

APS-ARTI, LLC of Nevada (AAJV)

General Services Administration (GSA)

**Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.

The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

Schedule 084 "Total solutions for Law Enforcement, Security, Facility Management Systems, Fire, Rescue, Special Purpose Clothing, Marine Craft and Emergency/Disaster Response"

FSC Group 63 – Alarm and Signal Systems/Facility Management Systems, Professional Security/Facility Management Services, and Guard Services

SIN Categories

Special Item No. 246-52 - Professional Security/Facility Management Services

FSC/PSC Code: R414

SIC/NAICS:

541330

541690

561611

561621

Contract Number: GS-07F-9520S

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: June 1, 2006 – May 31, 2011

**APS-ARTI, LLC of Nevada (AAJV)
1555 King Street, Suite 100
Alexandria, VA 22314**

PHONE: (703) 682-4801 ♦ FAX: (703) 682-4824 ♦ E-mail: www.AAJV.com

Contract Administration: Allan Mercer

Business Size: Native American and Veteran-owned Small Business

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CUSTOMER INFORMATION

1a. AWARDED SPECIAL ITEM NUMBERS:

246-52 Professional Security Services/Facility Management Services

1b. N/A

1c. SEE ACCEPTED PRICELIST

2. MAXIMUM ORDER GUIDELINE: \$200,000 PER SIN/PER ORDER

“Notwithstanding paragraph (b) above, the (AAJV) Contractor shall honor any order exceeding the maximum orders in paragraph (b), unless that order (or orders) is returned to the ordering office within five (5) workdays after receipt, with written notice stating the Contractor’s intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.”

3. MINIMUM ORDER LIMITATION:

\$300.00

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

The 50 United States, and Washington, DC, Puerto Rico and US Territories

5. POINT(S) OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY):

N/A

Services under this Schedule/Price List are available at any client location within the geographic scope on a TDY or permanent basis.

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:

10% below Commercial Price List

7. QUANTITY DISCOUNTS:

NONE

8. PROMPT PAYMENT TERMS:

Net 30, 1% less than 30 Days

9a. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:

Government Purchase Cards are accepted up to the Micro-purchase Threshold:
(\$2,500.00)

9b. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:

Government Purchase Cards are accepted above the Micro-purchase Threshold:

10. FOREIGN ITEMS:

None

11a. TIME OF DELIVERY:

Delivery Schedule specified by Task Order. Generally, 30 Days ARO, and/or GS-FSS-920, Ordering Procedures for the Services.

11b. EXPEDITED DELIVERY. "ITEMS AVAILABLE FOR EXPEDITED DELIVERY ARE NOTED IN THIS PRICE LIST:"

N/A

11c. OVERNIGHT AND 2-DAY DELIVERY:

Schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. URGENT REQUIREMENTS:

"Urgent Requirements" clause of its contract I FSS-140-B and advise Agencies can contact the Contractor's representative to effect a faster delivery.

12. F.O.B. POINT(S):

Destination

13a. ORDERING ADDRESS(ES)

1555 King Street, Suite 100
Alexandria, VA 22314

13b. ORDERING PROCEDURES:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS(ES):

APS/ARTI, LLC
1555 King Street, Suite 100
Alexandria, VA 22314

15. WARRANTY PROVISION:

Reference GS-FSS-920, Ordering Procedures for Services

16. EXPORT PACKING CHARGES:

N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):

N/A

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:

N/A

19. TERMS AND CONDITIONS OF INSTALLATION:

N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:

N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:

N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS:

N/A

22. LIST OF PARTICIPATING DEALERS:

N/A

23. PREVENTIVE MAINTENANCE:

N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS):

N/A

24b. IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (E.G., CONTRACTOR'S WEBSITE OR OTHER LOCATION.) THE EIT STANDARDS CAN BE FOUND AT www.Section508.gov/:

Currently not applicable, compliance with EIT Standards on a Task Order basis as required.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

140524492

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:

Registered: Expires 07/27/2006

**SECURITY SCHEDULE LABOR CATEGORY PRICE LIST
WITH INDUSTRIAL FUNDING FEE (.75%)**

Contract Line Item Number	Commercial Job Title	Government Site Rate
001	Tech Security Specialist I	\$ 66.41
002	Tech Security Specialist II	\$ 77.20
003	Tech Security Specialist III	\$91.72
004	Tech Security Specialist IV	\$100.25
005	Tech Security Specialist V	\$124.50
006	Security Instructor I	\$ 37.36
007	Security Instructor II	\$ 49.81
008	Security Instructor III	\$ 62.26
009	Project Manager	\$ 81.14
010	Program Manager	\$101.89
011	Security Subject Matter Expert	\$95.46
012	Sr. Security Subject Matter Expert	\$120.35
013	Principal Security Subject Matter Expert	\$145.26
014	Sr. Technical Security Specialist I (TSCM)	\$ 72.32
015	Sr. Technical Security Specialist II (TSCM)	\$ 77.36
016	Sr. Technical Security Specialist III (TSCM)	\$ 81.22
017	Sr. Technical Security Specialist IV (TSCM)	\$ 90.25
018	Security Administrative Assistant I	\$ 23.41
019	Security Administrative Assistant II	\$ 29.14
020	Security Administrative Assistant III	\$ 37.02
021	Security Administrative Assistant IV	\$ 41.51

Note: Annual Escalation is 3.5%

APS-ARTI, LLC OF NEVADA (AAJV)
SCHEDULE 84
LABOR CATEGORY DESCRIPTIONS

If required, all labor categories will be subject to a Government Security Investigation and must meet eligibility for access to classified information at the appropriate clearance level at the date of hire as prescribed by the individual contract statement of work.

CLIN 001	TECH SECURITY SPECIALIST I
<p>Job Summary: Will assist in the development, coordination and documenting plans, procedures and architecture to include Certification & Accreditation, Continuity of Operation Plan, disaster recovery plan, contingency plan, POA&M documentation, NIST self assessments, risk assessments and/or other related Security reports and documentation.</p>	
<p>Functional Responsibility: Responsible for maintaining and updating the security plans, security policies and procedures, architecture documentation, Security Handbook and other related documents. Assist with conducting and writing Certification & Accreditation documentation in accordance with current NIST standards. Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation.</p>	
<p>Minimum Education: Undergraduate degree and 5 years specialized experience. With 9 years of specialized experience a degree is not required. Understanding of security requirements and practices in the civilian sector of the federal government. Must have in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Must have knowledge of FISMA. Experience with writing government computer security policy documentation.</p>	

CLIN 002	TECH SECURITY SPECIALIST II
<p>Job Summary: Will assist in the development, coordination and documenting plans, procedures and architecture to include Certification & Accreditation, Continuity of Operation Plan, disaster recovery plan, contingency plan, POA&M documentation, NIST self assessments, risk assessments and/or other related Security reports and documentation.</p>	
<p>Functional Responsibility: Responsible for maintaining and updating the security plans, security policies and procedures, architecture documentation, Security Handbook and other related documents. Assist with conducting and writing Certification & Accreditation documentation in accordance with current NIST standards. Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation.</p>	
<p>Minimum Education: Undergraduate degree and 7 years specialized experience. With 11 years of specialized experience a degree is not required. CISSP or related certification desired. Thorough understanding security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Must have knowledge of FISMA. Experience with writing government computer security policy documentation.</p>	

CLIN 003	TECH SECURITY SPECIALIST III
<p>Job Summary: Will assist in the development, coordination and documenting plans, procedures and architecture to include Certification & Accreditation, Continuity of Operation Plan, disaster recovery plan, contingency plan, POA&M documentation, NIST self assessments, risk assessments and/or other related Security reports and documentation.</p>	
<p>Functional Responsibility: Responsible for maintaining and updating the security plans, security policies and procedures, architecture documentation, Security Handbook and other related documents. Assist with conducting and writing Certification & Accreditation documentation in accordance with current NIST standards. Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation. May also have responsibility for the design security features and offer security advice for large-scale project implementation. Implement and administer an intrusion detection system for protection of government assets.</p>	
<p>Minimum Education: Undergraduate degree and 9 years specialized experience. With 13 years of specialized experience a degree is not required. CISSP or related certification desired. Thorough understanding of security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Experience with writing government computer security policy documentation.</p>	

CLIN 004	TECH SECURITY SPECIALIST IV
<p>Job Summary: Will assist in the development, coordination and documenting plans, procedures and architecture to include Certification & Accreditation, Continuity of Operation Plan, disaster recovery plan, contingency plan, POA&M documentation, NIST self assessments, risk assessments and/or other related Security reports and documentation.</p>	
<p>Functional Responsibility: Responsible for maintaining and updating the security plans, security policies and procedures, architecture documentation, Security Handbook and other related documents. Conduct and write Certification & Accreditation documentation in accordance with current NIST standards. Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation. May serve as the Team Leader.</p>	
<p>Minimum Education: Undergraduate degree and 11 years specialized experience. With 15 years of specialized experience a degree is not required. CISSP or related certification desired. Subject matter expert of security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Experience with writing government computer security policy documentation.</p>	

CLIN 005	TECH SECURITY SPECIALIST V
<p>Job Summary: Will assist in the development, coordination and documenting plans, procedures and architecture to include Certification & Accreditation, Continuity of Operation Plan, disaster recovery plan, contingency plan, POA&M documentation, NIST self assessments, risk assessments and/or other related Security reports and documentation.</p>	
<p>Functional Responsibility: Responsible for maintaining and updating the security plans, security policies and procedures, architecture documentation, Security Handbook and other related documents. Conduct and write Certification & Accreditation documentation in accordance with current NIST standards. Develop, analyze, and administer the entity-wide Security Plan using the existing documentation, and industry standards and federal government legislation. Design, implement, document, and evaluate government computer security programs. Develop government security policy documentation. May supervise Security team.</p>	
<p>Minimum Education: Undergraduate degree and 13 years specialized experience. With 17 years of specialized experience a degree is not required. CISSP or related certification desired. Subject matter expert of security requirements and practices in the civilian sector of the federal government. Must have demonstrated experience and/or in depth knowledge consistent with security principles and best practices as reflected in the NIST-800-18, OMB A-130, and NIST-800-26 and other applicable Federal regulations and guidelines. Experience with writing government computer security policy documentation.</p>	

CLIN 006	SECURITY INSTRUCTOR I
<p>Job Summary: Develop and present security related training to personnel in a formal classroom and in a field setting.</p>	
<p>Functional Responsibility: Develop and prepare course outlines, training aids, and classroom materials. Class duration may vary from three to fifteen days in duration. Work with other departments in coordinating the training, logistics, and any equipment needed. Review department policies, procedures and manuals provide update information as requested.</p>	
<p>Minimum Education: Undergraduate degree with one year of specialized experience in providing security related training in a classroom setting. With five years of specialized experience, a degree is not required. As required, must have related subject matter certification and/or licensing.</p>	

CLIN 007	SECURITY INSTRUCTOR II
<p>Job Summary: Develop and present security related training to personnel in a formal classroom and in a field setting.</p>	
<p>Functional Responsibility: Develop and prepare course outlines, training aids, and classroom materials. Class duration may vary from three to fifteen days in duration. Work with other departments in coordinating the training, logistics, and any equipment needed. Review and update department policies, procedures and manuals to ensure they meet current security standards and practices.</p>	
<p>Minimum Education: Undergraduate degree with three years of specialized experience in providing security related training in a classroom setting. With eight years of specialized experience, a degree is not required. Must have experience training and evaluating other instructors. As required must have related subject matter certification and/or licensing.</p>	

CLIN 008	SECURITY INSTRUCTOR III
Job Summary: Develop and present security related training in a formal classroom and in a field setting.	
Functional Responsibility: Supervise and coordinate all activities within the training facility. Develop and prepare course outlines, training aids, and classroom materials. Class duration may vary from three to fifteen days in duration. Work with other departments in coordinating the training, logistics, and any equipment needed. Review and update department policies, procedures and manuals to ensure they meet current standards and practices.	
Minimum Education: Undergraduate degree with five years of specialized experience in providing security related training in a classroom setting. With 10 years of specialized experience, a degree is not required. Experience must include two years supervising subordinate instructors. Must have experience training and evaluating other instructors. As required, must have related subject matter certification and/or licensing.	

CLIN 009	PROJECT MANAGER
Job Summary: Overall program management support to an agency in support of specific requirements. The Project Manager serves as the principal point of contact to the Vice President in support of daily project management, personnel, financial, training, and programmatic requirements for an Operations Project which can include help desk, data processing, database management, network management and/or communications systems support. Possess a technical proficiency, specialized experience, and management in the area(s) of the project's statement of work.	
Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance, milestones, reporting and budget.	
Minimum Education: Undergraduate degree in Business Administration, Management, Finance or other relevant discipline with a minimum of 8 years related specialized management experience. With a Graduate degree, must have a minimum of 6 years related specialized experience. With 12 years of experience a degree is not required. Technical or project management certification desired. Must have a thorough understanding of the systems identified in the scope of work and specialized experience in related project work required. Experience managing a government contract and familiar with different contract pricing structures (FFP, T&M, CPFF, or CPAF); performance-based contract experience strongly desired. Two years of direct Government contracting experience at task/project management level required; basic knowledge/ familiarity with contract administration desired. Management/supervisory experience required. Advanced level proficiency with Excel spreadsheet skills required; and intermediate level proficiency with MS Word. Understanding of time sheet accounting. Ability to effectively interact with personnel at all levels in a dynamic work environment is required. Must be able to work independently and in a team environment. Must have excellent written and oral communication skills.	

CLIN 010	PROGRAM MANAGER
<p>Job Summary: Overall program management support to an agency in support of specific requirements. The Program Manager serves as the principal point of contact to the Vice President in support of daily project management, personnel, financial, training, and programmatic requirements for an Operations Project which can include help desk, data processing, database management, network management and/or communications systems support. Possess a technical proficiency, specialized experience, and management in the area(s) of the project's statement of work.</p>	
<p>Functional Responsibility: Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance, milestones, reporting and budget.</p>	
<p>Minimum Education: Undergraduate degree in Business Administration, Management, Finance or other relevant discipline with a minimum of 10 years related specialized management experience. With a Graduate degree, must have a minimum of 8 years related specialized experience; with 14 years of experience a degree is not required. Technical or project management certification desired. Must have a thorough understanding of the systems identified in the scope of work and specialized experience in related project work required. Experience managing a government contract and familiar with different contract pricing structures (FFP, T&M, CPFF or CPAF); performance-based contract experience strongly desired. Two years of direct Government contracting experience at task/project management level required; basic knowledge/familiarity with contract administration desired. Management/supervisory experience required. Advanced level proficiency with Excel spreadsheet skills required; and intermediate level proficiency with MS Word. Understanding of time sheet accounting. Ability to effectively interact with personnel at all levels in a dynamic work environment is required. Must be able to work independently and in a team environment. Must have excellent written and oral communication skills.</p>	

CLIN 011	SECURITY SUBJECT MATTER EXPERT
<p>Job Summary: Experience with subversive organizations and their methods of operation. Experience with national and international security practices. Experience with physical security, protective force, nuclear security and/or information security practices required to establish and maintain a secure environment. Must be experienced in advising superior in an advanced nature of assessed problems relating to the security operations.</p>	
<p>Functional Responsibility: Provide consulting services in accordance with or directly related to the security environment to members of management, the professional staff, and to the customer. Act in advisory capacity for the approach utilized in performing security tasks of unusual difficulty or complexity, frequently involving customer relationships; plan principles and procedures for accomplishing customer studies and gives expert professional analysis of methods and objectives. Analyze problem studies and problem history and prepare technical and managerial reports, including feasibility and desirability of extensions or modifications to the problem, program or system. Generally provide knowledge, expertise and problem-solving integral to the security discipline.</p>	
<p>Minimum Education: Graduate degree in a related field preferred with 10 years of professional experience in security-related field (e.g., physical security, protective force, nuclear security and/or counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, technical security, security countermeasures programs, access systems operation and management, personnel protection and protecting/security information, or region desk officer). With an Undergraduate degree must have 12 years of experience and with no degree 16 years of experience can be substituted for education requirement.</p>	

CLIN 012	SR. SECURITY SUBJECT MATTER EXPERT
<p>Job Summary: Experience with subversive organizations and their methods of operation. Experience with national and international security practices. Experience with physical security, protective force, nuclear security and/or information security practices required to establish and maintain a secure environment.</p>	
<p>Functional Responsibility: Provide consulting services in accordance with or directly related to the security environment to members of management, the professional staff, and to the customer. Act in advisory capacity for the approach utilized in performing security tasks of unusual difficulty or complexity, frequently involving customer relationships; plan principles and procedures for accomplishing customer studies and gives expert professional analysis of methods and objectives. Analyze problem studies and problem history and prepare technical and managerial reports, including feasibility and desirability of extensions or modifications to the problem, program or system. Generally provide knowledge, expertise and problem-solving integral to the security discipline.</p>	
<p>Minimum Education: Graduate degree in a related field preferred (Doctoral degree is desired) with 20 years of professional experience in security-related field (e.g., physical security, protective force security, nuclear security, counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, technical security, security countermeasures programs, access systems operation and management, personnel protection and protecting/security information, or region desk officer). With an Undergraduate degree must have 22 years of experience and with no degree 26 years of experience can be substituted for education requirement.</p>	

CLIN 013	PRINCIPAL SECURITY SUBJECT MATTER EXPERT
<p>Job Summary: Experience with subversive organizations and their methods of operation. Experience with national and international security practices. Experience with information security practices required to establish and maintain system integrity for safeguarding classified information in a secure environment. Must be experienced in advising superior in an advanced nature of assessed problems relating to the security operations.</p>	
<p>Functional Responsibility: Provide consulting services in accordance with or directly related to the security environment to members of management, the professional staff, and to the customer. Act in advisory capacity for the approach utilized in performing security tasks of unusual difficulty or complexity, frequently involving customer relationships; plan principles and procedures for accomplishing customer studies and gives expert professional analysis of methods and objectives. Analyze problem studies and problem history and prepare technical and managerial reports, including feasibility and desirability of extensions or modifications to the problem, program or system. Generally provide knowledge, expertise, and problem-solving integral to the security discipline.</p>	
<p>Minimum Education: Graduate degree in a related field preferred (Doctoral degree is desired) and 20+ years of professional experience and is an acknowledged expert in a security-related field (e.g., physical security, force protection, nuclear security, counterintelligence, investigations, industrial security, dignitary/VIP policy and security standard development, technical security, security countermeasures programs, access systems operation and management, personnel protection and protecting/security information, or region desk officer). Published papers and applicable industry certification desired. With an Undergraduate degree must have 22 years of experience and with no degree 26 years of experience can be substituted for education requirement.</p>	

CLIN 014	SR. TECHNICAL SECURITY SPECIALIST (TSCM) I
<p>Job Summary: Utilizing state-of-the-art technical equipment, the Sr. Technical Security Specialist will be responsible for Technical Surveillance Countermeasures (TSCM) investigations, inspections, in-conference security monitoring services, pre-construction advice, and assistance missions.</p>	
<p>Functional Responsibility: Serve as the technical subject matter expert providing oversight and advice to office personnel on matters of technical security policy, procedures, and regulations. Provide support services for a comprehensive technical security program designed to protect facilities and employees. Assist in developing and reviewing technical security designs for the agency’s facilities. Providing input/review of proposed policies. Apply technical procedures in conducting needs surveys for preventing unauthorized access to, and possible disclosure of, classified information. Provide a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advising office personnel on national and international developments in commercial, state-of-the-art, security technology.</p>	
<p>Minimum Education: Undergraduate degree in an information technology, electronics, business, security or a related discipline with 4 years specialized experience in the areas of technical security programs, access systems operation and management, and RF/signal analysis with a background in electronics intelligence. With 8 years of specialized experience a degree is not required. Must have training and experience in Technical Surveillance Countermeasures (TSCM). Must possess a current clearance at the required contract level.</p>	

CLIN 015	SR. TECHNICAL SECURITY SPECIALIST (TSCM) II
<p>Job Summary: Utilizing state-of-the-art technical equipment, the Sr. Technical Security Specialist will be responsible for Technical Surveillance Countermeasures (TSCM) investigations, inspections, in-conference security monitoring services, pre-construction advice, and assistance missions. Provide advice and research on technology solutions and equipment for the TSCM program. Conduct technical briefings to senior level government officials. Ability to read and understand design plans for purposed technical security upgrades. Knowledge of subversive organizations and their methods of operation. Knowledge of national and international security technology. Understanding of, and experience-based familiarity with, information and technical security practices within the Information Technology environment required to establish and maintain system integrity for safeguarding classified information in a secure environment. Ability to communicate and coordinate actions effectively with individuals at all organizational and management levels.</p>	
<p>Functional Responsibility: Serve as the technical subject matter expert providing oversight and advice to office personnel on matters of technical security policy, procedures, and regulations. Provide support services for a comprehensive technical security program designed to protect facilities and employees. Assist in developing and reviewing technical security designs for the agency’s facilities. Providing input/review of proposed policies. Apply technical procedures in conducting needs surveys for preventing unauthorized access to, and possible disclosure of, classified information. Provide a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advising office personnel on national and international developments in commercial, state-of-the-art, security technology.</p>	
<p>Minimum Education: Undergraduate degree in an information technology, electronics, business, security or a related discipline with 6 years specialized experience in the areas of technical security programs, access systems operation and management, and RF/signal analysis with a background in electronics intelligence. With 10 years of specialized experience a degree is not required. Must have training and experience in Technical Surveillance Countermeasures (TSCM). Must possess a current clearance at the required contract level.</p>	

CLIN 016 SR. TECHNICAL SECURITY SPECIALIST (TSCM) III

Job Summary: Utilizing state-of-the-art technical equipment, the Sr. Technical Security Specialist will be responsible for Technical Surveillance Countermeasures (TSCM) investigations, inspections, in-conference security monitoring services, pre-construction advice, and assistance missions. Provide advice and research on technology solutions and equipment for the TSCM program. Conduct technical briefings to senior level government officials. Ability to read and understand design plans for purposed technical security upgrades. Knowledge of subversive organizations and their methods of operation. Knowledge of national and international security technology. Understanding of, and experience-based familiarity with, information and technical security practices within the Information Technology environment required to establish and maintain system integrity for safeguarding classified information in a secure environment. Ability to communicate and coordinate actions effectively with individuals at all organizational and management levels.

Functional Responsibility: Serve as the technical subject matter expert providing oversight and advice to office personnel on matters of technical security policy, procedures, and regulations. Provide support services for a comprehensive technical security program designed to protect facilities and employees. Assist in developing and reviewing technical security designs for the agency's facilities. Providing input/review of proposed policies. Apply technical procedures in conducting needs surveys for preventing unauthorized access to, and possible disclosure of, classified information. Provide a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advising office personnel on national and international developments in commercial, state-of-the-art, security technology.

Minimum Education: Undergraduate degree in an information technology, electronics, business, security or a related discipline with 8 years specialized experience in the areas of technical security programs, access systems operation and management, and RF/signal analysis with a background in electronics intelligence. With 12 years of specialized experience a degree is not required. Must have training and experience in Technical Surveillance Countermeasures (TSCM). Must possess a current clearance at the required contract level. Must possess a current clearance at the required contract level.

CLIN 017	SR. TECHNICAL SECURITY SPECIALIST (TSCM) IV
<p>Job Summary: Utilizing state-of-the-art technical equipment, the Sr. Technical Security Specialist will be responsible for Technical Surveillance Countermeasures (TSCM) investigations, inspections, in-conference security monitoring services, pre-construction advice, and assistance missions. Provide advice and research on technology solutions and equipment for the TSCM program. Conduct technical briefings to senior level government officials. Ability to read and understand design plans for purposed technical security upgrades. Knowledge of subversive organizations and their methods of operation. Knowledge of national and international security technology. Understanding of, and experience-based familiarity with, information and technical security practices within the Information Technology environment required to establish and maintain system integrity for safeguarding classified information in a secure environment. Ability to communicate and coordinate actions effectively with individuals at all organizational and management levels.</p>	
<p>Functional Responsibility: Serve as the technical subject matter expert providing oversight and advice to office personnel on matters of technical security policy, procedures, and regulations. Supervise and coordinate all TSCM activities within the department. Provide support services for a comprehensive technical security program designed to protect facilities and employees. Assist in developing and reviewing technical security designs for the agency’s facilities. Providing input/review of proposed policies. Apply technical procedures in conducting needs surveys for preventing unauthorized access to, and possible disclosure of, classified information. Provide a report of findings for each survey conducted. Ensure that security policies are implemented according to procedures without undue interruption of normal operations. Provide research services and advising office personnel on national and international developments in commercial, state-of-the-art, security technology.</p>	
<p>Minimum Education: Undergraduate degree in an information technology, electronics, business, security or a related discipline with 10 years specialized experience in the areas of technical security programs, access systems operation and management, and RF/signal analysis with a background in electronics intelligence. Experience must include 2 years supervising subordinate TSCM Specialists. With 14 years of specialized experience a degree is not required. Must have training and experience in Technical Surveillance Countermeasures (TSCM). Must possess a current clearance at the required contract level.</p>	

CLIN 018	SECURITY ADMINISTRATIVE ASSISTANT I
<p>Job Summary: Provide administrative support to a Security Program Office with responsibilities to include checking, updating and running reports in various security databases. Perform clerical duties in processing security forms and reports, does filing and other routine administrative duties, and maintain and order office supplies.</p>	
<p>Functional Responsibility: Perform data entry by keying data into a computer and verifying data from a wide variety of source documents such as computer generated reports, program coding sheets, time and attendance records, and other narrative and statistical information. Detects and rejects illegible or incomplete source documents and information. Verifies accuracy of data entered and corrects keying errors. Prepare periodic or special reports of workload and information from records and files to assist Program Manager and other technical staff. Perform general office related clerical duties such as answering telephones, referring callers or furnishing information, maintaining hard and electronic files, courier, and distributing completed documents.</p>	
<p>Minimum Education: High School diploma or GED equivalent and 1 year general office experience required. Must have basic computer skills and possess a proficiency in data entry. Knowledge and ability to follow database guidelines.</p>	

CLIN 019	SECURITY ADMINISTRATIVE ASSISTANT II
<p>Job Summary: Provide administrative support to a Security Program Office with responsibilities to include checking, updating and running reports in various security databases. Perform clerical duties in processing security forms and reports, does filing and other routine administrative duties, and maintain and order office supplies.</p>	
<p>Functional Responsibility: Perform data entry by keying data into a computer and verifying data from a wide variety of source documents such as computer generated reports, program coding sheets, time and attendance records, and other narrative and statistical information. Detects and rejects illegible or incomplete source documents and information. Verifies accuracy of data entered and corrects keying errors. Prepare periodic or special reports of workload and information from records and files to assist Program Manager and other technical staff. Perform general office related clerical duties such as answering telephones, referring callers or furnishing information, maintaining hard and electronic files, courier, and distributing completed documents.</p>	
<p>Minimum Education: High School diploma or GED equivalent and 2 years general office experience required. Must have strong computer skills to include database experience, and possess a proficiency in data entry. Knowledge and ability to follow database guidelines.</p>	

CLIN 020	SECURITY ADMINISTRATIVE ASSISTANT III
<p>Job Summary: Provide administrative and coordination support for a division or department. Provide general administrative support to the division manager, and maintains various administrative reports.</p>	
<p>Functional Responsibility: Maintain office records and interfaces with various levels of personnel in the agency on office policies, budget, personnel matters and procedures related to the day-to-day operation of the office. Provide administrative support for the manager for general administration, department reports, rosters, action tracking, and special projects. Serves as the administrative point of contact for forms related to the office operations. Prepare the office files each year; maintain them throughout the year, and annual archiving. Order and maintain office supplies for the division. Maintain office equipment, property/equipment inventories, and office vehicles as assigned by the Department. Place calls for equipment repair requests and physical plant problems.</p>	
<p>Minimum Education: Associates degree and 3 years of specialized experience or 5 years of related administrative or office management experience may be substituted for education requirement. Must be proficient with Microsoft Word; have basic skills with Excel and PowerPoint; and other database software experience desired.</p>	

CLIN 021 SECURITY ADMINISTRATIVE ASSISTANT IV
<p>Job Summary: Support the Division Manager and members of the team in the daily office administration, personnel, financial, database administration, and project requirements. Considerable coordination will be required within the division and with departments throughout the agency.</p>
<p>Functional Responsibility: Provide administrative support for status reports, briefing presentations and special projects. Use work breakdown structures to track project activities. Prepare charts, tables, graphs, and diagrams to assist in tracking and reporting program activities. Assist in technical and programmatic input to support client briefings, status reports, and deliverable preparation. Coordinate and assist the office personnel to complete tasks within the following areas: security/clearance processing, timesheet reporting, purchasing, travel, training, material reproduction, inventory, etc. Assist/review the preparation of all reports and tracking documents to include budgets, monthly reports, travel expense reports, and personnel tracking, etc.</p>
<p>Minimum Education: Undergraduate degree and 3 years specialized administrative experience. Without a degree must have 7 years of specialized administrative experience. Specialized experience includes office management, suspense tracking, review of executive level correspondence, database administration, financial and project status tracking and reporting, monthly reports, and maintaining operating procedures. Thorough knowledge of electronic database operations management, administrative and correspondence processing procedures, and understanding of procedures required for processing actions for review, approval and release. Must be proficient with Microsoft Word; have basic skills with Excel and PowerPoint; database software experience required; and MS Project experience a plus.</p>