)

**Task Order Lead:** Elaine Eiginger, 703-477-5425 (phone), [eeiginger@grsco.com](mailto:eeiginger@grsco.com)

**Contract Administration:** Elaine Eiginger, 703-477-5425 (phone), [eeiginger@grsco.com](mailto:eeiginger@grsco.com)

**BUSINESS SIZE:** Service Disabled Veteran Owned Small Business (SDVOSB)

**DUNS# 610974201**



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## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Numbers (SINS) SIN Description:** 246-52 Professional Security/Facility Management Services including security consulting, training and facility management consulting

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**  
NOT APPLICABLE

**1c. HOURLY RATES:** Global Resource Solutions, Inc. Commercial Price List

**2. MAXIMUM ORDER\*:** \$200,000 per SIN, per Order

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER:** None

**4. GEOGRAPHIC COVERAGE:** Worldwide

**5. POINT(S) OF PRODUCTION:** NOT APPLICABLE

**6. DISCOUNT FROM LIST PRICES:** All prices are net and include the IFF

**7. QUANTITY DISCOUNT(S):** 2.5% for individual orders over \$500,000

**8. PROMPT PAYMENT TERMS:** .5%/20, Net 30 Prompt payment discount and Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9a. GOVERNMENT COMMERCIAL CREDIT CARD (BELOW MICRO-PURCHASE)**  
Government Purchase Cards must be accepted at or below the micro-purchase threshold of \$3,000.

**9b. GOVERNMENT COMMERCIAL CREDIT CARD (ABOVE MICRO-PURCHASE)**  
Government Purchase Cards are accepted above the micro-purchase threshold.

**10. FOREIGN ITEMS:** None

**11a. TIME OF DELIVERY:** NOT APPLICABLE - SERVICES

**11b. EXPEDITED DELIVERY:** NOT APPLICABLE – SERVICES



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**11c. OVERNIGHT AND 2-DAY DELIVERY: NOT APPLICABLE - SERVICES**

**11d. URGENT REQUIRMENTS: NOT APPLICABLE - SERVICES**

**12. FOB POINT: NOT APPLICABLE - SERVICES**

**13a. ORDERING ADDRESS:** Global Resource Solutions, Inc.  
3701 Pender Drive, Suite 320  
Fairfax, VA 22030  
Phone number: (703) 477-5425  
Fax number: (703) 865-7427  
Attention: Elaine Eiginger  
[eeiginger@grsco.com](mailto:eeiginger@grsco.com)

**13b. 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.

**14. PAYMENT ADDRESS:** Global Resource Solutions, Inc.  
3701 Pender Drive, Suite 320  
Fairfax, VA 22030  
Phone number: (703) 364-5705  
Fax number: (703) 865-7427  
Attention: Fassil Fekade  
[ffekade@grsco.com](mailto:ffekade@grsco.com)

**15. WARRANTY PROVISION: NOT APPLICABLE**

**16. EXPORT PACKING CHARGES: NOT APPLICABLE**

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD  
ACCEPTANCE: SAME, see 9a and 9b above.**

**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 AVAILABLE): 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): NOT APPLICABLE**



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**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. SECTION 508 COMPLIANCE FOR EIT: NOT APPLICABLE**

**25. DUNS NUMBER: 610974201**

**26. NOTIFICATION REGARDING REGISTRATION IN SAM:** Global Resource Solutions, Inc. is registered in SAM.



## **OVERVIEW AND CAPABILITIES**

Global Resource Solutions, Inc. (GRS) works with senior executives in business and government to achieve significant results quickly. We provide tailored capabilities and solutions to deliver high impact outcomes including enhanced performance, rapid organizational change, new opportunity identification and downside mitigation. In short, we help clients succeed through highly effective counsel and implementation.

GRS achieves this by offering our clients highly experienced personnel. The team has managed complex organizations, worked in the midst of major crises and been accountable to shareholders and stakeholders to deliver results. We work to thoroughly understand our client's needs and support them. The team offers the forthright advice and insight experienced senior leaders expect.

GRS's proven experience, exceptional service, and business acumen has positioned the firm to be an industry leader. Our professional security and facility management personnel exceed the expectations of our clients and deliver first-class security services. We offer a different perspective and successfully deliver on our promise. We look forward to delivering the same quality of service to GSA.

## **PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES**

GRS provides government agencies with Top Secret/SCI cleared personnel to serve as unarmed escorts. GRS's security personnel administer and manage Background Investigations (BIs) along with thousands of investigative forms and reports to ensure proper security levels are implemented throughout the agencies supported.

In addition to providing personnel security support, GRS provides contract personnel to support agency's physical security needs. GRS personnel support Security leaders with coordinating, evaluating, developing, planning and administering physical security policies, procedures, Continuity of Operations Plan (COOP), emergency evacuation plan, safety and investigations program. GRS provides analytical research, technical support and makes recommendations as to the suitability of Physical Security requirements, position sensitivity, access to facilities and information and other operation requirements.



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**PRICE LIST**  
**SIN 246-52**  
**January 1, 2016**

<b>Job Title</b>	<b>Commercial Hourly Bill Rate</b>	<b>GSA Hourly Bill Rate w/IFF</b>
Access Control I	\$32.46	\$31.73
Access Control II	\$37.09	\$36.25
Access Control III	\$48.22	\$47.12
Administrative Assistant	\$65.60	\$64.11
Administrative Assistant, Senior	\$83.12	\$81.23
Administrative Security Specialist I	\$46.37	\$45.32
Administrative Security Specialist II	\$51.01	\$49.85
Administrative Security Specialist III	\$60.28	\$58.91
Administrative Security Specialist IV	\$66.77	\$65.26
Administrative Specialist I	\$41.74	\$40.79
Administrative Specialist II	\$46.37	\$45.32
Administrative Specialist III	\$55.64	\$54.37
Antiterrorism/Force Protection Specialist I	\$60.28	\$58.91
Antiterrorism/Force Protection Specialist II	\$71.40	\$69.78
Antiterrorism/Force Protection Specialist III	\$79.76	\$77.95
Antiterrorism/Force Protection Specialist IV	\$97.38	\$95.17
Criminal Analyst I	\$48.22	\$47.12
Criminal Analyst II	\$58.43	\$57.11
Criminal Analyst III	\$69.56	\$67.98
Criminal Analyst IV	\$83.46	\$81.57
Database Administrator, Senior	\$114.20	\$111.60
Functional Analyst I	\$74.19	\$72.50
Functional Analyst II	\$88.10	\$86.10
Functional Analyst III	\$102.01	\$99.69
Functional Analyst IV	\$125.20	\$122.35



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<b>Job Title</b>	<b>Commercial Hourly Bill Rate</b>	<b>GSA Hourly Bill Rate w/IFF</b>
Functional Specialist	\$138.22	\$135.08
Functional Specialist (Principal)	\$162.29	\$158.60
Intelligence/Counterintelligence Analyst I	\$55.64	\$54.37
Intelligence/Counterintelligence Analyst II	\$64.91	\$63.43
Intelligence/Counterintelligence Analyst III	\$69.56	\$67.98
Intelligence/Counterintelligence Analyst IV	\$92.73	\$90.62
Linguist Analyst I	\$49.15	\$48.04
Linguist Analyst II	\$66.77	\$65.26
Personnel Security Management I	\$78.83	\$77.04
Personnel Security Management II	\$86.25	\$84.29
Personnel Security Management III	\$97.38	\$95.17
Physical Security Manager I	\$67.70	\$66.16
Physical Security Manager II	\$77.90	\$76.13
Program Manager I	\$97.38	\$95.17
Program Manager II	\$108.97	\$106.49
Program Manager III	\$120.55	\$117.81
Program Manager IV	\$129.83	\$126.88
Program Support	\$81.13	\$79.29
Project Manager	\$83.46	\$81.57
Project Manager II	\$108.97	\$106.49
Security Analyst I	\$77.44	\$75.68
Security Analyst II	\$84.64	\$82.72
Security Analyst III	\$93.97	\$91.83
Security Analyst IV	\$112.57	\$110.01
Security Escort - Secret	\$72.20	\$70.56
Security Escort - Top Secret	\$72.20	\$70.56
Security Specialist I	\$54.73	\$53.49
Security Specialist II	\$68.86	\$67.29
Security Specialist III	\$84.42	\$82.50



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<b>Job Title</b>	<b>Commercial Hourly Bill Rate</b>	<b>GSA Hourly Bill Rate w/IFF</b>
<b>Security Specialist IV</b>	<b>\$103.74</b>	<b>\$101.38</b>
<b>Technical Support</b>	<b>\$218.75</b>	<b>\$213.78</b>
<b>Technical Writer I</b>	<b>\$48.29</b>	<b>\$47.19</b>
<b>Technical Writer II</b>	<b>\$49.25</b>	<b>\$48.13</b>
<b>Technical Writer III</b>	<b>\$65.50</b>	<b>\$64.02</b>
<b>Technical Writer IV</b>	<b>\$73.71</b>	<b>\$72.04</b>
<b>Threat Analyst I</b>	<b>\$69.56</b>	<b>\$67.98</b>
<b>Threat Analyst II</b>	<b>\$78.83</b>	<b>\$77.04</b>
<b>Threat Analyst III</b>	<b>\$92.73</b>	<b>\$90.62</b>

*Commercial hourly bill rate does not reflect MFC 'all commercial customers' 1.5% discount.  
Rates above apply worldwide*



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## LABOR CATEGORY DESCRIPTION

### **Job Title: Access Control I**

Minimum/General Experience: 1-2 years.

Functional Responsibility: Access and maintain a database to track personnel that shows security actions such as badge assignment, facility assignment and access and other relevant information. Provide assistance with all aspects of indoctrination and debriefing of personnel. Provide visitor control, issue badges/access control media, grant restricted and unrestricted entry to program areas.

Minimum Education: High school diploma/GED.

### **Job Title: Access Control II**

Minimum/General Experience: 3-5 years.

Functional Responsibility: Access and maintain a database to track personnel that shows security actions such as badge assignment, facility assignment and access and other relevant information. Provide assistance with all aspects of indoctrination and debriefing of personnel. Provide visitor control, issue badges/access control media, grant restricted and unrestricted entry to program areas.

Minimum Education: High school diploma / GED.

### **Job Title: Access Control III**

Minimum/General Experience: 6 years.

Functional Responsibility: Maintain a database to track personnel that shows security actions such as badge assignment, facility assignment and access and other relevant information. Provide assistance with all aspects of indoctrination and debriefing of personnel. Provide visitor control, issue badges/access control media, grant restricted and unrestricted entry to program areas. Develop, coordinate, publish and maintain operating procedures for visit notification and visitor control. Review pertinent information for individuals considered for access.

Minimum Education: Associates degree or High School diploma / GED with equivalent experience.

### **Job Title: Administrative Assistant**

Minimum/General Experience: Four (4) years of experience in administrative and secretarial support to office personnel. Perform general office duties including administrative and word processing support, presentations, copying, and mailing. Requires dedicated support and initiative to ensure office performance is efficient and meets all operational needs.



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Functional Responsibility: Under minimal supervision assists management personnel in preparation of reports and slides, coordinates special projects, works on proposals, responds to various inquires and assists in tracking of all office administrative functions. Utilizes word processing equipment/software, facsimile equipment, and **financial/graphics/schedule** application programs in support of the customer and clients, and general office needs.

Minimum Education: High School diploma and technical training for applicable functional area of support.

**Job Title: Administrative Assistant, Senior**

Minimum/General Experience: Five (5) years experience in administrative and secretarial support to office personnel. Perform general office duties including administrative and word processing support, presentations, copying, and mailing. Requires dedicated support and initiative to ensure office performance is efficient and meets all operational needs. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Functional Responsibility: Under minimal supervision assists management personnel in preparation of reports and slides, coordinates special projects, works on proposals, responds to various inquires and assists in tracking of all office administrative functions. Utilizes word processing equipment/software, facsimile equipment, and financial/graphics/schedule application programs in support of the customer and clients, and general office needs.

Minimum Education: High school diploma and technical training for applicable functional area of support.

**Job Title: Administrator Security Specialist I**

Minimum/General Experience: 1-2 years.

Functional Responsibility: Administers routine aspects of the DoD or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures; ensures compliance with all aspects of the program including personal, physical and administrative security systems and procedures. May conduct security briefings and maintains security education programs. Investigates losses and security violations; may recommend corrective action. Ensures destruction of classified and confidential information in accordance with policies and procedures. Assists in revision of procedures manuals. Interfaces with outside agencies.

Minimum Education: High School diploma and technical training for applicable functional area of support.

**Job Title: Administrator Security Specialist II**

Minimum/General Experience: 3 years.



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Functional Responsibility: Administers and coordinates the DoD or other industrial security program and other security activities to ensure compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Conducts security briefings. Participates in the development of and conducts security education programs. Investigates losses and security violations and recommends corrective actions. Maintains

Develops and implements procedures and coordinates procedure manual revisions.

Minimum Education: Associates Degree or equivalent experience. Experience must be in DoD or other industrial security program and in-depth knowledge of the DoD or other government security regulatory manual.

**Job Title: Administrator Security Specialist III**

Minimum/General Experience: 5 years.

Functional Responsibility: Coordinates and monitors sensitive aspects of the DoD or other industrial security program, ensuring compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Monitors and conducts security briefings and security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Maintains liaison with outside agencies and keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. May provide work leadership to lower level employees. Performs other duties, as assigned.

Minimum Education: Associates Degree or equivalent experience combined with completion of training courses relevant to duties and functions of the requirement or a combination of education and experience may be substituted for the Degree requirement.

**Job Title: Administrator Security Specialist IV**

Minimum/General Experience: 7 years.

Functional Responsibility: Coordinates and monitors sensitive aspects of the DoD or other industrial security program, ensuring compliance with government and company security policies and procedures. Develops and implements security procedures in coordination with government agencies and management personnel. Monitors and conducts security briefings and security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Maintains liaison with outside agencies and keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. Provides work leadership and guidance to lower level employees.

Minimum Education: Associates Degree or equivalent experience combined with completion of training



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courses relevant to duties and functions of the requirement or a combination of education and experience may be substituted for the Degree requirement.

**Job Title: Administrative Specialist I**

Minimum/General Experience: Two (2) years of related experience performing administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

Functional Responsibility: Functions as administrative assistance for an office or program. Provides administrative support functions such as preparing final correspondence, reports and other published material; preparing briefing material; establishing and maintaining program files, supporting budget and finance functions; and executing administrative operating processes and procedures.

Minimum Education: High School Diploma / GED.

**Job Title: Administrative Specialist II**

Minimum/General Experience: Three (3) years of related experience performing administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

Functional Responsibility: Functions as administrative support specialist for an office or program. Performs all administrative support functions. Prepare and/or review final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files, perform budget and finance functions; and develop, analyze and maintain administrative operating processes and procedures.

Minimum Education: Associates Degree, or three years of related experience combined with completion of training courses relevant to duties and functions of the requirement or a combination of education and experience may be substituted for the Degree requirement.

**Job Title: Administrative Specialist III**

Minimum/General Experience: Six (6) years of related experience performing administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

Functional Responsibility: Functions as executive administrator for an office or program. Manage activities, schedules and workflow of administrative support staff as well as perform support functions. Prepare and/or review final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files, perform budget and finance functions; and develop, analyze and maintain administrative operating processes and procedures.



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**Minimum Education:** Associates Degree, or eight years of related experience combined with completion of training courses relevant to duties and functions of the requirement or a combination of education and experience may be substituted for the Degree requirement.

**Job Title: Antiterrorism/Force Protection Specialist I**

**Minimum/General Experience:** Two (2) years of experience in DoD force protection operations. Must be able to work in an austere environment. Must be knowledgeable of the risk assessment and vulnerability assessment processes. Must possess detailed knowledge of and experience with DoD 2000.16 and AR 525-13 requirements. Must be able to work in an interactive customer environment with some supervision. Must possess strong administrative and interpersonal communication skills. Ability to analyze terrorist threat data and identify asymmetrical threats to US operations or projects. Ability to develop mitigating solutions for identified threats and advocate implementation of DoD ATFP programs and objectives. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Functional Responsibility:** The antiterrorism and force protection (ATFP) specialist serves as a subject matter expert in ATFP program. In cooperation with other team members, the ATFP specialist conducts threat and vulnerability assessments of government facilities and assets. Principal duties are to conduct threat and vulnerability assessments, prepare and present threat briefings, provide mitigating recommendations; evaluate site/installation physical security plans, and educate and train personnel in force protection measures. Collects and analyzes all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies.

**Minimum Education:** High school diploma/GED and two years of experience. Prior special operations experience (SOF, SMU) highly desired. Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Job Title: Antiterrorism/Force Protection Specialist II**

**Minimum/General Experience:** Five (5) years of experience in DoD force protection operations. Must be able to work in an austere environment. Must be knowledgeable of the risk assessment and vulnerability assessment processes. Must possess detailed knowledge of and experience with DoD 2000.16 and AR 525-13 requirements. Must be able to work in an interactive customer environment with no supervision. Must possess strong administrative and interpersonal communication skills. Ability to analyze terrorist threat data and identify asymmetrical threats to US operations or projects. Ability to develop mitigating solutions for identified threats and advocate implementation of DoD ATFP programs and objectives. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

**Functional Responsibility:** The antiterrorism and force protection (ATFP) specialist serves as a subject matter expert in ATFP program. In cooperation with other team members, the ATFP specialist conducts threat and vulnerability assessments of government facilities and assets. Principal duties are to conduct



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threat and vulnerability assessments, prepare and present threat briefings, provide mitigating recommendations; evaluate site/installation physical security plans, and educate and train personnel in force protection measures. Collects and analyzes all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies.

Minimum Education: High school diploma/GED and five years of experience. Prior special operations experience (SOF, SMU) highly desired. ATFP Level 1 certification required.

**Job Title: Antiterrorism/Force Protection Specialist III**

Minimum/General Experience: Eight (8) years of experience in DoD force protection operations. Must be able to work in an austere environment. Must be knowledgeable of the risk assessment and vulnerability assessment processes. Must possess detailed knowledge of and experience with DoD 2000.16 and AR 525-13 requirements. Must be able to work in an interactive customer environment with no supervision. Must possess strong administrative and interpersonal communication skills. Ability to analyze terrorist threat data and identify asymmetrical threats to US operations or projects. Ability to develop mitigating solutions for identified threats and advocate implementation of DoD ATFP programs and objectives. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: The antiterrorism and force protection (ATFP) specialist serves as a subject matter expert in ATFP program. In cooperation with other team members, the ATFP specialist conducts threat and vulnerability assessments of government facilities and assets. Principal duties are to conduct threat and vulnerability assessments, prepare and present threat briefings, provide mitigating recommendations; evaluate site/installation physical security plans, and educate and train personnel in force protection measures. Collects and analyzes all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies.

Minimum Education: Bachelors degree and eight years of experience or combination of Associates degree and equivalent experience. Prior special operations experience (SOF, SMU) highly desired. Level I certification required. Level II preferred.

**Job Title: Antiterrorism/Force Protection Specialist IV**

Minimum/General Experience: Ten (10) years of experience in DoD force protection operations. Must be able to work in an austere environment. Must be knowledgeable of the risk assessment and vulnerability assessment processes. Must possess detailed knowledge of and experience with DoD requirements. Must be able to work in an interactive customer environment with no supervision. Must possess strong administrative and interpersonal communication skills. Ability to analyze terrorist threat data and identify asymmetrical threats to US operations or projects. Ability to develop mitigating solutions for identified threats and advocate implementation of DoD ATFP programs and objectives. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: The antiterrorism and force protection (ATFP) specialist serves as a subject



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matter expert in ATFP program. In cooperation with other team members, the ATFP specialist conducts threat and vulnerability assessments of government facilities and assets. Principal duties are to conduct threat and vulnerability assessments, prepare and present threat briefings, provide mitigating recommendations; evaluate site/installation physical security plans, and educate and train personnel in force protection measures. Collects and analyzes all sources intelligence and counterintelligence data to determine foreign intelligence service interests in sensitive research or technologies.

Minimum Education: Bachelors degree. Must have management/supervisory experience. Prior special operations experience (SOF, SMU) highly desired. ATFP Level II certification is required.

**Job Title: Criminal Analyst I**

Minimum/General Experience: Four (4) years of experience of which two must be specialized within law enforcement or other similar professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelors Degree, or an equivalent combination of formal education, experience (four years of directly related experience). A Masters Degree may be substituted for two years of general experience. ATFP Level I certification is required.

**Job Title: Criminal Analyst II**

Minimum/General Experience: Six (6) years of experience of which three must be specialized within law enforcement or other similar professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional security services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations



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research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelors Degree, or an equivalent combination of formal education, experience (six years of directly related experience). A Masters Degree may be substituted for three years of general experience.

**Job Title: Criminal Analyst III**

Minimum/General Experience: Ten (10) years of experience of which six must be specialized within law enforcement or other similar professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience is desired. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional security services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelors Degree, or an equivalent combination of formal education, experience (10 years of directly related experience). A Masters Degree may be substituted for four years of general experience.

**Job Title: Criminal Analyst IV**

Minimum/General Experience: Twelve (12) years of experience of which eight must be specialized within law enforcement or other similar professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience is required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations



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research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education, experience (twelve years of directly related experience). A Master's Degree may be substituted for four years of general experience.

**Job Title: Database Administrator, Senior**

Minimum/General Experience: Seven (7) years of general database administration services experience, including five (5) years of specialized experience.

Functional Responsibility: Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration; and system development. Performs database administration, backups and recoveries, and works with users to resolve database operations. Maintains and updates databases and data dictionaries. May provide guidance and direction to less experienced database administrators.

Minimum Education: Bachelor's Degree in a related discipline; or a combination of education/technical training and equivalent experience.

**Job Title: Functional Analyst I**

Minimum/General Experience: Four (4) years of experience of which two must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems analysis/administration). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides research and technical support to projects and programs. Develops and monitors project tasks and schedules.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education and experience, training and certifications. A Master's Degree may be substituted for two years of general experience.

**Job Title: Functional Analyst II**

Minimum/General Experience: Six (6) years experience of which four must be specialized within one or



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more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems analysis/administration). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides research and technical support to projects and programs. Develops and monitors project tasks and schedules.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education and experience. A Master's Degree may be substituted for four years of general experience.

### **Job Title: Functional Analyst III**

Minimum/General Experience: Ten (10) years of experience of which six must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems analysis/administration). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. Supervisory experience in functional area of task order is desired. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task and project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education and experience. A Master's Degree may be substituted for four years of general experience.

### **Job Title: Functional Analyst IV**

Minimum/General Experience: Twelve (12) years of experience of which eight must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems



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analysis/administration). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. Supervisory experience in functional area of task order is required. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task and project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education and experience (eight years of directly related experience). A Master's Degree may be substituted for four years of general experience.

**Job Title: Functional Specialist**

Minimum/General Experience: Ten (10) years experience in technical and managerial support. Perform specific analytical duties including research, documentation, and assessment of policies and procedures. Requires dedicated support and initiative to ensure produced reports are accurate and meets all operational needs. The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: Under minimal supervision prepare of reports and slides, coordinates special projects, works on proposals, responds to various inquires. Utilizes word processing equipment/software, **financial/graphics/schedule** application programs and complex meta-analysis databases in support of the customer and clients.

Minimum Education: Bachelor's degree in computer science, engineering, or business. Technical training for applicable functional area of support.

**Job Title: Functional Specialist (Principal)**

Minimum/General Experience: Twenty (20) years of experience of which fifteen (15) must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., operations research, modeling, threat analysis, instruction, training and training development, logistics, procurement, budget and finance, risk assessment, and/or systems analysis/administration). The applicant selected should have a Secret clearance or higher or meet eligibility requirements for a government security clearance.

Functional Responsibility: Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. Supervisory experience in functional area of task order is required.



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Minimum Education: Bachelor's Degree in computer science, engineering, or business. Master's Degree may be substituted for four years of general experience.

**Job Title: Intelligence/Counterintelligence Analyst I**

Minimum/General Experience: Four (4) years of experience in intelligence and threat analysis.

Functional Responsibility: Provides specialized intelligence/counterintelligence and threat analysis and production support. Accesses and performs research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, down-loading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Develops I&TS documents, summaries, reports, presentations and other designated products in support of the customer's I&TS requirements. Presents briefings to key personnel (to include General Officers and SES personnel designated by the customer).

Minimum Education: Bachelor's Degree or equivalent experience and 4 years of experience in intelligence and threat analysis for a Department of Defense Agency. Master's Degree and 3 years of related intelligence experience preferred. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Formal CI training from a service academy is preferred.

**Job Title: Intelligence/Counterintelligence Analyst II**

Minimum/General Experience: Six (6) years of experience in intelligence/ counterintelligence and threat analysis.

Functional Responsibility: Provides specialized intelligence and threat analysis and production support. Accesses and performs research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, down-loading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Develops I&TS documents, summaries, reports, presentations and other designated products in support of the customer's I&TS requirements. Presents briefings to key personnel (to include General Officers and SES personnel) designated by the customer. May provide leadership to lower level employees.

Minimum Education: Bachelor's Degree or equivalent experience and 6 years of experience in intelligence and threat analysis. Master's Degree and 3 years of related intelligence experience preferred. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Formal CI training from a service academy is preferred.

**Job Title: Intelligence/Counterintelligence Analyst III**

Minimum/General Experience: Seven (7) years of intelligence / counterintelligence analysis experience. Experience in providing protection of critical program information in the National Security field is



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desirable. Familiarity with intelligence software products and tools is required. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Responsible for the analysis of foreign intelligence threats. Conducts critical research. Collect, analyze and interpret counterintelligence/intelligence data. Research, develop, test, and evaluate programs. Respond to customer requirements and requests. Supervise and manage intelligence support.

**Minimum Education:** Bachelor's Degree or equivalent experience. Master's Degree and four years of experience in the intelligence field is preferred. Formal CI training from a service academy is preferred.

**Job Title: Intelligence/Counterintelligence Analyst IV**

**Minimum/General Experience:** Nine (9) years in intelligence / counterintelligence. Knowledge of intelligence community and standard intelligence information systems including JDISS and IntelLink and analytical tools such as Analyst Notebook is required. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Responsible for the analysis of foreign intelligence threats. Conducts critical research. Collect, analyze and interpret counterintelligence/intelligence data. Research, develop, test, and evaluate programs. Respond to customer requirements and requests. Supervise and manage intelligence support.

**Minimum Education:** Bachelor's Degree or equivalent experience. Master's Degree and six years of experience in the intelligence field is preferred. Formal CI training from a service academy is required.

**Job Title: Linguist Analyst I**

**Minimum/General Experience:** One to two years of experience. Under direct supervision of the Program Manager, Project Manager or Site Supervisor, supports overall business process or facility / security functions by performing language translation or transcription. Supports overall Customer Service where language is a barrier to communication or data input / analysis. Ability to do graphic translation and analysis in foreign languages. Must be proficient in transcription, translation and analysis. Must have US citizenship, be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Studies components, structure, and relationships within specified language to provide comprehension of its social functioning. Prepares description of sounds, forms, and vocabulary of language. Contributes to the development of linguistic theory. Applies linguistic theory to any of following areas: development of improved methods in translation, including computerization; teaching of language to other than native speakers; preparation of language-teaching materials, dictionaries, and handbooks; reducing previously unwritten languages to standardized written form; preparation of literacy materials; preparation of tests for language-learning aptitudes and language proficiency; consultation with



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government agencies regarding language programs; or preparation of descriptions of comparative languages to facilitate improvement of teaching and translation.

Minimum Education: Bachelor's Degree in a foreign language or equivalent experience. Master's Degree preferred. DLI 2/2 or equivalent certification required.

**Job Title: Linguist Analyst II**

Minimum/General Experience: Two (2) years of practical application experience. Ability to do graphic translation and analysis in foreign languages such as, but not limited to, the following languages. Must be proficient in both translation, transcription and analysis. Must have US citizenship and applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Studies components, structure, and relationships within specified language to provide comprehension of its social functioning. Prepares description of sounds, forms, and vocabulary of language. Contributes to the development of linguistic theory. Applies linguistic theory to any of following areas: development of improved methods in translation, including computerization; teaching of language to other than native speakers; preparation of language-teaching materials, dictionaries, and handbooks; reducing previously unwritten languages to standardized written form; preparation of literacy materials; preparation of tests for language-learning aptitudes and language proficiency; consultation with government agencies regarding language programs; or preparation of descriptions of comparative languages to facilitate improvement of teaching and translation. May provide leadership and guidance to a team of other linguists/analysts.

Minimum Education: Bachelor's Degree in a foreign language or equivalent experience and 2 years of practical application. Master's Degree preferred. DLI 2/2 is required.

**Job Title: Personnel Security Management I**

Minimum/General Experience: Seven (7) years of experience reflecting a demonstrated knowledge of personnel security policies and procedures and reflects a personality and temperament to promote positive interactions with the public. They must also have in depth knowledge of investigative and adjudicative requirements for national security and/or adjudicative requirements for national security and/or sensitive positions, to include an understanding of applicable public laws, executive orders, court decisions, OPM regulations, DOD and DCI directives and instructions pertaining to personnel security matters. Contractor personnel must have knowledge of a wide range of security concepts, principles and practices to enable them to accurately and independently review, analyze and resolve complex security issues. They must be able to exercise unbiased judgment and have experience in interpreting, adapting, and applying the overall national security guidelines to derogatory and complex issues. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Supervises the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. Reviews completed forms to



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ensure accuracy in accordance with applicable policy and directives. Maintains personnel security files and suspense logs for all phases of the personnel security process, coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Coordinators and Assistants. Additionally, may be tasked to review background investigations and case files for national security issues. Prepare accurate, concise, and understandable synopses for each case. Develop recommendations with sufficient supporting rationale to enable the customer to decide whether to grant, deny, or revoke a security clearance or eligibility to occupy sensitive positions. Check the status of pending cases. Prepare written reports and briefings as required.

Minimum Education: Bachelor's Degree or equivalent experience or a High School diploma / GED with at least 4 years of experience in personnel security including three years of supervisory responsibilities.

### **Job Title: Personnel Security Management II**

Minimum/General Experience: Nine (9) years of experience reflecting a demonstrated knowledge of personnel security policies and procedures and reflects a personality and temperament to promote positive interactions with the public. They must also have in depth knowledge of investigative and adjudicative requirements for national security and/or adjudicative requirements for national security and/or sensitive positions, to include an understanding of applicable public laws, executive orders, court decisions, OPM regulations, DOD and DCI directives and instructions pertaining to personnel security matters. Contractor personnel must have knowledge of a wide range of security concepts, principles and practices to enable them to accurately and independently review, analyze and resolve complex security issues. They must be able to exercise unbiased judgment and have experience in interpreting, adapting, and applying the overall national security guidelines to derogatory and complex issues. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Supervises the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. Reviews completed forms to ensure accuracy in accordance with applicable policy and directives. Maintains personnel security files and suspense logs for all phases of the personnel security process, coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Coordinators and Assistants.

Minimum Education: Bachelor's Degree or equivalent experience or a High School Diploma / GED with at least 7 years of experience in personnel security including five years of supervisory responsibilities.

### **Job Title: Personnel Security Management III**

Minimum/General Experience: Twelve (12) years of experience reflecting a demonstrated knowledge management of personnel security policies and procedures and reflects a personality and temperament to promote positive interactions with the public. They must also have in depth knowledge of investigative and adjudicative requirements for national security and/or adjudicative requirements for national security and/or sensitive positions, to include an understanding of applicable public laws, executive orders, court decisions,



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OPM regulations, DOD and DCI directives and instructions pertaining to personnel security matters. Contractor personnel must have knowledge of a wide range of security concepts, principles and practices to enable them to accurately and independently review, analyze and resolve complex security issues. They must be able to exercise unbiased judgment and have experience in interpreting, adapting, and applying the overall national security guidelines to derogatory and complex issues. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Manages the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. Reviews completed forms to ensure accuracy in accordance with applicable policy and directives. Maintains personnel security files and suspense logs for all phases of the personnel security process, coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Coordinators and Assistants.

Minimum Education: Master's Degree or Bachelor's Degree with at least nine years of experience in personnel security including five years of supervisory responsibilities.

#### **Job Title: Physical Security Manager I**

Minimum/General Experience: Seven (7) years of experience in physical security systems, including three years in supervisory positions. Must possess a working knowledge of industrial physical security, information security, and experience in administering a physical security inspection or audit program in accordance with federal standards. Possesses operational understanding of resource and financial management. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Responsible for managing the physical security self-assessment and resource management programs. Plans and conducts installation vulnerability assessment and physical security survey, to include scheduling and conducting physical security audits (inspections). Maintains a Physical Security Action, coordinates and maintains an up-to-date Threat Assessment. Maintains constant dialogue with security force concerning their observations and reports. Conducts Counter-Terrorism Travel briefings to agency employees as required. Additionally, may be tasked to review background investigations and case files for national security issues. Prepare accurate, concise, and understandable synopses for each case. Develop recommendations with sufficient supporting rationale to enable the customer to decide whether to grant, deny, or revoke a security clearance or eligibility to occupy sensitive positions. Check the status of pending cases. Prepare written reports and briefings as required.

Minimum Education: Bachelor's Degree or equivalent experience in a field of study relevant to the work being performed.

#### **Job Title: Physical Security Manager II**

Minimum/General Experience: Ten (10) years of experience in the field of physical security, with four years of experience in a supervisory role in a security or police organization. Able to organize, write



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policies, set priorities, and analyze complex issues. Must possess the ability to communicate diplomatically and effectively with customers and action officers. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Advises senior managers in physical security project planning, development, implementation, and monitoring. Oversees and reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy and standards. Reviews and authorizes requests for funding of physical security improvements. Additionally, may be tasked to review background investigations and case files for national security issues. Prepare accurate, concise, and understandable synopses for each case. Develop recommendations with sufficient supporting rationale to enable the customer to decide whether to grant, deny, or revoke a security clearance or eligibility to occupy sensitive positions. Check the status of pending cases. Prepare written reports and briefings as required.

Minimum Education: Bachelor's Degree or equivalent experience in disciplines related to the nature of the contract work or in business related field. Master's degree preferred.

### **Job Title: Program Manager I**

Minimum/ General Experience: Six (6) years general experience, of which at least four years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/ or management.

Functional Responsibility: Serves as the: Contractor's single contract manager, and shall 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 performance and quality assurance.

Minimum Education: Bachelor's Degree in discipline related to the nature of the contract or in business related field. A Master's Degree may be substituted for three years of general experience.

### **Job Title: Program Manager II**

Minimum/ General Experience: Eight (8) years general experience, of which at least six years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management.



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Functional Responsibility: Serves as the Contractor's single contract manager, and shall 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; 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: A Bachelor's Degree or equivalent experience in disciplines related to the nature of the contract work or in business related field. A Master's Degree may be substituted for four years of general experience. PMP, DAWAI or equivalent certification is preferred.

**Job Title: Program Manager III**

Minimum/General Experience: Ten (10) years general experience, of which at least eight years must be specialized and five years supervisory. Specialized experience includes: advanced practical experience in managing diverse protection programs with emphasis in managing security or related operations such as Acquisition RDT&E or technology based programs of complex proportions, project development from inception to deployment, expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management.

Functional Responsibility: Serves as the Contractor's single contract manager, and shall 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; 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: A Master's Degree or equivalent experience in a discipline related to the nature of the contract work or in business related field. With a Bachelor's Degree twelve years of general experience of which at least eight years specialized experience is required. PMP, DAWAI or equivalent certification is preferred.

**Job Title: Program Manager IV**

Minimum/General Experience: Over fifteen years general experience, of which at least twelve years must be specialized and eight years supervisory. Specialized experience includes advanced practical experience in managing diverse protection programs with emphasis in major security or related operations such as acquisition RDT&E or technology based programs of complex proportions, project development from inception to deployment, expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/ or subcontracts of various complexity and/or



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multiple contracts. General experience includes increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.

Functional Responsibility: Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government to include senior/executive levels, 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; 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: A Master's Degree in a discipline related to the nature of the contract work or in a business related field; fifteen years of general experience of which at least twelve years specialized experience is required. With a Bachelor's Degree at least twenty years general and twelve years specialized experience is required. PMP, DAWAI or equivalent certification is preferred.

#### **Job Title: Program Support**

Minimum/General Experience: Five (5) years experience, of which at least three (3) years must be specialized. Specialized experience includes: program development from inception to deployment; management and control of funds and resources reporting mechanisms; and demonstrated capability in managing multi-task contracts and/or subcontracts of various types. General experience includes increasing responsibilities in information systems design and/or management.

Functional Responsibility: Responsible for formulating and enforcing work standards, reviewing contractor schedules, work discrepancies, communicating policies, purposes, and goals of the organization. Shall be

responsible for the contract performance and shall not serve in any other capacity under this contract.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline or equivalent experience in a technical or business discipline.

#### **Job Title: Project Manager**

Minimum/General Experience: Six (6) years general experience, of which at least two years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.

Functional Responsibility: Under the guidance of the Program Manager, plans organizes, directs and supports all activities identified in individual or multiple delivery/task orders; ensures conformance with task order schedules and costs; monitors employee performance productivity. IN addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating



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and enforcing work standards; assigning contractor schedules, reviewing work discrepancies; supervising contractor personnel; assisting in all project management 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 in the absence of the Program Manager.

Minimum Education: A Bachelor's degree or an equivalent combination of formal education, experience, professional training and certifications. A Master's Degree may be substituted for three years of general experience. With an Associate's Degree eight years is experienced is required.

### **Job Title: Project Manager – II**

Minimum/General Experience: Ten (10) years of experience, of which at least six (6) years must be specialized. Specialized experience includes: project development from inception to deployment; expertise in the management and control of funds and resources using complex reporting **mechanisms**; **and** demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Functional Responsibility: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), Government management personnel and customer agency representatives. Under the guidance of the Program Manager, this individual is responsible for the overall management of the specific task order(s) and for insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems. Assigned to a security project employing up to 200 security, supervisory, and/or support personnel except when a direct to a Program Manager.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline or equivalent experience in a technical or business discipline.

### **Job Title: Security Analyst I**

Minimum/ General Experience: Six (6) years of general and within one or more, or combination of, the standard U.S. Government technical, physical, information, personnel, operational or signal security: antiterrorism; counterterrorism; counterdrug; computer security; 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 discipline; experience conducting analysis; training and training development; and/or experience establish complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Provides expert consulting services. Functions may but not necessarily be



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limited to services such as recommending and writing organizational policy procedure documents, curriculum development and training, establishing risk management/assessment methodology, preparing and conducting high research, preparing reports and special studies, and/or assisting in program development and implementation.

Minimum Education: Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications. A Master's Degree may be substituted for three years of general experience.

### **Job Title: Security Analyst II**

Minimum/General Experience: Nine (9) years of general and specific Government security fields (e.g.; technical, physical, information, personal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Provides expert consulting services. Performs functions at highest levels, interacts with senior officials and policy makers. Functions may but not necessarily be limited to services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development at management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education: Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields are desired.

### **Job Title: Security Analyst III**

Minimum/General Experience: Twelve (12) years of general and specialized experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; 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; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with the most senior levels of Government and policy makers. Will be subject to a government security investigation and must meet eligibility requirements for access to classified



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information.

Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/ assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education: Bachelor's Degree or equivalent experience. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.

**Job Title: Security Analyst IV**

Minimum/General Experience: Sixteen (16) years of general specialized experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; 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; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with the most senior levels of Government and policy makers. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education: Master's Degree or equivalent experience. With a Bachelor's Degree a combined twenty years of general and specialized experience is required. Professional certifications and training in related fields is desired.

**Job Title: Security Escort – Secret**

Minimum/General Experience: Must be at least 21 years of age with two (2) years work or security experience; must be computer literate; must have or be able to obtain client-required clearance (secret); must possess a valid state driver's license; and must have completed a state- or local-sanctioned security guard/officer training program meeting licensing requirements and issuance. The Security Escort may be uniformed or non-uniformed, is unarmed and functions without limited arrest authority. The security escort provides deterrence against the commission of wrongful acts against client employees, visitors, guests, their persons and property and the property of the client.



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**Functional Responsibility:** Monitors facility ingress and egress; ensures verification and issuance of client-required identification; oversees mail and package deliveries; aids in discovery of security violations and early reporting of emergencies; and provides directions and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities, grounds, parking lots, garages, and outbuildings, etc. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response. Conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and records visitor ingress and egress. Prepares written reports detailing security-related activity and incidents and reports directly to the first-line supervisor; testifies in administrative hearings and civil and criminal proceedings. This position intervenes when action to safeguard persons or property is appropriate.

**Minimum Education:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements. Must be at least 21 years of age with two (2) years work or security experience; must be computer literate; must have or be able to obtain client-required clearance (secret); must possess a valid state driver's license; and must have completed a state- or local-sanctioned security guard/officer training program meeting licensing requirements and issuance.

**Job Title: Security Escort – Top Secret**

**Minimum/General Experience:** Must be at least 21 years of age with two (2) years work or security experience; must be computer literate; must have or be able to obtain client-required clearance (top secret); must possess a valid state driver's license; and must have completed a state- or local-sanctioned security guard/officer training program meeting licensing requirements and issuance. The Security Escort

may be uniformed or non-uniformed, is unarmed and functions without limited arrest authority. The Security Escort provides deterrence against the commission of wrongful acts against client employees, visitors, guests, their persons and property, and the property of the client.

**Functional Responsibility:** Monitors facility ingress and egress; ensures verification and issuance of client-required identification; oversees mail and package deliveries; aids in discovery of security violations and early reporting of emergencies; provides directions and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities, grounds, parking lots, garages, and outbuildings, etc. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response. Conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, and fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and records visitor ingress and egress. Prepares written reports detailing security-related activity and incidents and reports directly to the first-line supervisor; testifies in administrative hearings and civil and criminal proceedings. This position intervenes when action to safeguard persons or property is appropriate.

**Minimum Education:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements; must be at least 21 years of age with two (2) years work or security experience; must be computer literate; must have or be able to obtain client-required clearance (secret);



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must possess a valid state driver's license; and must have completed a state- or local- sanctioned security guard/officer training program meeting licensing requirements and issuance.

### **Job Title: Security Specialist I**

Minimum/General Experience: Three (3) years of 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, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure, protection; technology protection; information operations; or industrial security). 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 solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibilities: Perform and or manage security services in one or more 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). Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.

Minimum Education: Associates Degree or an equivalent combination of formal education, experience, professional training and certifications.

### **Job Title: Security Specialist II**

Minimum/General Experience: Four (4) years of 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, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure, protection; technology protection; information operations; or industrial security). 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 solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Functional Responsibilities: Perform and or manage security services in one or more 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). Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.



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**Minimum Education:** Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications.

**Job Title: Security Specialist III**

**Minimum/General Experience:** Eight (8) years of 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, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure, protection; technology protection; information operations; or industrial security). 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 solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Perform and 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 a security designs, training programs and assessments). Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.

**Minimum Education:** Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications. A Master's Degree may be substituted for four years of general experience.

**Job Title: Security Specialist IV**

**Minimum/General Experience:** Ten (10) years security experience within one or more of the standard U.S. Government security fields (e.g.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing security programs and policies. Requires solid and proven writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Functional Responsibility:** Perform and or manage security services in 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). Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules. Manage projects and supervise other security specialists.



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**Minimum Education:** A Bachelor's Degree or an equivalent combination of formal education, experience, professional training and certifications. A Master's Degree may be substituted for four years of general experience.

**Job Title: Technical Support**

**Minimum/General Experience:** Eight (8) years related experience, of which at least six (6) years must be specialized in security. Assist in managing a catalog of current training events and mobile training teams. Specialized experience includes: project development from inception to deployment; expertise in the management and control of funds and resources using complex reporting mechanisms; and demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in multiple areas of security to include personnel, operational, physical, and technical, information security and/or management. Must possess a general knowledge of the Federal Intelligence and Law Enforcement programs documentation processes that support counterintelligence investigations and operations worldwide. Provide full technical, planning, logistics and implementation support by developing analyses, studies, reports and recommendations. Provide concept development to include the impact of phased or changing mission tasking, changing national and regional intelligence priorities, new or emerging technologies/systems, and an examination of the impact on existing or planned training programs.

**Functional Responsibility:** Will also be responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract.

**Minimum Education:** Bachelor's Degree in related discipline or an equivalent combination of security related education/technical training and experience.

**Job Title: Technical Writer I**

**Minimum/General Experience:** 1-2 years of technical writing and editing experience.

**Functional Responsibility:** Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents or sections of documents such as manuals, procedures and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics coverage, format and style. Assists in production of product deliverables. Performs other, related duties as assigned. Gathers data and assists in development of draft products. Assists in coordinating product production. Reviews specifications against developed product for compliance.

**Minimum Education:** Bachelor's Degree in applicable technical field or equivalent experience and excellent communication skills.

**Job Title: Technical Writer II**

**Minimum/General Experience:** Three (3) years technical writing and editing experience.



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**Functional Responsibility:** Researches, writes, edits and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. Assists in establishing style guidelines and standards for text and illustration. Performs other, related duties as assigned. Develops technical material in accordance with specifications. Edits, reviews and generates new materials for product completeness. Interfaces with technical elements for clarification of data.

**Minimum Education:** Bachelor's Degree in applicable technical field or equivalent experience and excellent communication skills.

**Job Title: Technical Writer III**

**Minimum/General Experience:** Five (5) years technical writing and editing experience.

**Functional Responsibility:** Participates in all phases of documentation development. Researches, organizes, writes, edits and produces technical data for major publication projects. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics coverage, format and style. May participate in the establishment of style guidelines and standards for text and illustration. Extracts data from technical manuals to satisfy requirements. Obtains material from vendor manuals for incorporation into new documentation. Interfaces with customer for data/task clarification. May provide work leadership for lower level employees.

**Minimum Education:** Bachelor's Degree in applicable technical field or equivalent experience and excellent communication skills.

**Job Title: Technical Writer IV**

**Minimum/General Experience:** Seven (7) years technical editing/writing experience.

**Functional Responsibility:** Researches, organizes, writes, edits and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods and the like. Coordinates publication with outside sources and vendors, as needed. Develops department editing standards and styles. May provide work leadership for lower level employees. Develops estimates for task assignment. Plans, coordinates and controls all resources necessary to accomplish tasking. Coordinates inputs to estimates for task assignment. Reviews and evaluates products. Coordinates with customers for data exchange.

**Minimum Education:** Bachelor's Degree in applicable technical field or equivalent experience and excellent communication skills.

**Job Title: Threat Analyst I**

**Minimum/General Experience:** Entry level position. Two (2) years of network security experience.



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Functional Responsibility: Protect from, identify and report then investigate threats to the network.

Minimum Education: High School Diploma or Associate's Degree in associated IT field.

**Job Title: Threat Analyst II**

Minimum/General Experience: 3-5 years of network security experience. Protect from, identify and report then investigate threats to the network.

Functional Responsibility: Protect from, identify and report then investigate threats to the network. Perform vulnerability assessments and produce threat and vulnerability assessment reports.

Minimum Education: Associate's Degree or higher in related field or equivalent experience. Certifications: Security+ required. CEH, GCIH, GSEC, SSCP are preferred.

**Job Title: Threat Analyst III**

Minimum/General Experience: 6+ years of network security experience. Protect from, identify and report then investigate threats to the network.

Functional Responsibility: Protect from, identify and report then investigate threats to the network. Perform vulnerability assessments, prepare and deliver briefings to senior leaders and produce threat and vulnerability assessment reports.

Minimum Education: Bachelor's Degree or higher in related field or equivalent experience. Master's Degree preferred. Certifications: Must be certified in one or more of the following CEH, GCIH, GSEC, SSCP.