

---

**General Services Administration**

**Contract Number: GS-07F-5995R GUARD SERVICES**



**Federal Supply Service**

**Authorized Federal Supply Service Schedule Catalog**

Schedule 084 Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response

**Contract Period: August 1, 2010 through July 31, 2020**

**Chenega Infinity, LLC**

**Security Strategic Business Unit; Chenega Corporation**

**14295 Park Meadow Drive, Suite 400**

**Chantilly, VA 20151**

Note: Pricing can be provided upon request. For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://fss.gsa.gov>.



*A wholly-owned subsidiary of Chenega Corporation*

---

Ref: Chenega Infinity, LLC

GSA Contract Number GS-07F- 5995R

Small Disadvantaged Business

Dear Federal Purchaser:

Our GSA contract will make purchasing professional security services quicker and easier, saving your agency valuable time and money. Chenega Infinity, LLC is a trusted leader in guard force protection and security services. Chenega Infinity, LLC primarily serves the federal government, so we understand your unique issues and concerns. Chenega Infinity, LLC is pleased to provide you with more detailed information on our company and our GSA Multiple Award Schedules (MAS) contract upon request.

This catalog contains more detailed information on Chenega Infinity's services, our GSA Contract and basic information on GSA's MAS Program. Chenega Infinity is your agency's "Best Value" solution for security services to include guard force protection. If you have any contractual questions, please contact Catherine Chang, Director of Contracts & Procurement at (571) 291-7616 or email at [Catherine.Chang@Chenega.com](mailto:Catherine.Chang@Chenega.com). For business development, please contact Timothy Lamb, President, Chenega Infinity, at (571) 291-7632 or via E-mail at [Tim.Lamb@chenega.com](mailto:Tim.Lamb@chenega.com). Please visit our website at [www.chenegainfinity.com](http://www.chenegainfinity.com) for additional information.

Chenega Infinity is proud to provide security services solutions to the federal government and we look forward to working with you.



### Basic Information on GSA's Multiple Award Schedules (MAS) Program

GSA Multiple Award Schedules closely mirror commercial buying practices. Customers are provided with high quality commercial products and services, the benefit of shorter lead times, and lower administrative costs.

Having a GSA Contract means that GSA Contracting Officers have already determined that our prices are fair and reasonable. GSA contracting officers understand the benefits of the prices/discounts that Chenega Infinity offers the Federal Government. This negotiation objective is commonly known as "most favored customer" pricing.

### Chenega Infinity GSA Contract Information

<b>Contract Number</b>	GS-07F-5995R
<b>Contract Period</b>	8/1/10– 7/31/20
<b>Business Type</b>	Alaskan Native Corporation Small Disadvantaged Business
<b>Special Item Number (SIN)</b>	246-54 Security Guard Services
<b>Maximum Order</b>	\$200,000.00
<b>Minimum Order</b>	\$100.00
<b>Geographic Coverage</b>	50 States, Washington, DC, and Puerto Rico
<b>Points of Production</b>	Chantilly, VA 20151
<b>Basic Discount</b>	Pricing shown on the following awarded pricelist is after negotiated discounts.
<b>Quantity Discounts</b>	1% additional discount for orders over \$4,999,999.00 2% additional discount for orders over \$9,999,999.00
<b>Prompt Payment Terms</b>	Net 30
<b>Foreign Items</b>	N/A
<b>Time of Delivery</b>	30 Days after receipt of order or pursuant to Statement of Work



*A wholly-owned subsidiary of Chenega Corporation*

---

<b>FOB Point</b>	N/A
<b>Ordering Address</b>	Chenega Infinity, LLC 14295 Park Meadow Drive, Suite 400 Chantilly, VA 20151
<b>Accounts Payable</b>	3000 C Street, Suite 301 Anchorage, AK 99503-3975 907-277-5706
<b>Warranty Provision</b>	N/A
<b>Reference Ordering Procedures</b>	N/A
<b>Export Packing Charges</b>	N/A
<b>Terms and Conditions of Rental, Maintenance, and Repair</b>	N/A
<b>Terms and Conditions of Installation</b>	N/A
<b>Terms and Conditions of Repair Parts</b>	N/A
<b>List of Service and Distribution Points</b>	N/A
<b>List of Participating Dealers</b>	N/A
<b>Preventative Maintenance</b>	N/A
<b>Environmental Attributes</b>	N/A
<b>DUNS Number</b>	079455466
<b>CAGE Number</b>	75YQ3
<b>Point of Contact:</b>	
	David Pine Director of Business Development <a href="mailto:David.Pine@chenega.com">David.Pine@chenega.com</a> 571-291-7626



## **Placing an Order using Chenega Infinity's Multiple Award Schedule Contract:**

### **Orders up to the micro-purchase \$2,500 threshold**

Place order directly with contractor for the item that best meets your needs

### **Orders over the micro-purchase threshold**

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

- Review the GSA Advantage! Online electronic ordering system at [www.gsaAdvantage.gov](http://www.gsaAdvantage.gov)

### **OR**

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

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

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



## Chenega Infinity Capabilities Overview

Chenega Infinity is a Small Disadvantaged Business wholly owned by Chenega Corporation, an Alaska Native Corporation, and is part of Chenega's Security Strategic Business Unit headquartered in Chantilly, Virginia. Managed by Timothy J Lamb as its President, Chenega Infinity offers professional Locksmith services with a long term goal of growing into a full range provider of protective services for US Government customers worldwide.

Established as the newest generation of Chenega's world-class protective services companies, and it's only company dedicated to Locksmith services, Chenega Infinity was founded on Chenega's stellar reputation of agility, responsiveness, long-term partnerships with our customers, and commitment to the success of their missions.

The vision of Chenega Infinity is to become a provider of unique, best-value protective services solutions in the protection of our nation's sensitive and cleared facilities including geographically dispersed, remote and overseas locations. Chenega Infinity leverages Chenega's extensive protective services experience and expertise in:

- Long-term and contingency based force protection of our nation's military forces across the United States and overseas
- The security and safety of our National Space Program and the training of all NASA law enforcement and security services personnel
- The protection of our nation's Mission Essential and National Critical Infrastructure facilities
- Providing long term and testing operations security services to our nation's Ballistic Missile Defense System at geographically dispersed and highly remote overseas regions
- The security of multiple US Government DoD and non-DoD facilities of critical importance to our national security and that of our allies

CI is proudly an ISO 9001 registered company

## SCA PRICING

<b>SCA Code</b>	<b>Position</b>	<b>GSA</b>
27101	Guard I – Level 1	<b>\$28.60</b>
27101	Guard I - Level 2	<b>\$28.41</b>
27101	Guard I - Level 3	<b>\$30.13</b>
27102	Guard II - Level 1	<b>\$40.04</b>
27102	Guard II - Level 2	<b>\$42.64</b>
27102	Guard II - Level 3	<b>\$45.43</b>
27102	Armed Security Specialist	<b>\$40.04</b>
27004	Access Control Officer	<b>\$40.04</b>
13061	Badge/ID Specialist	<b>\$36.94</b>
01111	Security Clerk - Level 1	<b>\$30.45</b>
01112	Security Clerk - Level 2	<b>\$32.75</b>
01113	Security Clerk - Level 3	<b>\$36.96</b>
01113	Security Clerk - Level 4	<b>\$47.99</b>
01311	Court Security Clerk - Level 1	<b>\$35.83</b>
01312	Court Security Clerk - Level 2	<b>\$39.38</b>



---

01313	Court Security Clerk - Level 3	<b>\$47.99</b>
27010	Court Security Officer - Level 1	<b>\$47.03</b>
27010	Court Security Officer - Level 2	<b>\$50.15</b>
27040	Corrections Officer - Level 1	<b>\$43.79</b>
27040	Corrections Officer - Level 2	<b>\$46.67</b>
01320	Security Dispatcher - Level 1	<b>\$33.99</b>
01320	Security Dispatcher - Level 2	<b>\$36.14</b>
<b>23510</b>	<b>Locksmith – Level 1</b>	<b>\$42.28</b>
<b>23510</b>	<b>Locksmith – Level 2</b>	<b>\$45.04</b>
<b>23510</b>	<b>Locksmith – Level 3</b>	<b>\$48.02</b>

### **Service Contract Act Pricing**

**DOL Wage Determination No. 2005-2103 Rev 15 dated 12/22/2014**

### **NON SCA PRICING**

#### **GSA PRICING**

<b>Position</b>	<b>GSA</b>
Shift Supervisor	<b>\$53.69</b>
Security Consultant 1	<b>\$58.73</b>
Security Consultant 2	<b>\$70.23</b>
Security Consultant 3	<b>\$84.41</b>
Security Consultant 4	<b>\$92.52</b>
Security Manager 1	<b>\$70.35</b>
Security Manager 2	<b>\$84.41</b>
Security Manager 3	<b>\$101.43</b>
Security Manager 4	<b>\$122.02</b>
Executive Protection Officer - Level 1	<b>\$77.04</b>
Executive Protection Officer - Level 2	<b>\$84.41</b>
Training Specialist - Level 1	<b>\$58.73</b>
Training Specialist - Level 2	<b>\$70.35</b>
Security Trainer/Instructor	<b>\$70.35</b>
Assistant Training Manager/Director	<b>\$101.43</b>
Security Training Manager/Director	<b>\$111.24</b>
Program Manager	<b>\$122.02</b>
Project Manager 1	<b>\$84.41</b>
Project Manager 2	<b>\$101.43</b>
Project Manager 3	<b>\$122.02</b>
Project Manager 4	<b>\$133.90</b>
Operations Director 1	<b>\$213.58</b>
Operations Director 2	<b>\$253.58</b>
Director of Supply Services	<b>\$111.24</b>

### **SCA Labor Descriptions SIN 242-54: Guard Services**



***Guard I: (Unarmed, Level 1)***

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

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements and meet one of the following experience/education requirements: one (1) year of security experience within past five years; or one (1) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by customer, rules or law; and completion of state or local sanctioned basic security guard/officer training program meeting licensing requirements and issuance. Must be 21 years of age or older; and must successfully complete GSA Federal Protective Services required screening and training, and all training required by the company; the candidate for this job-category must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Guard I: (Unarmed, Level 2)***

**General Duties and Responsibilities:** Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and



records visitor ingress and egress. Prepares written reports detailing security related activity and incidents and is direct report to first-line supervisor; testifies in administrative hearings, civil and criminal proceedings; this position intervenes only when minimal action to safeguard persons or property is appropriate. Unarmed Guard I job-descriptions are customized to meet the requirements of each assignment, and are subject to client approval.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements and meet one of the following experience/education requirements: two (2) years of security experience within past five years; or two (2) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by customer, rules or law; and, completion of state or local sanctioned basic security guard/officer training program meeting licensing requirements and issuance; Must be 21 years of age or older and must successfully complete GSA Federal Protective Services required screening and training, and all training required by the company. The candidate for this job-category must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Guard I: (Unarmed, Level 3)***

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

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements and meet one of the following experience/education requirements: three (3) years of security experience within past five years; or three (3) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local,

county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by customer, rules or law; and completion of state or local sanctioned basic security guard/officer training program meeting licensing requirements and issuance. Must be 21 years of age or older and must successfully complete GSA Federal Protective Services required screening and training, and all training required by the company; the candidate for this job-category must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Guard II: (Level I, Armed)***

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

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements and meet one of the following experience/education requirements: one (1) year of security experience within past five years; or one (1) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by customer, rules or law related to incumbent employees; must be computer literate; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority when arrest authority is a requirement; must have or be able to obtain client required clearance; possess a valid state driver s license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit (non-uniformed); meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; must be 21 years of age or older; the candidate for this position must demonstrate maturity, sound judgment, excellent character, work-ethic, job-



completion skills, dependability, speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Guard II: (Level 2, Armed)***

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

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements and meet one of the following experience/education requirements: two (2) years of security experience within past five years; or two (2) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by customer, rules or law related to incumbent employees; must be computer literate; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority when arrest authority is a requirement; must have or be able to obtain client required clearance; possess a valid state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit (non-uniformed); meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; must be 21 years of age or older; the candidate for this position must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Guard II: (Level 3, Armed)***

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

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements and meet one of the following experience/education requirements: three (3) years of security experience within past five years; or three (3) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by customer, rules or law related to incumbent employees; must be computer literate; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority when arrest authority is a requirement; must have or be able to obtain client required clearance; possess a valid state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit (non-uniformed); meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; must be 21 years of age or older; the candidate for this position must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Guard II: (Level 4, Armed)***

**General Duties and Responsibilities:** Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides



directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and records visitor ingress and egress. Prepares written reports detailing security related activity and incidents and is direct report to first-line supervisor; testifies in administrative hearings, civil and criminal proceedings; When appropriate provides assistance to Unarmed Guard I/II positions. This position intervenes when action to safeguard persons or property is appropriate. Armed Guard job-descriptions are customized to meet the requirements of each assignment, and are subject to client approval.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements and meet one of the following experience/education requirements: four (4) years of security experience within past five years; or four (4) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by customer, rules or law related to incumbent employees; must be computer literate; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority when arrest authority is a requirement; must have or be able to obtain client required clearance; possess a valid state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit (non-uniformed); meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; must be 21 years of age or older; the candidate for this position must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Armed Security Specialist:***

**General Duties and Responsibilities:** The Armed Security Specialist may be uniformed or non-uniformed, is armed and may function with or without limited arrest authority depending on client requirements and granting of limited or full powers of arrest by authority authorized to grant such powers; Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities. Remains alert to security risks and exposures and reports



security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and records visitor ingress and egress. Prepares written reports detailing security related activity and incidents and is direct report to first-line supervisor; testifies in administrative hearings, civil and criminal proceedings; when appropriate, provides assistance to Access Control Officers. This position intervenes when action to safeguard persons or property is appropriate. Armed Security Specialist job-descriptions are customized to meet the requirements of each assignment, and are subject to client approval.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements; be at least 21 years of age with two (2) years of security experience within past five years; or two (2) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing; must be computer literate; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority when arrest authority is a requirement; must have or be able to obtain client required clearance; possess a valid state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit (non-uniformed); meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The candidate for this position must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

#### *Access Control Officer:*

**General Duties and Responsibilities:** The Access Control Officer may be uniformed or non-uniformed, is unarmed and functions without limited arrest authority; provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client. Monitors facility ingress and egress; ensures verification and issuance of client required identification; oversight of mail and package deliveries; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and



records visitor ingress and egress. Prepares written reports detailing security related activity and incidents and is direct report to first-line supervisor; testifies in administrative hearings, civil and criminal proceedings; when appropriate, provides assistance to Armed Security Specialist. This position intervenes when action to safeguard persons or property is appropriate. Access Control Officer job-descriptions are customized to meet the requirements of each assignment, and are subject to client approval.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements; be at least 21 years of age with two (2) years' work or security experience; must be computer literate; must have or be able to obtain client required clearance; possess a valid state driver's license; completion of state or local sanctioned security guard/officer training program meeting licensing requirements and issuance; meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The candidate for this position must demonstrate maturity, strong customer service skills, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Badge/ID Specialist: (Pass & ID)***

**General Duties and Responsibilities:** perform customer service, administrative and clerical duties related to issuance and control of client sanctioned employee and visitor identification cards.

**Minimum Educational, Experiential Requirements:** graduate of an accredited High School or possess a General Education Development certificate and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements; must be skilled in the use of a computer, word processing and spreadsheet applications software to include Microsoft Office, MSWord, Excel, and the use of general office equipment; familiarity with access control policies, procedures and systems, and the underlying Importance and necessity for such controls; must clearly write and speak English and demonstrate excellent verbal, written communication and analytical skills; requires the ability to effectively deal with both internal and external customers..

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Security Clerk (Level 1):***

**General Duties and Responsibilities:** performs administrative and clerical duties following directions, procedures and guidelines.



**Minimum Educational, Experiential Requirements:** graduate of an accredited High School or possess a General Education Development certificate and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements; must be skilled in the use of a computer, and word processing and spreadsheet applications software to include Microsoft Office, MSWord, Excel, and general office equipment; must clearly speak English and demonstrate excellent verbal and written communication and analytical skills; requires the ability to effectively deal with both internal and external customers.

**Citizenship:** United States of America or, where excepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

*Security Clerk (Level 2):*

**General Duties and Responsibilities:** performs administrative and clerical duties following directions, procedures and guidelines. A Security Clerk II may supervise a Security Clerk I.

**Minimum Educational, Experiential Requirements:** graduate of an accredited High School or possess a General Education Development certificate and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements; must be skilled in the use of a computer, and word processing and spreadsheet applications software to include Microsoft Office, MSWord, Excel, and general office equipment; must clearly speak English and demonstrate excellent verbal and written communication and analytical skills; requires the ability to effectively deal with both internal and external customers. The Security Clerk (Level 2) job classification is required to have, or obtain, a Security Clearance at a level required by the client; tasking may include supervision of the Security Clerk I, and if so, requires (2) two years' experience in a clerical or related position.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

*Security Clerk (Level 3):*

**General Duties and Responsibilities:** performs administrative and clerical duties following directions, procedures and guidelines. A Security Clerk (Level 3) may supervise a Security Clerk (Level 1 or 2).

**Minimum Educational, Experiential Requirements:** graduate of an accredited High School or possess a General Education Development certificate and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements; must be skilled in the use of a computer, and word processing and spreadsheet applications software to include Microsoft Office, MSWord, Excel, and general office equipment; must clearly speak English and demonstrate excellent verbal and written communication and analytical skills; requires the ability to effectively deal with both internal and external customers. The Security Clerk (Level 3) job classification is required to have, or obtain, a Security Clearance at a level required by the client; tasking may include supervision of the



Security Clerk (Level 1 or 2), and if so, requires (5) five years' experience in a clerical or related position.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Security Clerk (Level 4):***

**General Duties and Responsibilities:** performs administrative and clerical duties following directions, procedures and guidelines. A Security Clerk (Level 4) may supervise a Security Clerk (Level 1, 2 or 3).

**Minimum Educational, Experiential Requirements:** graduate of an accredited High School or possess a General Education Development certificate and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements. Must be skilled in the use of a computer, and word processing and spreadsheet applications software to include Microsoft Office, MSWord, Excel, and general office equipment; must clearly speak English and demonstrate excellent verbal and written communication and analytical skills; requires the ability to effectively deal with both internal and external customers. The Security Clerk II job classification is required to have, or obtain, a Security Clearance at a level required by the client; tasking may include supervision of the Security Clerk (Levels 1, 2, or 3) and if so, requires (8) eight years' experience in a clerical or related position.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Court Security Clerk (Level 1):***

**General Duties and Responsibilities:** Performs general clerical tasks required for task order fulfillment; may be uniformed or non-uniformed.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited Junior or Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking (i.e.: graduate of secretarial school, military clerk experience, direct Court Security Clerk experience); be at least 21 years of age with one (1) year of work experience; must be computer literate, proficient in the use of automated word processing software and type forty-five (45) words per minute, fluently speak and write English; meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; the candidate for this job-category must demonstrate excellent character, work-ethic, telephone, communication and customer service skills and dependability and must be able to meet client clearance requirements up to Top Secret.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.



***Court Security Clerk (Level 2):***

**General Duties and Responsibilities:** Performs general clerical tasks required for task order fulfillment; may be uniformed or non-uniformed.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited Junior or Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking (i.e.: graduate of secretarial school, military clerk experience, direct Court Security Clerk experience); be at least 21 years of age with three (3) year of work experience; must be computer literate, proficient in the use of automated word processing software and type forty-five (45) words per minute, fluently speak and write English; meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; the candidate for this job-category must demonstrate excellent character, work-ethic, telephone, communication and customer service skills and dependability and must be able to meet client clearance requirements up to Top Secret.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Court Security Clerk (Level 3):***

**General Duties and Responsibilities:** Performs general clerical tasks required for task order fulfillment; may be uniformed or non-uniformed.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited Junior or Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking (i.e.: graduate of secretarial school, military clerk experience, direct Court Security Clerk experience); be at least 21 years of age with five (5) year of work experience; must be computer literate, proficient in the use of automated word processing software and type forty-five (45) words per minute, fluently speak and write English; meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; the candidate for this job-category must demonstrate excellent character, work-ethic, telephone, communication and customer service skills and dependability and must be able to meet client clearance requirements up to Top Secret.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Court Security Officer (CSO) (Level 1):***

**Duties and Responsibilities:** The Court Security Officer is uniformed and may be armed or unarmed and function with or without limited arrest authority depending on client requirements and authority to grant limited or full powers of arrest; CSO's provide deterrence against unauthorized and/illegal activities committed on Courthouse properties and generally promote a safe and secure environment for the Court; tasking involves protection of Judges, prosecutors,

defense attorneys, court officials, support staff, defendants, plaintiffs (civil), witnesses and all other parties having business with the Court.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education; must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy, and/or completion of state security officer licensing requirements; complete CI's Court Security Officer Basic Training Course and if armed, meet firearms qualifications as mandated by law and/or the client and/or CI; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy if armed; three (3) years law enforcement or security experience; must have or be able to obtain client required clearance; state driver's license; completion of state or local sanctioned basic security guard/officer and firearms training program meeting licensing requirements and issuance; meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The CSO must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Court Security Officer (CSO) (Level 2):***

**Duties and Responsibilities:** The Court Security Officer is uniformed, may be armed or unarmed, and function with or without limited arrest authority depending on client requirements and authority to grant limited or full powers of arrest; CSO's supervise Court Security Officers (CSO) assigned to a specific facility or geographic area. The LCSO is a direct report to the Project/Contract or Assistant Project/Contract Manager as directed by the Project/Contract Manager. LCSO's are responsible for and provide oversight of all aspects of Court security operations and administrative functions in their assigned area during their tour of duty; LCSO's provide deterrence against unauthorized and/illegal activities committed on Courthouse properties and generally promote a safe and secure environment for the Court; tasking involves protection of Judges, prosecutors, defense attorneys, court officials, support staff, defendants, plaintiffs (civil), witnesses and all other parties having business with the Court.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education. Must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy, or other training approved by the COTR; knowledge of laws, law enforcement procedures, and Uniform Department of Justice Deadly Force Policy; five (5) years law enforcement experience (local, federal or military); and one (2) year of security or related supervisory experience; complete CI's Court Security Officer Basic Training Course; and two (2) years' experience as a Court Security Officer; must meet client clearance requirements; completion of state or local sanctioned basic security guard/officer and if armed firearms training program meeting licensing requirements and issuance; and successful completion of any client required Weapons Proficiency Test/Qualification for lethal and non-lethal weapons; required background, medical examination, illegal drug screening, training, and all training required by the company. The candidate for this job-category must



demonstrate maturity, leadership ability, sound judgment, excellent character, work-ethic, job-completion skills and dependability; fluently speak, write and communicate effectively. If client is United States Marshals Service (USMS) must have knowledge of USMS methods of operation in a Federal Courthouse.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Corrections Officer (CO) (Level 1):***

**General Duties and Responsibilities:** The Corrections Officer (CO) position is uniformed and may be armed or unarmed and function with or without limited arrest authority depending on client requirements and authority to grant limited or full powers of arrest. Provide detention and escort services for medium to high level prisoners under jurisdiction of a Court; performs duties as prescribed by client and in compliance with statutory regulations.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education. Must be at least 21 years of age, graduate of a certified civilian, or military law enforcement or Corrections academy; knowledge of laws, law enforcement and corrections procedures, and Deadly Force Policy; three (3) years law enforcement/corrections experience (local, federal or military) and certified in the state where work is performed; possess a valid driver's license; must meet client clearance requirements; and successful completion of any client required Weapons Proficiency Test/Qualification for lethal and non-lethal weapons; required background, medical examination, illegal drug screening, training, and all training required by the company. The candidate for this job-category must demonstrate maturity, leadership ability, sound judgment, excellent character, work-ethic, job-completion skills and dependability; fluently speak, write and communicate effectively. If client is the United States Marshals Service (USMS) must have knowledge of, or be trained to USMS methods of operation in a Federal Courthouse.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Corrections Officer (CO) (Level 2):***

**General Duties and Responsibilities:** The Corrections Officer (CO) position is uniformed and may be armed or unarmed and function with or without limited arrest authority depending on client requirements and authority to grant limited or full powers of arrest; Provide detention and escort services for medium to high level prisoners under jurisdiction of a Court; performs duties as prescribed by client and in compliance with statutory regulations.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education. Must be at least 21 years of age, graduate of a certified civilian, or military law enforcement or Corrections academy; knowledge of laws, law enforcement and corrections procedures, and Deadly Force Policy; five (5) years law enforcement/corrections experience (local, federal or military) and certified in the state where work is performed; possess a valid driver's license; must meet client clearance requirements; and successful completion of any client required Weapons Proficiency Test/Qualification for lethal

and non-lethal weapons; required background, medical examination, illegal drug screening, training, and all training required by the company. The candidate for this job-category must demonstrate maturity, leadership ability, sound judgment, excellent character, work-ethic, job-completion skills and dependability; fluently speak, write and communicate effectively. If client is the United States Marshals Service (USMS) must have knowledge of, or be trained to USMS methods of operation in a Federal Courthouse.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Security Dispatcher (Level 1):***

**General Duties and Responsibilities:** The Security Dispatcher is an unarmed, uniformed staff position responsible for operation of security radio and telephone call intake center communications and for coordinating company responses to requests for service and site emergencies.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school and/or any combination of technical training in security monitoring, emergency management, seminars, experience or education that provides the knowledge required to perform tasking requirements; must be at least 25 years of age; three (3) years security or law enforcement experience; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; experience in basic computer functions including keyboard entry, word processing, and file management; must have or be able to obtain clearance to level specified; possess a valid state driver's license; meet client required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The Security Dispatcher needs skills in crisis management and self-control, decisiveness, attention to detail and follow through; must be fluent in speaking and writing in English and demonstrate ability to effectively communicate verbally and in written word; maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability are required.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Security Dispatcher (Level 2):***

**General Duties and Responsibilities:** The Emergency Dispatcher Center Supervisor is an unarmed, uniformed staff position responsible for management and supervision of Security Dispatchers and the operation of security radio and telephone call intake center communications that coordinates company responses to requests for service and site emergencies; the EDCS is responsible for, and delegated authority necessary to conduct: scheduling, planning, training and performance of day-to-day Emergency Center operations including completion of assigned managerial, administrative, operational and contract responsibilities required for the efficient, responsive and cost-effective management of a security project in the fulfillment of scope-of-work mandates, and in meeting client and CI policy and procedures requirements.



**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school and/or any combination of technical training in security monitoring, emergency management, seminars, experience or education that provides the knowledge required to perform tasking requirements; must be at least 25 years of age; three (3) years security or law enforcement experience; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; experience in basic computer functions including keyboard entry, word processing, and file management; must have or be able to obtain clearance to level specified; possess a valid state driver's license; meet client required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The Emergency Dispatch Center Supervisor (EDCS) needs skills in crisis management and self-control, decisiveness, attention to detail and follow through; must be fluent in speaking and writing in English and demonstrate ability to effectively communicate verbally and in written word; maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability are required.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Locksmith (Level 1):***

**General Duties and Responsibilities:** Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings

**Minimum Educational, Experiential Requirements:**

Graduate of an accredited Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements (i.e.: Foley-Belsaw Professional Locksmith Course, Lockmasters Professional Locksmithing School, Lockmasters Professional Safe Lock Course, Lockmasters Professional Combination Lock Manipulation Course, Lockmaster Government Security Containers Certification). Three years' experience as a Locksmith. Must be able to obtain and maintain a Locksmith certification from the Associated Locksmiths of America or equivalent.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Locksmith (Level 2):***

**General Duties and Responsibilities:** Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds



or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings

**Minimum Educational, Experiential Requirements:**

Graduate of an accredited Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements (i.e.: Foley-Belsaw Professional Locksmith Course, Lockmasters Professional Locksmithing School, Lockmasters Professional Safe Lock Course, Lockmasters Professional Combination Lock Manipulation Course, Lockmaster Government Security Containers Certification). Five years' experience as a Locksmith. Must be able to obtain and maintain a Locksmith certification from the Associated Locksmiths of America or equivalent.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

**Locksmith (Level 3):**

**General Duties and Responsibilities:** Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings

**Minimum Educational, Experiential Requirements:**

Graduate of an accredited Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements (i.e.: Foley-Belsaw Professional Locksmith Course, Lockmasters Professional Locksmithing School, Lockmasters Professional Safe Lock Course, Lockmasters Professional Combination Lock Manipulation Course, Lockmaster Government Security Containers Certification). Eight years' experience as a Locksmith. Must be able to obtain and maintain a Locksmith certification from the Associated Locksmiths of America or equivalent.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

**NON-SCA Labor Descriptions SIN 242-54: Guard Services**

**Shift-Supervisor:**

**General Duties and Responsibilities:** The Security Officer Shift-Supervisor is uniformed and may be armed or unarmed and functions with or without limited arrest authority; shift-supervisors supervise uniformed and non-uniformed Security Officers assigned to a specific shift at a facility or within a geographic area; shift-supervisors are responsible for and provide oversight of all aspects of security operations and administrative functions in their assigned area during their tour of duty.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school or a Certificate of Completion of General Education. Must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy, and/or any combination of training, seminars, experience or education that provides the knowledge required to perform required tasking; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy if armed; three (3) years law enforcement experience and/or one (1) year of security or related supervisory experience; must have or be able to qualify for a secret clearance or an interim secret clearance as required; completion of state or local sanctioned basic security guard/officer and firearms training program if armed, meeting licensing requirements and issuance; successful completion of required background, medical examination, illegal drug screening, training, and all training required by the company. The candidate for this job-category must demonstrate leadership skills, communications skills, maturity, sound judgment, excellent character, work-ethic, job-completion skills and dependability.

**Citizenship:** United States of America

***Security Consultant (Level 1):***

**General Duties and Responsibilities::** The Security Consultant provides consultative, technical research and analytical support and leadership on Physical Security industry trends, standards, best practices, concepts solutions and large projects. The role requires the candidate to provide support and guidance based on experiences in the areas of security architecture design, operations management, business risk assessment, policy development, and project management and coordination. Conduct risk and vulnerability site surveys, observing physical conditions and work activities, reviewing electronic and paper documents, observing activities and conferring with clients to obtain input regarding internal operations. Develop instructional outlines, determine training methods to be utilized and conduct training based on knowledge of adult learning principles. Prepare written reports and deliver oral presentations to the client or management team regarding conclusions; aid in the development of cost effective recommended solutions.

**Minimum Educational, Experiential Requirements:** Associates Degree in Business, Criminal Justice, Physical Security or related field. Minimum 3 years work experience in the physical security industry. Experience with physical security design and assessments. At least one current, active, unexpired professional certification preferred. Working knowledge of computers, computer systems and software. Knowledge of relevant equipment, policies, procedures, industry best practices and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. Knowledge of access control, risk management, physical/network security, intrusion detection, perimeter defense, vulnerability management, systems administration, and other complex compliance activities within the U.S. Critical Infrastructure. Knowledge of the methods of assessing security, operational and or compliance programs. Knowledge of project management and quality assurance principles and best practices. Knowledge of principles and methods for training design, adult learning principles and ability to measure effectiveness of training.

**Citizenship:** United States of America

***Security Consultant (Level 2):***

**General Duties and Responsibilities:** : The Security Consultant provides consultative, technical research and analytical support and leadership on Physical Security industry trends, standards, best practices, concepts solutions and large projects. The role requires the candidate to provide support and guidance based on experiences in the areas of security architecture design, operations management, business risk assessment, policy development, and project management and coordination. Conduct risk and vulnerability site surveys, observing physical conditions and work activities, reviewing electronic and paper documents, observing activities and conferring with clients to obtain input regarding internal operations. Develop instructional outlines, determine training methods to be utilized and conduct training based on knowledge of adult learning principles. Prepare written reports and deliver oral presentations to the client or management team regarding conclusions; aid in the development of cost effective recommended solutions.

**Minimum Educational, Experiential Requirements:** Bachelor's Degree in Business, Criminal Justice, Physical Security or related field. Minimum 5 years work experience in the physical security industry. Experience with physical security design and assessments. At least one current, active, unexpired professional certification. Working knowledge of computers, computer systems and software. Knowledge of relevant equipment, policies, procedures, industry best practices and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. Knowledge of access control, risk management, physical/network security, intrusion detection, perimeter defense, vulnerability management, systems administration, and other complex compliance activities within the U.S. Critical Infrastructure. Knowledge of the methods of assessing security, operational and or compliance programs. Knowledge of project management and quality assurance principles and best practices. Knowledge of principles and methods for training design, adult learning principles and ability to measure effectiveness of training.

**Citizenship:** United States of America

***Security Consultant (Level 3):***

**General Duties and Responsibilities:** The Security Consultant provides consultative, technical research and analytical support and leadership on Physical Security industry trends, standards, best practices, concepts solutions and large projects. The role requires the candidate to provide support and guidance based on experiences in the areas of security architecture design, operations management, business risk assessment, policy development, and project management and coordination. Conduct risk and vulnerability site surveys, observing physical conditions and work activities, reviewing electronic and paper documents, observing activities and conferring with clients to obtain input regarding internal operations. Develop instructional outlines, determine training methods to be utilized and conduct training based on knowledge of adult learning principles. Prepare written reports and deliver oral presentations to the client or management team regarding conclusions; aid in the development of cost effective recommended solutions.



**Minimum Educational, Experiential Requirements:** Bachelor's Degree in Business, Criminal Justice, Physical Security or related field. Minimum 8 years work experience in the physical security industry. Experience with physical security design and assessments. At least one current, active, unexpired professional certification. Working knowledge of computers, computer systems and software. Knowledge of relevant equipment, policies, procedures, industry best practices and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. Knowledge of access control, risk management, physical/network security, intrusion detection, perimeter defense, vulnerability management, systems administration, and other complex compliance activities within the U.S. Critical Infrastructure. Knowledge of the methods of assessing security, operational and or compliance programs. Knowledge of project management and quality assurance principles and best practices. Knowledge of principles and methods for training design, adult learning principles and ability to measure effectiveness of training.

**Citizenship:** United States of America

***Security Consultant (Level 4):***

**General Duties and Responsibilities:** The Security Consultant provides consultative, technical research and analytical support and leadership on Physical Security industry trends, standards, best practices, concepts solutions and large projects. The role requires the candidate to provide support and guidance based on experiences in the areas of security architecture design, operations management, business risk assessment, policy development, and project management and coordination. Conduct risk and vulnerability site surveys, observing physical conditions and work activities, reviewing electronic and paper documents, observing activities and conferring with clients to obtain input regarding internal operations. Develop instructional outlines, determine training methods to be utilized and conduct training based on knowledge of adult learning principles. Prepare written reports and deliver oral presentations to the client or management team regarding conclusions; aid in the development of cost effective recommended solutions.

**Minimum Educational, Experiential Requirements:** Bachelor's Degree in Business, Criminal Justice, Physical Security or related field. Minimum 15 years work experience in the physical security industry. Experience with physical security design and assessments. Working knowledge of computers, computer systems and software. Knowledge of relevant equipment, policies, procedures, industry best practices and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. Knowledge of access control, risk management, physical/network security, intrusion detection, perimeter defense, vulnerability management, systems administration, and other complex compliance activities within the U.S. Critical Infrastructure. Knowledge of the methods of assessing security, operational and or compliance programs. Knowledge of project management and quality assurance principles and best practices. Knowledge of principles and methods for training design, adult learning principles and ability to measure effectiveness of training.



**Citizenship:** United States of America

***Security Manager (Level 1):***

**General Duties and Responsibilities:** The Security Manager I position is assigned to a security project employing up to 100 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. Has a minimum of 3 supervisory positions as direct reports. The Security Manager is responsible for and delegated authority necessary to conduct: scheduling, planning, training and performance of day-to-day security operations including completion of assigned managerial, administrative, operational and contract responsibilities required for the efficient, responsive and cost-effective management of a security project in the fulfillment of scope-of-work mandates, and in meeting CI policy and procedures requirements.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited high school, or a Certificate of Completion of General Education Development requirements, completion of state or local sanctioned basic security guard/officer training program meeting licensing requirements, and five (5) years private security experience with two (2) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with five (5) years law enforcement experience (civilian or military) with two (2) years in a management or supervisory position; completion of state or local sanctioned basic security guard/officer training program, including firearms as required, meeting licensing requirements and issuance.

**Citizenship:** United States of America

***Security Manager (Level 2):***

**General Duties and Responsibilities:** The Security Manager II position is assigned to a security project employing up to 200 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region and has a minimum of 5 supervisory positions as a direct report. The Security Manager is responsible for delegating authority necessary to conduct: scheduling, planning, training and performance of day-to-day security operations including completion of assigned managerial, administrative, and Operational contract responsibilities required for the efficient, responsive and cost-effective management of a security project.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited Junior or Community College with an associate's degree in a relevant discipline, and/or seven (7) years private security experience with four (4) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or federal law enforcement academy with seven (7) years law enforcement experience (civilian or military) with three (3) years in a management or supervisory position; completion of state or local sanctioned basic security guard/officer training program, including firearms as required, meeting licensing requirements and issuance.

**Citizenship:** United States of America



***Security Manager (Level 3):***

**Responsibility and Authority:** The Security Manager III position is assigned to a security project employing up to 300 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region and has a minimum of 6 supervisory positions as a direct report. The Security Manager is responsible for delegating authority necessary to conduct: scheduling, planning, training and performance of day-to-day security operations including completion of assigned managerial, administrative, and operational and contract responsibilities required for the efficient, responsive and cost-effective management of a security project.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university with a degree in a relevant discipline, and/or five (5) years private security experience with two (2) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or federal law enforcement academy with five (5) years law enforcement or security experience with two (2) years in a management or supervisory position; completion of state or local sanctioned basic security guard/officer training program, including firearms as required, meeting licensing requirements and issuance.

**Citizenship:** United States of America

***Security Manager (Level 4):***

**General Duties and Responsibilities:** The Security Manager IV position is assigned to a security project employing up to 400 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. Has a minimum of 6 supervisory positions as a direct report. The Security Manager is responsible for, and delegated authority necessary to conduct: scheduling, planning, training and performance of day-to-day security operations including completion of assigned managerial, administrative, operational and contract responsibilities required for the efficient, responsive and cost-effective management of a security project in the fulfillment of scope-of-work mandates, and in meeting CI policy and procedures requirements.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university with a degree in a relevant discipline, and/or a Master's in a relevant discipline when specialized or technical knowledge and expertise is required to fulfill responsibilities arising from scope-of-work and/or size and complexity of the work-force including technical support functions, and/or ten (10) years private security experience with five (5) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or federal law enforcement academy with ten (10) years law enforcement (Civilian or military) experience with five (5) years in a management or supervisory position; completion of State or local sanctioned basic security guard/officer training program, including firearms as required, meeting licensing requirements and issuance.

**Citizenship:** United States of America



### ***Executive Protection Officer (EXPO) (Level 1)***

**General Duties and Responsibilities:** The Executive Protection Officer (EXPO) may function in plain clothes or in uniform at client's direction. The position is armed and may function with or without limited arrest authority depending on client requirements and authority to grant limited or full powers of arrest; EXPOs provide close life and safety protection to those individuals to whom they are assigned to protect.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited Junior or Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking (i.e.: Executive Protection training in the military, or graduate of a state civilian certified Executive Training Program); complete CI's Executive Protection Officer Basic Training Course; certified in CPR and First Aid; be at least 25 years of age with five (5) years of civilian or military law enforcement experience and/or armed security experience; must be computer literate; meet firearms qualifications as mandated by law and/or the client and/or CI; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority; must have or be able to obtain client required clearance; state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit; meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The EXPO must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

### ***Executive Protection Officer (EXPO) (Level 2):***

**General Duties and Responsibilities:** The Executive Protection Officer Level 2 may function in plain clothes or in uniform at the client's direction. The position is armed and may function with or without limited arrest authority depending on client requirements and authority to grant limited or full powers of arrest; EXPOS provide managerial and administrative oversight and supervision of Executive Protection Officers assigned to a specific work-shift to ensure compliance with client scope-of-work and CI requirements. EXPOS provide close life and safety protection to those individuals to whom they are assigned to protect.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited Junior or Community College and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking (i.e.: Executive Protection training in the military, or graduate of a state civilian certified Executive Training Program); complete CI's Executive Protection Officer Basic Training Course; certified in CPR and First Aid; be at least 25 years of age with eight (8) years of civilian or military law enforcement experience and/or armed security experience; eight (8) years of executive protection experience; must be computer literate; meet firearms qualifications as mandated by law and/or the client and/or CI; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates

and training requirements for arrest authority; must have or be able to obtain client required clearance; state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit; meet client and/or CI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The EXPO must demonstrate leadership ability, maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Training Specialist (Level 1):***

**General Duties and Responsibilities:** This staff position may be non-uniformed or uniformed based upon client preference; analyses, develops, designs and evaluates training programs using standardized Instructional Systems Design process and following established course development policy and procedures. Administers the Training Approval Program and serves as a member of responsible for evaluation of training programs; administers the Advanced Development and Professional Training Program; teaches courses in specified areas such as job analysis and instructional system development; supports cost-effective and efficient management and administration of all project training and/or educational programs.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university with emphasis in education, adult education, training and learning technologies or related field and/or a Masters or Doctorate degree when specialized or technical knowledge and experience is required to fulfill tasking responsibilities and/or size and complexity of work-force including technical support functions; five (5) years' experience applying the principles, practices and techniques used in the analysis, design, development, implementation and evaluation of courses; five (5) years teaching experience and certification as an instructor in an adult training program and/or any combination of relevant education, training and experience totaling five (5) years above the baccalaureate level that provides the requires knowledge, skills, and abilities; as required meet clearance requirements; computer literate; possess a valid state driver s license; meet client and/or company required background, medical and psychological examination, illegal drug screening, mandated physical fitness, and all training required by the company; demonstrate leadership and managerial skills, superior oral and written communication skills, maturity, sound judgment, excellent character, work ethic, job-completion skills, and dependability.

**Citizenship:** United States of America or, where excepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Training Specialist (Level 2):***

**General Duties and Responsibilities:** This staff position may be non-uniformed or uniformed based upon client preference; analyses, develops, designs and evaluates training programs using standardized Instructional Systems Design process and following established course

development policy and procedures. Administers the Training Approval Program and serves as a member of responsible for evaluation of training programs; administers the Advanced Development and Professional Training Program; teaches courses in specified areas such as job analysis and instructional system development; supports cost-effective and efficient management and administration of all project training and/or educational programs.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university with emphasis in education, adult education, training and learning technologies or related field and/or a Masters or Doctorate degree when specialized or technical knowledge and experience is required to fulfill tasking responsibilities and/or size and complexity of work-force including technical support functions; eight (8) years' experience applying the principles, practices and techniques used in the analysis, design, development, implementation and evaluation of courses; eight (8) years teaching experience and certification as an instructor in an adult training program and/or any combination of relevant education, training and experience totaling eight (8) years above the baccalaureate level that provides the requires knowledge, skills, and abilities; as required meet clearance requirements; computer literate; possess a valid state driver s license; meet client and/or company required background, medical and psychological examination, illegal drug screening, mandated physical fitness, and all training required by the company; demonstrate leadership and managerial skills, superior oral and written communication skills, maturity, sound judgment, excellent character, work ethic, job-completion skills, and dependability.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Security Trainer/Instructor:***

**General Duties and Responsibilities:** This staff position may be non-uniformed or uniformed based upon client preference; provides classroom, and where applicable, hands-on practical instruction to armed and unarmed, security guards/officers, protective force, security police, law-enforcement officers, management and supervisory personnel; subject matter presented is relevant to tasking required of a specific job-classification, client, and company requirements and ranges from basic to advanced; supports cost-effective and efficient management and administration of training and/or educational programs; conducts testing and determines pass or fail status of course attendee.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university with emphasis in education, adult education, training and learning technologies or related field, and/or any combination of relevant education, training and experience totaling four years above high school level that provides the required knowledge, skills and abilities and renders the applicant/incumbent fully competent to perform essential instructor duties, tasks and responsibilities, and/or a Masters or Doctorate degree when specialized or technical knowledge and experience is required to fulfill tasking responsibilities, and/or size and complexity of work-force including technical support functions. Five (5) years private or public sector security or law-enforcement experience as an instructor applying the principles, practices, skills and techniques used by security guard/officers, protective force,

security police and law-enforcement personnel, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with eight (8) years law enforcement experience with three (3) years as an instructor. Demonstrated proficiency in delivering an effective professional training presentation; meet relevant state or federal security or law enforcement instructor licensing and certifications (i.e.: Basic Security Training, Basic Instructor Certification, Private Security Services Instructor Development Course or Certified State Regulatory Instructor Development Course or state or federal Law enforcement Instructor Certification, weapons manufacture certification, NRA Firearms Instruction Course and Certification for .38, .357, .9MM, shotgun or other shoulder fired weapon, Defense Tactics Instructor, Red Cross CPR/First Aid Certification, Automated External Defibrillator Certification, etc.) and company/client requirements for security and/or firearms instructors and job-classification. Meet clearance requirements as required. Meet state licensing or company/client certifications and requirements. Computer literate; possess a valid state driver's license; meet client required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; demonstrate subject-matter knowledge, leadership, possess classroom presentation skills, superior oral and written communication skills, maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Assistant Training Director/Manager:***

**General Duties and Responsibilities:** This staff position may be non-uniformed or uniformed based upon client preference; provides administrative, training and course support to the Security Training Director; supports cost-effective and efficient management and administration of all project training and/or educational programs.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university with emphasis in education, adult education, training and learning technologies or related field (technical writing, business English), and/or any combination of relevant education, training and experience totaling four years above high school level that provides the required knowledge, skills and abilities and renders the applicant/incumbent fully competent to perform the essential duties, tasks and responsibilities, and/or a Masters or Doctorate degree when specialized or technical knowledge and experience is required to fulfill tasking responsibilities and/or size and complexity of work-force including technical support functions. Ten (10) years private or public sector security experience with three (3) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with eight (8) years law enforcement experience with three (3) years in a management or supervisory position. Meet state licensing or company/client requirements for security, law enforcement and/or firearms instructors (i.e.: Basic Security Training, Basic Instructor Certification, Private Security Services Instructor Development Course or Certified State Regulatory Instructor Development Course or state or federal Law enforcement Instructor Certification, weapons manufacture certification, NRA Firearms Instruction Course and Certification for .38, .357, .9MM, shotgun and/or other shoulder



fired weapon, Defense Tactics Instructor, Red Cross CPR/First Aid Certification, Automated External Defibrillator Certification, etc.). Five (5) years adult teaching experience; as required meet clearance requirements; computer literate; possess a valid state driver's license; meet client required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; testifies in administrative hearings, civil and criminal proceedings; demonstrate leadership and managerial skills, superior oral and written communication skills, maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Security Training Manager/Director:***

**General Duties and Responsibilities:** This staff position may be non-uniformed or uniformed based upon client preference; responsible for cost-effective and efficient management and administration of all project training and/or educational programs; analyzes training needs; designs, develops, revises instructional programs; ensures legal and technical quality of training/educational programs; ensures effectiveness of training/course objectives and training standards; ensures safety compliance.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university with emphasis in education, adult education, training and learning technologies or related field, and/or any combination of relevant education, training and experience totaling four years above high school level that provides the required knowledge, skills and abilities and renders the applicant/incumbent fully competent to perform the essential duties, tasks and responsibilities, and/or a Masters or Doctorate degree when specialized or technical knowledge and experience is required to fulfill tasking responsibilities, and/or size and complexity of work-force including technical support functions; twelve (12) years private or public sector security experience with five (5) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with ten (10) years law enforcement experience with four (4) years in a management or supervisory position; meet state licensing or company/client requirements for security, law enforcement and/or firearms instructors (i.e.: Basic Security Training, Basic Instructor Certification, Private Security Services Instructor Development Course or Certified State Regulatory Instructor Development Course or state or federal Law enforcement Instructor Certification, weapons manufacture certification, NRA Firearms Instruction Course and Certification for .38, .357, .9MM, shotgun or other shoulder fired weapon, Red Cross CPR/First Aid Certification, Automated External Defibrillator Certification, etc.); five (5) years adult teaching experience; as required meet clearance requirements; computer literate; possess a valid state driver's license; meet client required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; demonstrate leadership and managerial skills, superior oral and written communication skills, maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability.



**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

***Program Manager:***

**General Duties and Responsibilities:** The Program Manager is the senior CI Manager assigned to a nationally geographically dispersed or overseas security project employing up to 400 security, managerial, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The Program Manager is delegated authority and autonomy necessary to fulfill all senior managerial, administrative, operational, and contractual responsibilities required for the management of a project.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university, and/or a Masters or Doctorate degree in a relevant discipline when specialized or technical knowledge and experience is required to fulfill tasking responsibilities arising from scope-of-work and/or size and complexity of the work-force including technical support functions, and/or a graduate from an accredited local, county, state, military or federal law enforcement academy with ten (10) to fifteen (20) years of supervisory and management experience in security or law enforcement with five (5) years at the executive level in business, or as an Operations Director, or as a Project Manager III or IV, or at the rank of Major or above in law enforcement or military police operations.

***Project Manager (Level 1):***

**General Duties and Responsibilities::** The Project Manager I is the senior CI Manager assigned to a security project employing up to 100 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The Project Manager is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for the management of a security project.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited Junior or Community College with an associate's degree in an associated discipline, and/or five (5) years private security experience with two (2) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with five (5) years law enforcement or security experience with two (2) years in a management or supervisory position.

**Citizenship:** United States of America

***Project Manager (Level 2):***

**General Duties and Responsibilities:** The Project Manager II is the senior CI Manager assigned to a security project employing up to 200 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within

a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The Project Manager is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for the management of a security project

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university, with a Masters or Doctorate degree when specialized or technical knowledge and experience is required to fulfill tasking responsibilities arising from scope-of-work and/or size and complexity of work force including technical support functions, and/or seven (7) years private or public sector security experience with three (3) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with seven (7) years law enforcement or security experience with three (3) years' in a management or supervisory position.

**Citizenship:** United States of America

***Project Manager (Level 3):***

**General Duties and Responsibilities:** The Project Manager III is the senior CI Manager assigned to a security project employing up to 300 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The Project Manager is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for the management of a security project.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited public or private four year college or university, and/or a Masters or Doctorate degree in a relevant discipline when specialized or technical knowledge and experience is required to fulfill tasking responsibilities arising from scope-of-work and/or size and complexity of the work-force including technical support functions, and/or a graduate from an accredited local, county, state, military or Federal law enforcement academy with eight (8) to ten (10) years of supervisory and management experience in security or law enforcement with three (3) years at the executive level in business, or as an Operations Director, or as a Project Manager II, or at the rank of Captain or above in law enforcement or military police operations.

**Citizenship:** United States of America

***Project Manager (Level 4):***

**General Duties and Responsibilities:** The Project Manager IV is the senior CI Manager assigned to a security project employing up to 400 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The Project Manager is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for the management of a project.



**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university, and/or a Masters or Doctorate degree in a relevant discipline when specialized or technical knowledge and experience is required to fulfill tasking responsibilities arising from scope-of-work and/or size and complexity of the work-force including technical support functions, and/or a graduate from an accredited local, county, state, military or federal law enforcement academy with ten (10) to fifteen (15) years of supervisory and management experience in security or law enforcement with five (5) years at the executive level in business, or as an Operations Director, or as a Project Manager II, or at the rank of Captain or above in law enforcement or military police operations.

**Citizenship:** United States of America

***Operations Director (Level 1):***

**General Duties and Responsibilities:** The Operations Director is the senior CI Director assigned to a security project employing over 400 security, supervisory and/or support. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The Operations Director is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for the management of a project.

**Minimum Educational, Experiential Requirements:**

Graduate of an accredited public or private four year college or university with a degree in a relevant discipline, and/or a Masters or Doctorate degree in a relevant discipline when specialized or technical knowledge and experience is required to fulfill tasking responsibilities arising from scope-of-work and/or size and complexity of the work-force including technical support functions. Or a graduate from an accredited local, county, state, military or federal law enforcement academy with fifteen (15) to twenty (20) years of supervisory and management experience in security or law enforcement with seven (7) years at the executive level in business, or as an Operations Director, or as a Project Manager, or at the rank of Captain or above in law enforcement or military police operations.

**Citizenship:** United States of America

***Operations Director (Level 2):***

**General Duties and Responsibilities:** The Operations Director is the senior CI Director assigned to a security project employing over 500 security, supervisory and/or support personnel. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The Operations Director is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for the efficient and cost-effective management of a project.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited public or private four year college or university, and/or a Master s or Doctorate degree in a relevant



discipline when specialized or technical knowledge and experience is required to fulfill tasking responsibilities arising from scope-of-work and/or size and complexity of the work-force including technical support functions, and/or a graduate from an accredited local, county, state, military or federal law enforcement academy with fifteen (15) to twenty (20) years of supervisory and management experience in security or law enforcement with seven (7) years at the executive level in business, or as an Operations Director, or as a Project Manager, or at the rank of Captain or above in law enforcement or military police operations.

**Citizenship:** United States of America

***Director of Support Services:***

**General Duties and Responsibilities:** This staff position may be non-uniformed or uniformed based upon client preference; responsible for cost-effective and efficient management and administration of specified services necessary to cost-effective and efficient project operation and for tasking order compliance (i.e.: Locksmith, Armored, Sensitive/Classified Waste Disposal, COMSEC, Emergency Dispatch, Safety, Quality Control, Technical and Physical Security, Badging, Credentials and Identification, Administrative functions, Vehicle Maintenance, Government Equipment Inventory, etc.).

**Minimum Educational, Experiential Requirements:** Graduate of an accredited four year college or university with emphasis on Criminal Justice and/or Business Management, and/or any combination of relevant education, training and experience totaling four years above high school level that provides the required knowledge, skills and abilities and renders the applicant/incumbent fully competent to perform the essential duties, tasks and responsibilities, and/or a Masters or Doctorate degree when specialized or technical knowledge and experience is required to fulfill tasking responsibilities, and/or size and complexity of force including technical support functions. Ten (10) years private or public sector security experience with five (5) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with ten (10) years law enforcement experience with four (4) years in a management or supervisory position. Meet state and federal licensing and client requirements for security, and/or law enforcement. Meet clearance requirements; computer literate; possess a valid state driver's license; meet company/client required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; demonstrate leadership and managerial skills, superior oral and written communication skills, maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability.

**Citizenship:** United States of America or, where accepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.