

**PERFORMANCED BASED WORK STATEMENT
FOR
CONTRACT SECURITY GUARDS
17 October 2017**

1.0. DESCRIPTION OF SERVICES: The Contractor will provide State licensed armed security guards for Installation Entry Control (IEC), Visitor Control Center (VCC), and limited Commercial Vehicle Inspection (CVI) at National Guard Facilities located throughout Alabama, in accordance with Task Orders issued under the ordering clause(s) of this contract. The Contractor will provide JFHQ Senior Security Guard Manager (SSGM) and Anti-Terrorism Program Coordinator (ATPC).

1.0.1 Cooperative Agreement Program Manager: As used in this PWS, CA PM refers to the Directory of Military Support (DOMS).

1.0.2 POSTINGS AND SITE LOCATIONS: Site locations consist of the following:

Post #1 Joint Forces Headquarters, Alabama (Main Gate) located in Montgomery, Alabama
Post #2 Fort McClellan, Alabama (Galloway Gate) located in Anniston, Alabama
Post #3 Pelham Range (Gate #3) located in Alexandria, Alabama
Post #4 Ft. McClellan/Pelham Range Roving Security Guard (includes vehicle)
Post #5 Ft. McClellan/Pelham Range/ Decatur Senior Security Guard Site Supervisor (SSGS)
Post #6 Joint Forces Headquarters IDT Weekends (12 Weekends/24 days)
Post #7 Joint Forces Headquarters (access Control and Reception Desk, Armed Forces Reserve Bldg# 1720)
Post #8 JFHQ Senior Security Guard Manager (SSGM) Services
JFHQ Senior Security Guard Manager Travel Allowance
Post #9 Anti-Terrorism Program Coordinator (ATPC) Services
Anti-Terrorism Program Coordinator Travel Allowance

1.0.3 ADDITIVE ALTERNATE POSTINGS AND SITE LOCATIONS: Potential additional Postings and Site Locations Consist of the following:

Post #A-1 Fort McClellan, Alabama (Minuteman Gate) located in Anniston, Alabama
Post #A-2 Army Aviation Support Facility #1 (Main Gate) located in Hope Hull, Alabama
Post #A-3 Army Aviation Support Facility #3 (Main Gate) located in Mobile, Alabama
Post #A-4 Decatur Training Site (Main Gate) located in Decatur, Alabama
Post #A-5 Decatur Training Site Rover located in Decatur, Alabama (Includes Vehicle)
Post #A-6 Additional JFHQ IDT weekends (30 Weekends/60 days)

1.0.4 DETAILED PRICING OF THE POSTINGS AND SITE LOCATIONS: Contractor will provide the lump sum cost for the uniforms, equipment, training, etc., on the Request for Proposal (RFP). This

shall be a onetime charge to be paid in the first invoice. Contractor will also provide a detailed listing of prices by post to be used as a unit rate for adding or deleting services in the future on the RFP.

1.1 REQUIREMENTS: The Contractor must be licensed and certified in the State of Alabama and have some experience in performing security operations on Department of defense (DOD), Military, and or National Guard (NG) facilities/installations. The Contractor will provide **State licensed**/trained and qualified on duty armed security guards from the first day of performance through completion of this contract in support of IEC, VCC, and CVI functions at the designated installation and in accordance with the Performance Based Work Statement (PWS) and any other mandatory federal, state, local, DOD, Army regulations, and applicable Force Protection Conditions (FPCON). In support of their IEC, VCC, and CVI duties, Contractor guards must be able to deter and detain, by use of necessary force, trespassers or persons who illegally gain or attempt to gain access to the installation. Additionally, Contractor guards must be able to detect and detain persons suspected of committing other offenses such as drunk driving, improper transport of drugs, explosive materials, weapons, and any other skills that are inherent to performance of the tasks of this PWS in accordance with Installation Standard Operating Instructions provided by the appropriate local command authority, prior to commencement of armed guard security duties. Contractor Guards must be capable of detaining these individuals until they can be turned over to local law enforcement authorities. NOTE: Contractor will provide all equipment not otherwise furnished by the The Armory Commission of Alabama (Commission) (as stated in paragraphs of Section 1 and 3) necessary to safely perform all task requirements set forth in this PWS.

1.1.1 Installation Entry Control: The Contractor will provide courteous and timely service continuously while maintaining control of all personnel and vehicles entering the installations in accordance with the local installation plans and policies provided upon award of the contract. When required, the Contractor will also control all personnel and vehicles departing the installation in accordance with the local installation plans and policies. Entry control requirements will vary according to FPCON. As a minimum the contractor will be required to provide the following services:

1.1.1.1. Perform checks of individual identification for authenticity.

1.1.1.2. Perform limited inspection of vehicles.

1.1.1.3. Issue Visitor Passes at Gates.

1.1.1.4 Direct traffic at gates.

1.1.1.5 Keep guardhouse clean and orderly.

1.1.1.6 Perform emergency procedures for gate closures.

1.1.1.7 Provide directions to all locations on the facility or training site to assist visitors or emergency responders.

1.1.2. Commercial Vehicle Inspection: Prior to base entry, all commercial vehicles will be inspected to insure no unauthorized vehicles or personnel enter the installation. This limited inspection will be conducted in a professional, safe, and courteous manner while maintaining control of all personnel and vehicles during the inspection. Vehicle inspection requirements will vary according FPCON. If FPCON conditions are upgraded to a level which requires mandatory 100% inspection of commercial and/or privately owned vehicles contractor must be augmented by local installation personnel or a Modification to the Contract (MOD) will be done to provide funding for inspection team. When required, Contractor will provide to their employees any necessary safety equipment/material (e.g., goggles, appropriate clothing/shoes, traffic vest, etc.) to conduct the vehicle inspections.

1.1.3 Visitor Control: The Contractor will provide courteous and timely service continuously while maintaining control of all personnel during required document verification and vehicle pass processing prior to allowing entry to the installation, in accordance with local installation plans and policies. Contractor will sign in visitors and issue temporary passes according to local procedures once it is determined there is a valid need to enter the installation.

1.1.4 Standard Operating Procedures (SOP): The contractor, in coordination with the local commander and Cooperative Agreement Program Manager (CA PM), will develop and maintain an approved SOP in compliance with all Alabama National Guard policies and procedures for each site. The SOP is an administrative manual defining routine and standard procedures for handling situations and matters pertaining to posts and guard service requirements. The SOP will also be coordinated with the Site Security Manager's Security Plan and an implementation letter, signed by the Site Commander or Officer in Charge will implement the approved SOP. The site SOP will have detailed instructions for each post. The SOP will be periodically revised to synchronize the collective security plan, incorporate lessons learned and accommodate new technologies. The SOP will address the Contractors performance in the following:

1. Actions directed by the Commanding Officer or his designated representative.
2. Deterrence and reporting of damage, pilferage, removal, misappropriation, misuse, larceny, theft or other improper or unlawful threats to or disposition of Commission or personal property or acts of espionage, sabotage, or wrongful destruction within the designated areas.
3. Actions to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such an event, the Contractor will be capable of summoning the appropriate local response forces assist them in locating the event and contact appropriate site commander per guidance in local SOP.
4. Safeguarding of personnel, deter the commission of crimes against person, summon appropriate response forces, and assist those forces as required.

5. Deter and report violations of site regulations, and enforce traffic regulations as required.
6. Provide proper documentation and reports of all incidents and investigations.
7. Receive, secure, issue and account for all keys issued to the Contractor or placed under the contractor's control.
8. Provide fixed post guards
9. The contractor will maintain a current copy of the SOP at each guard post. A detailed review of the SOP will be provided as part of each employee's training program and each time the SOP is modified.
10. Gate Openings/Closings. The Contractor will open and close gates within 10 minutes of the scheduled time as specified in the SOP.
11. The SOP will address all contingency performance checklists.

1.1.5 Rover with Vehicle (Post #4): Contractor will provide the required appropriately equipped vehicle and a certified and properly licensed operator to perform the roving mission. A roving security guard will be required to move between post on Ft. McClellan and Pelham Range, check required locations per local guidance, and maintain command and control of all on duty guards. When directed, the rover will be required to respond immediately to any critical location as needed to maintain security or help control crowds or issues at gates. Contractor will provide all required costs associated with this rover and vehicle to include but not limited to: bonding, insurance, fuel, maintenance, emergency lights bar/dome (no red or blue) etc. There is no requirement to install a radio permanently in the vehicle. A hand held 2way radio or other communications equipment will be issued by the local authority and will be carried by the rover to insure he can be contacted at all times. Contractor will provide a white in color Ford Escape or Ford F150 or a comparable SUV or pickup truck. It is the Contractor's option to provide a 2 or 4 wheel drive, since traveling is primarily on improved roadways. Contractors shall estimate approximately eighty plus (**80+**) miles driven during each 8 hour shift for an estimated **250 miles per day**. Contractors are reminded that Post #4 requires vehicle to be available 24 hours a day 7 days a week so Contractor must plan accordingly in regards to reliability and low maintenance issues. Any changes made by the Contractor to the type of vehicle provided must be reviewed by CA PM and approved by the Contracting Officer.

1.1.6 Rover with vehicle (Post # A-5): Contractor will provide the required appropriately equipped vehicle and a certified and properly licensed operator to perform the roving mission. The rover will be required to move between posts on the training site, check required locations per local guidance, and maintain command and control of all guards on duty. When directed, the supervisor will be required to respond immediately to any critical location as needed to maintain security, assist first responders, help control crowds, and resolve any issues at the gates. Contractor will provide all required costs associated with this rover and vehicle to include

but not limited to: bonding insurance, fuel, maintenance, emergency lights (bar/dome no red or blue) etc. There is no requirement to install a radio permanently in the vehicle. A hand held 2way radio or other communications equipment will be issued by the local commander to be used at the gates and by the rover. Contractor will provide a white in color, Ford Escape or Ford F150 or a comparable small SUV or pickup truck. It is the Contractor's option to provide a 2 or 4 wheel drive, since traveling is primarily on improved roads. Contractor shall estimate approximately forty (30) miles per shift for an estimated 90 miles per day. Contractors are reminded that Post # A-5 requires vehicle to be available 24 hours a day 7 days a week. So Contractor must plan accordingly in regards to reliability and low maintenance issues. Any changes made by the Contractor to the type of vehicle provided must be reviewed by CA PM and approved by the Contracting Officer.

1.2 QUALIFIED ARMED GUARDS

1.2.1 Training: Contractor will insure all armed guards meet all training, licensing, and certification requirements as identified in the following supporting paragraphs.

1.2.2 Pre-Performance Training and Job Knowledge: Contractor provides all pre-performance and in-service training and is responsible for all associated expenses to include, but not limited to, state fees, license fees, and certification fees. A reasonable degree of proficiency and knowledge of the specific tasks and associated security guard skills identified in paragraph 1.1 are required under this contract. . All Security Officers shall receive training based on state laws and statutes, and Army Regulations prior to assignment of duties, to include as a minimum: Use of Force/Rules of Engagement, legal authority and jurisdiction potential conflict of interest and Posse Comitatus Act, vehicle, area, personnel search authority and procedures, personnel identification procedures, including authorized badges, communication procedures and equipment, anti-terrorism operations security requirements, protective equipment and procedures to include blood borne pathogens training, any specialized access control and screening equipment, task certification for the specific job hired, and Active shooter response. Contractor employees will meet training requirements for Alabama State armed security guards. State required training must be performed by a state certified Level 1 or Level 2 trainer as applicable. Application of federal immunity from state regulation does not apply.

1.2.2.1 The contractor will provide a state certified instructor to conduct a minimum of 30 hours of training which directly pertains to the duties to be performed by the contractor guards. This can be a combination of classroom presentation, video-based training, and assigned reading. However it is accomplished, a Certified Trainer shall provide proof of training to all attendees who participate in the training and pass the required performance test on the subject. Proof of the training will be in any form that documents the following:

1. Name and Alabama (or other approved state) State Board License Number of the Participant or proof that application has been made

2. Name and Alabama (or other approved state) State Board-issued Certified Trainer Number of the Trainer
3. Lesson Subject
4. Subject Matter category
5. Total hours of the course

1.2.2.2 Each newly hired and inherited security officer will have a minimum of 4 hours individual training by a senior security officer in the performance of duties on site at each gate prior to manning a gate. A minimum of eight hours of in-service training will be fully funded and provided to each security officer by the contractor during each year. This may be accomplished at one time but the intent of the classes may be better served if it spread out in short classes on needed subject matter throughout the year. Instructors for the site specific training will be individuals familiar with each installations site specific requirements and recommended by the local commands security officer. A detailed list of subjects covered will be filed with the attendance documents.

1.2.2.3 The contractor will provide the Commission (CA PM) a copy of all initial, in service, and refresher contract guard training records and certifications.

1.2.3 State Licensing: As used in the PWS, the term “State” means State of Alabama.

1.2.3.1 Licensing of Security Guards: Contractor will ensure all security guards possess a current state concealed weapons permit and a State of Alabama armed security guard license. Federal immunity from state regulation is not applicable to this order. If the license is not obtained prior to performance start date, contractor will show proof of application submission with all fee payments and successful completion of all prerequisites for licensing. All guards, whether or not they have received a license, must be fully trained and qualified before posting. Contractor will maintain a suspense list to insure all security officers license are current. All individuals operating under the contract are subject to maintaining all the requirements of armed security guard qualification per Appendix 3 ARNG Security Guard Activities.

1.2.3.2 Licensing of contractor: Contractor must possess State Certificates and licensees to the extent such certificates or licenses are required to obtain security guard license or weapons permits for their employees before start of performance. Federal immunity from state regulation is not applicable to this task.

1.2.4 Arming requirements for Contract Personnel: Contractor will provide to the installation Security Forces Operations Officer, or their designated representative, proof that contract employees have accomplished successful completion of weapons training and qualification. This requirement must be met prior to posting that employee; the contractor may be required to remove from duty any individual for unsafe weapons handling, loss of ammunition, or for safety

violations. Copies of individual state weapons permits and qualification records will be on file with CA PM. Weapons training, with qualification, will be conducted semi-annually.

1.2.5 Secondary Use of Force (tactical baton, night stick, Oleoresin capsicum Spray): Each contract guard must carry a secondary use of force. No guard is authorized to carry any secondary use of force without first completing and passing a training course instructed by a certified trainer.

1.3. CONTRACTOR FURNISHED ITEMS: Contractor will ensure all contract guards are properly equipped in accordance with the requirements of this PWS. Contractor will ensure the contract guards are trained and certified in the proper use of any equipment and material item necessary in the performance of duties under this PWS. All guards must be fully equipped prior to posting.

1.3.1 Uniforms: The contractor will provide standard tactical security guard uniforms in accordance with commercial standards and Appendix A "Uniform Standards" of this PWS. Contractor will provide a complete uniform including boots, patches, and accessories to be reviewed by JFHQ with Contracting Officer approval prior to purchase. Contractor will provide sufficient uniform clothing and footwear for use during inclement weather conditions. All seasonal uniforms will be identical, except for items that identify rank or position. All security guards on duty will wear uniform seasonal clothing, shoes, and equipment. Vehicle inspection post if applicable will require specialized uniforms (i.e. coveralls). The coveralls are to protect the duty uniform from dirt, grease, grime, etc., when conducting inspections in and under vehicles. Contractor will submit a sample of specialized clothing to JFHQ and Contracting Officer for approval by The Adjutant General (TAG) prior to purchase.

1.3.2. Badges: The local installation will provide Contract personnel identification badges to wear while on duty. The badges must be able to withstand inclement weather. Badges will contain a personal photograph, full name of employee. Badges will be worn in a uniform manner on the outermost garment in full view above the waist.

1.3.3. Miscellaneous Equipment: Unless specifically stated otherwise, each item of guard equipment, secondary use of force equipment, and associated items are to be provided on a 1:1 basis. If there are 100 guards at Base A, then the contractor will provide 100 duty belts, body armor, pistols, etc. at Base A. The following is a minimum listing of required equipment:

1. **Duty Belt** will consist of appropriate holster, flashlight w/holder, belt keepers or appropriate Velcro belt, single magazine case with 15 round spare magazine, secondary use of force holder w/baton, and handcuff case with handcuff. All duty belt equipment must be constructed of the same black nylon base material.
2. **Handcuffs** will be Smith and Wesson, Peerless, or equal. Handcuffs are considered to be equal if they are constructed of a gauge of metal that is as least as thick/dense as used by Smith and Wesson or Peerless, have double locks, and open with a standard handcuff key.
3. **Police Baton** will be Monadnock Expandable Baton or of comparable quality.

4. **Flashlight** will be Mag-lite 3 cell w/holder, or of comparable quality, and carried during all duty hours of limited visibility.
5. **Reflective Vest** One reflective vest will be issued to each security guard to be readily available for periods of reduced visibility, inclement weather, or during occasions of special duties as directed by appropriate authority.
6. **Holster** will be black nylon similar to Tuff Products Nylon Level 2 that is designed for use with the Beretta 9MM M9 pistol and equipped with a standard 15 round magazine.
7. **Body Armor** will be National Institute of Justice (NIJ) **Level IIIA**. One set of body armor for each security guard assigned. Each security guard will bring their body armor and have it present and readily available when on duty at their post. The security guards will wear the body armor only when the Threat Conditions dictate and/or as directed by appropriate authority.
8. **Magazine Case** will be black nylon and capable of accepting one standard 9mm 15 round spare magazine.
9. **Deployment Bag** will be Law Pro Heavy Duty black canvas deployment Bag 24"l X 15"w X 13"h (or equivalent, capable of holding Body Armor and associated gear).

1.3.4 Weapons: Prior to completion of the qualification course Contractor will provide each security guard with his own personally assigned standard 9mm Beretta Model M9 semi-automatic handgun (commercial variant without attachments such as laser sights), or equal in performance of PWS tasking requirements. The main characteristic of an equivalent is the pistol ability to accept the ammunition magazine used in the Beretta M9. The Contractor will obtain approval for any equivalent before contract award. If 100 security guards are at Base "A" then there will be 100 9mm pistols assigned individually at that post. The contractor will bear the full burden to purchase and maintain the weapons and ammunition for all employees.

1.3.4.1. Use of any privately owned personal weapon or ammunition is prohibited

1.3.4.2. Contract security personnel will not carry a concealed weapon on the installation even if they are licensed to do so.

1.3.4.3. The Contractor will ensure weapons familiarization in accordance with (IAW) the Alabama Police Officers Standard Training Course or Appendix A, FM3-23-35. Weapons qualification will be conducted **semi-annually**. The Contractor will provide documentation of successful completion of all training to CA PM.

1.3.4.4. Weapons will be loaded/unloaded in accordance with Army procedures outlined in FM 3-23-35. The Site supervisor is responsible to ensure all security guards are fully trained in the correct and safe procedures of unloading and loading their assigned weapon.

1.3.4.5 Contractor will ensure weapons are serviceable and properly cleaned and maintained. Any problems or malfunction of weapons will be immediately reported to the site supervisor for correction.

1.3.5. Ammunition: Contractor must provide same ammunition as used by the Commission at base of service for each security guard (i.e. standard ball 9mm ammunition). The contractor must:

1.3.5.1 Provide prior to start date, duty ammunition load to equip 100 percent of contract guards at the same time.

1.3.5.2. Provide each contract security guard with sufficient ammunition for a full magazine (15 rounds) in the weapon and at minimum a second full magazine (15 rounds) to be carried on the duty belt. Arming requirements when on duty include a chambered round in the weapon with the weapon on "Safe". When off duty, individual ammunition will be accounted for by the contractor.

1.3.5.3 Provide appropriate ammunition for the completion of the weapons proficiency training using the Army Qualification Course (CPQC) standard stated in Appendix A, FM 3.23.35 as a guide.

1.3.6 Contractor/Private Owned Vehicles: Contractor will provide the necessary vehicles for transportation to and between assigned duty posts for their employees. Privately owned vehicles are authorized for this purpose. However, vehicles must be parked in appropriately designated areas. Vehicle parking space available at each location is limited and will be used on first come first serve basis. All Security Cooperative Agreement (SCA) personnel performing security guard duties are required to possess and maintain a current state driver's license to operate assigned security vehicles if applicable.

1.3.7. Cameras: Contractor will provide each entry point and each roving vehicle with a digital camera to facilitate capturing an electronic image of any suspicious persons or vehicles, to provide documentation of accidents, and to help in normal reporting procedures. This is a requirement for a small portable hand held camera. There is no requirement to install the digital recording/monitoring system. The installation of CCTV digital recording/monitoring equipment will require modifications and electrical requirements that are outside the scope of this current contract.

1.4. Retrieving Identification Media: The contractor will retrieve and return to the host unit, all identification media, including vehicle decals, badges, etc., from contract employees that depart for any reason before the contract expires or upon termination of the contract.

1.5 Listing of Employees: The contractor will maintain a current listing of employees by installation, which must include employee's full name, social security number, date of birth, driver's license (if applicable), and level of security clearance (if applicable). The list will be validated by the program manager and provided to CA PM and a copy to the SSGM prior to the contract start date. The list will be updated whenever any employee's status or information changes.

1.6. Reporting Requirements: The Contractor will report to the Local Commander any information or circumstances which may pose a threat to the security and/or safety of DOD personnel, Contractor personnel, resources, and classified or unclassified defense information. Contractor Posts in Montgomery will report directly to CA PM. Contractor Posts at Ft. McClellan, Pelham Range, and Decatur will report directly to Directorate of Plans, Training, Mobilization and Security (DPTMS). DPTMS will report to CA PM. Contractor Post in Mobile will report directly to the local commander, who in turn reports to CA PM.

1.7 Incident Reporting: The Contractor will immediately report all incidents. Incidents include but are not limited to weapons discharge, breach of security, accidents, procedural violations, or injury to persons or property. The Contractor and all employees will not discuss or provide any information concerning any incident with any other private, civil, or government organization without prior approval of CA PM or the Contracting Officer. Contractor Posts in Montgomery report directly to CA PM. Contractor Posts at Ft. McClellan, Pelham, and Decatur report directly to DPTMS who will report to CA PM. Contractor Post in Mobile will report directly to the local commander, who in turn reports to CA PM

1.8. Testifying Responsibility: Contractor is required to fully cooperate if called on to testify or submit a statement in a court-martial or any related court or legal proceeding. Contractor employees called on to testify will do so in duty status. Cost associated with this task will be included as overhead in the Contractor's quote. Replacements must be provided for guards who testify in duty status to ensure all post are fully manned at all times.

1.9. Physical Security Work Areas: Per the approved SOP, Contract employees will comply with the installation operations plans and instructions for Force Protection Condition procedures and local search and identification requirements. The Contractor will safeguard all Commission property.

1.10. Duty Work Areas: The Contractor will adhere to local installation procedures for entry to areas where Contractor personnel will work.

1.11. Key Control: The contractor will establish and implement key control procedures to ensure keys issued to the Contractor by the Commission are properly safeguarded and not used by unauthorized personnel. The Contractor will not duplicate keys issued by the Commission. Lost Keys will be reported immediately to the site manager. The total cost of lost keys, re-keying or lock replacement will be reimbursed to the Commission as a Claim against the Contractor. Contractor employees will not use keys to open work areas for personnel other

than contract employees engaged in performance of their duties, unless authorized and directed to do so by appropriate local authority.

1.12. Prior to Employment Security Screening: The following background checks will be conducted and completed for all Contractor personnel performing services under this contract. Further, all Contractor personnel are subject to periodic background checks throughout the duration of the contract at the discretion of the Commission.

1.12.1 NCIC, NAC, and Local Police Records Check: The Contractor will insure all prospective employees and inherited employees undergo a National Agency Check with local records and credit check (NACLC). If results indicate an individual does not meet National Agency Check (NAC) requirements, the Commission reserves the right to require removal under PWS paragraph 1.14.5 and/ or 1.14.6. The Contractor will provide CA PM all applicable NAC information for each prospective contract employee candidate. Individuals convicted of domestic violence are not eligible for hire or retention as SCA employees.

1.12.2 Lautenberg Amendment: Persons who are prohibited by 18 U.S.C. 922(d)(9), Lautenberg Amendment, from possessing firearms cannot be employed under this contract. This includes any person who has been convicted of or is charged with any felony, or have been convicted of a misdemeanor crime of domestic violence, or who are subject to a court order that restrains the person from harassing, stalking, or threatening. Further, Personnel currently employed who are formally charged with a criminal act, to include domestic abuse, will be suspended from work pending the outcome of such charge. Contractor will brief each new employee on the Lautenberg Amendment and complete a DD form 2760 at employment and annually thereafter on each employee. Completed DD FM 2760 will be maintained on file.

1.13. General Information.

1.13.1. Place of Performance/Hours of Operation: The Contractor will provide required support at each installation addressed in this Task Order. The shift start and stop times will be determined by the Local installation commander in conjunction with the PWS requirements. Scheduled overtime should be avoided. Contract Security personnel will not perform any duty in excess of 12 continuous hours and must have at least 8 hours off duty between shifts. The consumption of alcoholic beverages or other substances that would impair judgment or performance during the 8 hour period prior to a scheduled shift is prohibited. Contractor shift rover will monitor post shift change briefing to insure all current changes and any new pertinent information is passed and briefed between off going and incoming security guards. A weekly written schedule must be provided to Site Security Officer at least 3 calendar days before the beginning of each workweek. Any changes must be coordinated with Site Security Officer on a daily basis.

1.13.2 Privacy Act: Work on this project may require that personnel have access to Privacy Information. Personnel will adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable rules and regulations.

1.13.3. Minimum Security Guard Standards for Employment Requirements: Contractor insures all pre-employment requirements are accomplished prior to assuming Commission posting duties.

1.13.1. Contract Security Guards must have a high school diploma or equivalent (GED) and must be a minimum of 21 years old.

1.13.3.2. Basic character traits of honesty, courtesy, tact, corporation, personal appearance, and bearing are important factors required of security personnel. Personal qualities of good conduct and character, integrity, dependability, and good mental and physical fitness are also required.

1.13.3.3. All contract guards must meet the medical screening requirements of like or similar state security positions as described by the Alabama Security Regulatory Board, This requirement will be demonstrated by the results of a physical examination within 45 days of hire. Disqualifying conditions include presence of any blood borne pathogens including HIV and infectious hepatitis.

1.13.3.4. All Contract guards must speak, read, write, and understand English, be a citizen of the United States, and possess a valid driver's license (if applicable).

1.13.3.5 All contract guards will possess a state issued security guard license and weapons permit.

1.13.3.6 The Adjutant General will establish initial hire and annual physical certification requirements that measure the individual's ability to accomplish the essential functions of the position for which hired. This will be demonstrated by passing the authorized Adjutant General's Physical Agility Test. Failure to successfully pass the Physical Agility Test (PAT) may result in removal from assigned post. A Copy of PAT is located at **ANNEX "E "**.

1.13.3.7. All Contract security Guards must sign a Voluntary Consent to Drug Testing as per state laws and statutes. In the absence of state regulatory standards employees must sign a DA Form 5019 (Condition of Employment for Certain Civilian Positions Identified Critical under the Department of the Army Drug-Free Federal Workplace Program) and pass a drug test per AR 600-85. Each guard will pass an initial drug test within 45 days of employment and will be required to be tested randomly at a minimum of once each year to ensure the deterrent value of the testing program. A positive result disqualifies the individual for employment. The most current results of this test will be maintained in the individuals file.

1.13.4. Standards of Appearance: Employee's appearance will be neat, fit, well groomed, and present a professional image. Employees may not have any intentional body alteration/modification that results in a visible, physical effect that detracts from a professional image. Employees may not have visible tattoos that are obscene, gang affiliated, advocate

sexual, racial, ethnic, or religious discrimination or are of an unprofessional nature. Employees may not have any visible brands. Employees are prohibited from attaching, affixing, or displaying (body piercing) objects, articles, jewelry or ornamentation to or through the ear, nose, tongue or any exposed body part. (Exception: Women may wear one matching pair of earrings: one small conservative earring per ear lobe that fit tightly without extending below the earlobe. The contractor will coordinate with the site commander to determine what presents a professional image. Contract security guard uniforms will have contractor insignia clearly displayed on the uniform. (See Appendix "A" Uniform Specifications.)

1.13.5. Temporary removal of Guard Personnel Posing an Imminent Threat: The Commanders designated representative at locations where contract guard personnel are performing duties may direct the Contractor to temporarily remove any individual from duty which poses and imminent threat to safety of personnel or Commission resources. The temporary removal will last until the incident has been resolved to the satisfaction of the Commission. Once the incident has been resolved, the individual will either be allowed to return to work on the contract or be permanently removed on the contract in accordance with paragraph 1.13.6.

1.13.6 Permanent Removal of Guard Personnel: The Commission reserves the right to permanently exclude any individual from performance under this contract whose performance or appearance fails to meet the required prior listed standards. Such failures include, but are not limited to, falsifying a report or statement, mishandling a weapon, loss, destruction, or irresponsible use of government property or equipment, or other criteria identified in this PWS. When so instructed, the Contractor will immediately remove such individual in accordance with the Contracting Officer's instructions. Permanent removal of guard personnel does not relieve the Contractor of any performance requirements or create an entitlement to an equitable adjustment. The contractor will not, without the Contracting Officer's consent, reinstate on this contract any employee who has been permanently removed.

1.13.7 Security Guard Level of Effort: The Commission estimates the level-of-effort of experience (LOE) for this position is that of a **WG-5 Step 2 using pay scale at Annex "D"**. Security Guards should be compensated accordingly.

1.14 Special Provisions.

1.14.1. Security Guard Rover (Post# 4 and Post #A-5) Requirements: The rover will be a trained security officer who has completed all required training to be an armed security guard and qualified to perform all duties at all post. Actual experience working each post during each shift is preferred but not required. The rover will be capable of responding immediately to any operational need. The rover will also conduct specific checks at key locations on Ft. McClellan and Pelham Range and Decatur Training Site. The rover will conduct health and welfare checks to verify that all security personnel remain fit for duty. The rover will be trained on proper procedures for loading and unloading weapons and insures all guards follow prescribed procedures IAW FM 3-23-35 and any local guidance given by Site Security Officer and Site

Safety Officer. The Commission estimates the level-of-effort of experience (LOE) for this requirement is that of a **WG-5 Step 3 using pay scale at Annex "D"**.

1.14.1.1 Senior Security Guard Site Supervisor (Post #5). One of the Security Guards will be assigned as the Senior Security Guard Site Supervisor (SSGS). The SSGS will be accessible 24 hours a day 7 days a week, insure any issues with scheduling or shift conflicts are addressed, insure all post are manned as required, insure payroll and other issues are addressed up to the SSGM to be resolved, coordinate directly with the local Security Officer to have a single point of contact for Ft. McClellan issues, and keep the SSGM informed of any issues concerning Ft. McClellan or Pelham Range or Decatur Security and perform other security duties as assigned. The Commission estimates the level-of-effort of experience (LOE) for this position is that of **WG-6 Step 5**.

1.14.2. JFHQ Senior Security Guard Manager (SSGM) Requirements (Post #8): Include the SGM biographical summary and resume with the RFP.

1.14.2.1 The following minimum requirements apply to the SSGM:

- a. SSGM will meet the same requirements as a security guard.
- b. SSGM will be the primary Point of Contact (POC) for all issues of central management, liaison and communication between the contractor and the Commission.
- c. The SSGM must be familiar with the facilities which are to be secured, familiar with current practices concerning Physical Security and Local Threat Conditions, and have a good working knowledge and experience in access control and police duties. Anti-Terrorism Level I training, Anti-Terrorism Force Protection Level II training, and military or civilian law enforcement and security experience is preferred.
- d. The SSGM should be a principle or someone with adequate authority to provide answers to the CA PM should any situation arises with Contract guards under this contract.
- e. The SSGM will be required to travel between post locations on occasion to check on moral and welfare, to do unannounced checks on guard post personnel and SSGS, to verify all training has been completed and documented, and to meet with Commission personnel to discuss and correct any issues which may arise. These sites are located in Birmingham, Mobile, Fort McClellan, and Decatur Alabama. The contractor should include an amount of \$500.00 per month for required travel allowances for the contract period. Only actual travel expenditures may be billed. Additional travel allowance may be added to contract by contract modification as needed. In addition, any excess travel allowance remaining near the end of the contract period will be reduced from the contract modification.
- f. SSGM must be available to be reached at any time day or night. Commission will provide the SSGM with office space, furnishings, telephone, and computer (as CA PM

determines to be necessary) at the Joint Forces Headquarters / State Military Department in Montgomery, Alabama.

g. The SSGM will maintain a current copy of security guard records, to include: physical, medical, weapons, security officer training, SOP training, background checks, and any other pertinent record that demonstrates the security guards qualifications and proof of meeting employment requirements as described by Appendix 3 ARNG Security Guard Activities . These records will be made available for inspection by the Commission to ensure compliance with the mentioned Appendix 3.

h. The SSGM hours of work will usually be performed during normal duty hours (40 hours per week except federal holidays). No overtime will be required. On occasion some weekend duty, night duty and travel will be required. The Commission estimates the level-of-effort of experience (LOE) for this requirement is that of a **GS-11 Step 3 using pay scale at ANNEX “C ”**. SSGM should be compensated accordingly.

1.14.3. Anti-Terrorism Program Coordinator (ATPC) Requirements (Post #9): Include the ATPC's biographical summary and resume with the RFP. The ATPC will be able to meet with HQ JTF personnel within 2 hours of notification at all times (preferably 1 hour). The ATPC must be in place full time within 48 hours of contract award. The ATPC must have a minimum of 10 years' experience in military base security operations, to include direct supervisory experience, with at least 2 years' experience directly related to military base IEC, CVI, and VCC operations. Additionally, the ATPC will have demonstrated knowledge of Federal and State Government contracting principles, procedures and processes. If the ATPC is replaced during the period of performance, his or her replacement must meet the same aforementioned requirements. Commission will provide the ATPC with office space, furnishings, telephone, and computer (as determined to be necessary by CA PM) at the Joint Forces Headquarters/State military Department in Montgomery, Alabama. Additionally, CA PM will provide the ATPC with a cell phone.

1.14.3.1 The following additional minimum requirements apply to the ATPC:

a. Provide anti-terrorism plans guidance, and mandatory standards for protecting state/installation personnel, information, critical resources, key assets, and critical infrastructure from acts of terrorism.

b. Coordinate with local and state authorities to develop. Update, and support the state/installation Anti-Terrorism plan and share critical resources.

c. Implement Random Anti-terrorism Measures Program (RAMP) and prepare or direct the preparation and maintenance of contingency plans for mitigation, alert, response, recovery, and reporting of terrorist events or actions.

d. Must be Anti-terrorism Officer Level II Certified.

- e. Must have at minimum a SECRET security clearance.
- f. Must be trained to operate NXT Communicator System (computerized emergency notification system).
- g. Must be trained on the Core Vulnerability Assessment Management Program (CVAMP) software)
- h. Test Random Anti-Terrorism Measures Program annually and maintain a written record.
- i. Coordinate with Federal, State, and Military law enforcement, conduct, publish, and disseminate threat assessments, and assist subordinate elements in conducting threat assessments.
- j. Ensure Levels I-V Anti-Terrorism Training (AT) are conducted and AT training is incorporated into unit training plans and pre-mobilization training.
- k. Plan and develop annual AT exercise.
- l. Conduct annual vulnerability assessments and pre-deployment vulnerability assessments for deploying units.
- m. Conduct annual program reviews and evaluate subordinate programs.
- n. Organize command and staff relationships, establish a functional AT committee and Threat Working Group.
- o. Provide input to the program manager regarding AT resource management. Ensure that AT funding requirements are identified during the Program Objective memorandum (POM) and prioritized based on threat vulnerabilities.
- p. Conduct AT review on installation military construction (MILCON) projects.
- q. Maintain state/installation AT program products on the ARNG ATPC GKO database.
- r. Formally identify High Risk Personnel (HRP) and ensure individuals receive appropriate resources and additional terrorist attack training per AR 190-58.
- s. Develop and exercise an attack warning system and conduct drills on emergency evacuations.
- t. Hours of Work. These services will be performed during normal work hours (40 hours per week, except Federal holidays). No overtime will be required. Some weekend work and travel will be required.

u. Place of Performance; primarily the State Military department, Montgomery, Alabama. Additional locations include but are not limited to: Birmingham, Ft. McClellan, Decatur, and Mobile, Alabama.

v. Level of effort. The Commission estimates the level-of-effort of experience (LOE) for this requirement is that of a **GS-11 step 5 using pay scale at ANNEX “C”**.

w. Travel Requirements. The contractor shall INCLUDE an amount of \$6,000.00 for required training/certifications travel allowance for the contract period. Only actual travel expenditures may be billed. Additional travel allowance will be added to contract by contract modification as needed. In addition, any excess travel allowance remaining near the end of the contract period will be reduced from the contract by contract modification.

x. Benefits Package: the contractor will provide a minimum benefits package to include (but not limited to):

- 10 paid Federal Holidays
- 10 days paid annual vacation (annually)
- 5 days paid sick leave (annually)
- Workman’s Compensation Insurance
- State and Federal unemployment insurance
- 7.65% (minimum) contribution to Social Security and Medicare
- Minimum \$50K in Life Insurance and Long Term Disability Insurance
- Optional Group Medical, Dental,(and Optical) coverage (Minimum 60/40 contractor/employee contribution)
- 401K with company contributions (3% of base salary)

1.14.4. Currently Assigned Security Guards: Personnel who are currently working at ALNG posts under the current contract, who will be retained or rehired by the Contractor awarded the contract, will carry over all accrued vacation days, sick leave, or other benefits owed due to longevity from past service.

2.0 SERVICE SUMMARY (SS)

| SS # | Performance Objective | PWS Paragraph | Performance Threshold |
|------|--|--------------------------|--|
| 1 | Provide armed guards to meet posting schedules | 1.1, 1.14.1 | 100% of all scheduled manning is achieved. |
| 2 | Contract guards meet all prerequisite requirements | 1.14.3 through 1.14.8 | 100% of all guards meet all PWS prerequisite requirements prior to posting |
| 3 | Qualified guards are on post a. Guards are properly trained. b. Guards are properly armed. c. Guards are properly equipped. | 1.1, 1.2 1.2 1.3 | 100% of all posted guards are current in all Contractor required PWS training and certification. 100% of all posted guards are properly armed. 100% of all posted guards are properly equipped. |
| 4 | Properly control installation entry | 1.1 1.1 1.1 1.1 | 100% of all unauthorized personnel and vehicles denied entry 100% of all commercial vehicles are properly inspected 100% of all explosive laden vehicles directed to proper holding areas and receiving points 100% verification of documentation and need to enter the installation prior to issuing visitor passes. |

3.0. COMMISSION FURNISHED: The **Commission** will provide to the Contractor, for use in the performance of this contract only, the following information, facilities, property and equipment.

3.1. Initial Training: Contractor will provide all initial training.

3.2. Administrative Space/Guard Shack: Commission will provide the Site Manager (SM) office space and furnishings with telephone. This consists of available resources in the existing Guard Shack at each location. Telephone access shall be for the local area only. Contractor is responsible for providing a computer and all peripheral computer equipment and supplies for each Site Manager. If the installation provides LAN access, the Contractor shall be required to comply with installation computer security requirements when accessing the Commission LAN.

3.3. Duty Equipment Storage: Contractor is responsible for storage of duty equipment.

4.0 Invoicing for Services: Contractor must use Commission's Pay Request form to invoice each monthly service. Contractor will indicate each of the items identified on the RFP as separate line items (Schedule of Values) on the Pay Request. Commission will answer questions and assist in the initial establishment of Pay Request form as needed. See an example at Annex F – Sample Pay Request Form.

5.0. Submission Requirements: Contractor will provide the following items as a minimum to be considered:

1) Letter of interest: This letter will provide the name of the Contractor that will provide the services and an executive summary to address all of the selection criteria items (i.e. DoD and/or military experience, other related experience, training and certification programs, references, etc.) as listed in paragraph 6.0 Selection Criteria.

2) Properly executed Request For Proposal (RFP) Form: This form must be properly executed and delivered within the specific timeline.

3) Professional Resume: This will include all information about the provider and its organization, staffing, capabilities, qualifications, experience, references, and other pertinent information that will be used to evaluate the submission.

4) Biographical Summary and Resume for Both:

a) Anti-Terrorism Program Coordinator (ATPC)

b) Contract Senior Security Guard Manager (SSGM)

5) Budgetary Information: This will include all the dollar amounts addressed in the RFP.

6) Description with pictures of Contractor's Alternate uniform": that is different than the specified uniform (only required if submitting alternate uniform).

6.0. Selection Criteria: Each valid proposal received within the designated time period will be evaluated based upon the following criteria:

1) 45% Experience and Performance working at/on DoD, Military, and/or NG Installations: this will be an evaluation of the Contractor's previous experience at locations that specifically deal with the types of service required by this contract.

2) 10% "Other Related" Performance and Experience: This will be an evaluation of the Contractor's previous experience at other locations with similar type service. Also, this will be an evaluation of the Contractor's experience and success with Federal and State Contracting procedures.

3)20% Resources and Capability: This will be an evaluation of the Contractor's training and certification programs, ability to administer payroll, time and attendance, data collection and reporting, and similar operations.

4) 10% References: This will be an evaluation of the references provided in the submission.

5) 15% Budgetary Information: This will be an evaluation of the Cost Items on the RFP.

NOTE: Selections are based on the best value and not price alone.

ANNEX A – UNIFORM SPECIFICATIONS*

- 1) Steel Gray Poly/Cotton *Rip Stop* 6 pocket trousers (Quartermaster Law Pro Super BDU or Equivalent)
- 2) Steel Gray Poly/Cotton *Rip Stop* 2 pocket shirt (Quartermaster Law Pro Super BDU or Equivalent) with Company patch on left sleeve, American Flag on right sleeve, Sew on Silver on Black name Tag over right breast pocket, Sew on Company Security Badge over Left Breast Pocket
- 3) Black Nylon w/Velcro Belt
- 4) Black baseball cap with company Logo
- 5) Black boots (Magnum Cobra 8.0 HPI 8" Boot or equivalent)

Inclement/cold weather uniform

- 1) Black Fleece Jacket (*Tru-Spec Micro* fleece jacket or equivalent)
- 2) Black Gortex Parka cold weather (Tru-Spec H20 Proof ECWCS Tactical with zip out Fleece Liner or equivalent) Note: Zip out liner, if designed to do so, may be used as the Fleece Jacket.
- 2) Black micro fleece watch cap or balaclava
- 3) Black Gortex Trousers (*Cabela's* light weight or equivalent)
- 4) Black water proof gloves (Law Pro Insulated duty Glove or equivalent)

* Any and all variations and/or deviations to this list must be reviewed by CA PM and approved by Contracting Officer prior to submission of proposal. The Alabama TAG has the final approval for any uniform changes.

ANNEX B – Manpower Statement

| POST # | LOCATION | Hours of Operations | Days per Week of Operation | Number of Personnel on Duty |
|--------|--|---------------------|------------------------------|-----------------------------|
| 1 | JFHQ – Montgomery, Alabama Main Gate | 12 | 4 (Except Federal Holidays) | 2 |
| 2 | Fort McClellan, Alabama Galloway Gate | 24 | 7 | 2 |
| 3 | Pelham Range Front Gate (Gate # 3) | 24 | 7 | 2 |
| 4 | Ft. McClellan/Pelham Range Roving Security Guard (Includes vehicle) | 24 | 7 | 1 |
| 5 | Ft. McClellan/Pelham Range/Decatur Senior Security Guard | 12 | 7 | 1 |
| 6 | JFHQ Montgomery, Alabama (IDT Weekends) | 12 | 2 days per month | 2 |
| 7 | JFHQ Bldg #1720 Entry Control/Reception Desk | 12 | 4 (Except Federal Holidays) | 2 |
| 8 | JFHQ Senior Security Guard Program Manager (SSGM) Services | 8* | 5* (Except Federal Holidays) | 1 |
| 9 | Anti-Terrorism Program Coordinator (ATPC) Services JFHQ Montgomery Alabama | 8 | 5 (Except Federal Holidays) | 1 |
| | Possible Additional Post | | | |
| A-1 | Fort McClellan, Alabama Minuteman Gate | 12 | 3 (Except federal Holidays) | 2 |
| A-2 | Army Aviation Support Facility # 1 Montgomery, AL | 12 1800 - 0600 | 4 (Except Federal Holidays) | 2 |
| A-3 | Army Aviation Support Facility # 3 Mobile, AL | 12 1800 - 0600 | 4 (Except federal Holidays) | 2 |
| A-4 | Decatur Training Site | 24 | 7 | 1 |
| A-5 | Decatur Rover (Includes vehicle) | 24 | 7 | 1 |
| A-6 | Additional IDT Weekends (30 Weekends) | 12 | varies | 2 |

ANNEX C – GS Pay Scale

Pay & Leave Salaries & Wages

SALARY TABLE 2017-RUS

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 15.06%

FOR THE LOCALITY PAY AREA OF REST OF U.S.

EFFECTIVE JANUARY 2017

Annual Rates by Grade and Step

| GS Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| GS-1 | \$21,316 | \$22,029 | \$22,738 | \$23,443 | \$24,152 | \$24,566 | \$25,267 | \$25,975 | \$26,002 | \$26,661 |
| GS-2 | \$23,966 | \$24,537 | \$25,330 | \$26,002 | \$26,295 | \$27,068 | \$27,841 | \$28,614 | \$29,387 | \$30,161 |
| GS-3 | \$26,150 | \$27,022 | \$27,894 | \$28,766 | \$29,638 | \$30,510 | \$31,383 | \$32,255 | \$33,127 | \$33,997 |
| GS-4 | \$29,356 | \$30,334 | \$31,312 | \$32,290 | \$33,268 | \$34,246 | \$35,224 | \$36,202 | \$37,180 | \$38,158 |
| GS-5 | \$32,844 | \$33,939 | \$35,035 | \$36,130 | \$37,225 | \$38,321 | \$39,416 | \$40,511 | \$41,607 | \$42,702 |
| GS-6 | \$36,611 | \$37,832 | \$39,053 | \$40,273 | \$41,494 | \$42,715 | \$43,936 | \$45,156 | \$46,377 | \$47,598 |
| GS-7 | \$40,684 | \$42,041 | \$43,397 | \$44,754 | \$46,110 | \$47,467 | \$48,823 | \$50,180 | \$51,537 | \$52,893 |
| GS-8 | \$45,056 | \$46,558 | \$48,059 | \$49,561 | \$51,062 | \$52,564 | \$54,066 | \$55,567 | \$57,069 | \$58,570 |
| GS-9 | \$49,765 | \$51,424 | \$53,083 | \$54,742 | \$56,401 | \$58,060 | \$59,720 | \$61,379 | \$63,038 | \$64,697 |
| GS-10 | \$54,803 | \$56,630 | \$58,457 | \$60,285 | \$62,112 | \$63,939 | \$65,766 | \$67,593 | \$69,420 | \$71,247 |
| GS-11 | \$60,210 | \$62,216 | \$64,223 | \$66,230 | \$68,236 | \$70,243 | \$72,250 | \$74,256 | \$76,263 | \$78,270 |
| GS-12 | \$72,168 | \$74,574 | \$76,980 | \$79,386 | \$81,792 | \$84,197 | \$86,603 | \$89,009 | \$91,415 | \$93,821 |
| GS-13 | \$85,816 | \$88,677 | \$91,537 | \$94,398 | \$97,258 | \$100,118 | \$102,979 | \$105,839 | \$108,699 | \$111,560 |
| GS-14 | \$101,409 | \$104,790 | \$108,170 | \$111,551 | \$114,931 | \$118,312 | \$121,692 | \$125,073 | \$128,453 | \$131,833 |
| GS-15 | \$119,285 | \$123,261 | \$127,238 | \$131,214 | \$135,191 | \$139,167 | \$143,144 | \$147,120 | \$151,097 | \$155,073 |

ANNEX D – WG Pay Scale

AC-0001R Defense Civilian Personnel Advisory Service
Alexandria, Virginia 22350-1100 Issue Date: 20 June 2017

SUBJECT: Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules
for the Anniston-Gadsden, Alabama (RUS) Wage Area

TO: Commanding Officers of Military Departments and DoD Component Installations in the Area

The schedules shown below have been established under authority of DoD Instruction 5120.39, dated October 1, 2015, subject to the limitations contained in CPM 2017-06, dated 30 May 2017. Rates are established as required by 5 USC 5343(d), if applicable, and are to be applied in accordance with the provisions of 5 CFR Part 532 to all employees whose official duty station is located within the geographic boundary of the wage area definition shown on the reverse side.

| WG | | WG-Rates | | | | | WL-Rates | | | | | WS-WD-WN Rates | | | | | WD-WN |
|-------|-------|----------|-------|-------|-------|-------|----------|-------|-------|-------|-------|----------------|-------|-------|-------|-------|-----------|
| WL-WS | Grade | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | Pay Level |
| | 1 | 12.68 | 13.19 | 13.73 | 14.25 | 14.75 | 13.94 | 14.53 | 15.08 | 15.67 | 16.25 | 19.01 | 19.78 | 20.59 | 21.40 | 22.17 | |
| | 2 | 13.61 | 14.19 | 14.72 | 15.30 | 15.87 | 14.96 | 15.56 | 16.20 | 16.83 | 17.44 | 19.94 | 20.77 | 21.59 | 22.43 | 23.25 | |
| | 3 | 14.64 | 15.27 | 15.88 | 16.48 | 17.09 | 16.12 | 16.79 | 17.44 | 18.13 | 18.80 | 20.97 | 21.86 | 22.72 | 23.58 | 24.48 | 1 |
| | 4 | 15.67 | 16.32 | 16.98 | 17.63 | 18.28 | 17.23 | 17.96 | 18.65 | 19.39 | 20.10 | 22.09 | 23.01 | 23.93 | 24.84 | 25.75 | 2 |
| | 5 | 16.65 | 17.34 | 18.04 | 18.75 | 19.42 | 18.32 | 19.06 | 19.82 | 20.59 | 21.37 | 23.17 | 24.14 | 25.11 | 26.07 | 27.04 | 3 |
| | 6 | 17.64 | 18.38 | 19.12 | 19.85 | 20.59 | 19.41 | 20.22 | 21.03 | 21.84 | 22.65 | 24.20 | 25.22 | 26.23 | 27.21 | 28.25 | 4 |
| | 7 | 18.67 | 19.47 | 20.25 | 21.01 | 21.78 | 20.55 | 21.41 | 22.27 | 23.12 | 23.97 | 25.15 | 26.20 | 27.21 | 28.29 | 29.33 | 5 1 |
| | 8 | 19.62 | 20.48 | 21.29 | 22.10 | 22.91 | 21.62 | 22.50 | 23.40 | 24.30 | 25.21 | 26.09 | 27.17 | 28.27 | 29.35 | 30.48 | 6 2 |
| | 9 | 20.58 | 21.45 | 22.30 | 23.19 | 24.00 | 22.64 | 23.59 | 24.54 | 25.49 | 26.41 | 27.06 | 28.18 | 29.30 | 30.44 | 31.55 | 7 3 |
| | 10 | 21.55 | 22.45 | 23.34 | 24.22 | 25.13 | 23.68 | 24.68 | 25.66 | 26.67 | 27.64 | 27.99 | 29.15 | 30.31 | 31.50 | 32.65 | 8 4 |
| | 11 | 22.48 | 23.42 | 24.35 | 25.28 | 26.23 | 24.72 | 25.77 | 26.79 | 27.83 | 28.86 | 28.92 | 30.11 | 31.31 | 32.53 | 33.73 | 9 5 |
| | 12 | 23.43 | 24.41 | 25.38 | 26.36 | 27.34 | 25.79 | 26.84 | 27.92 | 29.00 | 30.07 | 29.99 | 31.25 | 32.49 | 33.74 | 35.00 | 10 6 |
| | 13 | 24.39 | 25.40 | 26.41 | 27.46 | 28.44 | 26.82 | 27.94 | 29.05 | 30.17 | 31.29 | 31.43 | 32.75 | 34.05 | 35.36 | 36.68 | 11 7 |
| | 14 | 25.41 | 26.46 | 27.53 | 28.58 | 29.65 | 27.95 | 29.11 | 30.26 | 31.44 | 32.61 | 33.04 | 34.41 | 35.80 | 37.19 | 38.55 | 8 |
| | 15 | 26.43 | 27.54 | 28.65 | 29.74 | 30.85 | 29.07 | 30.28 | 31.51 | 32.72 | 33.94 | 34.85 | 36.30 | 37.75 | 39.20 | 40.66 | 9 |
| | | | | | | | | | | | | WS-16 | 37.00 | 38.53 | 40.09 | 41.61 | 43.17 |
| | | | | | | | | | | | | WS-17 | 39.53 | 41.21 | 42.83 | 44.47 | 46.13 |
| | | | | | | | | | | | | WS-18 | 42.37 | 44.12 | 45.89 | 47.66 | 49.42 |
| | | | | | | | | | | | | WS-19 | 43.25 | 45.05 | 46.85 | 48.65 | 50.46 |

KARL H. FENDT
Chief
Wage and Salary Division

Order Date: 11 April 2017
Effective Date: 25 June 2017
Supersedes Schedule Issued 21 June 2016

ANNEX E – The Adjutant General’s Physical Agility Test

Physical Agility Test for Contract Security Officer Alabama Army National Guard

All security officers are required to complete a physical agility test prior to manning any post located on Alabama National Guard Property.

The test will be administered prior to employment and yearly thereafter. A passing score of 70 is required for the initial and annual test. Failure to successfully pass the Physical Agility Test (PAT) may result in removal from assigned post.

The Physical agility test and scoring guidelines are provided below. To successfully complete the test you must accumulate 70 points. If you are unable to perform one of the tasks, you may compensate by gaining additional points in the push up, sit up, deep squat portions of the test.

| Physical Task | Standard | Points | Maximum Points |
|----------------------------|---|---|----------------------------|
| Push-ups | 1 Minute - as many as possible | 1 point for each push-up | Varies(Maximum 30 Points) |
| 40 Lb Bollard Weight Carry | 30 yards in 1 minute | 2 points for each of the following steps: 1. Pick up weight 2. Carry weight 15 yards 3. Place weight on floor 4. Pick up weight 5. Carry weight 15 yards | 10 |
| Sit-ups | 1 minute as many as possible | 1 point for each sit-up | Varies(Maximum 30 Points) |
| Deep Squats | 1 minute as many as possible | 1 point for each squat | Varies (Maximum 20 Points) |
| Stair Climb (14 Steps) | Up/Down continuously for 5 times (In Two Minutes) | 4 points each up /down | 20 |
| 1/4 Mile Run/Walk | 6 minutes | 4:00 minutes or less=25 points 4:00 to 4:30=20 points 4:31 to 5:00=15 points 5:01 to 5:30= 10 Points 5:31 to 6:00= 5 points | 25 |

ANNEX F - Sample Pay Request Form

CONTRACTORS PERIODICAL REQUEST FOR PARTIAL PAYMENT (Rev 16 JUL 12)

PROJECT TITLE: Security Guard Services **LOCATION:** Various AL ARNG Facilities
CONTRACT NUMBER: AC-xxxx-SGC-xxxx **NOTICE TO PROCEED DATE:** April 1, 2014
OWNER: THE ARMORY COMMISSION OF ALABAMA, P.O. BOX 3711, MONTGOMERY, AL 36109
CONTRACTOR: xxxxx Security Company
ADDRESS: xxxx Street, City, ST zip
FEDERAL IDENTIFICATION NUMBER: xx-xxxxxxx **INVOICE DATE:** February 1, 2018
PARTIAL PAYMENT NO. 1 **FINAL Pay Req?** Yes / No x **PERIOD COVERED:** 01/01/2018 - 01/31/2018

| Item # | Description | Contract Price | Amt This Period | % Complete | Amount Complete |
|---|---|----------------|-----------------|------------|-----------------|
| 1 | Lump Sum - Initial Lump Sum | | | | |
| 2 | Post 1 JFHQ, Montgomery AL | | | | |
| 3 | Post 2 Ft. McClellan (Galloway Gate) | | | | |
| 4 | Post 3 Pelham Range (Gate #3) | | | | |
| 5 | Post 4 Ft. McClellan/Pelham Roving Security Guard | | | | |
| 6 | Post 5 Ft. McClellan/Pelham/Decatur SSGS | | | | |
| 7 | Post 6 JFHQ IDT Weekends (12 Weekends) | | | | |
| 8 | Post 7 JFHQ Access Control/Reception Desk | | | | |
| 9 | Post 8 JFHQ Senior Security Guard Manager (SSGM) | | | | |
| 10 | JFHQ Senior Security Guard Manager Travel Allowance | | | | |
| 11 | Post 9 Anti-Terrorism Program Coordinator (ATPC) | | | | |
| 12 | Anti-Terrorism Program Coordinator Travel Allowance | | | | |
| 13 | Post A-1 Ft. McClellan (Minuteman Gate) | | | | |
| 14 | Post A-2 Army Aviation Support Facility (AASF) #1 | | | | |
| 15 | Post A-3 Army Aviation Support Facility (AASF) #3 | | | | |
| 16 | Post A-4 Decatur Training Site (Main Gate) | | | | |
| 17 | Post A-5 Decatur Training Site (Rover with Vehicle) | | | | |
| 18 | Lump Sum Post A-1 Ft. McClellan (Minuteman Gate) | | | | |
| 19 | Lump Sum Post A-2 AASF #1 | | | | |
| 20 | Lump Sum Post A-3 AASF #3 | | | | |
| 21 | Lump Sum Post A-4 Decatur Training Site (Main Gate) | | | | |
| 22 | Lump Sum Post A-5 Decatur Training Site (Rover/Vehicle) | | | | |
| 23 | Lump Sum Post A-6 Add'l JFHQ IDT Weekends (30 Wkds) | | | | |
| 24 | | | | | |
| 25 | | | | | |
| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |
| 31 | | | | | |
| 32 | | | | | |
| 33 | | | | | |
| 34 | | | | | |
| 35 | | | | | |
| TOTAL ORIGINAL CONTRACT | | \$0.00 | \$0.00 | | \$0.00 |
| Net Total of ALL Change Orders/Supplements No. _____ to _____ | | | | | |
| TOTAL CONTRACT TO DATE | | \$0.00 | \$0.00 | | \$0.00 |

Page: 1 of 2

Brought Forward

| | | | |
|------------------------|---------|-------------|--------|
| TOTAL CONTRACT TO DATE | \$ 0.00 | % Completed | \$0.00 |
|------------------------|---------|-------------|--------|

Stored Materials: (List) **!! NOT APPLICABLE !!**

| | | | |
|--|-----------------------------|--------|--------|
| Amount of Stored Materials (*) | !! NOT APPLICABLE !! | \$0.00 | \$0.00 |
| Total Completed & Stored Materials | | | \$0.00 |
| Less Retainage (5% up to 50% of Contract Amount) | !! NOT APPLICABLE !! | | \$0.00 |
| Total Due | | | \$0.00 |
| Total Previous Payments | | | \$0.00 |
| BALANCE DUE THIS PAYMENT | | | \$0.00 |

* As stored materials are incorporated in the finished work, their value shall be deducted from Previous Stored Materials.

I certify that the above account is correct, just and that payment therefore has not yet been received.

| | |
|--|------------------------|
| Sworn to and subscribed before me this | xxxxx Security Company |
| _____ day of _____ 20 _____ | CONTRACTOR |

| | |
|------------------------------|--|
| _____ (Notary Public) | BY: _____ (Signature) |
| My Commission Expires: _____ | Printed Name: John Doe Title: President |

VERIFICATIONS AND APPROVALS

| | |
|--|-------------|
| Reviewed by: _____ Owner's Representative/Project Manager | Date: _____ |
|--|-------------|

| | |
|---|-------------|
| _____ Owner's Representative/Project Manager | Date: _____ |
|---|-------------|

| | |
|---|-------------|
| Approved by: _____ Contracting Officer | Date: _____ |
|---|-------------|