



ESCORT COST WORKSHEET

What escort-dependent maintenance costs your site

Four lines, your own figures, one defensible annual number

IH Services, Inc. · Security-cleared, self-performed facility services for defense and aerospace sites

Site: _____ Prepared by: _____ Period (3 months): _____ to _____

Escort-dependent maintenance is any repair, inspection, or cleaning in a secure space that cannot start until a cleared escort is available. Every task then needs two people, and the escort's calendar sets the pace. The cost lands in four places. Fill in each line from the source named, use monthly averages from the last three months, and keep the source for the budget review.

THE FOUR COST LINES

Cost line	How to calculate	Where the data lives	Your monthly figure
1. Escort labor	Escort hours × the escort's loaded hourly rate (wage plus benefits and burden)	Escort logs, badge records, security office	\$ _____
2. Idle technician time	Escorted visits × average idle minutes ÷ 60 × the technician's billed rate. Idle minutes: sign-in time to task-start time.	Vendor invoices, work-order timestamps	\$ _____
3. After-hours premium	Hours moved to nights or weekends because no escort was free in the day × the overtime or shift premium per hour	Vendor invoices	\$ _____
4. Deferred preventive work	Preventive tasks missed or rescheduled past their window because no escort was free × your average cost when a deferred task becomes a repair	CMMS, work-order history	\$ _____

TOTALS

Monthly total (lines 1 to 4)	\$ _____
Annual total (monthly × 12)	\$ _____
Share of escorted hours eligible for cleared, self-performing staff (your FSO sets this)	_____ %
Removed by a cleared workforce per year: (lines 1 + 2 + 3) × eligible share × 12, plus line 4 × 12	\$ _____

THREE CHECKS BEFORE YOU USE THE NUMBER

1. Idle time is measured, not guessed. Pull five recent escorted work orders and compare the vendor's sign-in time with the time the task started. Average that gap.

2. The eligible share comes from your security office. Many sites allow routine custodial and MEP work by cleared, self-performing staff; some tasks keep an escort by rule. Use the share your Facility Security Officer confirms, not 100 percent.

3. Compare against the differential, not a premium. IH Services pays cleared employees a wage differential rather than a premium rate, and clears two or three people beyond a site's need so a cleared employee whose performance slips is changed out from the bench. Set the differential on your eligible hours beside the annual figure above.

Why the escort rule exists: under 32 CFR Part 117 (the NISPOM), cleared facilities control physical access to closed and restricted areas and escort visitors without the right authorization; the Defense Counterintelligence and Security Agency oversees that program. The rule is sound. The cost comes from meeting it with a second person on every visit instead of with staff cleared to enter alone.

Send the completed worksheet through ihservices.com/contact-us and we confirm the math against sites like yours under NDA, flag anything your site's rules would change, and return it ready for finance.