WACKENHUT SERVICES, INCORPORATED
Nevada Operations (DOE)

NOV 7 2000

JOB DESCRIPTION

Job Title: Manager, Plans/Operations Section

Reports To: Deputy General Manager

Wage/Salary Range: Level 35

Training and Experience Required:

Education and Experience:

B.S. or B.A. degree in related field (Security, Engineering, Analytical) and/or extensive experience in security through armed forces, other government agency or contractor employment, with special emphasis on threat analysis, risk management, asset protection and force development-systems integration. Must have the ability to prepare clear, concise oral and written presentations on a variety of essential subjects. Minimum of five years experience in a technical analysis, security management, or leadership/planning position.

Other:

Must have a background which would not preclude a security clearance being granted.

Summary and Purpose of Job:

Responsible for the evaluation of existing security systems and response plans to determine if adequate protection is provided against Special Nuclear Material (SNM) theft, radiological or industrial sabotage. Responsible for oversight of planning for WSI/NV drills/exercises to include Force-on-Force exercises for the company. Develops and coordinates plans, for DOE approval, for sub-critical experiments, intruder interdiction, preparedness, major anti-nuclear demonstrations, property protection, facility security and other action and operation plans. Responsible for developing and updating enhanced target folders. Develops plans for the testing of possible new company equipment and techniques. Responsible for updating and publishing NTS Protective Force (PF) orders to enable PF to carry out duties at the required DOE/NV level. Further responsible for shipment security at the NTS, GZ activities and for WSI Plans and Event (PEC) coordination and Intruder Interdiction planning. Provides Property Protection Unit (PPU) oversight responsibilities. Ensures that work is executed in accordance with integrated safety management principles. Otherwise acts as directed.

Approved by:

M. D. Ebert
General Manager

Specific Duties of the Manager, Plans/Operations Section:

Responsible for supervision and oversight of all individuals assigned to plans, operations, and PPU to assure the efficient and effective accomplishment of all functions assigned.

Perform functions of security planning, risk analysis and threat/vulnerability assessments.

Review and analyze existing security plans and systems, and special orders for off-site activities, and daily reports from NTS field operations to ensure proper disposition for subsequent action to include the review and oversight of security related Irregularity Reports.

Develop security concepts for new areas or facilities and maintain site specific security plans. Identify and validate new security techniques.

Provide WSI input into the Site Safeguards and Security Plan (SSSP), and mobilization contingency plans.

Provide staff oversight for Area 27 & DAF Emergency Evacuation and response plans and all WSI Facility Security Plans. Approves the master schedule for the Operations Section.

Identify standards and criteria applicable to WSI, determine capability, and develop plans to bring WSI procedures into compliance.

Monitor Ground Zero (GZ) plans, PPU Vehicle/Bus Search activities, and exercise scenarios (participate as an evaluator as required).

Responsible for planning, coordination and execution of major Force-on-Force Exercises. Prepares post-exercise evaluations, recommendations/lessons learned and follow-up.

Directly responsible for plans and operation related company standard practices and numerous FODs and SOPs.

Monitor operational status of physical barriers, alarms and access controls. Monitor and coordinate new equipment requirements to include development and approval of test/evaluation plans.

Monitors manpower scheduling for WSI protective force to ensure all user requirements are met prior to submission to the Deputy General Manager.

Prepares manpower projections.

Serves on the DOE Technical Security and Communications Planning Councils.

Prepares plans, for DOE approval, for major anti-nuclear demonstrations at the NTS or in Las Vegas. Prepares After Action Reports on same.

Prepares Sub-critical Experiment Operation Plans.

Prepares Intruder Interdiction action plans for each event.

Prepares property protection plans.

Specific Duties of the Manager, Plans/Operations Section, page 2:

Prepares preparedness action plans.

Maintains close liaison and interfaces with the Manager, Protective Force Operations, Captains, other supervisors, NTS users and DOE to ensure operational needs are efficiently and economically met.

Reviews related materials, memos, policies, security plans, security force orders, and requests for security services to ensure WSI compliance with pertinent DOE requirements.

Conducts oral presentations to protective force personnel at special meetings and training classes.

Maintains records, researches/compiles data, and prepares reports/surveys relative to manpower use and equipment needed for demonstrations and other activities, as requested by the Deputy General Manager.

Responsible for the actions of the Plans and Event Coordinator assigned for forward area activities.

Provides information updates to upper level WSI Management of all significant activities and/or special problems and recommends appropriate action for same.

Ensures all plans and orders are revised and updated.

Ensure all CPAF requirements are met or exceeded and that performance monitor is thoroughly briefed on accomplishments.

Ensures that work is executed in accordance with integrated safety management principles.

In the absence of the Deputy General Manager, acts as Director of Field Operations. Otherwise acts as directed.