



Culpepper & Associates Security Services, Inc.
Force Protection Services · Professional Services

GENERAL SERVICES ADMINISTRATION

**FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE
PRICE LIST**

SCHEDULE TITLE: Security and Protection Category

SIN 561612

Contract Number: GS-07F-0168T

Contract Period: January 1, 2007 to December 31, 2024

Culpepper & Associates Security Services, Inc.
Corporate Headquarters - 1810 Water Place SE, Suite 180 Atlanta, GA 30339
Phone: (770) 916-0060; Fax: (770) 916-0060

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Cage Code: 1XZZ6

Business Size: Small Business
Service Disabled Veteran Owned Small Business
Minority-Owned



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

CORPORATE PROFILE

Culpepper & Associates Security Services, Inc. (d/b/a CAA) is a 100 percent Minority Owned, Services Disabled Veteran Owned Small Business (SDVOSB), privately held corporation with over 28 years of experience in the physical security industry and other related security industry. Headquartered in Atlanta, Georgia, with a National Capital Region (NCR) office in Alexandria, Virginia, and regional and branch offices in the following locations:

- Northeast Region office in Buffalo, New York and branch office in Boston, Massachusetts.
- Southeast Region office in Tampa, Florida and branch offices in New Orleans, Louisiana and Jackson, Mississippi.
- Southwest Region office in Austin, Texas, and branch office in Phoenix, Arizona.
- West Region office in Concord, California, and branch office Las Vegas, Nevada.
- South Pacific Region office in Honolulu, Hawaii and branch office in Hilo, Hawaii.

CASS is a leading provider of innovative security technologies and solutions for mission critical national security programs for numerous U.S. Government agencies to include:

- | | |
|---|--|
| • National Archives and Records Administration | • U.S. Environmental Protection Agency |
| • Corporation for National and Community Services; AmeriCorps National Civilian Community Corps | • U.S. Department of Housing and Urban Development |
| • U.S. Department of Veterans Affairs | • U.S. Department of Justice |
| • U.S. Army Corps of Engineers | • U.S. Department of Homeland Security |
| • Department of Defense | • Department of the Air Force |
| • Defense Information Systems Agency | • Department of the Army |
| • U.S. Department of Health and Human Services, which includes the Centers for Disease Control and the National Institute of Occupational Safety and Health | • Department of the Navy |
| • Marine Corps Intelligence Activity, Special Security Office | • Federal Aviation Administration |
| | • Federal Energy Regulatory Commission |
| | • Naval Information Warfare Center |
| | • HQ U.S. Special Operations Command |
| | • National Cemetery Administration |
| | • U.S. Department of Agriculture |
| | • U.S. Army Central Command |

Incorporated in 1992, the company Founder, President and Chief Executive Officer, Louis S. Culpepper, is a retired United States Air Force Field Grade Officer and former Security Forces Commander and Chief of Security Police; graduate of the FBI National Academy, and Certified Protection Professional (CPP).

Our expertise includes the following services:

- Armed and unarmed security guard management and operations
- Access control and alarm monitoring services
- Security escort services
- Command, control, communications and intelligence operations

- High-risk protection operations
- National and international security management consultation
- Antiterrorism and counterterrorism operations
- Civil affairs and humanitarian operations
- Security surveys and vulnerability threat assessments
- Security forces and guard training
- Crime/loss prevention awareness training
- Active shooter training
- Crisis management and emergency planning
- Background investigations.

With over 365 highly qualified personnel, several possessing Secret and Top Secret/SCI Defense Counterintelligence and Security Agency (DCSA) clearances, the company is capable of operating worldwide. Our Dun and Bradstreet Open Ratings Report, Contractor Performance Assessment Reports, Past Performance Information Retrieval System are testaments to CASS' ability to meet and/or exceed the requirements of any contract.

We have the financial capability to support the requirements of any project or contract no matter the size, scope, or complexity. In addition, we have experienced managers to provide direct management and supervisory oversight of all contracts.

Culpepper & Associates Security Services, Inc. is a 21st century company at the vanguard of security operations globally. As our nation and the world continue to fight against terrorism CASS is on the "frontline" providing the critical security infrastructure integral to the protection of the U.S. and multi-national forces and resources, civilian and government personnel, and other assets critical to the enhancement of personal lives.

The combined experience of CASS management team represents over 120 years of professional administrative, managerial and operational experience and execution. Our primary objective with certainty is **"Achieving Outstanding Quality by Thoroughly Comprehending, Evaluating, and Satisfying the Customers' Needs."** We focus on Quality versus Quantity.

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

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

SCHEDULE TITLE: Security and Protection Category

FSC Group, Part, and Section or Standard Industrial Group (as applicable): Security and Protections

CONTRACT NUMBER: GS07F0168T.

For more information on ordering from Federal Supply Schedules click on the “buy” button at the following link: <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules>.

CONTRACT PERIOD: 1 January 2007 – 31 December 2024

CONTRACTOR: Culpepper & Associates Security Services, Inc.; 1810 Water Place SE, Suite 180, Atlanta, GA 30339; Phone 770-916-0069

CONTRACTOR’S Internet address/web site where schedule information can be found (as applicable). N/A

CONTRACT ADMINISTRATION SOURCE: (if different from preceding entry)

BUSINESS SIZE: Small

CUSTOMER INFORMATION:

1a. Table of awarded Special Item Numbers (Sins) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	DESCRIPTION
561612	Security Guards and Patrol Services
OLM	Order Level Material

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

<u>SIN</u>	<u>MODEL</u>	<u>PRICE</u>
1c.	If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.	
2.	Maximum order: \$250,000	
3.	Minimum order: None	
4.	Geographic coverage (delivery area): 50 States of the United States, DC and U.S. Territories.	
5.	Point(s) of production (city, county, and State or foreign country: N/A	
6.	Discount from list prices or statement of net price: N/A	
7.	Quantity discounts: 2% off individual task orders exceeding \$1.5 million.	
8.	Prompt payment terms: Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions." Net 30 DARO	
9a.	Notification that Government Purchase Cards are accepted at or below the micro-purchase threshold. Yes	
9b.	Notification whether Government Purchase Cards are accepted or not accepted above the micro-purchase threshold. Accept over \$2,500.00	
10.	Foreign items (list items by country of origin): N/A. This is a service contract. The scope is domestic.	
11a.	Time of delivery: IAW SOW.	
11b.	Expedited delivery: The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. IAW SOW.	
11c.	Overnight and 2-day delivery: The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. N/A	

- 11d. Urgent requirements: The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. N/A
- 12. F.O.B. Point(s): Destination
- 13a. Ordering address(es): Same as contractor’s address.
- 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(es): Same
- 15. Warranty provision: N/A
- 16. Export packing charges, if applicable: N/A
- 17. Terms and conditions of government purchase card acceptance (any thresholds above the micro-purchase level). Acceptance of Government purchase cards for orders that exceed the micro-purchase threshold on a delivery order basis.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A
- 19. Terms and conditions of installation (if applicable). N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
- 21. List of service and distribution points (if applicable): N/A
- 22. List of participating dealers (if applicable): N/A
- 23. Preventive maintenance (if applicable): N/A
- 24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.
- 25. Data Universal Number System (DUNS) Number: 93-8396066

26. Notification regarding registration in system for Award Management (SAM) database:
Active Registration

Culpepper & Associates Security Services, Inc. Price List the Labor Categories.

These rates are Nationwide maximum rates. Please call for the exact rate in your location.

Labor Categories	Contractor Rate
Guard I	\$45.01
Guard II	\$56.00
Alarm Monitor	\$73.99
Supervisor	\$85.16
Assistant Project Manager	\$97.84
Project Manager	\$113.46
Court Security Officer	\$82.62
Security Clerk	\$49.62

LABOR CATEGORY DESCRIPTIONS

All labor categories described undergo a comprehensive background investigation and vetting process, and will meet or exceed minimum experience and educational qualifications for a Security Services provider. When applicable personnel possesses the requirements for a Secret or Top Secret Security clearance, U.S. Government suitability adjudication, and required firearms qualification, certification, and training. All personnel demonstrates maturity, sound judgment, excellent character, work ethic, job-completion skills and dependability.

Each labor classification describes the general nature and tasking of work performed by individuals assigned to a specific classification. The classifications are not an exclusive list of all duties, responsibilities and skills required of the labor category. Each client ultimately defines authority, duties, and individual responsibilities. Therefore, the job classifications/titles contained herein are a summary of titles and work descriptions and not the universe of options or a complete listing of contemporary titles and work descriptions.

The following is the list of Labor Categories and job descriptions:

1. Guard I
2. Guard II
3. Alarm Monitor
4. Supervisor
5. Court Security Officer
6. Project Manager
7. Assistant Project Manager
8. Security Clerk

Guard I (Unarmed)

General Duties and Responsibilities: Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities, ground, parking lots, garages, and associated facilities, etc. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintain duty logs, and records visitor ingress and egress. Prepares written reports detailing security related activity and incidents; testifies in administrative hearings, civil and criminal proceedings. This position intervenes when minimal action to safeguard persons or property is appropriate. Unarmed Guard I job descriptions customized to meet the requirements of each assignment, exigent circumstances related thereto, and are subject to client approval.

Minimum Education, Experience Requirements:

- High School graduate or GED equivalent.
- U.S. Citizen, at least 21 years old.
- At least three (3) years of contract or proprietor security, military or law enforcement experience in last five (5) years or two (2) years military service or combination thereof.
- Licensed by the applicable state as an Unarmed Security Guard.
- Successfully pass a comprehensive background Investigation.
- Ability to read and understand printed English regulations, written orders and instructions.
- Ability to maintain poise and self-control under stress.
- Must possess exceptional Public Relations skills.
- Excellent written/oral communications skills
- Physically and mentally fit, and capable of performing all normal and emergency security duties and responsibilities.
- Capable of successfully completing a Physical Stamina Performance Standards (PSPS).
- Capable of passing a Psychological Assessment.
- Must possess exceptional Public Relations skills.
- Impeccable character, honesty, integrity, proven sound judgment.
- No history of substance abuse or domestic violence, or any other criminal acts.

Guard II (Armed/Unarmed)

General Duties and Responsibilities: Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities, ground, parking lots, garages, and associated facilities, etc.

Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintain duty logs, and records visitor ingress and egress. Prepares written reports detailing security related activity and incidents; testifies in administrative hearings, civil and criminal proceedings, when appropriate provides assistance to Guard I and other Guard II positions. This position intervenes to safeguard persons or property requiring legal force to include deadly force, and armed with a firearm and/or non-lethal weapon, i.e. OC spray and/or ASP baton, etc.

Minimum Educational, Experience Requirements:

- U.S. Citizen, 21 years old or older.
- High School graduate or GED equivalent.
- At least three (3) years of contract or proprietor security, military or law enforcement experience in last five (5) years.
- Possess a valid State Armed Security Guard Certification Card and Handgun Permit.
- Capable of maintaining qualification with the appropriate firearm.
- Ability to read and understand printed English, regulations, written orders and instructions.
- Ability to maintain poise and self-control under stress.
- Must possess exceptional Public Relations skills.
- Excellent written and oral communications skills.
- Physically and mentally fit, and capable of performing all normal and emergency security duties and responsibilities.
- Capable of successfully passing a Physical Stamina Performance Standards (PSPS) test.
- Capable of passing a Psychological Assessment evaluation.
- Capable of maintaining qualification with the appropriate firearm.
- Impeccable character, honesty, integrity, proven sound judgment.
- No history of substance abuse, domestic violence, or any other criminal acts.

Alarm Monitor

General Duties and Responsibilities: Primary duties involve physically operating a communications control center controlling access to designated areas. Perform the duties of this position; perspective monitors must understand established rules, procedures, and methods of operating to perform independently the full range of alarm monitoring activities on federal installations. These activities may involve a diverse range of protective responsibilities over property, employees, and visitors. Knowledge of the physical layout of facility at which assigned, including areas with restricted access, areas vulnerable to unlawful activity, and the location of security zones and fire alarms. Knowledge of communication equipment, Closed Circuit Television (CCTV), monitoring electronic security systems (ESS); and operating Intrusion Detection Systems.

Minimum Educational, Experience Requirements:

- U.S. Citizen, 21 years old or older.
- High School graduate or GED equivalent.
- At least three (3) years of contract or proprietor security, military or law enforcement experience in last five (5) years as an Alarm Monitor or Access Control Monitor.
- Ability to read and understand printed English, regulations, written orders and instructions.
- Ability to maintain poise and self-control under stress.
- Excellent written and oral communications skills.
- Capable of passing a Psychological Assessment evaluation.
- Impeccable character, honesty, integrity, proven sound judgment.
- No history of substance abuse, domestic violence, or any other criminal acts.

Supervisor

General Duties and Responsibilities: Responsible for managing and directing the day-to-day security operations and training of all security force personnel. Maintain up-to-date plans and procedures and provide daily technical oversight for the project. Conduct routine inspections, recommend necessary corrective actions, and investigate all incidents and complaints. Conducts briefings and prepare reports as required to include follow-up actions and reports. Monitors the training and quality assurance programs. Tracks the progress of on-going tasking to ensure the execution of all aspects of the project. Ensures required publications and reference materials are maintained. Conducts periodic information inventories, inspect classified storage containers and monitor the destruction of classified/sensitive information, as necessary.

Minimum Educational, Experience Requirements:

- High School graduate.
- U.S. Citizen, 25 years old or older.
- At least two years of college level studies in the field of security or law enforcement (preferred).
- Minimum three (3) years certified law enforcement and/or military police supervisory experience or three (3) years supervisory experience or verifiable supervisory experience with a licensed security firm.
- Three (3) years contract or proprietor security, military or law enforcement experience in last five (5) years.
- Specialized experience in the following: Training; Personnel Management; Human Resources, Resources Management; Budgetary Control; Safety; Personnel scheduling experience; and Payroll Processing.
- Licensed by the applicable State as an Unarmed/Armed Security Guard.
- Successfully pass a Background Investigation.
- Excellent written/oral communication skills.
- Ability to read and understand printed English regulations, written orders and instructions.
- Must possess exceptional Public Relations skills.
- Capable of successfully completing a Physical Stamina Performance Standards (PSPS) evaluation.

- Capable of passing a Psychological Assessment.
- Capable of passing a medical examination and drug screening.
- Impeccable character, honesty, integrity, proven sound judgment.
- No history of substance abuse or domestic violence, or other criminal acts.

Court Security Officer

Responsibility and Authority: Court Security Officer is a uniformed armed or unarmed function with or without limited arrest authority, depending on the requirements of the client, with authority to grant limited or full powers of arrest. The CSO provides deterrence against illegal activities committed on Courthouse properties and generally promote a safe and secure environment for the Court. Tasking involves protection of judges, prosecutors, defense attorneys, court officials, support staff, defendants, plaintiffs (civil), witnesses and other parties having business with the Court. CSOs promote and maintain law and order through their presence and control access to the Court by employees, visitors, and guest during ingress and egress and in conducting perimeter security functions; provide directions, escorts, and informational assistance to employees, visitors and guests. Work from a fixed post and/or conducts foot and/or mobile roving patrols of facilities, grounds, parking lots, garages, and associated buildings and other duties as follow:

- Screen individuals and visually inspects packages and vehicles.
- Confiscates contraband.
- Monitors intrusion detection, personal security devices (duress alarms), CCTV.
- Operates x-ray machines, magnetometers; hand-held metal detectors, operates traffic control gates and doors, pedestrian control devices and turnstiles.
- Process law enforcement officer/agents weapons.
- Respond to emergencies.
- Remain alert to security risks and exposures.
- Reports, records, security medical or other incidents.
- Conducts general observation for hazardous conditions; and secures entrances and exits during periods of an emergency.
- Maintain duty logs, records, and prepares written reports detailing security related activity and incidents.
- Intervenes when action to safeguard persons or property is appropriate.

Minimum Educational, Experience Requirements:

- High School graduate or GED.
- U.S. Citizen, at least 21 years old.
- Graduate of a certified civilian, or military law enforcement academy, and/or completion of state security officer licensing requirements, and Court Security Officer Basic Training Course.
- Meet firearms qualifications as mandated by law and/or the client.
- Knowledge of laws, law enforcement procedures, and Use of Deadly Force Policy if armed.
- Three (3) years law enforcement or security experience
- Must have or be able to obtain government required clearance

- Completion of state or local mandated basic security guard/officer and firearms training program.
- Meet State licensing requirements.
- Pass comprehensive Background Investigation.
- Excellent written/oral communication skills.
- Ability to read and understand printed English regulations, written orders and instructions.
- Must possess exceptional Public Relations skills.
- Capable of successfully completing a Physical Stamina Performance Standards (PSPS) evaluation.
- Capable of passing a Psychological Assessment.
- Capable of passing a medical examination and drug screening.
- Impeccable character, honesty, integrity, proven sound judgment.
- No history of substance abuse or domestic violence, or other criminal acts.

Project Manager

Responsibility and Authority: The Project Manager (PM) is the senior manager assigned to a security project employing a security force, which includes a guard force, supervisors, and other security related labor categories, positions and and/or support personnel reporting to a Director or other executive staff. The PM is assigned to a specific area or location, or multiple areas or locations within a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The PM fulfills managerial, administrative, and operational contract responsibilities required for the management of a security project in the fulfillment of the scope-of-work.

Minimum Educational, Experience Requirements:

- U.S. Citizen, at least 25 years old or older.
- Graduate of an accredited four (4) year University with an Applied Science Degree in Management, Criminal Justice, Law Enforcement, Industrial Security or equivalent.
- At least 10 years of security experience; derived from law enforcement, or military supervisory experience or a combination thereof.
- Minimum of five (5) years security management experience managing a security force staff of armed, unarmed and other security related personnel for three (3) years in the last five (5) years.
- At least five (5) years' experience in the following areas: Inspections; Training; Personnel Management; Security Systems Surveillance; Information Security; Systems Integration; Human Resources, Labor Relation and/or Labor Allocation; Resources Management; Budgetary Control; Multi-task Management Relations; Safety; Report Writing; Work Center Development; Payroll Processing; Firearms and Weapons Safety.
- Excellent written and oral communications skills.
- Physically and mentally fit, and capable of performing all normal and emergency security duties and responsibilities.
- Must possess exceptional Public Relations skills.
- Capable of successfully passing the Physical Stamina Performance Standards (PSPS) test.
- Capable of passing a Psychological Assessment evaluation.

- Fluent in the English language.
- Impeccable character, honesty, and integrity.
- No history of substance abuse, domestic violence, or any other criminal

General Tasking: Provide management, leadership, planning, data and financial analysis, technical guidance and oversight; ensure positive client relationships, responsiveness, satisfaction, collaborating, issue resolution and solutions input; ensure effective employee relations, and supervisory performance evaluations. Exercise sound judgment, critical thinking and analysis; ensures job descriptions meet the requirements of each project.

Assistant Project Manager

Responsibility and Authority: The Assistant Program/Project Manager (APM) fills in the absence of the designated Program/Project. The Assistant PM maintains close coordination with the PM regarding staffing, resources and training matters. The Assistant PM is responsible for monitoring and directing the day-to-day security operations and Quality Control Program. Additionally, the Assistant PM conducts routine inspections; recommends necessary corrective action; investigates incidents and complaints; and ensures security policies and procedures are enforced.

Minimum Educational, Experience Requirements:

- U.S. Citizen, at least 25 years old.
- High School graduate.
- At least two years of college level studies in the field of security or law enforcement (preferred).
- 2 years certified law enforcement and/or military police supervisory experience or 3 years supervisory experience with a verifiable licensed security firm.
- 3 years contract or proprietor security, military or law enforcement experience in last 5 years
- At least three (3) years' experience in the following areas: Inspections; Training; Personnel Management; Security Systems Surveillance; Labor Relation and/or Labor Allocation; Resources Management; Multi-task Management Relations; Safety; Report Writing; Payroll Processing; Firearms and Weapons Safety; Personnel Scheduling experience and training.
- Excellent written and oral communications skills.
- Physically and mentally fit, and capable of performing all normal and emergency security duties and responsibilities.
- Must possess exceptional Public Relations skills.
- Capable of successfully passing the Physical Stamina Performance Standards (PSPS) test.
- Capable of passing a Psychological Assessment evaluation.
- Fluent in the English language.
- Licensed by the applicable State as an Armed or Unarmed Security Guard, as applicable.
- No history of substance abuse or domestic violence, or other criminal acts

Security Clerk

Functional Responsibilities: Responsible for issuing identification cards and processing access control passes to employees, visitors, vendors, contractors. Must be well versed in access control policies and procedures, possess good interpersonal skills and present a good appearance. Additional responsibilities include: maintaining a Pass and ID database; issuing employees and visitors the appropriate access passes; adding and deleting users from the access control system; maintaining custody of system card keys; denying access in the event of loss or stolen cards; maintaining the Pass and ID inventory; preparing reports to management; and communicating effectively in the English language.

Minimum Educational, Experience Requirements:

- High School graduate or GED.
- Access control policies, procedures and systems experience.
- Five (5) years' experience preferably in human resources or security.
- Demonstrate proficiency in the use of computers and word-processing.
- Subject to a government security investigation and must meet eligibility requirements to classified information.