

# **U.S. MARSHALS SERVICE**



## **EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL SUPPORT SERVICES**

**Financial Services Division (FSD)  
Office of Procurement (OOP)**

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## **1.0 BLANKET PURCHASE AGREEMENT (BPA) TERMS AND CONDITIONS**

### **1.1 DESCRIPTION OF AGREEMENT**

US Marshals Service (USMS) intends to award a Blanket Purchase Agreement (BPA) in accordance with FAR Part 8 under General Services Administration (GSA) Professional Services Schedule (PSS), Mission Oriented Business Integrated Services, Category 874 7, Integrated Business Program Support Services to one responsible offeror for Executive, Administrative, and Professional Support Services in support of all programs throughout the agency. The BPA shall include fixed labor hour rates to obtain the services required under Call Orders. The Executive, Administrative, and Professional Support Services schedule is necessary to fulfill the requirements that are described in the Performance Work Statement (PWS). Call Orders will be initiated on an as needed basis. Offerors shall match the labor categories in the PWS to the offerors' GSA labor categories. Only the Office of Procurement (OOP) Contracting Officers with the appropriate warrant level are eligible to issue Call Orders on this BPA. Only authorized Contracting Officers from Office of Procurement (OOP) may change terms and conditions in the BPA.

### **1.2 TYPE OF AGREEMENT**

Each Call Order shall be a labor-hours contract with fully burdened, fixed rates as appropriate for the work described in the (PWS) and consistent with the offeror's GSA Schedule Contract.

### **1.3 DURATION OF AGREEMENT**

The effective date of the BPA shall be the date signed by the USMS Contracting Officer. The BPA shall be effective for a minimum period of twelve (12) months, with four one year options.

### **1.4 EXTENT OF OBLIGATION**

This BPA does not obligate any funds. The Government is obligated under this BPA only to the extent of Call Order(s) placed by authorized individuals specified below.

### **1.5 INDIVIDUALS AUTHORIZED TO PURCHASE UNDER THIS BPA**

BPA terms and conditions – (OOP) Contracting Officers only  
Call Orders – (OOP) warranted Contracting Officers.

All Call Orders shall be placed after the start date of the contract period of performance.

### **1.6 CALL ORDER LIMITATION**

The Contractor's GSA PSS schedule limitations shall apply to any order awarded under this solicitation.

### **1.7 PRICES UNDER BPA**

The prices charged to the Government will be on all Call Orders and shall be consistent with rates provided in the vendor's schedule. The vendor shall use the Pricing Sheet in Attachment

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D to price each labor category. The Government expects additional discounts from the vendor's GSA schedule pricing. Any changes will be reflected in the Pricing Sheet and will be requested only to the Contractor by Contracting Officers at Office of Procurement.

## **2.0 PERFORMANCE WORK STATEMENT**

### **2.1 INTRODUCTION**

As the nation's first, most versatile federal law enforcement agency, the United States Marshals Service (USMS) is a force of approximately 5,100 deputies and business professionals who protect the judicial process, the cornerstone of American democracy. USMS occupies a uniquely central position in the Federal Justice system. It is the enforcement arm of the Federal courts, and as such, it is involved in virtually every federal law enforcement initiative. Across the 94 federal judicial districts, USMS involvement is realized in each courthouse search, prisoner transport, and fugitive apprehension on a federal warrant. A diverse and accomplished staff of deputy U.S. marshals (DUSMs) and administrative personnel, led by a presidentially appointed U.S. Marshal, conduct these activities while navigating the unique historical, geographic, and legal considerations that each district presents. The agency's 229 years of experience navigating these considerations in order to protect the federal judicial process has earned the USMS the distinction of serving as the nexus for law enforcement at all levels within a judicial district.

USMS missions require that its personnel are always responsive to new and existing challenges. To accomplish this, the USMS hires and trains its operational and administrative workforce to be adaptive and agile. In a given week, and depending on the district, a DUSM might be asked to conduct activities in support of all of the agency's missions, or a DUSM may be fully dedicated to support a single mission: provide federal judicial security, apprehend fugitives and noncompliant sex offenders, secure and transport federal prisoners, execute federal court orders, seize and manage assets forfeited to the government, or assure the safety of endangered government witnesses and their families. This BPA will provide unparalleled executive, administrative, and professional services to support human resources, administrative, financial, program and management analysis, and training for these operational missions as well as daily operations.

### **2.2 SCOPE**

USMS requires a wide range of professional and administrative support services in support of its law enforcement related activities and daily business operations at HQ, nationwide districts, and other USMS locations. This Blanket Purchase Agreement (BPA) will support programs throughout USMS via the issuance of Call Orders by a Contracting Officer. Work to be performed under this BPA will be defined in task descriptions in the Call Orders. Contract Personnel shall perform in accordance with each individual Call Order and Performance Work Statement (PWS).

### **2.3 PERIOD OF PERFORMANCE**

The Base Period of this contract begins on April 01, 2027 and ends on 31 March 2028.

Pursuant to Federal Acquisition Regulation clause 52.217-9, Option to Extend the Term of the Contract, in the event that the Contracting Officer exercises an option, the period of performance for each option period shall be as follows:

Base Period	01 April 2027 – 31 March 2028
Option Period One	01 April 2028 – 31 March 2029
Option Period Two	01 April 2029 – 31 March 2030
Option Period Three	01 April 2030 – 31 March 2031
Option Period Four	01 April 2031 – 31 March 2032
FAR 52.217-8 Ext.	01 April 2032 – 30 September 2032

## **2.4 PWS LABOR CATEGORIES**

Offerors shall match the labor categories in the PWS with the labor categories in the Offeror's GSA Schedule Contract. A description of the labor categories below can be found in Appendix A-Individual Labor Categories.

Some labor categories in this PWS may require access to National Security Information at a Top Secret Level. The USMS expects the offeror to provide cleared Top Secret Personnel for some labor categories that will be identified after contract award to help support the agency's overall mission. Other positions are Public Trust Positions, wherein no security clearance is needed. The Call Orders will list the security requirements needed. Additional security requirements, if any, will be briefed to the Contractor upon award.

- 1) Program Analyst I
- 2) Program Analyst II
- 3) Senior Program Analyst
- 4) Program Manager I
- 5) Admin Support Specialist
- 6) Admin Assistant I
- 7) Admin Assistant II
- 8) Technical Writer
- 9) Budget Analyst
- 10) Intelligence Data Analyst (Task Force)
- 11) Investigative Research Analyst (Task Force)
- 12) Intelligence Research Specialist
- 13) Contract Specialist I
- 14) Contract Specialist II
- 15) Contract Specialist III
- 16) Procurement Analyst
- 17) Computer Systems Analyst
- 18) Statistician
- 19) Accountant
- 20) Junior Project Manager
- 21) Project Manager I
- 22) Senior Project Manager
- 23) Senior Program Manager
- 24) Senior Technical Consultant

25) Senior Program Consultant

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- 26) Copy Room Operator
- 27) Records Management Analyst
- 28) Warehouse Specialist
- 29) Communication Specialist
- 30) Security Specialist
- 31) Security Assistant

## **2.5 GENERAL LABOR REQUIREMENTS**

The Contractor shall furnish personnel and services on an as-needed basis to manage, supervise, and perform the task stated herein. The level of effort on each Call Order will require personnel of varying expertise, experience, and education. The Contractor shall provide only qualified, competent, and fully trained personnel who meet applicable security requirements in the performance of work under this BPA. Evidence of qualifications, such as copies of certificates of having successfully completed training courses, may be required if requested by the Contracting Officer. At a minimum, all Contract Personnel must be fully capable of reading, writing, understanding, and speaking common English and must be computer literate.

The Contractor shall immediately inform the COR and/or applicable Government designee (e.g. Government Task Monitor) in writing when an employee or an accepted applicant for a USMS order has transferred to another order, has resigned or has been terminated, or any other type of action that constitutes a deviation from the vendor's proposed personnel.

### **2.5.1 Management and Supervision of Contractor Personnel**

The Contractor shall provide supervision of its personnel, and consistent and timely management of the support services contractor personnel will provide under this contract.

The Contractor shall appoint a Contract Manager who will be the Contractor's authorized representative for overseeing technical and administrative performance of all services required under the contract. The Contract Manager is part of the Contractor's organization and is not a billable position under the contract. The Contract Manager shall be the single point of contact through which all Contractor/Government communication and technical direction shall flow. The Contract Manager shall receive and execute, on behalf of the Contractor, all orders for work and technical direction as the COR may issue within the terms and conditions of the BPA/PWS. All administrative support of Contractor personnel assigned to perform the tasks under this BPA shall be the responsibility of the Contractor. The Contract Manager is not required to be located at a USMS site.

The Contractor shall ensure that an appropriate level of management and supervision is provided to accomplish the following:

- 1) Orientation training for new Contract Personnel
- 2) Day-to-day supervision of Contractor assignments



- 3) On-site supervision for Contractor personnel
- 4) On-the-job training for new Contractor person
- 5) Periodic training of Contractor personnel
- 6) Scheduling of Contractor personnel
- 7) On-site quality control of work performed by Contractor personnel
- 8) Communication with USMS COR
- 9) Ensure deliverables are provided promptly and correctly.

## **2.6 QUALITY CONTROL PLAN (QCP)**

### **2.6.1 Requirements**

The Contractor shall provide its Quality Control Plan (QCP) with its proposal. The plan must describe quality control procedures that ensure the deliverance of acceptable performance in accordance with the PWS.

The QCP procedures must show how the Contractor will

- a. Monitor personnel performance to ensure personnel are performing the services required;
- b. Identify trends, problems, or issues in personnel performance;
- c. Resolve and prevent quality assurance problems;
- d. Document personnel performance, record resolution of personnel issues, and report quality-of-work-related problems;
- e. Identify deficiencies before the level of services become unacceptable.

The Government reserves the right to review the quality controls established, and to appraise their effectiveness in how performance of contract requirements have been met. It shall be the responsibility of the Contractor to enforce all Quality Control Plan requirements for any and all Subcontractor(s).

The Contractor's quality control processes shall become incorporated into the BPA at time of award.

At a minimum, the Contractor's Quality Control Plan shall include:

- 1) An inspection system for required services. Job titles and all positions of individuals who will conduct inspections must be specified.
- 2) A method to identify and procedures to correct any deficiencies in services that may occur.
- 3) A secure file that documents all inspections and other quality and internal control

actions, including the purpose of the inspection, the results of the inspection and any corrective action taken as a result of the inspection. Upon request, this file shall be made available to the Contracting Officer or COR during the period of performance.

- 4) Description of procedures to be used to ensure that deliverables shall be accurate and timely. The Contractor is responsible for the inspection of all Contractor-prepared materials prior to delivery to the Government.
- 5) Description of how Contract Personnel assigned to the Quality Control (QC) function shall ensure that deliverables are accurate and do not include any subjective interpretation.

### **2.6.2 BPA Order Inclusions**

The QCP, to be submitted as part of the Contractor's proposal and as accepted by the Government, shall be incorporated into the BPA as an attachment entitled "Quality Control Plan."

### **2.6.3 QCP Revision(s)**

The Quality Control Plan, shall be maintained current and made available to the Contracting Officer's Representative (COR). Any revisions to the plan shall be approved in writing by the Contracting Officer (CO) prior to implementation.

## **2.7 Recruitment & Retention**

The Contractor shall maintain a recruitment and retention plan to provide for quality and timely services in accordance with this BPA. The contractor is not required to engage service employees employed under the predecessor contract, nor offer them a right of first refusal, but the contractor is encouraged to engage incumbent service employees if the contractor, after careful assessment, finds the incumbent service employees qualify to meet the requirements of the solicitation.

Proper recruitment generally provides personnel quicker to respond to Government performance requirements. The recruitment and retention plan shall specifically include the following:

- 1) Advertising for personnel. The Contractor should include security requirements in the advertisement and specify the requirement for a background investigation. Advertisements should describe the specific position being recruited -- not a generic labor category description.
- 2) Procedures to be used for recruiting candidates. The Contractor shall utilize its established procedures for recruitment, including personal interviews, reference checks, and matching candidates to offices.
- 3) Refrain from performing any recruitment activities at Government locations, or utilizing any Government resources/equipment for any recruitment activities.

- 4) Approve the presence of USMS personnel at Contractor candidate interviews. USMS personnel may sit-in during the interview process as observers only and cannot influence the Contractor's decision with respect to hiring personnel. USMS personnel are not allowed to ask the candidate questions, but may submit questions to the Contractor for discussion with the candidates.
- 5) The Contractor shall provide CORs a fully vetted resume within five (5) working days from the time a position is vacated.
- 6) The Contractor should avoid recruiting candidates with a history non-performance, conduct issues, or any other issues.

### **2.7.1 Personnel Assigned to the Contract**

Personnel assigned to the contract may be reassigned by the Contractor. The Contractor must notify the losing division within 24 hours that it will be incurring a vacancy. A minimum of 14 days shall be granted to the losing division or office for proper turnover and any other transitional activities.

### **2.7.2 Training**

USMS will bear the financial responsibility for training on matters specific to the agency or respective division and district. The following are examples of courses that may be required:

- initial training in USMS policies and procedures;
- specific training in USMS databases and other management systems;
- recurring training to complete USMS requirements;
- Specific division requirements; new systems or processes, and new laws or procedures.

The USMS will provide the Contractor personnel with introductory training on the policies and procedures related to their respective task areas. The USMS also will provide Contractor personnel with training in, and access to USMS's management systems, electronic mail and any other tools which, in the judgment of USMS's management, are required for the Contractor to achieve stated objectives.

The Contractor is required to complete any additional training determined necessary to satisfactorily perform the required services. The USMS will not reimburse the Contractor for basic qualifying training of its employees. Required certifications in accordance with the tasks performed, labor category, and PWS are at the Contractor's cost.

## **2.8 TRANSITION**

The contractor shall propose and implement a transition plan, with phase-in, phase-out procedures, and will keep the Government fully informed of the status of the transition.

Throughout the phase-in/phase-out periods, it is essential that the contractor minimize interruptions or delays to work that may impact operations.

### **2.8.1 Transition Phase-In, Phase-Out**

Consistent with FAR 52.237-3, upon the Contracting Officer's written notice, the Contractor shall transition the contract to a successor within 90 days after the effective date of the newly awarded contract.

1. The plan for transition shall include, but shall not be limited to:
  - a. Affirming that the Contractor will exercise its best efforts and cooperation with the successor contractor and the Contracting Officer to effect an orderly and efficient transition;
  - b. Describing a plan to be provided to the successor to explain the nature and extent of phase-in, phase-out services required;
  - c. Describing the phase-in, phase-out training to be provided to Personnel, including how the Contractor will educate its Personnel on how the services provided to each Division/District will be transitioned;
  - d. Describing the steps the Contractor will take during the 90 day period for each phase of the transition;
  - e. Determining a date for transferring responsibilities for each division of work described in the plan, subject to the Contracting Officer's approval;
  - f. Identifying sufficient experienced personnel to oversee work during the phase-in, phase-out period to ensure that the services called for by the BPA and PWS are maintained at the required level of proficiency;
  - g. Indicating when the Contractor will transfer Government Furnished Property, Material, Equipment and Data, if applicable;
  - h. Monitoring and reporting of transition progress.
2. The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.
3. The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and submit an invoice to the USMS specifying these costs.

### **2.9 ORGANIZATIONAL CONFLICTS OF INTEREST**

The Contractor warrants that, to the best of its knowledge and belief, there are no relevant facts

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or circumstances that would give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

In the event that an actual, potential, or apparent organizational conflict of interest is discovered after award, the Contractor shall make full disclosure of the particular facts and circumstances to the Contracting Officer warrants that, to the best of its knowledge and belief, there are no relevant facts or circumstances that would give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

In the event that an actual, potential, or apparent organizational conflict of interest is discovered after award, the Contractor shall make full disclosure of the particular facts and circumstances to the Contracting Officer in writing. This disclosure shall include a description of the actions that the Contractor has taken, or proposes to take in order to avoid, mitigate, or neutralize the risk to the Government.

The Contracting Officer may terminate this BPA for convenience, in whole or in part, if deemed necessary to avoid or mitigate an actual or apparent organizational conflict of interest. In the event that the Contractor failed to disclose in a timely manner, or misrepresented the facts and circumstances of, an actual, potential, or apparent organizational conflict of interest of which it had prior knowledge, the Contracting Officer may terminate this BPA for default or cause, and pursue additional remedies, including debarment, as may be provided by law.

## **2.10 FORMER FEDERAL EMPLOYMENT WITH USMS**

If a Contractor intends to employ any individual to perform services under this contract who either currently works for USMS, or had been employed with the USMS as a Federal employee within the previous five (5) years for work supporting a prospective or active USMS contract, the Contractor shall contact the Contracting Officer of its intent before the individual is assigned to the contract. This prospective employee shall not be assigned to work under any order until they have met all criteria and established procedures from Office of General Counsel, Ethics.

## **2.11 QUALITY ASSURANCE SURVEILLANCE PLAN**

The Contracting Officer's Representative (COR) is responsible for performing Quality Assurance Reviews (QARs) and for maintaining a Quality Assurance Review Report (QARR) of the surveillance activities below.

### **Chart 2.11.1 Surveillance activities**

<b>QUALITY ASSURANCE SURVEILLANCE ACTIVITIES</b>				
<b>Surveillance Activity</b>	<b>Performance Measure or objective</b>	<b>Acceptable Quality Levels (AQL)</b>	<b>Surveillance Method / Frequency</b>	<b>Compliance and Non-compliance</b>
Accuracy of hours billed	Time billed for Contract Personnel must match with COR's logs	95% accurate on first submittal and 100% on corrected invoice	100% review by COR; monthly	Inaccurate hours will result in delay of payment until corrected. Falling below AQL results in a deficiency. More than three deficiencies/annually will result in an "unacceptable" CPARS rating at BPA level.
Quality of individual work efforts	Work output of each Contract Support person meets needs of Call Order and in accordance with PWS.	No more than minor discrepancies in work product reported by Government lead to COR. Rework must not cause impact to mission, excess amount of training, and disruption.	Random Sampling; Periodic; COR and/or CO	Numerous discrepancies, though minor will result in a deficiency and may affect CPARS rating. Repeated or major deficiencies by same Contractor Personnel may result in removal or other action by Contracting Officer.
Contract Personnel Non-Disclosure Agreements (NDAs)	NDAs must be signed and submitted BEFORE work starts on contract.	100% completed before work on contract.	Random Sampling; Periodic; COR and/or CO	Failure to complete will result in an unacceptable CPARS rating at BPA level.
Compliance with Security Clearance	Contract Personnel must have approved and appropriate clearance before work starts on	100% of new Contract Personnel	Random Sampling; Periodic; COR and/or CO	Failure to complete will result in an unacceptable CPARS rating at BPA level.

	site.			
Quality Control, timeliness, and accuracy of deliverables	Quality Control actions should result in no deficiencies. Deliverables need to be accurate and timely.	No more than three issues noted per order on a monthly basis. No more than three submittals are delayed per year.	Random Sampling; Periodic; COR and/or CO	Inadequate Quality Control, timeliness, and failure to meet deliverables will result in actions that may terminate the Call Order or BPA by Contracting Officer.
Status of vacancies	All vacancies should be filled with a candidate within 90 days.	No more than two positions can remain unfilled for over 90 days.	Random sampling, Quarterly; COR and/or CO	Any vacancies that remain unfilled for over 90 days may be removed from the Call Order at the discretion of the CO. Vacancies are considered filled if the candidate is undergoing Background Investigation by USMS.

## 2.12 DELIVERY AND DESTINATION

Delivery and destination requirements will be clearly defined at the time individual Call Orders are placed. Individual Call Orders shall contain the following information: name of individual performing the work, BPA number; date of Call Order; Call Order number; labor category; task description; quantity, labor rate, labor hours and extended total for each item plus the sum of all items; primary work location and period of performance.

Work will mainly be performed at the USMS Headquarters (HQ), but other work may also be performed at other USMS facilities in the National Capital Region (Northern Virginia, Maryland, and the District of Columbia). The Call Orders may also be for work to be performed in support of USMS offices nationwide. Work at other locations other than at USMS HQ shall be agreed upon and pre-approved between the government Contracting Officer (CO) and Contractor.

## 2.13 PRODUCTIVE LABOR HOUR

This BPA and subsequent Call Orders use labor effort based on productive labor hours. A productive labor hour is defined as the time spent when Contract Personnel are actually

working in accordance with tasks assigned, and the PWS. Productive labor hours also are defined as those hours ordered on a Call Order and, once performed, obligates the government to pay the Contractor for services rendered. Specialty services, (identified below) that have not been previously listed will be authorized as productive hours only by the Contracting Officer. Other examples of productive labor hours are:

- 1) Time required to attend training at a location other than the primary location where the Contractor's employee is assigned, and as specifically ordered by USMS, including reasonable travel time (if outside their primary location of work) as determined by the COR.
- 2) Specialty services to support USMS events (e.g. retirement, Director's events, DOJ events, team-building, funerals, and VIP visits).
- 3) Contractor Shutdown Procedures (in the event of a furlough) for no more than four hours.
- 4) Accepted activities as determined by the Contracting Officer during a Government shutdown.

#### **2.13.1 Non-Productive Hours**

**\*\*This BPA does not prohibit the Contractor from paying and/or incentivizing their employees for non-billable hours. \*\***

Non-Productive hours are not billable and some examples, but not limited to these examples, are listed below:

- 1) Leave (holiday, sick, vacation, administrative)
- 2) Government closures (inclement weather, presidentially-directed, furlough)
- 3) Special Holiday Time provided by Executive Order from the President
- 4) Non-excepted activities during a Government shutdown
- 5) Commuting time
- 6) Excessive lateness
- 7) Miscellaneous social events (office picnics, and other social occasions at the division/office level) **\*\* Contract Personnel are welcome to attend and participate in these events. However it will not be billable. \*\***

#### **2.14 WORK SCHEDULE**

##### **2.14.1 Regular Schedule**

Under this BPA, a typical work week shall be comprised of 40 productive labor hours. Core hours in which all employees should be available are from 9:00 am – 3:30 pm, Monday to Friday. But See 2.14.3 Alternate Work Schedule.



### **2.14.2 Telework**

As a general rule, USMS encourages telework. All Contract Personnel under this BPA are eligible for telework. However, the COR or CO has the right to deny, terminate or suspend a telework agreement at any given notice if contractor performance declines, if the arrangement fails to support organizational needs, and/or becomes ineligible in accordance with USMS Policy 3.23 Telework and DOJ Policy Statement 1200.01 Telework. Proposed telework agreements and schedules should be approved and coordinated with the COR of the receiving division, district, or HQ office. Contract Personnel must complete telework training. Telework training is available via LearnUSMS or a Contractor may provide their own internal training in accordance with USMS and DOJ policies. CORs have the discretion and option to instruct Contract Personnel to fill out a form, USM-399 Telework Request, for tracking purposes.

### **2.14.3 Alternate Work Schedule (AWS)**

Alternate work schedules must be approved by the Contracting Officer or the COR. All alternate work schedules shall be in accordance with USMS Policy 3.22, Flexible Work Schedule.

### **2.14.4 Reasonable Accommodation**

Reasonable accommodations are the sole responsibility of the Contractor. Reasonable accommodations should not be requested by Contract Personnel to, or authorized by, any Government employee.

### **2.14.5 Collateral Duties**

Contract Personnel are not authorized to work collateral duties that would conflict with the productive labor hours worked for USMS. For example, Contract Personnel should not perform a non-billable task (e.g. Contract Manager) for the Contractor and billable task (e.g. Data Analyst) during a regularly scheduled work day. Contract Personnel shall work 40 productive labor hours per week only in support of USMS.

## **2.15 LEAVE**

The Contractor shall ensure that USMS does not suffer a major lapse in support because Contract Personnel are on leave. All leave should be approved by the Contractor not the USMS. The Contractor should have discussions with the COR to ensure that there is proper coverage, especially if a long period of leave is being considered. The Contracting Officer's Representative may request temporary contract support if Contract Personnel will be taking extensive leave. The USMS shall receive courtesy notification of pending leave with enough notice for workload transition (if applicable).

In no case will any compensable administrative leave, which might be approved for Federal employees in connection with official holidays or other events be extended to Contract Personnel.

## **2.16 USE OF GOVERNMENT-OWNED VEHICLES (GOV)**

Per USMS Policy 7.2 Vehicle Use and Maintenance, Contract Personnel may be required to operate Government-Owned Vehicles in performance of their contractual duties. Use of Government-Owned Vehicles must be authorized, and shall be clearly identified in the Call Order. The Contractor shall identify any Contract Personnel who drive GOVs and ensure that all driver's licenses are proper and current.

For any loss of Government property, the Contracting Officer, in consultation with the property administrator, shall determine the extent, if any, of Contractor liability based upon the amount of damages corresponding to the associated property loss. Contractors must establish and enforce suitable penalties against Contract Personnel who use or authorize the use of, Government motor vehicles for unofficial purposes or for other than in the performance of the contract; and pay any expenses or cost, without Government reimbursement, for using Government motor vehicles other than in the performance of the contract.

1. Loss of Government property" means unintended, unforeseen or accidental loss, damage, or destruction of Government property that reduces the Government's expected economic benefits of the property, including, theft, damage requiring repair, and destruction which cannot be repaired. It does not include normal wear and tear, or manufacturing defects, recovery (may include repair, replacement, or other restitution).

## **2.17 TRAVEL**

All authorized long-distance, and pre-approved travel, will be reimbursable. Therefore, all costs will be authorized on a case-by-case basis and must be reviewed and pre-approved by the COR prior to travel. Any expenses incurred by Contract Personnel without prior Government approval may be denied for payment. The Contractor will be reimbursed for allowable travel costs and travel allowances of personnel in accordance with Federal Travel Regulations (FTR) and Federal Acquisitions Regulation (FAR) Part 31.205, Travel. All travel requirements shall be met using the most economical and discounted form of transportation and lodging available. No higher class travel is authorized. Upgrades are at the Contractor's cost. If a trip is cancelled at the Government's behest, cancellation and change fees will be reimbursable. Any other circumstances outside the Government's direction shall be at the Contractor's cost. All claims and required receipts must be attached to the appropriate invoice in accordance with the Federal Acquisitions Regulations (FAR) Part 31, Federal Travel Regulations (FTR) and FAR Part 31.205.

Note: G&A and profit shall not be authorized or applied to travel costs.

## **2.18 OVERTIME**

For non-exempt employees working in excess of a forty (40) hour work week, the billable rate for the excess hours is the “overtime” rate established by the Fair Labor Standards Act. Overtime will only be allowed if specifically authorized in the task order itself, or authorized in advance in writing by the Contracting Officer.

## **2.19 FEDERAL HOLIDAYS**

The following are ten Federal Holidays recognized by the United States Government.

New Year’s Day  
Martin Luther King, Jr. Day  
President’s Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Veteran’s Day  
Thanksgiving Day  
Christmas Day

Federal Holidays are considered non-productive hours and therefore are not billable. Contract Personnel shall not work on Federal Holidays unless otherwise directed by the Contracting Officer or the COR.

## **2.20 INCLEMENT WEATHER AND GOVERNMENT CLOSURES**

There are certain types of irregularly occurring situations that may prompt the Government to close the offices without advance notice where Contract Personnel are working, either on a national, state, local or site-specific basis. This closure may occur at any time before or during the work day. The duration of such closures may range from an early closure with normal operations expected on the next business day to a period of indeterminate length. Such closures may be declared by the President, Office of Personnel Management, Office of Management and Budget, the USMS Director, or other appropriate executive authority. Examples of such situations include, but are not limited to: Government shutdowns, Presidential or agency-declared states of imminent danger (e.g., bomb threats); Presidential or agency-declared administrative leave (e.g., Christmas Eve, Inaugural Day); inclement weather (e.g., winter storms, flooding); and infrastructure emergencies (e.g., frozen or burst water pipes, power outages). When such situations occur, the Contractor may bill the Government for only the

actual hours worked up to the time of the official closing.

At the time that a closure is declared, appropriate information, notifications, and instructions will be provided by the Contracting Officer regarding the return to normal operations. The Contractor shall comply with all directives issued in regards to such closures. The Contractor shall follow agency procedures for registering emergency contact information and shall monitor appropriate broadcast mediums for receiving emergency information.

When a closure is declared, Contract Personnel must vacate the facility as directed. Excepted personnel designated in accordance with agency procedures by the Contracting Officer may remain onsite to continue performance. Evacuated personnel will not be allowed to reenter the facility for the duration of the closure. Performance of work at alternate sites is not permissible except in accordance with the terms of the contract and written authorization by the Contracting Officer.

Whenever it is necessary for Contract Personnel to continue performance during such closures, the Contracting Officer will provide written authorization for such work. Such written authorization will designate the specific individuals authorized to continue performance, alternate work sites when applicable, work schedules, work dates, and special instructions and information. Telework may be authorized if permitted by the terms of the contract. Any services scheduled to be performed at Government facilities shall not be performed elsewhere unless specifically authorized in accordance with the terms of this contract.

Agency-sponsored events such as picnics or other social events are not considered to be official office closures.

## **2.21 REMOVAL OF CONTRACT PERSONNEL**

At the direction of the Contracting Officer, the Contractor is required to immediately remove or request re-assignment of any Contract Personnel from work when it is determined that such a person is unsuitable or ineligible to work under the BPA for any of the following reasons: violation of the On-Site Contractor Responsibilities, USMS Code of Professional Responsibility or any performance standard or requirement; disqualification for either suitability or security reasons (including USMS Drug Use Policy); fitness for the performance of duties when continued work may jeopardize, compromise, or disrupt the safety and security of USMS facilities, property, information, and operations; presenting an actual or potential threat of any kind to USMS/DOJ employees, official visitors, or the visiting public; or, whose continued work under the Contract is otherwise contrary to the public interest as determined by the Contracting Officer.

The Contractor and its personnel agree that the Contracting Officer may immediately and without advance notice, remove a Contract Personnel from any USMS worksite or release him/her from their contractual duties for failing or refusing to perform any duty or failing to

cooperate fully with any inquiry pertaining to the BPA, PWS, and requirements of the Call Order. Any costs incurred by the Contractor for removal of a Contract Personnel from work under the Contract and any costs incurred in the replacement, including, but limited to, costs for recruiting, training, certifying, clearing, and otherwise qualifying replacement personnel, travel, or litigation are not reimbursable to the Contractor unless otherwise authorized by a Contracting Officer.

The Contracting Officer will notify the Contractor orally or in writing of the need to remove or the removal of any person from work. Oral notification will be confirmed in writing by the Contracting Officer. Removals may be effective for a temporary period or permanently, as directed by the Contracting Officer. The Contracting Officer's determination to permanently remove a person from work under the Contract will be final. If the Contractor is notified that a Contract Personnel's access to USMS has been revoked or suspended, the Contractor must remove the Contract Personnel immediately from further performance of services for USMS.

## **2.22 DELIVERABLES**

See Table 2.22.2 List of Deliverables.

### **2.22.1 Ad Hoc Reports**

The Contractor shall provide Ad Hoc Reports as requested. From time to time the Contracting Officer may request reports as a result of data calls from the Department of Justice, USMS senior leadership, auditors and/or inspectors. Data calls for information will be provided by written requests to include description, format, distribution, and due date.

**Table 2.22.2 List of Deliverables**

	<b>Deliverable</b>	<b>Due Date</b>	<b>Submit to</b>
1	Transition Plan	Submitted with Proposal	CO
2	Personnel Report (absences, removals, etc)	30 days after award; periodically at CO discretion	CO and COR
3	Status of Vacancies	30 days after award; weekly until all vacancies are filled; periodically at CO discretion	CO and COR

4	Roll Call (updated list of all Contract Personnel and where they work)	Bi-annually; periodically at CO direction	CO
5	Furlough Report (as needed)	TBD at CO discretion	CO
6	Quality Control Plan	Submitted with Proposal	CO
7	Strike Contingency Plan (ensure continuity of operations in event of strike or general interruption by Contract Personnel)	60 days after award	CO and COR
8	GOV drivers	90 days after award; periodically at CO discretion	CO and COR
9	Contract Personnel Performance Reviews	IAW Quality Control Plan; periodically at CO discretion	CO

## 2.23 INVOICES

The Contractor shall bill monthly over the period of the BPA Call Order and submit an itemized description with each bill identifying the labor hours worked for each labor category, cost incurred during the reporting period and cumulative to date amounts. The Contractor shall submit the completed invoice within 10 business days after the close of the previous month.

An itemized, proper invoice must be submitted at least monthly, or upon expiration of the BPA, whichever occurs first, for all services performed during a billing period and for which payment has not been received.

A proper invoice is defined under the Prompt Payment clause, FAR 52.232-25 paragraphs (a)(3)(i)- (a)(3)(x).

### 2.23.1 Invoice Processing Platform (IPP)

Payment requests must be submitted electronically through the U.S. Department of the Treasury's Invoice Processing Platform System (IPP). The IPP website address is: <https://www.ipp.gov>. Under this contract, the documents (see 2.19) are required to be submitted as an attachment to the IPP invoice. The Contractor must use the IPP website to register access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email

from IPP Customer Support within 3 - 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Customer Support Desk via email [IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov) or phone (866) 973-3131. If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer.

## **2.24 SECURITY REQUIREMENT**

Positions on the BPA and its respective Call Orders may require access to National Security Information at a Top Secret Level. Other positions, under the Call order, are Public Trust Positions, wherein no security clearance is needed. The Call Orders will list the security requirements needed. Additional security requirements, if any, will be briefed to the Contractor upon award.

## **2.25 FACILITIES CLEARANCE**

The Contractor must have a Top Secret facility clearance prior to contract award to perform on the BPA and its call orders.

## **2.26 POINTS OF CONTACTS**

### **Office of Procurement Contracting Officers**

Christopher Jones  
[christopher.jones10@usdoj.gov](mailto:christopher.jones10@usdoj.gov)

Julie Simpson  
[julie.simpson@usdoj.gov](mailto:julie.simpson@usdoj.gov)  
912-267-2603

### **Primary BPA Contracting Officer's Representative**

TBD (Primary)  
TBD (Alternate)

## **3.0 LIST OF DOCUMENTS, EXHIBITS AND ATTACHMENTS**

<b>ATTACHMENT A</b>	INSTRUCTION TO OFFERORS
<b>ATTACHMENT B</b>	EVALUATION FACTORS
<b>ATTACHMENT C</b>	SECURITY INFORMATION AND BACKGROUND REQUIREMENTS
<b>ATTACHMENT D</b>	PRICING SHEET

## APPENDIX A – INDIVIDUAL LABOR CATEGORIES

### **ACCOUNTANT**

This position is located in the Business Integration Center (BIC) of the Financial Services Division (FSD), United States Marshals Service. The FSD is responsible for developing, managing and enforcing the financial management practices within the agency. The FSD is specifically responsible for Agency budget formulation and execution, financial and accounting services, financial systems management and oversight, preparation of the USMS financial statements, audit coordination, procurement activities, and strategic and performance planning related to financial management.

The BIC was developed to drive sound business decisions and operations by placing a dedicated support structure within each division. The BIC leverages key business functional areas and provides integration of strategic performance management vertically and horizontally across the divisions and agency in order to optimize performance, efficiency, quality assurance and compliance. The primary objectives of the BIC are to serve as the backbone of performance management to allow the synchronization of division strategic priorities agency wide; to interface by connecting functions being performed at the agency level and provide divisions with the support and capability to perform these same functions at the division level; and to integrate by linking business process to data analysis, policy, training, and performance.

#### **Principal Duties and Responsibilities:**

- Examine, analyze, and interpret accounting data, records, and reports in order to advise on statistical trending, forecast improvement opportunities, identify and remediate audit issues, develop performance measures, and to improve financial performance.
- Review reconciliations and reports to ensure accuracy and timeliness and to draft policy on a variety of operating accounting and financial reporting matters. Provide timely and accurate financial management records for reducing errors and reconciling reports.
- Provide assistance and guidance on the specifications and regulatory requirements required for the management of accounting operations and to solve significant financial management problems.
- Responsible for financial data call preparation, and the development of new financial management assessment tools, such as Benchmarking metrics, Scorecards, Dashboards, etc.
- Analyze data and conduct internal audits to validate accounting reports and ensure the reports contain timely, accurate, and complete financial information.
- Be knowledgeable in all audit matters.
- Assure fiscal transactions are compatible with requirements of OMB, GAO, and Treasury; and that records and statements accurately reflect a full disclosure of the financial results of program operations.
- Evaluate and determines accounting data requirements.
- Develops procedural manuals, methods, and directives for the validation of accounting data.



- Maintains a comprehensive review and analysis of all executive, legislative, and regulatory actions to ensure that all data requirements are imposed and are met in a timely and efficient manner.
- Coordinates and evaluates accounting studies and analyses to determine legal and regulatory compliance, workflow, and other financial considerations.
- Performs analysis of current 'as is' financial processes in order to identify opportunities for improvement to increase the quality, efficiency and performance.
- Establishes review criteria to improve efficiency of audit activities and designs processes to improve financial operations and internal controls, and to reduce audit risk.
- Ensures audit readiness by identifying weaknesses in current process, and by implementing corrective actions to prevent/eliminate audit deficiencies.
- Assists in the development of project plans to achieve of FSD's strategic planning objectives.
- Monitors financial management requirements and audit reviews to stay abreast of potential areas of audit scrutiny.
- Continuously assesses accounting and budget processes to identify opportunities to improve productivity and reduce audit risk via standardization and automation.
- Assist in the drafting of authoritative financial management policy and guidance, including but not limited to, ensuring the proper matching of revenue and expense by applying methodologies such as accrual accounting and depreciation.
- Monitor compliance with established USMS and DOJ financial management policies and procedures. Continually check to ensure financial management policy, training, and reporting requirements are updated and changes are disseminated to the appropriate personnel.
- Advises management on accounting and financial management matters.
- Prepare, submit, and inventory multiple, recurring internal and external financial management reporting requirements.
- Track OIG audit taskings and coordinate the preparation and submission of timely audit responses for FSD.
- The position will interface with AD/DAD and Program Offices, Division Committees of Chiefs/Advisory Committees, the Agency BIC, and other USMS Divisions and BICs.

#### Basic Qualifications:

- A Bachelor's degree.
- Must have five years specialized experience that is related to the duties described above.
- Professional knowledge of the theory, principles, concepts, and practices of financial management, accounting, and budget and the ability to apply this knowledge to broad and complex taskings.
- Ability to query, mine and manipulate data from accounting and financial systems, develop and promulgate accounting policies and standards covering operations, to solve problems of above average difficulty in maintaining accounting systems.
- Ability to write reports and develop staff papers that accurately reflect findings and recommendations related to accounting and budget operations.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.

- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Must possess analytical thinking and problem solving skills.
- Must be proficient in MS Office software, especially MS Word and MS Excel.
- Ability to develop organizational strategies to formulate a plan to implementation.
- Excellent interpersonal relations skills.
- Working knowledge of SharePoint and Oracle.

The government will provide:

- Initial training in USMS policies and procedures
- Specific training in USMS databases and financial management systems
- Ongoing technical training and other training as required by law, statute, or policy.

### **Security Clearances**

Candidates that have possessed (or currently possess) government security clearances at the Medium Risk level are preferred.

### **ADMINISTRATIVE ASSISTANT I**

The Administrative Assistant I will assist United States Marshals Service (USMS) management and other staff members in all office activities and operations as assigned. The individual will provide administrative and clerical services in accordance with office needs and program requirements. The Administrative Assistant I must have good work ethics and interpersonal skills. Additionally, the Administrative Assistant I will be responsible for a variety of basic clerical tasks, office automation assignments, and administrative assistance in support of their working group. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

Duties shall include, but are not limited to the following:

- Serves as receptionist, greeting, assisting, and directing visitors.
- Receives telephone calls and provide accurate, timely messages to staff.
- Prepares, types, faxes, files, copies, print, mails, scans and e-mails information.
- Reviews and analyzes documents submitted for completeness and accuracy.
- Works in groups/teams on special projects to accomplish program goals.
- Communicates via telephone, lync and/or e-mail with high-level officials throughout the agency and District offices, as well as other contract affiliates.
- Assist with the ordering of supplies.
- Schedules appointments and maintain files.
- Handles program related correspondence and materials, ensuring accuracy and using appropriate discretion when handling such documents.
- Maintains chronological and program related files.

- Schedules appointments. Maintains office conference room reservations.
- Produces correspondence of a minor administrative nature in support of program activities.

Basic Qualifications:

- A high school diploma or equivalent is required.
- Time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Attention to detail.
- Communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Knowledge of Microsoft Windows and Microsoft Office Suite is required.

## **ADMINISTRATIVE ASSISTANT II**

The Administrative Assistant II shall assist USMS management and other staff members in all office activities and operations as assigned. The individual shall provide program support including administrative and clerical services in accordance with program requirements. The Administrative Assistant II must also have good work ethics and interpersonal skills, demonstrate sensitivity to deadlines and follow through on a timely basis. Additionally, the Administrative Assistant II will be responsible for a variety of clerical/administrative tasks, office automation assignments, and administrative assistance in support of the staff.

The specific risk level for this position will be provided under the task order.

Duties shall include but are not limited to the following:

- Prepare type, fax, file, and data entry, copy, print, mail, scans and e-mails information.
- Review and analyze documents submitted for completeness and accuracy.
- Communicate via telephone and/or e-mail with high-level officials throughout the agency and District offices, well as well as other contract affiliates
- Provide accurate advice on matters necessary to carry out program policies.
- Assist with ordering of supplies.
- Schedule appointment and maintain files.
- Serve as receptionist to greet, assist and direct visitors.
- Review incoming correspondence and faxes related to program activities.
- Maintain office suspense system, entering items received and assigning standard timeframe due dates.
- Produce and distribute reports from office suspense system, highlighting past due assignments.
- Provide ad hoc administrative support to any of the branches in the USMS management on an as needed basis.

### **Basic Qualifications**

- A high school diploma or equivalent is required.
- Must have two years specialized experience that is related to the duties described above.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.
- Knowledge of Microsoft Office Suite is required.

## **ADMINISTRATIVE SUPPORT SPECIALIST**

The Administrative Support Specialist shall provide direct assistance to the USMS Divisions. The work required by this position is more challenging and varied in nature, and involves some originality and interpretation skills. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. Normal functions required of this position include filing, data entry, interpersonal skills, written and verbal communication skills, analytical thinking and problem solving. The specific risk level for this position will be provided under the task order. The risk range shall be from moderate to top secret security.

### **Duties shall include, but are not limited to the following:**

- Demonstrate professional level in verbal and written communications.
- Prepare all types of written correspondence.
- Participate in other program assistant/clerical duties as assigned
- Maintain reports and submit verbal, written and numerical information from database when required.
- Develop and conduct special projects as assigned.
- Work in groups/teams on special projects to accomplish program goals.
- Maintains suspense system for the individual's assigned branch, identifying past due items ensuring that due dates are met.
- Prepare special reports on an as needed basis.
- Independently researches issues/questions as assigned, and provides results in a variety of formats.
- Manages the programs for district offices and headquarters accounts.
- Monitor programs to ensure programs are operated efficiently and effectively.

### **Basic Qualifications**

- A high school diploma or equivalent is required.
- Must have three years specialized experience that is related to the duties described above.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.
- Superior knowledge of Microsoft Office Suite is required.

## **BUDGET ANALYST**

Under general direction, the contractor performs a wide variety of professional level budget

analysis and development duties involving the preparation, administration, maintenance, review and control of a USMS Division office's budget. A Budget Analyst performs analytical work involving the collection and evaluation of Agency financial data, budgetary control records and other information concerning agency expenditures and revenues to determine budget requirements, develop budget work programs, and develop justification for requested funding levels. This includes the analysis of financial information concerning expenditures for payroll, capital projects, operating expenses, supplies and equipment, professional services contracts, and other costs. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include, but are not limited to the following:

- Gathers, assembles, and formats data and prepares preliminary analysis for budget preparation; assists in preparation and presentation of preliminary and final budget documents; Prepares budget presentation materials; Maintains data and systems for budget tracking and reporting and generates reports; and Assists Division/Office with issues related to funds availability, fund transfers and budget compliance.
- Develops forecasts; Prepares baseline budget and revisions as needed; and Analyzes, evaluates, and processes budget proposals.
- Makes recommendations on budget matters to higher level staff, and assists in implementation and monitoring of changes.
- Conducts studies of new and existing programs and special projects to determine feasibility, and resolves problems including organizational, budget and fiscal research and analysis.
- Prepares narrative, graphical, and statistical reports with alternative solutions for resolving issues; Uses computer software to develop and maintain databases and spreadsheets, and prepares correspondence and other written materials.
- Compiles data related to Agency financial transactions and operations, revenues and expenditures.
- Analyzes financial information concerning personnel, capital projects, supplies and equipment, professional services, and other expenses.
- Participates in surveys, studies, and meetings concerning Agency financial requirements.
- Provides assistance to Agency managers and supervisors in preparing budget estimates and proposals.
- Conducts research and analysis on factors affecting budget requirements.
- Develops Agency budget work programs.
- Compare financial reports using current data mining processes.
- Analyze data to create sound solutions to real-world business problems.

Basic Qualifications:

- A Bachelor's degree.
- Knowledge of the principles and practices of Government budget preparation and accounting.
- Experience in administrative, professional, technical, or other responsible work that utilizes knowledge of management principles and practices.
- Experience analyzing problems, drawing logical conclusions, and communicating effectively with others.

- Experience using computer and automation systems.
- Ability to communicate effectively verbally and in writing.
- Strong analytical and planning abilities.
- Basic knowledge of Microsoft Office, such as Word, Excel, and Power-Point
- Ability to compile, review, categorize, prioritize, analyze and interpret data and/or information
- Ability to work effectively with minimum supervision

### **CONTRACT SPECIALIST I**

The Contract Specialist I must be an individual who have working knowledge of various contract types of Government contracts and can work independently. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well, and communicate effectively with both contractors and government employees. This individual may be required to attend work- related conferences, meetings, or any other official training or function, at the discretion of the Contracting Officer's Representative. In these instances, contractor hours are considered to be productive and may be billed by the offeror, also travel costs incurred may be billed IAW government travel regulations.

Duties shall include, but are not limited to the following:

- Assist Government contracting officer's with large and small purchase contract actions.
- Review solicitation packages for completeness.
- Review funding documents for completeness and accuracy.
- Advise and provide program offices with examples of documents to be contained in a solicitation package.
- May be required to work with a program office to resolve minor issues.
- Will be required to input contracts, task orders and purchase orders into the Unified Financial Management System (UFMS).
- Research and provide statistical data to contracting officers.
- Prepare documents such as market research and other Federal Acquisition Regulatory determinations.

Basic Qualifications:

- Bachelor's degree with at least 24 hours of business credits
- Proficient writing skills
- At least four (4) years of related working experience which demonstrates the candidate meets the required duties and responsibilities listed above.
- A working knowledge of Microsoft Word and Excel.
- Superior time management, organization and prioritization skills.
- Excellent attention to detail.
- Strong communication skills.

## **CONTRACT SPECIALIST II**

Possess proficient knowledge of Federal Acquisition Regulations experience in reviewing and administering contracts, planning/conducting contract price/cost analyses of a variety of pre-award and/or post award procurement actions to determine cost effectiveness and compliance with legal and regulatory requirements. Must demonstrate experience in having had key responsibility for formulating contracting approach, planning, administering and conducting detailed contract price/cost analysis, procuring and supplies and services through the use of formally advertised and negotiated procurements. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include, but are not limited to the following:

- Assist Government contracting officer's with large and small purchase contract actions.
- Review solicitation packages for completeness.
- Review funding documents for completeness and accuracy.
- Advise and provide program offices with examples of documents to be contained in a solicitation package.
- May be required to work with a program office to resolve minor issues.
- Will be required to input contracts, task orders and purchase orders into the Unified Financial Management System (UFMS).
- Research and provide statistical data to contracting officer.
- Prepare documents such as market research and determination.

Basic Qualifications:

- Bachelor's degree with at least 24 hours of business credits
- Proficient writing skills
- At least six (6) years of related working experience which demonstrates the candidate meets the required duties and responsibilities listed above.
- A working knowledge of Microsoft Word and Excel.
- Excellent attention to detail.
- Superior time management, organization and prioritization skills.
- Strong communication skills.
- Must possess basic knowledge of the Federal Acquisition Regulations.

## **CONTRACT SPECIALIST III**

The Contract Specialist III must be an individual who has working knowledge of various federal government contract types and can work independently. Candidate must possess proficient knowledge of the Federal Acquisition Regulations (FAR), specifically FAR Parts 5, 8, 10, 12 and 15. Situations outside set parameters shall be referred to management for clarification. The individual performing in this position must be able to take direction well, and communicate effectively with both contractors and government employees. This individual may be required to attend work-related conferences, meetings, or any other official training functions, at the discretion of the Contracting Officer's Representative. In these instances, contractor hours are considered to be productive and may be billed by the vendor, also travel costs incurred may be billed IAW government travel regulations.



Duties shall include, but are not limited to the following:

- Assist government contracting officers with large and small purchase contract actions based on the various cradle to grave functions.
- Prepare for award and assist with the administration of various contracts and task orders.
- Review Statements of Work for completeness.
- Review solicitation packages for completeness.
- Prepare Determination and Findings in accordance with the FAR.
- Review funding documents for completeness and accuracy.
- Advise and provide program offices with examples of documents to be contained in a solicitation package.
- May be required to work with a program office to resolve various issues.
- Will be required to input contracts, task orders and purchase orders into the Unified Financial Management System (UFMS).
- Research and provide statistical data to contracting officers.
- Research and prepare market research documentation.
- Prepare and disseminate various types of Requests for Information
- Input market research data into a usable spreadsheet.
- Assist contract specialists with Pre and Post award conferences.
- Input data into the Federal Procurement Data System – Next Generation (FPDS-NG) Data Base.

Basic Qualifications:

- Bachelor's degree with at least 24 hours of business credits.
- At least eight (8) years of related working experience which demonstrates the candidate meets the required duties and responsibilities listed above. This experience may be demonstrated by showing the candidate worked for the Federal Government in a contract related field or provided assistance to Federal Government Contracting Officer's, as a contractor.
- A working knowledge of Microsoft Word and Excel.
- Excellent attention to detail.
- Superior time management, organization and prioritization skills.
- Strong communication skills.
- Candidate must be able to demonstrate they are familiar with, and can complete each of the duties listed above.
- Proficient writing skills.

**COMPUTER SYSTEM ANALYST**

The Computer System Analyst will be required to work independently or under only general direction on complex applications and related problems involving various phases of systems analysis. The individual will provide technical and administrative direction for development and operation of software/applications, including the review of work products for accuracy. The individual will adhere to standard design concepts and user standards. In addition, the

Computer System Analyst will coordinate with the other program area Project Managers and Senior Analysts to ensure problem resolution and satisfaction, and make recommendations as needed for approval/development of office systems. The specific risk level for this position will be provided under the task order.

Duties shall include, but are not limited to the following:

- Review office needs with regard to automated systems/databases. Make recommendations as needed.
- Develop applications to support program requirements.
- Develop standard reports to meet office information needs.
- Develop ad hoc reports on an as needed basis to meet management's information needs.
- Review and analyze reports developed for completeness and accuracy.
- Work in groups/teams on special projects to accomplish program goals.
- Communicate via telephone and/or e-mail with high-level officials throughout the agency and District offices, as well as other contract affiliates.
- Provide accurate advice on matters necessary to carry out program policies.

Basic Qualifications:

- A Bachelor's Degree.
- A high school diploma or equivalent is required.
- Four years of general experience and two years of specialized experience that is related to the duties described above and that has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the work.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.
- Willingness to work flexible hours.
- Must possess analytical thinking and problem solving skills.
- Working knowledge of Microsoft Office Suite and SharePoint
- Excellent interpersonal skills

### **COPY ROOM OPERATOR**

The Copy Room Operator is responsible for the efficient operation of the USMS Headquarters copy center. A high volume of various print jobs are handled by the USMS copy center, all of which must be delivered quickly and accurately. The individual will provide a variety of copy related services in accordance with agency needs and program requirements. The Copy Room Operator must also have good work ethics and interpersonal skills.

Duties shall include but are not limited to the following:

- Receives documents for duplication in the USMS in-house copy center. Original manuscript and USMS Forms may be received for duplication as hard copy, on CD-ROM or via USMS e-mail system. Ensures that Forms are properly completed. Reviews job duplicating and finishing requirements with clients when appropriate. Adjusts delivery dates if necessary.
- Analyzes incoming jobs and independently schedules production.
- Works with the Printing Specialist to establish policies, distribute notices to vendors, retrieve quotes and present packages to Government personnel for evaluation.
- Operates duplicating and finishing equipment in the Copy Center. Equipment includes but is not limited to copiers, printers, labelers, scanners, staplers, folders, finishers, booklet makers, drills, and trimmers.
- Performs document assembly such as collating, binding, cover inserting, and laminating.
- Maintains job production records.
- Maintains equipment maintenance records.
- Maintains copy center equipment, and performs minor maintenance such as refilling toner or other fluid levels and removing paper jams. Assists USMS staff with equipment service calls, as directed.
- Monitors and maintains adequate stock of paper, toner, staples, and equipment consumables. Contacts USMS warehouse or equipment POC for restocks.
- Notifies clients when jobs are completed. Prepares and labels jobs that must be shipped. Delivers documents to USMS mailroom when necessary.

#### Specialized Duties and Responsibilities

- Must have general knowledge of government policies and procedures related to copy and reproduction services.
- Working knowledge of Microsoft Office Suite is required.
- Working knowledge of operation of a variety of duplication equipment is required.

#### Basic Qualifications:

- High school diploma or equivalent.
- Minimum of one year experience in a high-volume copy center preferred.
- Minimum of one year experience working in a customer service environment preferred.
- Experience binding and collating copied materials.
- Experience handling time sensitive materials like confidential and/or urgent documents.
- Available to work overtime as required.
- Excellent interpersonal communication skills.
- Ability to effectively work individually or in a team environment.
- Competency in performing multiple functional tasks.
- Lifting up to 75 pounds.
- Standing for long periods of time.

## **INTELLIGENCE DATA ANALYST**

The Intelligence Data Analyst will work independently to provide overall support to Senior Inspectors of the Technical Operations Group at various locations throughout the United States. States.

### **Principal Duties and Responsibilities**

The contractor shall -

- Input data in various databases and computer applications in support of the Chief Inspector, Senior Intelligence Analyst or Investigators
- Manage information by organizing and developing system of input, output and illustrated summaries of stored information
- Prepare reports and presentations related to data base information
- Assist Senior Intelligence Analyst or Investigator in obtaining/collecting all documents/information to complete case file
- Plan and conduct a variety of quantitative and qualitative studies, analyses, assessments, and evaluations related to criminal investigation cases, data for completeness of information and proper execution
- Extract data from other investigative agencies and databases
- Provide administrative assistance to the Chief Inspector and other personnel as directed by the Chief Inspector.
- Establish/maintain physical and automated files
- Distribute and receive documents to be processed by inspectors
- Gather information and organize tracking systems
- Verify case files and case tracking systems
- Prepare documents relevant to case documentation
- Perform data entry relevant to case statistics
- Prepare and conduct training to TOG personnel and other agencies
- Recommend and develop new concepts, guides, methodologies and policies
- Collect, disseminate and maintain intercept evidentiary data
- Produce quantitative and qualitative report on criminal investigation cases as requested
- Use automated systems to produce a variety of documents, such as letters, memos, publications, forms, narrative and statistical reports, tables and graphs, as required.

### **Basic Qualifications:**

- High School Diploma.
- Must have at least three years of specialized experience related to the duties described above.
- Experience reviewing and analyzing data and information from multiple sources
- Ability to learn new computer hardware and software skills quickly through independent study, formal training and/or with on-the-job training. Added on the job training will be funded by the USMS.

## **INVESTIGATIVE RESEARCH ANALYST**

The Investigative Research Analyst will work independently to provide overall support to the Regional Fugitive Task Force (RFTF), Organized Crime Drug Enforcement Task Force (OCDETF) or any other Investigative Operations Division (IOD) managers.

Duties shall include, but are not limited to the following:

- Gathering and analyzing various types of data found through federal, state, and local law enforcement as well as public sources. Maintain working relationships with personnel from other agencies participating in the task force.
- Monitoring, evaluating, and coordinating a variety of fugitive investigations from all participating agencies, collateral leads from other RFTFs and USMS offices, as well as investigative requests from non-participating agencies.
- Receiving and reviewing correspondence from participating agencies. Creating and maintaining a filing system in accordance with USMS policies.
- Providing analytical support to investigators by accessing various law enforcement and public databases, and acquiring any documents or information needed during the course of an investigation.
- Assisting in maintaining RFTF and/or OCDETF property inventory. Shipping and receiving items. Distributing inventory to RFTF/OCDETF personnel and maintaining property transfer receipts. Maintaining all property valued at \$1,000.00 or more and/or property that contain an electronic memory or stores information, in the official USMS Property Management system.
- Assisting in the examination and collection of statistics. Assisting in creating reports, spreadsheets, press releases, and local fugitive cases into the USMS WIN/JDIS system and close cases in the system.
- Providing administrative support when necessary.
- Creating charts/graphs for presentation.
- Assisting in the creation of reports and presentation materials for conferences and meetings.
- Making transportation arrangements.
- Coordinating travel plans.
- Generating statistical reports.
- Assisting in coordination of large-scale projects.

Basic Qualifications:

- A high school diploma.
- Must have at least three years of specialized experience that is related to the duties described above.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.

- Ability to embrace new systems and process enhancements.
- Knowledge and skill in applying analytical and evaluation methods and techniques
- High school diploma is required but a Bachelor's degree is preferred.
- At least three years of experience using Virtual Earth, MapPoint and Google Earth software and Microsoft Office Suite.

## **INTELLIGENCE RESEARCH SPECIALIST**

The Intelligence Research Specialist (Security Specialist) duties are described below will work with the Technical Operations Group in the Investigative Operations Division. This person will work independently to provide support to Senior Inspectors.

Duties shall include, but are not limited to the following:

- Conduct intelligence research and analysis in order to determine patterns and links in USMS investigations.
- Assist Senior Intelligence Analyst or Investigator in obtaining/collecting all documents/information to complete case file.
- Plan and conduct a variety of quantitative and qualitative studies, analyses, assessments, and evaluations related to criminal investigation cases, data for completeness of information and proper execution.
- Produce quantitative and qualitative report on criminal investigation cases as requested.
- Consolidate, analyze, and evaluate incoming classified and sensitive, but unclassified (SBU) intelligence reports and information.
- Identify missing data and formulate initiatives to collect required data.
- Analyze and provide assistance to investigators concerning fugitive investigations.
- Establish methodologies for problems encountered during operational situations.
- Prepare basic-descriptive, current reportorial or speculative-estimative classified and SBU intelligence reports.
- Prepare daily reports as designated by the Chief, TOG showing activity of current classified surveillance activities to include maps and charts showing updated locations of persons under surveillance.
- Prepare and conduct training for TOG personnel, as requested by the Chief, TOG and other agencies.
- Respond to TOG law enforcement operations to provide technical assistance with the installation of technical intelligence collection platforms as the mission requires.
- Conduct research and development and test and evaluation of commercial and classified emerging technologies and make recommendations to Chief, TOG.

Basic Qualifications:

- High School Diploma
- Knowledge of Microsoft Office Products.
- Must have at least three years of specialized experience related to the duties described above.
- Experience with Pen Link, mapping and GIS Applications.
- Experience with or ability to learn USMS telecommunications systems and surveillance techniques.

### **Jr. Project Manager (OCM)**

The United States Marshals Service (USMS), Management Support Division (MSD), Office of Courthouse Management (OCM) Facility Project Manager will provide both strategic and tactical project management support for projects in both leased and owned facilities. These projects may include new construction, "build-to-suit", expansion, renovation, co-location, special use structures, strategic and master planning, and prospectus projects across the United States Marshals Service (USMS) Real Estate portfolio.

#### **Duties shall include, but are not limited to the following:**

- Working with teams for planning, coordination, administration and execution of all USMS programs concerning the acquisition, release, construction, renovation, repair, improvement, and management of real property for USMS field and headquarters locations nationally.
- Utilizing a project management database (SharePoint) to establish projects, request funding, develop reports, and to keep management apprised of progress.
- Attends management and construction meetings with the General Services Administration (GSA), Administrative Office of the US Courts (AOUSC), federal judges and other government agencies, architectural and engineering consultants, and individual contractors.
- Working with teams to conduct studies to project effects of future legislation on USMS facilities. Evaluates proposed judgeship locations and changes in places of holding court.
- Helps analyze data and recommends space acquisitions and plans, projecting expenditures for necessary renovations and office relocations, and new facility construction as mandated by Congress.
- Works with teams to conduct research and analyses of existing facilities and recommends improvements. Reviews cost estimates for alterations. Gathers information on alternate real properties for future sites or relocations
- Reviews plans, specifications, and construction details. Works with a team to coordinate design reviews and plan revisions with USMS Districts GSA, AOUSC, and architectural and engineering consultants. Ensures USMS space is consistent with GSA, USMS Publication 64, and US Courts Design Guide standards and policies.
- Review hardware schedules and annotate drawings with hardware that meets USMS requirements.
- Reviews GSA "rent" charges for assigned locations nationwide and coordinates corrections with OCM Rent Team.
- Provides detailed USMS requirements input to GSA for Prospectus Development Studies (PDS). Attends meetings with GSA and AOUSC to ensure USMS policy interests and requirements are protected and met.
- Reviews and provides comments on electronic security annotations and provides direction to GSA regarding infrastructure requirements for electronic security.
- Works with a team to coordinate with GSA, USMS, and AOUSC staff during the design process for new facilities, attending meetings as needed to ensure USMS policy interests and requirements are protected and met.
- Conducts on-site inspections during and after construction to insure that workmanship

and materials confirm to USMS Publication 64 design standards and approved plans. Takes necessary steps and actions to correct deficiencies and approve design revisions and material substitution.

- Works with a team to conduct detailed management surveys for present and projected space requirements for administrative and special purpose space to insure functional, healthy, and safe work environments. Assists with the planning, recommending, and coordinating of facility modernization programs.
- Works with a team to conduct nationwide surveys to document the condition of USMS detention facilities. Evaluates data and projects resources necessary to correct deficiencies. Identifies high-risk security problems and establishes criteria to prioritize corrective action. Survey results provide an accurate basis for USMS budget formulation.
- Travel required

Basic Qualifications:

- A bachelor's degree
- A knowledge and understanding of physical security and the needs to safeguard USMS space and assets.
- One year of experience in related field.
- Understanding of SharePoint
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong written and oral skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Willingness to work flexible hours.
- Excellent interpersonal skills
- Functional knowledge of Microsoft Office Suite
- Analytical thinking and problem solving skills

**PROCUREMENT ANALYST**

Serves as a source of information and furnishes technical advice and assistance to the Office of Procurement and USMS Personnel as required. Interprets Federal and Department Regulatory requirements governing procurement and advises and assists contracting and operating personnel in the application of related policies. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include, but are not limited to the following:

- Assists with the review of pre-award and post-award contracting actions.
- File evaluation shall include review of market research findings, determination and findings, file completeness and accuracy, adherence to USMS and internal DOJ policies, small business requirements, inclusion of FAR and DOJ clauses, terms and



conditions, and inclusion of appropriate funding. Evaluation will include a determination of the presence of any applicable errors which must be remedied.

- Disseminate procurement policies, procedures and regulations.
- Assist with the collection, analysis and recommendation of contracting procedures or policy revisions covering a variety of contracting issues for USMS.
- Coordinate and gather various procurement related data.
- Assists with the performance of contract administration duties, and provide input based upon forecasting justification for proposals and activities of the USMS.
- Must understand the substantive nature and interrelationships of USMS programs, budget procurement and planning processes.
- Assisting with monitoring and updating of USMS Contracting Officer and Contracting Officer Representative warrant tracking system.

#### Basic Qualifications:

- Bachelor's degree with at least 24 hours of business credits
- Well versed in acquisition methods, acquisition policies and procedures, and principles and techniques.
- Proficient writing skills
- At least ten to fifteen (10-15) years of related contracts working experience which demonstrates they can meet the required duties and responsibilities listed above. This experience must include a detailed knowledge of a variety of contracting methods and contract types.
- Applicant must have extensive experience in performing contract reviews for a variety of contracting methods and contract types.
- A working knowledge of Microsoft Word and Excel.
- Attention to detail.
- Superior time management, organizational and prioritization skills.
- Strong Communication Skills.

### **PROGRAM ANALYST I**

The Program Analyst I will conduct processes and procedures as required by the program office. The specific risk level for this position will be provided under the task order.

Duties shall include but are not limited to the following:

- Gather and organize information from a variety of sources such as records, computer files, previous studies, interviews, accountable property etc.
- Analyze information to identify issues and isolate problems.
- Prepare and edit various kinds of written correspondence.
- Review and analyze documents submitted for completeness and accuracy. This may entail review of various invoices and financial documents.
- Work in groups/teams on special projects to accomplish program goals.
- Communicate via telephone and/or e-mail with high-level officials throughout the agency and District offices, as well as other contract affiliates.

- Research and provide accurate information on matters necessary to carry out program policies.
- Preparing statistical analyses and evaluation of program performance as it relates to various operations.
- Assist in fund transfer using various USMS Databases.
- Developing and maintaining logs and databases to track financial and budgetary program activities.
- Provide administrative support to the various branch offices within the USMS Divisions. Prepare correspondence related to program issues for higher level signature.
- Update automated records/database, as applicable.
- Prepare a variety of reports, as needed.
- Process various types of incoming inquiries and documentation.
- Collect, compile and report data concerning weekly accomplishments.
- Certain positions may require proficiency in using Virtual Earth, MapPoint and Google Earth Software.

#### Basic Qualifications:

- Bachelor's Degree
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- At least one year of experience with financial, budgetary or a related field.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

### **SENIOR PROGRAM ANALYST**

The Program Analyst II responsibilities are more challenging and varied in nature and involve some originality and interpretation. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. Depending upon the work performed, this position may be either moderate to top secret security risk. The Program Analyst II will assist the USMS HQ Divisions in satisfying the overall operational objectives of the United States Marshals Service. The specific risk level for this position will be provided under the task order.

Duties shall include, but are not limited to the following:

- Perform program and organizational analyses for assigned program areas.
- Assist program areas with the development and implementation of new information technology initiatives.
- Monitor the operation and usage of various programs to identify problems and to determine resolutions.
- Interpret existing rules, regulations, and USMS policies.

- Consult with operating and administration officials to develop and enhance the program's IT systems.
- Analyze program resource request and determine appropriate levels using current staffing.
- Prepare reports, memoranda, briefing papers, and other written material for internal use and external use.
- Assist with documentation, revision and/or development of program processes.
- Enter, retrieve, and maintain data in specific databases.
- Review documents for accuracy and completeness.
- Provide administrative support to the various branch offices within the USMS Divisions. Prepare correspondence related to program issues for higher level signature.
- Update automated records/database, as applicable.
- Prepare a variety of reports, as needed.
- Process various types of incoming inquiries and documentation.
- Collect, compile and report data concerning weekly accomplishments.
- Certain positions may require proficiency in using Virtual Earth, MapPoint and Google Earth Software.

#### Basic Qualifications:

- Bachelor's Degree.
- Five years of specialized experience that is related to the duties described above and that has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the work.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

#### **PROGRAM ANALYST II**

The Program Analyst II will conduct processes and procedures as required by the program office. The specific risk level for this position will be provided under the task order.

#### Duties may include, but are not limited to the following:

- Gather and organize information from a variety of sources such as records, computer files, previous studies, interviews, accountable property etc.
- Prepare and edit various kinds of written correspondence.
- Review and analyze documents submitted for completeness and accuracy. This may entail review of various invoices and financial documents.
- Work in groups/teams on special projects to accomplish program goals.
- Communicate via telephone and/or e-mail with high-level officials throughout the agency and District offices, as well as other contract affiliates.

- Research and provide accurate information on matters necessary to carry out program policies.
- Performance of cost/benefit analysis
- Development of modeling techniques and methods
- Constructing workflow charts and diagrams; studying program capabilities and writing specifications
- Recommends controls by identifying the problem and providing written procedures for improvement
- Defining project requirements by pinpointing milestones, phrases and elements.
- Preparing statistical analyses and evaluation of program performance as it relates to various operations.
- Assist in fund transfer using various USMS Databases.
- Developing and maintaining logs and databases to track program activities.
- Provide administrative support to the various branch offices within the USMS Divisions. Prepare correspondence related to program issues for higher level signature.
- Update automated records/database, as applicable.
- Prepare a variety of reports, as needed.
- Process various types of incoming inquiries and documentation.
- Collect, compile and report data concerning weekly accomplishments.
- Certain positions may require proficiency in using Virtual Earth, MapPoint, Google Earth Software, MS-Project, MS-Visio and MS-Power/Point

#### Basic Qualifications:

- Bachelor's Degree
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- At least three years of experience with financial, budgetary or a related field.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

#### Basic Qualifications:

- Bachelor's Degree
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- At least three years of experience with financial, budgetary or a related field.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

## **PROGRAM MANAGER I**

The Program Manager I is responsible for providing management to USMS HQ Divisions projects. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. The Program Manager I shall assist the managers of the USMS HQ Divisions program by providing management, oversight and direction for planned and ongoing projects to help insure the efficient operations of projects for the USMS. The specific risk level for this position will be provided under the task order.

Duties include but are not limited to the following:

- Assists with the management, planning, coordination, administration and execution of all USMS programs for headquarters.
- Oversees ongoing projects, and meets with counterparts in other agencies as needed.
- Prepares correspondence as needed for management signature.
- Interprets existing rules, regulations, and USMS policies.
- Develops and analyzes program resource requests.
- Prepares reports, memoranda, briefing papers, and other written material for internal use and external use.
- Review documents for accuracy and completeness.
- Must have knowledge and understanding of the federal government's regulations.
- Must possess analytical thinking and problem solving skills.
- Working knowledge of Microsoft Office Suite is required.
- Excellent interpersonal relations skills.

Basic Qualifications:

- A bachelor's degree.
- Six years of specialized experience that is related to the duties described. Experience may be substituted for the next highest degree (e.g., from an associate's degree to a bachelor's degree).
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change. Willingness to work flexible hours.
- Excellent interpersonal skills
- Functional knowledge of Microsoft Office Suite Analytical thinking and problem solving skills

## **SENIOR PROGRAM MANAGER**

The Program Manager II is responsible for providing management to USMS HQ Divisions projects. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. The Program Manager II shall assist the managers of the USMS HQ Divisions program by providing management, oversight and direction for planned and ongoing projects to help insure the efficient operations of projects for the USMS. The specific risk level for this position will be provided under the task order.

Duties include but are not limited to the following:

- Assists with the management, planning, coordination, administration and execution of all USMS programs for headquarters.
- Oversees ongoing projects, and meets with counterparts in other agencies as needed.
- Prepares correspondence as needed for management signature.
- Interprets existing rules, regulations, and USMS policies.
- Develops and analyzes program resource requests.
- Prepares reports, memoranda, briefing papers, and other written material for internal use and external use.
- Review documents for accuracy and completeness.
- Must have knowledge and understanding of the federal government's regulations.
- Must possess analytical thinking and problem solving skills.
- Working knowledge of Microsoft Office Suite is required.
- Excellent interpersonal relations skills.

Basic Qualifications:

- A Bachelor's degree.
- Nine years of specialized experience that is related to the duties described. Experience may be substituted for the next highest degree (e.g., from an associate's degree to a bachelor's degree).
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Willingness to work flexible hours.
- Must be able to pass a Top Secret background investigation.
- Excellent interpersonal skills
- Functional knowledge of Microsoft Office Suite Analytical thinking and problem solving skills

## **PROJECT MANAGER I**

The Project Manager I is responsible for providing planning and oversight for USMS HQ Divisions. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. The Project Manager I will assist the managers of the USMS HQ Division programs by providing oversight and direction for planned and ongoing projects to help ensure the efficient operations of projects for the USMS. The specific risk level for this position will be provided under the task order.

Duties include but are not limited to the following:

- Assists with planning, coordination, administration and execution of all USMS programs for headquarters.
- Oversees ongoing projects, and meets with counterparts in other agencies as needed.
- Prepares correspondence as needed for management signature.
- Interprets existing rules, regulations, and USMS policies.
- Develops and analyzes program resource requests.
- Prepares reports, memoranda, briefing papers, and other written material for internal use and external use.
- Review documents for accuracy and completeness.

Basic Qualifications:

- A Bachelor's degree
- A minimum of two years of specialized experience that is related to the duties described may be substituted for the next highest degree (e.g., from an associate's degree to a bachelor's degree).
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.

## **SENIOR PROGRAM CONSULTANT**

The Senior Program Consultant is responsible for providing expert-level consultant type support to organization leadership. This support will range from strategic planning and initiative development/management, organizational design and functional assessment, tracking program/initiative performance and metrics, intra and inter-Division business integration, policy development/management, staff coordination and management, optimizing office processes and procedures, business research and white paper development, and executive-level briefing development.

Duties shall include the following:

- Assisting senior leaders and managers in formulating, developing, managing, and

updating organization strategic goals, objectives, and strategies.

- Assisting in the development, implementation, monitoring (internal controls), and analysis (audits) of programs, projects, and initiatives.
- Working with OSPP in the management of current organizational projects and in the development of new project plans and associated performance metrics and external reporting requirements.
- Assisting senior leadership in the development and maintenance of Quarterly Performance Review artifacts.
- Assisting with the development of organizational long-range budget requirements to include budget and schedules to meet project requirements.
- Assisting with governance (development, monitoring, and maintenance) of internal and external policies and procedures.
- Assessing organizational business processes and procedures and developing standard operating procedures that optimize the business.
- Assisting in the development of organizational training materials.
- Working with organizational partners and collaborating with staff members to ensure executive leadership intent, themes, and messages permeate all division products (strategic communications).
- Monitoring, analyzing, and advancing detention legislative.
- Conducting research and studies to assist in design and development of optimum program plans and analyze detention statistical data.
- Developing executive policy impact statements, information papers, decision papers, talking points papers, briefings, trip books, fact sheets, and organizational responses to outside inquiries and executive correspondence for leadership signature.

#### Basic Qualifications:

- MA/MS degree or equivalent experience.
- A minimum of fifteen years of experience in management and leadership positions.
- Experience working with and collaborating with other Agencies.
- Experience working programmatic issues.
- Experience in developing Strategic Plans and Project Plans.
- Experience supporting executive leaders.
- Knowledge and understanding of federal government regulations.
- Expert knowledge of Microsoft Office Suite to include Visio

### **SENIOR PROJECT MANAGER**

The Project Manager II is responsible for providing planning and oversight for USMS HQ Divisions projects. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. The Project Manager II will assist the managers of the USMS HQ Divisions program by providing oversight and direction for planned and ongoing projects to help insure the efficient operations of projects for the USMS. This position may require access to National Security Information and access to Sensitive Compartmented Information Facilities (SCIF's). The specific risk level for this position will be provided under the task order.



Duties include but are not limited to the following:

- Assists with planning, coordination, administration and execution of all USMS programs for headquarters.
- Oversees ongoing projects, and meets with counterparts in other agencies as needed.
- Prepares correspondence as needed for management signature.
- Interprets existing rules, regulations, and USMS policies.
- Develops and analyzes program resource requests.
- Prepares reports, memoranda, briefing papers, and other written material for internal use and external use.
- Review documents for accuracy and completeness.
- Must have knowledge and understanding of the federal government's regulations.
- Must possess analytical thinking and problem solving skills.
- Working knowledge of Microsoft Office Suite is required.
- Excellent interpersonal relations skills.

Basic Qualifications:

- A Bachelor's degree
- Six years of specialized experience that is related to the duties described. Experience may be substituted for the next highest degree (e.g., from an associate's degree to a bachelor's degree).
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Willingness to work flexible hours.
- Must be able to pass a Top Secret background investigation.
- May require knowledge in building Sensitive Compartmented Information Facilities
- Excellent interpersonal skills
- Functional knowledge of Microsoft Office Suite
- Analytical thinking and problem solving skills

## **STATISTICIAN**

The Statistician will provide services supporting data analytics in the BIC and will require qualifications, capabilities and skills related to statistical analysis, modeling, trend analysis, forecasting, mathematical formulations, performance measurement, and data presentation. The current PSS labor category includes an "Expert Statistician" requiring a master's degree and 15 years of relevant experience. Most division BICs do not require this level of expertise. Furthermore, the principal duties and responsibilities involve are more than detention data.

The statistician is a subject matter expert in statistical theory, techniques and methodology and

is responsible for developing and conducting research, compiling internal statistical data, analyzing data and preparing reports and briefings. The statistician performs data management by collecting, analyzing, interpreting and presenting quantitative information (data elements) in order to advise on statistical trending, forecast improvement opportunities, develop performance measures, and recommend strategy. The statistician supports the development and revision of statistical methodologies needed to meet strategic objectives and analyzes data to evaluate and determine future behaviors to improve performance. The statistician focuses on collecting and providing data analytics that are descriptive, predictive, and prescriptive to leadership, program offices, and other functional areas.

Principal Duties and Responsibilities:

- Utilize the systems available to obtain data for research studies and reports.
- Determine appropriate statistical procedures for analysis of data and accomplishes its implementation.
- Solves statistical and data table relationship problems encountered in research and data management situations.
- Create multiple programs and/or scripts to achieve queries and comprehensive statistical analyses for given data set in multiple combinations of variables and time-sequences.
- Consolidate data from different databases and prepares an integrated analysis.
- Interpret the statistical significance of project findings. Multiple projects are coordinated and kept in progress simultaneously.
- Plan and conduct special studies/projects as assigned.
- Plan and conduct statistical research projects to evaluate, design and tabulate results in the general area of statistics and experimental design.
- Study subordinate or peer technical reviews of professional studies, research and analysis and challenges or validates the findings by considering the impact on national missions, programs, and/or directives.
- Serves as a recognized authority, expert, and leader in a statistics or related regulatory field of specification. Develops broad, complex programs of scientific conclusions, opinions, and recommendations that are critical to the mission.
- Serves as a technical authority, leader, and expert in the development and interpretation of organization guidelines.
- Reviews organizational statistical measurements, reports, and documents for policy implications, and impacts on organization-wide, district, and industry activities.
- Report and/or publish, when appropriate, the experimental design and statistical aspects of statistical methodology and research findings.
- Give briefings and presentations on the effort.
- Issue reports, whether for publication or for internal use only, as sole author in collaboration with colleagues.
- Provide expert analysis and advice on Division/District/agency-wide programs or issues of national impact, to include:
  - Applying advanced techniques to interpret and evaluate findings resulting from analysis.
  - Reconciling conflicts between basic policies and program goals.
  - Providing expert advice and recommendations to top management officials.
  - Identifying reasons for the nature and/or extent of program-related problems that arise and investigates areas in need of improvements.
  - Recommending options that remedy problematic situations.
  - Writing comprehensive resolution recommendations.

- Formally presenting findings before large and diverse audiences, such as Federal, state and local government representatives, special interest groups, the community, the media, etc.

When existing techniques are not applicable, develops new statistical methods using expert knowledge of mathematical and applied statistics. Develops survey methodology and analyzes data using parametric and nonparametric methods, mixed model analysis, multivariate analysis, profit analysis, survival analysis, logistic regression, linear regression, ordinal regression, multivariate regression, principal components analysis and discriminate analysis.

**Qualifications:**

- Bachelor's Degree.
- Five years of specialized experience related to the required duties
- Time management, organization and prioritization skills
- Ability to build and maintain relationships with internal employees as well as outside sources
- Communication skills
- Exhibit a high level of confidentiality
- Ability to quickly and effectively adapt to change
- Knowledge of Microsoft Office software products

## **RECORDS MANAGEMENT ANALYST**

The Records Management Analyst responsibilities are more challenging and varied in nature and involve some originality and interpretation in relation to records management and process development. This position assists in preserving the records of the United States Marshals Service (USMS) to ensure adequate and proper documentation of the organization functions, policies, decisions, procedures and essential transactions of the USMS. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently as well as on a team. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

The analyst shall provide records management support for the agency to improve their records management program with managing hardcopy records as well as with their electronic records system.

The general areas where assistance will be needed are:

- General program support
- File plan(s) review, modification and maintenance
- Inventory all agency records
- Retirement/disposal of backlog files
- Development of new agency specific records schedules as needed
- Revise existing agency specific records schedules
- Assist with the develop Vital Records program
- Assist with the development of training for all levels of staff Duties shall include, but

are not limited to the following:

- Perform program and organizational analyses for assigned program areas in the records management.
- Assist program areas with the development and implementation of new information technology initiatives and program processes in regards to records management.
- Monitors the operation and usage of various programs to identify problems and to determine resolutions in records management and assures program/district offices compliance regarding the National Archives and Records Administration, Department of Justice for all records maintained by the USMS.
- Interpret existing records management rules, regulations, and USMS policies in regards to records management.
- Consult with operating and administration officials to develop and enhance the program's IT systems when necessary.
- Analyze program resource request and determine appropriate levels using current staffing.
- Prepare reports, memoranda, briefing papers, and other written material for internal use and external use including survey results.
- Assist with documentation, revision and/or development of program processes.
- Enter, retrieve, and maintain data in specific databases relative to the functions and development of records management.
- Review documents for accuracy and completeness.
- Conduct periodic records management surveys for data gathering and analysis.

#### Basic Qualifications and Specialized Experience:

- Must have knowledge and understanding of the federal government's regulations especially in the area of records management.
- Have the ability to attain a Certification in Federal Records Management Training.
- Must possess analytical thinking and problem solving skills.
- Extensive knowledge of Microsoft Office Suite is required.
- Excellent interpersonal relations skills.
- Minimum of a two year undergraduate degree.
- Three years of specialized experience that is related to the duties described above and that has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the work.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Ability to embrace new systems and process enhancements.

## **TECHNICAL CONSULTANT, SENIOR**

The Senior Technical Consultant (Security Consultant) will independently provide expert guidance to the Chief, Technical Operations Group and project manager for a full range of surveillance and intelligence technologies in complex criminal investigations, special operations, protection operations and countermeasure operations.

Duties shall include but are not limited to the following:

- Develop planned solutions for security and technical surveillance risks facing operations and facilities.
- Assist in the drafting and development of training manuals and materials involving the entire spectrum of technical surveillance and intelligence. Contractor will also assist in implementing monitoring procedures to test the effectiveness of these solutions (Red Cell)
- When requested, provide analysis of the overall technology trends and threats developing that may affect the USMS/TOG collection capability.
- Assist and provide guidance on managing current technology trends to meet collections requirements in support of the TOG mission. This work must be executed daily.
- Assist the Chief, TOG and Senior Intelligence Collection manager by attending classified project meetings and various classified working groups when requested and provide a briefing of the meeting.
- Be knowledgeable with both the DOJ and USMS Policies and procedures and must be familiar with the SMS TOG mission and operational methodologies.
- Respond to TOG law enforcement operations to provide technical assistance with the installation of technical intelligence collection platforms as the mission requires.
- Provide project management experience in developing, maintaining and upgrading of USMS/TOG off-site facilities.
- Maintain knowledge of the developing classified audio/video and communication technologies that would be advantageous for deployment in TOG classified SCIF facilities.
- Conduct research and development and test and evaluation of commercial and classified emerging technologies and make recommendations to TOG, Chief

Basic Qualifications:

- A minimum of fifteen years Federal Law Enforcement experience.
- A minimum of five years' experience in the management of a law enforcement technical surveillance operation.
- Experience working with and collaborating with the US Intelligence Community and Joint Special Operations Command.
- Graduated from a Law Enforcement Academy or school.
- Experience in managing unclassified and classified projects.
- A bachelor's degree.

## **TECHNICAL WRITER**

The Technical Writer must be an individual who possesses technical writing skills with two to three years of experience in policy development or project management. Situations outside set parameters are referred to management for clarification. The individual performing in this position must be able to take direction well and work independently. This individual may attend work-related conferences, meetings, or any other official training or function. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Duties shall include but are not limited to the following:

- Writing and drafting policy directives, the strategic plan and other planning documents.
- Facilitating the strategic planning and policy development process.
- Editing/proofing policy directives and the strategic plan for grammatical and formatting errors and content inconsistencies.
- Planning, reviewing, and managing the flow of policy in the review process, and loading the policy onto the policy web page using MS FrontPage.
- Organizing the files for the policy directives/strategic planning.
- Gathering information from various sources, providing data analysis, and recommending process improvements.
- Providing additional general support i.e. tracking policy directives and the strategic planning process, providing weekly and monthly status reports, etc.

### **Basic Qualifications**

- Bachelor's degree.
- Must have two years specialized experience that is related to the duties described above.
- Effective technical writing and oral communications skills.
- Superior time management, organization and prioritization skills.
- Ability to build and maintain relationship with internal employees as well as outside sources.
- Excellent attention to detail.
- Strong communication skills.
- Exhibit a high level of confidentiality.
- Ability to quickly and effectively adapt to change.
- Must be proficient in the skill of technical writing.
- Must possess analytical thinking and problem solving skills.
- Must be proficient in MS Office software, especially MS Word and MS Excel.
- Ability to develop organizational strategies to formulate a plan to implementation.
- Excellent interpersonal relations skills.
- Working knowledge of SharePoint

## **WAREHOUSE SPECIALIST**

The Warehouse Specialist is responsible to assist the USMS warehouse manager with the efficient operation of warehouse duties. A high volume of deliveries and pick-ups are handled at the warehouse. All must be handled accurately and timely. Work performed under this SOW for this position will be at the Personnel Security moderate risk level.

Principle Duties and Responsibilities the contractor shall -

- Verifies materials or merchandise against receiving documents, noting and reporting discrepancies and obvious damage.
- Signs material receipts for USMS.
- Ensures that all USMS property transfer documents are received and maintained. Maintains file copies of receiving and shipping documentation.
- Loads and unload trucks. Routes materials to prescribed warehouse locations, storing, stacking and palletizing materials as directed by the supervisor. Examines stored materials and reports deterioration and damage.
- Operates warehouse equipment such as hand or power trucks, forklift, hand and power tools. Turns off and locks up equipment when not in use. Performs preventive maintenance on equipment.
- Packs materials for mail or shipping (shrink wrapping, boxing, inserting labeling). Reviews final packaging and labeling for completeness and quality control.
- Completes daily reporting tasks.
- Maintains warehouse files.
- Keeps work area clean and maintained.
- Performs other duties as assigned.
- Job requires physical labor
- Employee will be required to operate vehicles and must maintain a good driving record

Specialized Duties and Responsibilities

- Must have a working knowledge of Federal policies and procedures related to warehouse operations.
- Basic working knowledge of the Microsoft Office Suite is required.
- Excellent interpersonal relations skills. Basic Qualifications
- A high school diploma is required.
- Must have one year specialized experience that is related to the duties described above.
- Attention to detail.
- Communication skills.
- Time management, organization and prioritization skills.
- Willingness to work flexible hours.
- Ability to build and maintain relationships with internal employees as well as outside sources.
- Ability to lift and/or move boxes, equipment and other packages, etc., weighing 75 pounds on a regular basis.
- Ability to stand and walk for long periods.
- Maintain a valid driver's license.

- Exhibit a high level of confidentiality.

## **COMMUNICATIONS SPECIALIST**

Duties will include, but are not limited to, the following:

- Serve as the executive assistant to the Chief of OSP.
- Create and edit reports, briefings, presentations, Standard Operating Procedures, TOD newsletter submissions, and press releases for TOD and OSP, utilizing Microsoft Word, Power Point, Visio, SharePoint, etc.
- Initiate, process, and track internal requests on employees.
- Facilitate external requests for information (Freedom of Information Act inquiries and other requests from outside of Division).
- Update OSP website on the USMS Intranet.
- Manage the inactive hard copy personnel security investigative files for destruction, based on record retention schedules.

Experience:

The candidate must have a minimum of three (3) years of proven Communication Specialist/Executive Assistant experience, as well as possess a Bachelor's degree

## **SECURITY SPECIALIST**

Duties will include the following:

- Initiate preliminary suitability review at the time of application.
- Review, analyze, and evaluate the results of OPM, Federal Bureau of Investigation (FBI), and other investigative agency reports to determine the employment, suitability and or security eligibility of individuals for eligibility with the USMS.
- Summarize investigative issues on the adjudicator's worksheet, recommending approval/disapproval, noting pertinent suitability and security factors and mitigating factors.
- Corroborate or mitigate serious derogatory information.
- Determine if additional inquiries are necessary to resolve discrepant, negative, or contradictory information.
- Formulate a recommended course of action consistent with pertinent Executive Orders, OPM, Department of Justice (DOJ), and USMS related to security/suitability determinations.
- Update USMS security tracking system with the status of assigned cases.
- Prepare for Federal signature the proposed action letter and final action letter to the USMS applicant based on suitability and security criteria.
- Analyze response from letters and make final recommendation based on suitability and security criteria.
- Prepare for Federal signature letters of interrogatory to contractors or employees.
- On contractor cases, prepare for Federal signature the conditional approval memo, final approval memo or disapproval memo as appropriate.



- On employee cases review internal record checks to determine if there are any open internal cases which may have a bearing on the employee's background investigation and includes the information in the adjudicator's worksheet.
- On employee cases prepares for Federal signature the approval memo based on employee reinvestigation or upgrade investigation as appropriate.
- On employee cases in which suspensions, revocations, denial of security clearances is recommended prepare various correspondence in accordance with Federal Executive Orders, Office of the Director of National Intelligence (ODNI), OPM, DOJ, and USMS security regulations.

#### Experience:

- The candidate must have a minimum of three (3) years of proven experience as an adjudicator, as well as possess a Bachelor's Degree (or higher).

### **SECURITY ASSISTANT**

Duties will include the following:

- Determine the appropriate level of initial investigation and reinvestigation depending on position's designation level (Special Sensitive, Critical-Sensitive, Noncritical-Sensitive, High Risk, Moderate Risk, and Low Risk).
- Conduct preliminary record checks of Office of Personnel Management's Central Verification System (CVS) to determine if there is a current reciprocal investigation that meets position designation requirements.
- Perform CVS searches to determine most recent investigation, issues, closing codes, clearance/access level, and date granted.
- Invite the individual into e-QIP (electronic Questionnaire for Investigative Processing) and assist with e-QIP access issues
- Review the e-QIP/security forms for completeness.
- Determine if additional inquiries are necessary to resolve discrepant, negative, or contradictory information.
- Fingerprint applicants and employees, conduct National Crime Information Center (NCIC)/National Law Enforcement. Telecommunications System (NLETS) inquiries; conduct credit checks.
- Follow up with the individual for additional information
- Review paperwork for interns, request additional information as needed.
- Request funding approval from OSP management, release Equip forms to OPM.
- Sort and deliver mail within OSP, open BIB mail, date stamp and work.
- Data enter the OPM schedule and closing dates in the USMS security tracking system.
- General filing.
- Establish records and update information in the security tracking database.
- Respond to basic/general e-mails and forward more complex e-mail to appropriate USMS staff member for response.
- Responsible for answering the branch's general phone number and group e-mail.
- Inactivate records and assist with file destruction project; ensuring the background investigation information is accurate in the USMS security tracking system.
- Prepare for signature letters for passing security clearances to other Federal Agencies.

- Prepare for signature the form to request building access and a personal identity verification (PIV) card for USMS employees.
- Coordinate with BIB Clearance Team security files being sent to DOJ for sensitive compartment information (SCI) adjudication.

Experience:

- The candidate must have a minimum of three (3) years of specialized experience as a personnel security assistant, as well as possess a high school diploma (or higher).

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## **APPENDIX B – GENERAL ON-SITE CONTRACT PERSONNEL RESPONSIBILITIES**

Contract Personnel are responsible for maintaining satisfactory standards of competence, conduct, appearance, integrity and ethical conduct and shall be responsible for reporting allegations of misconduct to the Contract Manager, Contracting Officer, and Contracting Officer's Representative.

### **I. CONTRACTOR GENERAL RESPONSIBILITIES**

The Contractor shall inform all Contract Personnel of their duties, obligations, and responsibilities under the BPA.

The Contractor shall report in writing, any violation of the On-Site Contractor Responsibilities document to the CO and COR.

### **II. CONTRACT PERSONNEL RESPONSIBILITIES**

Minimum standards of conduct in performance of duties:

#### **1. Conduct**

- a) Demonstrate good manners and courtesy toward Government employees and other Contract Personnel, Federal officials and the general public;
- b) Maintain a respectful and helpful attitude during the performance of duties under the Contract;
- c) Execute all proper instructions of the Contract Manager, CO, COR or USMS official having oversight responsibility for work under the Contract without delay;
- d) Maintain a neat, well-groomed, and business-like appearance at all times while on official duty. Except when authorized by the COR to use another mode of dress because of the need to perform a special task or for other circumstance (e.g., placing retired files in boxes), the standard of dress is "business casual" as follows: Male Contract Personnel shall wear dress shirts and dress slacks (or uniforms when required by the contract). Female Contract Personnel shall wear conservative dresses, dress slacks or skirts and sweaters or blouses;
- e) Remain alert at all times while on duty;
- f) Perform assignments in accordance with prescribed laws, regulations and the terms and conditions of the Contract to the best of your ability and in accordance with safe and secure working procedures and practices;
- g) Do not engage or participate in disruptive activities that interfere with the normal and efficient operations of the Government; and
- h) Refrain from any activity that would violate the On-Site Contractor Responsibilities or otherwise adversely affect the reputation of the USMS.

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## 2. Personal Responsibilities

- a) Ensure that all financial obligations are met; and
- b) Report on any arrests, detainments, holds for an investigation or for detailed questioning of any person(s) residing in their residence (i.e., family member or significant other). Failure to report any incident may lead to removal from the Contract.

## 3. Communications

- a) Do not discuss duty assignment(s) under the Contract, except in an official business capacity with the Contract Manager and fellow Contract Personnel assigned to the Contract, USMS officials, or other Government officials having an official need-to-know;
- b) Do not disclose any official information, except to USMS or other Government officials having an official need-to-know, nor speak to the press on or off the record, or issue news or press releases without the express permission of the Contracting Officer;
- c) Do not discuss USMS internal matters, policies, grievances, or personalities. Do not discuss financial, personal, or family matters with USMS employees, their family members, or the general public while on duty; and
- d) Do not make statements about fellow Contract Personnel, USMS employees, USMS officials, their family members, or members of the general public with knowledge of the falseness of the statement or with reckless disregard for the truth.

## 4. USMS Property

- a) Do not use Government telephones, facsimile, or duplicating equipment, except as necessary in the performance of duties under the Contract;
- b) Do not take, remove, possess, or use Government property or the property of others without written authorization;
- c) Do not disturb papers on desks, open desk drawers, cabinets, safes, or enter secure space where access is not authorized; and
- d) Do not use any USMS property, material, or information (e.g., USMS building pass or other credentials; USMS reports and files) associated with the performance of work under the Contract for purposes other than performance of work under the Contract.

## 5. Prohibited Activities

- a) Do not engage in disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting;
- b) Do not gamble, unlawfully bet, or promote gambling on Government property or while performing Government work at the Contractor's site (i.e., office football pools);
- c) Do not possess or consume narcotics, dangerous drugs, marijuana or other controlled substances, except to the extent that the substance is lawfully prescribed by a licensed medical provider;
- d) Do not consume and/or possess alcoholic beverages or other intoxicants while on duty and do not engage in habitual intoxication while off duty;

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- e) Do not solicit or accept gifts, favors or bribes in connection with the performance of duties under the Contract. Report all efforts by others who offer such gifts, favors or bribes to the Contract Manager and to the COR;
- f) Do not falsify or unlawfully conceal, remove, mutilate, or destroy any official documents or records, or conceal material facts by willful omission from official documents or records;
- g) Do not discriminate or sexually harasses any person during the performance of duties under the Contract
- h) Do not engage in personal and business associations with persons known to be convicted felons or persons known to be connected with criminal activities;
- i) Do not engage in criminal, infamous, dishonest, immoral, or disgraceful conduct;
- j) Do not give false or misleading statements, or conceal facts, in connection with obtaining or retaining employment under or performing duties under the Contract. This includes, but is not limited to, the provision of information during any administrative or criminal investigation or other proceeding, the preparation of travel vouchers, and the preparation of official reports; and
- k) Do not falsify or unlawfully conceal, remove, mutilate, or destroy any official documents or records, or conceal material facts by willful omission from official documents or records.

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