

Shields Point, LLC
737 Volvo Parkway
Chesapeake, VA 23320

MAS-Multiple Award Schedule

FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Schedule # (47QSWA22D001Q)

Period of Performance:
12/03/2021-12/02/2026

(Updated as of 01/08/2025-Mod PS-A887)

Contract Manager

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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 GSAAdvantage!®, a menu-driven database system.

The INTERNET address for GSAAdvantage!® is: <http://www.GSAAdvantage.gov>.

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

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ABOUT US

Shields Point, LLC (SP) was founded in 2017 as an Alaska Native Corporation. SP offers a myriad of security and investigative services with a focus on efficiency, customer satisfaction and quality.

SP has developed a reputation for delivering solid dependable performance in the fixed price and indefinite quantity contracting arenas. Our team has successfully provided the labor, materials, vehicles, equipment, tools and other resources to perform all tasks our customers have assigned. SP possesses the technical expertise, managerial experience, and human resources organization to excel as a (MAS)-Multiple Award Schedule service provider.

OUR SERVICES

Shields Point, LLC (SP) is pleased to announce the expanded range of services through our new GSA (MAS) - Multiple Award Schedule. SP offers world-class experience in providing leading edge services to a wide range of public and private sector organizations.

SP is poised to provide a wide range of security and law enforcement services to our Federal customers. SPLLC offers a culture of professional and vigilant security awareness that fosters customer satisfaction by leveraging our corporate resources and past performance delivering contract solutions on time and within budget.

We continuously achieve the highest possible ratings during contract performance reviews and strive to exceed customer expectations. SP and our sister subsidiaries have provided security and investigative services to complex security problems for multiple DoD customers across platforms in both CONUS and OCONUS locations. SP has direct experience supporting Security and Law Enforcement Training, Information, Security, Protective and Personnel Services, and has served as Law Enforcement Mentors and Advisors.

Contractor Information

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN's)

561612	Security and Protection – Security Services
611430ST	Security Training - 611430ST Includes all security training related to law enforcement, security, emergency preparedness and/or first responders. Examples include instructor-led training, web-based training, pre-set courses, training development, consulting services, Continuation of Operations Planning (COOP) services, etc
ANCILLARY	Ancillary Supplies and Services - Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to complement a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.
OLM	Order-Level Materials (OLM) - OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) program contract or BPA. OLM pricing is not established at the FSS contract, but at the order level. Since OLMs are identified and acquired at the order or BPA level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs using FAR 15.404 techniques for commercial price determinations. Using this procedure, ancillary supplies and services that are unknown at the time of the Schedule contract award may be included and priced at the order level or BPA level.

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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. MAXIMUM ORDER: \$250,000.

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE: Worldwide

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE; None

7. QUANTITY DISCOUNT(S): 1% > \$200,000.

8. PROMPT PAYMENT TERMS: 1% 10 NET 30 Days.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Yes

10. FOREIGN ITEMS: None

11a. Time of delivery. (21 days.)

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. Contact Contractor

12. FOB POINT: Destination

13a. Ordering address(es). Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS: Same as Contractor

15. WARRANTY PROVISION: Standard Commercial Warranty

16. EXPORT PACKING CHARGES: N/A

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

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE-LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): 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. CONTACTOR'S WEBSITE OR OTHER LOCATION.) THE EIT STANDARDS CAN BE FOUND AT: WWW.SECTION508.GOV/.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER 080828781

26. Notification regarding registration System for Award Management (SAM) database:
Registered : CAGE CODE 7Y3N1

Use of Federal Supply Service Schedule Contracts

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to **SHIELDS POINT, LLC** schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to: Search by **SHIELDS POINT, LLC** name or contract number to view or download its complete GSA approved price list with terms, conditions and up-to-date pricing. Perform various searches across all contracts including.

Agencies can browse GSA Advantage! to view our current price list, by navigating to https://www.gsaadvantage.gov/advantage/main/start_page.do

Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order provided that the items are clearly labeled as such on the order, all applicable regulations have been followed and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

Contractor Team Arrangements

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in the FAR will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

Approval of Subcontracts

The ordering activity may require that *SHIELDS POINT, LLC* receive from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

Schedule Prices

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
	12/03/2021- 12/02/2022	12/03/2022- 12/02/2023	12/03/2023- 12/02/2024	12/03/2024- 12/02/2025	12/03/2025- 12/02/2026
Alarm Monitor	\$62.72	\$64.67	\$66.68	\$68.75	\$70.89
Baggage Inspector	\$47.44	\$48.92	\$50.44	\$52.01	\$53.63
Dispatcher	\$67.82	\$69.93	\$72.10	\$74.34	\$76.65
Guard I	\$50.48	\$52.05	\$53.67	\$55.34	\$57.06
Guard II	\$75.01	\$77.34	\$79.75	\$82.23	\$84.79
Personnel Security Specialist I	\$84.96	\$87.60	\$90.32	\$93.13	\$96.03
Personnel Security Specialist II	\$129.02	\$133.03	\$137.17	\$141.44	\$145.84
Personnel Security Specialist III	\$152.96	\$157.72	\$162.63	\$167.69	\$172.91
Program Coordinator	\$89.52	\$92.30	\$95.17	\$98.13	\$101.18
Program Manager	\$183.29	\$188.99	\$194.87	\$200.93	\$207.18
Project Manager	\$175.91	\$181.38	\$187.02	\$192.84	\$198.84
Security Officer (K-9)	\$99.58	\$102.68	\$105.87	\$109.16	\$112.55
Security Police Officer I	\$75.46	\$77.81	\$80.23	\$82.73	\$85.30
Security Police Officer II	\$82.13	\$84.68	\$87.31	\$90.03	\$92.83
Background Investigation Processor	\$55.91	\$57.65	\$59.44	\$61.29	\$63.20
Background Investigation Processor Supervisor	\$88.98	\$91.75	\$94.60	\$97.54	\$100.57
Configuration Manager	\$113.32	\$116.84	\$120.47	\$124.22	\$128.08
Contract Manager	\$148.64	\$153.26	\$158.03	\$162.94	\$168.01
Curriculum Manager	\$100.02	\$103.13	\$106.34	\$109.65	\$113.06
General Clerk I	\$54.81	\$56.51	\$58.27	\$60.08	\$61.95
General Clerk II	\$56.78	\$58.55	\$60.37	\$62.25	\$64.19
General Clerk III	\$63.74	\$65.72	\$67.76	\$69.87	\$72.04
Gunsmith II	\$67.25	\$69.34	\$71.50	\$73.72	\$76.01
Locksmith	\$80.74	\$83.25	\$85.84	\$88.51	\$91.26
Range Master	\$118.16	\$121.83	\$125.62	\$129.53	\$133.56
Screener	\$75.01	\$77.34	\$79.75	\$82.23	\$84.79
Technical Supervisor	\$195.63	\$201.71	\$207.98	\$214.45	\$221.12
Training Instructor	\$98.94	\$102.02	\$105.19	\$108.46	\$111.83
Training Manager	\$154.92	\$159.74	\$164.71	\$169.83	\$175.11
Training Specialist	\$104.17	\$107.41	\$110.75	\$114.19	\$117.74

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code & Title	WD Number
Alarm Monitor **	27004 – Alarm Monitor	4187r15
Background Investigation Processor **	27006 – Background Investigator	4187r15
Baggage Inspector**	27077 – Baggage Inspector	4187r15
Curriculum Manager **	15060 – Educational Technologist	4187r15
Dispatcher **	01060 – Dispatcher, Motor Vehicle	4187r15
General Clerk I**	01111 – General Clerk I	4187r15
General Clerk II**	01112 – General Clerk II	4187r15
General Clerk III**	01113 – General Clerk III	4187r15
Guard I **	27101 – Guard I	4187r15
Guard II – Level II **	27102 – Guard II	4187r15
Gunsmith II**	23392 – Gunsmith II	4187r15
Locksmith **	23500 – Locksmith	4187r15
Personnel Security Specialist I **	01111 – General Clerk I	4187r15
Personnel Security Specialist II **	01112 – General Clerk II	4187r15
Personnel Security Specialist III **	01113 – General Clerk III	4187r15
Screener **	27210 – Single Point Entry Monitor	4187r15
Security Officer (K-9) **	27030 – Detection Dog Handler	4187r15
Security Police Officer I **	27131 – Police Officer I	4187r15
Security Police Officer II **	27132 – Police Officer II	4187r15
Training Instructor **	15090 – Technical Instructor	4187r15
Training Specialist **	15095 – Technical Instructor/Course Developer	4187r15

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. Indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Labor Category Descriptions

****Note** Years of experience may be substituted for education***

ALARM MONITOR** – DOL CATEGORY 27004

The Alarm Monitor will perform the following tasks:

- Operate communication equipment to receive incoming calls for assistance and dispatch personnel and equipment to the scene of an emergency.
- Operate telephone console to receive incoming calls for assistance.
- Question caller(s) to determine nature of problem and type and number of personnel and equipment needed following established guidelines.
- Scan status charts and computer screen to determine units available.
- Monitor alarm system signals that indicate the location of the fire or other emergency.
- Operate two-way radio to dispatch police, fire, medical, and other personnel and equipment and relay instructions or information to remove units.
- Type commands on computer keyboard to update files and maintain logs.
- Test communications and alarm equipment and backup systems to ensure serviceability.
- May provide pre-arrival instructions to the caller, utilizing knowledge of emergency medical techniques and activate alarm system to notify fire stations.
- May provide general guidance and oversight to other Alarm Monitors.

Minimum Education and Experience: High School Diploma and 1 year of experience

BACKGROUND INVESTIGATION PROCESSOR** – DOL CATEGORY 27006

The Background Investigation Processor will perform the following tasks:

- Conduct background investigations to determine employment suitability of persons who require access to sensitive or classified U.S. Government information.
- Conduct face-to-face interviews with the subject and their neighbors, employers, friends, and family.
- Perform record searches at police agencies, courthouses, educational and financial institutions, and medical/mental health facilities providing all obtained information in a clear and concise report.
- Collect, investigate, research, document, and forward to adjudications, all reportable information from employees within industry guidelines.
- Document, file, and maintain all actions in the assigned security system of record.
- Travel nationwide, including U. S. Territories, to perform background investigations on applicants, employees, and contractor employees.
- Travel to the applicant's former schools, residences, places of employment, etc. and, at these places, interview references, relatives, neighbors, friends, co-workers, and other sources to acquire background information regarding the subject person.
- Compile data from written information found in schools and employment records.
- Upon completion of the investigation, compile all the data into a report and submit it to the government.
- May be required to perform these duties in other U.S. Territories such as the Virgin Islands, or Puerto Rico.

Minimum Education and Experience: High School Diploma with 1 year of experience

BACKGROUND INVESTIGATION PROCESSOR – SUPERVISOR

The Background Investigation Processor – Supervisor will perform the following tasks:

- Perform all functions of a Background Investigation Processor (see Background Investigation Processor position description).
- Manage the daily activities of other Background Investigation Processors.

- Ensure the safety, quality, and compliance requirements are well understood and applied by employees working in its unit.
- Act as a point of contact during internal and external audits.

Minimum Education and Experience: Bachelor's Degree with 3 years of experience. A Bachelor's Degree may be substituted for an additional 4 years of experience.

BAGGAGE INSPECTOR** – DOL CATEGORY 27007

The Baggage Inspector will perform the following tasks:

- Inspects/screens all passenger baggage and personnel.
- Uses x-ray machine, metal detectors, and explosive residue detection equipment.
- Inspects personnel and/or baggage manually, if required.
- Responsible for ensuring personnel do not possess unauthorized material such as weapons or explosives.
- Communicates with law enforcement personnel if unauthorized material is discovered, or as needed.
- Conducts facility observations to ensure there are no obvious threats, unusual situations or suspicious activities, and notifies the proper authorities if such situations occur.
- May perform routine testing and maintenance of screening equipment.

Minimum Education and Experience: High School Diploma and 1 year of experience

CONFIGURATION MANAGER

The Configuration Manager will perform the following tasks:

- Establish end-to-end processes for security documentation, testing, and engineering release activities.
- Facilitate communication between Engineering, Operations, and Training and Test teams regarding releases for security related systems.
- Manage multiple security projects.
- Support field personnel with issue tracking, support documentation, and deployment preparedness in all areas of security.
- Use Subversion (SVN) Configuration Management and Bit Bucket (GIT) for all changes affecting the operational baseline and as the final repository for code and program documentation.
- Provide monthly configuration and document metric reporting for management review and provide briefs as requested for meetings.
- Contribute to the development and maintenance of a Configuration Management Plan and/or Configuration Management and Document Management Procedures.

Minimum Education and Experience: High School Diploma and 3 years of experience

CONTRACT MANAGER

The Contract Manager will perform the following tasks:

- Implement program through a risk and oversight approach for all phases of security program activities.
- Identify risks and problems, propose solutions, and provide timely and accurate contract deliverables.
- Develop and interpret policies in specific security program areas, and provide leadership, coordination, and authoritative advice to customers.
- Direct, administer, and evaluate programs, policies, and procedures in the required security program areas.
- Assure compliance of security program activities with laws and regulations.
- Ensure the effective management of the assigned program areas.

Minimum Education and Experience: Bachelor's Degree with 5 years of experience. A Bachelor's Degree may be substituted for an additional 4 years of experience.

CURRICULUM MANAGER** – DOL CATEGORY 15060

The Curriculum Manager will perform the following tasks:

- Provide expertise in instructional methodology, tests and measurement, and curriculum development which includes all security training related to law enforcement, security, emergency preparedness and/or first responders, etc.
- Develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (instructor-led training, web-based training, pre-set courses, training development, consulting services, Continuation of Operations Planning (COOP) services, student study guide, workbooks, etc.).
- Work with Instructional Developers and Instructor/Subject Matter Experts in security related systems to ensure accurate content and format.
- Plan graphics and integrate completed graphics into curriculum.
- Track individual lesson status and review lesson materials before submission to ensure revisions do not impact instructional flow.
- Monitor lecture presentations to evaluate and assist with lesson organization and content.

Minimum Education and Experience: Associate's Degree with 3 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

DISPATCHER** – DOL CATEGORY 01060

The Dispatcher will perform the following tasks:

- Prioritize call schedule according to the level of emergency.
- Responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles.
- Assignment of vehicles is determined by factors such as length and purpose of the trip, freight or passenger requirements, and preference of the user.
- Additional responsibilities include the issuance of keys, record sheets, and driver credentials.
- Record time of departure, destination, cargo, expected time of return and investigate overdue vehicles.
- May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain a record of mileage, fuel used, repairs made, and other expenses.
- May establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.

Minimum Education and Experience: High School Diploma and 1 year of experience

GENERAL CLERK I** – DOL CATEGORY 01111

The General Clerk I will perform the following tasks:

- Follow detailed procedures in performing, simple repetitive tasks in the same sequence for security related functions.
- Responsibilities include filing pre-coded security documents in a chronological file or operating office equipment (e.g., mimeograph, photocopy, addressograph or mailing machine).
- Follow detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence.
- Specific work may include but is not limited to coding and filing security documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment.
- Little or no subject matter knowledge is required, but the clerk uses judgment in choosing the proper procedure for each task.

Minimum Education and Experience: High School Diploma with 6 months of experience

GENERAL CLERK II** – DOL CATEGORY 01112

The General Clerk II will perform the following tasks:

- Perform all functions of a General Clerk I (see General Clerk I position description).
- Familiar with the terminology of the security/office unit.
- Select appropriate methods from a wide variety of security procedures or make simple adaptations and interpretations of a limited number of substantive guides and manuals.
- Refer recognized problems to others.

Minimum Education and Experience: High School Diploma with 1 year of experience

GENERAL CLERK III** – DOL CATEGORY 01113

The General Clerk III will perform the following tasks:

- Perform all functions of a General Clerk I and II (see General Clerk I and II position description).
- Use some security subject matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence.
- Select from alternative methods and refer problems not solvable by adapting or interpreting substantive guides, manuals, or procedures.
- Typical duties include but are not limited to assisting in a variety of administrative matters as applied to security systems; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; handling and adjusting complaints.
- May direct lower level clerks.

Minimum Education and Experience: High School Diploma with 2 years of experience

GUARD I** – DOL CATEGORY 27101

The Guard I will perform the following tasks:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Protect property from theft or damage, or persons from hazards or interference.
- Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property.
- Carry out detailed instructions and procedures primarily oriented to ensure that emergencies and security violations are readily discovered and reported to the appropriate authority.
- Primary duty is to observe and report security and emergencies.
- Intervene directly only in situations which require minimal action to safeguard property or persons.
- Duties require minimal training and physical fitness standards.

This position is Unarmed. Minimum Education and Experience: High School Diploma with 6 months of experience.

GUARD II ** – DOL CATEGORY 27102

The Guard II – Level II will perform the following tasks:

- Perform all functions of a Guard I (see Guard I position descriptions).
- Enforces regulations and procedures designed to prevent breaches of security.
- Exercise judgment and use discretion in responding to incidents and emergencies.

- Determine whether to intervene directly, ask for assistance as time permits, keep situation under control, conduct surveillance, or report the incident to the appropriate authority for handling.
- Duties require specialized training in methods and techniques of protecting controlled areas.
- May be required to demonstrate proficiency in the use of firearms and/or other special weapons and continuing physical fitness.
- May provide guidance, mentorship, or supervision to lower level guards.
- May be deputized to make arrests.

Minimum Education and Experience: High School Diploma with 6 months of experience

GUNSMITH II

The Gunsmith II will perform the following tasks:

- Performs detailed assembly and disassembly of foreign and domestic small arms weapons including small arms inspection, maintenance, and minor repairs.
- Possesses knowledge of tools and gauges needed to perform assigned duties.
- Knowledge of basic shop safety procedures needed to work in a small arms environment.
- Performs support functions for the shop, to include bead blasting, preparing metal parts for refinishing, inventory, tool and capital equipment maintenance, calibration control, weapons cleaning and organizational level weapons maintenance.
- Attends factory Armorer's courses of small arms in the arms room inventory.
- Performs major repairs on foreign and domestic standard and non-standard small arms weapons.
- Builds either custom pistols or rifles with little or no supervision.
- Understands firearm operation principles and has a moderate knowledge of internal/external ballistic theories.
- Fabricates special jigs, fixtures, and other special tooling with some supervision.
- Can read and understand blueprint drawings and can work from those drawings under direct supervision.
- Can perform as primary instructor on most standard and non-standard small arms weapon systems.

Minimum Education and Experience: High School Diploma with 3 years of experience.

LOCKSMITH** – DOL CATEGORY 23500

The Locksmith will perform the following tasks:

- Install, repair, modify, and open a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults.
- Examine locking mechanism and install new unit or disassemble the unit and replace worn tumblers, springs, and other parts or repair them by filing, drilling, chiseling and grinding.
- Open door locks by moving lock pick in the cylinder or open safe locks by listening to lock sounds or by drilling.
- Make new or duplicate keys, using a key cutting machine.
- Change combination by inserting new or repaired tumblers into the lock.
- Establish keying systems for buildings.

Minimum Education and Experience: High School Diploma with 1 year of experience

PERSONNEL SECURITY SPECIALIST I** - DOL CATEGORY 01111

The Personnel Security Specialist I will perform the following tasks:

- Familiar with special access programs and security procedures.
- Follow detailed procedures in performing, simple repetitive tasks in the same sequence.
- Familiar with customer-required security protocols reviewing requests for security clearances.
- In carrying out personnel security work, the specialist performs such tasks as evaluating the sensitivity determination for each position, as described by management.

- Specific work may include but is not limited to applying agency or organizational regulations regarding the type of personal security check required (i.e., national agency check, special background investigation, etc.) and requesting an investigation from the appropriate organization..
- Little or no subject matter knowledge is required, but the specialist uses judgment in choosing the proper procedure for each task.

Minimum Education and Experience: High School Diploma with 6 months of experience

PERSONNEL SECURITY SPECIALIST II** - DOL CATEGORY 01112

The Personnel Security Specialist II will perform the following tasks:

- Perform all functions of a Personnel Security Specialist I (see Personnel Security Specialist I position description).
- Review, evaluate, and adjudicate reports of investigations, personnel files, and other records to determine whether to grant, deny, revoke, suspend, or restrict security clearances consistent with national security and/or suitability issues.
- Determine the adequacy and completeness of the investigation and of other means by which data were collected; evaluate the authenticity, veracity, and pertinence of the data to the case at hand; and request additional investigations or develop other information.
- Select appropriate methods from a wide variety of procedures or make adaptations and interpretations of a limited number of substantive security guides and manuals.
- Refer recognized problems to others.

Minimum Education and Experience: High School Diploma with 1 year of experience

PERSONNEL SECURITY SPECIALIST III** - DOL CATEGORY 01113

The Personnel Security Specialist III will perform the following tasks:

- Perform all functions of a Personnel Security Specialist I and II (see Personnel Security Specialist I and II position description).
- Familiar with special access programs, analyze security procedures, and recommend changes to make the procedures more effective.
- Use subject matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence.
- Provide authoritative information and assistance to organization officials by: advising on personnel security policies and related matters and on the impact of personnel security requirements on organizational missions.
- Recommend or decide whether security clearances should be granted, suspended, revoked, or denied. Provide individuals with a comprehensive, written statement of the reasons why employment cannot be offered, security clearances cannot be granted, or adverse action is being taken and consider any response furnished by individuals.
- May direct lower level specialists.

Minimum Education and Experience: High School Diploma with 2 years of experience

PROGRAM COORDINATOR

The Program Coordinator will perform the following tasks:

- Coordinate duties assigned to the security, loss prevention, and safety function including staff management, general administration, facility access control, and life/safety responsibilities of the department.
- Ensure completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance.
- Schedule security coverage, as necessary. Arrange schedules and regulate the flow of work.

- Maintain departmental training records.
- Serve as the senior security representative after hours and on weekends.
- Ensure the Security Department is properly staffed.
- Conduct briefings with contract security personnel and develop schedules.
- Prepare detailed support documents for high-level customer meetings.
- Prepare reports by collecting and analyzing information.
- Confer with subordinate supervisors to determine progress of work and to provide information on changes in processing methods.

Minimum Education and Experience: High School Diploma with 2 years of experience

PROGRAM MANAGER

The Program Manager will perform the following tasks:

- Manage security programs to ensure implementation and prescribed activities are carried out in accordance with specified objectives.
- Direct and coordinate program activities for specific security functions or phases of programs.
- Select personnel according to knowledge and experience in specific program areas, such as security policy and emergency management.
- Confer with staff to explain the security program and individual responsibilities for functions and phases of the program.
- Direct and coordinate, personally or through subordinate security managerial personnel, activities concerned with implementation and carrying out objectives of the program.
- Review reports and records of activities to ensure specified program objectives are met; modify or change methodology as required to redirect activities and attain objectives.
- Provide guidance on access control, physical control, intrusion detection, perimeter defense, and other complex compliance activities ensuring protection of critical infrastructure.
- Provide guidance on risk management, vulnerability management, and systems administration.
- Control expenditures in accordance with budget allocations.

Minimum Education and Experience: Associate's Degree with 5 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

PROJECT MANAGER

The Project Manager will perform the following tasks:

- Develop security, law enforcement, and anti-terrorism efforts supporting program goals.
- Determine security or law enforcement project schedules and develop plans to track and justify schedules; manage schedules and system management activities.
- Attend meetings to provide task status briefings and reports.
- Conduct or provide emergency management oversight and direction to subordinate levels.
- Develop security or law enforcement plans for correction/improvement and provide plans to customers and staff to ensure implementation.
- Develop security or law enforcement strategies to optimize the organizational task performance, ensure efficiency, and achieve a high-level of customer satisfaction.

Minimum Education and Experience: Associate's Degree with 3 years of experience. As Associate's Degree may be substituted for an additional 2 years of experience.

RANGE MASTER

The Range Master will perform the following tasks:

- Manages the firing range and plans, coordinates, and conducts weapons requalification training.

- Ensures all equipment, weapons, ammunition, and materials are on-hand for training.
- Provides technical leadership and evaluates live fire weapons training and qualification in adherence to firearms training and safety requirements.
- Assists in the development of safe and realistic tactical movement training concepts.
- Serves as the senior safety officer for all live range operations and enforcement of all safety procedures. Conducts safety reviews and walk-downs of all new training, areas, and equipment. Conducts operational and safety reviews of all live fire training.
- Accountable for weapons and ammunition assigned to training facilities.
- Responsible to maintain all live fire and simulator facilities, equipment, and training armories in a safe operating condition.

Minimum Education and Experience: High School Diploma with 5 years of experience

SCREENER** - DOL CATEGORY 27210

The Screener will perform the following tasks:

- Conduct screening of passengers, baggage, or cargo to ensure compliance with using advanced imaging technology (AIT) to ensure compliance with Transportation Security Administration (TSA) or other regulations.
- May operate advanced security equipment such as body scanners, x-ray machines, and hand wands at screening checkpoints.
- Responsible for identifying dangerous objects in cargo and preventing those objects from being transported.
- Must search for barred items to include but not limited to weapons, drugs, liquids, and other prohibited items.
- Greet and screen individuals desiring entry into pre-boarding staging areas.
- Operate x-ray and other screening equipment and monitor screens.
- Physically check guests for forbidden articles and immediately notify supervisor if prohibited items are detected.
- Respond to audible alarms.
- Log suspected violations.
- Conducts routine maintenance and adjustment of monitoring equipment.
- Maintain accurate records.
- May perform loading and unloading zone and short -term overdue checks as part of the interior and exterior surveillance.

Minimum Education and Experience: High School Diploma and 1 year of experience

SECURITY OFFICER – K-9** – DOL CATEGORY 27030

The Security Officer – K-9 will perform the following tasks:

- Perform traffic checkpoint operations, city patrols, transportation checks and other law enforcement duties, as assigned.
- Will use trained K-9 dogs to assist in daily patrolling duties.
- Maintaining surveillance from a covert position.
- Using cutting edge technology, such as infrared scopes during night-time operations.
- Interpreting and following tracks, marks and other physical evidence of illegal aliens and smugglers.
- Utilizes trained explosives or narcotic detection dog to conduct searches and inspections of structures, objects, ships and watercraft, and aircraft and open areas.
- Work with a canine partner to maintain control and develop skills.
- May require canine and kennel support including but not limited to grooming and feeding canine partner.
- May use two-way radio communication devices, cellular phones, communications devices, and other devices as necessary to communicate.
- Maintain a log, written reports, and canine and handler records.

Minimum Education and Experience: High School Diploma with 2 years of experience

SECURITY POLICE OFFICER I** - DOL CATEGORY 27131

The Security Police Officer I will perform the following tasks:

- Enforce laws established for the protection of persons and property by detaining, arresting, interrogating, and incarcerating suspected violators, and appearing as a witness at trials.
- Carry out general and specific assignments from superior officers in accordance with established rules and procedures.
- Maintains order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of duties.
- Duties may include patrolling a specific area on foot or in a vehicle, directing traffic, issuing traffic summonses, investigating accidents, apprehending and arresting suspects, processing prisoners, and protecting scenes of major crimes.
- May participate with detectives or investigators in conducting surveillance operations.
- This position is typically armed.

Minimum Education and Experience: High School Diploma with 2 years of experience

SECURITY POLICE OFFICER II** - DOL CATEGORY 27132

The Security Police Officer II will perform the following tasks:

- Perform all duties of a Security Police Officer I (see Security Police Officer I position description).
- May specialize in one or more activities to include but not limited to canine patrol, special reaction teams, and juvenile cases or participate in investigations or other enforcement activities requiring specialized training and skills.
- This position is typically armed.

Minimum Education and Experience: High School Diploma with 3 years of experience

TECHNICAL SUPERVISOR

The Technical Lead will perform the following tasks:

- Follow prescribed processes and procedures including systems, adherence to schedules, and tool utilizations.
- Lead security development teams to deliver high-quality products with expected scope and budget.
- Efficiently handle customer requests and escalations; communicate technical information to appropriate personnel.
- Identify urgent situations that require additional actions to satisfy the customers' needs.
- Research and follow through on customer commitments.
- Work with stakeholders to define security system technical options and translate business requirements into security system technical design and execution plans.
- Mentor team members and contribute to the recruitment and selection of new team members.

Minimum Education and Experience: High School Diploma with 5 years of experience

TRAINING INSTRUCTOR** - DOL CATEGORY 15090

- Teach security training related to law enforcement, security, emergency preparedness and/or first responders, etc.
- Teach one or more short courses in security or law enforcement.
- Prepare an instructional program in accordance with training or other course requirements, assembling materials to be presented.
- Participate in security training in order to stay updated on all new industry standards.
- Teach assigned topics in security or law enforcement and in accordance with approved curriculum effectively utilizing all allotted time.

- Maintain proficiency in instructional techniques; incorporate current examples in the teaching process (e.g., develop clarification or real-world examples of application related to the subject matter); and develop and maintain classroom techniques that reflect professionalism, good discipline and enhance teaching.
- Alternate teaching techniques to maintain high motivation and interest in the security or law enforcement subject areas.
- Administer grades, record and critique examinations, and prepare and administer remedial security or law enforcement assignments.
- Submit written recommendations for curriculum updates to ensure consistency with changes and innovations in the latest applicable publications or documents.

Minimum Education and Experience: High School Diploma with 2 years of experience

TRAINING MANAGER

The Training Manager will perform the following tasks:

- Oversee security training related to law enforcement, security, emergency preparedness and/or first responders, etc. and provide support and guidance as needed.
- Participate in security training in order to stay updated on all new industry standards.
- Coach, motivate, and demonstrate all required tasks to complete assignments.
- Assess employees' skills, talents, performance, and productivity and prepare written evaluations with advice for security or law enforcement improvement.
- Oversee the training in all key areas related to security or law enforcement project performance and research new training materials and supplies that may enhance training procedures and provide value to employees.
- On-board new hires and assign them to security or law enforcement training sessions.
- Identify future security or law enforcement training needs and create a curriculum to facilitate that training.
- Search for gaps in security or law enforcement training material or content that should be filled to ensure safety and productivity among staff members.
- Communicate with team members, trainers, and management to ensure all needs are met.

Minimum Education and Experience: High School Diploma with 4 years of experience

TRAINING SPECIALIST** - DOL CATEGORY 15095

The Training Specialist will perform the following tasks:

- Teach security training related to law enforcement, security, emergency preparedness and/or first responders, etc.
- Perform all functions of a Training Instructor (see Training Instructor position description).
- Participate in security training in order to stay updated on all new industry standards.
- Primarily responsible for security curriculum revision and maintenance.
- Use a computer to organize and draft a security curriculum that breaks a complex subject into blocks or units of instruction.
- Create graphics and integrate them into curriculum.
- The curriculum may be instructor based, computer-based, simulator based, interactive, or non-interactive.
- Teach short security or law enforcement technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses.
- Job duties may also include incorporation of the new security or law enforcement curriculum in the teaching process, development and maintenance of classroom techniques that reflect professionalism and good discipline to enhance teaching, and development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas.
- While acting a testing officer, may conduct analysis of test(s) to determine the need for development or revision of security or law enforcement test items.

Minimum Education and Experience: High School Diploma with 3 years of experience