



General Services Administration (GSA) Federal Supply Service (FSS)

Authorized Federal Supply Service Schedule Catalog
Version 3.0

Schedule 084

- SIN 246-54 Guard Services
- SIN 246-52 Professional Security/Facility Management Services
- SIN 426-2A Canine Handling & Training Equipment, Canine Search & Detection

Contract Number: GS-07F-0363M

Contract Period June 1, 2002 through May 31, 2007

VA#: 11-3310

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1.0 Corporate Information

- 1a. Awarded special item number(s).
 - 246-54: Guard Services
 - 246-52 Professional Security/Facility Management Services
 - 426-2A Canine Handling & Training Equipment, Canine Search & Detection
- 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.
ARES acknowledges and complies with this requirement. Please refer to Section 7.0, Price List.
2. Maximum order. \$200,000
3. Minimum order. \$100
4. Geographic coverage (delivery area). 48 contiguous United States and the Washington, DC metropolitan area.
5. Point(s) of production (city, county, and State or foreign country). Alexandria, Virginia (suburb of Washington, DC)
6. Discount from list prices or statement of net price. None
7. Quantity discounts. None
8. Prompt payment terms. .01% discount if paid in 15 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold. YES
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. YES
10. Foreign items (list items by country of origin). N/A
- 11a. Time of delivery. (Contractor insert number of days.) 30 days from award or as specified on individual task orders.
12. F.O.B. Point(s). N/A



13. Ordering address. **ARES Group, Inc.**
8625C Engleside Office Park
Alexandria, VA 22309
14. Payment address. **Same as ordering address**
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). **N/A**
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**
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants. **N/A**
25. Data Universal Number System (DUNS) number. **00-643-7144**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **ARES is registered (CAGE # 1TF82)**



1.1 Points of Contact

ARES Point of Contact

Rob Gooden
Senior Vice President
rgooden@ares-group.com
703-704-5351

John Broughton
Vice President, Business Development
jbroughton@ares-group.com
703-704-5351

1.2 Placing an Order Using ARES' Multiple Award Schedule Contract

Orders up to the micro-purchase \$2,500 threshold
Place order directly with contractor for the item that best meets your needs

Orders over the micro-purchase threshold

To ensure a "Best Value" determination is made, as required by FAR 8.404:

- Review the GSA Advantage! Online electronic ordering system at www.gsaAdvantage.gov

OR

- Review at least three schedule pricelists
- Select the "Best Value" (consider value provided business status e.g. small business, price, administrative costs, etc.)
 - The information included on GSA Advantage! On-line shopping service, GSA contractors' pricelists, and GSA's homepage should be used as informational tools to help your agency meet or exceed established small business goals. It should also be used as a tool to assist in including small and women-owned small businesses such as ARES among those considered when making a best value determination.
 - For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.
- Place order directly with contractor

Below are some areas to consider when a "Best Value" determination needs to be made, as required by FAR 8.404

- Business Size
- Blanket Purchase Agreements
- Contractor Team Arrangements
- Price Reductions
- Evergreen Contracts
- Nationwide Coverage
- Purchase Card Acceptance



2.0 Corporate Overview

ARES Group, Inc. dba ARES International Security (ARES), pronounced AIR-EEZ, is a Virginia-based business SBA 8(a) certified company that specializes in the implementation of security and management solutions to create a secure environment for our customers.

ARES' Corporate Officers and seasoned employees have vast experience in security, law enforcement, information management and classified operations support.

The Corporate Officers have directly supported security requirements for the General Services Administration, NASA, the Defense Intelligence Agency and other intelligence agencies, Department of Justice, Environmental Protection Agency, commercial organizations and the Department of Defense.

The ARES Corporate Vision is to ensure successful accomplishment of our client's goals and operational objectives by providing the most innovative, responsive Business Services and Solution Possible. The mission is to provide these services in an ethical, responsive, innovative, effective and cost efficient manner. Only through the success of our client's objectives can ARES realize its own success in the areas of growth and increased capabilities.

3.0 Services

ARES offers support in multiple areas of security services for organizations that require government security clearances. Our core services revolve around the following security disciplines:

- Protective Force Operations and Management
- Program Protection and Program Security Support
- Vulnerability and Threat Analysis
- Physical Security Analysis

3.1 Protective Force Operations

ARES provides protective force services to government and commercial customers. These services range from reception duties to security force operations, and include very diverse mission tasks:

- Armed and Unarmed Security Officers;
- Alarm Monitoring, Dispatch and Response;
- Special Response Team Operations;
- Security Escorting into classified or sensitive areas;
- Roving Patrols; and
- Vehicle Patrols.



3.2 Canine Explosive Detection Services

ARES currently provides trained Explosive Detector Dog (EDD) Services in the form of at least one (1) trained and certified Explosive Detector Dog Team (EDDT), comprised of a certified EDD and EDD Handler. ARES EDDT personnel are capable of performing the following:

- Inspection of all incoming mail, packages and other deliveries made to the client building and/or facilities prior to delivery and receipt by client personnel. Such items will be inspected as directed by the client at the Post Office Receiving site, a designated area within the facility parking lot, at the facility loading dock, or other appropriate area as directed by the client.
- Inspection of any suspicious packages found within the facility that may include off-site facilities as requested by the client on an as needed basis.
- Inspection of facilities/buildings/parking lots/compound entry points and/or vehicles as required or at the direction of the ARES Lead Canine Handler, the client Technical Representative or other designated personnel in charge during a bomb threat, evacuation drill exercise/event or other emergency.
- ARES provides EDDTs to provide EDDT roving patrols as required in times of heightened security or during specific threats. These patrols will pay particular attention to exterior areas in keeping with explosive detection search techniques and protocol to include all areas specified by the client or deemed appropriate or exigent due to circumstances by the on-duty EDDT.

3.2.1 Training & Certification of EDDTs

All ARES Team EDDT handlers are graduates of a credible EDD handler course that has been recognized by a U. S. Government, Law Enforcement, Military or private commercial industry Working Dog School. Their certifications are conducted in accordance with Phase II of the Department of Treasury Odor Recognition Proficiency Standards for Explosive Detection Canines. The ARES Team handler and canine training courses are four weeks in duration. The course is designed to produce highly proficient EDDTs encompassing all aspects of canine explosive detection. The course consists of classroom and operational field training through a credible training academy. After initial certification as an explosive detection handler, site based operational training is performed to accomplish expertise at the deployed site. During their certification course - which includes the 12 topical areas listed below, each handler must demonstrate superior knowledge, skill, and proficiency to pass the final written, oral and practical tests. The ARES EDDT handler training includes, but is not limited to:

- Philosophies/theories of explosive detection,
- Improvised Explosive Device (IED) recognition,



- Legal and liability aspects, including applicable department policies,
- Public relations,
- Care and maintenance of canines,
- Obedience and control,
- Area searches,
- Building searches and,
- Vehicle Searches,
- Search techniques/patterns,
- Safety precautions, and
- Explosive alert procedures (bomb procedures).

Annual Re-certification of our EDDTs occurs on an annual basis. ARES adheres to the Odor Recognition Proficiency Standard for Explosives Detection Canines (the ATF Standard), which employs an odor recognition proficiency test (the Test), and is established to determine if the EDDT can successfully recognize explosives odors. The test is used in conjunction with our training methodology and provides a standardized method for assessing our EDDT's ability to recognize explosives odors. ARES conducts the re-certification training and testing in the operational environment of the working canines. The re-certifications are documented and video taped from start to finish including the selection, placement and return of all explosives and will be provide the documentation and videotape to the client technical representative upon completion.

3.2.2 Care & Maintenance

Providing care for our canines is essential to the success of our program. Our handlers receive training about proper care and maintenance techniques during their initial certification, and are kept abreast of industry trends. There are five aspects to our canine maintenance policy.

1. **Dog Rest.** Providing ample time for our canines to rest is a crucial element of accurate performance in the field. While a team can search intermittently over a long period of time, a single repetitive task will reduce detection accuracy. Each canine will be provided ample opportunity to rest and be active outside the parameters of job. This includes 15 minuets of rest every hour, which provides dogs with the opportunity to relax. We also take specific measures to ensure that our canine teams have an opportunity to recuperate from the day's work at the end of their shifts. We provide our working dogs with a quiet home environment, where they can rest without distraction and prepare for the next day of work. Our strict schedule of work, play, and rest provides a balanced life for our working dogs, prevents burnout, and increases dog proficiency.
2. **Medical Care.** ARES has contracts with leading veterinary clinics to provide our canines with medical care. Our dogs receive annual physicals, rabies shots, and emergency care when needed. Our veterinary clinic also recommends individual diets based on each dog's weight, breed, and nutritional needs. This ensures that



our dogs remain healthy and maintain the energy level needed to perform their work.

3. **Grooming.** Our handlers are responsible for the daily grooming of our dogs. Our dogs are bathed at least once a week during the summer, and monthly during the winter. This allows our dogs to maintain protective oils on their coats during the winter, and remain cool in the summer.
4. **Kennels.** Each handler's vehicle is equipped with a portable kennel for the transport of canines to and from work. Our dogs also have separate, permanent kennels at the handler's residences (unless provided on-site by the client) provide larger, more comfortable sleeping arrangements.

4.0 Commitment to Quality Services

We have demonstrated, in our past and current contracts, the ability to motivate both new and incumbent employees to new levels of performance, resulting in significant improvements in job quality, timeliness, and cost-effectiveness. Therefore, our management team considers the input provided by ARES personnel as an invaluable part of the Quality Control (QC) process. Our personnel are encouraged to suggest improvements in the way they perform their jobs. ARES management provides thorough, ongoing QC oversight, and recognizes and rewards innovative thinking. ARES' management initiatives have resulted in a work force that is not only customer oriented, but able and motivated to take advantage of the latest technology and to suggest ways of improving day-to-day performance.

5.0 Corporate Presence

Unlike most security contractors, we believe in developing long term working relationships with our customers. This begins by providing on-going corporate presence on the contract site and not only when there is a problem or when the customer requests our presence. As part of our Corporate Quality Control Plan, a senior ARES corporate official meets face to face with each of our client representatives at a minimum of once a quarter. Additionally, another method we use to stay abreast of customers' needs is through phone and email interactions. As you can see corporate presence is a big priority of ARES. Our experience has shown us that increased corporate presence increases employee morale, and demonstrates our commitment to quality services and successful performance.

6.0 Summary

Our proven performance and values will continue to assist Federal agencies in meeting the evolving challenges of maintaining the integrity of security services in an environment of tight resources and elusive threats to our Nation's security posture. Our approach to performance is to create an environment where our people are responsible and accountable for achieving results, with the highest degree of performance and quality. Finally, we offer a low performance risk because of our established experience within the federal government in providing armed and unarmed physical security services.





7.0 Price List

7.1 SIN 246-54 Pricing

LABOR CATEGORY	HOURLY RATE	DAILY RATE
Guard I	\$22.10	\$176.80
Guard I (OT)	\$31.41	\$251.28
Guard II	\$27.56	\$220.48
Guard II (OT)	\$36.55	\$292.40
Court Security Officer	\$33.11	\$264.88
Court Security Officer (OT)	\$47.22	\$377.76
Security Clerk I	\$27.08	\$216.64
Security Clerk II	\$30.83	\$246.64
Security Officer Supervisor	\$30.47	\$243.76
Project Manager	\$45.40	\$363.20
Assistant Project Manager	\$41.80	\$334.40
Investigator / Trainer	\$35.35	\$282.80
Badging Technician	\$38.09	\$304.72
Locksmith	\$36.84	\$294.72

Labor categories and fully burdened rates above apply to the Washington, DC metropolitan area only. Pricing for other locations will be based on the current DOL Wage Determination(s) for that area.

Wage Determination No.: 1994-2103, Revision No.: 34 (Date Of Revision: 05/23/2005)

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide.

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's.

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford





7.2 SIN 246-52 Pricing

LABOR CATEGORY	HOURLY RATE
Project Manager	\$54.80
Assistant Project Manager	\$48.40
Physical Security Specialist - I	\$32.50
Physical Security Specialist - II	\$38.90
Physical Security Specialist - III	\$45.30

7.3 SIN 426-2A Pricing

LABOR CATEGORY	HOURLY RATE
Explosive Detector Dog Team (One Handler & One Canine)	\$61.60/HR



8.0 Position Descriptions

8.1 SIN 246-54 Position Descriptions

8.1.1 Security Guard I

Minimum Education & Experience:

A high-school diploma and at one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard, such as work with a Federal, State, municipal, local or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life. Requires good communications skills and a valid driver's license.

Duties:

1. Detect and report criminal acts.
2. Stop, question, and as a last resort arrested suspected criminals.
3. Provide security against loss from fire or mechanical equipment failure.
4. Enforce property rules and regulations.
5. Respond to emergency situations involving the safety and security of the facility.
6. Control access to specific areas of a facility or building and act as a crowd control monitor.

8.1.2 Security Guard II

Minimum Education & Experience:

A high-school diploma and at one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard, such as work with a Federal, State, municipal, local or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life. Requires good communications skills and a valid driver's license and the ability to obtain and maintain a firearms permit and certification.

Duties:

1. Detect and report criminal acts.
2. Stop, question, and as a last resort arrested suspected criminals.
3. Provide security against loss from fire or mechanical equipment failure.
4. Enforce property rules and regulations.
5. Respond to emergency situations involving the safety and security of the facility.
6. Control access to specific areas of a facility or building and act as a crowd control monitor.



8.1.3 Security Clerk I

Minimum Education & Experience:

Must be a high school graduate and the ability to operate in state-of-the-art software in a Local Area Network (LAN) environment, including word processing, scheduling and calendar software, graphics, spreadsheets, records management and electronic mail. Individual must possess demonstrated interpersonal communications skills; have experience in managing inter- and intra-office incoming and outgoing correspondence. Person must possess one year of related experience.

Duties:

1. Performs specialized support services relating to a broad range of administrative functions such as: budget and financial management, personnel management, training, procurement, contracts, property management, space management, and travel.
2. Maintains, monitors, and performs preliminary analysis of budget and fiscal control records.
3. Translates budget data into prescribed budget formats to be used for the purposes of budget formulation.
4. Organizes and maintains departmental filing systems for quick location.

8.1.4 Security Clerk II

Minimum Education & Experience:

Must be a high school graduate and the ability to operate in state-of-the-art software in a Local Area Network (LAN) environment, including word processing, scheduling and calendar software, graphics, spreadsheets, records management and electronic mail. Individual must possess demonstrated interpersonal communications skills; have experience in managing inter- and intra-office incoming and outgoing correspondence. Person must possess three years of related experience, one year experience working as a Security Clerk I. In addition, the Security Clerk II must be capable of coordinating the work of the Security Clerk I.

Duties:

1. Performs specialized support services relating to a broad range of administrative functions such as: budget and financial management, personnel management, training, procurement, contracts, property management, space management, and travel. In addition, performs higher-level work than the Security Clerk I position.
2. Maintains, monitors, and performs preliminary analysis of budget and fiscal control records.
3. Translates budget data into prescribed budget formats to be used for the purposes of budget formulation.
4. Organizes and maintains departmental filing systems for quick location.



8.1.5 Security Officer Supervisor

Minimum Education & Experience:

At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields or three (3) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Advanced/specialized educational courses in areas related to law enforcement are required. Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

Duties:

1. Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns.
2. Directly responsible for supervision and management of all security and emergency dispatch personnel.
3. Perform duties as first responder for all medical emergencies.
4. Prepares and/or oversees the preparation, update and modification of relative instructions and procedures.
5. Analyzes resources and workload, making recommendations for modifications and/or changes to management.
6. Ensures that personnel under his or her cognizance are assigned and supervised in a productive manner.
7. Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale.
8. Supervises and coordinates the activities of the various shifts and patrols through assigned shift supervisors and other staff members.
9. Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate.
10. Responds to medical emergencies providing initial first aid and CPR required actions.

8.1.6 Project Manager

Minimum Education & Experience:

Bachelor's degree from an accredited university or college in law enforcement, security management or related fields, or ten (10) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Advanced/specialized educational courses in areas related to law enforcement are required. Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.



Five (5) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive and/or classified materials and weapons. Specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard, such as work with a Federal, State, municipal, local or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life. Such experience must have provided knowledge of protective systems and techniques. Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. Must be able to obtain and maintain GSA Certification and/or State Firearms certification.

Duties:

Performs duties related to the effective daily management and operation of a security force, its readiness, its mission, and its security program. Responsible for the unit security forces training program, ensuring all unit and individual training requirements are met. Accomplishes security force unit management and administration to include supply, equipment, mobility, and readiness functions; personnel, administrative, and budgetary actions; and the utilization of automated data processing programs and products. Assists other security personnel in the protection and antiterrorism programs and security programs to include information, personnel, and physical security; and performs other related duties.

8.1.7 Assistant Project Manager

Minimum Education & Experience:

Bachelor's degree from an accredited university or college in law enforcement, security management or related fields, or ten years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Advanced/specialized educational courses in areas related to law enforcement are required.

Five years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive and/or classified materials and weapons. Specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard, such as work with a Federal, State, municipal, local or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life. Such experience must have provided knowledge of protective systems and techniques. Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. Must be able to obtain and maintain GSA Certification and/or State Firearms certification.



Duties:

In the absence of the Project Manager serves as the on-site lead. Provides administrative and technical management in the completion of contract requirements. Assists the Project Manager in scheduling, training, and monitoring the fulfillment of contract requirements to ensure quality services are delivered in a timely manner. Protects property from danger of sabotage, espionage and intrusion. Responds to alarms and/or telephone/radio calls by determining and taking appropriate action. As required, serves as member of response forces to include fire and maneuver. Coordinates shift changes to ensure all officers are present and uniformed.

8.1.8 Investigator / Trainer

Minimum Education & Experience:

Must be a high school graduate and possess at least five years of experience in physical security within the federal government, military, or state/local government. Training consists of three to five years of private security, military police or federal/local law enforcement. Must demonstrate ability to teach a variety of security topics (e.g., General Studies, Professional Ethics and Standards, Intro to Private Security, Criminal & Civil Law, Report Writing, Radio & Telephone Communications, Fire Safety & Hazardous Material, Bomb Procedures, Customer Service, and Uniforms & Grooming courses). In addition, be certified to teach Basic CPR, First Aid, AED, firearms qualifications (both initial and re-qualifications in .38, .357, .40 and/or .9mm caliber weapons), sexual harassment/discrimination, magnetometer (walk through / hand held), X-ray detection equipment and First-Line Supervisory Training.

Duties:

Teach a variety of security courses, as well as CPR, First Aid, CPR/First Aid, Monadnock Expandable Baton, Firearms Safety & Instruction, Firearms Range Certification & Qualification, Defensive Tactics, Basic Security Officer Instruction, GSA Basic & Refresher Courses and PATH (Practical and Tactical Handcuffing) Training.

8.1.9 Badging Technician

Minimum Education & Experience:

Must be a high school graduate and possess the ability to understand security badging technologies related to controlling access to sensitive facilities and buildings. Individual must have the ability to operate in state-of-the-art software in a Local Area Network (LAN) environment, including word processing. Individual must possess demonstrated interpersonal communications skills.

Duties:

1. Receive and review identification badge, fingerprint, and photograph requests and assure that they are issued only to or taken from authorized personnel with appropriate clearances.



2. Prepare and issue various types of permanent identification media with an automated badging software program.
3. Maintain a database for identification badges, and periodically conduct database verifications relating to these efforts to assure that issuance are valid and current.
4. Prepare and distribute data base reports, notices of required changes, and other documents, reports, and records, as directed or required.
5. Use the automated fingerprinting system to prepare digital fingerprints of personnel in support of requests for background checks.
6. Assist in developing policy and procedure relative to the issue and control of identification badges.
7. Using automated databases, prepare and distribute monthly activity reports to client and company management.
8. Performs other duties or functions as directed or required.

8.1.10 Locksmith

Minimum Education & Experience:

Must be a high school graduate and possess at least five years of experience in a physical security within the federal government, military, or state/local government. Must demonstrate practical "hands-on" experience with locks and key systems, security containers and combination locks.

Duties:

1. Receive and review lock, key, and combination requests and assure that they are issued only to authorized personnel.
2. Maintain a database relating to security containers, locks, keys, and combinations; and coordinates the location or relocation of all classified containers.
3. Periodically conduct database verifications relating to the issuance of locks, keys, and combinations to assure that issuances are valid and current.
4. Coordinates with Facilities Engineering the installation, maintenance, repair, and modification of security combinations, locks, and door changes.
5. Change locks, keys, and combinations in accordance with customer regulations, and performs maintenance and repair on safe combination disks.
6. Fabricate keys; combine, recombine, and install key cores.
7. Order and maintain supplies and equipment relating to locksmith functions.
8. Prepare and distribute data base reports, notices of required changes, and other documents, reports, and records, as directed or required.
9. Supports customer oriented methods for efficient issue and control of locks, keys, and combinations.



8.1.11 Court Security Officer

Minimum Education & Experience:

At least an Associates degree from an accredited university or college in law enforcement, security management, business or related fields or three years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Advanced/specialized educational courses in areas related to law enforcement are required. Must be able to obtain and maintain firearms certification.

Duties:

1. Maintains interior and exterior security of the courthouse.
2. Using x-ray and magnetometer equipment monitors personnel entering the courts.
3. Provides escorts to defendants to and from court.
4. Provides protection to the judges, attorneys, witnesses, jurors and the general public in attendance at the court.

8.2 SIN 246-52 Position Descriptions

8.2.1 Program Manager

Minimum Education & Experience: Must have a minimum of ten (10) years experience in management, organization and supervision of a security operation, preferably in the Federal government, military, or state/local government. Experience shall be in managing a team of specialists for both physical and information security programs. The PM must have experience in managing guard forces, and shall assist in preparation and presentation of guard force orientation and specialized training. (S)he must have demonstrated technical writing and presentation capabilities and skills. A Bachelors degree from an accredited academic institution, or a Bachelors degree equivalent is required.

Duties:

A. Manages and oversees contractor efforts with respect to providing recommendations and options for protecting Agency personnel and facilities from vandalism, malicious damage, and sabotage.

B. Manages contract efforts with respect to providing recommendations and options for protecting classified and other sensitive data in the custody of the Agency. These efforts shall include procedures for the control and authorized release and destruction of classified, proprietary, and other sensitive information.

C. Provides recommendations and options to the Agency Technical Lead for establishing a system of security inspections and surveys of Agency locations to assure compliance with Executive Orders and Agency security policies and regulations.



D. Assists the Agency Technical Lead in day-to-day security matters applicable to the Agency's mission.

8.2.2 Assistant Project Manager

Minimum Education & Experience: Must have a minimum of five to seven (5-7) years experience in management, organization and supervision of a security operation, preferably in the Federal government, military, or state/local government. Experience shall be in managing a team of specialists for both physical and information security programs. The PM must have experience in managing guard forces, and shall assist in preparation and presentation of guard force orientation and specialized training. (S)he must have demonstrated technical writing and presentation capabilities and skills. A Bachelors degree from an accredited academic institution, or a Bachelors degree equivalent is required.

Duties:

A. Assists PM in the management and oversight of contractor efforts with respect to providing recommendations and options for protecting Agency personnel and facilities from vandalism, malicious damage, and sabotage.

B. Manages contract efforts with respect to providing recommendations and options for protecting classified and other sensitive data in the custody of the Agency. These efforts shall include procedures for the control and authorized release and destruction of classified, proprietary, and other sensitive information.

C. Provides recommendations and options to the PM for establishing a system of security inspections and surveys of Agency locations to assure compliance with Executive Orders and Agency security policies and regulations.

D. In the absence of the Project Manager serves as the on-site lead. Provides administrative and technical management in the completion of contract requirements.

E. Assists the Project Manager in scheduling, training, and monitoring the fulfillment of contract requirements to ensure quality services are delivered in a timely manner. Protects property from danger of sabotage, espionage and intrusion.

F. Responds to alarms and/or telephone/radio calls by determining and taking appropriate action. As required, serves as member of response forces to include fire and maneuver. Coordinates shift changes to ensure all officers are present and uniformed.

8.2.3 Physical Security Specialist - Level I

Minimum Education & Experience: Must have a *minimum* of four (4) years experience *in physical security*, preferably *in* the Federal government, *military*, or state/local government. Two (2) of those four (4) years *experience* shall be *managing electronic*



security systems. Two (2) years of credits in Law Enforcement/Criminal Justice or two (2) years of *technical training in electronics* from an accredited *institution* above the *high* school level may be substituted for a *maximum* of two (2) years of the four (4) years experience. Must have demonstrated *experience* and *capability in the operation* of *electronic security* systems and equipment. Must be capable of *conducting* physical security surveys, and *providing* recommendations and options for *improving* the physical security of EPA *facilities nationwide* through a balance of *electronic security* systems, guard services, and other security measures.

Duties:

A. Shall be responsible, under the supervision of the Assistant PM, for providing recommendations and options to the Agency Technical Lead for developing and implementing a comprehensive agency-wide physical security program. Shall be responsible for reviewing and providing recommendations for improving the Agency's *security* access control systems, alarms, Closed *Circuit* Television (CCTV) cameras, and *lighting*. With government approval, shall make *minor* repairs/adjustments to alarms and card readers.

B. Shall provide recommendations and options for *improving* the *circulation* control for Agency facilities (particularly *sensitive* areas) *within* the buildings, provide day-to-day oversight of the operation of *physical security* systems and equipment, operations of the Headquarters Access Gold and MDI control systems, and *maintain* the databases. Review and provide recommendations and *options* for *improving* the *exterior* and *interior security lighting*, *intrusion* detection and assessment *equipment*, *annunciation* and display systems, and *security* communications.

8.2.4 Physical Security Specialist - Level II

Minimum Education & Experience: Must have a *minimum* of six (6) years experience *in physical security*, preferably *in* the Federal government, *military*, or state/local government. Two (2) of those six (6) years *experience* shall be *managing electronic security* systems. Two (2) years of credits in Law Enforcement/Criminal Justice or two (2) years of *technical training in electronics* from an accredited *institution* above the *high* school level may be substituted for a *maximum* of two (2) years of the six (6) years experience. Must have demonstrated *experience* and *capability in the operation* of *electronic security* systems and equipment. Must be capable of *conducting* physical security surveys, and *providing* recommendations and options for *improving* the physical security of EPA *facilities nationwide* through a balance of *electronic security* systems, guard services, and other security measures.

Duties:

A. Shall be responsible, under the supervision of the Assistant PM, for providing recommendations and options to the Agency Technical Lead for developing and implementing a comprehensive agency-wide physical security program. Shall be responsible for reviewing and providing recommendations for improving the Agency's *security* access



control systems, alarms, Closed *Circuit* Television (CCTV) cameras, and *lighting*. With government approval, shall make *minor* repairs/adjustments to alarms and card readers.

B. Shall provide recommendations and options for *improving* the *circulation* control for Agency facilities (particularly *sensitive* areas) *within* the buildings, provide day-to-day oversight of the operation of *physical security* systems and equipment, operations of the Headquarters Access Gold and MDI control systems, and *maintain* the databases. Review and provide recommendations and *options* for *improving* the *exterior* and *interior security lighting*, *intrusion* detection and assessment *equipment*, *annunciation* and display systems, and *security* communications.

8.2.5 Physical Security Specialist - Level III

Minimum Education & Experience: Must have a *minimum* of eight (8) years experience *in physical security*, preferably *in* the Federal government, *military*, or state/local government. Two (2) of those *eight* (8) years *experience* shall be *managing electronic security* systems. Two (2) years of credits in Law Enforcement/Criminal Justice or two (2) years of *technical training in electronics* from an accredited *institution* above the *high* school level may be substituted for a *maximum* of two (2) years of the eight (8) years experience. Must have demonstrated *experience* and *capability* *in* the *operation* of *electronic security* systems and equipment. Must be capable of *conducting* physical security surveys, and *providing* recommendations and options for *improving* the physical security of EPA *facilities nationwide* through a balance of *electronic security* systems, guard services, and other security measures.

Duties:

A. Shall be responsible, under the supervision of the Assistant PM, for providing recommendations and options to the Agency Technical Lead for developing and implementing a comprehensive agency-wide physical security program. Shall be responsible for reviewing and providing recommendations for improving the Agency's *security* access control systems, alarms, Closed *Circuit* Television (CCTV) cameras, and *lighting*. With government approval, shall make *minor* repairs/adjustments to alarms and card readers.

B. Shall provide recommendations and options for *improving* the *circulation* control for Agency facilities (particularly *sensitive* areas) *within* the buildings, provide day-to-day oversight of the operation of *physical security* systems and equipment, operations of the Headquarters Access Gold and MDI control systems, and *maintain* the databases. Review and provide recommendations and *options* for *improving* the *exterior* and *interior security lighting*, *intrusion* detection and assessment *equipment*, *annunciation* and display systems, and *security* communications.

