



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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

Total Solutions for Law Enforcement, Security, Facility Management Systems, Fire, Rescue,
Special Purpose Clothing, Marine Craft and Emergency/Disaster Response (Schedule 84)
Federal Supply Group: 63
FSC: R414, R699 & R408

Contract Number: **GS-07F-0227W**
Option 1

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: February 15, 2010 – February 14, 2020

Contractor: Excalibur Associates, Inc. Business Size: Large Business
8687 West 108th Avenue
Westminster, CO 80021
303-464-1574 (p)
303-439-8168 (f)
www.excaliburassociates.com Contract Administrator: Charlie Burns

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
246-52	Professional Security/Facility Management Services	See Page 4
246-54	Protective Service Occupations	See Page 19
246-60-1	Security Systems Integration and Design Services	See Page 28

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.
- 1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education for:

Special Item Number (SIN)	Description	Beginning on
246-52	Professional Security/Facility Management Services	Page 5
246-54	Protective Service Occupations	Page 20
246-60-1	Security Systems Integration and Design Services	Page 29

- 2. Maximum Order for All SINs: \$200,000

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

- 3. Minimum Order: \$100
- 4. Geographic Coverage: Domestic only
- 5. Point of Production: Excalibur Associates, Inc.
8687 West 108th Avenue
Westminster, CO 80021
- 6. Prices Shown Herein are Net (discount deducted)
- 7. Volume Discount: None
- 8. Prompt Payment Terms: Net 30 days
- 9. Government Purchase Cards are accepted below and above the micro-purchase threshold.
- 10. Foreign Items: None
- 11a. Time of Delivery: Excalibur Associates, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency’s order. Excalibur Associates, Inc. will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.

- 11b. Expedited Delivery: Consult with Contractor
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: FOB Destination
13. Ordering Address: Excalibur Associates, Inc.
 8687 West 108th Avenue
 Westminster, CO 80021
14. Payment Address: Excalibur Associates, Inc.
 8687 West 108th Avenue
 Westminster, CO 80021
15. Warranty Provisions: Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact Excalibur Associates, Inc. for terms and conditions of Government Purchase Card acceptance.
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Excalibur Associates, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order.
20. Terms and conditions of repair parts: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.excaliburassociates.com
25. DUNS Number: 945093417

26. Excalibur Associates, Inc. is registered in the System for Award Management (SAM) database.
27. Uncompensated Overtime is not used.
28. Excalibur has a Small Business Subcontracting Plan requirement on this GSA schedule. We report our small business participation in ESRS. Eligible small businesses are encouraged to contact the Excalibur Small Business Development Officer at (303) 464-1574 x104 to discuss small business teaming opportunities.



GSA Hourly Pricing for Option 1
246-52 - Professional Security/Facility Management Services
246-52RC - Professional Security/Facility Management Services (Recovery Purchasing)

Labor Category	2/15/2015 to 2/14/2020	Labor Category	2/15/2015 to 2/14/2020
Sr. Program Manager	\$167.52	Administrative Specialist I	\$47.66
Program Manager	\$143.26	Sr. Technical Doc Specialist	\$82.64
Associate Program Manager	\$111.96	Technical Doc Specialist	\$71.94
Sr. Project Manager	\$127.44	Quality Assurance Manager	\$92.58
Project Manager	\$117.70	Sr. Quality Assurance Specialist	\$72.31
Associate Project Manager	\$110.30	Quality Assurance Specialist	\$70.75
Sr. Security Analyst	\$102.57	Technical Services Department Manager	\$72.45
Security Analyst II	\$89.90	Personnel Security Manager	\$61.22
Security Analyst I	\$77.72	Personnel Security Specialist/General Clerk III	\$26.15
Personnel Security Coordinator	\$102.57	Export Control Specialist	\$69.85
Facility Commander	\$115.05	Locksmith*	\$42.45
Physical Security Manager	\$77.72	IT Systems Administrator	\$77.37
Sr. Office Administrator	\$75.69	IT Network Engineer	\$70.92
Office Administrator	\$71.94	Data Analyst II	\$58.17
Administrative Specialist IV	\$67.55	Data Analyst I	\$45.69
Administrative Specialist III	\$57.18		
Administrative Specialist II	\$51.16		

**Labor Category Descriptions For
246-52 - Professional Security/Facility Management Services
246-52RC - Professional Security/Facility Management Services (Recovery Purchasing)**

Labor Category: [Senior Program Manager](#)

Minimum/General Experience: >15 years general experience, including 8 years in a specialty relating to the program being managed and 4 years experience scheduling and supervising project personnel. Experience must include knowledge of information technology systems, project management tools and a demonstrated capability to manage multiple tasks/projects.

Functional Responsibility: Responsible for overall contract performance, program personnel and the delivery of all reports and contract deliverables. Provides guidance on both technical and non-technical matters. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded. Serves as the contractor's single authorized interface with Government representatives and customer agency representatives. The Senior Program Manager is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for program management

Minimum Education: MS/MA in a field of study relevant to the work being performed or BS/BA plus 20 years work experience.

Labor Category: [Program Manager](#)

Minimum/General Experience: 10-15 years general experience, including 6 years in a specialty relating to the program being managed and 2 year experience scheduling and supervising project personnel. Experience must include knowledge of information technology systems, project management tools and a demonstrated capability to manage multiple tasks/projects.

Functional Responsibility: Supports Senior Program Manager in matters relating to overall contract performance, program personnel, reports, and contract deliverables. Provides guidance on both technical and non-technical matters. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 15 years experience.

Labor Category: [Associate Program Manager](#)

Minimum/General Experience: 5-10 years general experience, including 3 years in a specialty relating to the program being managed.

Functional Responsibility: Supports Program Manager. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 10 years experience.

Labor Category: Senior Project Manager

Minimum/General Experience: 10-12 years of experience in managing projects involving analysis, development and/or support activities. Must have 6 years experience in the management and control of funds and resource and a demonstrated capability of good oral and written communication skills. Experience must include knowledge of information technology systems, project management tools and a demonstrated capability to manage multiple tasks.

Functional Responsibility: Under the guidance of a Program Manager or other senior management personnel, the Senior Project Manager plans, organizes, directs, and controls all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary, and assists the Program Manager as assigned.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 15 years experience.

Labor Category: Project Manager

Minimum/General Experience: 5-8 years of experience in managing projects involving analysis, development and/or support activities. Must have 2 years experience in the management and control of funds and resource and a demonstrated capability of good oral and written communication skills. Experience must include knowledge of information technology systems, project management tools and a demonstrated capability to manage multiple tasks.

Functional Responsibility: Under the guidance of the Senior Project Manager: plans, organizes, directs, and supports all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 10 years experience.

Labor Category: Associate Project Manager

Minimum/General Experience: 3-5 years of experience in managing projects involving analysis, development, and/or support activities. Must have a demonstrated capability of good oral and written communication skills. Experience should include knowledge of information technology systems and project management tools.

Functional Responsibility: Supports program objectives by assisting the Project Manager. Ensures conformance with task order schedules and costs; and monitors employee performance and productivity.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 6 years experience.

Labor Category: Senior Security Analyst

Minimum/General Experience: 10 years of experience in disciplines as required by the task order. Specialized experience in development and functional analysis of complex security systems using qualitative and/or quantitative techniques to detect vulnerabilities and recommend enhancements to mitigate threats. Specific experience may include expertise in a full range of security areas such as: national security, terrorism, CBRNE, security force operations, electronic security systems, integrated security systems, and security force communications, physical security, threat, vulnerability and risk analysis, weapons effect mitigation, emergency planning and Continuity of Operations Plans.

Functional Responsibility: Leads security assessment and security survey teams to uncover security system vulnerabilities. Prepares reports and delivers presentations. Develops and maintains security response plans and procedures, coordinates support and inter-agency agreements. Prepares time and cost estimates for physical protection system enhancement projects.

Minimum Education: BS/BA or AA with at least 12 years of directly related experience.

Labor Category: Security Analyst II

Minimum/General Experience: 5 years of experience in disciplines as required by the task order. Specialized experience in development and functional analysis of complex security systems using qualitative and/or quantitative techniques to detect vulnerabilities and recommend enhancements to mitigate threats. Specific experience may include expertise in a full range of security areas such as: national security, terrorism, CBRNE, security force operations, electronic security systems, integrated security systems, and

security force communications, physical security, threat, vulnerability and risk analysis, weapons effect mitigation, emergency planning and Continuity of Operations Plans.

Functional Responsibility: Works in a team environment in security assessment and security survey teams to uncover security system vulnerabilities. Prepares reports and delivers presentations. Develops and maintains security response plans and procedures, coordinates support and inter-agency agreements.

Minimum Education: BS/BA or an AA and 7 years of directly related experience.

Labor Category: [Security Analyst I](#)

Minimum/General Experience: 2 years of experience in disciplines as required by the task order. Specialized experience in development and functional analysis of complex security systems using qualitative and/or quantitative techniques to detect vulnerabilities and recommend enhancements to mitigate threats. Specific experience may include expertise in a full range of security areas such as: national security, terrorism, CBRNE, security force operations, electronic security systems, integrated security systems, and security force communications, physical security, threat, vulnerability and risk analysis, weapons effect mitigation, emergency planning and Continuity of Operations Plans.

Functional Responsibility: Assists in security assessment and security survey teams to uncover security system vulnerabilities. Prepares reports and delivers presentations. Develops and maintains security response plans and procedures, coordinates support and inter-agency agreements.

Minimum Education: AS/AA in a field of study relevant to the work being performed or 5 years work experience.

Labor Category: [Personnel Security Coordinator](#)

Minimum/General Experience: 3-5 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.

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

Minimum Education: BS/BA or a High School Diploma/GED with at least 8 years of experience in personnel security, including 3 years of supervisory responsibilities.

Labor Category: [Facility Commander](#)

Minimum/General Experience: 5 years of experience in physical security systems, including 3 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.

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 Counterterrorism Travel briefings to agency employees as required.

Minimum Education: BS/BA in a field of study relevant to the work being performed.

Labor Category: [Physical Security Manager](#)

Minimum/General Experience: 8-10 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. Proficient in the use of personal computers.

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.

Minimum Education: BS/BA in a field of study relevant to the work being performed, graduate degree preferred.

Labor Category: [Senior Office Administrator](#)

Minimum/General Experience: 5-10 years of experience in administrative management including 2 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. Supervises and assigns work schedules to clerical and administrative staff. Oversees the purchase of

supplies, authorize payments, and other general business responsibilities necessary to maintain to day-to-day operations.

Minimum Education: BS/BA or an AA with 10 years experience.

Labor Category: [Office Administrator](#)

Minimum/General Experience: 3-5 years of experience in administrative management including 1 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. May supervise and assign work schedules to clerical and administrative staff. Oversees the preparation and distribution of reports, maintains calendars, reviews and analyzes procurement requirements, and drafts correspondence.

Minimum Education: AA in a related field or a High School Diploma/GED with 8 years of directly related experience.

Labor Category: [Administrative Specialist IV](#)

Minimum/General Experience: 4-6 years of general clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

Functional Responsibility: Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.

Minimum Education: High School Diploma/GED.

Labor Category: [Administrative Specialist III](#)

Minimum/General Experience: 2-4 years of general clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

Functional Responsibility: Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet

applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.

Minimum Education: High School Diploma/GED.

Labor Category: [Administrative Specialist II](#)

Minimum/General Experience: 1-2 years of secretarial, clerical, or general office experience. Well-developed written and verbal communication skills, organizational skills, and the ability to operate standard office equipment and software. Flexibility in accepting changes in working environment.

Functional Responsibility: Responsible for general secretarial and administrative functions as assigned. Assists in routine clerical and administrative functions. Responsible for the accurate and timely input of information for monitoring program status and effectiveness. Works under direct supervision.

Minimum Education: High School Diploma/GED.

Labor Category: [Administrative Specialist I](#)

Minimum/General Experience: Written and verbal communication skills, organizational skills, and the ability to take instruction and carry out orders as assigned.

Functional Responsibility: General secretarial and administrative functions as assigned. Assists in maintaining filing, telephone communications, and other routine clerical and administrative functions. Works under direct supervision.

Minimum Education: High School Diploma/GED.

Labor Category: [Senior Technical Documentation Specialist](#)

Minimum/General Experience: 5-8 years experience is required with at least 5 years of experience in preparing technical documentation, to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of information technology. Experience must include knowledge of information technology systems, and a demonstrated capability to manage multiple tasks. Must have demonstrated ability to work independently or in a team environment.

Functional Responsibility: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Minimum Education: AA in a related field or a High School Diploma/GED with 10 years of directly related experience.

Labor Category: [Technical Documentation Specialist](#)

Minimum/General Experience: 3-5 years experience is required with at least 3 years of experience in preparing technical documentation, to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of information technology. Experience must include knowledge of information technology systems. Must have demonstrated ability to work independently or under only general direction.

Functional Responsibility: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Minimum Education: AA in a related field or a High School Diploma/GED with 8 years of directly related experience.

Labor Category: [Quality Assurance Manager](#)

Minimum/General Experience: >10 years experience with at least 8 years of experience in the following areas: business processes, Policy and procedure analysis and design of business processes and/or applications on complex systems General experience includes increasing responsibilities in assignments of a technical nature. Must possess proven understanding and application of Government documentation standards. Proven ability to provide project/task direction on complex application problems involving all phases of systems analysis is required.

Functional Responsibility: Reviews activities, processes and products of personnel providing professional services and products, including the review of work for correctness, adherence to the design and to user standards. Reviews documentation to assure Government standards/requirements are satisfied, and reviews work for progress in accordance with schedules. Develops and applies established processes for evaluating technical products and associated documentation. Assists in formal and informal reviews throughout the development life cycle. Coordinates with the program/project manager to ensure problem solutions and user satisfaction. Reviews, formulates, approves recommendations, as needed, for process and product improvements. Assists in preparation of various reports.

Minimum Education: BS/BA in a related field.

Labor Category: [Senior Quality Assurance Specialist](#)

Minimum/General Experience: 5-10 years experience with at least 5 years of experience in the following areas: business processes, Policy and procedure analysis and design of business processes and/or applications on complex systems General experience includes

increasing responsibilities in assignments of a technical nature. Must possess proven understanding and application of Government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Functional Responsibility: Reviews activities, processes and products of personnel providing professional services and products, including the review of work for correctness, adherence to the design and to user standards. Reviews documentation to assure Government standards/requirements are satisfied, and reviews work for progress in accordance with schedules. Develops and applies established processes for evaluating technical products and associated documentation. Assists in formal and informal reviews throughout the development life cycle. Coordinates with the project manager to ensure problem solutions and user satisfaction. Formulates recommendations, as needed, for process and product improvements. Assists in preparation of various reports.

Minimum Education: BS/BA in a related field.

Labor Category: [Quality Assurance Specialist](#)

Minimum/General Experience: 3-5 years experience with at least 2 years of experience in the business processes, policy and procedure analysis and design of business processes and/or applications on complex systems. General experience includes increasing responsibilities in assignments of a technical nature. Must possess proven understanding and application of Government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required

Functional Responsibility: Reviews activities, processes and products of personnel providing professional services and products, including the review of work for correctness, adherence to the design and to user standards. Reviews documentation to assure Government standards/requirements are satisfied, and reviews work for progress in accordance with schedules. Develops and applies established processes for evaluating technical products and associated documentation. Assists in formal and informal reviews throughout the development life cycle. Coordinates with the project manager/Senior Quality Assurance Specialist to ensure problem solutions and user satisfaction. Formulates recommendations, as needed, for process and product improvements. Assists in preparation of various reports.

Minimum Education: BS/BA in a related field or an AA with 10 years directly relevant experience.

Labor Category: [Technical Services Department Manager](#)

Minimum/General Experience: Seven (7) years of progressive experience in implementing, administering, performing tests and analyzing systems including, but not limited to networks, security, web sites, policy and procedure analysis and design of business processes and/or applications on complex systems. General experience includes

increasing responsibilities in assignments of a technical nature. Must possess understanding and application of Federal Government documentation standards. Proven ability to provide project/task direction on complex operating system or application problems.

Functional Responsibility: Manages all activities relating to technical guidance for planning, directing, and monitoring information systems operations. Directs compilation of records and reports concerning production, machine malfunctioning, and maintenance. Analyzes the results of workflow plans, monitors the operating system(s) and recommends changes to improve processing and utilization. Supervises all personnel engaged in the support of network facilities, including all communications equipment in large scale or multi-shift operations such as network operations, systems security, systems software support, and production support activities. Monitors and responds to hardware, software, and network problems. Oversees the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Monitors and controls the performance and status of the network resources. Has overall responsibility for help desk operations associated with the identification, prioritization and resolution of reported problems. Reviews, formulates, and approves recommendations, as needed, for process and product improvements.

Minimum Education: BS/BA in a related field.

Labor Category: [IT Systems Administrator](#)

Minimum/General Experience: Five (5) years experience of progressive experience in implementing, administering, performing tests and analyzing systems including networks, security, and web sites.

Functional Responsibility: Performs implementation, troubleshooting, and maintenance of Information Technology and security systems. Manages system infrastructure and any processes related to these systems. Performs system administration including: day-to-day operations, monitoring and problem resolution for client problems. Optimizes system operation and resource utilization, and performs system and security capacity analysis and planning. Possesses and applies expertise on multiple complex work assignments. Maintains proficiency with computer Operating Systems and Applications operations and maintenance.

Minimum Education: BS/BA in Computer Sciences, Information Assurance, Computer Information Systems, or a related field. An AS/AA in a related field and seven (7) years relevant experience may be substituted.

Labor Category: [IT Network Engineer](#)

Minimum/General Experience: One (1) year experience in computer system/network engineering, Communications, Information Technology, and/or Information Systems to apply fundamental concepts, processes, practices, and procedures in a security environment. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Top Secret (TS)

Functional Responsibility: Performs installation, setup, and configuration of systems, security, communications, and/or networks. Installs, operates, and maintains communications, IT, network, and/or security devices, hardware, circuits, cables, components, software, end-user components, and/or connectivity. Assists with trouble shooting and resolution of communications, network and security system problems and failures. Performs backups and disaster recovery activities. Provides technical and desktop user support as required. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Work is performed under supervision.

Minimum Education: BS/BA in Systems Engineering, Software Engineering, Information Assurance, Computer Information Systems, Computer Networking, Computer Sciences or a related field. An AS/AA in a related field and three years relevant experience may be substituted.

Labor Category: [Data Analyst II](#)

Minimum/General Experience: Three (3) years experience with two years experience in the data processes, policy and procedure analysis and design of business processes and/or applications on complex systems. General experience includes increasing responsibilities in assignments of a technical nature. Must possess proven understanding and application of Government documentation standards. Proven ability to work or under general direction on complex application problems involving all phases of data analysis is required

Functional Responsibility: Performs systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications. Prepares the design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications. Creates the design, documentation, testing, creation or modification of computer programs related to machine operating systems. Formulates recommendations, as needed, for process and product improvements. Drafts various reports and analyses.

Minimum Education: AS/AA in a related field. High School Diploma or GED and five (5) years experience may be substituted.

Labor Category: [Data Analyst I](#)

Minimum/General Experience: One (1) years experience in the data processes, policy and procedure analysis. General experience includes increasing responsibilities in assignments of a technical nature. Must possess proven understanding and application of Government documentation standards. Proven ability to work or under general direction on complex application problems involving all phases of data analysis is required

Functional Responsibility: Performs systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications. Implements the design, development, documentation, analysis, creation,

testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications. Executes the design, documentation, testing, creation or modification of computer programs related to machine operating systems. Assists with process and product improvements and preparation of various reports.

Minimum Education: High School Diploma or GED.

Labor Category: Personnel Security Manager

Minimum/General Experience: Seven (7) years of experience in national security or government personnel security with five years supervisory experience. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Top Secret (TS).

Functional Responsibility: Manages and reviews the application of physical security standards to functional control designs and security programs. Provides development and oversight of all aspects of program security. Advises senior managers in physical security project planning, development, implementation, and monitoring. Oversees the coordination of all visits of foreign nationals and foreign representatives. 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. Initiates Credit and National agency checks. Maintains personnel security files and suspense logs for all phases of the personnel security process in accordance with policies and directives. Coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Specialists.

Minimum Education: BS/BA in a related field. An AS/AA and ten (10) years experience may be substituted.

Labor Category: Personnel Security Specialist

Minimum/General Experience: Three (3) years of experience in a personnel department with two years of experience in coding or entering personnel information for ADP systems. Capable of developing and maintaining an automated human resources database. Demonstrated understanding of the National Industrial Security Program Operating Manual (NISPOM). Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Top Secret (TS).

Functional Responsibility: Ensures program data and materiel is protected according to directives and applicable security classification guides. Processes security clearance and background investigation documentation in preparation for adjudication. Prepares documentation for visits by Foreign Nationals (FN) and Foreign Representatives (FR). Performs database searches for information related to personnel security matters. Distributes and files personnel security documentation. Coordinates personnel security actions with the agency or organization. Provides investigations status reports and maintain the personnel security roster. Prepares, packages and mails documents, files

and fingerprints. Processes background or suitability investigations, and initiate National Agency Check with Inquiries (NACI) investigations for all new employees.

Minimum Education: AS/AA in a related field. A High School Diploma or GED and five (5) years experience may be substituted.

Labor Category: [Export Control Specialist](#)

Minimum/General Experience: Five (5) years experience with required training and technical educational background to make export classification determinations and application of the regulations to agency technologies as they apply to hardware, software, and technical data. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Top Secret (TS).

Functional Responsibility: Ensures that exports and transfers of commodities, technical data, or software to foreign persons are carried out in accordance with United States export control laws and regulations, and standardized agency policy and procedures. Provides substantive information needed to make a responsible export decision. Assists in interpreting and applying U.S. export control laws and regulations. Trains others in the export control regulations and serves as advisor to the agency export control program.

Minimum Education: High School Diploma or GED.

Labor Category: [Locksmith](#)

Minimum/General Experience: Three (3) years of experience in physical security within the federal government, military, or state/local government. Demonstrated practical “hands-on” experience with locks and key systems, security containers and combination locks. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Top Secret (TS).

Functional Responsibility: Maintains databases relating to security containers, locks, keys, and combinations. Coordinates the location or relocation of all classified containers. Coordinates with Facilities Engineering on the installation, maintenance, repair, and modification of security combinations, locks, and door changes. Changes locks, keys and combinations in accordance with customer regulations, and performs maintenance and repair on safe combination disks. Fabricates keys; combines, recombines, and installs key cores.

Minimum Education: High School Diploma or GED.



GSA Hourly Pricing for Option 1
246-54 - Protective Service Occupations
246-54RC - Protective Service Occupations (Recovery Purchasing)

Labor Category	2/15/2015 to 2/14/2020	<u>Madison County, AL</u>	2/15/2015 to 2/14/2020	<u>Orleans Parish, LA</u>	2/15/2015 to 2/14/2020
Labor Category		Labor Category		Labor Category	
Sr. Security Officer	\$86.49	Dispatcher Manager	\$63.01	Supervisor Captain	\$51.96
Guard II	\$40.69	Dispatcher Supervisor	\$34.64	Supervisor Lieutenant	\$43.50
Guard I	\$28.80	Dispatcher Trainer	\$33.71	Supervisor Sergeant	\$42.45
Screeners II/Baggage Inspector	\$40.38	Dispatcher Lead	\$32.77	Assistant Trainer	\$42.45
Screeners I/Baggage Inspector	\$28.62	Dispatcher	\$30.54	Security Officer Guard II	\$37.96
		Supervisor Captain	\$51.96		
		Training Coordinator	\$51.96		
		Supervisor Lieutenant	\$43.82		
		Supervisor Sergeant	\$42.84		
		Security Officer Guard II	\$36.98		

**Labor Category Descriptions For
246-54 - Protective Service Occupations
246-54RC - Protective Service Occupations (Recovery Purchasing)**

Labor Category: **Senior Security Officer**

Minimum/General Experience: 5-8 years of security experience in a supervisory capacity. Individual must possess a working knowledge of industrial safety, OSHA regulations, and hazardous materials. Able to organize shift schedules, interpret written policies, set priorities, and analyze complex issues. May be required to meet agency and state firearm qualifications for revolvers and other types of weapons.

Functional Responsibility: Serves as the security police subject matter expert and functional supervisor for Security Officers. Prepares work schedules for Security Officers and Screeners. Supervises the performance of assigned personnel, reviews shift logs and reports, and provides written and oral instructions to security personnel. Reviews preliminary investigations conducted on shift and/or similar tasks as assigned. Inspects equipment assigned to security personnel to include their physical appearance and uniform. Coordinates preventive maintenance and repairs for security vehicles and equipment. Prepares and presents oral presentations as needed. Monitors and supervises respective employee performance.

Minimum Education: BA/BS in a related field or an AA/AS with 10 years of experience, including 5 years in a supervisory capacity.

Labor Category: **Security Officer II**

Minimum/General Experience: 3-5 years of experience in an industrial security specialty to include such areas as Security Dispatcher/Coordinator, Access Control, Badge and Pass Operations, or other personnel security areas. Must present a positive and courteous image, superior communications skills, and the ability to communicate diplomatically and effectively.

Functional Responsibility: Is responsible for administrative and coordination activities in support of the security services being provided. Responsibilities may include, but are not limited to coordinating with customer personnel to ensure the timely identification, processing, and deployment of cleared guards, surveillance technicians, and other security personnel; all routine aspects of the Badges and Pass process to ensure compliance with agency security; and access control policies and procedures. This individual may also be responsible for supervising and evaluating security staff.

Minimum Education: AA or High School Diploma/GED with at least 5 years of experience in personnel security including 2 years in a supervisory role.

Labor Category: **Security Officer I**

Minimum/General Experience: 2 years of experience in public security. Meets agency and state firearm qualifications for semi-automatic pistols and other types of weapons as required. Passes an annual physical fitness test and eye/ear exam. Presents a positive and courteous image. Reflects a personality and temperament to promote positive interactions with the public.

Functional Responsibility: Responds to intrusion alarms, fires, traffic control, domestic disturbances, crowd control, and other calls for service. Assists fire department, ambulance and civilian police during emergency situations as directed. Conducts investigations of breaches of security and violations of procedures or policies and completes Incident Reports on all activities as required. Maintains pedestrian/vehicle access control, conducts escorts as directed, and conducts routine patrols and spot checks. Reports to proper authorities as deemed necessary. Issues temporary vehicle permits, and conducts visual inspections of decals, badges, and identification cards.

Minimum Education: High School Diploma/GED.

Labor Category: [Screener II](#)

Minimum/General Experience: U.S. citizenship and a good command of the English language.

Functional Responsibility: Responsible for identifying dangerous or deadly objects in baggage, cargo, and on passengers, in addition to operating baggage X-ray machines, operating walk-thru metal detector screening stations, performing hand wand search and pat-down, verifying government issued ID to boarding pass, and possible apprehension assists. Prevents dangerous/prohibited objects from being transported onto the aircraft. Will use diverse, cutting edge electronic detection and imaging equipment. Will perform this security mission in a courteous and professional manner. May have supervisory responsibilities at the team or shift level as assigned.

Minimum Education: High School Diploma/GED or at least 3 years of work experience in security work, work as a safety screener, or work as an x-ray technician.

Labor Category: [Screener I](#)

Minimum/General Experience: U.S. citizenship and a good command of the English language.

Functional Responsibility: Responsible for identifying dangerous or deadly objects in baggage, cargo, and on passengers, in addition to operating baggage X-ray machines, operating walk-thru metal detector screening stations, performing hand wand search and pat-down, verifying government issued ID to boarding pass, and possible apprehension assists. Prevents dangerous/prohibited objects from being transported onto the aircraft. Will use diverse, cutting edge electronic detection and imaging equipment. Will perform this security mission in a courteous and professional manner.

Minimum Education: High School Diploma/GED or at least 1 year of work experience in security work, work as a safety screener, or work as an x-ray technician.

Labor Category: **Supervisor Captain**

Minimum/General Experience: Seven (7) years of experience and four years supervisory experience with a licensed private or public service security or police organization. Possesses a working knowledge of industrial safety, OSHA regulations, and hazardous materials. Able to organize shift schedules, interpret written policies, set priorities, and analyze complex issues. Reflects a personality and temperament that promotes positive interactions with the public. Meets agency and State firearms qualification requirements semiannually.

Functional Responsibility: Manages physical security project planning, development, implementation, and monitoring. Oversees and reviews the application of physical security standards to functional control designs and security programs overseas and/or in the U.S. Serves as the supervisor for Lieutenants and performance reviewer for Sergeants. Prepares work schedules for Lieutenants, Sergeants, armed Security Officers and Dispatchers. Supervises the performance of assigned personnel, reviews shift logs and reports, provides written and oral instructions to security personnel. Reviews preliminary investigations conducted on shift and/or as assigned. Inspects equipment assigned to security personnel to include their physical appearance and uniform. Coordinates security vehicle and assigned equipment preventive maintenance and repairs. Prepares and presents oral presentations as needed. Monitors and supervises respective employee performance. Reviews all Armed Security Officer time sheets for accuracy prior to submission. Serves as the security police subject matter expert and functional supervisor for Security Officers.

Minimum Education: BS/BA degree in Criminal Justice, Law Enforcement or a related field. AS/AA may be substituted with nine years of experience and five years supervisory experience with a licensed private or public service security or police organization.

Labor Category: **Training Coordinator**

Minimum/General Experience: Five (5) years of experience and three years training experience with a licensed private or public service security or police organization. Possesses training knowledge of industrial safety, OSHA regulations, and hazardous materials. Able to organize training schedules, interpret written policies, set training priorities, and analyze training weaknesses. Reflects a personality and temperament that promotes positive interactions with the public. Meets agency and State firearms instructor qualification requirements and able to operate a firing range.

Functional Responsibility: Manages the training program and the development, coordination and conduct of security training and briefings. Performs formal and informal Needs Assessments to determine training requirements. Schedules initial, annual and remedial training resources and students. Supervises maintenance of the training database, schedules, and coordinates security training classes and educational programs in connection with employee development and on-the-job training. Develops or evaluates for purchase commercial-off-the-shelf training modules and instructional materials. Develops and presents briefings on all aspects of the agency's technical and physical security programs to Government and contract personnel.

Minimum Education: AS/AA degree in Criminal Justice, Law Enforcement or a related field. High School Diploma or GED may be substituted with six years of experience and four years supervisory experience with a licensed private or public service security or police organization.

Labor Category: Supervisor Lieutenant

Minimum/General Experience: Five (5) years of experience and three years supervisory experience with a licensed private or public service security or police organization. Possesses a working knowledge of industrial safety, OSHA regulations, and hazardous materials. Able to organize shift schedules, interpret written policies, set priorities, and analyze complex issues. Reflects a personality and temperament that promotes positive interactions with the public. Meets agency and State firearms qualification requirements semiannually.

Functional Responsibility: Supervises sergeants and security officers for physical security projects. Oversees and reviews the application of physical security standards to functional control designs and security programs overseas and/or in the U.S. Serves as the security police subject matter expert and functional supervisor for Sergeants and armed Security Officers to include security dispatchers. Prepares work schedules for armed Security Officers and Dispatchers. Supervises the performance of assigned personnel, reviews shift logs and reports, provides written and oral instructions to security personnel. Reviews preliminary investigations conducted on shift and/or as assigned. Inspects equipment assigned to security personnel to include their physical appearance and uniform. Coordinates security vehicle maintenance and repairs. Prepares and presents oral presentations as needed. Monitors and supervises respective employee performance. Reviews all armed Security Officer time sheets for accuracy prior to submission.

Minimum Education: AS/AA degree in Criminal Justice, Law Enforcement or a related field. High School Diploma or GED may be substituted with six years of experience and four years supervisory experience with a licensed private or public service security or police organization.

Labor Category: Assistant Trainer

Minimum/General Experience: Three (3) years of training experience or with a licensed private or public service security or police organization. Requires excellent organizational, written and verbal communication, interpersonal skills to interact with individuals at various levels in the organization. Must have knowledge of word processing systems. Meets agency and State firearms qualification requirements semiannually and able to assist operating a firing range.

Functional Responsibility: Supports the Training Coordinator in the development, coordination and conduct of security training and briefings. Assists with formal and informal Needs Assessments to determine training requirements. Maintains database, schedules, and coordinates security training classes and educational programs in connection with employee development and on-the-job training. Works with the Training

Manager to monitor training quality. Assists in the development of training modules and instructional materials. Assists in the development and presentation of briefings on all aspects of the agency's technical and physical security programs to Government and contract personnel.

Minimum Education: High School Diploma or GED.

Labor Category: Supervisor Sergeant

Minimum/General Experience: Three (3) years of experience with a licensed private or public service security or police organization. Able to interpret written policies, set priorities, and analyze problems. Reflects a personality and temperament that promotes positive interactions with the public. Meets agency and State firearms qualification requirements semiannually.

Functional Responsibility: Assigns and directs security officers for physical security projects. Oversees and reviews the application of physical security standards to functional control designs and security programs overseas and/or in the U.S. Prepares daily work schedules for armed security personnel and directs the performance of subordinate personnel in the absence of the Shift Lieutenant. Reviews shift logs and reports, provides written and oral instructions to security personnel, and reports poor and below standards performance. Conducts preliminary investigations as assigned. Coordinates maintenance and repairs of intrusion detection and fire alarm systems. Accounts for all weapons, vehicles, communications equipment, keys and other shift equipment on assigned shift.

Minimum Education: AS/AA degree in Criminal Justice, Law Enforcement or a related field. High School Diploma or GED may be substituted with five years of experience with a licensed private or public service security or police organization.

Labor Category: Dispatcher Manager

Minimum/General Experience: Seven (7) years of experience including 5 years supervisory experience. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Secret.

Functional Responsibility: Provides daily management of a dispatch center and supervisors to perform monitoring of intrusion detection and fire alarm systems and phone and in-person support to patrons that request emergency, computer and telecommunications help. These personnel serve as the first point of contact for providing personnel assistance required to sustain caller while coordinating the dispatch of and assurance that additional resources are in place to assist, and relieve caller of problems. Specialized experience includes: help desk that monitor intrusion and fire alarm, respond to emergency calls for help that uses a multi-server environment to receive, record, dispatch, and track problem calls processed with comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees.

Minimum Education: BA/BS in a related field. An AA/AS with nine years of experience may be substituted.

Minimum Certification: Current State Emergency 911 Certification. CPR and First Aid certified.

Labor Category: [Dispatcher Supervisor](#)

Minimum/General Experience: Five (5) years of experience in an industrial security specialty to include such areas as Security Dispatcher/Coordinator, Access Control, Badge and Pass Operations, or other personnel security areas. Presents a positive and courteous image, superior communications skills, and the ability to communicate diplomatically and effectively. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Secret.

Functional Responsibility: Provides daily supervision and direction of staff that perform monitoring of intrusion detection systems, fire alarm systems and phone and in-person support to patrons that request emergency, computer and telecommunications help. These personnel serve as the first point of contact for providing personnel assistance required to sustain caller while coordinating the dispatch of and assurance that additional resources are in place to assist, and relieve caller of problems. Specialized experience includes: help desk that monitor intrusion and fire alarm, respond to emergency calls for help that uses a multi-server environment to receive, record, dispatch, and track problem calls processed with comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees.

Minimum Education: AA/AS degree.

Minimum Certification: Current State Emergency 911 Certification. CPR and First Aid certified.

Labor Category: [Dispatcher Trainer](#)

Minimum/General Experience: Three (3) years of direct experience in emergency dispatch systems and procedures related to response to medical and fire emergencies. Must demonstrate the ability to train new hires in dispatch procedures and processes. Must have a thorough understanding of CPR, First Aid and First Responder procedures. Must have excellent communications skills and able to type at least 40 WPM. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Secret.

Functional Responsibility: Oversees the development of curriculum and delivers various required education and training classes including standard dispatch operating procedures, equipment and communications, data base entry, access controls, record keeping and other emergency preparedness classes. Responsible for maintaining training records, and conducting and documenting On-the-Job Training.

Minimum Education: High School Diploma or GED.

Minimum Certification: Current State Emergency 911 Certification. CPR and First Aid certified.

Labor Category: [Dispatcher Lead](#)

Minimum/General Experience: Three (3) years of direct experience in emergency dispatch systems and procedures related to response to medical and fire emergencies. Must have a thorough understanding of CPR, First Aid and First Responder procedures. Must have excellent communications skills and able to type at least 40 WPM. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Secret.

Functional Responsibility: Coordinates and operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Maintains an automated, daily activity log recoding unannounced alarm activations, malfunctions, access control system malfunctions, and other incidents relative to the security of the respective site facility. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

Minimum Education: High School Diploma or GED.

Minimum Certification: Current State Emergency 911 Certification. CPR and First Aid certified.

Labor Category: [Dispatcher](#)

Minimum/General Experience: One (1) year of direct experience in emergency dispatch systems and procedures related to response to medical and fire emergencies. Must have a thorough understanding of CPR, First Aid and First Responder procedures. Must have excellent communications skills and able to type at least 40 WPM. Although a security clearance is not required to perform in the labor category, these individuals may possess a clearance up to and including Secret.

Functional Responsibility: Operates communication equipment to receive incoming calls for assistance. Dispatches personnel and equipment to the scene of an emergency. Questions caller to determine the nature of the problem, type and number of personnel and equipment needed for response following established guidelines. Scans status charts and computer screens to determine available units. Monitors alarm system signals that indicate location of fire and other public safety emergencies. Operates two-way radio to relay instructions to fire, medical, police and other personnel. Maintains an automated, daily activity log recoding unannounced alarm activations, malfunctions, access control system malfunctions, and other incidents relative to the security of the respective site facility.

Minimum Education: High School Diploma or GED.

Minimum Certification: Current State Emergency 911 Certification. CPR and First Aid certified.



GSA Hourly Pricing for Option 1
246-60-1 - Security Systems Integration and Design Services
246-60-1RC - Security Systems Integration and Design Services (Recovery Purchasing)

Labor Category	2/15/2015 to 2/14/2020
Sr. Program Manager	\$167.52
Program Manager	\$143.26
Associate Program Manager	\$111.96
Sr. Project Manager	\$127.44
Project Manager	\$117.70
Associate Project Manager	\$110.30
Sr. Threat Analyst	\$97.04
Threat Analyst II	\$89.90
Threat Analyst I	\$77.72
Sr. Security Analyst	\$102.57
Security Analyst II	\$89.90
Security Analyst I	\$77.72
Sr. Office Administrator	\$75.69
Office Administrator	\$71.94
Administrative Specialist IV	\$67.55
Administrative Specialist III	\$57.18
Administrative Specialist II	\$51.16
Administrative Specialist I	\$47.66
Sr. Technical Doc Specialist	\$82.64
Technical Doc Specialist	\$71.94
Quality Assurance Manager	\$92.58
Sr. Quality Assurance Specialist	\$72.31
Quality Assurance Specialist	\$70.75

Labor Category Descriptions For
246-60-1 - Security Systems Integration and Design Services
246-60-1RC - Security Systems Integration and Design Services (Recovery Purchasing)

Labor Category: [Senior Program Manager](#)

Minimum/General Experience: >15 years general experience, including 8 years in a specialty relating to the program being managed and 4 years experience scheduling and supervising project personnel. Experience must include knowledge of information technology systems, project management tools and a demonstrated capability to manage multiple tasks/projects.

Functional Responsibility: Responsible for overall contract performance, program personnel and the delivery of all reports and contract deliverables. Provides guidance on both technical and non-technical matters. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded. Serves as the contractor's single authorized interface with Government representatives and customer agency representatives. The Senior Program Manager is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for program management

Minimum Education: MS/MA in a field of study relevant to the work being performed or BS/BA plus 20 years work experience.

Labor Category: [Program Manager](#)

Minimum/General Experience: 10-15 years general experience, including 6 years in a specialty relating to the program being managed and 2 year experience scheduling and supervising project personnel. Experience must include knowledge of information technology systems, project management tools and a demonstrated capability to manage multiple tasks/projects.

Functional Responsibility: Supports Senior Program Manager in matters relating to overall contract performance, program personnel, reports, and contract deliverables. Provides guidance on both technical and non-technical matters. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 15 years experience.

Labor Category: [Associate Program Manager](#)

Minimum/General Experience: 5-10 years general experience, including 3 years in a specialty relating to the program being managed.

Functional Responsibility: Supports Program Manager. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 10 years experience.

Labor Category: Senior Project Manager

Minimum/General Experience: 10-12 years of experience in managing projects involving analysis, development and/or support activities. Must have 6 years experience in the management and control of funds and resource and a demonstrated capability of good oral and written communication skills. Experience must include knowledge of information technology systems, project management tools and a demonstrated capability to manage multiple tasks.

Functional Responsibility: Under the guidance of a Program Manager or other senior management personnel, the Senior Project Manager plans, organizes, directs, and controls all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary, and assists the Program Manager as assigned.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 15 years experience.

Labor Category: Project Manager

Minimum/General Experience: 5-8 years of experience in managing projects involving analysis, development and/or support activities. Must have 2 years experience in the management and control of funds and resource and a demonstrated capability of good oral and written communication skills. Experience must include knowledge of information technology systems, project management tools and a demonstrated capability to manage multiple tasks.

Functional Responsibility: Under the guidance of the Senior Project Manager: plans, organizes, directs, and supports all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 10 years experience.

Labor Category: Associate Project Manager

Minimum/General Experience: 3-5 years of experience in managing projects involving analysis, development, and/or support activities. Must have a demonstrated capability of good oral and written communication skills. Experience should include knowledge of information technology systems and project management tools.

Functional Responsibility: Supports program objectives by assisting the Project Manager. Ensures conformance with task order schedules and costs; and monitors employee performance and productivity.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 6 years experience.

Labor Category: Senior Threat Analyst

Minimum/General Experience: 12 years experience in disciplines as required by the task order. Specialized experience in identification and analysis of threats to facilities, programs, operations and/or personnel from sources such as insider malevolence, terrorist activities, theft or diversion of CBRNE, and acts of nature.

Functional Responsibility: Leads analytical, technical, and operational support team activities facilities, programs, operations, and/or personnel. Participates in liaison activities with the Intelligence and Law Enforcement Communities on intelligence and threat matters as required by the task order. Assesses how well the threat statements produced by the intelligence community have been fused with logical analysis, conclusions, planning and physical security system upgrades. Prepares comprehensive threat assessment reports and briefings.

Minimum Education: Highest level clearance and access levels as required by client. MS/MA in a field of study relevant to the work being performed or BS/BA plus 20 years work experience.

Labor Category: Threat Analyst II

Minimum/General Experience: 8 years experience in disciplines as required by the task order. Specialized experience in identification and analysis of threats to facilities, programs, operations and/or personnel from sources such as insider malevolence, terrorist activities, theft or diversion of CBRNE, and acts of nature.

Functional Responsibility: Performs analytical, technical, and operational support team activities facilities, programs, operations, and/or personnel. Participates in liaison activities with the Intelligence and Law Enforcement Communities on intelligence and threat matters as required by the task order. Assesses how well the threat statements

produced by the intelligence community have been fused with logical analysis, conclusions, planning and physical security system upgrades.

Minimum Education: Highest level clearance and access levels as required by client. BS/BA in a field of study relevant to the work being performed or AS/AA plus 10 years work experience.

Labor Category: [Threat Analyst I](#)

Minimum/General Experience: 4 years experience in identification and analysis of threats to facilities, programs, operations and/or personnel from sources such as insider malevolence, terrorist activities, theft or diversion of CBRNE, and acts of nature.

Functional Responsibility: Performs analytical, technical, and operational support team activities facilities, programs, operations, and/or personnel. Participates in liaison activities with the Intelligence and Law Enforcement Communities on intelligence and threat matters as required by the task order. Assesses how well the threat statements produced by the intelligence community have been fused with logical analysis, conclusions, planning and physical security system upgrades.

Minimum Education: Highest level clearance and access levels as required by client. AS/AA in a field of study relevant to the work being performed or 5 years work experience.

Labor Category: [Senior Security Analyst](#)

Minimum/General Experience: 10 years of experience in disciplines as required by the task order. Specialized experience in development and functional analysis of complex security systems using qualitative and/or quantitative techniques to detect vulnerabilities and recommend enhancements to mitigate threats. Specific experience may include expertise in a full range of security areas such as: national security, terrorism, CBRNE, security force operations, electronic security systems, integrated security systems, and security force communications, physical security, threat, vulnerability and risk analysis, weapons effect mitigation, emergency planning and Continuity of Operations Plans.

Functional Responsibility: Leads security assessment and security survey teams to uncover security system vulnerabilities. Prepares reports and delivers presentations. Develops and maintains security response plans and procedures, coordinates support and inter-agency agreements. Prepares time and cost estimates for physical protection system enhancement projects.

Minimum Education: BS/BA or AA with at least 12 years of directly related experience.

Labor Category: [Security Analyst II](#)

Minimum/General Experience: 5 years of experience in disciplines as required by the task order. Specialized experience in development and functional analysis of complex security systems using qualitative and/or quantitative techniques to detect vulnerabilities and recommend enhancements to mitigate threats. Specific experience may include expertise in a full range of security areas such as: national security, terrorism, CBRNE, security force operations, electronic security systems, integrated security systems, and security force communications, physical security, threat, vulnerability and risk analysis, weapons effect mitigation, emergency planning and Continuity of Operations Plans.

Functional Responsibility: Works in a team environment in security assessment and security survey teams to uncover security system vulnerabilities. Prepares reports and delivers presentations. Develops and maintains security response plans and procedures, coordinates support and inter-agency agreements.

Minimum Education: BS/BA or an AA and 7 years of directly related experience.

Labor Category: [Security Analyst I](#)

Minimum/General Experience: 2 years of experience in disciplines as required by the task order. Specialized experience in development and functional analysis of complex security systems using qualitative and/or quantitative techniques to detect vulnerabilities and recommend enhancements to mitigate threats. Specific experience may include expertise in a full range of security areas such as: national security, terrorism, CBRNE, security force operations, electronic security systems, integrated security systems, and security force communications, physical security, threat, vulnerability and risk analysis, weapons effect mitigation, emergency planning and Continuity of Operations Plans.

Functional Responsibility: Assists in security assessment and security survey teams to uncover security system vulnerabilities. Prepares reports and delivers presentations. Develops and maintains security response plans and procedures, coordinates support and inter-agency agreements.

Minimum Education: AS/AA in a field of study relevant to the work being performed or 5 years work experience.

Labor Category: [Senior Office Administrator](#)

Minimum/General Experience: 5-10 years of experience in administrative management including 2 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. Supervises and assigns work schedules to clerical and administrative staff. Oversees the purchase of

supplies, authorize payments, and other general business responsibilities necessary to maintain to day-to-day operations.

Minimum Education: BS/BA or an AA with 10 years experience.

Labor Category: [Office Administrator](#)

Minimum/General Experience: 3-5 years of experience in administrative management including 1 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. May supervise and assign work schedules to clerical and administrative staff. Oversees the preparation and distribution of reports, maintains calendars, reviews and analyzes procurement requirements, and drafts correspondence.

Minimum Education: AA in a related field or a High School Diploma/GED with 8 years of directly related experience.

Labor Category: [Administrative Specialist IV](#)

Minimum/General Experience: 4-6 years of general clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

Functional Responsibility: Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.

Minimum Education: High School Diploma/GED.

Labor Category: [Administrative Specialist III](#)

Minimum/General Experience: 2-4 years of general clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

Functional Responsibility: Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet

applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.

Minimum Education: High School Diploma/GED.

Labor Category: [Administrative Specialist II](#)

Minimum/General Experience: 1-2 years of secretarial, clerical, or general office experience. Well-developed written and verbal communication skills, organizational skills, and the ability to operate standard office equipment and software. Flexibility in accepting changes in working environment.

Functional Responsibility: Responsible for general secretarial and administrative functions as assigned. Assists in routine clerical and administrative functions. Responsible for the accurate and timely input of information for monitoring program status and effectiveness. Works under direct supervision.

Minimum Education: High School Diploma/GED.

Labor Category: [Administrative Specialist I](#)

Minimum/General Experience: Written and verbal communication skills, organizational skills, and the ability to take instruction and carry out orders as assigned.

Functional Responsibility: General secretarial and administrative functions as assigned. Assists in maintaining filing, telephone communications, and other routine clerical and administrative functions. Works under direct supervision.

Minimum Education: High School Diploma/GED.

Labor Category: [Senior Technical Documentation Specialist](#)

Minimum/General Experience: 5-8 years experience is required with at least 5 years of experience in preparing technical documentation, to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of information technology. Experience must include knowledge of information technology systems, and a demonstrated capability to manage multiple tasks. Must have demonstrated ability to work independently or in a team environment.

Functional Responsibility: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Minimum Education: AA in a related field or a High School Diploma/GED with 10 years of directly related experience.

Labor Category: **Technical Documentation Specialist**

Minimum/General Experience: 3-5 years experience is required with at least 3 years of experience in preparing technical documentation, to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of information technology. Experience must include knowledge of information technology systems. Must have demonstrated ability to work independently or under only general direction.

Functional Responsibility: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Minimum Education: AA in a related field or a High School Diploma/GED with 8 years of directly related experience.

Labor Category: **Quality Assurance Manager**

Minimum/General Experience: >10 years experience with at least 8 years of experience in the following areas: business processes, Policy and procedure analysis and design of business processes and/or applications on complex systems General experience includes increasing responsibilities in assignments of a technical nature. Must possess proven understanding and application of Government documentation standards. Proven ability to provide project/task direction on complex application problems involving all phases of systems analysis is required.

Functional Responsibility: Reviews activities, processes and products of personnel providing professional services and products, including the review of work for correctness, adherence to the design and to user standards. Reviews documentation to assure Government standards/requirements are satisfied, and reviews work for progress in accordance with schedules. Develops and applies established processes for evaluating technical products and associated documentation. Assists in formal and informal reviews throughout the development life cycle. Coordinates with the program/project manager to ensure problem solutions and user satisfaction. Reviews, formulates, approves recommendations, as needed, for process and product improvements. Assists in preparation of various reports.

Minimum Education: BS/BA in a related field.

Labor Category: **Senior Quality Assurance Specialist**

Minimum/General Experience: 5-10 years experience with at least 5 years of experience in the following areas: business processes, Policy and procedure analysis and design of business

processes and/or applications on complex systems General experience includes increasing responsibilities in assignments of a technical nature. Must possess proven understanding and application of Government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Functional Responsibility: Reviews activities, processes and products of personnel providing professional services and products, including the review of work for correctness, adherence to the design and to user standards. Reviews documentation to assure Government standards/requirements are satisfied, and reviews work for progress in accordance with schedules. Develops and applies established processes for evaluating technical products and associated documentation. Assists in formal and informal reviews throughout the development life cycle. Coordinates with the project manager to ensure problem solutions and user satisfaction. Formulates recommendations, as needed, for process and product improvements. Assists in preparation of various reports.

Minimum Education: BS/BA in a related field.

Labor Category: Quality Assurance Specialist

Minimum/General Experience: 3-5 years experience with at least 2 years of experience in the business processes, policy and procedure analysis and design of business processes and/or applications on complex systems. General experience includes increasing responsibilities in assignments of a technical nature. Must possess proven understanding and application of Government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required

Functional Responsibility: Reviews activities, processes and products of personnel providing professional services and products, including the review of work for correctness, adherence to the design and to user standards. Reviews documentation to assure Government standards/requirements are satisfied, and reviews work for progress in accordance with schedules. Develops and applies established processes for evaluating technical products and associated documentation. Assists in formal and informal reviews throughout the development life cycle. Coordinates with the project manager/Senior Quality Assurance Specialist to ensure problem solutions and user satisfaction. Formulates recommendations, as needed, for process and product improvements. Assists in preparation of various reports.

Minimum Education: BS/BA in a related field or an AA with 10 years directly relevant experience.