Position Descriptions - Qualifications

For purposes of position minimum qualifications listed in this document where education has been identified as being substituted for experience, two years directly relevant experience may be substituted in lieu of one (1)-year education unless otherwise stated. When substituting a degree requirement with experience, substitute with years of experience all of the years necessary to achieve the degree (i.e. eight years of experience in order to substitute for a bachelor degree, that would be in addition to the number of years’ experience required; so, e.g., if the requirement was a bachelor degree with five (5)-years’ experience then the individual would require thirteen (13)-years’ experience in order to make the substitution for the bachelor’s degree and still meet the years’ experience requirement). However, education may not be used as a substitute for experience requirements.

**A degree must be from an accredited college or university.**

**Key Personnel are designated by an (\*); and ‘essential personnel’ are marked (Essential Personnel).**

**Security Requirements for Key and Non-Key Personnel:**

All personnel positions, may require access to information classified as high as DOE Secret Restricted Data and, therefore, will be required to possess a DOE L clearance. Key Personnel Positions and identified Non-key personnel may require access to information classified as high as Top Secret National Security Information and, therefore, will be required to possess a DOE Q clearance requirements are identified in the below position qualifications. The eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained include:

A current (Q) access authorization or equivalent clearance (Top Secret) granted by another Federal agency that is current, or

Eligibility for granting or reinstatement of DOE (Q) access authorization. This will generally require that the individual has been the subject of a background investigation conducted by Federal agency, provided that the background investigation meets the scope and extent of the Single Scope Background Investigation, and it has been conducted or updated by reinvestigation within the most recent five (5) years. The specific requirements to be granted (Q) access authorization are defined in DOE M 472.1-1, PERSONNEL SECURITY PROGRAM MANUAL, Chapter II, section 5.b. The specific requirements for reinstating a (Q) access authorization are defined in the same manual in Chapter VII, Section 3.

The following prescribes position minimum qualifications (education, experience and training) and position expectations for Contractor personnel in support of this contract.

**Eligibility Requirements**

In accordance with the requirements FAR 52.222-54, Employment Eligibility Verification, DEAR 952.204-2, Security Requirements, and H.32 Access to DOE Owned or Leased Facilities, the contractor shall perform a pre-employment check of prospective employees to determine eligibility and suitability of employment. Contract personnel without an active “Q” or “L” clearance shall not perform any work or be charged to the contract until such time that they complete the clearance process and receive an active DOE “Q” or “L” security clearance.

**\*ON-SITE PROGRAM MANAGER**

Location Assigned: Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant shall possess a bachelor’s degree in any field of study.

Experience: Applicant must have at least ten (10) years of commercial or Government experience of which at least the last eight (8) years were of verifiable law enforcement, military or security related experience; and, have business management experience, which demonstrates individual’s capacity to effectively manage a security force and contract equivalent to that described in the PWS.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Applicant must possess a current Project Management Professional Certification

*Position Expectation:*

* Applicant must have demonstrated the following: (1) expert knowledge in all phases of current security technology and a broad working knowledge of the state of the art access control systems; (2) project management techniques including management principles ranging through conceptualizing, preliminary planning, design, project development, and understanding of cost and control measures to include budget development and cost saving methodologies.
* Applicant must have demonstrated an ability to effectively organize, coordinate and direct work efficiently utilizing management techniques that provide appropriate guidance to maximize mission accomplishment.

**\*DIRECTOR OF OPERATIONS**

Location Assigned: Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a bachelor’s degree from an accredited college or university in one of the law enforcement, security management, or related fields.

Experience: Applicant must have at least eight (8) years of verifiable law enforcement, military or management experience within the field of security and in providing advice and assistance to the management of a protective force of similar size to that of the instant requirement or a security-related organization of similar size to that of the instant requirement.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: None

*Position Expectation*:

* Applicant must have a working knowledge of access control systems and of protection criteria for sensitive/classified materials and Federal facilities.
* Applicant must have demonstrated effective leadership and team-building skills.
* Applicant must have experience in labor relations, logistics, communications and armory operations.
* Applicant must be proficient in the use of current/applicable software applications.
* Applicant must have demonstrated excellent analytical, oral and written skills.

**\*DIRECTOR OF PLANS AND TRAINING**

Location Assigned: Forrestal Building, Washington, DC

*Minimum Qualifications*:

Education: Applicant must possess a bachelor’s degree from an accredited university.

Experience: Applicant must possess ten (10) years of commercial or Government experience of which at least the last eight (8) years were of verifiable law enforcement, military or security related experience. Applicant must have experience in providing advice and assistance to management in the areas of protective force operations and training, evaluations, plans and procedure development, security risk assessment, statistical analysis and reporting.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: None.

*Position Expectation*:

* Applicant must have experience in developing, conducting and analyzing performance assessments and testing performance testing, developing Site Security Plans, Security Condition documents and Security Risk Assessments in the development of protection strategies.
* Applicant must have experience in overseeing and developing training programs and conducting Limited Scope Performance Testing to include Force on Force exercises.
* Applicant must be able to gather and analyze results from performance testing, Limited Scope Performance tests, and internal and external assessments to identify training needs and direct the development of training curriculum to support the identified needs.
* Applicant must demonstrate the ability to produce reports, presentations, job analysis and other detailed documentation with minimal direction.
* Applicant must possess working knowledge of the protection and control of classified matter and proprietary information and other property and assets.

**\* FACILITY COMMANDER**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications*:

Education: Applicant must possess a bachelor’s degree from an accredited university or college. Two (2) years of experience may be substituted for one year of post high school education.

Experience: Applicant must have at least eight (8) years of experience of commercial or Government experience of which at least the last six (6) years were of verifiable law enforcement, military or security related experience. Applicant must have experience on a project of similar size, scope and complexity to that of the instant requirement in providing advice and assistance to management in the areas of personnel management and evaluation, planning, analysis and reporting, and be capable of providing the results of above topics in oral and written formats.

Applicant must possess at least four (4) years of experience in forecasting and planning staffing requirements, writing work-related directives, and scheduling of personnel at multiple sites with varying requirements.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: None

*Position Expectation*:

* Applicant must have demonstrated working knowledge in the protection of classified matter, computer systems and related software, communications systems, and the protection of property and assets.
* Applicant must be capable of defining training requirements, and must assist with the development of plans, policies, and procedures.

**FACILITY CAPTAIN**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications*:

Education: Applicant must possess an associate degree from an accredited institution. Two (2) years of experience may be substituted for one year of post high school education.

Experience: Applicant must have at least eight (8) years of commercial or Government experience of which at least the last four (4) years were of verifiable law enforcement, military or security related experience. Applicant must have at least six (6) years of supervisory experience at a project of similar size, scope and complexity to that of the instant requirement, in providing advice and assistance to management in the areas of protective force supervision, evaluation, planning, statistical analysis and reporting, and be capable of presenting the findings of preceding topics in written and oral form.

Applicant must possess at least four (4) years of experience in scheduling of personnel with varying requirements, logistics management, reviewing and editing written correspondence, gathering and cataloging data, auditing of requirements and providing solutions to problems.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Applicant must meet and maintain DOE Security Police Officer I standards as defined by 10 CFR 1046 and DOE Orders and Directives.

*Position Expectation:*

* Applicant must possess working knowledge of classified matter protection and control, computer systems, communication systems, and be knowledgeable of measures to protect property, assets and personnel.
* Applicant must be capable of defining training requirements, and must assist with the development of plans, policies, and procedures.
* Applicant must possess or acquire the skills and knowledge needed to fill the Facility Commander position during absences of the Facility Commander.

**SHIFT SUPERVISOR (LIEUTENANT)**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess an associate degree from an accredited college or university. Two (2) years of experience may be substituted for one year of post high school education.

Experience: Applicant must have demonstrated four (4) years of commercial or Government experience of which at least the last three (3) years were of verifiable law enforcement, military or security related experience. Applicant must have experience in providing advice and assistance to management in the area of security police officer operations or has demonstrated supervisory skills.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Applicant must meet and maintain DOE Security Police Officer I standards as defined by 10 CFR 1046 and DOE Orders and Directives.

Applicant must be certified in Central Alarm Station (CAS) operations or meet requirements that reasonably assure the individual will be certified within 90 days of assuming the position.

*Position Expectation:*

* Applicant must have demonstrated the ability to communicate effectively both in oral and written form. Applicant must possess working knowledge of the protection of classified information, facilities, property and other assets.
* Applicant must successfully complete or must have completed a DOE approved, or equivalent, Supervisor Development Course.

**SHIFT SERGEANT (SGT)**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a high school diploma, or its state recognized equivalent.

Experience: Applicant must have demonstrated two (2) years of experience in providing advice and assistance to management in the area of security police officer operations or has demonstrated supervisory skills.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Applicant must meet and maintain DOE Security Police Officer I standards as defined by 10 CFR 1046 and DOE Orders and Directives.

Applicant must be certified in Central Alarm Station (CAS) operations or meet certification requirements within 90 days of assuming the position.

*Position Expectation:*

* Applicant must demonstrate the ability to communicate effectively both in oral and written form. Applicant must possess working knowledge of the protection of classified information, facilities, property and other assets.
* Applicant must successfully complete or must have completed a DOE approved, or equivalent, Supervisor Development Course.

**CENTRAL ALARM STATION OPERATOR/MONITOR**

Location Assigned: Germantown, MD; and Forrestal Building

*Minimum Qualifications:*

Education: Applicant must possess a high school diploma, or its state recognized equivalent.

Experience: Applicant must have at least one (1) year experience in operating a Central Alarm Station (CAS).

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained and must retain the clearance while assigned as a CAS Operator/Monitor.

Training: Applicant must be certified in Central Alarm Station (CAS) operations or meet requirements that reasonably assure the individual will be certified within 90 days of assuming the position.

Applicant must meet and maintain DOE Security Police Officer I standards as defined by 10 CFR 1046 and DOE Orders and Directives. Applicant must maintain the SPO I status while assigned as a CAS Operator/Monitor.

*Position Expectation:*

* Applicant must have demonstrated the ability and knowledge needed to operate computer systems and attendant software and available communications systems. Applicant must possess the ability to communicate effective both in oral and written form.
* Applicant must have demonstrated the ability to initiate, coordinate, and direct the response process in the event of an alarm.
* Applicant must have a working knowledge of the protection of classified information, facilities, property and other assets.
* The CAS Operator/Monitor must meet the SPO I requirement and perform the additional duties required for the CAS Operator/Monitor position.

**HANDLER, CANINE EXPLOSIVE DETECTION TEAM**

Location Assigned: Germantown, MD; Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a high school diploma, or its state recognized equivalent.

Experience: Applicant must have a minimum of two (2) years of certifiable training and experience as a canine explosive detection team handler.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained and must retain the clearance while assigned as a canine explosive detection team handler.

Training: Applicant must have graduated from an accredited explosive detection training and certification program.

The applicant and canine must be trained to meet the Department of Treasury Odor Recognition Standard for Explosive Detection Canines

Applicant must meet and maintain DOE Security Police Officer I standards as defined by 10 CFR 1046 and DOE Orders and Directives.

Applicant must successfully complete or must have completed a DOE approved, or equivalent, Supervisor Development Course.

*Position Expectation:*

* Applicant must be knowledgeable of and ensure canine’s training and well-being is maintained through an established quality assurance program and proper veterinarian care.
* Applicant’s residence and its environment must be suitable to kennel the canine.
* Applicant must demonstrate the ability to communicate effectively both in oral and written form. Applicant must possess working knowledge of the protection of classified information, facilities, property and other assets.
* Applicant must successfully complete or must have completed a DOE approved, or equivalent, Supervisor Development Course.

**SECURITY POLICE OFFICER**

Location Assigned: Germantown, MD; Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a high school diploma or its state recognized equivalent.

Experience: None (must have passed BSPOT course)

Clearance: At a minimum, the individual proposed must possess a DOE (L) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (L) clearance is obtained.

Training: Applicant must meet and maintain DOE Security Police Officer I standards as defined by 10 CFR 1046 and DOE Orders and Directives.

*Position Expectation:*

* Applicant must have demonstrated a working knowledge of access control, protection of classified information, facilities, property and other assets.
* Applicant must be capable of communicating effectively both in oral and written form. Applicant must have demonstrated the ability to write reports and observations clearly and concisely.
* Applicant must be able to meet the current DOE training and physical requirements.

**SUPERVISOR/TRAINING INSTRUCTOR (Essential Personnel)**

Location Assigned: Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a bachelor’s degree from an accredited university or college in Criminal Justice, or another related field. An equivalent of education, training and experience may be accepted in lieu of a bachelor’s degree.

Experience: Applicant must possess at least eight (8) years as an Instructor; Basic Instructor Training, First Aid/CPR Course; Job Analysis; Firearms Instructor Course; Intermediate Force (IMF); Curriculum Development; Ground Control Training; Lead Instructor; Supervisor Development; Live Fire Range Operations; and Dye Marking Cartridge Training and must have an understanding of all the following: Badge Office Operations, Receptionist duties, Central Alarm Station operations, PF Supervision, Basic Security Officer Duties and Security Police Officer Duties.

Applicant must have five (5) years’ experience in conducting training of the aforementioned disciplines or related areas, demonstrate knowledge of tactics, unarmed defense, intermediate force, first aid/CPR, and other security and/or law enforcement methodologies.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Applicant must meet and maintain DOE Security Police Officer I standards as defined by U.S.C., 10 CFR 1046 and DOE Orders and Directives.

Applicant must possess Basic Instructor Certification, Intermediate Force Instructor Certification, and Firearms Instructor Certification.

Applicant must have completed or have the ability to complete the appropriate National Training Academy (NTC) certification course for the position.

*Position Expectation:*

* The applicant must have experience supervising a Training Department of similar scope and complexity and providing advice and assistance to management on the Protective Force Training/Supervision issues; and must obtain and maintain Security police officer certifications.

**TRAINING INSTRUCTOR**

Location Assigned: Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a bachelor’s degree from an accredited university or college. Two (2) years of experience may be substituted for one year of post high school education.

Experience: Applicant must possess at least five (5) years of demonstrated experience and knowledge of law enforcement and security methodologies.

Applicant must have completed a minimum of five (5) years as an Instructor; Basic Instructor Training, First Aid/CPR Course; Job Analysis; Firearms Instructor Course; IMF; Curriculum Development; Ground Control Training; Lead Instructor; Supervisor Development; Live Fire Range Operations; and Dye Marking Cartridge Training

Clearance: At a minimum, the individual proposed must possess a DOE (L) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (L) clearance is obtained.

Training: Applicant must meet and maintain DOE Security Police Officer I standards as defined by 10 CFR 1046 and DOE Orders and Directives

Applicant must have demonstrated the ability to successfully complete the appropriate DOE NNSI certification courses for the position.

*Position Expectation:*

* Applicant must have demonstrated experience in the testing and evaluation of protective force personnel and security systems.
* Applicant must have demonstrated understanding of all the following: Badge Office Operations, Receptionist duties, Central Alarm Station operations, PF Supervision, Basic Security Officer Duties and Security Police Officer Duties.

*An instructor may be assigned Armorer duties and responsibilities upon successful completion of DOE Basic Armorer Certification Course, and a factory armorer course for the specific weapons employed by the HQ Protective Force.*

**ARMORER**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess an associate degree from an accredited university or college. Two (2) years of experience may be substituted for one year of post high school education.

Experience: Applicant must have demonstrated three (3) years’ experience in tracking and inventory of commercial or government property.

Clearance: At a minimum, the individual proposed must possess a DOE (L) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (L) clearance is obtained.

Training: Applicant will have certification for the appropriate Instructor Level and meet and maintain DOE Security Police Officer I standards as defined by U.S.C, 10 CFR 1046 and DOE Orders and Directives.

Applicant must have completed the DOE Basic Armorer Certification Course, and a factory armorer course for the specific weapons employed by the HQ Protective Force.

*Position Expectation:*

* Applicant must have demonstrated knowledge, capability, and responsibility for inspecting, maintaining and repairing all firearms in the Protective Force inventory.
* Applicant must have working knowledge of Microsoft Office Suite with particular emphasis on Microsoft Word, Excel and Access.
* Applicant must demonstrate the ability to produce reports, presentations, and other detailed documentation with minimum direction.
* Applicant must demonstrate the ability to communicate effectively through oral and written means.

**\*BADGE OFFICE MANAGER -**

Location Assigned: Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a bachelor’s degree from an accredited university or college. An equivalent combination of education, training and experience for a minimum of (2) years may be accepted in lieu of a bachelor’s degree.

Experience: Applicant must possess a minimum of one (1) year experience in fingerprinting and knowledge of USAccess, C-CURE 900 Enterprise and Personnel Security.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Training in HSPD-12 Directive and FIPS 201-2

*Position Expectation:*

* Applicant must demonstrate skills in Microsoft Word, Excel, Access, and Oracle database reporting and report fabrication.
* Applicant must have knowledge of the badge fabrication process, including digital photography, badge verification, and customer services.
* Applicant must demonstrate an ability to work effectively with the DOE client and manage a staff of five (5) or more employees in geographically separated offices.
* Applicant must demonstrate the ability to conduct security briefings, inform customers on general security information, and have knowledge of security policies and procedures.
* Applicant must demonstrate the ability to communicate effectively through oral and written means.

**SENIOR BADGE OFFICE SPECIALIST**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess an associate degree from an accredited college. An equivalent combination of education, training and experience for a minimum of (2) years may be accepted in lieu of an associate degree.

Experience: Applicant must have a minimum of three (3) years’ experience and be certified in fingerprinting and in the operations of safe combination lock or meet the requirements that reasonable assure certifications can be achieved in a timely manner.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: HSPD-12 Directive, Certified Fingerprinting

*Position Expectation:*

* Applicant must have demonstrated the ability to perform customer service skills, analytical and problem-solving techniques.
* Applicant must have demonstrated the ability to successfully supervise a staff of four (4).
* Applicant must demonstrate the ability to communicate effectively through oral and written means
* Applicant must demonstrate word processing skills in Microsoft Office Suite to include Outlook, Access and Excel. Applicant must have demonstrated knowledge of Internet Explorer, and other office related computer programs. Applicant must be able to establish and maintain a filing system and possess a demonstrated ability to conduct briefings.

**BADGE OFFICE SPECIALIST**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a high school diploma, or its state recognized equivalent.

Experience: Applicant must have a minimum of one (1) year experience and be certified in fingerprinting.

Applicant must possess at least two (2) years of customer service skills.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Certified Fingerprinting

*Position Expectation:*

* Applicant must demonstrate word processing skills in Microsoft Office Suite to include Access and Excel. Applicant must have demonstrated knowledge of Netscape, Network Client, and other office related computer programs.
* Applicant must have demonstrated the ability to perform in a high-paced environment.

**SECURITY RISK ANALYST (SRA) (Essential Personnel)**

Location Assigned: Germantown, MD

*Minimum Qualifications:*

Education: Applicant must possess a bachelor’s degree from an accredited college or university. Two years of experience may be substituted for one (1) year of post high school education.

Experience: Applicant must have demonstrated four (4) years of experience in providing advice and assistance to management in the areas protective force operations or has demonstrated supervisory skills and potentials as a member of the HQ Protective Force.

Applicant must have four (4) years of experience in writing / preparing Security Risk Assessments / Vulnerability Assessments, Site Security Plans and SECON Documents.

Applicant must have four (4) years’ experience in conducting and developing performance testing for Protective Forces.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Certificate in Physical Security and Risk Assessment; ISC Design Basis Threat development

*Position Expectation:*

* Applicant must have demonstrated the ability to communicate effectively both in oral and written form. Applicant must possess working knowledge of the protection of classified information, facilities, property and other assets.

**RECEPTIONIST**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess a high school diploma, or its state recognized equivalent.

Experience: Applicant must possess a minimum of one (1) year of experience/education in the business, clerical field and must have demonstrated basic computer skills in Microsoft Office Suite and the ability to follow directions carefully and precisely.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Applicant must complete training on the visitor access database procedure and complete a course in professional interaction.

*Position Expectation:*

* Applicant must have demonstrated the ability to communicate and interact effectively with senior Government officials, foreign dignitaries, business leaders, and the general public.

**CLASSIFIED/SENSITIVE MATERIAL DESTRUCTION FACILITY OPERATOR**

Location Assigned: Germantown MD

*Minimum Qualifications:*

Education: Applicant must possess a high school diploma, or its state recognized equivalent.

Experience: Applicant must possess basic knowledge of classified and sensitive unclassified destruction facility machinery and its operation. Applicant must demonstrate a working knowledge of the shredder and degauser startup and shutdown sequences, and be able to monitor, understand and respond to equipment warning and operations lights and gauges.

Applicant must be knowledgeable of DOE Manual 471.2-1B, Classified Matter Protection and Control Manual, and Protective Force orders and procedures pertaining to the protection and control of classified matter.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: Classified Matter Protection and Control training

*Position Expectation:*

* Applicant must demonstrate the ability to collect classified and sensitive unclassified matter and coordinate its transportation between DOE Headquarters facilities and the destruction facility.
* Applicant must successfully complete a medical physical to validate physical fitness to perform assigned duties and must be capable of lifting 60 pounds to shoulder level.
* Applicant must have the ability to gain knowledge of the Protective Force logistics systems to include cataloging and inventorying of assigned assets.
* Applicant must demonstrate basic word processing and data collecting skills in Windows NT, MS Word, Access and Excel, WordPerfect, and other related computer programs.

**LOGISTICIAN**

Location Assigned: Germantown, MD and Forrestal Building, Washington, DC

*Minimum Qualifications:*

Education: Applicant must possess an associate degree from an accredited university or college. An equivalent combination of education, training and experience may be accepted; two years of a combination thereof may be substituted for one year of post high school education.

Experience: Applicant must have demonstrated three years’ experience in tracking and inventory of commercial or government property, to include logistical support, inventory control, property accountability, fleet management, and radio frequency communications management.

Applicant must have experience in providing logistical support to organizations staffed by armed and/or uniformed personnel, possess operational experience in government procurement processes and requirements and be familiar with vehicle fleet maintenance.

Clearance: At a minimum, the individual proposed must possess a DOE (L) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (L) clearance is obtained.

Training: Classified Matter Protection and Control training

*Position Expectation:*

* Maintain all Protective Force uniforms and equipment ensuring all approved replacements and repairs are provided in accordance with establish procedure
* Serve as backup to the Program Support Specialist to ensure the Protective Force Property Inventory is completed, the Protective Force Fleet is maintained in accordance the with established agreement, and rental vehicle contracts are pre-approved and managed efficiently
* Applicant must have thorough knowledge of all applicable DOE orders, policies and manuals as they pertain to classified information and procurement.
* Applicant must have excellent working knowledge of Microsoft Office Suite with particular emphasis on Microsoft Word, Excel, and Access and other inventory control software.
* Applicant must demonstrate the ability to develop and maintain tracking tools, statistical reports and other detailed documentation with minimum direction.
* Applicant must demonstrate the ability to communicate effectively through oral and written means.
* Applicant must be able to lift maximum recommended weights ranging from 51 pounds (National Institute for Occupational Safety and Health) to 70 pounds (American conference of Governmental Industrial Hygienists).

**\*EMERGENCY MANAGEMENT PROGRAM MANAGER**

Location Assigned: TBD

*Minimum Qualifications:*

Education: Applicant must possess a bachelor’s degree from an accredited university or college. Two (2) years of experience may be substituted for one year of post high school education.

Experience: Applicant must have at least six (6) years of experience on a project of similar size, scope and complexity to that of the instant requirement in providing advice and assistance to management in the areas of personnel management and evaluation, planning, analysis and reporting, and be capable of providing the results of above topics in oral and written formats.

Applicant must possess at least four (4) years of experience in emergency management or a security related field, forecasting and planning staffing requirements, writing work-related directives, and scheduling of personnel at multiple sites with varying requirements.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: FEMA: Emergency Management Institute, Independent Study Online Course Work

1. IS-100.C: Introduction to the Incident Command System, ICS 100
2. IS-230.D: Fundamentals of Emergency Management
3. IS-700.B: An Introduction to the National Incident Management System
4. IS-120.C: An Introduction to Exercises
5. IS-907: Active Shooter: What You Can Do
6. IS-800.C: National Response Framework, an Introduction
7. IS-235.C: Emergency Planning

*Position Expectation:*

* Applicant must have demonstrated working knowledge in the protection of classified matter, computer systems and related software, communications systems, and the protection of property and assets.
* Applicant must be capable of defining training requirements, and must assist with the development of plans, policies, and procedures.
* Applicant must demonstrate the ability to be able to successfully complete a DOE approved, or equivalent, Emergency Management Certification.

**EMERGENCY MANAGEMENT COORDINATOR/SPECIALIST**

Location Assigned: TBD

*Minimum Qualifications:*

Education: Applicant must possess an associate degree or higher from an accredited college or university. Two (2) years of experience may be substituted for one year of post high school education.

Experience: Applicant must have demonstrated three (3) years of experience in providing advice and assistance to management in the areas or emergency management or a security related field.

Clearance: At a minimum, the individual proposed must possess a DOE (Q) security clearance or must meet the eligibility requirements that will reasonably ensure a DOE (Q) clearance is obtained.

Training: FEMA: Emergency Management Institute, Independent Study Online Course Work

1. IS-100.C: Introduction to the Incident Command System, ICS 100
2. IS-230.D: Fundamentals of Emergency Management
3. IS-700.B: An Introduction to the National Incident Management System
4. IS-120.C: An Introduction to Exercises
5. IS-907: Active Shooter: What You Can Do
6. IS-800.C: National Response Framework, an Introduction
7. IS-235.C: Emergency Planning

*Position Expectation:*

* Applicant must have demonstrated the ability to communicate effectively both in oral and written form. Applicant must possess working knowledge of the protection of classified information, facilities, property and other assets.
* Applicant must demonstrate the ability to be able to successfully complete a DOE approved, or equivalent, Emergency Management Certification.