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STENNIS SPACE CENTER PROTECTIVE SERVICES CONTRACT

SECURITY SERVICES POSITION DESCRIPTIONS/TITLES GUIDELINES

Attachment L-05

ATTACHMENT L-05 - SECURITY SERVICES POSITION DESCRIPTION/TITLES GUIDELINES

The following position descriptions are provided to aid the contractor in defining and delineating the various duties to be performed under the NASA/Stennis Protective Services (SPSC) Contract. These descriptions are suggestions only; the contractor is free to propose other titles (except for 1.0) However, titles and related position descriptions must be uniform and standard across the contract. The contractor should describe management, organizational, and supervisory structures in the section of the Request for Proposal dedicated for that purpose. The contractor may have a single individual perform multiple functions but that individual shall be qualified and certified for any additional duties.

1.0 Security Officer (Armed):

Describes an armed officer, who has successfully completed the required NASA training, without NASA arrest authority, whose duties may include but are not limited to, first response to emergencies, mobile patrols, inspections, perimeter and internal access control, contingency posts, and crowd control.

2.0 Administrative Clerk:

Describes a person whose duties include supporting the processing of background investigations to ensure currency and types of investigations are commensurate with risk for the entire SSC workforce. Maintain a system of records on all civil servants and contractors requiring Center access greater than 6 months in duration. Ensure records are maintained, retained, and destroyed IAW NPR 1441.1. Provide data entry for SSC cases in the NASA Clearance Tracking System and other authoritative source database designated by NASA. Provide database inquiries for new hires for reciprocity.

3.0 Personnel Security Assistant:

Describes a person who provides central processing and tracking of personnel federal security clearances and suitability for all NASA Civil Servants and contractors. Coordinate processing and adjudication requirements with OPM. Enroll and follow through for issuance of all PIV-II credentials. Maintain files and master listings of Personnel Security Records.

4.0 International Visits Coordinator (IVC):

Describes a person who provides central oversight in the processing and coordination for all requests by or on behalf of foreign nationals or U.S. citizens who are acting as representatives of foreign entities for access to a NASA Installation or Facility for any purpose other than a public tour of the facility. Request official government passports and is a passport agent for the Center.

5.0 Dispatcher:

Describes a person, who may receive and handle 911 calls, other emergency calls, monitor alarms, dispatch first responders, conduct NCIC checks and make other notifications and reports as required.

6.0 Training/Safety Specialist:

The training specialist describes a person with the appropriate training and certifications, who develops curriculum, delivers various NASA required education and training classes, maintains records, teaches, as examples; firearms and intermediate weapons safety, tactics, and qualifications, legal issues, defensive tactics, NIMS training and other emergency preparedness classes, training may be on-line or in classroom setting. Training may be delivered to a variety of personnel including government employees and other contractors. The safety specialist describes a person whose duties may include conducting safety reviews, writing reports and recommendations, and conducting mishap/near-miss inquiries.

7.0 Locksmith:

Describes a person whose duties may include and who is certified to perform the duties associated with securing physical facilities, e.g. change safe combinations, lock cores, and key management.

8.0 Armorer:

The contractor shall provide a qualified armorer/gunsmith to clean, repair, and maintain all weapons used in conjunction with the performance of the contract.