



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

Schedule 084 Price Catalog



**Contract#: GS07F0649W  
246-54 Security Guard Services &  
246-52 Professional Security Services  
September 10, 2015- September 9, 2020**



**NEW AGE PROTECTION Incorporated**

6551 Loisdale Court, Suite 801  
Springfield, Virginia 22150  
703.924.3057 (voice) 703.924.3541 (fax)  
[www.new-age-inc.com](http://www.new-age-inc.com)



*New Age's proven security capabilities, coupled with our experienced personnel and in-depth knowledge makes New Age the "Best Choice" to service your security requirements.*

**SCHEDULE TITLE**

**Federal Supply Schedule 084 - Total Solutions For Law Enforcement, Security, Facility Management Systems, Fire, Rescue, Specials Purpose Clothing, Marine Craft and Emergency/Disaster Response /FSC Group 63 Alarm and Signal Systems and Facility Management Systems and Guard Services**

**CONTRACT NUMBER: GS07F0649W**

**CONTRACT PERIOD:**

September 10, 2015- September 9, 2020

**CONTRACTOR:**

New Age Protection, Inc. (New Age)  
6551 Loisdale Court, Suite 801  
Springfield, VA 22150  
Phone: (703) 924-3057  
Fax: (703) 924-3541  
[www.new-age-inc-com](http://www.new-age-inc-com)

**CONTRACTORS' ADMINISTRATOR:**

Ronn Wright, President  
6551 Loisdale Court, Suite 801  
Springfield, VA 22150  
Phone: (703) 924-3057  
Fax: (703) 924-3541  
[rwright@new-age-inc.com](mailto:rwright@new-age-inc.com)

**BUSINESS SIZE:**

Small Disadvantaged, Veteran Owned, SBA 8(a)

**1a. AWARDED SPECIAL ITEM NUMBERS**

(SINs) 246-54 Guard Services and 246-52 Professional Services

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** See Price List page 29-33 of this document

**1c. HOURLY RATES:** See Price List page 29-33 of this document

**1d** Changes in terms and conditions may only be made by written agreement between the contract officer and New Age Protection, Inc.

**1e. Disputes will be resolved in accordance with Far .52.233-1**

**1f.** New Age will be liable for defaults unless caused by uncontrollable occurrences and will notify the contract officer of the situations and of resolutions

**1g. Invoices:** New Age will submit original invoices with 3 copies to the address designated in the contract to receive invoices and will include our name, invoice date and number, contract number, CLIN and order number, description

**and quantity of services, terms of delivery and discounts for prompt payment, TIN and person to notify for defective invoices.**

**1h Patent Indemnity:** N/A New Age will provide services and not products

**1i Payment:** New Age agrees to the contract terms and conditions as stipulated in part II section 2 I items 1-5

**1j Risk of Loss:** N/A New Age will provide services and not products

**1k Taxes:** The contract prices include all applicable Federal, State and Local taxes and duties.

**1l-t Ordering Activities for commercial items Part II of Refresh 11;** New Age agrees to and will comply with all sections related to commercial items.

**2. MAXIMUM ORDER GUIDELINE:**

246-54 and 246-52 at \$200,000.00 per SIN/\$400,000.00 per Order.

**3. MINIMUM ORDER LIMITATION:** \$100.00

**4. GEOGRAPHIC COVERAGE:** Washington, DC, Maryland, Virginia, New Jersey, North Carolina, Florida

**5. PRODUCTION POINT:** Not Applicable

**6. BASIC DISCOUNT:** Net pricing-Discout deducted.

**7. QUANTITY DISCOUNTS:** 1.5% based upon labor category requirements.

**8. PROMPT PAYMENT TERMS:** 1% 20 day net 30

**9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICROPURCHASE THRESHOLD**

**9b. GOVERNMENT PURCHASE CARDS ARE NOT ACCEPTED ABOVE THE MICROPURCHASE THRESHOLD**

**10. FOREIGN ITEMS:** None

**11a. TIME OF DELIVERY:** 30 Days or as negotiated

**11b. EXPEDITED DELIVERY:** 10 Days. Contact New Age Protection, Inc.

**11c. OVERNIGHT DELIVERY:** Not Applicable

**11d. URGENT REQUIREMENTS:** Not Applicable

**12. FOB POINT:** Not Applicable

**13a. ORDERING ADDRESS:**

New Age Protection, Inc. (New Age)  
6551 Loisdale Court, Suite 801  
Springfield, VA 22150  
Phone: (703) 924-3057  
Fax: (703) 924-3541  
[www.new-age-inc-com](http://www.new-age-inc-com)

**13b. ORDERING PROCEDURES:**

For Supplies and Services, the ordering procedures, information on Blank Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)). Contact New Age Protection, Inc., Mr. Ronn Wright 703-924-3057

**14. PAYMENT ADDRESS:**

New Age Protection, Inc. (New Age)  
6551 Loisdale Court, Suite 801  
Springfield, VA 22150  
Phone: (703) 924-3057  
Fax: (703) 924-3541  
[www.new-age-inc-com](http://www.new-age-inc-com)

**15. WARRANTY PROVISIONS:** Standard Commercial Warranty

**16. EXPORT PACKING CHARGES:** Not Applicable

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**

(Any thresholds above the micro purchase level)

**18. TERMS AND CONDITIONS OF RENTAL:** Not Applicable.

**19. TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable.

**20. TERMS AND CONDITIONS OF REPAIR PARTS:** Not Applicable.

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** Not Applicable.

**21. LIST OF SERVICE AND DISTRIBUTION POINTS:** Pages 29 through 32

**22. LIST OF PARTICIPATING DEALERS:** Not Applicable.

**23. PREVENTATIVE MAINTENANCE:** Not Applicable.

**24a. SPECIAL ATTRIBUTES:** Not Applicable.

**24b. SECTION 508:** Not Applicable.

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 172223997

**26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM):** Registration valid until August 31, 2016; Contact Mr. Ronn Wright, 703-924-3057

**INTRODUCTION**

New Age was incorporated in 2003, in the State of Maryland, and operates its headquarters office at 6551 Loisdale Court, Suite 801, Springfield, VA 22150. We are a minority/veteran-owned small business, certified 8(a) as a Small Disadvantaged Business by the Small Business Administration.

New Age was established to analyze mission requirements and recommend viable cost effective solutions in the form of providing security, facilities management and specialized security support services in support of our nation's security. New Age will be responsible, accountable, and proactive in fulfilling the requirements as directed in any pursuant contract.

New Age understands that our successful performance requires compliance with applicable laws, guidelines and regulations, whether regional or national. We adhere to special and specific orders, policies and procedures as required. New Age provides cleared access control, unarmed security officers, and other protective service occupations and facility management experts who possess the technical "know how" and dedication required to detect, deter, defend and defeat threats to



the security integrity of people, facilities, systems and information. Our strategic approach to security services management and expected longevity in this industry is simple: identify customers' needs, provide qualified, cleared and appropriately registered professionals, deliver cost effective solutions and exceed customer expectations on a daily basis.

New Age offers large business experience, past performance and capabilities, implemented through small company commitment, accessibility and flexibility. We tailor security service resources and measures to mitigate risks and defeat threats. New Age addresses security as a life-cycle focused towards continuous improving the security integrity of human, physical, technological and intellectual assets.

Our extensive knowledge of government, military and industry security operations has aided New Age in the strategic placement of qualified and cleared personnel in positions needed to satisfy clients' requirements. New Age's commitment to quality performance has enabled us to deliver innovative, cost-effective and results-oriented services.

Since 2003, New Age has provided program/project management, professional, administrative, logistics, information technology, armed and unarmed security, training and access control/escort services and support to business and government. Our areas of expertise include but are not necessarily limited to:

#### SECURITY SERVICES

- ✓ Vulnerability Assessments
- ✓ Escort/Access Control Support
- ✓ SCIF Design & Construction
- ✓ SCIF Management & Operations
- ✓ Alarm System & CCTV Installation & Monitoring
- ✓ Locksmith Services
- ✓ Construction Security Monitoring
- ✓ Armed/Unarmed Security Staff
- ✓ Special Access Program Management
- ✓ Facility Security Officer Support
- ✓ Security Officer Training
- ✓ First Aid/CPR/AED Training

#### PROFESSIONAL SERVICES

- ✓ Professional Consulting Services
- ✓ Human Resources Support
- ✓ Financial Management & Accounting
- ✓ Acquisition Support
- ✓ Administrative & Travel Management Services
- ✓ Facility Management
- ✓ Janitorial & Cleaning Services

#### MANAGEMENT SERVICES

- ✓ Business Process Reengineering
- ✓ Analytical Studies
- ✓ Classified Information Control & Declassification
- ✓ Program/Project Management
- ✓ Contract Administration & Close-out
- ✓ Mailroom Operations

#### INFORMATION TECHNOLOGY SERVICES

- ✓ Operations Analyses
- ✓ Network Design & Engineering
- ✓ Database Design & Maintenance
- ✓ Systems Integration
- ✓ Network Administration
- ✓ Information Assurance
- ✓ Application Systems Design, Programming & Implementation

#### LOGISTICS SUPPORT SERVICES

- ✓ Warehouse Management
- ✓ Inventory Management & Control
- ✓ Equipment/Personnel Movement
- ✓ Procurement Support

New Age possesses a valid Facility Clearance Level (FCL) at the Top Secret level with Cage Code 36DK7. New Age's DUNS Number is 172223997. Immediately after contact, New Age will develop an understanding and appreciation of the client's mission and commit to establishing a long-term strategic alliance.

Our personnel are experienced in physical security disciplines and provide a broad range of security support from cleared security escorts to providing vulnerability assessments, Sensitive Compartmented Information Facility (SCIF) design, construction, accreditation preparation and day-to-day SCIF management. New Age personnel have over 30 years experience in constructing SCIFs for accreditation by the Defense Intelligence Agency. Our personnel are knowledgeable of all phases of SCIF operations from initial concept development, accreditation, and day-to-day operations through decertification. Personnel, information, physical, operations and administrative security services are disciplines in which New Age excels.

New Age has the financial stability and capability to sustain current operations and accommodate future contract endeavors. We are a customer service based operation and have developed a solid banking relationship that encourages growth and stands poised to support future expansion endeavors. Our management team has a history of managing high dollar value contracts and is proficient at controlling revenue and personnel growth to further maintain our financial stability, excellent reputation and excellent customer service.

From inception, New Age has focused on ethics and integrity to meet contract and subcontract requirements. We believe that our reputation is and will continue to be built based on the quality, knowledge, enthusiasm, professionalism and dedication to duty demonstrated by our employees. "Our people are our product and their performance is our measuring stick." Since our beginning we have made customer service, customer satisfaction and employee training our priority.

## **TRAINING**

New Age has its own training academy and is capable of delivering the following certified training curriculums which includes: unarmed and armed Security Officer training; National Rifle Association (NRA) Weapons Systems training; Utah concealed weapons carry and 11 other states firearms training; Patrol Rifle, American Red Cross, Standard First Aid and professional rescuer training; Federal Protective Service (FPS) basic and in-service training; Monadnock expandable baton, PR-24 and unarmed self defense training; hand-cuffing, security and law enforcement chemical irritants; Department of Homeland Security anti terrorism course; Occupational Safety Health Administration (OSHA) work place safety; and disaster preparedness and relief. New Age can develop and present a customized training curriculum at the client's facility.

We believe a disciplined work force can sustain its proficiency by acquiring required basic, refresher and in-service training. Training is critical to ensuring quality. New Age provides training through memorandums, handouts, lectures, power points, current events, hands-on activities, classroom participation, police videos and examinations. New Age provides information and training during site visits and post inspections.

**SIN 246-52 Professional Security Services****Administrative Management Consultant****Functional Responsibility:**

The Administrative Management Consultant (AMC) shall provide administrative support to technical and management level personnel. The AMC is responsible for coordinating operational projects as directed by the Program Manager. This position will be responsible for providing support for a security program.

**Education:**

Must meet an educational requirement of AS or BS degree.

**Knowledge & Experience:**

The Administrative Management Consultant must have experience with documentation planning, support, and project administration in the security industry. The Administrative Management Consultant must meet a minimum experience level of 3 years. General computer skills are necessary. Experience may be considered in lieu of education.

**Assistant Project Manager (APM)****Functional Responsibility:**

The Assistant Project Manager serves as the supervisor for projects to include armed and unarmed security officers, dispatchers and other skill sets. The Assistant Project Manager is responsible for the day shift with responsibilities for all security activities occurring during normal work hours. The APM reports to the Project Manager. The APM is responsible for the work performance of subordinate personnel. Prepares work schedules for the protective force, 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. The APM monitors and supervises employee performance and reviews all time sheets for accuracy prior to submission.

**Education:**

The APM must be a High School Graduate or possess a GED. The APM must have the required education, background, skills, abilities and accomplishments in management that guarantees continuity of service.

**Knowledge & Experience:**

The Assistant Project Manager may be a Key Personnel and should have a working knowledge of industrial safety, OSHA regulations, and hazardous materials. The APM should be able to organize shift schedules, interpret written policies, set priorities, administer discipline and analyze complex issues. The APM must reflect a personality and temperament that promotes positive interactions with his subordinates and the public. If applicable, the APM will meet agency and State firearms qualifications. The APM must be available at all times.

**Cleared American Guard (CAG)****Functional Responsibility:**

CAGs will ensure that all persons, toolkits, packages, bags, electronic devices, boxes, crates, vehicles or other means of introducing material onto the construction site or into the secure areas

are inspected for questionable or prohibited items at the primary access control point. Means of inspection include, but are not limited to metal detectors, chemical, biological, radiological, nuclear, and high yield explosive (CBRNE) detectors, x-ray machines, scanners and visual examination.

CAGs will survey the perimeter and internal secure areas through the use of Government-furnished closed circuit television (CCTV) systems and other intrusion detection systems (IDS) in accordance with the Orders.

**Education:**

The CAG will be a High School Graduate or possess a GED. The CAG must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience:**

The CAG should have a working knowledge of industrial safety, OSHA regulations, and hazardous materials. The CAG should be able to organize shift schedules, interpret written policies, set priorities, administer discipline and analyze complex issues.

**Construction Surveillance Technician (CST)**

**Functional Responsibility:**

The Construction Surveillance Technician is required to prevent the infiltration of electronic eaves-dropping devices in buildings during the construction of Government property. The CSTs ensure that no electronic surveillance devices or implements of destruction are planted in the buildings as they are being constructed. The CSTs also provide perimeter patrol and control the access of contractors and visitors. The CST also inspects tools and storage areas and provides escorts for approved persons at the work site.

**Education:**

Must possess a high school diploma or GED and have the required education, background, skill, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge and Experience:**

CSTs must possess specific knowledge and skills, and must have at least three years of experience as a police or security officer. The CST must be able to read and decipher complex blueprints, understand the types and function of complex construction and have three years of experience in one or more construction trade.

**Contract Manager (CM)**

**Functional Responsibility:**

The Contract Manager is responsible for the overall contract performance on complex programs involving multiple projects and/or a wide scope of complex, classified or unclassified task orders in one or more of the New Age core services and functional areas. The CM ensures that invoices and billing information is accurate and submitted properly and on time. The CM is responsible for the activities of all program personnel and for the delivery of all reports and contract deliverables. The CM is responsible for formulating and enforcing work standards, assigning work schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. The CM provides guidance on technical and non-technical matters to senior managers. Develops and

implements short and long range plans which will ensure that work is performed within the schedule and services and equipment remain at 100% operational readiness. The CM fosters a safe, harmonious work environment and promotes quality service. He or She ensures the submission of timely and accurate quality control reports and make on the spot corrections for any contractor discrepancies. The CM monitors all tasks and keeps the Contract Officer's Representative (COR) abreast of all problems and accomplishments while making and submitting timely and accurate after action reports. The New Age CM serves as the contractor's single authorized interface with the Government's and customer agency representatives. The CM serves as the single point of contact and liaison between New Age and the COR for inquiries, requests and contractual matters.

**Education:**

The CM should possess a bachelor degree from an accredited college or university or equivalent. Of seven years relevant experience gained in private industry or the military.

**Knowledge & Experience:**

The CM may be required to obtain and maintain an active security government security clearance and have a minimum of three years supervisory experience at the Project Manager's level with responsibility for supervision, quality control, training, scheduling, time keeping, payroll and discipline. The CM must have demonstrated the ability to provide guidance and direction in contracts of varying levels of size and scope of effort showing proven expertise in the management and control of funds and resources. The CM must have demonstrated his/her capability to manage contracts at multiple locations of the scope, function and complexity envisioned for this schedule.

**Deputy Program Team Leader****Functional Responsibility:**

Deputy Program Team Leaders (DPTL) s is responsible for furnishing on-the-job training specific to the project. This may include conveyance of information related to host country laws, customs and issues. They are accountable for the professionalism and appropriate conduct of Site Security Personnel (SSP) assigned to the team. Deputy Team Leaders' operational responsibilities include, but are not limited to:

- Establishing and maintaining close, continuous and responsive communications with Site Security Managers,
- Disseminating work assignments to subordinate SSP,
- Overseeing day-to-day performance of construction monitoring functions,
- Certifying the completion and accuracy of logs, reports and other required documents,
- Managing personnel assignments and schedules,
- Reviewing and signing completed timesheets,
- Decertifying of secure containers,
- Maintaining classified documents, plans and blueprints,
- Reviewing the quality of deliverables,
- Coordinating with local guard force, and
- Coordinating with the PMO in resolving/escalating performance, finance and facility issues and personnel matters.

**Education:**

The DPTL will be a High School Graduate or possess a GED. The Deputy Program Team Leader must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience:**

The Deputy Team Leader may be a Key Personnel and will have a working knowledge of industrial safety, OSHA regulations, and hazardous materials. The Deputy Team Leader will be able to organize shift schedules, interpret written policies, set priorities, administer discipline and analyze complex issues. The Deputy Team Leader must reflect a personality and temperament that promotes positive interactions with his subordinates and customers.

**Facility Security Officer (FSO)****Functional Responsibility:**

The Facility Security Officer supervises the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. The FSO reviews completed forms to ensure accuracy in accordance with applicable policy and directives and may initiate national agency background checks. The FSO maintains personnel security files and suspense logs for all phases of the personnel security process in accordance with policies and directives. The FSO performs security briefings for new hires and those that are leaving the company. The FSO oversees data entry into the personnel security records.

**Education:**

The FSO will be a High School Graduate or possess a GED. The FSO must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience:**

The FSO must demonstrate knowledge of personnel security policies and procedures gained through five years of experience in personnel security. The FSO must reflect a personality and temperament to promote positive interactions with people.

**Logistics Coordinator****Functional Responsibility:**

The Logistics Coordinator is responsible for day-to-day tracking of all procurement requests under existing procurement contracts. Assist in assuring that project timelines are met. This position will be responsible for providing program support.

**Education:**

The logistics coordinator must possess a Bachelor's degree in a related field. Education may be substituted by having five years of experience of which three years are specific to developing, implementing and monitoring logistics systems.

**Knowledge and Experience:**

The Logistics Coordinator must have practical experience related to job responsibilities. Experience in a government environment a plus. The Logistics Coordinator must meet a minimum experience level of 2 years. General computer skills are necessary.

**Physical Security Manager****Functional Responsibility:**

The Physical Security Manager (PSM) directs security programs. Ensures the maturation of government access control and intrusion detection systems to educate users and minimize the possibility of malicious access. The Physical Security Manager may develop and ensure accuracy of network, server and workstation security systems. The Physical Security Manager performs daily assessments of risks and enforces agency policies. Provides for training on specific-security issues and develops audit plans for assessing security risks. Performs security audits, monitors compliance, performs risks and vulnerability assessments and presents audit findings to government officials. He or She will work closely with other agencies and organizations. Formulates and trains incident response units and maintains a database/matrix system on security violations.

**Education:**

The PSM must possess a Bachelor's degree in a related field. Education may be substituted by having five years of experience of which three years are specific to developing, implementing and monitoring security systems.

**Knowledge and Experience:**

The Physical Security Manager must have excellent organizational and project management skills and must demonstrate knowledge of setting up and working with complex, security systems. The Physical Security Manager must have demonstrated experience in managing and negotiating requirements in a government-contracting environment and must have a strong ability to communicate with peers, vendors, managers and clients. The Physical Security Manager must have knowledge of computers and MS Office applications.

**Policy Advisor (PA)****Functional Responsibility:**

The Policy Advisor is an expert in a specific set of disciplines and subject matters. The Policy Advisor may be called upon to develop and/or provide guidance on policy, procedures, management, and operations. This position is responsible for providing Program Management for programs in the United States or in an assigned country.

**Education:**

The PA must have a bachelor's degree from an accredited college or university or five year experience in law enforcement, police science, security management and/or business.

**Knowledge & Experience:**

The PA must demonstrate excellent oral and written communication skills.

**Program Manager (PM)****Functional Responsibility:**

The Project Manager plans and supervises multiple task orders involving complex, sensitive, or classified operations. The PM is responsible for the overall management of the specific contract and for ensuring that the technical solutions and schedules in task orders are implemented in a timely manner. The PM plans, organizes, directs and controls all activities identified in the Government's Statement of Work. The PM ensures conformance with schedules and costs. The PM monitors employee performance and productivity and develops procedures and guidelines to

ensure that personnel are capable of performing in accordance with individual position requirements. The PM oversees the training program to ensure that all personnel are kept abreast of the developments pertaining to agency requirements. The PM implements remedial actions as necessary to ensure that an acceptable level of performance is maintained.

**Education:**

The PM must have a bachelor's degree from an accredited college or university or five year experience in law enforcement, police science, security management and or business.

**Knowledge & Experience:**

The PM must demonstrate excellent oral and written communication skills.

**Program Team Leader**

**Functional Responsibility:**

Team Leaders are responsible for furnishing on-the-job training specific to the project. This may include conveyance of information related to host country laws, customs and issues. They are accountable for the professionalism and appropriate conduct of SSP assigned to the team. Team Leaders' operational responsibilities include, but are not limited to:

- Establishing and maintaining close, continuous and responsive communications with Site Security Managers,
- Disseminating work assignments to subordinate SSP,
- Overseeing day-to-day performance of construction monitoring functions,
- Certifying the completion and accuracy of logs, reports and other required documents,
- Managing personnel assignments and schedules,
- Reviewing and signing completed timesheets,
- Decertifying of secure containers,
- Maintaining classified documents, plans and blueprints,
- Reviewing the quality of deliverables,
- Coordinating with local guard force, and
- Coordinating with the PMO in resolving/escalating performance, finance and facility issues and personnel matters.

**Education:**

Must be a High School Graduate or possess a GED. The Team Leader must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience:**

The Team Leader may be a Key Personnel and should have a working knowledge of industrial safety, OSHA regulations, and hazardous materials. The Team Leader should be able to organize shift schedules, interpret written policies, set priorities, administer discipline and analyze complex issues. The Team Leader must reflect a personality and temperament that promotes positive interactions with his subordinates and the public.

**Project Manager (PM)****Functional Responsibility:**

The Project Manager plans and supervises multiple task orders involving complex, sensitive, or classified operations. The PM is responsible for the overall management of the specific task order(s) and for ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. The PM plans, organizes, directs and controls all activities identified in the Government's project or task order. The PM ensures conformance with task order schedules and costs. The PM monitors employee performance and productivity and develops procedures and guidelines to ensure that personnel are capable of performing in accordance with individual position requirements. The PM oversees the training program to ensure that all personnel are kept abreast of the technical developments pertaining to agency requirements. The PM implements remedial actions as necessary to insure that an acceptable level of performance is maintained.

**Education**

The PM must have a bachelor's degree from an accredited college or university or five year experience in law enforcement, police science, security management and or business.

**Knowledge & Experience:**

The PM must demonstrate excellent oral and written communication skills.

**Security Consultant****Functional Responsibility:**

Security Consultant will be responsible for providing security expertise in a defined area of the security industry. Areas may include antiterrorism measures, law enforcement, security training, etc. The Security Consultant has extensive training in their defined discipline. Can provide guidance based on research and knowledge.

**Education:**

The security consultant must meet possess a BA/BS degree. The Security Consultant must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience:**

Has ability to effectively communicate, and has excellent oral, written, and presentation skills. The Security Consultant must meet a minimum experience level of 3 years. General computer skills are necessary.

**Security Specialist (SS)****Functional Responsibility:**

The Security Specialist is responsible for planning and conducting vulnerability assessments, security surveys and audits of critical agency facilities and systems. Conducts routine threat assessments and provide written reports on vulnerabilities. Interfaces with agency staff and conducts security briefings and ensures that security requirements are properly documented and included in the agency budget planning.

**Education:**

The SS must be a High School Graduate or possess a GED. The SS must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience:**

The SS must have a minimum of five years of experience in security systems, involving the planning, purchasing of equipment, installation and maintenance of a full scale security alarm and access control system. This experience includes knowledge of security barriers, blast protection for windows, and frames and hinges for doors. The SS must be able to read and understand floor plans. The SS must keep abreast of the latest electronic security supplies and products and must possess a working knowledge of industrial, physical and information security, and have experience in administering a security inspection or audit program in accordance with federal standards. The SS must possess good written and verbal communication skills with the proven capability to solve complex electronic alarm system problems.

**Site Security Coordinator****Functional Responsibility**

The purpose of the SSC is to assist with the day-to-day security coordination and management of construction projects. In this capacity, the SSC is an experienced Team Leader and possesses demonstrated knowledgeable of:

- Security program functions, responsibilities and authority
- Security standards and procedures
- Physical and technical security
- Specialized surveillance and screening equipment, including x-ray
- Construction surveillance requirements and techniques
- Counterintelligence and operational security
- Industrial security
- Construction site safety
- Improvised explosive devices
- Chem-bio threats
- Vehicle search
- Project specifications and drawings
- Cost estimation and scheduling.

Successful and effective SSC performance may qualify the assigned individual for deployment as a Deputy Team Leader.

**Education**

Must possess a high school diploma or GED and have the required education, background, skill, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge and Experience**

SSCs must possess specific knowledge and skills, and must have at least three years of experience as a police or security officer. The SSC must be able to read and decipher complex blueprints, understand the types and function of complex construction and have three years of experience in one or more construction trade.

## **Subject Matter Expert I**

### **Functional Responsibility**

SME I is an expert in a defined area. Areas may include logistics, information technology, antiterrorism measures, law enforcement, security training, etc. As necessary, they will furnish expertise in a variety of disciplines, including, but not limited to: assessments, coordination, training, consultation, and program management. This position will be responsible for providing support for a program.

### **Education**

Subject Matter Experts must have a BA/BS degree and general computer skills are necessary.

### **Knowledge and Experience**

The SME I will have extensive training in their defined discipline. Can provide guidance based on research and knowledge. Has ability to effectively communicate, and has excellent oral, written, and presentation skills. The SME I must meet a minimum experience level of 7 years.

## **Subject Matter Expert II**

### **Functional Responsibility**

SME II is an expert in a defined area. Areas may include logistics, information technology, antiterrorism measures, law enforcement, security training, etc. As necessary, they will furnish expertise in a variety of disciplines, including, but not limited to: assessments, coordination, training, consultation, and program management. This position will be responsible for providing support for a program.

### **Education**

The SME II must meet an educational requirement of BA/BS degree and general computer skills necessary.

### **Knowledge and Experience**

The SME II will have extensive training in their defined discipline. Can provide guidance based on research and knowledge. Has ability to effectively communicate, and has excellent oral, written, and presentation skills. The SME II must meet a minimum experience level of 10 years.

## **Training Director**

### **Functional Responsibility**

The Training Director is responsible for the development and coordination of training and ensuring that New Age is compliant in every aspect of training to include federal and state training requirements. The Training Director endorses all training exhibits and completion forms, supervises interactive training and approves lesson plans and training aids. The Training Director oversees the work of all training instructors to ensure that personnel have the competency to perform the required task.

### **Education**

The Training Director must have a bachelor's degree from an accredited college or university or five years experience in law enforcement, police science, security management and or business.

### **Knowledge & Experience**

The Training Director must have 7 years of experience demonstrating a thorough knowledge and understanding of advanced subjects, operational theory, applications and practices, with the



ability to present this information in a form comprehensible by non-technical persons. The Training Director must have highly developed written and verbal communication skills and the ability to function with only minimal guidance and supervision. The Training Director must have the ability to perform all required training in the absence of certified and qualified professionals.

**SIN 246-54 Protective Services Occupations****Access Control Specialist (ACS) NCR, NJ, NC, FL****Functional Responsibility**

Maintain and control access to customer's facilities, operate access control devices, metal detection equipment, turn stiles, computer software, conduct random inspections, maintain a working knowledge of the automated key access machine. Possess proficiency in the issuance of keys and must demonstrate proficiency with two-way radios. Possess proficiency in all required reporting processes and procedures. The ACS must be able to write clear and concise written reports and must understand the importance of making timely and proper notifications to building managers in serious situations. Must maintain a high level of integrity, punctuality and customer service, must maintain a well groomed appearance and represent the organization in a helpful and professional manner. The ability to make independent decisions in a quick and decisive manner. The ACS must pass all screening tests and physicals. The ACS may conduct routine patrols and spot checks for improper conditions or activities. The ACS reports as necessary to proper authorities, provides assistance to visitors, answers questions and enforces building rules and regulations.

**Education**

Must possess a high school diploma or GED and have successful completion of an accredited security course. The ACS must have the required education and background, skills, abilities and accomplishments in security that guarantees the continuity of service.

**Knowledge & Experience**

The ACS must possess a minimum of two years of experience in security or public safety as a registered security officer. The ACS must possess a current state certificate for private security. The ACS must pass an annual physical fitness exam, drug screen and meet GSA/DHS/FPS requirements for sight and hearing. The ACS must be able to communicate effectively orally and in writing and be able to present clear written and oral presentations. The ACS must present a positive and courteous image and reflect a personality and temperament approachable and will promote positive interactions with the public.

**Access Control Specialist (ACS) w TS/SCI****Functional Responsibility**

Maintain and control access to customer's facilities, operate access control devices, metal detection equipment, turn stiles, computer software, conduct random inspections, maintain a working knowledge of the automated key access machine. Possess proficiency in the issuance of access keys and must possess proficiency with protocol of two-way radios. Possess proficiency in all required reporting processes and procedures. The ACS must be able to write clear and concise written reports and must understand the importance of making timely and proper notifications to building managers in serious situations. Must maintain a high level of integrity, punctuality and customer service, must maintain a well groomed appearance and represent the organization in a helpful and professional manner. The ability to make independent decisions in a quick and decisive manner and must pass all screening test and physicals. The ACS may conduct routine patrols and spot checks for improper conditions or activities. The ACS reports as necessary to proper authorities, provides assistance to visitors, answers questions and enforces building rules and regulations.

**Education**

Must possess a high school diploma or GED and have successful completion of an accredited security course. Must have the required education and background, skills, abilities and accomplishments in security that guarantees the continuity of service.

**Knowledge & Experience**

The ACS must possess a minimum of two years of experience in security or public safety as a registered security officer. The ACS must possess a current state certificate for private security. The ACS must pass an annual physical fitness exam, drug screen and meet GSA/DHS/FPS requirements for sight and hearing. The ACS must be able to communicate effectively orally and in writing and be able to present clear written and oral presentations. The ACS must present a positive and courteous image and reflect a personality and temperament approachable and will promote positive interactions with the public.

**Accounting Clerk I****Functional Responsibility**

This position is responsible for performing routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

**Education**

Must meet an educational requirement of BA or BS degree in accounting.

**Knowledge & Experience**

The Accounting Clerk I must possess financial accounting experience. Familiarity with Federal budgets desired. The Accounting Clerk I must meet a minimum experience level of 1 year. General computer skills and knowledge of MS Excel is necessary.

**Accounting Clerk I w/TS/SCI****Functional Responsibility**

This position is responsible for performing routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

**Education**

Must meet an educational requirement of BA or BS degree in accounting.

**Knowledge & Experience**

The Accounting Clerk I must possess financial accounting experience. Familiarity with Federal budgets desired. The Accounting Clerk I must meet a minimum experience level of 1 year. General computer skills and knowledge of MS Excel is necessary.

## **Accounting Clerk II**

### **Functional Responsibility**

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

### **Education**

Must meet an educational requirement of BA or BS degree in accounting.

### **Knowledge & Experience**

The Accounting Clerk II must possess financial accounting experience. Familiarity with Federal budgets desired. The Accounting Clerk II must meet a minimum experience level of 3 years. General computer skills and knowledge of MS Excel is necessary.

## **Accounting Clerk II w/TS/SCI**

### **Functional Responsibility**

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

### **Education**

Must meet an educational requirement of BA or BS degree in accounting.

### **Knowledge & Experience**

The Accounting Clerk II must possess financial accounting experience. Familiarity with Federal budgets desired. The Accounting Clerk II must meet a minimum experience level of 3 years. General computer skills and knowledge of MS Excel is necessary.

## **Administrative Assistant**

### **Functional Responsibility**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The

Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

**Education**

Must meet an educational requirement of HS or GED degree.

**Knowledge & Experience**

The Administrative Assistant must possess general office experience. Familiarity with computer software applications is necessary.

**Administrative Assistant w/TS/SCI****Functional Responsibility**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

**Education**

Must meet an educational requirement of HS or GED degree.

**Knowledge & Experience**

The Administrative Assistant must possess general office experience. Familiarity with computer software applications is necessary.

**Alarm Monitor****Functional Responsibility**

The Alarm Monitor dispatches personnel in response to emergency and non-emergency calls for service. The Alarm Monitor assists fire department, ambulance and civilian police during emergency situations. The Alarm Monitor maintains two-way radio communications with all security personnel and completes incident reports on all occurrences as required. Safeguards classified information received after hours. Maintains after-hour emergency notification lists and makes prompt notifications in emergencies.

**Education**

High School Graduate or GED. The alarm monitor must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience**

Must have a minimum of two years of experience in security or public safety. Must have completed a licensed private or public security central

**Alarm Monitor w/TS/SCI****Functional Responsibility**

The Alarm Monitor dispatches personnel in response to emergency and non-emergency calls for service. The Alarm Monitor assists fire department, ambulance and civilian police during emergency situations. The Alarm Monitor maintains two-way radio communications with all security personnel and completes incident reports on all occurrences as required. Safeguards

classified information received after hours. Maintains after-hour emergency notification lists and makes prompt notifications in emergencies.

**Education**

High School Graduate or GED. The alarm monitor must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience**

Must have a minimum of two years of experience in security or public safety. Must have completed a licensed private or public security central

**Alarm Technician (AT)****Functional Responsibility**

The Alarm Technician installs and performs preventative and remedial maintenance and repairs on Intrusion Detection Systems (IDS), Closed Circuit Television (CCTV) and fire alarm systems to include planning, installation and testing. Responsible for planning, installing and maintaining electronic and computerized access control systems. Responsible for installing and connecting various wires. Understands power sources, electrical codes and construction techniques. The AT must have knowledge of various cameras, housing units, lens, brackets, bolts, screws and connectors. The AT must have knowledge of switchers, recorders and other necessary components of IDS to complete the installation.

**Education**

Associates degree from an accredited college or university with a major in subject related discipline.

**Knowledge and Experience**

The AT must have five years of prior electronics experience and obtain a NICET or networking certification. Must have experience with installation of large integrated systems that include Access Control, ID Management, Network/Digital Video, Intrusion, and Fire Alarm Systems.

**Alarm Technician (AT) w/TS/SCI****Functional Responsibility**

The Alarm Technician installs and performs preventative and remedial maintenance and repairs on Intrusion Detection Systems (IDS), Closed Circuit Television (CCTV) and fire alarm systems to include planning, installation and testing. Responsible for planning, installing and maintaining electronic and computerized access control systems. Responsible for installing and connecting various wires. Understands power sources, electrical codes and construction techniques. The AT must have knowledge of various cameras, housing units, lens, brackets, bolts, screws and connectors. The AT must have knowledge of switchers, recorders and other necessary components of IDS to complete the installation.

**Education**

Associates degree from an accredited college or university with a major in subject related discipline.

**Knowledge and Experience**

The AT must have five years of prior electronics experience and obtain a NICET or networking certification. Must have experience with installation of large integrated systems that include Access Control, ID Management, Network/Digital Video, Intrusion, and Fire Alarm Systems.

**Baggage Inspector****Functional Responsibility**

The Baggage Inspector's primary responsibility is to prevent the access of contraband to our client's disciplines and to pay attention to his/her surroundings. The Baggage Inspector inspects baggage and may be required to open and physically check bags for contraband or prohibited items. The Baggage Inspector may also be required to remove or break any locks that may be on secured bags. The Baggage Inspector and may be required to use X-ray machines to identify contraband and must be proficient in the use of hand held magnetometers.

**Education**

Must possess a high school diploma or GED and the education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge and Experience**

Must be 18 years old, have no prior criminal history, and have completed a Baggage Inspector training program. Strong work ethic, attention to detail, good public relations skills are also required. The Baggage Inspector and Security Screeners must stay abreast of current events; attend refresher and in-service training to stay abreast of new searching techniques and new improvised contraband and devices.

**Corrections Officer (CO)****Functional Responsibility**

The Corrections Officer maintains order in and around the prison facility, controlling inmate movement, caring for their safety and ensuring that their constitutional and civil rights are not abridged during their period of incarceration. The CO responds to alarms, fires, or other disturbances. Controls the activities of dangerous people, assists fire department, ambulance and civilian police during emergency situations and conduct investigations of breaches of security and violations of procedures or policies. The CO completes incident reports on all activities. The CO maintains pedestrian control at various access and egress gates, conducts escorts as directed, opens and secures buildings/facilities and accommodates authorized agency and contractor personnel. The CO conducts routine patrols and spot checks for unsafe and improper conditions or activities, reporting infractions to the proper authorities. The CO enforces all institutional rules and regulations.

**Education**

Must possess a high school diploma or GED and have the required education, background, skill, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience**

Corrections Officers must possess a minimum of two years of experience in security or public safety with a licensed private or public service security or police organization. The CO must be able to communicate effectively in English and present excellent written and oral presentations. The CO must present a positive and professional image and reflect a personality and

temperament to promote positive interactions with the institutional population. The CO must be able to defend themselves as well as others against physical attacks and must pass an annual physical examination and drug screen.

### **Court Security Officer (CSO)**

#### **Functional Responsibility**

The CSO maintains order in and around the courthouse to include the judge's chambers, court rooms, hall ways, public spaces and access points. The CSO responds to intrusion alarms, fires, traffic control, domestic disturbances, crowd control issues, and other calls for service. The CSO assists with fire emergencies, completes incident reports and directs people to the proper court rooms. The CSO control prisoner population and ensures no security breaches. They prevent the introduction of contraband, weapons, such as guns, knives, drugs or any other materials that could pose a danger to courthouse patrons. The CSO is required to operate walk through metal detectors and have expertise in configuring and discerning contraband while viewing the X-ray machine. The CSO should be a former police officer or have two years of experience as a security officer

#### **Education**

Must possess a high school diploma or GED. Court Security Officers must have the required education, background, skill, abilities and accomplishments in security management that guarantees continuity of service.

#### **Knowledge & Experience**

The CSO must possess a minimum of two years of experience in security or public safety with a licensed private or public service security or police organization. The CSO must possess a current state certificate for armed private security and shall meet agency and state firearms qualifications. The CSO must also pass an annual physical examination, drug screen, and be in top physical and mental condition.

### **Detention Officer (DO)**

#### **Functional Responsibility**

The Detention Officer duties are similar to those of the correctional officer and require officers to provide inmate services, recreation, serving meals, visitation and clothing exchanges and are responsible for monitoring and controlling all activities regarding inmate movement and safety usually at a jail. The DO must be responsible for knowing the inmate's whereabouts at all times.

#### **Education**

Must possess a high school diploma or GED and the required education, background, skill, abilities and accomplishments in security management that guarantees continuity of service.

#### **Knowledge and Experience**

Be a U.S. Citizen, be 18 years of age and possess a minimum of two years of experience in security or public safety with a licensed private or public service security or police organization. The DO must be able to communicate effectively in English and present excellent written and oral presentations. The DO must present a positive and professional image and reflects a personality and temperament to promote positive interactions with the institutional population. The DO must be able to defend themselves as well as others against physical attacks and must pass an annual physical examination, drug screen and physical fitness test.

## **General Clerk I**

### **Functional Responsibility**

This position follows clearly detailed specific procedures in completing several repetitive clerical steps. General Clerk I performs prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

### **Education**

Must possess a high school diploma or GED and have the required education, background, skill, abilities and accomplishments.

### **Knowledge and Experience**

The General Clerk must have one to three years of experience, possess strong social and business management skills and have excellent knowledge of computer software applications. A General Clerk must be a self starter and a hard worker and able to prepare invoices, payroll and edit business correspondence and reports. The General Clerk supports the team leader for special administrative projects.

## **General Clerk II**

### **Functional Responsibility**

This position requires familiarity with the terminology of the office unit. The General Clerk II selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

### **Education**

Must possess a high school diploma or GED and have the required education, background, skill, abilities and accomplishments in security management that guarantees continuity of service.

### **Knowledge and Experience**

The General Clerk II must have four years of experience, possess strong social and business management skills and have excellent knowledge of computer software applications. A General Clerk must be a self starter and a hard worker and able to prepare invoices, payroll and edit business correspondence and reports. The General Clerk supports the team leader for special administrative projects.

## **General Clerk III**

### **Functional Responsibility**

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

**Education**

Must possess a high school diploma or GED and have the required education, background, skill, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge and Experience**

The General Clerk must have five years of experience, possess strong social and business management skills and have excellent knowledge of computer software applications. A General Clerk must be a self starter and a hard worker and able to prepare invoices, payroll and edit business correspondence and reports. The General Clerk supports the team leader for special administrative projects.

**Guard I****Functional Responsibility**

The Security Officers (SO) provides a uniformed deterrence to crime and serves as an unarmed agent to process visitors and issuance of visitor badges. Maintains pedestrian/vehicle access control at gates as assigned. The unarmed security officer is the eyes and ears of our clients and uses his powers of observation to report suspicious and out of the ordinary activities. The unarmed security officers performs patrols and serves as an alarm monitor, watches the CCTV screens, and directs the fire department in case of a fire. Provides relief for security officers assigned to stationary posts. The SO opens and secures buildings/facilities as directed to accommodate authorized agency and contractor personnel. The SO must have good oral and written communication skills and must have completed a state or regional security guard services training program. The SO must be able to write clear and concise written reports and must understand the importance of making timely and proper notifications to building managers in serious situations. Security Officers must have a minimum of three years of experience in the application of security regulations.

**Education**

Must possess a high school diploma or GED and have successful completion an accredited security course.

**Knowledge & Experience**

The Guard I must possess a minimum of two years of experience in security or public safety as a registered security officer. The Guard I must possess a current state certificate for private security and must meet when appropriate all agency and state firearms qualifications. The Guard I must pass an annual physical fitness, drug screen and meet GSA/DHS/FPS requirements for sight and hearing. The Guard I must be able to communicate effectively orally and in writing and be able to present clear written and oral presentations. The Guard I must present a positive and courteous image and reflect a personality and temperament approachable and will promote positive interactions with the public.

## **Guard I w/TS/SCI**

### **Functional Responsibility**

The Security Officers (SO) provides a uniformed deterrence to crime and serves as an unarmed agent to process visitors and issuance of visitor badges. Maintains pedestrian/vehicle access control at gates as assigned. The unarmed security officer is the eyes and ears of our clients and uses his powers of observation to report suspicious and out of the ordinary activities. The unarmed security officers performs patrols and serves as an alarm monitor, watches the CCTV screens, and directs the fire department in case of a fire. Provides relief for security officers assigned to stationary posts. The SO opens and secures buildings/facilities as directed to accommodate authorized agency and contractor personnel. The SO must have good oral and written communication skills and must have completed a state or regional security guard services training program. The SO must be able to write clear and concise written reports and must understand the importance of making timely and proper notifications to building managers in serious situations. Security Officers must have a minimum of three years of experience in the application of security regulations.

### **Education**

Must possess a high school diploma or GED and have successful completion an accredited security course.

### **Knowledge & Experience**

The Guard I must possess a minimum of two years of experience in security or public safety as a registered security officer. The Guard I must possess a current state certificate for private security and must meet when appropriates all agency and state firearms qualifications. The Guard I must pass an annual physical fitness, drug screen and meet GSA/DHS/FPS requirements for sight and hearing. The Guard I must be able to communicate effectively orally and in writing and be able to present clear written and oral presentations. The Guard I must present a positive and courteous image and reflect a personality and temperament approachable and will promote positive interactions with the public.

## **Guard II**

### **Functional Responsibility**

The Guard II is an armed security officer and provides a serious deterrence to crime. In addition to controlling access and egress to and from our client's facilities, the Guard II checks packages, operates the X-ray and walk through magnetometer and assist in emergency evacuations. The armed security officer is uniformed and has the authority to detain suspects for crimes committed in their presence. The Guard II responds to intrusion and fire alarms, writes clear and accurate reports, performs traffic control, responds to domestic disturbances, and performs foot patrol as required by the statement of work. The Guard II assists fire department, police and emergency personnel during emergency situations as directed. The Guard II must have completed a 64 hour basic course of security instructions and an additional 40 hours of firearms qualifications and shall qualify annually. The Guard II conducts investigations of breaches of security and violations of procedures or policies, and completes and prepares after action and incident reports on all activities as required and maintains pedestrian/vehicle access control at gates as assigned. Provides relief for Security Officers assigned to stationary posts. Opens and secures building and facilities as directed to accommodate authorized agency and contractor personnel. The Guard II performs routine checks of classified material containers. Secures and reports unattended,

classified material and classified containers left unsecured. The Guard II conducts routine patrols and spot checks for unsafe/improper conditions or activities, reporting as necessary to proper authorities. Provides assistance to motorists as necessary, and enforces traffic and parking regulations. Issues temporary vehicle permits, and conducts visual inspections of decals, badges and identification cards.

### **Education**

High School Graduate or GED. The Guard II must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

### **Knowledge & Experience**

The Guard II must possess a minimum of two years of experience in security or public safety as a registered security officer. The Guard II must possess a current state certificate for private security and must meet when appropriate all agency and state firearms qualifications. The Guard II must pass an annual physical fitness, drug screen and meet GSA/DHS/FPS requirements for sight and hearing. The Guard II must be able to communicate effectively orally and in writing and be able to present clear written and oral presentations. The Guard II must present a positive and courteous image and reflect a personality and temperament approachable and will promote positive interactions with the public.

### **Guard II w/TS/SCI**

#### **Functional Responsibility**

The Guard II is an armed security officer and provides a serious deterrence to crime. In addition to controlling access and egress to and from our client's facilities, the Guard II checks packages, operates the X-ray and walk through magnetometer and assist in emergency evacuations. The armed security officer is uniformed and has the authority to detain suspects for crimes committed in their presence. The Guard II responds to intrusion and fire alarms, writes clear and accurate reports, performs traffic control, responds to domestic disturbances, and performs foot patrol as required by the statement of work. The Guard II assists fire department, police and emergency personnel during emergency situations as directed. The Guard II must have completed a 64 hour basic course of security instructions and an additional 40 hours of firearms qualifications and shall qualify annually. The Guard II conducts investigations of breaches of security and violations of procedures or policies, and completes and prepares after action and incident reports on all activities as required and maintains pedestrian/vehicle access control at gates as assigned. Provides relief for Security Officers assigned to stationary posts. Opens and secures building and facilities as directed to accommodate authorized agency and contractor personnel. The Guard II performs routine checks of classified material containers. Secures and reports unattended, classified material and classified containers left unsecured. The Guard II conducts routine patrols and spot checks for unsafe/improper conditions or activities, reporting as necessary to proper authorities. Provides assistance to motorists as necessary, and enforces traffic and parking regulations. Issues temporary vehicle permits, and conducts visual inspections of decals, badges and identification cards.

### **Education**

High School Graduate or GED. The Guard II must have the required education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience**

The Guard II must possess a minimum of two years of experience in security or public safety as a registered security officer. The Guard II must possess a current state certificate for private security and must meet when appropriate all agency and state firearms qualifications. The Guard II must pass an annual physical fitness, drug screen and meet GSA/DHS/FPS requirements for sight and hearing. The Guard II must be able to communicate effectively orally and in writing and be able to present clear written and oral presentations. The Guard II must present a positive and courteous image and reflect a personality and temperament approachable and will promote positive interactions with the public.

**Locksmith****Functional Responsibility**

The Locksmith works with locks of all kinds of configurations. The Locksmith must be able to fabricates locks and their mechanisms, copy keys, program key cards, install combination locks and be able to install, repair, modify, and open a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. The Locksmith is able to install and disassemble and replace worn tumblers and springs.

**Education**

Must possess a high school diploma or GED and the required education, background, skill, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge and Experience**

Must be highly trained and able to configure, install and repair locks from every industry, institution, place of business to include office furniture, desks, file cabinets, vehicles.

**Security Escort Officer (SEO)****Functional Responsibility**

The Security Escort Officer accommodates authorized agency and contractor visitors, contractors and other personnel who do not possess the facility clearance necessary to walk alone in a particular facility. The SEO walks with visitors and contractors to a specific area in a facility and either turns them over to another ward or stays with the visitors or contractors while they complete their prescribed business. The SEO may conduct routine patrols and spot checks for improper conditions or activities when there is no one to escort. The SEO reports as necessary to proper authorities, provides assistance to visitors, answers questions and enforces building rules and regulations. The SEO's must also assist with the destruction of used classified materials. The SEO must be able to write clear and concise written reports and must understand the importance of making timely and proper notifications to building managers in serious situations.

**Education**

Must possess a high school diploma or GED and the education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

**Knowledge & Experience**

Must have a minimum of two years of experience in security or public safety with a licensed private or public service security or police organization. The SEO must be able to communicate effectively orally and in writing and present a positive and professional image, reflect a personality and temperament to promote positive interactions with the public.

## **Security Escort Officer w/TS/SCI (SEO)**

### **Functional Responsibility**

The Security Escort Officer accommodates authorized agency and contractor visitors, contractors and other personnel who do not possess the facility clearance necessary to walk alone in a particular facility. The SEO walks with visitors and contractors to a specific area in a facility and either turns them over to another ward or stays with the visitors or contractors while they complete their prescribed business. The SEO may conduct routine patrols and spot checks for improper conditions or activities when there is no one to escort. The SEO reports as necessary to proper authorities, provides assistance to visitors, answers questions and enforces building rules and regulations. The SEO's must also assist with the destruction of used classified materials. The SEO must be able to write clear and concise written reports and must understand the importance of making timely and proper notifications to building managers in serious situations.

### **Education**

Must possess a high school diploma or GED and the education, background, skills, abilities and accomplishments in security management that guarantees continuity of service.

### **Knowledge & Experience**

Must have a minimum of two years of experience in security or public safety with a licensed private or public service security or police organization. The SEO must be able to communicate effectively orally and in writing and present a positive and professional image, reflect a personality and temperament to promote positive interactions with the public.

## **Security Screener**

### **Functional Responsibility**

The Security Screener provides frontline security and protection by observing passengers and checking baggage in a courteous and professional manner. The Security Screener prevents dangerous objects from being transported onto government property. Responsible for performing precautionary safety measures for government employees, visitors and contractors. They inspect persons and personal belongings of individuals and vehicles entering the government property. Conduct physical searches for weapons, contraband or other suspicious or potentially harmful items. Enforces rules and ensures no one is smoking, eating or carrying any type of weapon or prohibited items into secure spaces. Identify potentially harmful items through use of x-ray screening equipment, hand wand and/or metal-detecting device. Answers questions and directs people to appropriate places and locks and unlocks the access points at specific times each day.

### **Education**

A high school diploma or GED equivalent and a minimum of one year of recent general security experience. Knowledge of security regulations techniques and practices associated with government facilities.

### **Knowledge and Experience**

Knowledge of security techniques and practices of security, ingress and egress control techniques and procedures.

**Technical Instructor****Functional Responsibility**

The Training Instructor is responsible to conduct training and briefings as required to support programs, including the training and briefing of agency personnel. The Training Instructor implements the comprehensive training program and develops test criteria, both practical and written and uses a computerized system to track and evaluate each individual's progress. The Training Instructor develops and maintains training records on all personnel.

**Education**

The Training Instructor must have a bachelor's degree from an accredited college or university or five years experience in management and/or business.

**Knowledge & Experience**

Must possess five years of experience in the training field, with two years of specialized experience developing and providing technical and end-user training in a specific subject area. The Training Instructor must have the ability to write effectively and have excellent oral communication skills.

**Technical Writer I****Functional Responsibility**

The Technical Writer I revise or write standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

The Technical Writer I organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

**Education**

Must possess a high school diploma or GED and the required education, background, skill, abilities and accomplishments.

**Knowledge and Experience**

Must have a good command of the English language, and writing skills.

**Technical Writer I w/TS/SCI****Functional Responsibility**

The Technical Writer I revise or write standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of

machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

**Education**

Must possess a high school diploma or GED and the required education, background, skill, abilities and accomplishments.

**Knowledge and Experience**

Must have a good command of the English language, and writing skills.

**Technical Writer II****Functional Responsibility**

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

The Technical Writer II accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

**Education**

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**Knowledge and Experience**

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**Technical Writer II w/TS/SCI****Functional Responsibility**

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

The Technical Writer II accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

**Education**

Must possess a high school diploma or GED and the required education, background, skill, abilities and accomplishments.

**Knowledge and Experience**

Must have a good command of the English language, and writing skills.

**PRICE LIST**

The attached prices (price list) identifies New Age's lowest Government Discount prices for the following job categories for protective service occupations such as; access control, security escorts, security guards armed and unarmed, law enforcement services and other security and facility management services. The Government's price for job categories is 5% lower than what New Age offers its best commercial customers. These prices represent the cost approved by GSA, which includes the Industrial funding fee (IFF) and necessary to retain quality personnel in the protective services industry.

**SIN 246-52 Professional Services**

<b>LABOR CATEGORY</b>	<b>JOB CODE</b>	<b>DESCRIPTION</b>	<b>GSA NET PRICE</b>
Administrative Management Consultant	246-52	Functions as supervisory administrator for security projects or programs.	\$ 40.03
Assistant Project Mgr	246-52	Serves as the supervisor for projects	\$ 32.02
Cleared American Guard	246-52	Inspects for questionable or prohibited items	\$ 34.23
Construction Surveillance Technician	246-52	Prevent the infiltration of electronic devices.	\$ 36.04
Contract Manager	246-52	Responsible for the overall contract performance.	\$ 93.40
Deputy Program Team Leader	246-52	Responsible for task performance.	\$ 38.61
Facility Security Officer (FSO)	246-52	Supervises preparation and processing of security documentation.	\$ 82.41
Logistics Coordinator	246-52	Responsible for day-to-day tracking of movement requests.	\$ 74.72
Physical Security Manager	246-52	Directs information technology security programs.	\$ 78.79
Policy Advisor	246-52	Expert in a specific set of disciplines and subjects.	\$ 115.86
Program Manager	246-52	Plans and supervises multiple task orders.	\$ 83.47
Program Team Leader	246-52	Responsible for leading specific projects.	\$ 40.81
Project Manager	246-52	Plans and supervises multiple task orders.	\$ 74.98
Security Consultant	246-52	Provides security expertise.	\$ 92.69
Security Specialist	246-52	Provides security expertise.	\$ 63.62
Site Security Coordinator	246-52	Manages the security of construction projects.	\$ 39.22
Subject Matter Expert I	246-52	Provides subject matter expertise.	\$ 122.92
Subject Matter Expert II	246-52	Provides subject matter expertise.	\$ 132.99
Training Director	246-52	Designs training curriculum.	\$ 71.63

**Job Categories 246-54 Hourly Rates**

<b>National Capitol Region: State Wide WD 05-2103, dated 6/15/10 Revision 10 246-54</b>	<b>HOURLY RATE</b>
Access Control Specialist (Guard II)	\$34.93
Access Control Specialist w/ TS/SCI (Guard II)	\$41.03
Accounting Clerk I	\$26.55
Accounting Clerk I w/TS/SCI	\$32.65
Accounting Clerk II	\$29.35
Accounting Clerk II w/TS/SCI	\$35.46
Administrative Assistant	\$51.47
Administrative Assistant w/TS/SCI	\$57.58
Alarm Monitor	\$34.93
Alarm Monitor w/TS/SCI	\$41.03
Alarm Technician (Electronics Technician Maintenance I)	\$41.60
Alarm Technician w/ TS/SCI (Electronics Technician Maintenance I)	\$47.70
Baggage Inspector	\$22.93
Corrections Officer	\$38.33
Court Security Officer	\$41.26
Detention Officer	\$38.33
General Clerk I	\$26.24
General Clerk II	\$28.32
General Clerk III	\$32.13
Guard I	\$22.93
Guard I w/TS/SCI	\$29.03
Guard II	\$34.93
Guard II w/TS/SCI	\$41.03
Locksmith	\$36.96
Security Escort Officer (Guard I)	\$22.93
Security Escort Officer w/TS/SCI (Guard II)	\$41.03
Security Screener (Guard II)	\$34.93
Technical Instructor	\$41.81
Technical Writer I	\$37.00
Technical Writer I w/TS/SCI	\$43.11
Technical Writer II	\$44.50
Technical Writer II w/TS/SCI	\$50.60

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<b>New Jersey: WD 05-2351, Monmouth County dated 6/15/10 Revision 8 246-54</b>	<b>HOURLY RATE</b>
Access Control Specialist (Guard I)	\$24.28
Access Control Specialist w/ TS/SCI (Guard II)	\$30.44
Accounting Clerk I	\$25.42
Accounting Clerk I w/TS/SCI	\$31.58
Accounting Clerk II	\$28.16
Accounting Clerk II w/TS/SCI	\$34.32
Administrative Assistant	\$41.91
Administrative Assistant w/TS/SCI	\$48.07
Alarm Monitor	\$30.96
Alarm Monitor w/TS/SCI	\$37.12
Alarm Technician (Electronics Technician Maintenance I)	\$38.17
Alarm Technician w/ TS/SCI (Electronics Technician Maintenance I)	\$44.33
Baggage Inspector	\$24.28
Corrections Officer	\$37.52
Court Security Officer	\$42.26
Detention Officer	\$37.52
General Clerk I	\$23.68
General Clerk II	\$25.50
General Clerk III	\$28.22
Guard I	\$24.28
Guard I w/TS/SCI	\$30.44
Guard II	\$32.21
Guard II w/TS/SCI	\$38.37
Locksmith	\$25.68
Security Escort Officer (Guard I)	\$24.28
Security Escort Officer w/TS/SCI (Guard II)	\$30.44
Security Screener (Guard II)	\$32.21
Technical Instructor	\$36.29
Technical Writer I	\$32.98
Technical Writer I w/TS/SCI	\$39.14
Technical Writer II	\$39.55
Technical Writer II w/TS/SCI	\$45.71



**North Carolina: Davison and Davie WD 05-2397, dated 6/15/10 Revision 10 246-54**

**HOURLY  
RATE**

Access Control Specialist (Guard I)	\$21.53
Access Control Specialist w/ TS/SCI (Guard II)	\$27.76
Accounting Clerk I	\$24.32
Accounting Clerk I w/TS/SCI	\$30.55
Accounting Clerk II	\$27.28
Accounting Clerk II w/TS/SCI	\$33.51
Administrative Assistant	\$38.04
Administrative Assistant w/TS/SCI	\$44.27
Alarm Monitor	\$27.14
Alarm Monitor w/TS/SCI	\$33.37
Alarm Technician (Electronics Technician Maintenance I)	\$36.98
Alarm Technician w/ TS/SCI (Electronics Technician Maintenance I)	\$43.21
Baggage Inspector	\$21.53
Corrections Officer	\$31.67
Court Security Officer	\$29.10
Detention Officer	\$31.67
General Clerk I	\$22.59
General Clerk II	\$24.32
General Clerk III	\$26.87
Guard I	\$21.53
Guard I w/TS/SCI	\$27.76
Guard II	\$24.41
Guard II w/TS/SCI	\$30.64
Locksmith	\$30.25
Security Escort Officer (Guard I)	\$21.53
Security Escort Officer w/TS/SCI (Guard II)	\$27.76
Security Screener (Guard II)	\$24.41
Technical Instructor	\$35.72
Technical Writer I	\$39.05
Technical Writer I w/TS/SCI	\$45.38
Technical Writer II	\$47.10
Technical Writer II w/TS/SCI	\$53.33

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<b>Florida: WD 05-2115, Duval dated 8/3/10 Revision 10 246-54</b>	<b>HOURLY RATE</b>
Access Control Specialist (Guard I)	\$19.57
Access Control Specialist w/ TS/SCI (Guard II)	\$25.68
Accounting Clerk I	\$22.06
Accounting Clerk I w/TS/SCI	\$28.16
Accounting Clerk II	\$24.32
Accounting Clerk II w/TS/SCI	\$30.42
Administrative Assistant	\$31.51
Administrative Assistant w/TS/SCI	\$37.61
Alarm Monitor	\$27.69
Alarm Monitor w/TS/SCI	\$33.80
Alarm Technician (Electronics Technician Maintenance I)	\$37.64
Alarm Technician w/ TS/SCI (Electronics Technician Maintenance I)	\$43.75
Baggage Inspector	\$19.57
Corrections Officer	\$27.75
Court Security Officer	\$27.75
Detention Officer	\$27.75
General Clerk I	\$20.06
General Clerk II	\$21.57
General Clerk III	\$31.14
Guard I	\$19.57
Guard I w/TS/SCI	\$25.68
Guard II	\$24.41
Guard II w/TS/SCI	\$30.51
Locksmith	\$28.68
Security Escort Officer (Guard I)	\$19.57
Security Escort Officer w/TS/SCI (Guard II)	\$25.68
Security Screener (Guard II)	\$24.41
Technical Instructor	\$42.90
Technical Writer I	\$37.15
Technical Writer I w/TS/SCI	\$43.26
Technical Writer II	\$44.66
Technical Writer II w/TS/SCI	\$50.77