

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE See Block #2	PAGE OF PAGES 1 of 3
2. AMENDMENT/MODIFICATION NO. 0006		3. EFFECTIVE DATE 31 AUG 2004	4. REQUISITION/PURCHASE REQ.NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY AFAD CODE DEPARTMENT OF ENERGY NNSA SERVICE CENTER PO BOX 5400 ALBUQUERQUE, NM 87185-5400 TAMMY S. OLSON 505-845-5658 TOLSON@DOEAL.GOV		AD	7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. DE-RP08-03NV14390	
			<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 30 JAN 2004	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:					
(a) By completing Items 8 and 15, and returning <u>0</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: () THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The requirement for security protective forces under this solicitation will be reapportioned under two distinct and separate solicitations. (Continued in Schedule)					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print).			16A. NAME AND TITLE OF SIGNER (Type or print) TERESA M. MARTINEZ		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)			BY _____ (Signature of Contracting Officer)		

SCHEDULE OF CHANGES

The Government will be issuing, under a separate solicitation number, a new Small Business set-aside solicitation for Security System Services which encompasses Vulnerability Assessments, support to Operational Security Assessments, physical fitness training, the classification program and performance testing of critical systems. The estimated cost of performance is \$4M per year. The solicitation number shall be DE-RP52-04NA99344. The solicitation is anticipated to be released within the next 30 to 60 days. A draft Statement of Work (SOW) is attached (Attachment 1).

The remaining requirement, estimated at \$175M, shall be solicited under Full and Open Competition. A draft SOW is attached (Attachment 2). A revised solicitation, under the current solicitation number, will also be released within the next 30 to 60 days.

In accordance with the solicitation, all questions, comments or inquiries regarding this change must be submitted in writing through the Department of Energy's Industry Interactive Procurement System at www.pr.doe.gov.

LIST OF ATTACHMENTS

DOCUMENT	PGS	DATE	TITLE
ATTACHMENT 1	2	30 AUG 2004	DRAFT SECURITY SYSTEM SERVICES STATEMENT OF WORK
ATTACHMENT 2	15	30 AUG 2004	DRAFT STATEMENT OF WORK FOR SECURITY PROTECTIVE FORCE SERVICES

Security System Services **DRAFT Statement Of Work (SOW)**

(NOTE: This SOW is intended to be set-aside for Small Business)

This scope of work describes the requirements for Security System Services for the National Nuclear Security Administration Nevada Site Office (NNSA/NSO). The contractor shall furnish all necessary personnel, and services needed for, or incidental to, performing the required activities. The mission of the Security System Services contractor is to perform Vulnerability Assessments (VAs) (support Material Control and Accountability Program), support Operational Security (OPSEC) Assessments, perform physical fitness training, performance test critical systems, support the NSO classification program and provide ad-hoc security support as needed. These services also include but are not limited to the preparation of the NNSA/NSO Site Safeguards and Security Plan (SSSP) and Security Classification support.

VAs shall be performed by Q-cleared, subject matter experts in the areas of vulnerability analysis and facility modeling. The contractor shall perform, conduct and prepare the reports of facility modeling and VAs, conduct Table-top analyses and prepare reports of those activities, develop force on force plans and scenarios for protective force operations at key NSO facilities. In addition, the contractor shall identify critical system components to be performance tested.

The contractor shall perform OPSEC assessments of various NNSA/NSO or other DOE or NNSA facilities or operations. The contractor shall prepare and distribute reports of those activities. OPSEC assessments shall be performed by Q-cleared, subject matter experts in the area of OPSEC.

The contractor shall perform MC&A assessments of various NNSA/NSO and NNSA/NSO contractor and laboratory facilities and operations. The contractor shall prepare and distribute reports of these activities. These assessments shall be conducted by Q-cleared, subject matter experts in the area of MC&A.

The contractor shall support the NNSA/NSO Safeguards and Security Division (SSD) in the preparation and annual review of Volumes 1 and 2 of the NNSA SSSP. The contractor shall draft the document and coordinate with SSD staff for review, comment resolution, and editing of the document in preparation for formal submission of the final product to NNSA Headquarters.

The contractor shall research, develop, draft and prepare local classification guides per year as required by NSO programmatic offices. The contractor shall develop and maintain training material and conduct 4-6 derivative classifier courses per year in support of the NSO classification program. Using data supplied by the NSO Classification Officer, prepare the quarterly NSO classification report to HQ. This report will encompass classification guidance provided for NSO operations, education and

training statistics, document review and declassification statistics, local guide status and NSO pending classification issues.

The contractor shall maintain a Physical Fitness Training Unit (PFTU) that is responsible for the physical fitness training and testing of the armed security police officer (SPO) protective force personnel. Provide qualified fitness specialists to staff the PFTU at the NTS and NLVF to supervise training and testing, record training data and maintain training records, develop individual exercise programs, conduct fitness evaluations, provide fitness counseling/instruction, conduct safety inspections and pace SPOs during their annual qualifications.

The contractor shall operate a pass and badging system at two facilities--one located at the NTS and the other at the NSO facility in North Las Vegas. Included are design, preparation, issue, and control of permanent and temporary badges for all federal and contractor employees and visitors. The contractor shall also process and control official and nonofficial visits and tours, track all new M&O Contractor hires, transferees, clearance grants, upgrades/downgrades, and terminations, based on information provided by the M&O Contractor.

The contractor shall be responsible for maintaining and updating the Automated Access Control System (AACS) data base. The AACS is an electronic security system which allows automated access to some NSO facilities by use of employees access badge. Both NSO Federal employees and all contractor's access authorization to facilities must be maintained and updated as employees access requirements change or are recently hired, terminated, transfer, or retire. This includes reviewing security files of foreign nationals visiting the NTS and entering the data into the Foreign Access Central Tracking System (FACTS) database. FACTS is a database for tracking foreign national visits and assignments to DOE or NNSA facilities. The contractor shall process Foreign National Visit Requests and prepare associated Security Plans, coordinate and perform administrative tasks associated with in-coming classified visits by non-DOE cleared visitors and DOE-cleared visitors traveling to non-DOE destinations who require access to another agency's classified matter.

In performance of the above work, the contractor shall ensure that all applicable regulations and policies associated with protecting classified, sensitive, and privileged information for NNSA/NSO are adhered to.

Deliverables required under this contract include written reports for all SSSPs, VAs, OPSEC assessments, surveys, and self-assessments. All contract work shall be performed in accordance with Federal, State, DOE and NNSA directives, regulations, and policies concerning Environmental, Safety, Health, and Security requirements.

END OF DOCUMENT

SECURITY PROTECTIVE FORCE SERVICES **DRAFT Statement of Work (SOW)**

August 30, 2004

I. NEVADA SITE OFFICE (NSO) MISSION

The primary missions of NSO are to maintain readiness of the Nevada Test Site (NTS) to resume the conduct of underground nuclear tests and to support stockpile stewardship operations. Current Defense Programs missions include the conduct of subcritical experiments involving the use of Special Nuclear Material (SNM) designed to test the reliability and safety of our Nation's nuclear weapons stockpile. Future missions include programs associated with the staging/storage, disassembly, and weapons modernization of nuclear weapons or other programs associated with weapons quantity of SNM.

The National Nuclear Security Administration (NNSA) national weapons laboratories have responsibility for design, development, and ensuring reliability of nuclear weapons, and conducting research and development work related to the non-nuclear components of nuclear weapons.

NSO is responsible for implementing operational safety and security associated with the mission requirements. The protection strategy employed by NSO is to prevent access to nuclear explosive devices or prevent removal of Category I and II SNM from a facility.

NSO has developed management and operations plans to provide adequate protective force protection and physical system barriers commensurate with the threat contained in the DOE Threat Guidance documents.

NSO also administers the nuclear emergency response capability programs. The Nuclear Emergency Search Team (NEST) maintains an emergency response capability to nuclear terrorism. The Aerial Measurements System provides an aerial radiological survey and sampling capability to: (a) respond to a major accident involving radiation sources anywhere in the continental United States; (b) support Nuclear Regulatory Commission (NRC) licensed facilities; and (c) conduct large terrain radiation mapping in cooperation with the NRC around licensed facilities as a basis for rapid assessment of radiation or other environmental accidents.

NSO has an extensive environment, safety, and health program to assure that all operations are conducted safely without harm to the public or employees and with an acceptable environmental impact.

NSO also provides support to NNSA and DOE Headquarters Programs Divisions and other

federal agencies.

In summary, the currently assigned NSO missions are focused in the following areas: maintaining readiness to resume underground nuclear testing, stockpile stewardship operations and management; Work-for-Others Programs; emergency management and nonproliferation; environmental restoration; waste storage and disposal facilities; counter terrorism programs; research and development and Yucca Mountain Project (Office of Repository Development) support. Potential and/or future missions could include an increase in Homeland Security, and DoD program missions. These missions could include projects involving SNM, joint missions with other agencies, occasional Tonopah Test Range (TTR) support, and conventional weapons demilitarization.

II. OVERALL SOW REQUIREMENTS

This SOW encompasses a range of Security Protective Force services to be provided for the NSO in support of its assigned missions. Contractor tasks will be performed in accordance with this SOW.

The following items must be taken into consideration when developing protection program strategies:

1. The vulnerability of an assembled or partially assembled nuclear explosive device to malevolent acts.
2. The vulnerability of SNM, vital equipment or facilities, or sensitive matter to malevolent acts.
3. The need to fully understand the potential threats contained in the classified July 2003 DOE Design Basis Threat Statement and apply these principles when developing site specific safeguards and security programs.
4. The importance of the facility to the overall Department of Energy (DOE) and NNSA mission and costs of replacement due to acts of sabotage or other malevolent acts, the classification level of the matter, and the impact of its loss or compromise on national security.
5. Continuous protective services are required 24 hours per day, 365 days per year.
6. The potential effects of a malevolent act on the health and safety of employees, the environment, or the public.
7. The need for integration of safeguards and security interests. This includes the need for applying the principles of the NNSA mandated Integrated Safeguards and Security Management (ISSM) Program.

8. The need for efficient and cost-effective methods for protecting the safeguards and security interests taking into consideration applicable requirements and performance-based tests, self-assessments and exercises.
9. The requirement to maintain the capability for a recapture, recovery, and fresh pursuit protection strategy for matters involving the loss or theft of SNM; strategies to counter the use of weapons of mass destruction (nuclear, chemical, and biological); and the aspects of Presidential Decision Directives 39 and 62 dealing with terrorism and counter terrorism.
10. Fluctuating mission requirements associated with the conduct of sub-critical experiments and the presence of SNM on-site will require the Contractor to demonstrate the capability to respond to work scope changes quickly and with a minimum disruption to their operation.

The Contractor shall fully integrate the requirements contained in this SOW in a manner that assures a seamless structure is maintained. This includes full integration of functions, roles, and responsibilities if more than one contractor is involved in fulfilling the requirements of this contract.

NSO reserves the right to modify the level of effort and enhance the technical work requirements due to changing security requirements or methods of accomplishing security functions.

In performing the requirements under this SOW, the Contractor is responsible for coordination with the M&O Contractors, who have assigned missions at the NTS.

III. WORK TO BE PERFORMED

The Contractor shall perform the following work:

1. PROTECTIVE FORCE MANAGEMENT AND TRAINING

A. Personnel

1. Maintain a Protective Force of DOE Q-cleared security personnel, who are Human Reliability Program (HRP) certified, sufficient to provide required security services at the NTS and North Las Vegas facilities (NLVF), in accordance with applicable requirements, under both routine and emergency conditions.
2. Provide a Protective Force trained and qualified to the DOE Security Police Officer II (SPO II) level. NSO mission requires that a majority of the Protective Force is also trained and qualified as Sensitive Assignment Specialists (SAS). SAS qualified personnel must possess an offensive response capability, which requires a higher level of training since they are responsible for the protection of nuclear explosive devices and SNM while in storage, transit, and/or at test/experiment locations.

3. Provide SPO III Special Response Team capability to counter any attempted theft or sabotage of nuclear explosive devices or SNM. For protection of nuclear explosives and certain categories of SNM a denial strategy shall be employed. In the event the above strategies fail, a plan and capability for recapture, recovery, and pursuit is required.

B. Security Posts

1. Provide staff for fixed security stations and roving patrols.
2. Provide security escorts for personnel or materials.
3. Provide test event/experiment support including sweeps, roadblocks, manning temporary security stations, operating primary and secondary alarm systems, and operating emergency control centers.

C. Planning

1. Provide operational and security analysis and planning. Develop and implement security procedures, plans, and directives in support of specific mission requirements.
2. Prepare contingency plans for anti-nuclear demonstrations, adversary threats, emergency response, and emergency evacuation.
3. Develop, prepare, and conduct security, emergency response, and emergency management training exercises to ensure protection of NSO facilities, property, material and occupants under emergency conditions.
4. Perform risk analyses and tasks needed to identify and counter specific vulnerabilities including safety concerns in support of site specific activities, to include, force on force exercises, live fire range activities, and anti-nuclear protests. This is done in an effort to provide assurance to NSO that activities which may pose risks to health and safety have been reviewed and appropriate controls have been established to mitigate safety concerns.

D. Property Protection

1. Provide protection of Government property.
2. Provide surveillance of property subject to pilferage or theft and maintain accountability of seized Government property.

E. Routine Activities

1. Protect security areas against unauthorized access including apprehending unauthorized personnel or vehicles in security controlled access areas.
2. Secure all NNSA facilities and repositories during non-working hours.
3. Process and control programmatic official and nonofficial visits and tours in accordance with applicable requirements.
4. Furnish appropriate protective force personnel for other security-related duties which may include multi-disciplinary support to the Nevada Intelligence Center, protection of vital equipment during deployment, control of anti-nuclear demonstrations, collection and destruction of classified material and other security-related activities as directed by the Contracting Officer or Contracting Officer Representative.

F. Special Nuclear Material (SNM)

Protect SNM within NTS boundaries or other designated areas to prevent theft, diversion, sabotage, or other acts of violence or misuse in accordance with applicable requirements.

G. Training

1. Train all armed Protective Force personnel at the SPO II level prior to being assigned to duty.
2. Provide continued training and professional development of all Protective Force personnel.

H. Personnel Qualifications

Assign Protective Force personnel who meet the applicable DOE medical, physical fitness, and firearms qualification standards, and the general qualification requirements.

1. Physical and Medical Qualifications

Protective Force personnel must be fully capable of performing duties requiring moderate to arduous physical exertion and must be fully capable of self-defense, tactical exercises, baton and riot control training, weaponless defense, and arrest techniques. They must be capable of running, lifting, and participating in rescue operations. As a minimum, they must meet the physical fitness and medical qualifications set forth in 10 CFR 1046.

2. Firearms Qualifications

Prior to being armed or performing armed SPO duties, and at least semi-annually thereafter, each armed Protective Force member will qualify by attaining a minimum qualifying score on the courses of fire.

3. Firearms

Protective Force personnel will be armed, at a minimum, with a 9mm handgun and an auxiliary weapon (rifle) that uses 5.56mm ammunition or other authorized firearms and ammunition. Periodically, the Protective Force personnel may be armed with other automatic or specialty weapons. All issued weapons and ammunition will be provided by NSO, and shall be in serviceable condition. All on-duty weapons shall be fully loaded unless otherwise directed by NSO.

4. Uniforms

All Protective Force personnel shall be supplied by the Contractor with appropriate uniforms, which includes uniform maintenance, badges, leather gear, belts and holsters, and insignia of rank. All Protective Force personnel shall be in uniform while on duty, in accordance with the Contractor's established dress code. The Contractor shall specify, with the approval of the Contracting Officer, appropriate uniforms, badges, insignia, and attire for Protective Force personnel.

5. Arsenal/Armorer

Maintain an arsenal in clean and safe operating condition at the NTS training facility. In addition, all arsenal and emergency equipment shall be properly stored, protected, accounted for, and secured at all times. Provide, at a minimum, one Armorer who is certified, as required by NNSA, to perform maintenance and repairs on all weapons used by Protective Force personnel.

6. Driver's License

All Protective Force personnel assigned to duty shall have a valid driver's license issued in the United States.

I. Management, Supervision, Staff, and Administration

1. Provide management, supervision, and staffing to effectively train, operate, supervise, administer, and manage the Protective Force in accordance with applicable requirements and in keeping with sound business practices.
2. Maintain high standards of competency, conduct, and integrity of all assigned personnel.

2. TECHNICAL SECURITY SYSTEMS

A. Electronic Security Systems

1. Provide the expertise required to support the design, installation, and maintenance of NSO security systems. Systems support includes intrusion alarms, alarm monitoring systems, and automated access control systems at Las Vegas and the NTS and specialized support of the Device Assembly Facility (DAF), Mobile Intruder Reconnaissance Vehicle (MIRV), and Device Transport Vehicle (DTV), cost estimates, Title I, II and III design packages, engineering drawings, procurement specifications, acceptance test plans and procedures, engineering change requests, and direct engineering support to installation and maintenance activities on supported systems and facilities.
2. Install, maintain, and periodically test electronic security systems and equipment in accordance with applicable requirements. NSO facilities and systems that are specifically included are the security systems at the DAF; DAF public address system, building intercom, and door keypad support; NTS security systems; Las Vegas security systems; MIRV operations and electrical systems; DTV operations and electronic systems; and other related activities as directed by NNSA/NSO.
3. Operate the electronic security systems to identified specifications by conducting strategic and long-term program planning and testing to ensure the protection of government property, personnel, vital equipment, unclassified facilities, classified matter and SNM.
4. Provide preventative and corrective maintenance for all electronic security systems at NTS and Las Vegas recognizing that some components and subsystems in these electronic security systems are no longer supported by their manufactures.
5. Maintain an immediate onsite capability to respond to system malfunctions and communication failures for all on-site systems under routine and emergency conditions.
6. Coordinate with the M&O Contractor program/facilities personnel and the Security Coordinator, as appropriate, when system design activities require support for the development of engineering or related drawings. Provide sketches, detailed material lists and manufacturers' data sheets as required. The M&O Contractor will provide support for the development of engineering or related documents in accordance with its established procedures.
7. Provide technical support for acquisition and installation of electronic security systems at outlying NSO facilities as requested.
8. Perform all electronic security system support in a manner that is consistent with NSO and M&O Contractor work control processes and the DOE Integrated Safety

Management (ISM) Program.

9. Provide recurring MIRV support for other facilities as directed by NSO.

B. Communications Security (COMSEC)

1. Provide a COMSEC and Secure Telephone Units (STU-III) Program for the M&O Contractor in accordance with applicable requirements, including periodic assessments and support of DOE Headquarters (HQ) inspections, STU-III plans, user training, conduct of equipment and keying material inventories, maintenance of relevant records required by the DOE/HQ Central Office of Record, including, keying material requests, inventories and COMSEC/CRYPTO briefings, and periodically re-key STU-III units and protective force radios.
2. Administer a classified computer security program for the M&O Contractor in accordance with applicable requirements and relevant Director of Central Intelligence Directives (DCIDs) to include the following:
 - a. Provide qualified personnel to serve as the Information System Security Site Manager for the M&O Contractor.
 - b. Prepare and submit Automated Information Systems (AIS) Security Plans by the M&O Contractors Information System Security Officers (ISSOs) to NSO;
 - c. Test, certify and coordinate classified AIS systems with the M&O Contractor.
 - d. Transmit classified AIS system accreditation requests to NSO.
 - e. Prepare internal self-assessments of the M&O Contractor's classified AIS program and submit the self-assessment report to the POC and user management.
 - f. Conduct training of the M&O Contractor's ISSOs and ad hoc training of users as requested.
 - g. Provide detailed technical and policy guidance to users and ISSOs including coordination with the NSO Information Security Operations Manager.
3. Administer a TEMPEST program for the M&O Contractor in accordance with applicable requirements and relevant National Security Agency guidance and DCIDs to include the following:
 - a. Appoint properly trained individual(s) as the TEMPEST Coordinator for the M&O Contractor.

- b. Provide TEMPEST analyses, memoranda, and plans as appropriate for M&O Contractor facilities that electronically process classified information, including Sensitive Compartmented Information Facilities and Special Access Program Facilities.
- c. Provide technical advice and assistance to NSO and M&O Contractor facility and program personnel as required for the planning, acquisition and installation of electronic equipment that processes classified information.
- d. Conduct assessments of facilities, including equipment, where classified information is processed electronically and issue reports of findings and observations.

C. Technical Surveillance Countermeasures (TSCM)

1. Administer a TSCM Program for the M&O Contractor in accordance with applicable requirements including relevant National Security Agency guidance and DCIDs to include the following:
 - a. Provide properly trained personnel to serve as the TSCM Officer.
 - b. Coordinate audio and technical countermeasures requirements, surveys, and corrective actions for all the M&O Contractor facilities, the NSO TSCM Operations Manager and the TSCM Team.
2. Provide guidance to engineering, facilities and programmatic personnel internally and to the M&O Contractor regarding acoustic and technical security requirements for new facilities or areas that are being upgraded to security areas, including Special Access Program Facilities and Sensitive Compartmented Information Facilities, where DCID apply.

D. Intranet Security

Develop, publish and maintain on an Intranet Web Site, a comprehensive set of security policies and procedures for M&O Contractor employees. This web site shall be maintained to ensure that it contains the current approved record copy of M&O Contractor security procedures. This web site shall be accessible from all M&O Contractor work locations where NSO Intranet access is available.

3. MATERIAL, CONTROL, & ACCOUNTABILITY (MC&A)

Administer the M&O Contractor MC&A Program to ensure that nuclear material is protected, is in its assigned location, that any authorized removal is detected, and response to anomalies is provided. Administration should include revising the MC&A Plan on an annual basis and/or as

changes occur and conducting periodic assessments of the MC&A Plan to ensure compliance with applicable requirements.

4. ADMINISTRATIVE ACTIVITIES

A. Internal Personnel Security (Provide the following services to M&O Contractors employees, M&O vendors and subcontractors, and NSO employees as directed by the COR.)

1. Pre-Hire and Pre-Clearance Submission Background Investigations

Verify the U.S. citizenship of all newly hired employees and conduct pre-hire and pre-clearance background investigations.

2. New Hire In-Processing

a. Prepare and present security indoctrination briefings in conjunction with General Employee Training requirements and associated administrative tasks.

b. Provide in-processing security services.

c. Receive and process application documents to establish a personnel security file, and prepare security badge requests.

3. Security Clearance Justification Requests

Prepare and submit justification requests for new security clearances, increase/decrease in level, reinstatements, and extensions to and from other DOE/NNSA offices and for five-year re-investigations. Provide liaison with NSO on Questionnaires for National Security Position preparation, submission, and tracking.

B. Human Reliability Program (HRP) (Provide the following services to M&O Contractors employees, M&O vendors and subcontractors, and NSO employees as directed by the COR.)

Administer the HRP in accordance with applicable requirements, including all pertinent functions, (e.g., supervisor training, drug screening, certification and re-certification processing and coordination) necessary to ensure compliance and provide recommendations to NSO. Administration of the HRP includes the following:

1. Schedule HRP certification/re-certification candidates for an initial and/or annual interview/briefing.
2. Coordinate all HRP certification/re-certification issues for a final determination of suitability.

3. Coordinate any withdrawals or suspensions of individuals from the HRP,

C. Clearances & Security Education

1. Process requests for CRYPTO (cryptographic keying material), COMSEC, and SIGMA (classified nuclear weapons data information) access. Upon approval, ensure administration and documentation of pre-access briefings. Retain copies for individual personnel security files and forward to NSO.
2. Provide security briefings to federal and contractor employees. Including initial, annual, termination and special briefings. Prepare security education and awareness media to serve NNSA employees at locations through Las Vegas, the NTS, and at other NSO locations outside of Nevada.
3. Maintain and update security education and training records to ensure briefings are recorded on each employees "Individual Training History Report."

D. Environmental, Safety, and Health

1. Conduct safety and health inspections in accordance with applicable requirements to ensure that operations are conducted in a safe manner.
2. Provide environmental oversight required to meet federal, state, and DOE/NNSA standards.
3. Integrate safety into management and work practices, in accordance with the DOE ISM System, at all levels within the organization so contract requirements are accomplished while protecting the public, work and environment.

E. ISSM

1. Meet requirements of DOE ISSM by incorporating ISSM concepts and practices at all levels within the organization so contract requirements are accomplished securely.
2. Provide integrated safeguards and security program management services for the NSO, NSO contractors and NNSA's Nuclear Weapons Laboratories, including the preparation and issuance of implementing policies, detailed security procedures for employees, security plans and related documents.

F. Physical Security

1. Protective Force

Provide to the NSO, NSO contractors and NNSA's Nuclear Weapons Laboratories when requested, activity reports and irregularity reports related to Protective Force operations.

2. Security Plans

Prepare all required facility security plans and special security plans pertaining to NSO facilities and provide to the M&O Contractor for concurrence prior to transmission to NSO for final approval.

3. Incident Reporting

Provide to the M&O Contractor preliminary and follow-up reports on all security incidents related to that contract.

4. Inquiries

Conduct, as requested by the M&O Contractor, preliminary inquiries concerning reported incidents involving misconduct on the part of M&O Contractor employees and the theft/loss of government property.

5. Barriers and Key/Lock Control

Coordinate the purchase, installation, and repair of physical barriers (doors, fences, gates, alarms, automated access control systems, etc.), security signs/notices and security-lock hardware/keys, and maintain security lock/key control records for the M&O Contractor.

6. Internal Assessments

Conduct periodic formal internal self-assessments (ISAs) at the NLVF and NTS facilities and annual assessments at geographically separated locations. Schedule and scope for ISAs shall be coordinated with the M&O Contractor. Submit ISA reports to the M&O Contractor for review and action as appropriate and validate and assess the impact of observed deficiencies and/or instances of non-compliance with applicable requirements.

7. Remote Sensing Laboratory (RSL)

Ensure security requirements are met at the RSL facility to include the following:

- a. Provide qualified personnel to serve as Security Representative (s) to monitor security at the RSL facility.
- b. Provide protective force services for specialized protection of NEST assets

while in storage or on deployment. This includes classified automated data system media.

- c. Prepare the M&O Contractor RSL Facility Security Plan, NEST Security Plan, and other unique plans as required.
- d. Coordinate facility security briefings to visiting groups attending conferences, seminars, and meetings.
- e. Coordinate incoming classified and unclassified visits with the M&O Contractor and NSO.
- f. Provide on-site security support for programmatic and emergency response deployments when requested.
- g. Coordinate security requests for the RSL Emergency Executive Planning Team and provide Private Motor Vehicles Registration forms to federal and contractor employees for access to Nellis AFB.

8. NTS and NLVF

Meet all security requirements at the NTS and NLVF to include the following:

- a. Provide key control for classified areas and all M&O Contractor facilities.
- b. Prepare special security plans, as required.
- c. Update alarm listings, classified mailing addresses, and access lists for M&O Contractor personnel requiring entry to special areas.
- d. Conduct initial inquiries concerning misconduct on the part of M&O Contractor employees and incidents involving the loss/theft of government property.
- e. Provide qualified personnel to serve as Security Representative (s) to monitor security at the NLVF facility only.

G. OPSEC Support

1. Provide OPSEC support for NSO operations, DOE, and NNSA HQ OPSEC program requirements throughout the DOE/NNSA complex. Support includes the preparation of training materials, development and conduct of training programs at locations designated by the National Nuclear Security Institute (Central Training Academy). Provide an adjunct instructor for the Non-proliferation and National Security Institute's Intermediate OPSEC courses presented both in its resident and

mobile training team versions.

2. Serve as the NSO contractor representative to the DOE Training Resource and Data Exchange Security Education Special Interest Group and its Steering Committee. Provide input to NSO for the development of new security-related orders, manuals, and guides. Deliver presentations at national and regional conferences and seminars on an intermittent basis.
3. Create graphics products to supplement a wide variety of audio-visual media, assist in the assessment and evaluation of other NSO contractor's OPSEC Programs, and publish threat data for use by state government and contractor community at large. Support meetings, conferences, and symposia sponsored by NSO, and assist in preparing for presentations during the Intermediate OPSEC course. Provide instruction at the Intermediate OPSEC course as required.
4. Participate in the collection of threat, vulnerability and countermeasure data and literature germane to the OPSEC programs administered under the auspices of the DOE/NNSA. Assess the impact of data on sensitive unclassified and classified programs and recommend and/or assist in the implementation of programmatic modifications to mitigate risk.
5. Provide Operations Security vulnerability planning and conduct Vulnerability Assessments, as required, to develop site-specific threat statements in accordance with applicable requirements.
6. Assist in the research and validation necessary to modify and publish such documents as the NSO OPSEC Strategic Plan, OPSEC Statements of Threat (classified and unclassified), OPSEC Assessment Procedural Guide, OPSEC Employee Guide, annual OPSEC Program Activities report to HQ DOE, and other non-recurring education and awareness publications.
7. Conduct OPSEC assessments, reviews, and support NEST deployments; administer the OPSEC Program for all M&O Contractor locations; develop and promulgate required plans, annexes, and implementation guidance; develop and assist in implementing cost-effective countermeasures and educating employees on sound OPSEC practices; develop and disseminate periodic, credible cross-feed information on new or anecdotal events to enhance program credibility.

H. Scheduling and Operating Procedures

Establish schedule and operating procedures for approval by NSO, as follows:

1. The number and composition of Protective Force personnel for each shift.
2. The area of each security patrol.

3. Instructions and orders for each post and each patrol area.
4. The number and assignment of personnel to administrative and Protective Force service positions.

I. Additional Related Services

1. Provide comprehensive Qualitative Analyses services which conform to applicable requirements including elements of National Consensus Standards of the American National Standards Institute.
2. Establish and execute accounting, budgeting, and payroll activities which support the security mission.
3. Collect, manage, store, and retire records in accordance with 36 CFR 12 and other applicable requirements.
4. Nominate a sufficient number of Derivative Classifiers/Declassifiers and Unclassified Controlled Nuclear Information Reviewing Officials.
5. Staff and maintain the Classified Mater Control Center (CMCC) vault-type room and provide staff assistance and administration oversight of all classified matter custodians in M&O Contractor facilities. Maintain an accurate database of the classified documents and materials stored within the CMCC. Operate the CMCC as the designated classified mailing center for all Las Vegas M&O Contractor addresses.

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