

**ATTACHMENT J.1-A.1 - PROTECTIVE 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 Consolidated Protective Services Contract. These descriptions are suggestions only; the contractor is free to propose other titles (except for 1.0 and 2.0.) However, titles and related position descriptions must be uniform and standard across the contract and apply at all Centers and Component Facilities. 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. Security Police Officer (This is official NASA nomenclature for contractor armed security personnel performing duties with Federal arrest authority):

1.1 Describes an armed officer, who has successfully completed the required NASA training, with NASA Federal arrest authority, whose duties may include but are not limited to, first response to emergencies, enforces federal law, mobile patrols, inspections and searches, traffic enforcement, and investigations, and other duties as required. In general, officers, assigned to specialized teams will come from this category, e.g. K-9, Emergency Response Units, marine patrols.

2. Security Officer (Armed)

2.1 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.

3. Security Officer (Unarmed):

3.1 Describes an unarmed officer who has successfully completed the required NASA training, without NASA arrest authority, whose duties may include response to security and non-security alarms, first response to emergencies and perimeter and internal security and access control.

4. Administrative Security Specialist:

4.1 Describes a person whose duties may include classified and sensitive document control and destruction, Agency ID management, HSPD 12 enrollment, badge issuance, and visitor processing.

5. Personnel Security Specialist:

5.1 Describes a person who manages the investigative and adjudication process for various programs, e.g. NISP clearances, HSPD 12 investigations, international visit coordination, suitability investigations per CFR 5 and NASA regulations. This person also creates reports, metrics, and statistical analyses.