

Career Path Requirements

Inspectors



Department of Homeland Security

Federal Protective Service

Office of the Deputy Director for Training and Professional Development

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Foreword

The Guide contains the identified competencies, training requirements and recommendations, key development positions and recommended civilian education for each grade of the 1801 series. As defined by OPM, this series includes positions with a wide variety of duties. Refer to Attachment 1 for a list of duties associated with protecting federal facilities.

Career path requirements present the training, education, competency, and performance goal tasks to be demonstrated for continued growth as an Inspector, not as a performance appraisal or other measure of job aptitude.

With this Guide, the Inspector workforce at FPS now has

- A formalized career progression outline;
- A clearer understanding of attributes, skills, education and training required to advance and build a successful career;
- Defined expectations/desired traits and skills for career progression and leadership focused on improving morale; and
- Enterprise-level continuity to align the workforce and strategic human capital direction.

Requirements are cumulative throughout career progression. Once the mandatory items are to the satisfaction of the inspector's supervisor, consideration for promotion to the next grade may be given. Other training and tasks that are recommended but not required for promotion are presented following the mandatory items.

Note that there will be regular updates to this information to reflect changes such as additional training and development opportunities.

Organization of this Document

I. Career Path Requirements by Grade – GS7, GS9, GS11, GS12

Within each grade, components with requirements are presented – training & education, competencies, and performance goals.

Within each of these components, there are subcomponents such as competencies, with mandatory and recommended tasks.

Mandatory tasks are listed first so that it is clear what is required to progress from this grade to the next.

Recommended tasks, not required, but highly suggested for advancement.

Tasks are numbered and coded as to whether they are mandatory or recommended. For example, GS7-M2 indicates this is a task for a GS7 Inspector that is mandatory and GS9-R12 is a task for a GS9 Inspector that is recommended.

Each task is accompanied by a purpose statement – why this task is important – and a standard – what must be done to successfully complete this task.

Attachment 1 Training and Education Crosswalk provides a graphic compilation of all training and education recommendations and requirements.

Attachment 2 Task Crosswalk is provided showing mandatory and recommended tasks across the GS-levels.

Attachment 3 Career Path Requirement Trackers provide a worksheet to assist Inspectors with tracking their progress, for tasks within their grade.

Attachment 4 Duties associated with protecting Federal facilities.

Career Path Requirements: Inspector GS-7

This provides the mandatory and recommended items that are part of the career progression to the next grade.

1.0 Training & Education Requirements

A successful career of an FPS Inspector should integrate elements of training, education, and professional and personal development. Each of these learning opportunities shape a well-rounded protection professional who is well equipped to face the complexities of today and the challenges of tomorrow. Refer to Attachment 1 for a Training and Education Crosswalk.

The following training is mandatory upon hire at all GS levels:

- Pre-Basic
- Uniformed Police Training Program (UPTP)
- Advanced Individual Training Program (AITP)
- Physical Security Training Program (PSTP)
- Field Training and Evaluation Program (FTEP)

After the completion of FTEP, all mandatory tasks must be completed within current GS level listed prior to recommendation for advancement to the next. There are no mandatory education requirements for this grade.

The following are recommended for this grade:

- Education: High School Diploma
- Professional Development Example: Industry Partnership Opportunities
- Experience Example: Inspector

2.0 Competencies

There are five competencies but not all of them have mandatory tasks that must be completed in accordance with the established standard:

- Communication
- Customer Service
- Representing the Agency
- Teaming and Cooperation
- Technical Proficiency

2.1 Communication

There are no mandatory tasks for this competency at this grade.

The recommended task for this competency at this grade is as follows:

Task	Purpose	Standard
GS7-R1: Successfully complete the Law Enforcement Instructor Training Program (LEITP) offered at the Federal Law Enforcement Training Center (FLETC).	To have baseline training needed as they work towards the journeyman level in giving tenant training and high-level briefings to senior officials in the government for FSAs.	The Inspector should complete LEITP or equivalent; with the same or similar learning objectives.

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2.2 Customer Service

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS7-M1: Successfully complete an on-line course on customer service.	To learn about customer service - addressing the needs of the customer and how important it is in effectively handling complaints or they may lead to dissatisfied customers.	The Inspector must: <ul style="list-style-type: none"> • Complete an on-line customer service course; and • Provide copy of the completion certificate to your supervisor.
GS7-M2: Demonstrate customer service by responding to emails and telephone calls within 24 hours.	Customer service is fundamental to an organization that has service in their title. The FPS Inspector must know how to identify and provide customer service from the lowest grade to the journeyman level.	The Inspector must: <ul style="list-style-type: none"> • Ensure that a customer has multiple numbers to contact you or FPS if they need immediate assistance; • Provide four emails that demonstrate response to a customer's request within 24 hours; and shows that the email signature block has contact information in the email (email, telephone (office & cell) and fax); and • Demonstrate to your supervisor that the voicemail greeting on both your office and cell numbers have professional greetings with your name and the MegaCenter telephone number of 1-877-437-7411.

There are no recommended tasks for this competency at this grade.

2.3 Representing the Agency

The mandatory task for this competency at this grade is as follows:

Task	Purpose	Standard
GS7-M3: Represent the Agency while interacting with stakeholders.	To represent FPS in a professional manner during stakeholder engagement activities.	The Inspector must provide documentation to their supervisor that reflects how they represented the Agency on five separate occasions, with the points of contact for stakeholder(s) involved. Any complaints relayed or inappropriate behavior reported by the stakeholder(s) would not meet the standard.

The recommended task for this competency at this grade is as follows:

Task	Purpose	Standard
<u>GS7-R2</u> : Understand the mission and vision of DHS and FPS and the Inspector's role.	To be successful, the Inspector must know the mission and vision of the Agency. The mission and vision must be referenced to ensure that daily actions support and align with the goals of the Agency.	The Inspector may: <ul style="list-style-type: none"> • Prepare a lesson plan and PowerPoint presentation on: <ul style="list-style-type: none"> ○ The mission and vision of DHS and FPS; ○ Where Inspectors fit in each respective mission and vision; and ○ How they use the vision to align their goals with the Agency. • Present to the supervisor and peers.

2.4 Teamwork and Cooperation

There are no mandatory tasks for this competency at this grade.

The recommended tasks for this competency at this grade are as follows:

Career Path Requirements: Inspector GS-7

Task	Purpose	Standard
<u>GS7-R3</u> : Participate in a team project with FPS or Stakeholders.	An important part of working in any Agency or group is being able to work effectively in a team or on a project.	The Inspector should participate in a team project for at least one day and prepare a memorandum that includes: <ul style="list-style-type: none"> • A description of the project and its stakeholders; • Explanation of what collaboration is and how it occurred in the project; • Positive contributions to the Agency or stakeholder partnership developed; and • The outcomes of the project.
<u>GS7-R4</u> : Work on a problem with another FPS employee or stakeholder.	Inspectors must rely upon on others to accomplish the mission due to the size of the Agency. Inspectors must be able to demonstrate that they can work with others as the challenges and complexities increase towards becoming a journeyman.	The Inspector should work on a problem containing more than a simple challenge and including multiple stakeholders, with a length of more than a week. Prepare a memorandum that includes: <ul style="list-style-type: none"> • A description of the problem; • Explanation of what teamwork was involved; • Challenges encountered; and • The outcome(s).

2.5 Technical Proficiency

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS7-M4: Complete an FSA for an FSL I or higher facility in accordance with FPS policy.	To demonstrate the ability to complete an FSA.	The Inspector must complete the FSA per FPS policy. All countermeasures at the facility will be identified, as well as stakeholders, and any security concerns. The supervisor will conduct an on-site review of the FSA completed.
GS7-M5: Complete 1 on-line or classroom course for each of the following: Microsoft Word, PowerPoint, and Excel.	To provide basic understanding of Microsoft Word, PowerPoint and Excel are critical tools that make an Inspector competent.	The Inspector must provide a certificate of completion for each course: Microsoft Word, PowerPoint, and Excel.
GS7-M6: Conduct a mechanical and safety inspection of an assigned police vehicle.	Safe operation and understanding of primary mode of transportation is critical for the safety of an Inspector.	The Inspector must complete a safety inspection and a motor vehicle check sheet with supervisor oversight. The Inspector must be able to identify all mechanical and safety issues on the checklist.
GS7-M7: Demonstrate knowledge of FPS and its history, organizational philosophy, code of conduct, structure, and responsibilities.	All FPS employees must understand the history, organizational philosophy, code of conduct structure and the responsibilities of FPS.	The Inspector must pass a 20-question multiple-choice knowledge check administered through TAMS based on the available information at: http://dhsconnect.dhs.gov/org/comp/mgmt/fps

The recommended tasks for this competency at this grade are as follows:

Task	Purpose	Standard
<u>GS7-R5</u> : Demonstrate use of technology, application of policy, technical proficiency in analyzing a problem, evaluating	During a day an Inspector must use technology, apply policies, deal with problems and evaluate the best solution.	The Inspector shall prepare a written summary that describes: <ul style="list-style-type: none"> • A challenge/problem; • The role of technology; • How you applied policy/guidance; • Options you evaluated; and

Career Path Requirements: Inspector GS-7

Task	Purpose	Standard
multiple solutions, executing a final solution, and the outcome.		<ul style="list-style-type: none"> Outcome you determined to be the best solution. <p>In documentation, provide examples of what you have accomplished in your work activities.</p>
<u>GS7-R6</u> : Demonstrate knowledge of Federal Regulations for "Conduct on Property."	To enforce regulations, you must understand the regulations.	The Inspector should pass a 25-question multiple choice knowledge check with 70% accuracy derived from the CFR "Federal Regulations for Conduct on Property".

3.0 Performance Goals

Each of the four performance goals has mandatory and recommended tasks that must be completed in accordance with the established standards:

- Performance Goal 1: Protection; Position Description: Enforcement and Investigations
- Performance Goal 2: PSO Management; Position Description: Inspections
- Performance Goal 3: Facility Security Assessments
- Performance Goal 4: Technical Countermeasures

3.1 Performance Goal 1: Protection; Position Description: Enforcement and Investigations

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS7-M8: Prepare ten police reports in response to incidents that occur on or affecting federal property.	Documentation is critical to the application of law enforcement. To be successful the Inspector must be able to document all actions in a police report.	The Inspector must prepare and provide 10 written police reports on incidents or violations of law that have few changes made by a supervisor (no more than 2 revisions) and must follow guidance provided from FPS on how to write reports.
GS7-M9: Understand the Central Violations Bureau (CVB) process for Magistrate Citations or equivalent.	An Inspector will use Magistrate Citations throughout their career and must understand the process.	<p>The Inspector must use the CVB Manual to provide a written understanding of the process to include:</p> <ul style="list-style-type: none"> • A location code and how to obtain one; • A violation notice and how to complete one; • Process for dismissing and or voiding a violation notice; • Petty offenses; • Hearing types on petty offenses; and • How to search a CVB database using email. <p>The Inspector's supervisor will validate the documentation provided by the Inspector with the CVB Manual. If any of the above is incorrect, the Inspector will not pass this requirement.</p>
GS7-M10: Conduct a consensual interview.	An Inspector must know the difference between a consensual interview and an investigative interview.	The Inspector must provide a police report that documents a consensual interview and describes the purpose and entire process of the interview.
GS7-M11: Participate in an Operation Shield.	An Inspector must understand the purpose of an (b) (7)(E).	The Inspector must provide documentation of their participation in, and understanding of, the policy and intent of an (b) (7)(E).
GS7-M12: Participate as an observer in a stakeholder meeting/training.	An Inspector must provide stakeholder training as an essential part of their protection responsibilities.	The Inspector must participate as an observer in a stakeholder meeting/training and provide documentation that:

Career Path Requirements: Inspector GS-7

Task	Purpose	Standard
		<ul style="list-style-type: none"> Identifies the person providing the training and the stakeholder that was provided the training; Describe the training that was provided; and Explain what was learned from this experience and what can be applied during the next stakeholder training.
GS7-M13: Complete 2 FEMA emergency management courses.	To provide the Inspector with basic information that will set them up for success as they increase their grade and responsibilities in protection.	<p>The Inspector must complete 2 of the training courses listed below that can be accessed via https://training.fema.gov/is/crslst.aspx and provide the training certificates:</p> <ul style="list-style-type: none"> IS-860.c The National Infrastructure Protection Plan, an Introduction IS-906 Workplace Security Awareness; IS-914 Surveillance Awareness; IS-1170 Introduction to the Interagency Security Committee (ISC); or IS-1174 Facility Security Committee.

The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
<u>GS7-R7</u> : Participate in a misdemeanor or felony investigation.	An Inspector must be able to independently conduct an investigation as they increase in grade and responsibilities.	<p>The Inspector should obtain supervisory approval to:</p> <ul style="list-style-type: none"> Participate in a misdemeanor or felony investigation with a senior law enforcement officer (Inspector or Agent); and Provide the police report or a memo that demonstrates their participation in the investigation.
<u>GS7-R8</u> : Substantiate conclusions and make administrative recommendations to a supervisor on the administrative action to be taken.	An Inspector will be required to investigate a complaint that may not be a violation of law but may be an unfounded or substantiated allegation.	The Inspector should provide a police report that supports an investigation into a complaint and describes their conclusions and recommendations. The complaint can be from any stakeholder or citizen on any activity at a Federal building to include screening process or PSO actions.
<u>GS7-R9</u> : Demonstrate your knowledge of covert testing.	An Inspector must understand the purpose of covert testing.	The Inspector should provide documentation on their participation as an observer in covert testing. Describe what happened, what, if any, correct action taken, and the parties involved in covert testing from start to finish.
<u>GS7-R10</u> : Participate in Magistrate court involving magistrate citations.	An Inspector must know the importance that Magistrate Court, and Magistrate citations play in the enforcement of federal laws and regulations on federal property.	The Inspector should provide a police report or other document that demonstrates participation in a Magistrate Court involving a citation issued by the Inspector and the outcome.
<u>GS7-R11</u> : Investigate a suspected instance of noncompliance with a law, rule, regulation, policy, executive order or regulatory requirement and make a recommendation on a corrective action.	An Inspector must be able to demonstrate that they can conduct an investigation.	The Inspector should provide a police report that describes their investigation into a suspected instance of noncompliance with a law, rule, regulation, policy, executive order or regulatory requirement.

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Task	Purpose	Standard
<u>GS7-R12</u> : Participate in serving a subpoena, summons, or citation.	An Inspector is a law enforcement officer and must demonstrate the basics of law enforcement such as serving a subpoena, summons, or citations.	The Inspector should provide a police report that documents participating in, or issuing, a subpoena, summons, or citation.
<u>GS7-M13</u> : Complete 2 FEMA emergency management courses.	To provide the Inspector with basic information that will set them up for success as they increase their grade and responsibilities in protection.	The Inspector must complete 2 of the training courses listed below that can be accessed via https://training.fema.gov/is/crslist.aspx and provide the training certificates: <ul style="list-style-type: none"> • IS-860.c The National Infrastructure Protection Plan, an Introduction; • IS-906 Workplace Security Awareness; • IS-914 Surveillance Awareness; • IS-1170 Introduction to the Interagency Security Committee (ISC); or • IS-1174 Facility Security Committee.
<u>GS7-R14</u> : Complete 2 of the 8 courses available from the Naval Post Graduate School.	To enhance the Inspector's understanding of key homeland security concepts.	The Inspector should complete 2 of the courses listed below that can be accessed via: https://www.chds.us/c/academicprograms/self-study-courses and provide training certificates: <ul style="list-style-type: none"> • Understanding Terrorism: A Social Science View on Terrorism; • Critical Infrastructure Protection: Transportation Security; • Terrorist Financing and State Response; • Research Process and Methods; • Intelligence for Homeland Security: Organizational and Policy Challenges; • The Global Jihadi Threat; • Deception Detection Techniques; or • Understanding Terrorism.

3.2 Performance Goal 2: PSO Management; Position Description: Inspections

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS7-M14: Resolve a post inspection/visit discrepancy and follow-up to ensure that the discrepancy was resolved.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	The Inspector must provide documentation that describes their actions taken when discovering a discrepancy during a post inspection or visit.
GS7-M15: Conduct and document a post inspection and post visit.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	The Inspector must submit the post inspection and post visit forms that are completed in accordance with FPS policy.
GS7-M16: Draft post orders.	An Inspector must be able to demonstrate that they can write post orders.	The Inspector must: <ul style="list-style-type: none"> • Draft post orders in accordance with FPS policy on how to write a post order; • Meet with the stakeholder to get the specific requirements;

Career Path Requirements: Inspector GS-7

Task	Purpose	Standard
		<ul style="list-style-type: none"> Identify any equipment or process that will be used and articulate this in the post orders; Request that a GS-11 or GS-12 Inspector review the post orders and provide written feedback; Review the feedback and make changes, if necessary; Provide to supervisor for review and approval; Place the post orders on the post in the post desk book; and Document all activities in a memo and identify all the steps to write post orders.

The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
<u>GS7-R15</u> : Describe the current PSO contract and the Smart Book.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	<p>The Inspector should be able to describe the following information from the current PSO contract for their location:</p> <ul style="list-style-type: none"> Contracting Officer and current Contracting Officer's Representative (COR); Contract company; Training requirements of the contractor and FPS; Weapons training and qualification requirements; Conduct of contractor personnel; and Post exhibits.
<u>GS7-R16</u> : Observe a covert post inspection.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	Upon supervisory approval, the Inspector should observe a GS-11 or GS-12 Inspector conduct a covert post inspection. Provide documentation that includes observations and action taken if any discrepancies were observed.
<u>GS7-R17</u> : Observe a PSO weapon qualification, an administrative audit, or monitor PSO training.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	<p>The Inspector should complete the necessary paperwork in accordance with FPS policy, for 1 of the following:</p> <ul style="list-style-type: none"> Observe PSO weapon qualification; Observe an administrative audit; or Monitor PSO training.

3.3 Performance Goal 3: Facility Security Assessments

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS7-M17: Complete an FSL determination.	An Inspector must be able to demonstrate that they can successfully conduct an FSL determination.	The Inspector must submit the completed FSL to their supervisor. The FSL will have no critical errors and complies with ISC requirements and current FPS policy.
GS7-M18: Complete an FSA for an FSL I or II facility.	An Inspector must be able to conduct FSAs for FSL I or II facilities that are accurate and in accordance with FPS policy.	The Inspector must submit their FSA for a Level I or II facility to their first line supervisor for review by visiting the facility. The following must be identified in the FSA: countermeasures, ISC requirements, all agencies, and compliance with FPS policy.

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The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
<u>GS7-R18</u> : Meet with the property manager and designated official for each assigned facility to address any security concerns with them.	An Inspector must know and develop relationships with their stakeholders to ensure that incidents are reported and acted upon to meet our protection responsibilities.	The Inspector should provide: <ul style="list-style-type: none"> • A listing of assigned facilities; • A memo identifying: <ul style="list-style-type: none"> ○ Interactions with each property manager and designated official at assigned facilities; ○ Concerns they raised; ○ Corrective action and response regarding action to resolve or mitigate their concern.
<u>GS-R19</u> : Participate in an FSC or DO meeting, present at an FSL II or higher facility, and address any concerns, challenges, or lessons learned.	An Inspector must not only conduct an FSA, but they must also demonstrate that they can present their findings to stakeholders.	The Inspector should provide documentation on their preparation for, and participation in, the FSC or DO meeting. Describe what was done before the meeting, what happened in the meeting, what questions were asked by the stakeholder, how they were answered, and any other media that was provided (e.g., PPT, handout, etc.). The supervisor will participate in the Inspector's initial meeting for an FSL II facility as an observer and validate that the material presented was accurate, and the Inspector was professional.

3.4 Performance Goal 4: Technical Countermeasures

There are no mandatory tasks for this performance goal at this grade.

The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
<u>GS7-R20</u> : Demonstrate the functionality testing of at least one x-ray machine, metal detector, IDS, and CCV system.	An Inspector should demonstrate their proficiency in conducting functionality testing on technical countermeasures.	The Inspector's supervisor to observe them completing a functionality test for at least one x-ray machine, metal detector, IDS, and CCV system. The Inspector should identify any functionality issues and submit the completed paperwork to the supervisor that reviewed the functionality testing.
<u>GS7-R21</u> : Correct the deficiencies of an IDS or CCV system and coordinate the repair, or preventative maintenance process or action required.	Stakeholders require that Inspectors have a technical proficiency in countermeasures and know how to repair them. An Inspector must demonstrate this capability to be proficient in the protection responsibilities.	The Inspector should provide documentation on what actions they took to correct a technical countermeasure deficiency, coordinate the repair, or how they instructed or advised stakeholders on preventative maintenance process for an IDS and a CCV system.
<u>GS7-R22</u> : Identify all technical countermeasures at assigned facilities.	An Inspector must be able to recognize technical countermeasures at their assigned facilities.	The Inspector should provide a listing of all assigned facilities and have identified all technical countermeasures at each respective facility. Their supervisor, or a GS-12 Inspector (assigned by supervisor), will validate that all technical countermeasures are identified.

4.0 Position Description

There are no mandatory tasks for the position description at this grade.

The recommended tasks for this position description at this grade are as follows:

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Task	Purpose	Standard
<u>GS7-R23</u> : Enforce laws, detain a person, or apprehend a fugitive.	An Inspector is a law enforcement officer and must demonstrate that they can perform as a law enforcement officer.	The Inspector should provide an incident report that demonstrates enforcing a law (State or Federal, not regulation), detaining a person, or apprehending a fugitive.
<u>GS7-R24</u> : Protect a crime scene including search, preservation, and sketch procedures required to prove a crime was committed.	An Inspector is a law enforcement officer and must demonstrate how to protect a crime scene, conduct a search of the crime scene, prepare a sketch of the crime scene and preserve and collect evidence.	The Inspector should provide documentation on how they protected a crime scene, conducted a search of the crime scene, prepared a sketch of the crime scene, and how they preserved and or collected evidence. All activities do not have to occur at the same time and can be a violation of a regulation, misdemeanor or felony.
<u>GS7-R25</u> : Identify a Federal property that is not in compliance with ISC standards and requirements.	An Inspector needs to demonstrate their understanding of the ISC standards by identifying facilities within their portfolio that are not in compliance with the standards.	The Inspector should provide documentation to their supervisor or senior Inspector (assigned by supervisor) that lists the facilities they have identified that do not comply with ISC standards. The list is reviewed by the supervisor or senior inspector to ensure that the Inspector has properly identified all noncompliant facilities.
<u>GS7-R26</u> : Work with the US Attorney's Office.	An Inspector is a law enforcement officer and needs to demonstrate that they can develop a relationship with a key stakeholder in the US Attorney's Office.	The Inspector should provide documentation about a visit to the US Attorney's Office, who they met with regarding dealing with prosecuting offenders, and an overview of that process.

5.0 Combined Requirement

There are no mandatory tasks for the combined requirement at this grade.

There are no recommended tasks for the combined requirement at this grade.

Career Path Requirements: Inspector GS-7

6.0 Consolidated List of GS-7 Tasks

Mandatory Tasks	
GS7-M1	Successfully complete an on-line course on customer service.
GS7-M2	Demonstrate customer service by responding to emails and telephone calls within 24 hours.
GS7-M3	Represent the Agency while interacting with stakeholders.
GS7-M4	Complete an FSA for an FSL I or higher facility in accordance with FPS policy.
GS7-M5	Complete 1 on-line or classroom course for each of the following: Microsoft Word, PowerPoint, and Excel.
GS7-M6	Conduct a mechanical and safety inspection of an assigned police vehicle.
GS7-M7	Demonstrate knowledge of FPS and its history, organizational philosophy, code of conduct, structure, and responsibilities.
GS7-M8	Prepare ten police reports in response to incidents that occur on or affecting federal property.
GS7-M9	Understand the Central Violations Bureau process for Magistrate Citations or equivalent.
GS7-M10	Conduct a consensual interview.
GS7-M11	Participate in an (b) (7)(E) .
GS7-M12	Participate as an observer in a stakeholder meeting/training.
GS7-M13	Complete 2 FEMA emergency management courses.
GS7-M14	Resolve a post inspection/visit discrepancy and follow-up to ensure that the discrepancy was resolved.
GS7-M15	Conduct and document a post inspection and post visit.
GS7-M16	Draft post orders.
GS7-M17	Complete an FSL determination.
GS7-M18	Complete an FSA for an FSL I or II facility.

Recommended Tasks	
GS7-R1	Successfully complete the Law Enforcement Instructor Training Program (LEITP) offered at FLETC.
GS7-R2	Understand the mission and vision of DHS and FPS and the Inspector's role.
GS7-R3	Participate in a team project with FPS or stakeholders.
GS7-R4	Work on a problem with another FPS employee or stakeholder.
GS7-R5	Demonstrate use of technology, application of policy, technical proficiency in analyzing a problem, evaluating multiple solutions, executing a final solution, and the outcome.
GS7-R6	Demonstrate knowledge of Federal Regulations for "Conduct on Property."
GS7-R7	Participate in a misdemeanor or felony investigation.
GS7-R8	Substantiate conclusions and make administrative recommendations to a supervisor on the administrative action to be taken.
GS7-R9	Demonstrate knowledge of covert testing.
GS7-R10	Participate in Magistrate court involving magistrate citations.
GS7-R11	Investigate a suspected instance of noncompliance with a law, rule, regulation, policy, executive order or regulatory requirement and made recommendation on a corrective action.
GS7-R12	Participate in serving a subpoena or summons or citation.
GS7-R13	Complete 2 FEMA emergency management courses.
GS7-R14	Complete 2 of the 8 courses available from the Naval Post Graduate School.

Career Path Requirements: Inspector GS-7

Recommended Tasks	
GS7-R15	Describe the current PSO contract and the Smart Book.
GS7-R16	Observe a covert post inspection.
GS7-R17	Observe a PSO weapon qualification, an administrative audit, or monitor PSO training.
GS7-R18	Meet with the property manager and designated official for each assigned facility to address any security concerns with them.
GS7-R19	Participate in an FSC or DO meeting, present at an FSL II or higher facility, and address any concerns, challenges, or lessons learned.
GS7-R20	Demonstrate the functionality testing of at least one x-ray, metal detector, IDS, and CCV system.
GS7-R21	Correct the deficiencies of an IDS or CCV system and coordinate the repair, or preventative maintenance process or action required.
GS7-R22	Identify all technical countermeasures at assigned facilities.
GS7-R23	Enforce laws, detain a person, or apprehend a fugitive.
GS7-R24	Protect a crime scene including search, preservation, and sketch procedures required to prove a crime was committed.
GS7-R25	Identify a Federal property that is not in compliance with ISC standards and requirements.
GS7-R26	Work with the US Attorney's Office.

Career Path Requirements: Inspector GS-9

1.0 Training & Education Requirements

A successful career of an FPS Inspector should integrate elements of training, education, and professional and personal development. Each of these learning opportunities shape a well-rounded protection professional who is well equipped to face the complexities of today and the challenges of tomorrow. Refer to Attachment 1 for a Training and Education Crosswalk.

The following training is mandatory upon hire at all GS levels:

- Pre-Basic
- Uniformed Police Training Program (UPTP)
- Advanced Individual Training Program (AITP)
- Physical Security Training Program (PSTP)
- Field Training and Evaluation Program (FTEP)

After the completion of FTEP, all mandatory tasks must be completed within current GS level listed prior to recommendation for advancement to the next.

The following are recommended for this grade:

- Education: High School Diploma
- Professional Development Example: Industry Partnership Opportunities
- Experience Example: Inspector

2.0 Competencies

There are five competencies but not all of them have mandatory tasks that must be completed in accordance with the established standard:

- Communication
- Customer Service
- Representing the Agency
- Teaming and Cooperation
- Technical Proficiency

2.1 Communication

The mandatory task for this competency at this grade is as follows:

Task	Purpose	Standard
GS9-M1: Complete delivery of training to a group of stakeholders	To learn about how to deliver stakeholder training in accordance with the standards and to enhance future delivery.	The Inspector must: <ul style="list-style-type: none"> • Display a professional image in appearance and presentation; • Use an approved FPS lesson plan and PowerPoint presentation that identify the learning objectives; • Teach to the lesson plan; • Engage the audience throughout the presentation; and • Respond to questions to demonstrate understanding of the material.

There are no recommended tasks for this competency at this grade.

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2.2 Customer Service

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS9-M2: Successfully complete a second on-line course on customer service.	To build upon the training on customer service that allows the Inspector to enhance their knowledge to enhance the customer service experience in every interaction.	The Inspector must: <ul style="list-style-type: none"> • Complete a second on-line customer service course; and • Provide copy of the completion certificate to your supervisor.
GS9-M3: Use appropriate customer service communications.	Customer service is critical for an FPS Inspector and becomes more demanding and complex towards the journeyman level.	The Inspector must: <ul style="list-style-type: none"> • Provide an example of their response to an email from a customer with a question or complaint. The response must address the concerns of the customer in a professional manner; • Provide their contact information in the signature section of the email; and • Show proof that the email can be forwarded, reply and reply all and the signature is still in the email. So that if their email is forwarded a customer still has a point of contact of the Inspector.
GS9-M4: Prepare a communication plan so that customers can reach you by email, telephone (office & cell) while you are in and out of the office.	Our customers expect a timely response. While we cannot respond 24 hours a day or while on vacation, we can provide our customers that we are out of the office or that they can reach another FPS employee to address their needs or concerns.	The Inspector must: <ul style="list-style-type: none"> • Provide emails or screen shots supporting that the Inspector can and knows how to publish out of the office in their emails; and • Provide a paragraph on their process for office and cell phones to notify their stakeholders that they will be out of the office and provide the MegaCenter telephone number.

There are no recommended tasks for this competency at this grade.

2.3 Representing the Agency

The mandatory tasks for this competency at this grade is as follows:

Task	Purpose	Standard
GS9-M5: Represent the Agency while interacting with stakeholders.	Stakeholder engagement is critical of an Inspector and increases their understanding and success in representing the Agency in a professional manner.	The Inspector must provide 10 documents to their supervisor that each reflect one example of how they represented the Agency. Each document must: <ul style="list-style-type: none"> • Be one page, written in paragraph format; • Describe the stakeholder interaction: <ul style="list-style-type: none"> ○ Prior preparation conducted, ○ Type of interaction (e.g., meeting or event), ○ Identity of the stakeholder(s) ○ Did they represent the Agency in a professional manner; ○ The significance of "first impression is a lasting impression." • Describe what, if any, follow-up was conducted by the Inspector.
GS9-M6: Deliver stakeholder training.	To present material in a professional manner that instills confidence and	The Inspector must:

Career Path Requirements: Inspector GS-9

Task	Purpose	Standard
	professionalism in our stakeholders.	<ul style="list-style-type: none"> • Provide the PowerPoint presentation and/or lesson plan for each of two stakeholder training sessions along with points of contact for two personnel that were present at the session(s); • Be prepared for the presentation; • Present the material in the time allotted; • Demonstrate professional conduct; and • Project a strong understanding of the subject matter presented and be able to answer questions.

The are no recommended tasks for this competency at this grade.

2.4 Teamwork and Cooperation

There are no mandatory tasks for this competency at this grade.

The recommended tasks for this competency at this grade are as follows:

Task	Purpose	Standard
<u>GS9-R1</u> : Initiate a project with FPS or stakeholders.	To be successful in their protection duties an Inspector must be able to work with multiple teams and get their cooperation.	<p>The Inspector should participate in a team project, that is pre-approved by their supervisor, for at least one month (or two weeks or more if the Inspector is dedicated 100% to the project) and prepare a memorandum that includes:</p> <ul style="list-style-type: none"> • A description of the project and its stakeholders; • Explanation of what collaboration is and how it occurred in the project; • Positive contributions to the Agency or stakeholder partnership developed; • The outcomes of the project; and • The name of the supervisor who approved the project.
<u>GS9-R2</u> : Work on at least two agency-related problems with another FPS employee or stakeholder.	As the Inspector's responsibilities increase with each grade level, they must demonstrate their ability to complete assignments with stakeholders, contractors, and other Inspectors.	<p>The Inspector should identify a problem, and then get supervisory approval to work on the problem. Prepare a memorandum that includes:</p> <ul style="list-style-type: none"> • A description of the problem; • Explanation of what teamwork was involved; • Challenges encountered; and • The outcome(s).

2.5 Technical Proficiency

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS9-M7: Demonstrate knowledge of Federal Laws that are applicable to the protection of federal property.	A law enforcement officer must know the law to apply the law.	<p>The Inspector shall pass a 50-question multiple-choice knowledge check of (via TAMS), with 70% accuracy, administered/monitored by RTPMs. The laws that will be checked are:</p> <ul style="list-style-type: none"> • 18 USC 13, 111, 113, 114, 115, 231, 372, 506, 641, 661, 701, 712, 713, 844, 875, 876, 912, 930, 1001, 1028, 1036, 1114, 1169, 1201, 1361, 1363, 1368, 1503, 1505, 1507, 1510, 1752, 2071, 2111, 2112, 2231, 2261, 2261A • 21 USC 844 • 26 USC 7212 • 40 USC 408 • 42 USC 1320A-8B

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Task	Purpose	Standard
		<ul style="list-style-type: none"> 41 CFR 102-74
GS9-M8: Arrest and process an offender in the jurisdictions of your assigned federal facilities.	Demonstrate the understanding and application of processing an offender in your jurisdiction.	<p>The Inspector must provide in writing:</p> <ul style="list-style-type: none"> Understanding of how to arrest and process an offender from start to finish for a federal and state crime; and Using a detention facility or jail. <p>Provide citations and contact information from where/whom you have learned the process.</p>
GS9-M9: Complete 1 on-line or classroom advanced course in each of the following: Microsoft Word, PowerPoint, and Excel.	To provide an advanced level of Microsoft Word, PowerPoint and Excel are critical tools that make an Inspector competent.	The Inspector must provide a certificate of completion for each advanced course: Microsoft Word, PowerPoint, and Excel.
GS9-M10: Conduct functionality testing of an x-ray machine, CCV, and IDS technical countermeasures.	Inspector must not only understand technical countermeasures but must be able to demonstrate their functionality.	<p>The Inspector must:</p> <ul style="list-style-type: none"> Perform the functionality testing in accordance with FPS standards and practices; Document all actions of the functionality testing with the supervisor observing the testing; Notify the supervisor that observed the testing that the testing is complete Provide documentation of the functionality testing and your conclusions and actions. <p>If the Inspector cannot perform a functionality testing, they will not pass this standard.</p>
GS9-M11: Demonstrate knowledge of the funding mechanism for FPS and how a SWA is used.	An Inspector must not only know the FPS funding mechanism but must be able to answer questions from stakeholders.	The Inspector must pass a 15-question multiple choice knowledge check that is based on the information provided through FPS Financial Management Division and policy.

The recommended tasks for this competency at this grade are as follows:

Task	Purpose	Standard
<u>GS9-R3</u> : Enforce federal regulations and federal laws, to include issuing a magistrate citation or equivalent.	To demonstrate that the Inspector can apply laws, rules and regulations.	<p>The Inspector should provide at least three of the following types of documents:</p> <ul style="list-style-type: none"> Incident report; Magistrate citations (non-parking); and Documentation that supports the completion of the citation from writing to court.
<u>GS9-R4</u> : Participate in a long- or short- term technical countermeasure development or repair project, from requirement to installation.	An Inspector must be able to repair or recommend a technical countermeasure and be able to demonstrate the result (fixing the countermeasures or installing a countermeasures).	The inspector should provide documentation that supports actions taken during the technical countermeasure development or repair project; what went right, what went wrong and process from start to finish.

Career Path Requirements: Inspector GS-9

3.0 Performance Goals

Each of the four performance goals has mandatory and recommended tasks that must be completed in accordance with the established standards:

- Performance Goal 1: Protection; Position Description: Enforcement and Investigations
- Performance Goal 2: PSO Management; Position Description: Inspections
- Performance Goal 3: Facility Security Assessments
- Performance Goal 4: Technical Countermeasures

3.1 Performance Goal 1: Protection; Position Description: Enforcement and Investigations

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS9-M12: Investigate a complaint by a stakeholder.	An Inspector will be required to investigate a complaint from a stakeholder. A part of customer service is following through and keeping the complaint inform of your actions and any recommendations or actions that were taken to resolve the complaint.	The Inspector should provide a police report that supports an investigation into a complaint and describes their conclusions and recommendations. The complaint can be from any stakeholder or citizen on any activity at a Federal building to include screening process or PSO actions.
GS9-M13: Observe covert testing.	An Inspector must understand the purpose of covert testing and the actions taken after the testing to ensure the security of Federal facilities and personnel on the property.	The Inspector must prepare document (at least one-page) that supports their understanding of the covert testing and policies and what must be done after a covert test has been completed (which would cover the entire corrective action process with the contractor and PSO).
GS9-M14: Conduct interviews of a witness and a suspect.	An Inspector must know how to conduct interviews for suspects and witnesses and the rules that apply.	The Inspector must provide a police report that describes the details of an interview of a witness, including Miranda warnings.
GS9-M15: Conduct, or assist in, a misdemeanor arrest or detainment.	An Inspector is a law enforcement officer and must demonstrate that they can conduct, or assist in, a misdemeanor arrest or detainment.	The Inspector must provide a police report that describes their active involvement, either conducting or assisting, in a misdemeanor arrest or detainment.
GS9-M16: Complete at least 1 FEMA emergency management course.	To provide the Inspector with basic information that will set them up for success as they increase their grade and responsibilities in protection.	The Inspector must complete 1 training course from the listed below that can be accessed via https://training.fema.gov/is/crslist.aspx and provide the training certificates: <ul style="list-style-type: none"> • IS-120.c An introduction to Exercises; • IS-230.d Fundamentals of Emergency Management; • IS-235.c Emergency Planning; • IS-240.b Leadership and Influence; • IS-241.b Decision Making and Problem Solving; • IS-242.b Effective Communication; or • IS-244.b Developing and Managing Volunteers.

Career Path Requirements: Inspector GS-9

The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
<u>GS9-R5</u> : Complete an investigation into a violation of a federal regulation.	An Inspector must be able to demonstrate that they can investigate a violation of a regulation and document their activities.	The Inspector should prepare and submit a police report that: <ul style="list-style-type: none"> • Reflects a complete and accurate investigation with all leads investigated, leading to a logical conclusion; • Has few changes made by a supervisor (no more than 2 revisions); and • Must follow guidance provided from FPS on how to write reports.
<u>GS9-R6</u> : Present a case or submit testimony to the U.S. Attorney's Office (Misdemeanor or Regulation Violation).	Part an Inspector's responsibilities in the enforcement of law is to work with the U.S. Attorney's Office.	The Inspector should prepare and submit a police report that: <ul style="list-style-type: none"> • Reflects their presentation of a case (law or regulation) for prosecution by, or receipt of a declination from, the U.S. Attorney's Office; • Has few changes made by a supervisor (no more than 2 revisions); and • Must follow guidance provided from FPS on how to write reports.
<u>GS9-R7</u> : Assist in the completion of an affidavit or criminal complaint.	As an Inspector progresses in-grade they will be required to conduct investigations and follow them through the judicial process. Knowledge and understanding of how to complete an affidavit and or criminal complaint is essential for a law enforcement officer.	The Inspector should coordinate with the TMB chief for participation in the completion of an affidavit or criminal complains. Provide a one page or less document that identifies who completed the affidavit or criminal complaint along with the actual affidavit or criminal complaint that was completed.
<u>GS9-R8</u> : Complete an investigation into a federal law that involved a misdemeanor.	An Inspector must be able to demonstrate that they can investigate a misdemeanor.	The Inspector should provide a police report that describes an investigation into a misdemeanor. The misdemeanor can be any law or regulation that has a punishment up to one year in jail.
<u>GS9-R9</u> : Administer an oath regarding an investigation.	An Inspector is a law enforcement officer and must demonstrate that they can administer a sworn statement or oath to personnel when conducting an investigation.	The Inspector should provide a police report or sworn statement that describes them administering a sworn statement or oath.
<u>GS9-R10</u> : Coordinate the execution of an Operation Shield.	As the Inspector increases in grade so do their responsibilities in an (b) (7)(E)	The Inspector should provide documentation where they coordinated with stakeholders and others on the execution of an (b) (7)(E)
<u>GS9-R11</u> : Initiate 1 or more stakeholder meetings/trainings without supervisory involvement.	An Inspector must provide stakeholder training as an essential part of their protection responsibilities.	The Inspector should initiate a stakeholder meeting/training without supervisory involvement and provide documentation that: <ul style="list-style-type: none"> • Identifies the person providing the training and the stakeholder that was provided the training; • Describe the training that was provided; and • Explain what was learned from this experience and what can be applied during the next stakeholder training.
<u>GS9-R12</u> : Complete the following FEMA course: IS-700.b NIMS Introduction.	To provide the Inspector with information in emergency management that will set them up for success as they	The Inspector should complete the training course listed above that can be accessed via https://training.fema.gov/is/crslist.aspx and provide the training certificate.

Career Path Requirements: Inspector GS-9

Task	Purpose	Standard
	increase their grade and responsibilities in protection.	
GS9-R13: Complete 1 additional course (not already completed) from the 8 courses available from the Naval Post Graduate School.	To enhance the Inspector's understanding of key homeland security concepts.	<p>The Inspector should complete 1 more of the courses listed below that can be accessed via: https://www.chds.us/c/academicprograms/self-study-courses and provide training certificates:</p> <ul style="list-style-type: none"> • Understanding Terrorism: A Social Science View on Terrorism; • Critical Infrastructure Protection: Transportation Security; • Terrorist Financing and State Response; • Research Process and Methods; • Intelligence for Homeland Security: Organizational and Policy Challenges; • The Global Jihadi Threat; • Deception Detection Techniques; or • Understanding Terrorism.

3.2 Performance Goal 2: PSO Management; Position Description: Inspections

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS9-M17: Demonstrate knowledge of the PSO Program.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	The Inspector must pass a 25-question multiple choice knowledge check based on the PSO program national policies and the Smart Book with 70% accuracy.
GS9-M18: Identify opportunities for improvement in the Smart Book.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	The Inspector must review each chapter in the Smart Book and document challenges, concerns, or suggestions in a memo addressed to the PSOPM, through their supervisor. Provide the memo and proof that it was sent to the PSOPM.
GS9-M19: Write, update, review post orders for all PSO assigned posts at assigned facilities and implement them in accordance with FPS policy.	An Inspector must demonstrate that they can write and update post orders, which provide directions to the PSOs on how to protect personnel and facilities.	<p>The Inspector must provide copies of all post orders they have written or updated, along with a memo that describes:</p> <ul style="list-style-type: none"> • The process to develop post orders; and • The dates of the finalized post orders being put on post.

The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS9-R14: Understand FPS policy for conducting post inspections and post visits.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their	The Inspector should pass a 25-question multiple choice knowledge check on FPS policy that governs the processes for conducting post inspections and post visits, with 70% accuracy.

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Task	Purpose	Standard
	understanding of the PSO program.	
GS9-R15: Conduct a covert post inspection or overt post visit.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	Conduct a covert post inspection or overt post visit. Provide documentation that describes the post inspection or post visit, observations, and action taken if any discrepancies were observed.
GS9-R16: Observe a PSO weapon qualification, an administrative audit, or monitor PSO training.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	The Inspector should complete the necessary paperwork for the remaining 2 of the 3 items (one was completed at the GS-7 level): <ul style="list-style-type: none"> • Observe PSO weapon qualification; • Observe an administrative audit; or • Monitor PSO training.

3.3 Performance Goal 3: Facility Security Assessments

There are no mandatory tasks for this performance goal at this grade.

The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS9-R17: Demonstrate knowledge of the ISC requirements.	An Inspector should demonstrate their expertise in the ISC requirements to complete an FSA.	The Inspector should pass a 15-question multiple-choice knowledge check with 70% accuracy that is derived from the ISC requirements.
GS9-R18: Understand pre-lease assessment.	Inspector must demonstrate their knowledge and purpose of the GSA pre-lease assessment.	The Inspector should complete 1 pre-lease assessment as directed by their supervisor or LESPM and in accordance with FPS policy.
GS9-R19: Participate in an FSC or DO meeting and present at an FSL III or higher facility and address any concerns, challenges, or lessons learned.	An Inspector must not only conduct an FSA, but they must also demonstrate that they can present their findings to stakeholders.	The Inspector should provide documentation on their preparation for, and participation in, the FSC or DO meeting. Describe what was done before the meeting, what happened in the meeting, what questions were asked by the stakeholder and how they were answered and any other media that provided (e.g., PPT, handout, etc.). The supervisor will participate in the Inspector's initial meeting for an FSL III facility as an observer and validate that the material presented was accurate, and the Inspector was professional.
GS9-R20: Complete an FSA for an FSL III facility.	An Inspector must be able to conduct FSAs for FSL III facilities that are accurate and in accordance with FPS policy.	The Inspector should submit their FSA for an FSL III facility to their first line supervisor for review by visiting the facility. The following should be identified in the FSA: countermeasures, ISC requirements, all agencies, and compliance with the FPS policy.

Career Path Requirements: Inspector GS-9

3.4 Performance Goal 4: Technical Countermeasures

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS9-M20: Demonstrate the functionality testing of 10 technical countermeasures.	An Inspector should demonstrate their proficiency in conducting functionality testing on technical countermeasures.	The Inspector must conduct functionality testing of 10 technical countermeasures in multiple facilities, identify any functionality issues, and submit the completed paperwork to the supervisor for review.
GS9-M21: Test a technical countermeasure.	Stakeholders require that Inspectors have a technical proficiency in countermeasures.	The Inspector must provide documentation on a technical countermeasure they tested, any challenges, the outcome, and follow up activity that was recommended to the stakeholder.

The recommended task for this performance goal at this grade is as follows:

Task	Purpose	Standard
<u>GS9-R21</u> : Understand the functioning of FPS technical countermeasures.	Inspector must not only be able to perform a functionality test but be able to articulate in writing the process in functionality testing.	Inspector should describe, in writing, the functionality testing of technical countermeasures in FPS (e.g., CCV, IDS, x-ray machine and metal detector) from start to finish.

4.0 Position Description

The mandatory task for the position description at this grade is as follows:

Task	Purpose	Standard
GS9-M22: Understand the chain of custody and the rules of evidence.	An Inspector is a law enforcement officer and must demonstrate that they can follow the chain of custody and the rules of evidence.	The Inspector must provide an incident report that demonstrates the use of the chain of custody along with any applicable forms.

The recommended tasks for this position description at this grade are as follows:

Task	Purpose	Standard
<u>GS9-R22</u> : Make an independent decision without an available supervisor and make notification to the supervisor after the incident.	An Inspector must demonstrate that they can make independent decisions without a supervisor and then notify the supervisor of the incident.	The Inspector should demonstrate in a document that an independent decision was made without an available supervisor and the notification made to the supervisor after the incident.
<u>GS9-R23</u> : Organize security-related activities.	To demonstrate that an Inspector can organize security-related activities using their community policing, liaisons, and stakeholder engagement.	The Inspector should provide documentation that describes when they organized a security-related activity, such as a short-term operation, Operation Shield, meeting regarding security, attending a security or law enforcement event with other law enforcement or security agencies.

Career Path Requirements: Inspector GS-9

Task	Purpose	Standard
<u>GS9-R24</u> : Make contact and hold a discussion with personnel outside the organization.	An Inspector's duties require liaisons and contact with personnel outside the organization. The Inspector must demonstrate they can contact and develop relationships outside of FPS.	The Inspector should provide documentation that demonstrates contact (in person) with 2 of the following: <ul style="list-style-type: none"> • Protective Security Advisor in their area; • Federal elected official's office; and • An owner (private) of leased federal facilities. Prepare documentation that includes the name of the person contacted, what was discussed, if any request were made, and what action taken to follow-up and provide them with an answer.
<u>GS9-R25</u> : Influence or persuade managers and other officials to accept and implement findings and recommendations.	The Inspector must demonstrate that they can persuade officials to accept their recommendations for security or law enforcement events.	The Inspector should provide documentation that supports decisions made by officials to accept or implement recommendations resulting from: <ul style="list-style-type: none"> • Post inspections; • FSAs; • Countermeasure recommendations; • Adjudication; • Review of occupant emergency plan or site security plan; or • Intelligence analyses. The Inspector may encounter resistance requiring the solicitation and coordination with other authorities Federal, state, and/or local in order to plan and coordinate integration for enforcement and security operations.
<u>GS9-R26</u> : Provide highly-specialized assistance.	An Inspector must understand that liaison capabilities are an important function and they will use these skills more as they increase in grade and responsibilities.	The Inspector should provide documentation that supports them providing highly-specialized assistance to one of the following: <ul style="list-style-type: none"> • Technical advisory groups; • Industry representatives; • Various Federal, State and local agencies concerned with security planning and protection; and • Others safeguarding national infrastructure.
<u>GS9-R27</u> : Complete a basic intelligence course on-line or in a classroom that covers the intelligence cycle.	An Inspector must understand that intelligence is a part of protection they must understand the intelligence process.	The Inspector should take Intelligence cycle training through the: <ul style="list-style-type: none"> • DHS Office of Intelligence and Analysis; • A Fusion Center; • FLETC; or • Other on-line course.
<u>GS9-R28</u> : Understand the life cycle from a countermeasure recommendation to installation.	An Inspector must understand and demonstrate the understanding of the life cycle from a countermeasure recommendation to installation.	With supervisory approval, and when possible, the Inspector should shadow an electronics technician for a week. The Inspector should provide documentation that supports their understanding the life cycle from a countermeasure recommendation to installation process and identify each step in the process.

5.0 Combined Requirement

There are no mandatory tasks for the combined requirement at this grade.

There are no recommended tasks for the combined requirement at this grade.

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6.0 Consolidated List of GS-9 Tasks

Mandatory Tasks	
GS9-M1	Complete delivery of training to a group of stakeholders
GS9-M2	Successfully complete a second on-line course on customer service.
GS9-M3	Use appropriate customer service communications.
GS9-M4	Prepare a communication plan so that customers can reach you by email, telephone (office & cell) while you are in and out of the office.
GS9-M5	Represent the Agency while interacting with stakeholders.
GS9-M6	Deliver stakeholder training.
GS9-M7	Demonstrate knowledge of Federal Laws that are applicable to the protection of federal property.
GS9-M8	Arrest and process an offender in the jurisdictions of your assigned federal facilities.
GS9-M9	Complete 1 on-line or classroom advanced course in each of the following: Microsoft Word, PowerPoint, and Excel.
GS9-M10	Conduct functionality testing of an x-ray machine, CCV, and IDS technical countermeasures.
GS9-M11	Demonstrate knowledge of the funding mechanism for FPS and how a SWA is used.
GS9-M12	Investigate a complaint by a stakeholder.
GS9-M13	Observe covert testing.
GS9-M14	Conduct interviews of a witness and a suspect.
GS9-M15	Conduct, or assist in, a misdemeanor arrest or detainment.
GS9-M16	Complete at least 1 FEMA emergency management course.
GS9-M17	Demonstrate knowledge of the PSO Program.
GS9-M18	Identify opportunities for improvement in the Smart Book.
GS9-M19	Write, update, review post orders for all PSO assigned posts at assigned facilities and implement them in accordance with FPS policy.
GS9-M20	Demonstrate the functionality testing of 10 technical countermeasures.
GS9-M21	Test a technical countermeasure.
GS9-M22	Understand the chain of custody and the rules of evidence.

Recommended Tasks	
GS9-R1	Initiate a project with FPS or stakeholders.
GS9-R2	Work on at least two agency-related problems with another FPS employee or stakeholder.
GS9-R3	Enforce federal regulations and federal laws, to include issuing a magistrate citation or equivalent.
GS9-R4	Participate in a long- or short- term technical countermeasure development or repair project, from requirement to installation.
GS9-R5	Complete an investigation into a violation of a federal regulation.
GS9-R6	Present a case or submit testimony to the U.S. Attorney's Office (Misdemeanor or Regulation Violation).
GS9-R7	Assist in the completion of an affidavit or criminal complaint.
GS9-R8	Complete an investigation into a federal law that involved a misdemeanor.
GS9-R9	Administer an oath regarding an investigation.
GS9-R10	Coordinate the execution of an (b) (7)(E)

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Recommended Tasks	
GS9-R11	Initiate 1 or more stakeholder meetings/trainings without supervisory involvement.
GS9-R12	Complete the following FEMA course: IS-700.b NIMS Introduction.
GS9-R13	Complete 1 additional course (not already completed) from the 8 courses available from the Naval Post Graduate School.
GS9-R14	Understand FPS policy for conducting post inspections and post visits.
GS9-R15	Conduct a covert post inspection or overt post visit.
GS9-R16	Observe a PSO weapon qualification, an administrative audit, or monitor PSO training.
GS9-R17	Demonstrate knowledge of the ISC requirements.
GS9-R18	Understand pre-lease assessment.
GS9-R19	Participate in an FSC or DO meeting and present at an FSL III or higher facility and address any concerns, challenges, or lessons learned.
GS9-R20	Complete an FSA for an FSL III facility.
GS9-R21	Understand the functioning of FPS technical countermeasures.
GS9-R22	Make an independent decision without an available supervisor and make notification to the supervisor after the incident.
GS9-R23	Organize security-related activities.
GS9-R24	Make contact and hold a discussion with personnel outside the organization.
GS9-R25	Influence or persuade managers and other officials to accept and implement findings and recommendations.
GS9-R26	Provide highly-specialized assistance.
GS9-R27	Complete a basic intelligence course on-line or in a classroom that covers the intelligence cycle.
GS9-R28	Understand the life cycle from a countermeasure recommendation to installation.

Career Path Requirements: Inspector GS-11

1.0 Training & Education Requirements

A successful career of an FPS Inspector should integrate elements of training, education, and professional and personal development. Each of these learning opportunities shape a well-rounded protection professional who is well equipped to face the complexities of today and the challenges of tomorrow. Refer to Attachment 1 for a Training and Education Crosswalk.

The following training is mandatory upon hire at all GS levels:

- Pre-Basic
- Uniformed Police Training Program (UPTP)
- Advanced Individual Training Program (AITP)
- Physical Security Training Program (PSTP)
- Field Training and Evaluation Program (FTEP)

After the completion of FTEP, all mandatory tasks must be completed within current GS level listed prior to recommendation for advancement to the next.

The following are recommended for this grade:

- Education: High School Diploma
- Professional Development Examples: Industry Partnership Opportunities, and Certified Physical Security Professional.
- Experience Examples: Inspector, and Collateral Duty and Career Broadening activities such as: Active Shooter Instructor, Defensive Tactics Instructor, Firearms Instructor, Electronic Control Device Instructor, and Less Lethal Instructor.

2.0 Competencies

There are five competencies but not all of them have mandatory tasks that must be completed in accordance with the established standard:

- Communication
- Customer Service
- Representing the Agency
- Teaming and Cooperation
- Technical Proficiency

2.1 Communication

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS11-M1: Independently communicate to an audience in a clear and concise manner.	To build upon the presentation skills and preparation that will set them up for success in presenting to high level senior officials on complex issues that will be required of a subject matter expert as a journeyman level.	The Inspector must provide an example of one of the following types of documentation written with proper grammar, without misspelling, and easily understandable by the audience: <ul style="list-style-type: none">• The lesson plan and PowerPoint associated with a stakeholder training;• FSA that was presented by the Inspector; or• A white paper that identifies a challenge, and provides possible solutions, pertaining to an FPS-related problem.

Career Path Requirements: Inspector GS-11

Task	Purpose	Standard
GS11-M2: Effectively explain, or defend your viewpoint, pertaining to a challenge and possible solutions to a customer.	To demonstrate that they can identify and describe a challenge, develop a proposed solution, and defend or support the recommendation.	The Inspector must prepare a memorandum that includes, identifies, and describes the challenge, describes a possible solution, and how to would defend or support the decision to a customer. Examples of a challenge include: <ul style="list-style-type: none"> Recommended countermeasure that was not be easily acceptable to a single tenant or a multiple tenant; and Addressing a security screening checkpoint challenge.

There are no recommended tasks for this competency at this grade.

2.2 Customer Service

There is one mandatory task for this competency at this grade are as follows:

Task	Purpose	Standard
GS11-M3: Reach out to a customer to gather information on their requirement, discuss expectations, and keep them informed of any delays and workable solutions.	To validate that you can apply customer service because as you increase in grade customer service becomes more complex.	The Inspector must provide documentation that demonstrates engagement of a customer as specified in the task statement. Format can be a memorandum that summarizes the interactions or a series of emails that does the same.

There is one recommended task for this competency at this grade.

Task	Purpose	Standard
<u>GS11-R1</u> : Coach a lower grade-level Inspector on the importance of customer service.	To demonstrate that an Inspector can communicate (orally or in writing) to another Inspector on the importance of customer service. With advances in grade level, the Inspector must be able to demonstrate customer service skills and their importance for the Agency to others.	The Inspector may: <ul style="list-style-type: none"> Prepare one full page paper that identifies: <ul style="list-style-type: none"> The person coached and location; The customer service challenge and solution presented; Feedback received from the coached person; and Any challenges identified. The reader must be able to understand what has occurred and have no follow-up questions.

2.3 Representing the Agency

The are no mandatory tasks for this competency at this grade.

The recommended tasks for this competency at this grade are as follows:

Task	Purpose	Standard
<u>GS11-R2</u> : Represent the Agency by participating with a professional organization or groups on a local, state or national level.	To develop relationships and conduct networking to ensure success in meeting their protection responsibilities.	The Inspector may prepare a one-page (or less) summary description of the professional organization or group interactions including: <ul style="list-style-type: none"> How the Inspector became involved with a professional organization or groups on a local, state or national level; Information about the organization or group including its objective, make up, chairperson (name and email), how often they meet; How long the Inspector has been in the organization or group and their attendance.

Career Path Requirements: Inspector GS-11

Task	Purpose	Standard
		To meet this standard, the professional organization or group must support the Inspector's protection responsibilities and meet on a regular basis (but no less than once a quarter).
GS11-R3: Defuse or resolve a confrontational situation in a manner that reflects positively on the Agency.	To be able to resolve issues and or defuse situations in a manner that reflects positively on the Agency.	The Inspector may provide a memorandum that describes steps taken to defuse or resolve a confrontational situation in a manner that reflects positively on the Agency. The memo should identify the name, agency, and positions of person or persons involved, their actions, your actions, the result, and what you learned from the situation.

2.4 Teamwork and Cooperation

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS11-M4: Initiate two projects with FPS or stakeholders on a local or regional level.	As the inspector increases in responsibility, they must demonstrate that they can work projects with stakeholders beyond their immediate area of responsibility.	Upon approval by their supervisor, the Inspector must initiate two projects that and cover one or more facilities or stakeholders (e.g., national/regional working groups) and prepare a memorandum for each project that includes: <ul style="list-style-type: none"> • A description of the project and its stakeholders; • Explanation of what collaboration is and how it occurred in the project; • Positive contributions to the Agency or stakeholder partnership developed; • The outcomes of the project; and • The name of the supervisor who approved the project.
GS11-M5: Work on at least two agency-related problems with another FPS employee or stakeholder.	As the Inspector's responsibilities increase with each grade level, they must demonstrate their ability to complete assignments with stakeholders, contractors, and other Inspectors.	The Inspector must identify a problem, and then get supervisory approval to work on the problem. Prepare a memorandum that includes: <ul style="list-style-type: none"> • A description of the problem; • Explanation of what teamwork was involved; • Challenges encountered; and • The outcome(s).

There are no recommended tasks for this competency at this grade.

2.5 Technical Proficiency

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS11-M6: Participate in a technical countermeasure project either in person as lead or as part of team.	To demonstrate your expertise in technical countermeasures.	The Inspector shall obtain supervisory approval to work on a project for the deployment of a technical countermeasure at a protected facility from start to finish. Provide documentation to support your actions and involvement in a technical countermeasure project.
GS11-M7: Install or deliver a technical countermeasure.	Inspector must be able to not only recommend technical countermeasures but be able to ensure that they are deployed properly in accordance with FPS policy.	The Inspector must provide written documentation on their understanding of the process of installing and delivering a countermeasure under FPS policy and National Countermeasures Program.

The recommended task for this competency at this grade is as follows:

Career Path Requirements: Inspector GS-11

Task	Purpose	Standard
GS11-R4: Coach a lower grade-level Inspector on the FSA process, coordination, and facilitation.	To demonstrate your expertise in the FSA process.	Upon supervisory approval, the Inspector should coach a lower grade-level Inspector on conducting an FSA for FSL I, II, and III facilities. Provide documentation to support actions and involvement in the FSA and what the coached Inspector learned.

3.0 Performance Goals

Each of the four performance goals has mandatory and recommended tasks that must be completed in accordance with the established standards:

- Performance Goal 1: Protection; Position Description: Enforcement and Investigations
- Performance Goal 2: PSO Management; Position Description: Inspections
- Performance Goal 3: Facility Security Assessments
- Performance Goal 4: Technical Countermeasures

3.1 Performance Goal 1: Protection; Position Description: Enforcement and Investigations

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS11-M8: Complete an investigation into a violation of federal law.	An Inspector must be able to demonstrate that they can investigate a violation of a law and document their activities.	The Inspector must prepare and submit a police report that: <ul style="list-style-type: none"> • Reflects a complete and accurate investigation with all leads investigated, leading to a logical conclusion; • Has few changes made by a supervisor (no more than 2 revisions); and • Must follow guidance provided from FPS on how to write reports.
GS11-M9: Work as the Agency representative at Magistrate Court and the US Attorney's Office to mitigate or prosecute a case in Magistrate Court.	An Inspector must not only understand but participate in Magistrate Court.	The Inspector must provide written documentation of two separate examples of serving as Agency representative to mitigate or prosecute cases: <ul style="list-style-type: none"> • In Magistrate Court; • With the US Attorney's Office.
GS11-M10: Participate in the preparation or execution of a covert test.	An Inspector must fully understand the purpose of the covert testing and what happens after the testing and how this process provides an additional protection layer.	The Inspector must prepare a document (at least one-page) that demonstrates their participation in covert testing and the outcome and a recommendation to the process from testing to corrective action.
GS11-M11: Describe the process used in your region for an indictment or true bill.	An Inspector is a law enforcement officer and must know the process in their respective US Attorney's Office.	The Inspector must prepare a one-page document that describes the process for an indictment, or a true bill used in their respective US Attorney's office, along with all paperwork that is required. Include the name of the Assistant US Attorney from which they received the information.
GS11-M12: Conduct multiple interviews that substantiate the conclusions in an investigation of law, rule, regulations or policy.	As an Inspector increases in grade-level, they are required to increase their levels of investigation that go beyond a single scope investigation, that require multiple interviews to determine what happened.	The Inspector must provide a police report that documents multiple interviews of victims, witnesses, or suspects, with a factual conclusion of a violation of a rule, regulation, or law.

Career Path Requirements: Inspector GS-11

Task	Purpose	Standard
GS11-M13: Participate in a felony investigation.	An Inspector must demonstrate that they know how to conduct a felony investigation.	The Inspector must coordinate with TMB to participate in a felony investigation. Provide a police report that describes the investigation into a felony and provide documentation to describe activities of the investigation and the personnel involved.
GS11-M14: Serve, execute, or participate in a search, arrest warrant, or 'knock and talk'.	An Inspector is a law enforcement officer and must demonstrate that they can serve, execute or participate in a search, arrest warrant, or a 'knock and talk'.	The Inspector must provide a police report that describes their actions in serving, executing or participating in a search, arrest warrant, or a 'knock and talk'.
GS11-M15: Lead an Operation Shield with little or no supervision.	As the Inspector increases in grade so do their responsibilities in an (b) (7)(E)	The Inspector must, with supervisory approval, provide documentation that describes their leading an (b) (7)(E) with little or no supervision.
GS11-M16: Initiate 4 or more stakeholder meetings/training without supervisory involvement.	An Inspector must provide stakeholder training as an essential part of their protection responsibilities.	<p>The Inspector must initiate and execute at least 4 stakeholder meetings/trainings without supervisory involvement and ensure they:</p> <ul style="list-style-type: none"> • Engage the audience; • Start on time; • Prepare before meeting; • Follow the lesson plan; • Answer questions from the audience; and • Be professional and present a positive image for the Agency. <p>The supervisor must observe the first of the 4 sessions and rate the Inspector on the above criteria as a pass or fail. The Inspector must provide documentation for the final 3 presentations on the subject presented or discussed, the agency or audience, action taken prior to the session to prepare, and the outcome.</p>
GS11-M17: Complete at least 1 FEMA emergency management course.	To provide the Inspector with basic information that will set them up for success as they increase their grade and responsibilities in protection.	<p>The Inspector must complete 1 training course from the list below that can be accessed via https://training.fema.gov/is/crslist.aspx and provide the training certificate:</p> <ul style="list-style-type: none"> • IS-800.C National Response Framework, an Introduction; • IS-906 Workplace Security Awareness; • IS-907 Active Shooter: What You Can Do; • IS-913.a Critical Infrastructure Security and Resilience: Achieving Results through Partnership and Collaboration; • IS-914 Surveillance Awareness: What You Can Do; • IS-915 Protecting Critical Infrastructure Against Insider Threats; • IS-916 Critical Infrastructure Security: Theft and Diversion – What You Can Do; • IS-921.a Implementing Critical Infrastructure Security and Resilience; • IS-1170 Introduction to the Interagency Security Committee (ISC); or • IS-1174 Facility Security Committee.
GS11-M18: Complete the following FEMA course: ICS-200 Single Resources and Initial Actions.	To provide the Inspector with information in emergency management that will set them up for success as they increase their grade and responsibilities in protection.	The Inspector must complete the training course listed above that can be accessed via https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c and provide the training certificate.

Career Path Requirements: Inspector GS-11

Task	Purpose	Standard
GS11-M19: Complete 2 more of 8 courses available from the Naval Post Graduate School.	To enhance the Inspector's understanding of key homeland security concepts.	<p>The Inspector must complete 2 more of the courses listed below that can be accessed via: https://www.chds.us/c/academicprograms/self-study-courses and provide training certificates:</p> <ul style="list-style-type: none"> • Understanding Terrorism: A Social Science View on Terrorism; • Critical Infrastructure Protection: Transportation Security; • Terrorist Financing and State Response; • Research Process and Methods; • Intelligence for Homeland Security: Organizational and Policy Challenges; • The Global Jihadi Threat; • Deception Detection Techniques; or • Understanding Terrorism.

The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
<u>GS11-R5</u> : Present a case for felony prosecution or a felony arrest warrant.	Part of an Inspector's responsibilities in the enforcement of law is to work with the U.S. Attorney's Office in the prosecution of a felony.	<p>The Inspector should prepare and submit a police report that:</p> <ul style="list-style-type: none"> • Reflects one of the following: <ul style="list-style-type: none"> ○ Presentation of a felony case for prosecution to, or receipt of a declination from, the U.S. Attorney's Office, ○ Being involved in obtaining a felony arrest warrant; or ○ Executing a felony arrest warrant. • Has few changes made by a supervisor (no more than 2 revisions); and • Must follow guidance provided from FPS on how to write reports.
<u>GS11-R6</u> : Coach a lower grade-level Inspector on the investigation of a complaint made by a stakeholder.	A GS-11 Inspector will not only be required to investigate a complaint but will also coach others.	Upon supervisory approval, the Inspector should document the information and coaching they provided to the lower grade-level Inspector. Describe the challenge, what the coached Inspector learned, and what the GS-11 Inspector experienced from the coaching. Provide the police report that was completed for the complaint.

3.2 Performance Goal 2: PSO Management; Position Description: Inspections

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS11-M20: Review PSO inspection reports or investigations into complaints regarding a PSO that were conducted by a lower grade-level Inspector.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	Upon supervisory approval, the Inspector must review a lower grade-level Inspector's PSO inspection reports or complaint investigations. The Inspector will prepare and submit written feedback to the supervisor prior to the feedback being given to the lower grade-level Inspector.
GS11-M21: Identify opportunities for improvement in future PSO contracts.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	The Inspector must review the national FPS PSO contract boilerplate and prepare a memo with feedback to the PSOPM, through their supervisor. Provide the memo and proof that it was sent to the PSOPM.

Career Path Requirements: Inspector GS-11

Task	Purpose	Standard
GS11-M22: Coach a lower grade-level Inspector on how to write post orders.	As grade and responsibilities increase, the Inspector must not only demonstrate their proficiency in writing post orders but must be able to coach lower grade-level Inspectors on how to write post orders.	Upon supervisory approval, coach a lower grade-level Inspector on how to write post orders. Provide documentation that articulates what was coached, actions taken by the lower grade-level Inspector, and questions or concerns addressed by the lower grade-level Inspector.

The recommended tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
<u>GS11-R7</u> : Coach a lower grade-level Inspector on conducting covert post inspections.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	Upon supervisory approval, the Inspector should coach the lower grade-level Inspector on how to conduct a covert post inspection. Provide documentation that describes the covert post inspection, observations, and action taken if any discrepancies were observed. Include questions or concerns addressed by the lower grade-level Inspector.
<u>GS11-R8</u> : Coach a lower grade-level Inspector on how to observe a PSO weapon qualification, an administrative audit, or monitor PSO training.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	Upon supervisory approval, the Inspector should coach a lower grade-level Inspector on the following: <ul style="list-style-type: none"> • Observe PSO weapon qualification; • Observe an administrative audit; • Monitor PSO training; and • Conduct a covert post inspection. Provide documentation that articulates each activity and what was observed, questions or concerns addressed by the lower grade-level Inspector and what actions the Inspector and the coached Inspector followed if any discrepancies were observed.

3.3 Performance Goal 3: Facility Security Assessments

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS11-M23: Demonstrate knowledge of the FSA process.	An Inspector must demonstrate their expertise in the FPS policy and FSA process.	The Inspector must pass a 15-question multiple-choice knowledge check with 70% accuracy that is derived from the FPS FSA policy.
GS11-M24: Participate in an FSC or DO meeting at an FSL IV facility.	An Inspector must not only conduct an FSA, but they must also demonstrate that they can present their findings to stakeholders.	The Inspector must provide documentation on their preparation for, and participation in, the FSC or DO meeting. Describe what was done before the meeting, what happened during the meeting, what questions were asked by the stakeholders, how they were answered, and any materials that were used (e.g., PPT, handout, etc.). The supervisor will participate in the Inspector's initial meeting for an FSL IV facility as an observer and validate that the material presented was accurate and the Inspector was professional.
GS11-M25: Complete an FSA for an FSL IV facility.	An Inspector must be able to conduct FSAs for FSL IV facilities that are accurate and in accordance with FPS policy.	The Inspector must submit their FSA for an FSL IV facility to their first line supervisor for review by visiting the facility. The following must be identified in the FSA: countermeasures, ISC requirements, all agencies, and compliance with the FPS policy.

There are no recommended tasks for this performance goal at this grade.

Career Path Requirements: Inspector GS-11

3.4 Performance Goal 4: Technical Countermeasures

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS11-M26: Identify areas of improvement for the functionality testing of all the technical countermeasures.	As the Inspector grade increases so does their expertise in functionality testing of technical countermeasures. The Inspector must demonstrate their expertise.	The Inspector must review the FPS policy and conduct research to identify alternate functionality testing methodologies, and document in memo format through the Inspector's supervisor to the LESPM and RMB Chief.
GS11-M27: Coach a lower grade-level Inspector on the functionality testing of technical countermeasures.	Stakeholders require that Inspectors have a proficiency in technical countermeasures as a SME. To demonstrate this, they must be able to coach others on the functionality of technical countermeasures.	Upon supervisory approval, the Inspector must coach a lower grade-level Inspector on the functionality testing of technical countermeasures. The Inspector must provide documentation that describes all actions and activities covered during coaching.
GS11-M28: Lead the development of a technical countermeasure.	The development of a technical countermeasure starts with an FSA or an agency request and an Inspector must be able to develop technical countermeasures to meet their protection responsibilities.	The Inspector must provide documentation that demonstrates leading the development of a technical countermeasure.

The recommended task for this performance goal at this grade is as follows:

Task	Purpose	Standard
GS11-R9: Coach a lower grade-level Inspector or stakeholder on the functioning of FPS technical countermeasures.	Stakeholders require that Inspectors have a proficiency in technical countermeasures as a SME. To demonstrate this, they must be able to coach others on the functionality of technical countermeasures.	Upon supervisory approval, the Inspector should coach a lower grade-level Inspector or stakeholder on the functioning of the following technical countermeasures: x-ray machine, metal detector, IDS, and CCV system.

4.0 Position Description

The mandatory tasks for the position description at this grade are as follows:

Task	Purpose	Standard
GS11-M29: Function as a SME in providing options for consideration to facility owners and operators on methods to improve security plans, processes, or procedures to reduce risk.	An Inspector must be knowledgeable on the security industry standards and must be able to demonstrate this knowledge in providing options in improving security plans, processes, procedures or reducing risks.	The Inspector must provide documentation that describes a security challenge and steps taken to address it through 1 of the following: <ul style="list-style-type: none"> Improving security plans; Improving processes; Improving or updating procedures; or Reducing or mitigating a risk at a federal facility.
GS11-M30: Provide technical guidance to solve	An Inspector must demonstrate that they can make decisions through the review of technical	The Inspector must provide documentation to support a decision made based on technical guidance provided by Executive Orders, regulations, and DHS directives.

Career Path Requirements: Inspector GS-11

Task	Purpose	Standard
conflicting security concerns throughout FPS.	guidance provided by Executive Orders, regulations, and DHS directives.	

The recommended tasks for this position description at this grade are as follows:

Task	Purpose	Standard
<u>GS11-R10</u> : Complete a rotational assignment with a personnel security specialist.	An Inspector is the first contact with stakeholders and, as such, may receive questions regarding adjudication of PSOs. The Inspector must be able to answer the basic questions and understand the adjudication process.	Upon supervisory and Personnel Security Branch approval, the Inspector should work with a personnel security specialist over a minimum of one week to learn the basics of adjudication for PSOs and contractors. The Inspector will prepare at least a two-page document describing what they learned about what a personnel security specialist does and the adjudication process.
<u>GS11-R11</u> : Demonstrate practical experience or understanding of cyber or security systems, methods, procedures, and technologies as it relates to performance standards.	Part of the protection responsibilities goes beyond the physical security into information and cyber security. An Inspector must be able to demonstrate their understanding of security beyond physical and personnel.	The Inspector should provide documentation that describes where information, or cyber security methodologies or procedures, could be deployed at an assigned facility to add additional layer of protection.
<u>GS11-R12</u> : Understand the intelligence cycle and its applicability to FPS.	An Inspector must understand that intelligence is a part of protection and they must understand the intelligence process.	The Inspector should attend an intelligence briefing at a Fusion Center or meet with a representative of the intelligence community (e.g., DHS Intelligence and Analysis has an officer for every state). The Inspector must document who they met with what they learned, provide a summary of the intelligence cycle based on their research and understanding for its use in FPS, and explain the difference between intelligence and information.

5.0 Combined Requirement

The mandatory task for the combined requirement at this grade is as follows:

Task	Purpose	Standard
GS11-M31: Perform a collateral duty.	The Inspector position description requires a collateral duty.	<p>The Inspector shall conduct a collateral duty activity. Examples include, but not limited to:</p> <ul style="list-style-type: none"> • Firearms Instructor • Defensive Tactics Instructors • Fitness Instructor • Evidence Custodian • RPF Team Member • NWDTP Instructor • Adjunct Instructor at Training, • Alternate Contracting Officer's Representative • District Intelligence Officer <p>Other collateral duties must be approved by the Inspector's supervisor.</p>

There are no recommended tasks for the combined requirement at this grade.

Career Path Requirements: Inspector GS-11

6.0 Consolidated List of GS-11 Tasks

Mandatory Tasks	
GS11-M1	Independently communicate to an audience in a clear and concise manner.
GS11-M2	Effectively explain, or defend your viewpoint, pertaining to a challenge and possible solutions to a customer.
GS11-M3	Reach out to a customer to gather information on their requirement, discuss expectations, and keep them informed of any delays and workable solutions.
GS11-M4	Initiate two projects with FPS or stakeholders on a local or regional level.
GS11-M5	Work on at least two agency-related problems with another FPS employee or stakeholder.
GS11-M6	Participate in a technical countermeasure project either in person as lead or as part of team.
GS11-M7	Install or deliver a technical countermeasure.
GS11-M8	Complete an investigation into a violation of federal law.
GS11-M9	Work as the Agency representative at Magistrate Court and the US Attorney's Office to mitigate or prosecute a case in Magistrate Court.
GS11-M10	Participate in the preparation or execution of a covert test.
GS11-M11	Describe the process used in your region for an indictment or true bill.
GS11-M12	Conduct multiple interviews that substantiate the conclusions in an investigation of law, rule, regulations or policy.
GS11-M13	Participate in a felony investigation.
GS11-M14	Serve, execute, or participate in a search, arrest warrant, or 'knock and talk'.
GS11-M15	Lead an (b) (7)(E) with little or no supervision.
GS11-M16	Initiate 4 or more stakeholder meetings/training without supervisory involvement.
GS11-M17	Complete at least 1 FEMA emergency management course.
GS11-M18	Complete the following FEMA course: ICS-200 Single Resources and Initial Actions.
GS11-M19	Complete 2 more of 8 courses available from the Naval Post Graduate School.
GS11-M20	Review PSO inspection reports or investigations into complaints regarding a PSO that were conducted by a lower grade-level Inspector.
GS11-M21	Identify opportunities for improvement in future PSO contracts.
GS11-M22	Coach a lower grade-level Inspector on how to write post orders.
GS11-M23	Demonstrate knowledge of the FSA process.
GS11-M24	Participate in an FSC or DO meeting at an FSL IV facility.
GS11-M25	Complete an FSA for an FSL IV facility.
GS11-M26	Identify areas of improvement for the functionality testing of all the technical countermeasures.
GS11-M27	Coach a lower grade-level Inspector on the functionality testing of technical countermeasures.
GS11-M28	Lead the development of a technical countermeasure.
GS11-M29	Function as a SME in providing options for consideration to facility owners and operators on methods to improve security plans, processes, or procedures to reduce risk.
GS11-M30	Provide technical guidance to solve conflicting security concerns throughout FPS.
GS11-M31	Perform a collateral duty.

Recommended Tasks	
GS11-R1	Coach a lower grade-level Inspector on the importance of customer service.

Career Path Requirements: Inspector GS-11

Recommended Tasks	
GS11-R2	Represent the Agency by participating with a professional organization or groups on a local, state or national level.
GS11-R3	Defuse or resolve a confrontational situation in a manner that reflects positively on the Agency.
GS11-R4	Coach a lower grade-level Inspector on the FSA process, coordination, and facilitation.
GS11-R5	Present a case for felony prosecution or a felony arrest warrant.
GS11-R6	Coach a lower grade-level Inspector on the investigation of a complaint made by a stakeholder.
GS11-R7	Coach a lower grade-level Inspector on conducting covert post inspections.
GS11-R8	Coach a lower grade-level Inspector on how to observe a PSO weapon qualification, an administrative audit, or monitor PSO training.
GS11-R9	Coach a lower grade-level Inspector or stakeholder on the functioning of FPS technical countermeasures.
GS11-R10	Complete a rotational assignment with a personnel security specialist.
GS11-R11	Demonstrate practical experience or understanding of cyber or security systems, methods, procedures, and technologies as it relates to performance standards.
GS11-R12	Understand the intelligence cycle and its applicability to FPS.

Career Path Requirements: Inspector GS-12

1.0 Training & Education Requirements

A successful career of an FPS Inspector should integrate elements of training, education, and professional and personal development. Each of these learning opportunities shape a well-rounded protection professional who is well equipped to face the complexities of today and the challenges of tomorrow. Refer to Attachment 1 for a Training and Education Crosswalk.

The following training is mandatory upon hire at all GS levels:

- Pre-Basic
- Uniformed Police Training Program (UPTP)
- Advanced Individual Training Program (AITP)
- Physical Security Training Program (PSTP)
- Field Training and Evaluation Program (FTEP)

After the completion of FTEP, all mandatory tasks must be completed within current GS level listed prior to recommendation for advancement to the next.

The following are recommended for this grade:

- Education: High School Diploma
- Professional Development Examples:
 - Certified Physical Security Professional
 - Certified Security PM/DSS Security Professional Education Development (SPeD) Physical Security Certification
 - Attending Professional Conference: ASIS International Annual Convention and Exhibits or ISC West
 - DHS Rotation Program
 - Industry Partnership Opportunities
- Experience Examples: Inspector and Collateral Duty and Career Broadening activities such as: Active Shooter Instructor, Defensive Tactics Instructor, Firearms Instructor, Electronic Control Device Instructor, and Less Lethal Instructor.

2.0 Competencies

There are five competencies but not all of them have mandatory tasks that must be completed in accordance with the established standard:

- Communication
- Customer Service
- Representing the Agency
- Teaming and Cooperation
- Technical Proficiency

2.1 Communication

The mandatory tasks for this competency at this grade are as follows:

Career Path Requirements: Inspector GS-12

Task	Purpose	Standard
GS12-M1: Communicate in writing with few substantive or editorial revisions.	To validate their communications skills through the examination of multiple communication documents.	The Inspector must provide 10 documents as follows: <ul style="list-style-type: none"> • Not be similar or the same idea, concern, or concept; • Include one of each type from below: <ul style="list-style-type: none"> ○ Email with a stakeholder regarding a concern or question, ○ Investigation of an incident, ○ Investigation of crime, ○ Position paper of an FPS topic, ○ Article submitted for FPS newsletter (Regional or National), ○ Description of a countermeasure's purpose and function, and a ○ Description of evidence and or crime scene. • Easily understandable and address any questions of all stakeholders.
GS12-M2: Prepare an article describing an event on a work-related subject (either real or for training purposes) for submission for a FPS Region or National newsletter.	To demonstrate that they can communicate in writing to all stakeholders on a Regional or national level. As FPS employees increase their responsibilities and positions communicating in writing become more critical for each promotion.	The Inspector must obtain approval from their supervisor for the topic of the article before it is written. Prepare and provide a summary that provides the objective of the article, an outline, and the target audience to their supervisor for approval to proceed. If approved, the article must: <ul style="list-style-type: none"> • Have a title that supports the article; • Describe an experience, event, person or place that is FPS focused; • Include graphics or photographs that support the article; • Be written for a wide audience; • Demonstrate that some type of research was conducted; • Be specific and clear; and • No longer than one page.

There are no recommended tasks for this competency at this grade.

2.2 Customer Service

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS12-M3: Identify a regional or national-level customer service challenge and recommend solutions mitigate and enhance.	This requires the Inspector to think beyond a single interaction or single complaint in applying customer service and allows them to think more strategically on how applying customer service across an area, region or nationally can have an impact on other beyond your sphere of influence.	The Inspector must prepare and submit a memorandum to their supervisor that: <ul style="list-style-type: none"> • Identifies a regional or national customer service challenge; • Recommends some solutions to the challenge; • Describes how the solution would be applied on a regional or national level; and • How it would increase customer satisfaction in customer service by FPS.
GS12-M4: Coach a lower grade-level Inspector at least twice on the importance of customer service.	To demonstrate that the Inspector can communicate (orally or in writing) to other Inspectors on the importance of customer service. With advances in grade level, the Inspector must be able to demonstrate customer service skills and their importance for the Agency to others.	The Inspector must: <ul style="list-style-type: none"> • Prepare one full page paper that identifies: <ul style="list-style-type: none"> ○ The person coached and location, ○ Customer service challenge and solution presented, ○ Feedback received from the coached person, and ○ Any challenges identified. • The reader must be able to understand what has occurred and have no follow-up questions.

Career Path Requirements: Inspector GS-12

There are no recommended tasks for this competency at this grade.

2.3 Representing the Agency

The mandatory tasks for this competency at this grade is as follows:

Task	Purpose	Standard
GS12-M5: Actively participate in a recognized professional organization.	To not only be involved in organizations that support, assist or enhance their protection responsibilities, but must also be actively involved in the organization to represent the organization but also enhance their professional development and networking capabilities.	<p>The Inspector must prepare a one-page (or less) summary description of the professional organization or group interactions that includes:</p> <ul style="list-style-type: none"> • How the Inspector became involved with a professional organization or groups on a local, state or national level; • Information about the organization or group including its objective, make up, chairperson (name and email), how often they meet; • How long the Inspector has been in the organization or group and their attendance. <p>To meet this standard, the professional organization or group must support the Inspector's protection responsibilities and meet on a regular basis (but no less than once a quarter).</p>
GS12-M6: Coach lower grade-level Inspector on how to represent the Agency.	To work on coaching skills that will prepare them for more responsibility.	<p>The Inspector must prepare a one-page memorandum that identifies:</p> <ul style="list-style-type: none"> • The Inspector coached and their grade level; • Issue or action taken; • Advice given; • Questions received from the coached person and your response; and • Conclusion must identify what was learned and describe the positive effects that coaching can have on someone.

There are no recommended tasks for this competency at this grade.

2.4 Teamwork and Cooperation

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS12-M7: Participate in a national, regional, state or local working group.	As the inspector increases in responsibility as a SME, they must demonstrate that they can work projects with stakeholders beyond their immediate area of responsibility and be engage in national working groups or regional working groups.	<p>Upon approval from the Inspector's supervisor, the Inspector must participate in a project that lasts at least a month with multiple stakeholders (e.g., national/regional working groups) and prepare a memorandum for the project that includes:</p> <ul style="list-style-type: none"> • A description of the project and its stakeholders; • Explanation of what collaboration is and how it occurred in the project; • Positive contributions to the Agency or stakeholder partnership developed; • The outcomes of the project; and • The name of the supervisor who approved the project.
GS12-M8: Provide substantive comments on a draft of regional governance documents or national policy.	GS-12 Inspectors are considered SMEs and must demonstrate their expertise by reviewing national policies or regional SOP.	<p>The Inspector shall:</p> <ul style="list-style-type: none"> • Coordinate with their supervisor to ensure that a governance document being routed for review is provided to them for their input; • Prepare specific, constructive comments using the comment form provided; and • Provide copies of national policy or regional SOPs reviewed and associated comments to their supervisor in accordance with the timeframe established for review of the document.

Career Path Requirements: Inspector GS-12

Task	Purpose	Standard
GS12-M9: Coach a lower grade-level Inspector on teamwork and cooperation.	As the Inspector's responsibilities increase with each grade level, they must demonstrate their ability to complete assignments with stakeholders.	The Inspector must first obtain supervisory approval to coach a lower grade-level Inspector on a specific task. After the coaching activity, the Inspector must prepare a one-page memorandum that identifies: <ul style="list-style-type: none"> • The Inspector coached and their grade level; • Task description; • Advice given; • What was accomplished; and • What coached Inspector learned from the experience.

There are no recommended tasks for this competency at this grade.

2.5 Technical Proficiency

The mandatory tasks for this competency at this grade are as follows:

Task	Purpose	Standard
GS12-M10: Coach an Inspector on a technical countermeasure project from FSA recommendation to installation.	To demonstrate your expertise in technical countermeasures.	The Inspector shall obtain supervisory approval to coach a lower grade-level Inspector on a technical countermeasure project at a protected facility from start to finish. Provide documentation to support your actions and involvement in a technical countermeasure project and what the coached employee learned. Describe the strengths, weaknesses, opportunities, and threats of the project process.
GS12-M11: Demonstrate knowledge of a fusion center.	Intelligence is a part of protection and an Inspector must know the capabilities of the fusion center and how they can use these resources.	Upon supervisory approval, the Inspector shall initiate a self-initiated tour of a fusion center or by contacting a DHS I&A Intelligence Officer or TFO Rep From this contact. Provide documentation on: <ul style="list-style-type: none"> • What you learned from your tour; • What resources you may be able to apply as an Inspector; and • Your understanding of how the fusion center can assist FPS personnel in protection.
GS12-M12: Demonstrate your understanding of the FPS Industrial Security Program and the PSO adjudication process.	To educate the Inspector on the Industrial Security Program.	The Inspector, in coordination with the Regional Training Program and their supervisor, must do a one-week detail assignment at the Region's Adjudication Office. During the assignment the Inspector will document the adjudication process, the Industrial Security Program, and what they learned during their assignment.

There are no recommended tasks for this competency at this grade.

3.0 Performance Goals

Each of the four performance goals has mandatory and recommended tasks that must be completed in accordance with the established standards:

- Performance Goal 1: Protection; Position Description: Enforcement and Investigations
- Performance Goal 2: PSO Management; Position Description: Inspections
- Performance Goal 3: Facility Security Assessments
- Performance Goal 4: Technical Countermeasures

3.1 Performance Goal 1: Protection; Position Description: Enforcement and Investigations

The mandatory tasks for this performance goal at this grade are as follows:

Career Path Requirements: Inspector GS-12

Task	Purpose	Standard
GS12-M13: Conduct a misdemeanor or felony investigation.	An Inspector at a GS-12 must be able to demonstrate and conduct long term investigations.	The Inspector must prepare and submit a police report that: <ul style="list-style-type: none"> • Reflects a complete and accurate investigation (misdemeanor or felony) in any one the following: theft, burglary, assault, vandalism, threats, or vehicular accidents; • With all leads investigated, leading to a logical conclusion; • Has few changes made by a supervisor (no more than 2 revisions); and • Must follow guidance provided from FPS on how to write reports.
GS12-M14: Enforcement and investigative efforts led to an indictment, conviction, or plea of a criminal offense.	Part of Inspector's responsibilities in the enforcement of law and the legal process after the arrest is executed.	The Inspector must prepare and submit a police report that supports an enforcement effort or investigation that led to an indictment, conviction, or plea of a criminal offense (defined by a misdemeanor or felony arrest).
GS12-M15: Coach a lower grade-level Inspector on the Magistrate Court and CVB process.	A GS-12 Inspector must be a subject matter expert in the Magistrate Court and CVB process.	After obtaining supervisory approval, the Inspector must provide written documentation on who they coached, what they covered on Magistrate Court, and the CVB process.
GS12-M16: Coach a lower grade-level Inspector on the investigation of a complaint by a stakeholder.	A GS-12 Inspector will not only be required to investigate a complaint but also must be a subject matter expert.	Upon supervisory approval, the Inspector must document the information and coaching they provided to the lower grade-level Inspector. Describe the challenge, what the coached Inspector learned, and what the GS-12 Inspector experienced from the coaching. Provide the police report that was completed for the complaint.
GS12-M17: Coach a lower grade-level Inspector on covert testing.	A GS-12 must be a SME in protection and covert testing is one layer of many that are used to protect people and facilities.	Upon approval by the lower grade-level Inspector's supervisor, the Inspector must explain the covert testing process and stress the importance of the program. The GS-12 Inspector must prepare a document (at least one page) of the coaching activity that includes: <ul style="list-style-type: none"> • The identity of the lower grade-level Inspector and their supervisor's approval; • The content that was coached, and what the lower grade-level Inspector learned from this experience; and • What questions were asked by the lower grade-level Inspector and the answers provided.
GS12-M18: Lead or coach others beyond a single scope investigation.	A GS-12 Inspector is required to conduct long term investigations and must be able to demonstrate that they can do so.	Upon supervisory approval, the Inspector must either lead, or coach, lower grade-level Inspectors, in an investigation that is beyond a single scope, involving multiple or unknown suspects, multiple witnesses, and possibly multiple victims that goes beyond a single action by the suspect and the investigation goes beyond the crime scene using various investigative techniques. Describe the investigation in a police report.
GS12-M19: Coach a lower grade-level Inspector during an investigation into a law that involved a felony.	A GS-12 Inspector must be able to demonstrate that they can conduct long term investigations and coach others.	Upon supervisory approval, the GS-12 Inspector must coach the lower grade-level Inspector on how to conduct a felony case investigation. Provide a police report or other documentation to support the felony investigation or participation in a felony investigation. Other documentation must describe: <ul style="list-style-type: none"> • All activities of the investigation and the personnel involved in the investigation; • Supervisory approval; • The Inspector that is coached; and • Lessons learned during the coaching process.
GS12-M20: Swear out a warrant or participate in an indictment, either actual or	A GS-12 Inspector must be able to demonstrate that they have knowledge or experience in	In coordination with TMB Chief's oversight and approval, the Inspector must provide a police report that demonstrates their actions or participation in swearing out a warrant or an indictment. Actively

Career Path Requirements: Inspector GS-12

Task	Purpose	Standard
by demonstrated training process.	swearing out a warrant or involved in an indictment.	participate with another law enforcement officer and cannot be limited to one activity for participation.
GS12-M21: Coach a lower grade-level Inspector on conducting an arrest and prisoner processing.	An Inspector is a law enforcement officer and a GS-12 must demonstrate how to conduct an arrest and process a prisoner into jail.	The Inspector must, with supervisory approval, coach a lower grade-level Inspector and prepare documentation that can be followed by another Inspector on: <ul style="list-style-type: none"> The processing of a prisoner in Federal courthouse, local jail that is contracted by the US Marshal's Service, and a state or local or county jail; and How to obtain the processing information for each locality.
GS12-M22: Run an Operation Shield.	As the Inspector increases in grade-level so do their responsibilities in an (b) (7)(E)	The Inspector must, after obtaining supervisory approval, provide documentation describing responsibilities for running an (b) (7)(E)
GS12-M23: Coach a lower grade-level Inspector on stakeholder meetings/training.	An Inspector must provide stakeholder training as an essential part of their protection responsibilities. Expertise is demonstrated by coaching others on stakeholder meetings/training.	The Inspector must provide, upon supervisory approval of the lower grade-level Inspector, documentation that explains how the lower grade-level Inspector was informed about the preparation for, and execution of, stakeholder training; how to engage the audience and answer questions; how to teach from a lesson plan; and how to provide a professional image for the Agency.
GS12-M24: Complete 2 FEMA emergency management courses.	To provide the Inspector with information in emergency management that will set them up for success as they increase their grade and responsibilities in protection.	The Inspector shall complete the 2 training courses from the list below that can be accessed via ICS-300 Intermediate ICS or Expanding Incidents https://www.firstrespondertraining.gov/frts/npcatalog?id=2255?id=2255 ICS-400 Advanced ICS for Command and General Staff - Complex Incidents https://www.firstrespondertraining.gov/frts/npcatalog?id=2116 Provide the training certificates.
GS12-M25: Complete all 8 courses available from the Naval Post Graduate School.	To enhance the Inspector's understanding of key homeland security concepts.	The Inspector must complete the remainder of the 8 courses listed below that can be accessed via: https://www.chds.us/c/academicprograms/self-study-courses and provide training certificates: <ul style="list-style-type: none"> Understanding Terrorism: A Social Science View on Terrorism; Critical Infrastructure Protection: Transportation Security; Terrorist Financing and State Response; Research Process and Methods; Intelligence for Homeland Security: Organizational and Policy Challenges; The Global Jihadi Threat; Deception Detection Techniques; or Understanding Terrorism.

There are no recommended tasks for this competency at this grade.

3.2 Performance Goal 2: PSO Management; Position Description: Inspections

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS12-M26: Review two inspection reports or investigations into	An integral part of an Inspector's duties and responsibilities in protection	Upon supervisory approval, the Inspector must review two lower grade-level Inspector's PSO inspection reports or complaint investigations. The GS-12 Inspector will prepare and submit written feedback on the

Career Path Requirements: Inspector GS-12

Task	Purpose	Standard
complaints regarding a PSO that were prepared by a lower grade-level Inspector.	is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	two reports or complaints to their supervisor prior to the feedback being given to the lower grade-level Inspector. The written feedback approved by the supervisor is the documentation required.
GS12-M27: Coach a lower grade-level Inspector on the PSO contract and the Smart Book.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	Upon supervisory approval of the lower grade-level Inspector, the Inspector must coach and provide documentation that describes how the lower grade-level Inspector was informed about the PSO contract and the Smart Book; and any feedback received from the lower grade-level Inspector.
GS12-M28: Submit a recommendation to improve the PSO program and identify the strengths, weakness, opportunities and threats of the program.	An integral part of an Inspector's duties and responsibilities in protection is a functioning PSO program. The Inspector must demonstrate their understanding of the PSO program.	Upon supervisor and the PSOPM approval, the Inspector must work with the PSOPM for a minimum of three days to obtain a regional/national understanding of the PSO program. In memo format, submit a log of activities accomplished with the PSOPM to the PSOPM and RMB Chief; identify strengths, weakness, opportunities and threats of the program.
GS12-M29: Coach a lower grade-level Inspector on post order management.	To demonstrate that the Inspector can manage a large portfolio that involves multiple PSO posts and manage post orders and coach others.	Upon supervisory approval, coach a lower grade-level Inspector on post order management. Provide documentation that describes: <ul style="list-style-type: none"> • How to manage post orders in accordance with FPS policy (update each year); • Stakeholder engagement (Agency funding the PSO post and the contractor and PSO standing the post); and • What was observed, questions or concerns addressed by the lower grade-level Inspector and what actions the Inspector and the coached Inspector followed if any.

There are no recommended tasks for this competency at this grade.

3.3 Performance Goal 3: Facility Security Assessments

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS12-M30: Coach a lower grade-level Inspector on ISC requirements.	An Inspector must demonstrate their expertise in the ISC requirements by coaching others and informing stakeholders about the ISC.	Upon supervisory approval, the Inspector must coach a lower grade-level Inspector on the ISC requirements. The Inspector must provide documentation to the lower grade-level Inspector on what ISC requirements are covered during an FSA. The FSA will be conducted by a lower grade-level Inspector. All actions and activities must be articulated in the documentation.
GS12-M31: Coach a lower grade-level Inspector on pre-lease assessment.	Inspector must not only demonstrate their knowledge and purpose of the GSA pre-lease assessment but be able to articulate this to stakeholders and lower grade-level Inspectors.	Upon supervisory approval, the Inspector must complete 1 pre-lease assessment with a lower grade-level Inspector and coach them on the process in accordance with FPS policy. The Inspector must provide the pre-lease assessment report and documentation to describe what was discussed with the lower grade-level Inspector, what questions were asked, what answers were given, and any challenges, concerns or opportunities to be identified in the pre-lease assessment.
GS12-M32: Coach a lower grade-level Inspector on how	An Inspector must not only conduct an FSA, but they	Upon supervisory review, the Inspector must coach a lower grade-level Inspector on how to prepare for an FSA presentation including: know

Career Path Requirements: Inspector GS-12

Task	Purpose	Standard
to coordinate an FSC or DO meeting and present for FSL I, II, III, and IV facilities. Provide feedback in writing to the assigned Inspector.	must also demonstrate that they can present their findings to stakeholders and coach others as a SME.	your audience, be prepared to defend your recommendations, and know the FSA process from start to finish. Prepare a document that describes how the lower grade-level Inspector was coached, questions asked and answered given, lessons learned, and the outcome of the presentation (identifying strengths, weakness and opportunities).
GS12-M33: Complete and close out 4 FSAs, one at each FSL facility.	Part of the Inspector's protection responsibilities is to demonstrate that they can conduct FSA on a number of a facilities with different security levels.	The Inspector must provide 4 FSA reports - one for each FSL I, II, III, and IV facility - and the actions that were taken to address security concerns including ISC requirements not being met or countermeasures that were recommended and implemented.
GS12-M34: Coach a lower grade-level Inspector on completing FSAs at FSL I, II, III, and IV facilities.	An Inspector must not only conduct an FSA, but they must also demonstrate that they are a SME on the FSA process from start to finish by demonstrating that they can coach other Inspectors.	Upon supervisory approval, the Inspector must assist a lower grade-level Inspector in completing FSAs for FSL I, II, III, and IV facilities. The Inspector must document the assessment activities for each level facility, what was coached to the lower grade-level Inspector, and any challenges or concerns related to completing each FSA that were identified during the coaching process. The FSAs that were completed by the lower grade-level Inspector will also be submitted to verify that the following is identified in the FSA: countermeasures, ISC requirements, all agencies, and compliance with FPS policy.

There are no recommended tasks for this performance goal at this grade.

3.4 Performance Goal 4: Technical Countermeasures

The mandatory tasks for this performance goal at this grade are as follows:

Task	Purpose	Standard
GS12-M35: Coach a lower grade-level Inspector on the FPS National Countermeasures Program policy.	As the Inspector grade increases, so does their expertise in functionality testing of technical countermeasures. The GS-12 Inspector is a SME in functionality testing and must demonstrate their expertise by coaching lower grade-level Inspector on functionality testing on technical countermeasures.	Upon supervisory approval, the Inspector must coach a lower grade-level Inspector on the FPS National Countermeasures Program policy. The Inspector must provide documentation on what was covered, and all actions and activities conducted.
GS12-M36: Coach two lower grade-level Inspectors on the testing of technical countermeasures.	Stakeholders require that Inspectors have a proficiency in technical countermeasures as a SME. To demonstrate this, they must be able to coach others on the functionality of technical countermeasures.	Upon supervisory approval, the Inspector must coach two lower grade-level Inspectors on the functionality testing of technical countermeasures. The Inspector must provide documentation that describes all actions and activities covered during coaching of each.
GS12-M37: Test technical countermeasures.	Stakeholders require that Inspectors have a proficiency in technical countermeasures as a SME. As a SME, an Inspector must be able to articulate and identify	The Inspector must provide a memorandum addressed to the LESPM and RMB Chief, routed through their supervisor, that outlines alternate methodologies or improvements to the current testing of technical countermeasures that is based on experience or research.

Career Path Requirements: Inspector GS-12

Task	Purpose	Standard
	alternate methodologies or improvements to current testing methodologies.	

There are no recommended tasks for this performance goal at this grade.

4.0 Position Description

The mandatory tasks for the position description at this grade are as follows:

Task	Purpose	Standard
GS12-M38: Coach a lower grade-level Inspector or stakeholder on the occupant emergency plan and training.	An Inspector must be able to review occupant emergency plans and provide training for stakeholders. A GS-12 Inspector is a SME based upon experience in reviewing and providing training for stakeholders on occupant emergency plans. As a SME the Inspector must demonstrate their expertise by coaching a lower grade-level Inspector.	Upon supervisory approval, the Inspector must coach a lower grade-level Inspector on the occupant emergency plan and training. All actions and activities must be documented and submitted.
GS12-M39: Coach a lower grade-level Inspector on security awareness training.	An Inspector must be able to provide security awareness training for stakeholders. A GS-12 Inspector is a SME for security awareness and must demonstrate their expertise by coaching a lower grade-level Inspector.	The Inspector must, upon supervisory approval, coach a lower grade-level Inspector on the security awareness training. All actions and activities must be documented and submitted.
GS12-M40: Participate in an investigation over an extended period.	A GS-12 Inspector is required to conduct long-term investigations and must demonstrate that they can do so.	Upon supervisory and TMB Chief approval, the Inspector must be assigned to work with an agent on a long-term investigation. The investigation must involve activities occurring more than 7 days from the original crime scene but does not have to be on sequential days. The Inspector must provide documentation that supports participation in the long-term investigation.
GS12-M41: Coach a lower grade-level Inspector on providing testimony in a court of jurisdiction.	An Inspector at GS-12 is a SME on providing testimony and must demonstrate this by coaching others.	Upon receipt of supervisory approval, the Inspector will coach a lower grade-level Inspector on how to testify in court and then attend at least three court cases to observe Federal law enforcement officers testifying in court. The Inspector must provide documentation supporting the coaching activities.

There are no recommended tasks for this position description at this grade.

5.0 Combined Requirement

There are no mandatory tasks for the combined requirement at this grade.

There is one recommended task for the combined requirement at this grade as follows:

Career Path Requirements: Inspector GS-12

Task	Purpose	Standard
<u>GS12-R1</u> : Participate in a shadowing assignment for at least 5 working days.	To prepare the GS-12 as a senior Inspector and for possible supervisory position or acting when the supervisory is out of the office.	The Inspector should obtain prior supervisory approval with a written justification on the shadowing assignment outside of their chain of command (a shadowing assignment is not limited to federal government or law enforcement). Upon completion, the Inspector should provide a document (minimum of 3 pages) that describes what they learned, observed, and any practices that they could bring back to their area and implement.

Career Path Requirements: Inspector GS-12

6.0 Consolidated List of GS-12 Tasks

Mandatory Tasks	
GS12-M1	Communicate in writing with few substantive or editorial revisions.
GS12-M2	Prepare an article describing an event on a work-related subject (either real or for training purposes) for submission for a FPS Region or National newsletter.
GS12-M3	Identify a regional or national-level customer service challenge and recommend solutions mitigate and enhance.
GS12-M4	Coach a lower grade-level Inspector at least twice on the importance of customer service.
GS12-M5	Actively participate in a recognized professional organization.
GS12-M6	Coach a lower grade-level Inspector on how to represent the Agency.
GS12-M7	Participate in a national, regional, state or local working group.
GS12-M8	Provide substantive comments on draft of regional governance documents by reviewing national policies or regional SOP.
GS12-M9	Coach lower grade-level Inspector on teamwork and cooperation.
GS12-M10	Coach an Inspector on a technical countermeasure project from FSA recommendation to installation.
GS12-M11	Demonstrate knowledge of a fusion center.
GS12-M12	Demonstrate your understanding of the FPS Industrial Security Program and the PSO adjudication process.
GS12-M13	Conduct a misdemeanor or felony investigation.
GS12-M14	Enforcement and investigative efforts led to an indictment, conviction, or plea of a criminal offense.
GS12-M15	Coach a lower grade-level Inspector on the Magistrate Court and Citations.
GS12-M16	Coach a lower grade-level Inspector on the investigation of a complaint by a stakeholder.
GS12-M17	Coach an Inspector on covert testing.
GS12-M18	Lead or coach others beyond a single scope investigation.
GS12-M19	Coach a lower grade-level Inspector during an investigation into a law that involved a felony.
GS12-M20	Swear out a warrant or participate in an indictment, either actual or by demonstrated training process.
GS12-M21	Coach a lower grade-level Inspector on conducting an arrest and prisoner processing.
GS12-M22	Run an (b) (7)(E) .
GS12-M23	Coach a lower grade-level Inspector on stakeholder meetings/training.
GS12-M24	Complete 2 FEMA emergency management courses.
GS12-M25	Complete all 8 courses available from the Naval Post Graduate School.
GS12-M26	Review two Inspection reports or investigations into complaints regarding a PSO that were prepared by a lower grade-level Inspector.
GS12-M27	Coach a lower grade-level Inspector on the PSO contract and the Smart Book.
GS12-M28	Submit a recommendation to improve the PSO program and identify the strengths, weakness, opportunities and threats of the program.
GS12-M29	Coach a lower grade-level Inspector on post order management.
GS12-M30	Coach a lower grade-level Inspector on ISC requirements.
GS12-M31	Coach a lower grade-level Inspector on pre-lease assessment.
GS12-M32	Coach a lower grade-level Inspector on how to coordinate an FSC or DO meeting and present for FSL I, II, III, and IV facilities. Provide feedback in writing to the assigned Inspector.
GS12-M33	Complete and close out 4 FSAs, one at each FSL facility.
GS12-M34	Coach a lower grade-level Inspector on completing FSAs at FSL I, II, III, and IV facilities.

Career Path Requirements: Inspector GS-12

Mandatory Tasks	
GS12-M35	Coach a lower grade-level Inspector on the FPS National Countermeasures Program policy.
GS12-M36	Coach two lower grade-level Inspectors on the testing of technical countermeasures.
GS12-M37	Test technical countermeasures.
GS12-M38	Coach a lower grade-level Inspector or stakeholder on the occupant emergency plan and training.
GS12-M39	Coach a lower grade-level Inspector on security awareness training.
GS12-M40	Participate in an investigation over an extended period.
GS12-M41	Coach a lower grade-level Inspector on providing testimony in a court of jurisdiction.

Recommended Task	
GS12-R1	Participate in a shadowing assignment with a supervisor for at least 5 working days.

Attachment 1: Training and Education Crosswalk

	Required Training	Desired Education	Desired Professional Development Examples			Desired Experience Examples
GS 7 (or lower)	Mandatory upon hire at any GS: Pre Basic UPTP AITP PSTP FTEP	High School Diploma or equivalent	Certified Physical Security Professional	Attend Professional Conference	Inspector	Collateral Duty and Career Broadening Active Shooter Instructor Defensive Tactics Instructor Firearms Instructor Electronic Control Device Instructor Less Lethal Instructor
GS 9						
GS 11						
GS 12						
GS 13	L90X New Supervisor's Course	Bachelors Degree or equivalent Criminal Justice, Emergency Management, Public Administration, Security Management, Information Security	Certified Physical Security Professional Certified Security PM DSS S/PeD Physical Security Certification	Attend Professional Conference ASIS International Annual Convention and Exhibits ISC West	Area Commander, Program Manager	
GS 14		Masters Degree or equivalent Criminal Justice, Emergency Management, Public Administration, Security Management, Information Security		DHS Rotation Program Certified Security Consultant HQ Staff Rotation		District Commander, Branch Chief, Deputy Regional Director
GS 15	Senior Leader's Course	Criminal Justice, Emergency Management, Public Administration, Security Management, Information Security	Certified Protection Professional Certified Security PM DSS S/PeD Physical Security Certification	Attend Professional Conference International Associations of Chiefs of Police	Regional Director, Division Director	Industry Partnership Opportunities

Attachment 2: Task Crosswalk

	GS7	GS9	GS11	GS12
Comp 1	GS7-R1: Successfully complete the Law Enforcement Instructor Training Program (LEITP) offered at FLETC.	GS9-M1: Complete delivery of training to a group of stakeholders	GS11-M1: Independently communicate to an audience in a clear and concise manner.	GS12-M1: Communicate in writing with few substantive or editorial revisions.
Comp 1			GS11-M2: Effectively explain, or defend your viewpoint, pertaining to a challenge and possible solutions to a customer.	GS12-M2: Prepare an article describing an event on a work-related subject (either real or for training purposes) for submission for a FPS Region or National newsletter.
Comp 2	GS7-M1: Successfully complete an on-line course on customer service.	GS9-M2: Successfully complete a second on-line course on customer service.	GS11-M3: Reach out to a customer to gather information on their requirement, discuss expectations, and keep them informed of any delays and workable solutions.	GS12-M3: Identify a regional or national-level customer service challenge and recommend solutions mitigate and enhance.
Comp 2		GS9-M3: Use appropriate customer service communications.	GS11-R1: Coach a lower grade-level Inspector the importance of customer service.	GS12-M4: Coach a lower grade-level Inspector at least twice on the importance of customer service.
Comp 2	GS7-M2: Demonstrate customer service by responding to emails and telephone calls within 24 hours.	GS9-M4: Prepare a communication plan so that customers can reach you by email, telephone (office & cell) while you are in and out of the office.		
Comp 3	GS7-M3: Represent the Agency while interacting with stakeholders.	GS9-M5: Represent the Agency while interacting with stakeholders.	GS11-R2: Represent the Agency by participating with a professional organization or groups on a local, state or national level.	GS12-M5: Actively participate in a recognized professional organization.
Comp 3	GS7-R2: Understand the mission and vision of DHS and FPS and the Inspector's role.	GS9-M6: Deliver stakeholder training.	GS11-R3: Defuse or resolve a confrontational situation in a manner that reflects positively on the Agency.	GS12-M6: Coach a lower grade-level Inspector on how to represent the Agency.
Comp 4	GS7-R3: Participate in a team project with FPS or stakeholders.	GS9-R1: Initiate a project with FPS or stakeholders.	GS11-M4: Initiate two projects with FPS or stakeholders on a local or regional level.	GS12-M7: Participate in a national, regional, state or local working group.
Comp 4				GS12-M8: Provide substantive comments on draft of regional governance documents by reviewing national policies or regional SOP.
Comp 4	GS7-R4: Work on a problem with another FPS employee or stakeholder.	GS9-R2: Work on at least two agency-related problems with another FPS employee or stakeholder.	GS11-M5: Work on at least two agency-related problems with another FPS employee or stakeholder.	GS12-M9: Coach a lower grade-level Inspector on teamwork and cooperation.
Comp 5	GS7-R5: Demonstrate use of technology, application of policy, technical proficiency in analyzing a problem, evaluating multiple solutions, executing a final solution, and the outcome.	GS9-M7: Demonstrate knowledge of Federal Laws that are applicable to the protection of federal property.	GS11-M6: Participate in a technical countermeasure project either in person as lead or as part of team.	GS12-M10: Coach an Inspector on a technical countermeasure project from FSA recommendation to installation.

Attachment 2: Task Crosswalk

	GS7	GS9	GS11	GS12
Comp 5	GS7-M4: Complete an FSA for an FSL I or higher facility in accordance with FPS policy.	GS9-R3: Enforce federal regulations and federal laws, to include issuing a magistrate citation or equivalent.	GS11-R4: Coach a lower grade-level Inspector on the FSA process, coordination, and facilitation.	GS12-M11: Demonstrate knowledge of a fusion center.
Comp 5	GS7-R6: Demonstrate knowledge of Federal Regulations for "Conduct on Property."	GS9-M8: Arrest and process an offender in the jurisdictions of your assigned federal facilities.		
Comp 5	GS7-M5: Complete 1 on-line or classroom course for each of the following: Microsoft Word, PowerPoint, and Excel.	GS9-M9: Complete 1 on-line or classroom advanced course in each of the following: Microsoft Word, PowerPoint, and Excel.		
Comp 5	GS7-M6: Conduct a mechanical and safety inspection of an assigned police vehicle.	GS9-M10: Conduct functionality testing of an x-ray machine, CCV, and IDS technical countermeasures.	GS11-M7: Install or deliver a technical countermeasure.	GS12-M12: Demonstrate your understanding of the FPS Industrial Security Program and the PSO adjudication process.
Comp 5		GS9-R4: Participate in a long- or short- term technical countermeasure development or repair project, from requirement to installation.		
Comp 5	GS7-M7: Demonstrate knowledge of FPS and its history, organizational philosophy, code of conduct, structure, and responsibilities.	GS9-M11: Demonstrate knowledge of the funding mechanism for FPS and how a SWA is used.		
PG1	GS7-M8: Prepare ten police reports in response to incidents that occur on or affecting federal property.	GS9-R5: Complete an investigation into a violation of a federal regulation.	GS11-M8: Complete an investigation into a violation of federal law.	GS12-M13: Conduct a misdemeanor or felony investigation.
PG1	GS7-R7: Participate in a misdemeanor or felony investigation.	GS9-R6: Present a case or submit testimony to the U.S. Attorney's Office (Misdemeanor or Regulation Violation).	GS11-R5: Present a case for felony prosecution or a felony arrest warrant.	GS12-M14: Enforcement and investigative efforts led to an indictment, conviction, or plea of a criminal offense.
PG1	GS7-M9: Understand the Central Violations Bureau process for Magistrate Citations or equivalent.		GS11-M9: Work as the Agency representative at Magistrate Court and the US Attorney's Office to mitigate or prosecute a case in Magistrate Court.	GS12-M15: Coach a lower grade-level Inspector on the Magistrate Court and Citations.
PG1	GS7-R8: Substantiate conclusions and make administrative recommendations to a supervisor on the administrative action to be taken.	GS9-M12: Investigate a complaint by a stakeholder.	GS11-R6: Coach a lower grade-level Inspector on the investigation of a complaint made by a stakeholder.	GS12-M16: Coach a lower grade-level Inspector on the investigation of a complaint by a stakeholder.
PG1	GS7-R9: Demonstrate knowledge of covert testing.	GS9-M13: Observe covert testing.	GS11-M10: Participate in the preparation or execution of a covert test.	GS12-M17: Coach an Inspector on covert testing.
PG1	GS7-R10: Participate in Magistrate court involving magistrate citations.	GS9-R7: Assist in the completion of an affidavit or criminal complaint.	GS11-M11: Describe the process used in your region for an indictment or true bill.	

Attachment 2: Task Crosswalk

	GS7	GS9	GS11	GS12
PG1	GS7-M10: Conduct a consensual interview.	GS9-M14: Conduct interviews of a witness and a suspect.	GS11-M12: Conduct multiple interviews that substantiate the conclusions in an investigation of law, rule, regulations or policy.	GS12-M18: Lead or coach others beyond a single scope investigation.
PG1	GS7-R11: Investigate a suspected instance of noncompliance with a law, rule, regulation, policy, executive order or regulatory requirement and made recommendation on a corrective action.	GS9-R8: Complete an investigation into a federal law that involved a misdemeanor.	GS11-M13: Participate in a felony investigation.	GS12-M19: Coach a lower grade-level Inspector during an investigation into a law that involved a felony.
PG1	GS7-R12: Participate in serving a subpoena or summons or citation.	GS9-R9: Administer an oath regarding an investigation.	GS11-M14: Serve, execute, or participate in a search, arrest warrant, or 'knock and talk'.	GS12-M20: Swear out a warrant or participate in an indictment, either actual or by demonstrated training process.
PG1	GS7-M11: Participate in an (b) (7)(E)	GS9-M15: Conduct, or assist in, a misdemeanor arrest or detention.	GS11-M15: Lead an (b) (7)(E) with little or no supervision.	GS12-M21: Coach a lower grade-level Inspector on conducting an arrest and prisoner processing.
PG1		GS9-R10: Coordinate the execution of an Operation Shield.		GS12-M22: Run an (b) (7)(E)
PG1	GS7-M12: Participate as an observer in a stakeholder meeting/training.	GS9-R11: Initiate 1 or more stakeholder meetings/trainings without supervisory involvement.	GS11-M16: Initiate 4 or more stakeholder meetings/training without supervisory involvement.	GS12-M23: Coach a lower grade-level Inspector on stakeholder meetings/training.
PG1	GS7-M13: Complete 2 FEMA emergency management courses.	GS9-M16: Complete at least 1 FEMA emergency management course.	GS11-M17: Complete at least 1 FEMA emergency management course.	GS12-M24: Complete 2 FEMA emergency management courses.
PG1	GS7-R13: Complete 2 FEMA emergency management courses.	GS9-R12: Complete the following FEMA course: IS-700.b NIMS Introduction.	GS11-M18: Complete the following FEMA course: ICS-200 Single Resources and Initial Actions.	
PG1	GS7-R14: Complete 2 of the 8 courses available from the Naval Post Graduate School.	GS9-13: Complete 1 additional course (not already completed) from the 8 courses available from the Naval Post Graduate School.	GS11-M19: Complete 2 more of 8 courses available from the Naval Post Graduate School.	GS12-M25: Complete all 8 courses available from the Naval Post Graduate School.
PG2	GS7-M14: Resolve a post inspection/visit discrepancy and follow-up to ensure that the discrepancy was resolved.	GS9-M17: Demonstrate knowledge of the PSO Program.	GS11-M20: Review PSO inspection reports or investigations into complaints regarding a PSO that were conducted by a lower grade-level Inspector.	GS12-M26: Review two Inspection reports or investigations into complaints regarding a PSO that were prepared by a lower grade-level Inspector.
PG2	GS7-R15: Describe the current PSO contract and the Smart Book.	GS9-M18: Identify opportunities for improvement in the Smart Book.	GS11-M21: Identify opportunities for improvement in future PSO contracts.	GS12-M27: Coach a lower grade-level Inspector on the PSO contract and the Smart Book.
PG2	GS7-M15: Conduct and document a post inspection and post visit.	GS9-R14: Understand FPS policy for conducting post inspections and post visits.		GS12-M28: Submit a recommendation to improve the PSO program and identify the strengths, weakness, opportunities and threats of the program.

Attachment 2: Task Crosswalk

	GS7	GS9	GS11	GS12
PG2	GS7-R16: Observe a covert post inspection.	GS9-R15: Conduct a covert post inspection or overt post visit.	GS11-R7: Coach a lower grade-level Inspector on conducting covert post inspections.	
PG2	GS7-R17: Observe a PSO weapon qualification, an administrative audit, or monitor PSO training.	GS9-R16: Observe a PSO weapon qualification, an administrative audit, or monitor PSO training.	GS11-R8: Coach a lower grade-level Inspector on how to observe a PSO weapon qualification, an administrative audit, or monitor PSO training.	
PG2	GS7-M16: Draft post orders.	GS9-M19: Write, update, review post orders for all PSO assigned posts at assigned facilities and implement them in accordance with FPS policy.	GS11-M22: Coach a lower grade-level Inspector on how to write post orders.	GS12-M29: Coach a lower grade-level Inspector on post order management.
PG3	GS7-R18: Meet with the property manager and designated official for each assigned facility to address any security concerns with them.	GS9-R17: Demonstrate knowledge of the ISC requirements.	GS11-M23: Demonstrate knowledge of the FSA process.	GS12-M30: Coach a lower grade-level Inspector on ISC requirements.
PG3	GS7-M17 Complete an FSL determination.	GS9-R18: Understand pre-release assessment.	GS11-M24: Participate in an FSC or DO meeting at an FSL IV facility.	GS12-M31: Coach a lower grade-level Inspector on pre-release assessment.
PG3	GS7-R19: Participate in an FSC or DO meeting, present at an FSL II or higher facility, and address any concerns, challenges, or lessons learned.	GS9-R19: Participate in an FSC or DO meeting and present at an FSL III or higher facility and address any concerns, challenges, or lessons learned.		GS12-M32: Coach a lower grade-level Inspector on how to coordinate an FSC or DO meeting and present for FSL I, II, III, and IV facilities. Provide feedback in writing to the assigned Inspector.
PG3	GS7-M18: Complete an FSA for an FSL I or II facility.	GS9-R20: Complete an FSA for an FSL III facility.	GS11-M25: Complete an FSA for an FSL IV facility.	GS12-M33: Complete and close out 4 FSAs, one at each FSL facility.
PG3				GS12-M34: Coach a lower grade-level Inspector on completing FSAs at FSL I, II, III, and IV facilities.
PG4	GS7-R20: Demonstrate the functionality testing of at least one x-ray, metal detector, IDS, and CCV system.	GS9-M20: Demonstrate the functionality testing of 10 technical countermeasures.	GS11-M26: Identify areas of improvement for the functionality testing of all the technical countermeasures.	GS12-M35: Coach a lower grade-level Inspector on the FPS National Countermeasures Program policy.
PG4	GS7-R21: Correct the deficiencies of an IDS or CCV system and coordinate the repair, or preventative maintenance process or action required.	GS9-M21: Test a technical countermeasure.	GS11-M27: Coach a lower grade-level Inspector on the functionality testing of technical countermeasures.	GS12-M36: Coach two lower grade-level Inspectors on the testing of technical countermeasures.
PG4	GS7-R22: Identify all technical countermeasures at assigned facilities.	GS9-R21: Understand the functioning of FPS technical countermeasures.	GS11-R9: Coach a lower grade-level Inspector or stakeholder on the functioning of FPS technical countermeasures.	G12-M37: Test technical countermeasures.
PG4			GS11-M28: Lead the development of a technical countermeasure.	

Attachment 2: Task Crosswalk

	GS7	GS9	GS11	GS12
PD	GS7-R23: Enforce laws, detain a person, or apprehend a fugitive.	GS9-M22: Understand the chain of custody and the rules of evidence.	GS11-R10: Complete a rotational assignment with a personnel security specialist.	GS12-M38: Coach a lower grade-level Inspector or stakeholder on the occupant emergency plan and training.
PD		GS9-R22: Make an independent decision without an available supervisor and make notification to the supervisor after the incident.	GS11-R11: Demonstrate practical experience or understanding of cyber or security systems, methods, procedures, and technologies as it relates to performance standards.	GS12-M39: Coach a lower grade-level Inspector on security awareness training.
PD		GS9-R23: Organize security-related activities.		
PD	GS7-R24: Protect a crime scene including search, preservation, and sketch procedures required to prove a crime was committed.	GS9-R24: Make contact and hold a discussion with personnel outside the organization.	GS11-M29: Function as a SME in providing options for consideration to facility owners and operators on methods to improve security plans, processes, or procedures to reduce risk.	GS12-M40: Participate in an investigation over an extended period.
PD		GS9-R25: Influence or persuade managers and other officials to accept and implement findings and recommendations.	GS11-R12: Understand the intelligence cycle and its applicability to FPS.	
PD	GS7-R25: Identify a Federal property that is not in compliance with ISC standards and requirements.	GS9-R26: Provide highly-specialized assistance.	GS11-M30: Provide technical guidance to solve conflicting security concerns throughout FPS.	GS12-M41: Coach a lower grade-level Inspector on providing testimony in a court of jurisdiction.
PD	GS7-R26: Work with the US Attorney's Office.	GS9-R27: Complete a basic intelligence course on-line or in a classroom that covers the intelligence cycle.		
PD		GS9-R28: Understand the life cycle from a countermeasure recommendation to installation.		
CR			GS11-M31: Perform a collateral duty.	GS12-R1: Participate in a shadowing assignment for at least 5 working days.

Career Path Requirements Tracker: Inspector GS-7

	Name	Cell	Email
Inspector			
Supervisor			

1.0 Training and Education

This section summarizes the mandatory requirements for training and education.

Requirement	Date Complete	Certificate to Supervisor (Y/N)	Date Approved by Supervisor
Pre-Basic			
Uniformed Police Training Program (UPTP)			
Advanced Individual Training Program (AITP)			
Physical Security Training Program (PSTP)			
Field Training and Evaluation Program (FTEP)			

Notes

This section summarizes the recommended requirements for training and education.

Requirement	Date Complete	Certificate to Supervisor (Y/N)	Date Approved by Supervisor

Notes

Career Path Requirements Tracker: Inspector GS-7

2.0 Competencies

This section summarizes the tasks for each competency.

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
2.1 Communication [C1]			
GS7-R1			
2.2 Customer Service [C2]			
GS7-M1			
GS7-M2			
2.3 Representing the Agency [C3]			
GS7-M3			
GS7-R2			
2.4 Teamwork and Cooperation [C4]			
GS7-R3			
GS7-R4			
2.5 Technical Proficiency [C5]			
GS7-M4			
GS7-M5			
GS7-M6			
GS7-M7			
GS7-R5			
GS7-R6			

Notes

Career Path Requirements Tracker: Inspector GS-7

3.0 Performance Goals

This section summarizes the mandatory and recommended tasks for each performance goal.

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
3.1 Performance Goal 1: Protection; Position Description: Enforcement and Investigations [PG1]			
GS7-M8			
GS7-M9			
GS7-M10			
GS7-M11			
GS7-M12			
GS7-M13			
GS7-R7			
GS7-R8			
GS7-R9			
GS7-R10			
GS7-R11			
GS7-R12			
GS7-R13			
GS7-R14			
3.2 Performance Goal 2: PSO Management; Position Description: Inspections [PG2]			
GS7-M14			
GS7-M15			
GS7-M16			
GS7-R15			
GS7-R16			
GS7-R17			
3.3 Performance Goal 3: Facility Security Assessments [PG3]			
GS7-M18			

Career Path Requirements Tracker: Inspector GS-7

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
GS7-M19			
GS7-R18			
GS7-R19			
3.4 Performance Goal 4: Technical Countermeasures [PG4]			
GS7-R20			
GS7-R21			
GS7-R22			
3.5 Position Description [PD]			
GS7-R23			
GS7-R24			
GS7-R25			
GS7-R26			
3.6 Combined Requirement [CR]			
NA	<i>No tasks for combined requirement.</i>		

Notes

Career Path Requirements Tracker: Inspector GS-9

	Name	Cell	Email
Inspector			
Supervisor			

1.0 Training and Education

This section summarizes the mandatory requirements for training and education.

Requirement	Date Complete	Certificate to Supervisor (Y/N)	Date Approved by Supervisor
Pre-Basic			
Uniformed Police Training Program (UPTP)			
Advanced Individual Training Program (AITP)			
Physical Security Training Program (PSTP)			
Field Training and Evaluation Program (FTEP)			

Notes

This section summarizes the recommended requirements for training and education.

Requirement	Date Complete	Certificate to Supervisor (Y/N)	Date Approved by Supervisor

Notes

Career Path Requirements Tracker: Inspector GS-9

2.0 Competencies

This section summarizes the tasks for each competency.

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
2.1 Communication [C1]			
GS9-M1			
2.2 Customer Service [C2]			
GS9-M2			
GS9-M3			
GS9-M4			
2.3 Representing the Agency [C3]			
GS9-M5			
GS9-M6			
2.4 Teamwork and Cooperation [C4]			
GS9-R1			
GS9-R2			
2.5 Technical Proficiency [C5]			
GS9-M7			
GS9-M8			
GS9-M9			
GS9-M10			
GS9-M11			
GS9-R3			
GS9-R4			

Notes

Career Path Requirements Tracker: Inspector GS-9

3.0 Performance Goals

This section summarizes the mandatory and recommended tasks for each performance goal.

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
3.1 Performance Goal 1: Protection; Position Description: Enforcement and Investigations [PG1]			
GS9-M12			
GS9-M13			
GS9-M14			
GS9-M15			
GS9-M16			
GS9-R5			
GS9-R6			
GS9-R7			
GS9-R8			
GS9-R9			
GS9-R10			
GS9-R11			
GS9-R12			
GS9-R13			
3.2 Performance Goal 2: PSO Management; Position Description: Inspections [PG2]			
GS9-M17			
GS9-M18			
GS9-M19			
GS9-R14			
GS9-R15			
GS9-R16			
3.3 Performance Goal 3: Facility Security Assessments [PG3]			
GS9-R17			

Career Path Requirements Tracker: Inspector GS-9

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
GS9-R18			
GS9-R19			
GS9-R20			
3.4 Performance Goal 4: Technical Countermeasures [PG4]			
GS9-M20			
GS9-M21			
GS9-R21			
3.5 Position Description [PD]			
GS9-M22			
GS9-R22			
GS9-R23			
GS9-R24			
GS9-R25			
GS9-R26			
GS9-R27			
GS9-R28			
3.6 Combined Requirement [CR]			
NA	<i>No tasks for combined requirement.</i>		

Notes

Career Path Requirements Tracker: Inspector GS-11

	Name	Cell	Email
Inspector			
Supervisor			

1.0 Training and Education

This section summarizes the mandatory requirements for training and education.

Requirement	Date Complete	Certificate to Supervisor (Y/N)	Date Approved by Supervisor
Pre-Basic			
Uniformed Police Training Program (UPTP)			
Advanced Individual Training Program (AITP)			
Physical Security Training Program (PSTP)			
Field Training and Evaluation Program (FTEP)			

Notes

This section summarizes the recommended requirements for training and education.

Requirement	Date Complete	Certificate to Supervisor (Y/N)	Date Approved by Supervisor

Notes

Career Path Requirements Tracker: Inspector GS-11

2.0 Competencies

This section summarizes the tasks for each competency.

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
2.1 Communication [C1]			
GS11-M1			
GS11-M2			
2.2 Customer Service [C2]			
GS11-M3			
GS11-R1			
2.3 Representing the Agency [C3]			
GS11-R2			
GS11-R3			
2.4 Teamwork and Cooperation [C4]			
GS11-M4			
GS11-M5			
2.5 Technical Proficiency [C5]			
GS11-M6			
GS11-M7			
GS11-R4			

Notes

3.0 Performance Goals

This section summarizes the mandatory and recommended tasks for each performance goal.

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
3.1 Performance Goal 1: Protection; Position Description: Enforcement and Investigations [PG1]			
GS11-M8			

Career Path Requirements Tracker: Inspector GS-11

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
GS11-M9			
GS11-M10			
GS11-M11			
GS11-M12			
GS11-M13			
GS11-M14			
GS11-M15			
GS11-M16			
GS11-M17			
GS11-M18			
GS11-M19			
GS11-R5			
GS11-R6			
3.2 Performance Goal 2: PSO Management; Position Description: Inspections [PG2]			
GS11-M20			
GS11-M21			
GS11-M22			
GS11-R7			
GS11-R8			
3.3 Performance Goal 3: Facility Security Assessments [PG3]			
GS11-M23			
GS11-M24			
GS11-M25			
3.4 Performance Goal 4: Technical Countermeasures [PG4]			
GS11-M26			
GS11-M27			

Career Path Requirements Tracker: Inspector GS-11

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
GS11-M28			
GS11-R9			
3.5 Position Description [PD]			
GS11-M29			
GS11-M30			
GS11-R10			
GS11-R11			
GS11-R12			
3.6 Combined Requirement [CR]			
GS11-M31			

Notes

Career Path Requirements Tracker: Inspector GS-12

	Name	Cell	Email
Inspector			
Supervisor			

1.0 Training and Education

This section summarizes the mandatory requirements for training and education.

Requirement	Date Complete	Certificate to Supervisor (Y/N)	Date Approved by Supervisor
Pre-Basic			
Uniformed Police Training Program (UPTP)			
Advanced Individual Training Program (AITP)			
Physical Security Training Program (PSTP)			
Field Training and Evaluation Program (FTEP)			

Notes

This section summarizes the recommended requirements for training and education.

Requirement	Date Complete	Certificate to Supervisor (Y/N)	Date Approved by Supervisor

Notes

Career Path Requirements Tracker: Inspector GS-12

2.0 Competencies

This section summarizes the tasks for each competency.

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
2.1 Communication [C1]			
GS12-M1			
GS12-M2			
2.2 Customer Service [C2]			
GS12-M3			
GS12-M4			
2.3 Representing the Agency [C3]			
GS12-M5			
GS12-M6			
2.4 Teamwork and Cooperation [C4]			
GS12-M7			
GS12-M8			
GS12-M9			
2.5 Technical Proficiency [C5]			
GS12-M10			
GS12-M11			
GS12-M12			

Notes

Career Path Requirements Tracker: Inspector GS-12

3.0 Performance Goals

This section summarizes the mandatory and recommended tasks for each performance goal.

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
3.1 Performance Goal 1: Protection; Position Description: Enforcement and Investigations [PG1]			
GS12-M13			
GS12-M14			
GS12-M15			
GS12-M16			
GS12-M17			
GS12-M18			
GS12-M19			
GS12-M20			
GS12-M21			
GS12-M22			
GS12-M23			
GS12-M24			
GS12-M25			
3.2 Performance Goal 2: PSO Management; Position Description: Inspections [PG2]			
GS12-M26			
GS12-M27			
GS12-M28			
GS12-M29			
3.3 Performance Goal 3: Facility Security Assessments [PG3]			
GS12-M30			
GS12-M31			
GS12-M32			
GS12-M33			

Career Path Requirements Tracker: Inspector GS-12

Requirement	Brief description of how task standard was met. <i>Attach required documentation.</i>	Date Submitted to Supervisor	Date Approved by Supervisor
GS12-M34			
3.4 Performance Goal 4: Technical Countermeasures [PG4]			
GS12-M35			
GS12-M36			
GS12-M37			
3.5 Position Description [PD]			
GS12-M38			
GS12-M39			
GS12-M40			
GS12-M41			
3.6 Combined Requirement [CR]			
GS12-R1			

Notes

Attachment 4: Duties Associated with Protecting Federal Facilities

As defined by OPM, these series includes positions with the primary duties of which are analytical, planning, advisory, operational, or evaluative work that has as its principal purpose the development and implementation of policies, procedures, standards, training, and methods for identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage, or loss.

Security specialists according to OPM General Inspection, Investigation, Enforcement, and Compliance Series, GS-1801 April 2011 supervise, lead, or perform inspection, investigation, enforcement, or compliance work.

Many security specialists train security and subject-matter personnel in security requirements and procedures. Security administration in Federal agencies involves the safeguarding of information, personnel, property, assets, and/or material from theft, loss, misuse, fraud, disclosure, espionage, or sabotage. Security administration is a specialized and integral aspect of agency missions and programs. It is concerned with:

- Identifying the need for protection and security;
- Developing and maintaining the physical means which are used for protection and security; and
- Developing, implementing, and maintaining procedural and technical methods to enhance physical protection.

Some specialists are trained for and participate in rapid protection teams, such as those for executive protection or terrorist attack or other kinds of response teams which require training in weapons proficiency and special law enforcement tactics. Some security specialists perform instructional duties as part of their program responsibilities. Instruction may be provided to other security personnel, subject-matter or contractor employees, or others.

The nature of the materials under protection must also be considered in security planning, along with balancing the costs or security systems between the ideal and what can be realistically accomplished. Some protection specialists are involved in planning for and administering law enforcement and related protective programs (guard services) for Federal agencies and installations. This function is typically part of a physical security program where the protective force is another part of a broader system of security responsibilities.

Refer to the following list of duties associated with protecting federal facilities.

Attachment 4: Duties Associated with Protecting Federal Facilities

Basic Requirements

- Pre-Basic
- Uniformed Police Training Program (UPTP)
- Advanced Individual Training Program (AITP)
- Physical Security Training Program (PSTP)
- Field Training and Evaluation Program (FTEP)

Competencies and Performance Goals

- Communication (Internal and External)
- Customer Service
- Representing the Agency
- Teamwork and Cooperation
- Technical Proficiency in Law Enforcement and Physical Security
- Protection (Personal and Facility)
- Protective Security Officer (PSO) Management
- Facility Security Assessments
- Technical Countermeasures

Attributes

- Independent
- Courageous
- Transparent
- Confident
- Curious

Major Tasks of an FPS Inspector

As an FPS Inspector, you have the opportunity to encounter and master a wide variety of tasks. Which of these major tasks you encounter will often be affected by your geographic location and portfolio of assigned facilities:

- Anti-Terrorism
- Cyber Security
- HAZMAT Awareness
- Information Protection
- Law Enforcement (to include investigations)
- Operational Security
- Physical Security
- PSO Oversight & Training
- Public Safety
- Stakeholder Education (including training, briefing, and liaison work)
- Threat Mitigation

Knowledge Components

The Interagency Security Committee (ISC) has introduced standards and tasks a protection professional is likely to encounter. As an FPS employee, these Security Specialist Competencies are relevant to your job directly or indirectly

Attachment 4: Duties Associated with Protecting Federal Facilities

and they may vary based on geography and the types of facilities you protect. Additionally, many of those you work with are security specialists and perform duties on the Facility Security Committee or as a Security Manager or Security Specialist for a tenant agency. They have many of these responsibilities and may approach security from a different angle. Knowing the basics of security specialist competencies will serve you well as you progress through your career.

Understanding of Security and National/Federal Policies and Standards

- Interagency Security Committee (ISC). Inspectors will be knowledgeable in how and why the ISC came into existence to include:
 - The mission and vision of the ISC
 - The composition of the ISC
- Facility Security Committees (FSCs):
 - Knowledgeable in the policy and procedures a FSC uses when presented with security issues
 - Knowledgeable in the roles and responsibilities of the FSC members
- ISC Facility Security Level Determination Standard. Inspectors will be able to define the criteria and successfully use the process for determining a facility security level (FSL).
- ISC Risk Management Process. Inspectors will have a clear understanding of the ISC Risk Management Process for Federal facilities in the United States occupied by Federal employees for nonmilitary activities.
- Crime Prevention through Environmental Design (CPTED). Inspectors will be able to understand the CPTED principles and how they may be implemented in the design of an effective interior and exterior building environment to both reduce the fear of potential crime and terrorist activity and encourage desirable behavior.
- National Infrastructure Protection Plan. Inspectors will be knowledgeable in critical infrastructure under the NIPP and the need to adequately protect facilities and assets.
- FPS-Specific Policies/Standards. Inspectors will be knowledgeable in all FPS policies and standards, as well as those issued by the ISC.

Facility Security Assessments

- Types of Security Assessments
 - Conducting recurring security assessments to evaluate threats and vulnerabilities as well as develop security countermeasures to mitigate risk to an acceptable level.
 - Conduct market survey/pre-lease, new construction, and special assessments.
 - Demonstrate a general understanding of new site drawings/maps.
- Components of a Security Assessment
 - Research on the facility should be conducted at a minimum on:
 - Law enforcement jurisdiction
 - Crime statistics and trends
 - Natural, design, geographic, and human factors affecting the risk level of the facility
 - Potential threats to include use of the ISC Design-Basis Threat Report
 - Research of emergency services from local fire medical services, and hospital capabilities that would service the facility
 - Inspections and Analysis
 - Determine the FSL using ISC approved standards.
 - Complete a physical inspection of grounds and all relevant systems and features.
 - Conduct a lighting survey.
 - Inspect the security officer force.

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- Verify effectiveness of existing countermeasures.
- Evaluate pertinent information from tenant interviews.
- Analyze any additional agency-specific requirements.
- Interview the following individuals at minimum:
 - FSC Chairperson or Designated Official
 - A representative of each tenant agency
 - Building Manager
 - Realty Specialist
 - Facility security personnel
 - Appropriate law enforcement authorities
 - Emergency response authorities
- Conduct and/or interpret a Threat Assessment
 - Evaluate applicable threats and vulnerabilities.
 - Determine the level of risk to ensure the appropriate corresponding level of protection is provided.
- Identify and Evaluate Countermeasures
 - Existing Countermeasures – evaluate for their functionality and compliance with ISC Standards.
 - Additional Countermeasures – identify, evaluate, and recommend, as necessary, to mitigate the risk to an acceptable level.
- Understand the Countermeasure Approval Process
 - ISC Facility Security Committee policies
 - Funding cycle
 - Historic Committee approvals
 - Zoning/Planning Committee approvals
 - Internal agency approval process
- Author a comprehensive and concise report to document fact-based findings and recommendations determined by the efforts of research and data gathering
- Present recommendations outlined in the report
 - Explain the security assessment process to FSC or designated authority and justify recommended countermeasures.
 - Demonstrate thorough competency with the use of visual presentation aids.

Inspections

- Electronic and trace/vapor detection
- Explosive detection devices
- Inspection mirrors
- Walkthrough metal detectors
- Handheld metal detectors
- Radiation detectors
- X-ray screening equipment

Continuity of Operations

- Understand the requirements of National Security Presidential Directive-51, Homeland Security Presidential Directive (HSPD) -20, and/or other pertinent policies regarding Continuity of Operations (COOP);
- Understand and advise on basic COOP plans:
 - Mission essential functions
 - Alternate facilities and supplies

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- Delegations of authority and orders of succession
- Devolution
- Human capital management
- Interoperable communications
- Reconstitution
- Tests, training, and exercises
- Vital records and databases
- Understand COOP reporting and national level exercise requirements.

Facility Security Plans

- Identify security related responsibilities;
- Identify current and planned security measures;
- Define building-specific security policies;
- Include emergency contacts (e.g., law enforcement, first responders, security organization, and facility manager);
- Detail response procedures for emergencies;
- Outline approved protocols for access by employees, contractors, and visitors;
- Establish changes in security operations due to temporary upgrades in the National Terrorism Advisory System;
- Outline the security measure testing schedule performed by the security manager at Level IV and V facilities;
- Identify security support requirements for the Occupant Emergency Plan (OEP);
- Understand the level of detail to which the plan is written based on the nature of the facility;
- Protect the plan as For-Official-Use-Only (FOUO), at a minimum; and
- Identify response procedures for active shooter/active threat events.

Occupant Emergency Plan

- Understand pertinent Federal Management Regulations (i.e., 102–74.230) and department or agency specific policies regarding the OEP;
- Understand the responsibilities of the Designated Official and Occupant Emergency Organization;
- Review and advise on an all-hazards OEP including evacuation plans and shelter-in-place plans; and
- Verify effectiveness and evaluate an OEP, making appropriate modifications, as necessary.

Incident Management

- Requirements for an Incident Command System (ICS) for managing short-term and long-term field operations for a broad spectrum of emergencies;
- Organization and operation of unified command in an incident that involves Federal, State, local, and tribal agencies;
- Key documents that affect planning and operational response in a terrorist attack or weapons of mass destruction incident, including the National Response Plan, National Response Framework, and the National Incident Management System;
- Formation and structure of Federal response organizations and how they interface with local emergency response organizations in an emergency incident;
- ICS operating requirements and components;
- ICS management concepts/principles;

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- National Terrorism Advisory System; and
- Minimum ICS Training Level commensurate with the Security Specialist position and function in normal Emergency Operation Plans

Intrusion Detection Systems

- Understand the concepts of alarm communication and display and the different technologies available;
- Understand intrusion detection system performance characteristics (i.e., probability of detection, nuisance alarm rate, and vulnerability to defeat);
- Understand the differences between active and passive sensors, overt and covert sensors, and volumetric and line detection sensors;
- Identify discrepancies in line supervision by inspecting sensor and control panel terminations; and
- Demonstrate knowledge of the American National Standards Institute and Underwriters Laboratory standards for Intrusion Detection Systems pertaining to monitoring and hardware.

Protective Security Officer Compliance and Oversight

- The design of a proper security force per operating requirements;
- The research required identifying Federal, state, tribal, and local licenses requirements;
- The oversight of the security force; and
- Developing standard operating procedures to include post orders for the security force.

Access Control Systems

- Understand basic objectives of an access control system;
- Specify appropriate portal types, barriers, or lock hardware for a particular application based on security needs, physical environment, and organizational culture;
- Understand the basic concepts of and challenges involved in implementing anti-tailgating and anti-pass back policies;
- Understand various methods to test and verify the proper functionality of the system;
- Understand various methods of identity verification
- Understand the basic differences between various coded-credential technologies;
- Understand the different types of biometric technologies available;
- Understand the requirements of various physical access control systems (“off the shelf”) that are approved for use under HSPD-12, FIPS 201;
- Demonstrate a basic understanding of the various lock types and lock components; and
- Understand the factors to be considered in establishing access control needs, requirements, and procedures.

Video Monitoring Systems

- Understand the objectives and theory of video monitoring systems;
- Understand the purpose of using video monitoring in security and the correct camera type for the appropriate application;
- Understand the basic components of analog and digital video monitoring systems;
- Understand the different types of cameras and lenses;
- Understand focal length and field of view;
- Understand appropriate implementation of pan, tilt, and zoom cameras;

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- Understand recording requirements pertaining to resolution, bandwidth, and frame rates;
- Understand causes of video loss and electromagnetic interference;
- Demonstrate basic understanding of fiber-optic video equipment and media converting devices;
- Understand the direct relationship with protective lighting on camera images. This includes illumination intensity and evenness required for specific cameras as well as color rendition and reflectance of various light types on different surfaces;
- Demonstrate a basic understanding of the legal considerations associated with video monitoring system applications; and
- Explain the advantages of video monitoring system integration with other physical protection system elements.

Crime Prevention and Security Awareness

- Understand crime prevention as well as security awareness concepts and principles;
- Demonstrate a basic understanding of CPTED concepts and principles; and
- Deliver crime prevention and security awareness presentations in multiple formats.

Protective Lighting

- Basic security lighting concepts, principles, and applications;
- The relationship between closed circuit video equipment and security lighting technologies; and
- The security standards for exterior security illumination.

Security Barriers

- Understand the different types of security barriers, official ratings, and security considerations associated with each one; and
- Determine effective placement of security barriers.

Information Security

- The requirements for classifying, safeguarding, and declassifying national security information, including information relating to defense against transnational terrorism in accordance with E. O. 13526, "Classified National Security Information";
- The requirements for protecting information pursuant to and consistent with applicable law, regulations, and government policies that is not classified, in accordance with E.O. 13556, "Controlled Unclassified Information"; and
- The requirements for and ability to conduct compliance inspections and unauthorized disclosure investigations.

Personnel Security

- Understand the requirements of personnel and national security executive orders and directives, such as:
 - E.O. 10450, "Security Requirements for Government Employment";
 - E.O. 12968, as amended, "Access to Classified Information";
 - E.O. 13467, "Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information";
 - E.O. 13488, "Granting Reciprocity on Excepted Service and Federal Contractor Employees Fitness

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- and Reinvestigating Individuals in High Risk Positions of Public Trust";
- 5 Code of Federal Regulation (CFR) part 731, Suitability Regulations;
- 5 CFR part 732, Designation of National Security Positions;
- Intelligence Community Policy Guidance Number 704.1, 704.2, 704.3, and 704.4 on Investigative Standards, Adjudicative Guidelines, Denials or Revocation of Access to Sensitive Compartmented Information, and Reciprocity;
- Demonstrate knowledge in the development and execution of the following personnel security policies and/or requirements:
 - Standards for access to classified information and assignment to sensitive duties;
 - Criteria for application of suitability and security adjudicative standards;
 - Types and scope of personnel security investigations;
 - Security investigative requirements, special access programs, and reinvestigation;
 - Sensitive and public trust positions;
 - Conducting interviews and due process;
 - Authority to waive investigative requirements;

Operations Security

- Establish and maintain OPSEC programs to ensure national security-related missions and functions are protected in accordance with National Security Decision Directive 298, "National Operations Security Program";
- Demonstrate a working knowledge of an OPSEC program to include:
 - Assignment of responsibility for OPSEC direction and implementation in an executive department or agency;
 - Planning for and implementation of OPSEC in anticipation of and, where appropriate, during department or agency activity;
 - Use of OPSEC analytical techniques to assist in identifying vulnerabilities and to select appropriate OPSEC measures;
 - Enactment of measures to ensure that all personnel, commensurate with their positions and security clearances, are aware of hostile intelligence threats and understand the OPSEC process;
 - Performing an annual review and evaluation of OPSEC procedures so as to assist the improvement of OPSEC programs;
 - Provision of interagency support and cooperation with respect to OPSEC programs;
 - Operations Security Process:
 - Identification of critical information;
 - Analysis of threats, vulnerabilities, and risk; and
 - Application of appropriate OPSEC measure

Basic Physical Security Countermeasures

- Understand the concepts and considerations in the integration of physical protection system elements;
- Demonstrate knowledge of the applicable codes and standards pertaining to physical protection systems;
- Understand the basic concepts of the procurement process as related to security requirements and enhancements;
- Read and understand a project schedule, such as a Gantt chart or network diagram;
- Understand technical countermeasure requirements;
- Verify the effectiveness of countermeasures to assure their functionality;
- Understand electronic system communication methods, line supervision, cable types, multiplexing, network topologies, and computer peripherals; and

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- Read, understand and evaluate blueprints.

Security Locks and Locking Devices

- Understand the basic features of common mechanical and electrical locks;
- Recognize the differences between regular and high security locks;
- Understand the lock requirements for specialized rooms and locations;
- Understand the elements of an effective key control system;
- Demonstrate a basic understanding of fixed and changeable combination locks;
- Demonstrate a basic understanding of the different types of locks, lock specifications, and hardware requirements; and
- Understand Federal Specification FF-L-2740 for GSA-approved locks.

Security of Federal Automated Information Resources

- Identify, review, and assess the physical and environmental protection controls of the National Institute of Standards and Technology (NIST) SP 800-53 & 53A, NIST SP 800-116, and revisions;
- Understand the Risk Management Framework and the processes used to assess information technology systems and equipment;
- Demonstrate knowledge and understanding of NIST Security Standards and Guidelines and Federal Information Processing Standard (FIPS) 200; and
- Demonstrate knowledge and understanding of the Committee on National Security Systems policies and procedures.

Contracting Officer's Representative

- Demonstrate a basic understanding of the COR's duties and responsibilities as outlined within the respective agency's requirements;
- Understand the facility clearance approval process;
- Work with agency contracting staff on monitoring various types of contracts such as guard service, construction, countermeasure implementation, etc.;
- Successfully complete training concerning the GSA Supply Schedule;
- Understand the basic elements of an access control system, how to specify a system, and understand the concept of "defense in depth" or concentric rings; and
- Understand how projects are commissioned and closed out.