



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.GSAAdvantage.gov> .

**SCHEDULE TITLE: AUTHORIZED FEDERAL SUPPLY SCHEDULE 084**  
TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITY MANAGEMENT SYSTEMS, FIRE, RESCUE, SPECIAL PURPOSE CLOTHING, MARINE CRAFT AND EMERGENCY / DISASTER RESPONSE

**FSC Group: 63 – ALARM AND SIGNAL SYSTEMS / FACILITY MANAGEMENT SYSTEMS, PROFESSIONAL SECURITY / FACILITY MANAGEMENT SERVICES, AND GUARD SERVICES**

**CONTRACT NUMBER:** GS-07F-0011V

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://fss.gsa.gov> .

**PERIOD COVERED BY CONTRACT:** 2008 October 01 – 2013 September 30

**CONTRACTOR:**

Systems Integration / Modeling & Simulation, Inc. (SIM&S)  
400 South Atlantic Street  
Tullahoma, Tennessee 37388-4409

Voice: 931.454.0833  
Telefacsimile: 931.455.0834  
Internet: [www.sim-s.com](http://www.sim-s.com)

**CONTRACTOR'S ADMINISTRATION SOURCE:**

Wayne Warren  
400 SW Atlantic St.  
Tullahoma, TN 37388-4409

V: 931.461.8808  
F: 931.455.0834  
E: [wwarren@sim-s.com](mailto:wwarren@sim-s.com)  
I: <http://www.sim-s.com>

**BUSINESS SIZE:** small, disadvantaged business and a HUBZone certified business.

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS)**

SIN	DESCRIPTION
246-54	Security Guards

**1b. LOWEST PRICED CATEGORY / MODEL NUMBER AND PRICE FOR EACH SIN:**

SIN	MODEL	PRICE
NA		

**1c. HOURLY RATES**

See schedule at end of this document

**2. MAXIMUM ORDER PER SIN\*: 264-54 -- \$200,000**

\* If the best value selection places your order over the Maximum Order identified in this catalog / price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract, or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER: \$100,000**

**4. GEORGRAPHIC COVERAGE:**

Domestic, 50 states, Washington, DC, Puerto Rico, US Territories

246-54 Initial Locations Awarded: see schedule at end of this document.  
Reference wdol.gov for WD's and all counties awarded under each WD.

Pursuant to 552.243-72, Modifications, contractor may add additional locations utilizing the same pricing methodology as awarded. When a contractor receives a Request For Quote from a Federal customer citing the Schedule contract, the contractor is responsible for ensuring that the applicable wage determination (number, revision number, and date) for the site location specified in the RFQ is incorporated into their Schedule contract. This action may occur up to the time of award of resultant task order. A task order may not be awarded until the Schedule contract is modified to incorporate the current prevailing wage determination.

**5. POINT(S) OF PRODUCTION: NA**

**6. DISCOUNT FROM LIST PRICES:** Prices shown are net billed rates.

**7. QUANTITY DISCOUNT(S):** .0025 lower profit on Projects \$5M -- \$10M  
.0050 lower profit on Projects >\$10M

**8. PROMPT PAYMENT TERMS:** Net 30 days

**9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold. (\$2,500)**

**9.b Government Purchase Cards are accepted above the micro-purchase threshold. (\$2,500)**

**10. FOREIGN ITEMS:** none.

**11a. DELIVERY / START-UP:** 30 days after receipt of order (ARO) or as per the SOW.

**11b. EXPEDITED START-UP:** not applicable.

**11c. OVERNIGHT AND 2-DAY DELIVERY:** not applicable.

**11d. URGENT REQUIREMENTS:** not applicable.

**12. FOB POINT:** not applicable.

**13a. ORDERING ADDRESS:**

Systems Integration / Modeling & Simulation, Inc. (SIM&S, Inc.)  
400 SW Atlantic St.  
Tullahoma, TN 37388-4409

Telephone Number: 931.454.0833  
Tele-facsimile number: 931.455.0834  
E: [nvwilliams@sim-s.com](mailto:nvwilliams@sim-s.com)  
I: <http://www.sim-s.com>

**14. PAYMENT ADDRESS:** same as contractor

**15. WARRANTY PROVISION:** as per the Statement of Work

**16. EXPORT PACKING CHARGES:** not applicable

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
(any thresholds above the micro-purchase level)

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** not applicable.

**19. TERMS AND CONDITIONS OF INSTALLATION:** not applicable.

**20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS, PRICE LISTS,  
AND ANY DISCOUNTS FROM LIST PRICES:** not applicable.

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** not applicable.

**21. LIST OF SERVICE AND DISTRIBUTION POINTS:** not applicable.

**22. LIST OF PARTICIPATING DEALERS:** not applicable.

**23. PREVENTATIVE MAINTENANCE:** not applicable.

**24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:** not applicable.

**24b. SECTION 508 COMPLIANCE FOR EIT:** not applicable.

**25. DUNS NUMBER:** 807006804

**26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION  
(CCR) DATABASE:** registration valid through 04/09/2009

**SIM&S' PRICE LIST INCLUDING LABOR CATEGORY DESCRIPTIONS IMMEDIATELY FOLLOWS THIS PAGE.**

**PRICE LIST**

Prices include .75% IFF. For years 2008 to 2013, Period of Performance for services offered always starts 01 January and ends 31 December.

Location	WD#	Rev#	Date	GUARD PROGRAM MANAGER	GUARD SUPERVISOR	GUARD II	GUARD I	LEAD VEHICLE & CARGO INSPECTOR	ALT LEAD VEHICLE & CARGO INSPECTOR	VEHICLE & CARGO INSPECTOR	ALARM PROGRAM MANAGER	ALARM MONITOR SUPERVISOR	ALARM MONITOR	
Alabama	Autauga County, etc.	2005-2011	8	8/12/2008				\$27.68	\$26.17	\$24.51	\$33.84	\$29.55	\$26.82	
Arizona	Apache County, etc.	2005-2023	9	5/29/2008	\$43.71	\$32.61	\$31.12	\$22.98	\$34.10	\$32.61	\$31.12	\$49.09	\$38.81	\$36.12
Arkansas	Pulaski County, Etc.	2005-2033	6	7/17/2008	\$39.98	\$28.83	\$27.33	\$21.06	\$30.32	\$28.83	\$27.33	\$38.40	\$28.12	\$25.44
California	Alameda County, etc.	2005-2051	6	5/29/2008					\$53.03	\$51.48	\$49.93	\$61.90	\$51.56	\$48.86
Colorado	Adams County, etc.	2005-2081	5	5/29/2008					\$39.51	\$37.98	\$36.46	\$48.08	\$37.78	\$35.10
Connecticut	Statewide	2005-2089	8	5/29/2008					\$35.30	\$33.80	\$32.29	\$46.41	\$36.13	\$33.44
Delaware	Kent County, etc.	2005-2097	7	5/29/2008					\$39.14	\$37.60	\$36.06	\$46.12	\$35.84	\$33.15
District of Columbia	Statewide	2005-2103	6	5/29/2008					\$38.71	\$37.22	\$35.72	\$49.68	\$39.40	\$36.71
Florida	Brevard, Indian River	2005-2117	7	8/19/2008	\$45.65	\$34.26	\$32.73	\$24.59	\$35.79	\$34.26	\$32.73	\$41.43	\$31.13	\$28.44
Georgia	Fulton County, etc.	2005-2133	5	6/17/2008	\$44.15	\$32.92	\$31.41	\$23.73	\$34.43	\$32.92	\$31.41	\$42.66	\$32.38	\$29.69
Idaho	Statewide	2005-2159	6	5/29/2008					\$33.95	\$32.42	\$30.89	\$43.57	\$33.26	\$30.57
Illinois	Alexander County, etc.	2005-2309	6	6/11/2008					\$34.98	\$33.47	\$31.95	\$44.73	\$34.43	\$31.74
Indiana	Boone County, etc.	2005-2189	5	6/16/2008					\$35.46	\$33.96	\$32.46	\$42.48	\$32.20	\$29.51
Iowa	Adair County, etc.	2005-2205	6	5/29/2008					\$37.78	\$36.27	\$34.76	\$45.99	\$35.70	\$33.01
Kansas	Leavenworth County, etc.	2005-2307	7	6/11/2008					\$34.82	\$33.31	\$31.80	\$46.07	\$35.78	\$33.09
Kentucky	Campbell County, etc.	2005-2413	6	7/25/2008	\$46.50	\$35.28	\$33.77	\$23.38	\$36.79	\$35.28	\$33.77	\$46.87	\$36.58	\$33.89
Louisiana	Ascension County, etc.	2005-2231	6	5/29/2008	\$39.53	\$28.17	\$26.64	\$23.61	\$29.69	\$28.17	\$26.64	\$42.77	\$32.49	\$29.80
Maine	Statewide	2005-2241	7	5/29/2008					\$38.40	\$36.88	\$35.37	\$43.18	\$32.87	\$30.18
Maryland	Anne Arundel County, etc.	2005-2247	7	8/11/2008					\$36.43	\$34.93	\$33.43	\$45.29	\$35.01	\$32.32
Massachusetts	Barnstable County, etc.	2005-2273	7	5/29/2008					\$35.77	\$34.27	\$32.77	\$47.69	\$37.41	\$34.73
Michigan	Wayne County, etc.	2005-2260	7	9/8/2008	\$48.93	\$37.76	\$36.26	\$25.20	\$39.26	\$37.76	\$36.26	\$49.90	\$39.62	\$36.93
Minnesota	Anoka County, etc.	2005-2287	6	5/29/2008					\$37.63	\$36.12	\$34.61	\$51.82	\$41.54	\$38.86
Mississippi	Jackson County, etc.	2005-2301	6	7/17/2008	\$40.61	\$29.36	\$27.85	\$21.05	\$30.87	\$29.36	\$27.85	\$38.96	\$28.67	\$25.98
Missouri	Adair County, etc.	2005-2307	7	6/11/2008					\$34.53	\$33.05	\$31.57	\$46.36	\$33.36	\$30.66
Montana	Statewide	2005-2317	6	7/25/2008					\$26.72	\$25.19	\$23.67	\$38.38	\$28.04	\$25.34
Nebraska	Nemaha County, etc.	2005-2325	6	6/26/2008					\$33.09	\$31.56	\$30.04	\$42.32	\$32.03	\$29.34
Nevada	Statewide	2005-2333	6	5/29/2008					\$38.23	\$36.67	\$35.11	\$50.77	\$40.46	\$37.76
New Hampshire	Kingston County, etc.	2005-2257	8	6/3/2008	\$47.95	\$36.28	\$34.72	\$29.78	\$37.85	\$36.28	\$34.72	\$47.86	\$37.36	\$34.67
New Jersey	Monmouth County, etc.	2005-2351	5	9/11/2008					\$41.47	\$39.92	\$38.37	\$47.63	\$37.34	\$34.65
New Mexico	Bernalillo County, etc.	2005-2361	7	7/25/2008					\$28.63	\$27.11	\$25.59	\$39.05	\$28.75	\$26.06
New York	New York County, etc.	2005-2375	6	9/11/2008					\$40.23	\$38.73	\$37.23	\$47.48	\$37.18	\$34.49
North Carolina	Mecklenburg County, etc.	2005-2391	6	6/13/2008	\$42.30	\$31.03	\$29.52	\$23.89	\$32.55	\$31.03	\$29.52	\$42.15	\$31.86	\$29.17
North Dakota	Statewide	2005-2407	6	6/9/2008					\$29.39	\$27.88	\$26.38	\$41.70	\$31.41	\$28.72
Ohio	Hamilton County, etc.	2005-2413	6	7/25/2008	\$46.30	\$34.14	\$33.64	\$23.29	\$36.64	\$35.14	\$33.64	\$46.84	\$36.56	\$33.88
Oklahoma	Beaver County, etc.	2005-2517	8	8/20/2008					\$32.77	\$31.23	\$29.70	\$40.88	\$30.58	\$27.89
Oregon	Baker County, etc.	2005-2569	6	5/29/2008					\$38.02	\$36.48	\$34.94	\$48.12	\$37.84	\$35.15
Pennsylvania	Philadelphia County, etc.	2005-2449	6	5/29/2008	\$47.98	\$36.69	\$35.17	\$27.10	\$38.21	\$36.69	\$35.17	\$46.13	\$35.85	\$33.17
Rhode Island	Statewide	2005-2467	6	6/18/2008					\$34.39	\$32.88	\$31.37	\$46.41	\$36.12	\$33.43
South Carolina	York County, etc.	2005-2391	6	6/13/2008	\$42.84	\$31.39	\$29.86	\$24.14	\$32.93	\$31.39	\$29.86	\$42.23	\$31.90	\$29.21
South Dakota	Hughes County, etc.	2005-3025	8	5/29/2008	\$40.30	\$29.09	\$27.59	\$23.95	\$30.60	\$29.09	\$27.59	\$41.26	\$30.97	\$28.28
Tennessee	Davidson County, etc.	2005-2497	8	6/13/2008	\$41.39	\$30.23	\$28.72	\$23.59	\$31.73	\$30.23	\$28.72	\$42.39	\$32.10	\$29.41
Texas	Dallas County, etc.	2005-2509	6	9/11/2008	\$44.67	\$33.40	\$31.89	\$26.00	\$34.92	\$33.40	\$31.89	\$45.48	\$35.20	\$32.51
Utah	Statewide	2005-2531	6	6/18/2008					\$36.67	\$35.15	\$33.63	\$42.56	\$32.28	\$29.59
Vermont	Statewide	2005-2537	8	5/29/2008					\$34.69	\$33.17	\$31.64	\$44.63	\$34.33	\$31.64
Virginia	Falls Church County, etc.	2005-2103	6	5/29/2008	\$48.39	\$37.23	\$35.73	\$25.59	\$38.73	\$37.23	\$35.73	\$49.64	\$39.37	\$36.68
Washington	San Juan County, etc.	2005-2561	11	9/11/2008					\$42.75	\$41.24	\$39.73	\$53.19	\$42.90	\$40.22
West Virginia	Berkeley County, etc.	2005-3017	6	5/29/2008	\$43.60	\$32.40	\$30.90	\$25.21	\$33.91	\$32.40	\$30.90	\$44.65	\$34.36	\$31.68
Wisconsin	Washequa County, etc.	2005-2581	5	5/29/2008					\$37.60	\$36.09	\$34.57	\$46.40	\$36.11	\$33.42
Wyoming	Statewide	2005-2587	4	5/29/2008	\$40.87	\$29.49	\$27.96	\$23.09	\$31.02	\$29.49	\$27.96	\$41.65	\$31.35	\$28.67

**LABOR CATEGORIES AND DESCRIPTIONS**

Select any of the following labor categories to view detailed labor information about services available under this GSA Schedule. Prices include .75% IFF. For years 2008 to 2013, Period of Performance for services offered always starts 01 January and ends 31 December.

	Labor Category	Description
1	Alarm/Monitor	Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations. Education: High School Diploma
2	Alarm/Monitor Supervisor	Provides daily supervision and direction to staff that are responsible for monitoring intrusion and fire alarm along with phone and in-person support to patrons that request emergency, computer and telecommunications help. These personnel serve as the first point of contact for providing personnel assistance required to sustain caller while coordinating the dispatch of and assurance that additional resources are in place to assist, and relieve caller of problems. This position requires a minimum of three years experience. Specialized experience includes: help desk that monitor intrusion and fire alarm, respond to emergency calls for help that uses a multi-server environment to receive, record, dispatch, and track problem calls processed with comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work communication protocol in the public safety field or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude. Education: AA/AS degree (Computer Science or Information Technology would be helpful); or High School Diploma or GED.
3	Alarm/Monitor Program Manager	Provides daily supervision and direction to staff that are responsible for monitoring intrusion and fire alarm along with phone and in-person support to patrons that request emergency, computer and telecommunications help. These personnel serve as the first point of contact for providing personnel assistance required to sustain caller while coordinating the dispatch of and assurance that additional resources are in place to assist, and relieve caller of problems. This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: management of help desks that monitor intrusion and fire alarm, respond to emergency calls for help that uses a multi-server environment to receive, record, dispatch, and track problem calls processed with comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work communication protocol in the public safety field or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude. Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
4	Guard Program Manager	Manages, directs, and controls all project activities, including the security operations staff and technical support personnel. Ten years of directly related experience in the application to security principles for the protection of critical assets, including the protection of sensitive materials, weapons, facilities, and personnel. Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets. Education: Bachelor's Degree or Equivalent
5	Vehicle and Cargo Inspector	Operates viewing of the gamma ray images on a video monitor to identify voids, false walls or ceilings, and other secret compartments typically associated with the transportation of drugs, explosives and weapons. Education: High School Diploma or Equivalent.
6	Vehicle and Cargo Inspector Alternate Lead	Operates viewing of the gamma ray images on a video monitor to identify voids, false walls or ceilings, and other secret compartments typically associated with the transportation of drugs, explosives and weapons. Education: High School Diploma or Equivalent
7	Vehicle and Cargo Inspector Lead	Operates viewing of the gamma ray images on a video monitor to identify voids, false walls or ceilings, and other secret compartments typically associated with the transportation of drugs, explosives and weapons. Education: High School Diploma or Equivalent
11	Guard I	Must be fully mobile to perform rounds in a company provided vehicle and while walking and while climbing up and down stairs. Must be able to see with 20 / 20 vision, must be able to discern colors, and have regular night vision. Must be able to hear to conduct conversations in person and over telecommunication devices such as telephones and two-way radios. Must be able to comprehend, read, write, and speak the English language to conduct Guard duties, interact with assigned staff and visitors, investigate incidents, clearly give and follow orders, and to write log entries and incident reports. Must possess a valid motor vehicle operator's license. Must be healthy to endure repeated duty shifts on his / her feet and while outside in inclement weather (rain, snow, frigid temperatures, high heat and humidity) Must have sufficient transportation to reliably and consistently arrive for duty on time. Must have reliable telephone service to call the office prior to reporting for duty and for recall for unscheduled show times.  Must be available to work any shift as required, with or without advance notice. Must have sufficient dexterity and grip strength to hold onto and operate as applicable hand rails, steering wheels, flashlights, pens and pencils, locks and keys, automobile control knobs, switches, and levers, two-way radios, and door knobs. Must have sufficient dexterity, agility, physical strength and stamina to provide assistance in emergency situations.

	Labor Category	Description
12	Guard I Supervisor	<p>Must be fully mobile to perform rounds in a company provided vehicle and while walking and while climbing up and down stairs. Must be able to see with 20 / 20 vision, must be able to discern colors, and have regular night vision. Must be able to hear to conduct conversations in person and over telecommunication devices such as telephones and two-way radios. Must be able to comprehend, read, write, and speak the English language to conduct Guard duties, interact with assigned staff and visitors, investigate incidents, clearly give and follow orders, and to write log entries and incident reports. Must possess a valid motor vehicle operator's license. Must be healthy to endure repeated duty shifts on his / her feet and while outside in inclement weather (rain, snow, frigid temperatures, high heat and humidity). Must have sufficient transportation to reliably and consistently arrive for duty on time. Must have reliable telephone service to call the office prior to reporting for duty and for recall for unscheduled show times. Must be available to work any shift as required, with or without advance notice.</p> <p>Must have sufficient dexterity and grip strength to hold onto and operate as applicable hand rails, steering wheels, flashlights, pens and pencils, locks and keys, automobile control knobs, switches, and levers, two-way radios, and door knobs. Must have sufficient dexterity, agility, physical strength and stamina to provide assistance in emergency situations.</p>
13	Guard II	<p>Must be fully mobile to perform rounds in a company provided vehicle and while walking and while climbing up and down stairs. Must be able to see with 20 / 20 vision, must be able to discern colors, and have regular night vision. Must be able to hear to conduct conversations in person and over telecommunication devices such as telephones and two-way radios. Must be able to comprehend, read, write, and speak the English language to conduct Guard duties, interact with assigned staff and visitors, investigate incidents, clearly give and follow orders, and to write log entries and incident reports. Must possess a valid motor vehicle operator's license. Must be healthy to endure repeated duty shifts on his / her feet and while outside in inclement weather (rain, snow, frigid temperatures, high heat and humidity). Must have sufficient transportation to reliably and consistently arrive for duty on time. Must have reliable telephone service to call the office prior to reporting for duty and for recall for unscheduled show times. Must be available to work any shift as required, with or without advance notice.</p> <p>Must have sufficient dexterity and grip strength to hold onto and operate as applicable hand rails, steering wheels, flashlights, pens and pencils, locks and keys, automobile control knobs, switches, and levers, two-way radios, and door knobs. Must have sufficient dexterity, agility, physical strength and stamina to provide assistance in emergency situations. <u>Be able to successfully complete all training required for the position</u></p>
14	Guard II Supervisor	<p>Must be fully mobile to perform rounds in a company provided vehicle and while walking and while climbing up and down stairs. Must be able to see with 20 / 20 vision, must be able to discern colors, and have regular night vision. Must be able to hear to conduct conversations in person and over telecommunication devices such as telephones and two-way radios. Must be able to comprehend, read, write, and speak the English language to conduct Guard duties, interact with assigned staff and visitors, investigate incidents, clearly give and follow orders, and to write log entries and incident reports. Must possess a valid motor vehicle operator's license. Must be healthy to endure repeated duty shifts on his / her feet and while outside in inclement weather (rain, snow, frigid temperatures, high heat and humidity). Must have sufficient transportation to reliably and consistently arrive for duty on time. Must have reliable telephone service to call the office prior to reporting for duty and for recall for unscheduled show times. Must be available to work any shift as required, with or without advance notice.</p> <p>Must have sufficient dexterity and grip strength to hold onto and operate as applicable hand rails, steering wheels, flashlights, pens and pencils, locks and keys, automobile control knobs, switches, and levers, two-way radios, and door knobs. Must have sufficient dexterity, agility, physical strength and stamina to provide assistance in emergency situations. <u>Be able to successfully complete all training required for the position</u></p>