

## Millennium Security Services

"Security for a new Millennium"

Labor Rate(s):

<b>Labor Category</b>	<b>Total Loaded Labor Rate w/o IFF</b>	<b>GSA Rate</b>	<b>IFF</b>	<b>Total GSA Rate</b>
Security Manager	\$92.16	\$92.16	\$0.69	<b>\$92.85</b>
Shift Commander	\$27.48	\$27.48	\$0.21	<b>\$27.69</b>
Guard I Unarmed - Level I	\$16.57	\$16.57	\$0.12	<b>\$16.69</b>
Guard I Unarmed - Level II	\$16.96	\$16.96	\$0.13	<b>\$17.09</b>
Guard I Unarmed - Level III	\$17.96	\$17.96	\$0.13	<b>\$18.09</b>
Guard II Armed - Level I	\$23.79	\$23.79	\$0.18	<b>\$23.97</b>
Guard II Armed - Level II	\$25.81	\$25.81	\$0.19	<b>\$26.00</b>
Guard II Armed - Level III	\$27.85	\$27.85	\$0.21	<b>\$28.06</b>
Court Security Officer	\$27.48	\$27.48	\$0.21	<b>\$27.69</b>
Protective Services Dispatcher	\$28.95	\$28.95	\$0.22	<b>\$29.17</b>
Police Officer	\$27.48	\$27.48	\$0.21	<b>\$27.69</b>
Alarm Monitor/Operator	\$24.70	\$24.70	\$0.19	<b>\$24.89</b>
General Clerk I	\$17.37	\$17.37	\$0.13	<b>\$17.50</b>
General Clerk II	\$19.48	\$19.48	\$0.15	<b>\$19.63</b>
Armed Security Specialists	\$24.84	\$24.84	\$0.19	<b>\$25.03</b>
Access Control Officer	\$23.22	\$23.22	\$0.17	<b>\$23.39</b>
Armed Courier	\$27.48	\$27.48	\$0.21	<b>\$27.69</b>
Courier	\$23.22	\$23.22	\$0.17	<b>\$23.39</b>

Labor Category Description(s):

### GUARD SERVICES

**Job Title - Security Guard (Unarmed)  
Level I**

**Duties:** Guards property against fire, theft, vandalism, and illegal entry. Patrols buildings and grounds of establishment periodically. Examines doors, windows, and gates to determine that they are secure. Warns violators of rule infractions, for example loitering, smoking, or carrying forbidden articles, and apprehends or expels miscreants. Inspects equipment and machinery to ascertain if tampering has occurred. Watches for and reports irregularities, for example fire hazards, leaking

water pipes, and security doors left unlocked. Observes departing personnel to guard against theft of company property. Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons. Permits authorized persons to enter property. Responsible for recording time of inspection trips, property damage and any occurrences during patrol.

**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: 1 to 2 years of security experience as a civilian and or military personnel; or attendance at an institution of higher learning earning an Associates 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 GSA Federal Protective Services 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 Millennium 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.

**Job Title - Security Guard (Unarmed)  
Level II**

**Duties:** Guards property against fire, theft, vandalism, and illegal entry. Patrols buildings and grounds of establishment periodically. Examines doors, windows, and gates to determine that they are secure. Warns violators of rule infractions, for example loitering, smoking, or carrying forbidden articles, and apprehends or expels miscreants. Inspects equipment and machinery to ascertain if tampering has occurred. Watches for and reports irregularities, for example fire hazards, leaking water pipes, and security doors left unlocked. Observes departing personnel to guard against theft of company property. Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons. Permits authorized persons to enter property. Responsible for recording time of inspection trips, property damage and any occurrences during patrol.

**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: 2 to 4 years of security experience as a civilian and or military personnel; or attendance at an institution of higher learning earning an Associates 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 GSA Federal Protective Services 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; posses 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 Millennium 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.

**Job Title - Security Guard (Unarmed)  
Level III**

**Duties:** Guards property against fire, theft, vandalism, and illegal entry. Patrols buildings and grounds of establishment periodically. Examines doors, windows, and gates to determine that they are secure. Warns violators of rule infractions, for example loitering, smoking, or carrying forbidden articles, and apprehends or expels miscreants. Inspects equipment and machinery to ascertain if tampering has occurred. Watches for and reports irregularities, for example fire hazards, leaking water pipes, and security doors left unlocked. Observes departing personnel to guard against theft of company property. Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons. Permits authorized persons to enter property. Responsible for recording time of inspection trips, property damage and any occurrences during patrol.

**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: 3 to 5 years of security experience as a civilian and or military personnel; or attendance at an institution of higher learning earning an Associates 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 GSA Federal Protective Services 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; posses 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 Millennium 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.

**Job Title - Security Guard (Armed)  
Level I**

**Duties:** 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 Shift Commander; 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.

**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: 1 to 2 years of security experience as a civilian and or military personnel; or attendance at an institution of higher learning earning an Associates 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 GSA Federal Protective Services 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; posses 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 Millennium 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.

**Job Title - Security Guard (Armed)**  
**Level II**

**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 Shift Commander; 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.

**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: 2 to 4 years of security experience as a civilian and or military personnel;; 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 GSA Federal Protective Services 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; posses 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 Millenium 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.

**Job Title - Security Guard (Armed)  
Level III**

**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 Shift Commander; 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.

**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: 1 to 2 years of security experience as a civilian and or military personnel; 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 GSA Federal Protective Services 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 Millennium 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.

**Job Title - Security Manager**

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 Millennium's 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.

**General Tasking:** This position provides leadership and motivation, supervisory direction and review, ensures mission achievement, provides operational and technical direction, issue identification and resolution, labor relations, personnel and job-performance oversight, first-line discipline, operational and technical guidance and oversight; ensures positive client relationships, responsiveness, satisfaction, partnering, issue resolution and solutions input; ensure effective employee relations, supervisory performance evaluations, and conduct fair and impartial disciplinary actions; ensure operational effectiveness and efficiency, quality assurance, safety, training, employee development, records management, budget and fiscal control. Exercise sound judgment, critical thinking and analysis; testifies in administrative hearings, civil and criminal proceedings; specific job-descriptions are customized to meet the requirements of each project, exigent circumstances related thereto, and are subject to client approval.

**Job Title - Shift Commander**

**Responsibility and Authority:** 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.

**General Tasking:** leadership, oversight, inspection and support of security personnel and security operations; ensures compliance with task orders, client and Millennium policies and procedures; ensure proper use, accountability, and care of Government furnished property; conducts routine self-assessments in compliance with requirements of the Quality Control/Assurance Plan; ensures compliance with applicable provisions of Safety, Health and Environmental Plans; uses delegated authority in disciplinary actions and makes disciplinary recommendations as appropriate; provide deterrence against unauthorized and/illegal activities, including potentially life-threatening activities, protection of information, programs, Government facilities and Government property; ensures the safety and security of client personnel, visitors and property; provides deterrence against the commission of wrongful and unsafe acts; aids in discovery and reporting of security violations; early notice of emergencies, preliminary evaluation, response to, reporting and assurance of appropriate contractor, civil/federal response; makes detention of miscreants when lawful and appropriate; schedules; counsels and disciplines personnel, inspects, spot-trains, up-dates to client/Millennium Post Duties, conduct quality assurance compliance program, etc.; Shift Commanders will promote law and order; lead, teach and motivate security personnel; conduct access control functions related to employee, visitor, and guest ingress and egress in controlled environments; provide directions, and informational assistance to employees, visitors and guests. responds per client directives and instructions to emergency situations including, but not limited to: demonstrations; crowds that pose a threat; bomb threats; bombings; civil disturbances; security breaches; fires; explosions; electrical failures; loss of water pressure; chemical and gas leaks; natural disasters; biological, nuclear and chemical threats; medical emergencies; facility alarms (security, fire-alarm, duress, and intrusion detection systems) security violations; remains alert to security risks and exposures, and reports, records, security, medical or other incidents; conducts general observation for fire or other hazardous conditions; secures entrances and exits during periods of an emergency; controls, issues and records visitor passes; maintains duty logs, and records; prepares written reports detailing security related activity and incidents; communicate via two-way radios and cellular phones; proficient in the use of hand-held firearms and such other lethal and non-lethal equipment as required for task fulfillment; testifies in administrative hearings, civil and criminal proceedings; Shift Commanders conduct themselves in a courteous and professional manner when interacting with co-workers, civil/federal law enforcement personnel,

client employees, visitors and guests. This position intervenes when action to safeguard persons or property is appropriate.

**Job Title - Court Security Officer**

**Responsibility and Authority:** 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; CSOs 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 Millenniums Court Security Officer Basic Training Course and if armed, meet firearms qualifications as mandated by law and/or the client and/or Millennium; 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 Millennium 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.

**General Tasking:** CSOs promote and maintain law and order through their presence and in controlling access to the Court by employees, visitors, and guest during ingress and egress and in conducting perimeter security functions; make detections of miscreants when lawful and appropriate; provide directions, escorts, and informational assistance to employees, visitors and guests; work from a fixed post and/or conducts foot and/or mobile roving patrols of facilities, grounds, parking lots, garages, and out buildings, screens individuals, visually inspects packages and vehicles, etc; confiscates contraband, functions under specific instructions applicable to each post; monitors intrusion detection, personal security devices (duress alarms), CCTV, operates x-ray machines, magnetometers; hand-held metal detectors, operates traffic control gates and doors, pedestrian control devices and turnstiles; process law enforcement officer/agents weapons; responds per client directives and instructions to emergency situations including, but not limited to: demonstrations; crowds that pose a threat; bomb threats; bombings; civil disturbances; security breaches; fires; explosions; electrical failures; chemical and gas leaks; natural disasters; biological, nuclear and chemical threats; medical emergencies; security violations; remains alert to security risks and exposures, and reports, records, security, medical or other incidents; conducts general observation for hazardous conditions; enforces Banning Orders; secures entrances and exits during periods of an emergency; maintains duty logs, and records; prepares written reports detailing security related activity and incidents; communicates via two-way radio s and cellular phones; wears level 3 A ballistic protection vest; if armed proficient in the use of hand-held firearms and such other lethal and non-lethal equipment as required for task fulfillment; testifies in administrative hearings, civil and criminal proceedings; CSOs conduct themselves in a courteous

and professional manner when interacting with co-workers, civil/federal law enforcement personnel, client employees, visitors and guests; safeguards Government property; this position intervenes when action to safeguard persons or property is appropriate.

**Job Title** - Protective Services Dispatcher

**Responsibility and Authority:** 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; direct report to shift commander or if operating from an Emergency Dispatch Center to the Centers Supervisor.

**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; posses 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.

**General Tasking:** Monitors and operates two-way radio and telephone communications with field personnel; performs telephone and radio call intake and processing; deals with public and security personnel from informational to safety issues; monitors intrusion and fire alarms, including duress, CCTV, access control and emergency notification procedures, ensures emergency response and coordinates with responding internal units during emergencies; makes emergency and non-emergency announcements; notifies company and client management of incidents; notifies off-site agencies as directed; completes Daily Activity Report, radio and telephone logs; testifies in administrative hearings, civil and criminal proceedings; conduct themselves in a courteous and professional manner when interacting with co-workers, civil/federal law enforcement personnel, government employees, visitors and guests.

**Job Title** - Police Officer

**Responsibility and Authority:** The Protective Force/Security Police Officer (SPO) is uniformed, armed, with limited arrest authority; SPOs provide deterrence against unauthorized and/illegal activities on DOE sites, including potentially life-threatening activities, protection of information, programs, Government facilities and property; ensures the safety and security of client personnel, visitors and property; aids in discovery and reporting of wrongful and unsafe acts, security violations, early notice of emergencies, preliminary evaluation, response to, reporting and assurance of appropriate contractor, civil/federal response; make detention of miscreants when lawful and appropriate; reports to supervisor.

DOE contractor Protective Force Officer (SPOs) are vested with limited arrest and use of force under authority granted by section 161.k of the Atomic Energy Act of 1954 (42 U.S.C. 2011 et seq.) as specified in 10CFR1047. SPOs are authorized to make arrests within the boundaries of the DOE site to which assigned. Arrest authority applies on both federal and non-federal property; arrestees (detainees) are held until turned over to appropriate civil/federal authority for disposition.

**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 or older, graduate of a certified civilian, or military law enforcement academy, complete SPO Basic Training Course, meet firearms qualifications as mandated by GSA using GSA approved courses of fire; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; three (3) years law enforcement experience; must have or be able to obtain a clearance; state driver's license; if required completion of state or local sanctioned basic security guard/officer and firearms training program meeting licensing requirements and issuance; meet DOD required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The SPO must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills and dependability.

**General Tasking:** SPOs promote law and order; make detections of miscreants when lawful and appropriate; conduct access control functions related to employee, visitor, and guest ingress and egress in controlled environments; provide directions, escorts, and informational assistance to employees, visitors and guests. Work from a fixed post and/or conducts foot and/or mobile roving patrols of facilities, grounds, parking lots, garages, and out buildings, visually inspects vehicles, etc; confiscates contraband, functions under specific instructions applicable to each post; monitors intrusion detection, personal security devices (duress alarms), CCTV, fire and water pressure systems; operates x-ray machines, magnetometers; hand-held metal detectors, National Finance Center Database/DOD custom database visitor processing program; operates traffic control gates and doors, pedestrian control devices and turnstiles; responds per GSA directives and instructions to emergency situations including, but not limited to: demonstrations; crowds that pose a threat; bomb threats; bombings; civil disturbances; security breaches; fires; explosions; electrical failures; loss of water pressure; chemical and gas leaks; natural disasters; biological, nuclear and chemical threats; medical emergencies; facility alarms (security, fire-alarm, duress, and intrusion detection systems) security violations; remains alert to security risks and exposures, and reports, records, security, medical or other incidents; conducts general observation for fire or other hazardous conditions; secures entrances and exits during periods of an emergency; controls, issues and records visitor passes; maintains duty logs, and records; prepares written reports detailing security related activity and incidents; communicate via two-way radios and cellular phones; wear level 3 A ballistic protection vest; proficient in the use of shoulder fired and hand-held firearms and such other lethal and non-lethal equipment as required for task fulfillment; testifies in administrative hearings, civil and criminal proceedings; SPOs conduct themselves in a courteous and professional manner when interacting with co-workers, civil/federal law enforcement personnel, GSA employees, visitors and guests. This position intervenes when action to safeguard persons or property is appropriate.

**Job Title - Alarm Monitor/Operator**

**Responsibility:** This is a non-supervisory staff position responsible for alarm monitoring, telephone and radio communication within a dedicated physical location providing customer defined services, to customer identified cliental, within a customer specified geographical scope of operation.

**Minimum Educational, Experiential Requirements:** A high school diploma, or customer approved state or federal sanctioned certificate of high school equivalency; demonstrated experience with and ability to efficiently operate a typewriter, computer and/or telecommunications keyboard; ability, using the English language, to courteously and effectively verbally communicate with the general public, Government employees and law enforcement personnel regardless of jurisdiction; be able to effectively read, write, and understand detailed instructions, procedures, orders and training materials written in English to include the ability to compose (write) clear, concise and accurate reports, logs and documents; ability to maintain poise and self-control under stressful conditions; and experience in the effective operation of a telephone facsimile machine in both sending and receiving facsimile transmissions. If required by the customer, possess or be able to obtain a customer specified clearance. The individual must demonstrate a minimum of two (2) years experience operating voice radio systems and office telephones in a venue that provided the individual with practical knowledge and skills necessary to understand and apply Public Safety radio and telephone communication procedures and terminology, and in the maintenance of continual status awareness of multiple communications systems and/or multiple central alarm monitoring systems. Demonstrate ability to monitor surveillance camera/video monitoring systems; ability to operate intrusion, duress and fire warning systems and elevator emergency communications systems; and be certified or possess the ability to become certified on all law enforcement information networks as required by the customer. Be computer literate and familiar with MS Windows software; meet client and Millennium required background, medical and psychological examination, illegal drug screening, and all training required by the customer and/or Millennium; demonstrate maturity and self-confidence, exercise sound judgment, possess excellent character, work-ethic, job-completion skills, and dependability.

**General Tasking:** Operates and/or monitors voice radio communications, telephone and electronic systems, fire and security alarm systems and testing; receives complaints, alarms and expedites calls for assistance and transmits routine and emergency instructions, making and responding to requests for assistance, dispatching appropriate public safety and/or security personnel, conducts routine roll-calls and on-air status checks; operate Law Enforcement Information Network (LEIN) and/or National Crime Information Computer (NCIC) as authorized; maintain all logs hand-written or electronic; complete all written reporting and notification requirements including incident; complaint, emergency notification logs, action and activity reports; issue Case Control Numbers as required; monitor closed circuit video monitor systems and coordination of appropriate public safety response; operation and monitoring of access controls systems with appropriate response action and programming access computer functions, saving info as required and reporting out malfunctions, alarms and security violations; monitor and operate Elevator Emergency Database and coordinate appropriate response in distress situations and reporting of malfunctions; operate multi-channel radio and telephone dispatch audio recording equipment; maintain personnel status boards; perform operator level maintenance on all customer defined pertinent equipment and lines; perform intrusion and duress alarm testing to ensure good working order and ensure contact lists are current, accurate, and complete; and perform other duties as assigned relevant to job tasking.

**Job Title - General Clerk I**

**Utilization:** The position of Administrative Support Clerk is considered for utilization when a project is of sufficient size (number of security, supervisory, and/or support personnel,) and/or when management-work-load factors, geographic distribution factors, and/or complexity of scope-of-work justify the position, and/or when delivering a specialized or highly technical scope-of-work.

**Responsibility:** Performs general clerical tasks required for task order fulfillment; may be uniformed or non-uniformed. Reports to office supervisor.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited High School or possess a General Education Development certificate; be at least 19 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, speak and write English; meet client and/or Millennium 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.

**General Tasking:** Performs at entry level answering telephone, taking and delivering messages, typing, filing, mail receipt, sorting and delivery, and providing general clerical support functions; performs in a courteous and professional manner when interacting with co-workers, public safety personnel, client employees, visitors and guests.

**Job Title - General Clerk II**

**Utilization:** The position of Receptionist is considered for utilization when a project is of sufficient size (number of security, supervisory, and/or support personnel,) and/or when management-work-load factors, geographic distribution factors, and/or complexity of scope-of-work justify the position, and/or when delivering a specialized or highly technical scope-of-work.

**Responsibility:** Meets, greets and directs visitors. Performs general clerical and/or security tasks required for task order fulfillment; reports to office supervisor or security supervisor as appropriate. May be uniformed or non-uniformed, armed or unarmed position as client directed.

**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 requirement; graduate of a state sanctioned security officer/guard training program (uniformed or non-uniformed and whether armed or unarmed); be at least 21 years of age (uniformed or non-uniformed and unarmed) with two (2) years of work experience; and be at least 25 years of age with five (5) years of civilian or military law enforcement experience and/or security experience if armed; must be computer literate, speak and write English; The candidate for this job-category must demonstrate maturity, excellent character, work-ethic, communication and customer service skills, and dependability.

**General Tasking:** Tasking includes: first level access control; employee and visitor badging compliance, package inspection (as required); determines nature of visits, directs visitors to appropriate persons or offices and announces; arranges escorts; provides information, alert to

security and/or safety hazards and reports out as appropriate; answers phone, maintains logs, issues visitor passes; operates computer based access control systems, monitors fire and security alarms, and interior and exterior CCTV; receives mail, packages; completes incident and/or other reports; performs in a courteous and professional manner when interacting with co-workers, public safety personnel, client employees, visitors and guests.

**Job Title - Armed Security Specialists**

**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, 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; 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, exigent circumstances related thereto, 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 Millennium 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.

**Job Title - 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, 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; 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, exigent circumstances related thereto, 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 Millennium 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.

**Job Title - Armed Courier**

**Responsibility and Authority:** The Courier position is non-uniformed and may be armed or unarmed depending on client requirements; Couriers transport government documents and/or materials from one point to another either domestically or internationally. They ensure the safe transport and delivery of those items entrusted to them; must maintain integrity, control and uncompromised supervision of entrusted items.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited college or university; must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy; complete Millenniums Basic Courier Training Course, if armed meet firearms qualifications as mandated by law and/or the client and/or Millennium; 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; possess a current US Passport; meet client and/or Millennium required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. Courier

s must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

**General Tasking:** Transport government documents and materials from point-to-point domestically and internationally; requires constant alertness and security awareness and compliance with travel instructions while in travel mode; maintain constant integrity, control and uncompromised supervision of entrusted items; complete accurate activity reporting, incident and travel reports and delivery documentation to client compliance standards; testifies in administrative hearings, civil and criminal proceedings.

**Job Title - Courier**

**Responsibility and Authority:** The Courier position is non-uniformed and may be armed or unarmed depending on client requirements; Couriers transport government documents and/or materials from one point to another either domestically or internationally. They ensure the safe transport and delivery of those items entrusted to them; must maintain integrity, control and uncompromised supervision of entrusted items.

**Minimum Educational, Experiential Requirements:** Graduate of an accredited college or university; must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy; complete Millenniums Basic Courier Training Course, if armed meet firearms qualifications as mandated by law and/or the client and/or Millennium; 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; possess a current US Passport; meet client and/or Millennium required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. Courier s must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

**General Tasking:** Transport government documents and materials from point-to-point domestically and internationally; requires constant alertness and security awareness and compliance with travel instructions while in travel mode; maintain constant integrity, control and uncompromised supervision of entrusted items; complete accurate activity reporting, incident and travel reports and delivery documentation to client compliance standards; testifies in administrative hearings, civil and criminal proceedings.