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.gsaadvantage.gov

SCHEDULE TITLE: Multiple Award Schedule (MAS)

CONTRACT NUMBER: GS-07F-0071X

CONTRACT PERIOD: October 21, 2010 – October 20, 2025
For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

PRICE LIST CURRENT THROUGH: MAS Refresh 13 (PS-A847), effective 07/01/2022

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

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

Contract Administration: Warren Galle, 703-364-5711 (phone), wgalle@grsco.com

BUSINESS SIZE: Service-Disabled Veteran Owned Small Business (SDVOSB)
UEI: CRKJNWWDZKA8
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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINS) SIN Description:
   334512 Total Solution Support Products for Facilities Management Systems
   561611 HR Support: Pre-Employment Background Investigations
   561612 Protective Service Occupations
   541519PIV HSPD12 Product and Service Components
   54151S IT Professional Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: Not Applicable

1c. HOURLY RATES: See pricelist.

2. MAXIMUM ORDER*: $: SIN 334512, 561612: $250,000, SIN 561611, 54151S $500,000, 541519PIV: $1,000,000 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 contactor 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 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

11c. OVERNIGHT AND 2-DAY DELIVERY: Not Applicable - SERVICES

11d. URGENT REQUIREMENTS: 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
eeling@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

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

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 CENTRAL CONTRACTOR REGISTRATION(CCR) DATABASE: 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 amid 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.
**GSA PRICELIST**

SIN 334512 – Total Solution Support Products for Facilities Management Systems

<table>
<thead>
<tr>
<th>Job Title</th>
<th>GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Control I</td>
<td>$39.59</td>
</tr>
<tr>
<td>Access Control II</td>
<td>$45.23</td>
</tr>
<tr>
<td>Access Control III</td>
<td>$57.77</td>
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<tr>
<td>Administrative Assistant**</td>
<td>$73.86</td>
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<tr>
<td>Administrative Assistant, Senior</td>
<td>$93.61</td>
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<tr>
<td>Administrative Security Specialist I</td>
<td>$53.45</td>
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<td>Administrative Security Specialist II</td>
<td>$58.80</td>
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<td>Administrative Security Specialist III</td>
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<td>Administrative Security Specialist IV</td>
<td>$76.97</td>
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<td>$53.45</td>
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<td>Administrative Specialist III</td>
<td>$64.13</td>
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<tr>
<td>Antiterrorism/Force Protection Specialist I</td>
<td>$67.90</td>
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<tr>
<td>Antiterrorism/Force Protection Specialist II</td>
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<tr>
<td>Antiterrorism/Force Protection Specialist III</td>
<td>$91.93</td>
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<tr>
<td>Antiterrorism/Force Protection Specialist IV</td>
<td>$112.22</td>
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<tr>
<td>Criminal Analyst I</td>
<td>$58.81</td>
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<td>$71.25</td>
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<tr>
<td>Criminal Analyst III</td>
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<td>Functional Analyst I</td>
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<td>Intelligence/Counterintelligence Analyst I</td>
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<tr>
<td>Intelligence/Counterintelligence Analyst II</td>
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<td>$80.18</td>
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<td>Linguist Analyst I</td>
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<td>Personnel Security Management I</td>
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<td>Program Manager II</td>
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<td>Program Manager III</td>
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<td>Project Manager</td>
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<tr>
<td>Job Title</td>
<td>GSA Rate</td>
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<tr>
<td>------------------------------</td>
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<tr>
<td>Security Analyst I</td>
<td>$89.25</td>
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<tr>
<td>Security Analyst II</td>
<td>$97.55</td>
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<tr>
<td>Security Analyst III</td>
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<td>Security Analyst IV</td>
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<tr>
<td>Security Escort – Secret**</td>
<td>$76.57</td>
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<tr>
<td>Security Escort - Top Secret**</td>
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<tr>
<td>Security Specialist I</td>
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<tr>
<td>Threat Analyst III</td>
<td>$106.87</td>
</tr>
</tbody>
</table>

**SCLS Eligible Categories**

**SIN 561611 HR Support: Pre-Employment Background Investigations**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjudicator I</td>
<td>$84.67</td>
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<td>Adjudicator II</td>
<td>$95.26</td>
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<tr>
<td>Adjudicator III</td>
<td>$99.59</td>
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<tr>
<td>Personnel Security Assistant I</td>
<td>$47.10</td>
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<tr>
<td>Personnel Security Assistant II</td>
<td>$51.27</td>
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<tr>
<td>Personnel Security Specialist I</td>
<td>$55.32</td>
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<tr>
<td>Personnel Security Specialist II</td>
<td>$62.51</td>
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<tr>
<td>Personnel Security Specialist III</td>
<td>$87.40</td>
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<tr>
<td>Project Manager</td>
<td>$123.22</td>
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<tr>
<td>Security System Analyst</td>
<td>$104.90</td>
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<tr>
<td>Senior Program Manager</td>
<td>$150.76</td>
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</table>

**SIN 561612 Protective Service Occupations**

<table>
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<th>Job Title</th>
<th>GSA Rate</th>
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</thead>
<tbody>
<tr>
<td>Access Control I**</td>
<td>$39.52</td>
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<tr>
<td>Access Control II**</td>
<td>$45.14</td>
</tr>
<tr>
<td>Access Control III**</td>
<td>$57.64</td>
</tr>
<tr>
<td>Administrative Assistant**</td>
<td>$73.72</td>
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<tr>
<td>Administrative Security Specialist I**</td>
<td>$53.35</td>
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<tr>
<td>Administrative Security Specialist II**</td>
<td>$58.68</td>
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<tr>
<td>Administrative Security Specialist III**</td>
<td>$69.34</td>
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<tr>
<td>Program Support</td>
<td>$91.19</td>
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<tr>
<td>Security Escort – Secret**</td>
<td>$76.42</td>
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<tr>
<td>Security Escort - Top Secret**</td>
<td>$76.42</td>
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**SCLS Eligible Categories**
### SIN 541519PIV HSPD12 Product and Service Components

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<th>Job Title</th>
<th>GSA Rate</th>
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<td>HSPD-12 Help Desk</td>
<td>$60.31</td>
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<tr>
<td>HSPD-12 Security Specialist</td>
<td>$67.20</td>
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<tr>
<td>HSPD-12 Administrator</td>
<td>$81.24</td>
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<tr>
<td>HSPD-12 Project Manager</td>
<td>$124.18</td>
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</table>

### SIN 54151S IT Professional Services

<table>
<thead>
<tr>
<th>Job Title</th>
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<tbody>
<tr>
<td>Information Assurance Specialist (Journeyman)</td>
<td>$91.44</td>
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<td>Information Assurance Specialist III</td>
<td>$126.18</td>
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<tr>
<td>Information System Security Officer II</td>
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<tr>
<td>Information System Security Officer I</td>
<td>$90.86</td>
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<tr>
<td>Network Specialist/Administrator</td>
<td>$71.96</td>
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<tr>
<td>Database Administrator II</td>
<td>$99.36</td>
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<tr>
<td>Counterintelligence Specialist II Cyber</td>
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<tr>
<td>Counterintelligence Specialist II Insider Threat</td>
<td>$115.16</td>
</tr>
<tr>
<td>Security Specialist II/Information Security Support</td>
<td>$79.91</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**LABOR CATEGORY DESCRIPTIONS**

**SIN 334512 – Total Solution Support Products for Facilities Management Systems**

**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:** Associate 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
Xperienced ★ Capable ★ Ready meets all operational needs.

**Functional Responsibility:** Under minimal supervision assists management personnel in preparation of reports and slides, coordinates special projects, works on proposals, responds to various inquiries 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 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. 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 inquiries 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.

**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:** Associate 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: Associate 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: Associate 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: 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: Associate 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.

Minimum Education: Associate 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 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:** Bachelor’s degree and eight years of experience or combination of Associate 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 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:** Bachelor’s 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:** Bachelor’s degree, or an equivalent combination of formal education, experience (four years of directly related experience). A Master’s degree may be substituted for two years of general experience.
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, operation 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.

Minimum Education: Bachelor’s degree, or an equivalent combination of formal education, experience (six years of directly related experience). A Master’s 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, operation 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.

Minimum Education: Bachelor’s degree, or an equivalent combination of formal education, experience (10 years of directly related experience). A Master’s 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, operation 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 of experience of which four 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. 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 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 of 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.

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, downloading 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, downloading 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 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.

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.  
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 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 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. 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 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, 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 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.

**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,
Experienced ★ Capable ★ Ready

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 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 of 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 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 ensuring 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
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 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.

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; 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 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.

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**Job Title: Security Specialist II**

**Minimum/General Experience:** Fours (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.

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

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**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 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: 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; counternarcotic; 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.

**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.
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.
Functional Responsibility: Protect from, identify, and report then investigate threats to the network.
Minimum Education: High School diploma or Associate 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 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.

SIN 561611 HR Support: Pre-Employment Background Investigations
Job Title: Adjudicator I
Minimum/General Experience: 3 years of experience.
Functional Responsibility: Adjudicates all completed investigations, reviews investigations and makes determinations as to whether sufficient data is available.
Minimum Education: Associate degree or 2+ years additional experience

Job Title: Adjudicator II
Minimum/General Experience: 5 years of experience.
Functional Responsibility: Adjudicates all completed investigations, reviews investigations and makes determinations as to whether sufficient data is available.
Minimum Education: Bachelor’s degree

Job Title: Adjudicator III
Minimum/General Experience: 7 years of experience.
Functional Responsibility: Adjudicates all completed investigations, reviews investigations, and makes determinations as to whether sufficient data is available. In addition, reviews and makes determinations on derogatory information received before and after adjudication, creates case files where necessary, prepares all documentation and provides client with rationale for employment/non-employment decisions.
Minimum Education: Bachelor’s degree

Job Title: Personnel Security Assistant I
Minimum/General Experience: 2 years of experience.
Functional Responsibility: Duties include conducting database and credit report checks; performing routine office administrative support functions. Review Personnel Security Questionnaires (SF-86 and SF-85P), verify information submitted on applications, contact subjects via approved methods to complete information on background investigation forms, input data from applications, retrieve data from credit bureaus, request Local Agency Checks, review reports to determine criminal records or traffic violations, and preparing reports for adjudication recommendation.
Minimum Education: High School/GED

Job Title: Personnel Security Assistant II
Minimum/General Experience: 3 years of experience.
Functional Responsibility: Duties include conducting database and credit report checks; performing routine office administrative support functions. Review Personnel Security Questionnaires (SF-86 and SF-85P), verify information submitted on applications, contact subjects via approved methods to complete information on background investigation forms, input data from applications, retrieve data from credit bureaus, request Local Agency Checks, review reports to determine criminal records or traffic violations, and preparing reports for adjudication recommendation.
Minimum Education: High School/GED
Job Title: Personnel Security Specialist I  
Minimum/General Experience: 1 year of experience.  
Functional Responsibility: Assists in conducting preliminary and final reviews of statement of personal history and related data prior to initiation of background investigation procedures. Conducts background investigations of individuals who would occupy positions where a determination of suitability for employment or access to classified information is required. Prepares reports on investigations resulting from interviews conducted. Assist in adjudicating personal background investigations for suitability for employment. Reviews PSQs, verifies information; retrieves data from credit bureaus, etc. Must have excellent written communication skills, experience interpreting local agency checks and credit reports; and possess excellent computer skills to include proficiency in MS Word and Excel.  
Minimum Education: None.

Job Title: Personnel Security Specialist II  
Minimum/General Experience: 3 years of experience.  
Functional Responsibility: Assists in conducting preliminary and final reviews of statement of personal history and related data prior to initiation of background investigation procedures. Conducts background investigations of individuals who would occupy positions where a determination of suitability for employment or access to classified information is required. Prepares reports on investigations resulting from interviews conducted. Assist in adjudicating personal background investigations for suitability for employment. Reviews PSQs, verifies information; retrieves data from credit bureaus, etc. Must have excellent written communication skills, experience interpreting local agency checks and credit reports; and possess excellent computer skills to include proficiency in MS Word and Excel.  
Minimum Education: None.

Job Title: Personnel Security Specialist III  
Minimum/General Experience: 5 years of experience.  
Functional Responsibility: Assists in conducting preliminary and final reviews of statement of personal history and related data prior to initiation of background investigation procedures. Conducts background investigations of individuals who would occupy positions where a determination of suitability for employment or access to classified information is required. Prepares reports on investigations resulting from interviews conducted. Assist in adjudicating personal background investigations for suitability for employment. Reviews PSQs, verifies information; retrieves data from credit bureaus, etc. Must have excellent written communication skills, experience interpreting local agency checks and credit reports; and possess excellent computer skills to include proficiency in MS Word and Excel.  
Minimum Education: None.

Job Title: Project Manager  
Minimum/General Experience: 6 years of experience.  
Functional Responsibility: This position is responsible for providing Project Management for a security program. 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, develops and implements training programs and remedial actions as necessary. Responsible for formulating 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 a Program Manager. The Project Manager must possess knowledge of the security industry and have proven specialized experience. 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
Job Title: Security System Analyst  
Minimum/General Experience: 4 years of experience.  
Functional Responsibility: Monitor, track, review, analyze, maintain, and compile vetting, pre-clear and adjudicative data to respond to various audits and reports. Work with helpdesk and vendor support contacts to resolve technical problems reported by users. Experience in evaluating prospective systems, recommending enhancements, testing the various phases, troubleshooting problems and training personnel. Knowledge and understanding of security regulations and policies affecting employment of individuals in federal government. Examine, identify, and evaluate various facts contained in written reports, discern information relevant to specific criteria and draw reasonable conclusions considering both positive and negative aspects. Meet deadlines and manage large volumes of data entry tasks and BI material.  
Minimum Education: Bachelor’s degree

Job Title: Senior Program Manager  
Minimum/General Experience: 10 years of experience.  
Functional Responsibility: This position is responsible for providing Program Management for a security program. 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. The Program Manager must possess a thorough knowledge of the security industry and have proven specialized experience. 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.  
Minimum Education: Bachelor’s degree

SIN 561612 Protective Service Occupations

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:** Associate degree or High School diploma / GED with equivalent experience.

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**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.

**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.

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**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.

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**Job Title: Administrator Security Specialist II**

Minimum/General Experience: 3 years.

**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:** Associate 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.

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**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: Associate 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: Program Support
Minimum/General Experience: Five (5) years of 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: Security Escort – Secret
Minimum/General Experience: Must be at least 21 years of age with two (2) years of 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 maybe 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; 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 of 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 of 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); 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.

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**SIN 541519PIV – HSPD-12 Product and Service Components**

**Job Title: HSPD-12 Help Desk**

Minimum/General Experience: Must have High School diploma or GED, and have a minimum of three (3) years specific HSPD-12 experience

**Functional Responsibility:** Provide support and assistance to all PIV Card Issuance Facility (PCIF) managers and PIV cardholders in the form of customer service. Customer Support Services shall include HSPD-12 related issues. Manage the consumables for the PCIF including replacing consumables, maintaining a consumables inventory, and providing printer consumable guidelines information based on inventory and usage metrics. Maintain an inventory of PCIF/HSPD-12 equipment to include issuing and receiving. Assist cardholders with re-setting a personal identity verification number (PIN) as required. Assist cardholders with trouble shooting techniques to resolve Physical Access Control Systems (PACS) and Logical Access Control System (LACS) issues. Manage the HSPD-12 Lost/Stolen/Compromised PIV card process to include providing instructions to cardholders, tracking and monitoring submitted reports. Manage the centrally printed PIV card process to included tracking, documenting, and shipping of PIV cards within the United States and internationally to authorized locations. Provide fingerprint services (hard copy and electronic) to support federal background investigation requirements and transmit for processing. Customer Service support personnel must have in-depth knowledge of and skills in Windows-based and web-based desktop applications.

**Job Title: HSPD-12 Security Specialist**

Minimum/General Experience: Must have a High School diploma or GED, and have a minimum of three (3) years of experience in the operation and life-cycle management of HSPD-12 or other government issue credentials. Must have strong written and oral communication skills. Must have strong organizational skills and must be a United States citizen.

**Functional Responsibility:** Printing and issuing new and replacement badges for client, staff, contractor, and liaison employees. Collection and validation of identity documents; capture images of applicant
fingerprints and taking applicant photographs. Processing ID cards to include Client, Representative, Photographer, and Official Courier. Program new IDs in client’s access control system. Processing all badge request and renewal forms, checking for proper authorization, vendor codes, clearance actions, etc. Providing training for all newly assigned Badge Office Employees, Contract Security Officers and Client Security Officer on the processing of badging paperwork. Processing credential requests. Troubleshooting inquiries, issues and other problems associated with the enrollment and issuance of badges. Creating and maintaining databases for outstanding credentials, ID cards, and compound passes. Providing photographs for Physical Security and Personnel Security Unit requests. Providing fingerprint services for all new employees, security clearance packets, and field fingerprint cards. Processing and mailing completed paperwork and fingerprint cards. Sorting through all badges and IDs returned to Badge Office, checking the database to identify their status and processing and/or disposing of badges accordingly. Answering telephone inquiries, questions regarding badge office policies, procedures, badging and processing issues. Maintaining the Client's rules and regulations for identifying interagency badges. Producing badges for special groups and events. Other duties as assigned.

**Job Title: HSPD-12 Administrator**

**Minimum/General Experience:** Associate degree or equivalent combination of formal education, experience, professional training and/or certifications. Minimum of five (5) years of experience in the operation and life-cycle management of HSPD-12 or other government issued credentials. Must have strong written and oral communication skills. Must have strong organizational skills. Must be a United States citizen.

**Functional Responsibility:** Team Lead responsible for scheduling and assigning duties to an HSPD-12 team and interacting with government points of contact to ensure consistent management of personnel. Assist in supporting nationwide HSPD-12 initiatives. Provide reports and data as requested to the government points of contact. Ensure newly assigned Badge Office Employees, Contract Security Officers and Client Security Officers are trained on the processing of badging paperwork. Perform oversight to and provide daily operations support of an HSPD-12 Specialist. Can serve as the designated HSPD-12 Enrollment Sponsor-Official.

**Job Title: HSPD-12 Project Manager**

**Minimum/General Experience:** Bachelor’s degree or equivalent combination of formal education, experience, professional training and/or certifications. Must have a minimum of seven (7) years of experience in the operation and life-cycle management of HSPD-12 or other government issued credentials. Must have strong written and oral communication skills. Must have strong organizational skills. Must be a United States citizen.

**Functional Responsibility:** Provide support for customer’s HSPD-12 Program providing PIV cards that are issued to federal employees and contractors for gaining access to federal IT systems and buildings located in the United States. The Project Manager will be responsible for the management and oversight of all activities performed by contractor personnel, by providing management, direction, training, administration, quality assurance, and leadership to the support staff operating the credentialing and enrollment centers where government employees and contractors will enroll to apply for PIV compliant identity badges and where the cards are activated, and other maintenance is performed. Acts as primary customer contact for contract program activities, leading program review sessions with customer to discuss cost, schedule, and performance. Establishes milestones and monitors adherence to master plans and schedules identifies program problems and provides solutions, such as allocation of resources or changing contractual specifications. Directly supervises all contractor employees, handling all personnel actions, scheduling, and training. Directs the work of employees assigned to the program as specified by the customer ensuring that they have a clear understanding of the expectations for performance of their duties as required by the contract. Preparing reports regarding deliverables, clearance statuses, projects, security, and contract status.
SIN 54151S - IT Professional Services

Job Title: Information Assurance Specialist (Journeyman)
Minimum/General Experience: 3 years; Security Clearance Level: Secret
Functional Responsibility: Services performed include, but are not limited to, designing, developing, engineering, and implementing integrated security system solutions that will ensure proprietary/confidential data and systems are protected. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems; tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely, and computer security policies and procedures are being implemented as defined in security plans. Duties include architecture design, system/network analysis, vulnerability and risk assessments, and security assessment of hardware and software. Performs duties on tasks that require expertise in firewall, cyber, cloud computing, implementation/configuration, physical security analysis of facilities, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, policy development and disaster recovery. In general, work complexity and responsibility will be greater at higher levels.
Minimum Education: Bachelor’s degree (BA/BS)

Job Title: Information Assurance Specialist III
Minimum/General Experience: 10 years; Security Clearance Level: Secret
Functional Responsibility: Services performed include, but are not limited to, designing, developing, engineering, and implementing integrated security system solutions that will ensure proprietary/confidential data and systems are protected. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems; tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely, and computer security policies and procedures are being implemented as defined in security plans. Duties include architecture design, system/network analysis, vulnerability and risk assessments, and security assessment of hardware and software. Performs duties on tasks that require expertise in firewall, cyber, cloud computing, implementation/configuration, physical security analysis of facilities, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, policy development and disaster recovery. In general, work complexity and responsibility will be greater at higher levels.
Minimum Education: Bachelor’s degree (BA/BS); CISSP certification

Job Title: Information System Security Officer II
Minimum/General Experience: 5 years; Security Clearance Level: Secret
Functional Responsibility: The ISSO is responsible for administering, assuring, and maintaining a unique communication system network. The network allows secure communication of critical mission data to multiple agencies and bases. The individual will be responsible for ensuring the appropriate operational security posture is maintained for an information system and as such, works in close collaboration with the Information Systems Security Manager (ISSM) and plays an active role in
monitoring a system and its environment. Additionally, the individual is responsible for developing and updating the system security system control traceability matrix (SCTM), the system security plan (SSP), managing and controlling changes to the system, assessment, and authorization (A&A) package and assessing the security impact of those changes. The individual will ensure systems are operated, maintained, and disposed of in accordance with security policies and procedures as outlined in the security authorization package. They must ensure all users have the requisite security clearances, authorization, need-to-know, and are aware of their security responsibilities before granting access to the Information System. Must conduct periodic reviews of information systems to ensure compliance with the security authorization package, and monitor system recovery processes to ensure security features and procedures are properly restored and functioning correctly. The individual must ensure all IS security-related documentation is current and accessible to properly authorized individuals and that all audit records are collected and reviewed.

**Minimum Education:** Associate degree; Security+ certification

**Job Title: Information System Security Officer I**

**Minimum/General Experience:** 3 years; Security Clearance Level: Secret

**Functional Responsibility:** The ISSO is responsible for administering, assuring, and maintaining a unique communication system network. The network allows secure communication of critical mission data to multiple agencies and bases. The individual will be responsible for ensuring the appropriate operational security posture is maintained for an information system and as such, works in close collaboration with the Information Systems Security Manager (ISSM) and plays an active role in monitoring a system and its environment. Additionally, the individual is responsible for developing and updating the system security system control traceability matrix (SCTM), the system security plan (SSP), managing and controlling changes to the system, assessment, and authorization (A&A) package and assessing the security impact of those changes. The individual will ensure systems are operated, maintained, and disposed of in accordance with security policies and procedures as outlined in the security authorization package. They must ensure all users have the requisite security clearances, authorization, need-to-know, and are aware of their security responsibilities before granting access to the Information System. Must conduct periodic reviews of information systems to ensure compliance with the security authorization package, and monitor system recovery processes to ensure security features and procedures are properly restored and functioning correctly. The individual must ensure all IS security-related documentation is current and accessible to properly authorized individuals and that all audit records are collected and reviewed.

**Minimum Education:** Associate degree; Security+ certification

**Job Title: Network Specialist/Administrator**

**Minimum/General Experience:** 1 year; Security Clearance Level: Secret

**Functional Responsibility:** The Network Specialist will provide first-line response and assistance to solve customers’ administrative and technical problems on client-level workstations and end user devices, operating systems, peripherals, and applications. Install and configure end-user workstation hardware, software, and peripherals. They will troubleshoot user issues with, and/or provide technical assistance and product support/setup for, operating system and/or common application functionality (e.g., customer issues with Microsoft Office product use, email set-up, browser functionality, printer set-up, and network drive mapping to name a few). They will be required to install patches and/or modify client system configurations to protect against identified vulnerabilities (e.g. applying security technical implementation guide (STIG) and/or commercial vendor security updates / patches, install and maintain peripheral equipment such as printers, modems, and scanners. Must ensure limited user access and access permissions on computer systems are imposed and maintained – typically driven by regulatory requirements and overseen by an Information System Security Officer (ISSO). At times they will work closely with the ISSO for data transfers and media creation, facilitate and coordinate user account creation and modification, and manage user support and coordinate with back shop.
administrators when additional assistance is required.

**Minimum Education:** High School diploma/GED; Security+ certification

**Job Title: Database Administrator II**

- **Minimum/General Experience:** 1 year; Security Clearance Level: Secret
- **Functional Responsibility:** The Database Administrator (DBA) works with software and determines ways to organize and store data. Identify user requirements, set up computer databases, and test and coordinate modifications to the computer database systems. Ensures the performance of the system, understands the platform on which the database runs, and adds new users to the system. Plans and coordinates security measures - data integrity, backup systems, and database security. Provides technical assistance to computer system users, answers questions, or resolves computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. Provides technical expertise in the use of Database Management System (DBMS).

**Minimum Education:** High School diploma/GED; CISSP certification

**Job Title: Counterintelligence Specialist II Cyber**

- **Minimum/General Experience:** 5 years; Security Clearance Level: Secret
- **Functional Responsibility:** Specialized in providing the full range of security/cybersecurity incident data collection and correlation, engineering, analysis, testing and/or support. The scope of responsibility relates to one or more of the following IT areas: information/data, computer hardware or software, networks, mobile computing, cloud, and/or applications. Specialized tasks may include but are not limited to ethical hacking, penetration testing or risk and vulnerability assessment (RVA), whether related to potential or actual threats, attacks, incidents, forensics, intrusions, and/or responses/remediation.

**Minimum Education:** Bachelor’s degree (BA/BS); CISSP certification

**Job Title: Counterintelligence Specialist II Insider Threat**

- **Minimum/General Experience:** 5 years; Security Clearance Level: Secret
- **Functional Responsibility:** Collects intelligence including Indicators of Compromise (IOCs). Develops and maintains specialized knowledge related to crime ware, botnets, state-affiliated actors, high-level organized crime, hacktivism, and DDoS techniques. Maintains and analyzes security systems log files, reconciles correlated security events, and further develops current security event correlation capabilities. Supports investigations with intelligence collection, analysis, and/or dissemination. Conducts independent research to identify cybersecurity threats; and produces analytical products. Compiles and analyzes cyber threat information and making recommendations based on suspected or known context to draw insights and conclusions regarding its relative threats. Produces; edits; and distributes a variety of concise and actionable threat analysis and warning products in electronic and/or written and presentation form to stakeholders/customers. Conducts studies and makes recommendations to identify cyber threats; threat vectors; threat actors; and threat trends. Identifies and develops threat signatures from available sources. Maintains threat indicators in a threat intelligence platform. Implements and supports standard procedures for incident response. Interfaces with Security Officers and Incident Response Teams. Has knowledge and understanding of intelligence community standards and directives. Desirable to have working knowledge of technical security countermeasures systems and regulations regarding technical, physical, and procedural security.

**Minimum Education:** Bachelor’s degree (BA/BS); Security+ certification

**Job Title: Security Specialist II/Information Security Support**

- **Minimum/General Experience:** 5 years; Security Clearance Level: Secret
- **Functional Responsibility:** Knowledge and experience with information network security equipment. Understanding of information network threats such as computer viruses. Tests and operates firewalls,
intrusion detection systems, enterprise anti-virus systems and software deployment tools. Safeguards
the network against unauthorized infiltration, modification, destruction, or disclosure. May research,
evaluate, test, recommends communicate and implement new security software or devices. Implements,
enforces, communicates, and develops security policies or plans for data, software applications,
hardware, and telecommunications. Provides information to management regarding the negative impact
caused by theft, destruction, alteration, or denial of access to information. Provides recommendations
on information assurance engineering standards, implementation dependencies, and changing
information assurance related technologies.
Minimum Education: Associate degree; ISMC Course IF 201.01