# **FILL IN OF CONTRACT CLAUSES**

# Certain solicitation clauses have been uploaded with the solicitation, which is to be completed by the Quoter, saved and submitted as Exhibit B- Fill In Clauses. These clauses are contained in this document.

All areas within the below referenced clauses shown highlighted are to be filled in by the Quoter, this information shall then be utilized to complete these specific areas prior to contract award.

H.21 KEY PERSONNEL/PROGRAM MANAGER

1. Introduction

The key personnel, which include the Program Manager, specified below, are considered to be essential to the success of all work being performed under this award. This Clause provides specific requirements, in addition to the requirements of the clause in Section I entitled, “DEAR 952.215-70 Key Personnel.” Any changes to these personnel require prior DOE Contracting Officer’s written approval.

1. Key Personnel Team Requirements

The Contracting Officer and designated Contracting Officer’s Representative(s) shall have direct access to the Key Personnel. In addition to the definition contained in the Section I Clause entitled, “DEAR 952.215-70, Key Personnel,” Key Person(s) are considered managerial personnel.

In addition, the Program Manager is the most senior resident manager. This individual is responsible for the planning, implementation, management, performance, and supervision of the contract. The Program Manager shall receive and execute, on behalf of the Contractor, such technical directions as the DOE Contracting Officer’s Representative may issue within the terms and conditions of the contract.

1. Definitions

For the purposes of this clause, Changes to Key Personnel is defined as: (i) any changes to the position assignment of a current Key Person under the contract, except for a person who acts for short periods of time, in the place of a Key Person during his or her absence, the total time of which shall not exceed 30 working days during any given year; (ii) utilizing the services of a new substitute Key Person for assignment to the contract; or (iii) assigning a current Key Person for work outside the Contract.

1. Contract Award Fee Reductions for Changes to Key Personnel
2. Notwithstanding approval by the Contracting Officer, anytime the Program Manager (the initial Program Manager or any substitution approved by the Contracting Officer) is changed for any reason after being placed in the position, the total Available Award Fee Pool (sum of all cost plus award fee tasks issued), may be permanently reduced, for the fee period in which the change occurs, by $50,000 for each and every occurrence of a change to the Program Manager.
3. Notwithstanding approval by the Contracting Officer, anytime a Key Person other than the Program Manager (any initial Key Person or any substitution approved by the Contracting Officer) is changed for any reason after being placed in the position, the total Available Award Fee Pool (sum of all cost plus award fee tasks issued), may be permanently reduced, for the fee period in which the change occurs, by $20,000 for each and every occurrence of a change to the Key Person.
4. The Contractor may request, in writing, that the Contracting Officer consider waiving all or part of a reduction in the available award fee pool. Such written request shall include the factual basis for the request. The Contracting Officer shall have unilateral discretion to make the determination to waive or not waive all or part of a reduction in the available award fee pool.
5. Key Personnel for this Contract

The Key Personnel that have been approved for this contract are identified below. Any changes to these personnel require prior DOE Contracting Officer’s written approval.

Name Position/Title

[TBD] On-Site Program Manager

[TBD] Director of Operations

[TBD] Director of Training

[TBD] Facility Commander (Germantown)

[TBD] Facility Commander (Forrestal)

[TBD] Badge Office Manager

[TBD] Emergency Management Program Manager

Prior to diverting any of the specified individuals, the Contractor shall notify the Contracting Officer not less than thirty (30) calendar days prior to the diversion or substitution of key personnel and shall submit a written justification (including qualifications of proposed substitutions) to permit evaluation. The proposed changes will be approved in writing at the sole discretion of the Contracting Officer.

I.15 52.204-26 COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION. (DEC 2019)

1. *Definitions*. As used in this provision, "covered telecommunications equipment or services" has the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
2. *Procedures*. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (*https://www.sam.gov*) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".
3. *Representation*. The Offeror represents that it [ ] does, [ ] does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

 (End of provision)

I.37 952.227-82 RIGHTS TO PROPOSAL DATA. (APR 1994)

Except for technical data contained on pages [] of the contractor's proposal dated [] which are asserted by the contractor as being proprietary data, it is agreed that, as a condition of the award of this contract, and notwithstanding the provisions of any notice appearing on the proposal, the Government shall have the right to use, duplicate, disclose and have others do so for any purpose whatsoever, the technical data contained in the proposal upon which this contract is based.

(End of Clause)

**ATTACHMENT B-1, Position Descriptions-Qualifications**

**\*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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**\*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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**\*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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**\* 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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**\*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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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.

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**\*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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |

**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

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| Insert proposed position qualifications here which exceed the minimum qualifications provided by the Government.[TBD] |