

12 FAH-7 H-660 GUARD ELECTRONIC MONITORING SYSTEM (GEMS)

(TL:LGP-01; 08-10-2001)

12 FAH-7 H-661 INTRODUCTION

(TL:LGP-01; 08-10-2001)

- a. To effectively supervise a guard force which may be assigned to widely separated locations and to ensure that the proper schedule of inspections is maintained, the RSO or PSO may elect to use a GEMS.
- b. The system collects data by scanning bar codes using an electronic hand held bar code reader; downloads the information to a computer; and creates computer generated reports designed to document guard activities and supervisor oversight. The system should have an archival capability so that historical information can be accessed via the computer. The integrity of the system shall be such that information, once collected, can not be altered or modified. Bar code labels should be assigned to individual guards, supervisors, guard posts, and certain defined incidents or events that will be contained on an incident card.
- c. Each supervisor will receive a bar code scanner at the beginning of a shift. Each supervisor, mobile patrol or guard responsible for security checks at multiple locations will be strictly responsible for scanning all of the bar-code labels at each post along his route and completing the required number of visits to each post throughout his daily and/or nightly tour. During supervisory rounds, the supervisor is required to report all incidents using the electronic bar code incident card and follow up with written reports, as necessary.

12 FAH-7 H-662 CONTRACTOR-PROVIDED GEMS

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- a. When it is desirable to use a GEMS and local guard services are provided through a NPS guard contract, every effort should be made to have the

contractor provide a GEMS. The RSO and/or PSO must approve the system selected by the contractor before installation and use. The contractor shall then utilize the GEMS for supervision and quality control of guard services.

- b. The contractor shall provide a complete GEMS which shall include the system software, bar code readers, bar code labels, data transmitter, computer, and printer. The contractor shall provide training to the employees who will be using the system and be responsible for the maintenance, replacement and support of the system to ensure continuous operation.
- c. The contractor is responsible for ensuring the correct use of the bar code scanner, for the integrity of the system, ensuring that supervisors scan all bar codes for the route and ensuring the data is properly entered into the computer. Any software changes and/or revisions must receive prior COR approval.
- d. The contractor's technical proposal should describe how the contractor's system would meet the requirements of the solicitation and/or contract. This should include a complete description of the monitoring system to be provided, whether new or used, the number of scanners to be provided, maintenance programs, how the integrity of the system is maintained, etc. The plan should detail the type of reports to be generated and their frequency.

12 FAH-7 H-663 U.S. GOVERNMENT-FURNISHED GEMS

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- a. Where the use of a GEMS is necessary and the contractor cannot provide a system or when the LGF is staffed through the use of PSAs, the U.S. Government shall furnish all necessary equipment to operate a GEMS. The U.S. Government will provide initial training in system operation. This will include supervisors and others who will be required to use and operate the bar-codes readers and related computer equipment to generate the required information and reports.
- b. Where the U.S. Government has provided the GEMS, the contractor is responsible for ensuring the correct use of the system and is responsible for loss or damage of bar code equipment and other U.S. Government furnished equipment. The contractor will be required to identify where within his headquarters the GEMS computer is to be located.

12 FAH-7 H-664 GEMS MAINTENANCE

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- a. Where the contractor has furnished the GEMS, the contractor should be responsible under the contract for all maintenance and repair of the system.
- b. Where the U.S. Government has furnished the GEMS, the post will be responsible for maintenance and repair of the system. For assistance, contact the SEO having responsibility for the mission.

12 FAH-7 H-665 GEMS DISPOSAL

(TL:LGP-01; 08-10-2001)

- a. The contractor is responsible for the disposal of a GEMS system, which was provided by the contractor as part of the local guard contract.
- b. When the U.S. Government has provided the GEMS, disposal should be accomplished in accordance with 6 FAM 227, Disposal of Personal Property.

12 FAH-7 H-666 THROUGH H-669 UNASSIGNED