
PART I – THE SCHEDULE

SECTION C

PERFORMANCE WORK STATEMENT

TABLE OF CONTENTS

C.0	Savannah River Site Paramilitary Security Services Overview and Objectives	3
C.0.1	Background	3
C.0.2	Contract Purpose and Objectives	3
C.0.3	Description of Performance Requirements.....	4
C.0.4	Contract Transition (CLIN 001).....	5
C.0.4.1	TRANSITION PLAN.....	5
C.0.4.2	SERVICE LEVEL AGREEMENTS.....	5
C.0.4.3	STATUS REPORTS-TRANSITION ACTIVITIES.....	6
C.0.4.4	GOVERNMENT-OWNED PROPERTY.....	6
C.0.4.5	DOE SAFEGUARDS AND SECURITY SURVEY.....	6
C.0.4.6	IDENTIFICATION OF MATERIAL DIFFERENCES	6
C.1	Protective Force (PF) (CLIN 002, CLIN 004, CLIN 006).....	6
C.1.1	Perimeter Protection	8
C.1.2	Communications, Command and Alarm Centers.....	8
C.1.3	Law Enforcement, Criminal Investigations and canine operations	9
C.1.3.1	LAW ENFORCEMENT AND CRIMINAL INVESTIGATIONS	9
C.1.3.2	CANINE OPERATIONS.....	10
C.1.4	Facilities Protection	10
C.1.5	Special Operations.....	10
C.1.5.1	SPECIAL RESPONSE TEAM (SRT).....	11
C.1.5.2	RADIOLOGICAL/CHEMICAL/BIOLOGICAL RESPONSE CAPABILITIES	11
C.1.5.3	EXPLOSIVE RESPONSE	12
C.1.5.4	AVIATION OPERATIONS.....	12
C.1.6	Material Transportation Security and Coordination	13
C.1.7	Training.....	13
C.1.7.1	FORCE REQUIREMENTS.....	14
C.1.7.2	PLANNING AND DEVELOPMENT	15
C.1.7.3	WEAPONS INSTRUCTION AND QUALIFICATION.....	15
C.1.7.4	PHYSICAL FITNESS READINESS.....	16

C.1.7.5	TRAINING PROGRAM ACCREDITATION AND CERTIFICATION.....	16
C.1.7.6	SITE-WIDE ACTIVE SHOOTER TRAINING (CLIN 003, CLIN 005, CLIN 007).....	17
C.2	Personnel Security (CLIN 002, CLIN 004, CLIN 006).....	17
C.2.1	DOE-SR Personnel Security Team Program Support	17
C.2.1.1	DOE-SR SECURITY CLEARANCES/SITE ACCESS AUTHORIZATION SUPPORT	17
C.2.1.2	DOE-SR HSPD-12 PROGRAM SUPPORT	18
C.2.1.3	DOE-SR HRP PROGRAM SUPPORT.....	18
C.2.1.4	DOE-SR FOCI/FCL PROGRAM SUPPORT.....	18
C.2.1.5	DOE-SR OPSEC & SAFEGUARD SECURITY AND AWARENESS PROGRAM SUPPORT.....	19
C.2.1.6	DOE-SR FOREIGN VISITS AND ASSIGNMENTS PROGRAM SUPPORT.....	19
C.3	Information Resource Management and Cyber Security Services (CLIN 002, CLIN 004, CLIN 006)	19
C.4	Program Management (CLIN 002, CLIN 004, CLIN 006).....	20
C.4.1	Contract Administration	21
C.4.2	Environmental, Safety, Health & Quality Assurance	21
C.4.3	Performance Assurance.....	21
C.4.4	Equipment Maintenance	22
C.4.5	Logistical Support	22
C.4.6	Planning and Analysis Program Support	23
C.4.7	Design/Engineering Services.....	24
C.4.8	Emergency Management.....	24
C.4.9	Public Information and External Affairs.....	25
C.4.10	Reports and Records.....	25
C.4.11	Interfaces with Site Users	25

C.0 SAVANNAH RIVER SITE PARAMILITARY SECURITY SERVICES OVERVIEW AND OBJECTIVES

C.0.1 BACKGROUND

The Department of Energy (DOE) Savannah River Site (SRS) is located in South Carolina (SC), covering 310 square miles in Aiken, Allendale and Barnwell counties. SRS was constructed during the early 1950s to produce basic materials used in fabrication of nuclear weapons, primarily tritium and plutonium-239, in support of our nation's defense programs.

It is the Department of Energy (DOE) mission to ensure America's nuclear security, protect its facilities and infrastructure, and ensure safe and secure workplaces. In serving the national interest and implementing the DOE mission, the SRS strives to ensure its programs, operations, and resources are managed in an open, safe, environmentally sound, and cost-effective manner.

C.0.2 CONTRACT PURPOSE AND OBJECTIVES

The purpose of this contract is to provide security services at the Savannah River Site (SRS), to provide physical protection of DOE and National Nuclear Security Administration (NNSA) security interests and perform related duties at the SRS, and, on a case by case basis, at other locations as directed by the DOE Contracting Officer (CO).

The work to be procured involves physical protection of DOE Safeguards and Security Interests and/or Assets, including property that require protection from malevolent acts. This includes but is not limited to protecting Government owned or leased property and material, Category I-IV Special Nuclear Material (SNM) and other nuclear material, radiological chemical and biological materials, classified and sensitive information and or matter, automated data processing centers, vital facilities and equipment, support facilities, and Federal and Contractor personnel and visitors at SRS. Contractor personnel must be available to adequately address strategies of denial, neutralization, containment, recapture, recovery and/or pursuit, as required by DOE orders, seven days a week, 24 hours a day (24/7) within required timelines. In performing the requirements, the Contractor shall be responsible for coordination with other onsite Contractors.

The Contractor shall integrate safety into management and work practices at all levels within the organization so contract requirements are accomplished while protecting the public, the mission, and the environment as well as incorporating integrated safety management principles, concepts, and practices.

During the performance of the contract, the Contractor shall comply with staffing requirements in accordance with applicable Site Security and/or Facility Security Plans, which are based on the DOE Design Basis Threat (DBT) policy. The Contractor shall continuously staff the minimum posts which will be specified by DOE after award in the DOE approved Post Orders and Security Readiness

Index with competently-trained, fully qualified, uniformed, armed, and well-disciplined personnel to perform the services required. Further, the Contractor shall maintain contingency plans to provide trained and fully-qualified personnel to meet staffing levels during emergency periods.

The Contractor shall furnish management, supervision, labor, training, uniforms, badges, equipment, material and supplies, and all other necessities, except as provided by DOE per Section J, Attachments J-3, *Government Furnished Facilities*, and Section J, Attachment J-5, *Government Furnished Services*, to maintain the contractual services required. Savannah River Site rules and regulations, approved by DOE, will be enforced by the Contractor as part of this contract.

The Contractor may subcontract portions of the contract scope. The Contractor may enter into subcontracts for the performance of certain work under this contract only when given consent by the CO in accordance with contract clause 52.244-2 Subcontracts.

All work performed by the Contractor shall comply with applicable federal, state, local laws and meet the requirements of DOE directives, policies and documents, which are in Section J, Attachment J-1, and all other clauses found within this Contract. These are referred to as “applicable DOE requirements” throughout the PWS. Compliance with these requirements shall be documented through a formal Records Management program. Performance shall be reported in accordance with Section J, Attachment J-2, *Contract Deliverables*. All deliverables (reports) shall be submitted in compliance with Section E, Inspection and Acceptance.

C.0.3 DESCRIPTION OF PERFORMANCE REQUIREMENTS

This contract reflects application of performance-based contracting approaches and techniques emphasizing measurable results/outcomes. The Contractor has responsibility for total performance under the contract, including determining specific methods and approaches for accomplishing work.

All activities at SRS are managed by DOE-EM site leadership. The Contractor shall be required to coordinate some of its activities by participating in a government-managed site integration process (including Government Furnished Services & Items (GFS&I)) to the extent necessary to ensure safe conduct of all site activities and completion of contract requirements.

The Contractor has responsibility for managing, integrating, and executing work described in this Performance Work Statement (PWS). The Contractor shall assure that all activities are conducted in compliance with all applicable DOE requirements.

C.0.4 CONTRACT TRANSITION (CLIN 001)

The duration of contract transition period shall be 60 calendar days. The Contractor shall transition all on-going work scope from the incumbent including existing Service Level Agreements (SLAs), Functional Services Agreements (FSAs) and Memorandum of Agreement (MOAs). All Government-owned real and personal property / including Government Furnished Services & Items (GFS&I) currently accountable to the incumbent Contractor for contract performance will be provided to the Contractor. During the contract transition period an inventory record of such property in the DOE Facilities Information Management System (FIMS) and incumbent Contractor's personal property databases will be provided to the Contractor.

The Contractor shall establish the necessary logistical support to execute transition and shall ensure all necessary personnel, including key personnel for the Contractor, are on-site during the transition period. At the end of the transition period, the Contractor shall notify the CO in writing that it is ready to assume full responsibility for the scope of the contract.

The Contractor shall be subject to a DOE S&S initial survey conducted in accordance with U.S. DOE Order 470.4B, Chg 2 (MinChg), Safeguards and Security Program, and must receive a satisfactory rating before work shall be performed.

C.0.4.1 TRANSITION PLAN

The Contractor shall submit a Transition Plan that provides a description of all necessary transition activities, Contractor involved organizations, and transition schedule. The objectives of the Transition Plan are to prepare for implementation of the contract and minimize the impacts on continuity of operations. The Contractor is responsible for performing due diligence to ensure that all transition activities are identified and completed during the Transition Period. The Transition Plan shall be submitted within 10 calendar days after issuance of the Notice to Proceed (NTP). DOE shall have 15 days to review and approve the transition plan.

C.0.4.2 SERVICE LEVEL AGREEMENTS

During the contract Transition period, the Contractor shall review the existing Service Level Agreements (SLAs), also known as Functional Service Agreements (FSAs) and existing Memorandums of Agreements (MOAs) to determine whether the agreements should be revised, cancelled, or continued unchanged as required for contract performance. Revision or cancellation of SLAs, FSAs and MOAs during the transition process is by mutual agreement with the Management & Operating (M&O) Contractor and subject to CO approval.

C.0.4.3 STATUS REPORTS-TRANSITION ACTIVITIES

The Contractor shall provide a weekly status report of transition activities to the CO. The report shall list all tasks to be completed during the transition period, their status, and estimated completion date. The Contractor shall establish routine status meetings with CO, Contracting Officer Representative (COR) and affected Contractors to review transition activities and issues.

C.0.4.4 GOVERNMENT-OWNED PROPERTY

The incumbent Contractor will provide to the Contractor an inventory record at the inception of the Transition Period of all real and personal property for which they are accountable. The Contractor and the incumbent Contractor shall perform a joint physical inventory of all assets during the Transition Period. The Contractor shall report any discrepancies resulting from the joint physical inventory with the incumbent to the CO and the DOE Property Manager. This information shall be used to provide a baseline for this contract as well as information to close out the incumbent contract.

C.0.4.5 DOE SAFEGUARDS AND SECURITY SURVEY

During the contract transition period and prior to assuming control and responsibility for Safeguards and Security (S&S) responsibilities, the Contractor shall be subject to a DOE S&S initial survey conducted in accordance with U.S. DOE Order 470.4B, Chg 2 (MinChg), Safeguards and Security Program. The results of the survey shall be documented and shall form the basis for DOE authorization to assume S&S responsibilities. Upon DOE authorization, the Contractor shall assume responsibility for all applicable S&S resources, materials, facilities, documents, and equipment.

C.0.4.6 IDENTIFICATION OF MATERIAL DIFFERENCES

During the Transition Period, the Contractor shall identify any material differences in the systems, facilities, property and services described in this PWS and/or attachments to this contract and actual conditions at the end of the transition period. The Contractor shall prepare and submit a Statement of Material Differences within 45 days of the NTP. The Contractor shall submit a change proposal to reconcile the material differences with the contract by the end of the contract transition period.

C.1 PROTECTIVE FORCE (PF) (CLIN 002, CLIN 004, CLIN 006)

The Contractor shall provide strategic planning and effective implementation of PF operations to deter, prevent, detect, and respond to unauthorized possession, use, or sabotage of SNM and critical facilities. The PF shall utilize all available resources

including deadly force in accordance with applicable DOE requirements. The PF will be organized into tactically cohesive units to promote maximum effectiveness in protecting valuable Departmental assets from all viable threats.

The Contractor shall staff the PF with qualified personnel who must obtain and maintain appropriate access authorizations (security clearances) and meet applicable medical, physical fitness, training requirements, firearms qualifications, and special skills as appropriate.

PF operations include:

- Perimeter Protection
- Communications, Command and Alarm Centers
- Law Enforcement and Criminal Investigations
- Canine Operations
- Facilities Protection
- Special Operations
- Material Transportation Security and Coordination
- Training

For Security Posts, the Contractor shall maintain schedules and operating procedures to include: Security Orders (SOs), Post Orders (POs), Emergency Security Operations Procedures (ESOPs), and Security Incident Response Plans (SIRPs). Orders, Procedures and Response Plans shall be reviewed and/or updated annually. SOs, ESOPs and SIRPs shall also be reviewed by the DOE-SR, Office of Safeguards, Security and Emergency Services (OSSSES) for approval and/or concurrence.

Post and Security orders establish procedures for the Protective Force and affected personnel to accomplish the security mission at Savannah River Site. These procedures are developed to comply with DOE Orders and Directives. Additionally, Security/Post Orders describe activities to a level of detail commensurate with the complexity of the activity, significance of the item or activity, work environment, worker proficiency and capability (e.g., education, training, experience, etc.), to assure consistent and acceptable results of the activities performed.

Post Orders (POs) are written documents that clearly outline security duties, responsibilities, and expectations of the protective force member or members staffing a specific post. POs contain detailed performance criteria and guidance for accomplishing tasks for the position or function. Additionally, post orders address Rules of Engagement, operational hours of the post, specialty equipment testing (if applicable), safety equipment requirements, required documentation e.g. post inventories, and performance of other duties as may be required by PF supervision.

Security Orders (SOs) are Protective Force (PF) operations instructions that implement DOE Orders and provide direction to the PF in the conduct of their duties. SOs are standard operating procedures for the PF to help maintain an effective work environment by clearly outlining the policies and uniform procedures that the PF apply to their daily work and provide Step-by-step instructions for completing the assigned tasks and, when warranted, accountability. The documents clearly define the "how to" performance of

various duties and activities for which the security order is related to such as, Site Access, Inspection and Search Requirements, Communications, Arrest Authority and Use Of Force, Physical Protection of Security Interests, Firearms Safety and Maintenance, Specialty Equipment Operability and Function Testing, Shipment Security and etcetera.

Emergency Security Operating Procedures (ESOPs) describe PF response to an emergency which is a serious, unexpected, often dangerous situation that requires immediate action. The emergency procedures provide direction and response for the Protective Force and staff in the event of either an operations emergency or a security emergency. ESOPs are plan of action(s) to be conducted in a certain order or manner, in response to an emergency event.

At SRS, Security Incident Response Plans (SIRPs) are a classified set of instructions providing tactical response to security emergencies and provide PF guidance to detect, respond to, and recover from security incidents. These types of plans also address issues such as PF response positions, response times, and fighting positions.

The Contractor shall also develop and implement a plan for protective force response to workplace violence and active shooter situations. The plan must be submitted to the Officially Designated Federal Security Authority (ODFSA) for approval. The plan is an integral part of the security plan which must be developed based upon the requirements of DOE Policy 444.1, Preventing and Responding to all Forms of Violence in the Workplace, DOE Orders 470.3C, Design Basis Threat Order and DOE Order 473.3A Chg 1 (MinChg), Protection Program Operations, and DOE Order 470.4B Chg 2 (MinChg), Safeguards and Security Program.

The Contractor shall utilize government owned/leased vehicles during the performance of this contract. Recordkeeping and deliverables pertaining to vehicle usage is located in Section J, Attachment J-2, Contract Deliverable.

C.1.1 PERIMETER PROTECTION

Site Perimeter Barricades and Entry Control Facilities (ECF) operations shall be conducted to prevent unauthorized access of personnel and vehicles, preclude the introduction of prohibited articles on entry, and deter the theft of government property on exit. Barricade operations include the use of special inspection equipment.

In addition, the Contractor shall provide off-shift visitor control and temporary badge issuance at designated perimeter barricades.

C.1.2 COMMUNICATIONS, COMMAND AND ALARM CENTERS

The Contractor shall provide personnel for the Savannah River Site Operations Center (SRSOC), Law Enforcement Dispatch (LED), Central Alarm Stations (CAS) and Plant-wide Alternate Alarm Center (PACC). These positions shall be staffed on a 24/7 basis.

Contractor personnel assigned to SRSOC shall initiate/coordinate appropriate notifications/actions for normal/off-normal operational or security situations, monitor alarms that report to SRSOC from various security systems, log routine notifications for Contractor operational activities and serve as communication liaison between the Contractors and DOE for SRS issues.

Law Enforcement (LE) dispatchers shall perform communications responsibilities, maintain LE communication logs, conduct National Crime Information Center (NCIC) checks and initiate LE response to emergencies and activated intrusion alarms.

The Contractor shall provide personnel capable of operating state of the art alarm monitoring centers, which include CAS and PAAC (AKA: Secondary Alarm Station). The CAS operators shall dispatch PF response personnel to the scene of activated intrusion alarm(s), security and/or emergency conditions. Staffing of the Command and Alarm Centers shall be sufficient to ensure site monitoring, dispatching and communication functions can occur simultaneously.

C.1.3 LAW ENFORCEMENT, CRIMINAL INVESTIGATIONS AND CANINE OPERATIONS

The Contractor shall provide a LE function (24/7) which shall maintain law and order at SRS. The Contractor shall manage and maintain in good standing law enforcement and criminal investigation responsibilities and standards that meet Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation requirements. The Contractor shall be responsible for canine operations consisting of Certified Class 1 LE Officer Canine handlers.

C.1.3.1 LAW ENFORCEMENT AND CRIMINAL INVESTIGATIONS

The Contractor responsibilities shall include but are not limited to:

- Traffic enforcement and accident investigation
- Patrol operations of Savannah River Site (SRS) boundaries including random river patrol operations on that part of the Savannah River contiguous to Savannah River Site property
- Investigations, detention and apprehension
- Emergency and non-emergency event response at SRS
- Security escort for designated intra-site shipments of SNM
- Vendor escort functions for ammunition and aviation fuel shipments
- VIP security escort functions when directed by the CO or COR
- Facilitate the orderly flow of vehicles in coordination with all Contractors on site

The Contractor shall provide immediate notification to DOE-SR, OSSES of any felonious criminal violations; and daily notification of misdemeanor violations.

The Contractor shall also conduct investigations of all suspected violations of applicable State and Federal law at the SRS sufficient to facilitate complete disposition of the suspected violation. The Contractor shall assist DOE with administrative investigations when directed by the ODFSA.

C.1.3.2 CANINE OPERATIONS

All canines must be trained and certified annually in either explosives or narcotics detection to the standards set by the United States Police Canine Association (USPCA). The DOE Canine Performance Testing Protocol Standard, DOE-STD-1225-2017 shall also be used. Explosive Detector Dog teams may also be trained and qualified consistent with the Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF) National Odor Recognition Testing Standard (NORT).

Where possible, each canine shall be assigned to one handler. However, mission needs may dictate a handler maintaining both Explosive and Narcotics qualifications. The Contractor shall kennel and care for all canines to the standards required by the Department of Defense for military police dogs, on Savannah River Site.

The Contractor shall conduct narcotics and explosives detector dog inspections of SRS facilities, provide explosive detector dog response to area emergencies, conduct random patrols of the site and critical security area(s) and provide security compensatory measures during failures/outages of intrusion detection systems. In addition, at the CO's direction and with ODFSA approval, the Contractor shall provide law enforcement agencies explosive detector canine teams to render explosive detection assistance.

C.1.4 FACILITIES PROTECTION

The Contractor shall conduct ECF operations to prevent unauthorized access of personnel and vehicles, the introduction of prohibited articles, damage or theft of government assets, theft of government property, unauthorized possession use or sabotage of SNM. The Contractor shall protect security areas against malevolent acts and detain unauthorized personnel or vehicles in security controlled access areas. The Contractor shall also operate security detection equipment, staff security posts and roving patrols of Property Protection Areas (PPA), Limited Areas (LA), Protected Areas (PA), and Material Access Areas (MAA) and their associated assets.

C.1.5 SPECIAL OPERATIONS

The Contractor shall provide for the planning and management of Special Operations through specific, tailored intelligence, including:

- Special Response Teams

- Radiological/Chemical/Biological Response Capabilities
- Explosive Response
- Aviation Operations

C.1.5.1 SPECIAL RESPONSE TEAM (SRT)

The Contractor shall maintain a continuous (24/7) SRT to resolve incidents that require force options that exceed the capability of Security Police Officer (SPO) Fixed Post Readiness Standard (FP), SPO I, and SPO II personnel and/or existing physical security systems. The SRT must be capable of effective and ready response. The SRT must be trained and equipped to conduct interdiction, interruption, and neutralization operations and containment, denial, recapture, recovery, and pursuit strategies directed against an adversary.

The SRT must be capable of resolving adversarial actions using force options to include: direct threat, vehicle, and stronghold assaults using dynamic and covert techniques and team tactics.

The Contractor shall maintain current SRT response plans and target folders. The plans shall maximize the probability of successful neutralization of a force consisting of well-equipped, trained, and dedicated adversaries.

C.1.5.2 RADIOLOGICAL/CHEMICAL/BIOLOGICAL RESPONSE CAPABILITIES

The Contractor shall provide armed PF responders to protect security areas that receive, use, process, or store Category I or II quantities of SNM, represent a target for sabotage (e.g., radiological or toxicological); and contain a unique capability in DOE that must be protected for purposes of program continuity or to preclude an unacceptable impact on national security, the health and safety of DOE and Contractor employees, the public, or the environment when the need has been so designated by DOE line management. The PF shall be capable of responding to radiological/chemical/biological attacks according to applicable DOE requirements. The Contractor shall coordinate with the Management and Operating (M&O) Contractor for decontamination activities.

The Contractor shall provide equipped, trained and qualified personnel who are responsible for determining conclusively that a chemical/biological attack has occurred, alerting other PF members and personnel to the attack, and responding to the attackers in a contaminated environment.

C.1.5.3 EXPLOSIVE RESPONSE

The Contractor shall maintain the capability to effectively detect and respond to bomb and explosive incidents and to coordinate the removal or disposal of unexploded or suspect ordnance. Qualified Contractor personnel shall establish and maintain appropriate isolation zones (on site) around any suspect devices or unexploded ordnance until cleared by an approved Explosive Ordnance Disposal Unit. The Contractor shall maintain and control the Contractor's Explosive Safety Site Plan for the DOE Authority Having Jurisdiction (AHJ).

C.1.5.4 AVIATION OPERATIONS

The primary mission of the aviation operations is to provide aerial firing platform, airborne intelligence/command and control platform, and rapid transportation of SRT personnel when necessary. Other missions may include, but are not limited to, site photography, forestry and ecological support, and emergency medical evacuations. Special use of security helicopters is based on site specific mission requirements which are approved by DOE.

The Contractor shall provide aviation operations compliant with Federal Aviation Regulation 14 CFR Chapter 1, and applicable DOE requirements. These operations will include Federal Aviation Administration (FAA) certified pilots and aircraft maintenance personnel necessary to effectively maintain and operate DOE helicopters, which are based on the site, at an operational readiness rate of 90 percent, excluding downtime due to inclement weather.

The Contractor is required to maintain an FAA airworthiness certification under 14 CFR Part 135.25. The Contractor shall have operational control and exclusive use of the two DOE owned helicopters as outlined in the 14 CFR Part 135.25. The helicopters will be in the receipt and legal custody of the Contractor through the site's established property assignment policies and procedures. All aircraft will remain in the Contractor's exclusive legal possession for the duration of the contract. The Contractor shall not delegate its responsibility for any 14 CFR Part 135.25 operational control functions and/or its responsibility to maintain operational control over flight activities.

The Contractor must undergo periodic inspections of aviation operations conducted by the DOE Office of Aviation Management, the FAA Flight Standards District Office, the US Environmental Protection Agency and the SC Department of Health and Environmental Control. The Contractor shall maintain compliance with Federal Aviation Regulation Part 133 - Rotorcraft External Load Operations, Part 135 - Operating Requirements: Commuter and On Demand Operations and Rules Governing persons on Board such Aircraft, and Part 137 - Agricultural

Aircraft Operations. Contractor shall have sufficient personnel to meet requirements of and staff all positions according to these regulations

The Contractor shall provide the training necessary for all Aviation Operations personnel to maintain proficiency in pertinent aircraft systems. The pilots, chief pilot and aircraft maintenance personnel must have a thorough knowledge of Federal Aviation Regulation Parts 61, 91, 133, 135, and 137 and maintain compliance with all FAA requirements for their positions. The chief of aircraft maintenance must have FAA Inspection Authorization. All aircraft maintenance personnel are required to have and maintain FAA Airframe and Power plant certificates.

C.1.6 MATERIAL TRANSPORTATION SECURITY AND COORDINATION

The Contractor shall be responsible for coordinating and scheduling all on-site and off-site shipments of any SNM and Limited Life Components conducted by DOE. The Contractor shall conduct operations in compliance with all applicable international, Federal, State, Tribal, and local requirements governing materials transportation, unless exemptions or alternatives are DOE-HQ approved.

The Contractor shall also be responsible for procuring, operating and maintaining shipment vehicles assigned to the DOE shipment program at SRS. The Contractor will protect all on-site nuclear material movement, while coordinating classified off-site shipments protections with Office of Secure Transportation (OST).

The Contractor shall operate and secure the NNSA's, Office of Secure Transportation (OST), Safeguards Transporter (SGT) vehicle at SRS in accordance OST operations regulations. Contractor personnel responsible for operating shipment vehicles shall maintain appropriate Commercial Driver's License with Hazardous Material (HAZMAT) Endorsement.

C.1.7 TRAINING

The Contractor shall provide specialized PF training per DOE's National Training Center (NTC) certification guidelines, 10 CFR 1046 and applicable DOE requirements. This training shall include intermediate force training, weapons instruction/qualification, and physical fitness readiness. Site-Specific qualifications, and training programs must be based upon criteria approved by the ODFSA.

The Contractor shall comply with the following training requirements:

- Employees will be expected to participate in annual training and other briefings associated with facility operations.
- Provide professional development and conduct annual training for management and support staff to maintain their technical competence in keeping with DOE requirements and best business practices.

- Program, utilize, and maintain a complete inventory of Engagement Simulation Systems (ESS) to conduct realistic training and exercises of the protective force.
- Ensure all training aids, graphic materials, computer-based training (CBT) and equipment for classroom presentations support training activities.
- Serve as Savannah River Site point of contact for DOE National Training Center approved courses. Coordinate all DOE site certified and mobile training team courses conducted at Savannah River Site.
- Ensure all Law Enforcement Special State Constables meet and maintain their South Carolina Class 1 Law Enforcement Certification.
- Maintain an effective training and qualification program to ensure the protective force are fully capable to tactically respond and resolve safeguards, security and emergency events on the SRS.
- Schedule, document, track, and maintain training records on all protective force members. This includes weapons and physical fitness qualifications, protective force leadership training, radiation worker training, law enforcement officer qualifications, and all annual training.
- The Contractor shall maintain & develop Lesson plans and instructional guidelines for all training. These must be available for review by appropriate safety and security personnel. Such lesson plans or instructional guidelines must incorporate safety in addition to other training objectives and task performance standards.
- Plan and conduct safe and effective intermediate force training and leadership training.

Additional qualifications are required to perform portions of this scope. PF personnel must successfully complete the appropriate basic and maintenance training, as required by DOE and other applicable governing regulating authorities. This training must enable the individual to achieve and maintain at least the minimum level of knowledge, skills, and abilities needed to competently perform the tasks associated with the specialized job responsibilities, as well as maintain mandated certification, when applicable. Such personnel may include, but are not limited to, locksmith, armorers, and central alarm station operators. The assignment of such specialists and scope of such duties must be based on site-specific needs and approved by the ODFSA.

C.1.7.1 FORCE REQUIREMENTS

The Contractor shall develop and maintain a training program with NTC qualified Training Instructors and Firearms Instructors to ensure PF members designated as unarmed "Security Officers (SOs) and armed "Security Police Officers (SPOs)" meet medical and physical fitness qualification standards for SO, Fixed Post Readiness Standard (FP) SPO, Basic Readiness Standards (BRS) SPO and Advance Readiness Standard (ARS) SPO contained in 10 CFR Part 1046 Medical, Physical

Readiness, Training, and Access Authorization Standards for Protective Force Personnel. In addition, the Contractor shall comply with the Nuclear Regulatory Commission security requirements contained in 10 CFR 73, Physical Protection of Plants and Materials to safeguard the Mixed Oxide Fuel Fabrication Facility (MFFF) should that facility become operational.

The Contractor shall assess, document and maintain a record of training (Annual Training Plan (ATP) and Job Analysis) for each PF member and develop training schedules per Section J, Attachment J-2. The ATP identifies training requirements (NTC and local Site Specific) for the various PF personnel on an annual basis. Lesson plans or instructional guidelines for all training must be available for review by appropriate safety and security personnel. Such lesson plans or instructional guidelines must incorporate safety in addition to other training objectives and task performance standards. The Contractor shall document compliance with the contract, including applicable DOE requirements.

C.1.7.2 PLANNING AND DEVELOPMENT

The Contractor shall ensure that employees are competent to perform the tasks within their assigned responsibilities under both normal and emergency conditions and adequately support current and projected staffing contract requirements. Qualification requirements shall be supported by a formal training program that maintains the Knowledge, Skills, and Abilities (KSAs) required to perform assigned tasks. The qualification and training programs shall be based on criteria established by the DOE National Training Center (NTC) and site-specific requirements.

The Contractor shall maintain a DOE-NTC certified Training Approval Program (TAP). The TAP is a certification by the DOE-NTC that training courses administered at SRS meet the requirements of DOE O 473.3A, Protection Program Operations. Also, a Job Analysis shall be performed, reviewed, updated and submitted annually for approval by the ODFSA for each specific PF job assignment per Section J, Attachment J-2.

C.1.7.3 WEAPONS INSTRUCTION AND QUALIFICATION

The Contractor shall ensure that all SPO members of the protective force are qualified consistent with DOE O 473.3A, Chg 1, 10 CFR 851 Appendix A.5 Firearm Safety, and 10 CFR 1046, and Courses of Fire (COF) approved by DOE-SR ODFSA, in order to be granted the authority to carry firearms and make arrests in compliance with 10 CFR Part 1047.

The Contractor shall maintain a cadre of experienced qualified training instructors and firearms instructors; manage the Consolidated Training Facility at Building 742-A to conduct computer-based site specific training and tactics training with simulated weapons systems; and manage the Advanced Tactical Training Academy (ATTA) firing range and Live Fire Shoot House (LFSH) to conduct live fire tactical training and weapons qualifications. Firearms training programs must be based on criteria established by the NTC. Instructors are required to be certified by the NTC.

C.1.7.4 PHYSICAL FITNESS READINESS

The Contractor shall comply with applicable medical and physical fitness qualifications set out in 10 CFR Part 1046, and applicable DOE requirements. The Contractor shall maintain a physical readiness training and maintenance program for the PF. It must be developed by the Contractor in consultation with the M&O Physical Protection Medical Director (PPMD) and the ODFSA.

The DOE approved and designated M&O PPMD for the site and/or approved M&O Designated Physician(s) (DP) are responsible for the conduct of medical examinations, evaluations, and medical certifications for PF personnel.

C.1.7.5 TRAINING PROGRAM ACCREDITATION AND CERTIFICATION

The Contractor shall:

- Maintain accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA) as a Public Safety Training Academy
- Maintain accreditation as an Institutional Academy by the South Carolina Criminal Justice Academy (SCCJA)
- Provide SCCJA certified Law Enforcement training officer(s) to plan, conduct, and instruct SCCJA approved courses
- Submit to NTC for approval a Training Approval Program (TAP) as required.
- Maintain site certification to conduct the NTC Basic Instructor Training (BIT) at the Savannah River Site
- Maintain NTC SRS Site certifications/approvals to conduct Intermediate Force Training, Intermediate Force Instructor Certification (IFIC), Basic Security Police Officer Training (BSPOT), Tactical Response Force (TRF) 100 and TRF 200 Training courses, handgun and rifle weapons and tactical training qualifications courses and advanced weapons systems Demonstration of Proficiency (DOP) courses of fire. Analyze additional NTC courses for potential site certification to achieve additional cost saving and efficiencies.

C.1.7.6 SITE-WIDE ACTIVE SHOOTER TRAINING (CLIN 003, CLIN 005, CLIN 007)

If ordered pursuant to the IDIQ CLINs, the Contractor shall develop initial and refresher Active Shooter Training courses of instruction. A qualified training instructor familiar with PF active shooter response shall teach the courses to Site-Wide Stakeholders. The courses of instruction shall instruct site employees as to the actions to be taken upon PF arrival on scene. The training courses shall be approved by the ODFSA.

C.2 PERSONNEL SECURITY (CLIN 002, CLIN 004, CLIN 006)

The Contractor shall support the DOE-SR, Personnel Security Program for the SRS site that meets the requirements of DOE Order 470.4B, Safeguards and Security Program and DOE Order 472.2, Personnel Security. The Contractor shall also have personnel capable of performing Personnel Security functions to assist the Contractor's personnel in completing and submitting Personnel Security, Human Reliability Program (HRP) and Homeland Security Program Directive 12 (HSPD-12) forms and appointments to the DOE-SR Personnel Security Team.

C.2.1 DOE-SR PERSONNEL SECURITY TEAM PROGRAM SUPPORT

The Contractor shall provide dedicated personnel to provide direct support to DOE-SR Personnel Security Team in implementation of the DOE-SR Personnel Security Programs. The Contractor support personnel shall provide support for DOE-SR assessment activities, compliance reviews, technical assessments, and corrective action validation activities. The Contractor shall provide support personnel to DOE-SR Personnel Security Team in the following areas:

- Security Clearances/Site Access Authorization
- HSPD-12 Program Support
HRP Program Support
- Foreign Ownership, Control and Influence (FOCI)/Facility Clearance Level (FCL)
- Operations Security (OPSEC) & Safeguard Security and Awareness Program Support
- Foreign Visits and Assignments Program Support

C.2.1.1 DOE-SR SECURITY CLEARANCES/SITE ACCESS AUTHORIZATION SUPPORT

The Contractor shall provide support for DOE security clearance requests. The Contractor shall manage personnel security investigative reports in accordance with 10 CFR 710, Criteria and Procedures for Determining Eligibility For Access to Classified Matter or Special Nuclear Material and guidelines provided by DOE.

The Contractor shall provide personnel to conduct interviews associated with background investigations in accordance with 10 CFR 710, and document each interview and recommend next appropriate security clearance action.

The Contractor's direct support personnel to the DOE-SR Personnel Security Team will have no authority to grant security clearances; the Contractor will assist with statistical data and reports related to the DOE security clearance process as requested by the DOE-SR Personnel Security Team Program Manager. The Contractor shall maintain records for active and terminated personnel for personnel security investigations.

C.2.1.2 DOE-SR HSPD-12 PROGRAM SUPPORT

The Contractor shall provide technical and administrative support for the DOE-SR, HSPD-12 Program in all aspects of processing the HSPD-12 packages for site employees. Support includes:

- Research reports of background investigations received from the U.S. Office of Personnel Management (OPM)
- Support data entry to DOE developed database for tracking and reporting metrics
- Provide support in the areas of self-assessment activities
- Perform technical assessments and compliance review

C.2.1.3 DOE-SR HRP PROGRAM SUPPORT

The Contractor shall provide technical and administrative support for DOE-SR Human Reliability Program (HRP), according to 10 CFR 712 and its subordinate procedures. The Contractor may establish stricter employment standards for individuals who are nominated to DOE for certification or recertification in the HRP.

C.2.1.4 DOE-SR FOCI/FCL PROGRAM SUPPORT

The Contractor shall provide technical and administrative support for the DOE-SR FOCI/FCL Program to obtain information indicating whether SRS suppliers or subcontractors are owned, controlled, or influenced by foreign individuals, governments, or organizations, and whether that involvement may pose an undue risk to the common defense and security.

Support includes:

- Provide assistance in processing FOCI submission packages
- Provide FOCI-oriented analyses on submissions and develop reports

- Prepare draft transmittals, facilitate Department of Defense (DOD)-Central Verification Agency Facility Checks, and other correspondence
- Coordinate with other agencies
- Process responses from other agencies
- Maintain the local database to manage the e-FOCI process

The Contractor shall also comply with the requirements to meet facility clearances and registration of safeguards and security activities and remain eligible under the requirements of the Facility Clearance Level (FCL) Program.

C.2.1.5 DOE-SR OPSEC & SAFEGUARD SECURITY AND AWARENESS PROGRAM SUPPORT

The Contractor shall provide a qualified person as a point of contact (POC) with overall Information Security responsibilities as defined by applicable DOE requirements in Section J, Attachment J-1, *DOE Directives*. The Information Security POC shall ensure Contractor personnel receive Information Security training; conduct and document Information Security self-assessments; and identify new, or changes in, projects, activities, or facilities that require an Information Security assessment.

The Contractor shall provide technical and administrative support to DOE-SR for the Safeguards and Security Awareness Program to include: conducting and documenting required briefings and providing employee security indoctrination in accordance with DOE requirements.

C.2.1.6 DOE-SR FOREIGN VISITS AND ASSIGNMENTS PROGRAM SUPPORT

The Contractor shall provide security-related technical analyses and recommendations pertaining to all aspects of the Foreign Visits and Assignments Program to include supporting DOE technical assessments of SRS Contractor programs in accordance with DOE requirements.

C.3 INFORMATION RESOURCE MANAGEMENT AND CYBER SECURITY SERVICES (CLIN 002, CLIN 004, CLIN 006)

The Contractor shall establish vehicles such as Service Level Agreements (SLAs) and Memorandums of Agreements/Understanding (MOA/MOUs) for the use of IRM/Cybersecurity services, infrastructure, and resources sufficient to execute the requirements of the contract.

The Contractor shall utilize all Information Resource Management (IRM) and Cybersecurity services from the DOE-SR M&O Contractor except for core business and technical Pro-Force legacy and current applications.

The Contractor shall support DOE in the successful implementation of any applicable elements of the Federal Information Security Management Act (FISMA) of 2014, Federal Information Technology Acquisition Reform Act (FITARA), DOE Energy Programs Implementation Plan for the Department's Risk Management Approach (August 2012) in accordance with DOE requirements per Section J, Attachment J-1, *DOE Directives*.

The Contractor shall provide a qualified person as a POC with Classified Matter Protection and Control (CMPC) responsibilities as defined by applicable DOE requirements per Section J, Attachment J-1, *DOE Directives*. The Contractor shall ensure all personnel performing CMPC duties receive required training and refresher briefings and ensure classified matter is protected from loss, theft, and/or compromise.

The Contractor shall provide a classification officer whose duties include providing guidance for classification, controlled unclassified information and unclassified controlled nuclear information (UCNI), training and policy interpretation to DOE-SR and Contractor staff when required, the preparation of revisions to existing DOE classification guides and UCNI guidelines for approval by the DOE-SR Classification Officer and coordinates comments, assessments, training, and document decision reviews as required by applicable DOE requirements per Section J, Attachment J-1, *DOE Directives*; serves on classification working groups, on a local or national level, in the development of new and updating of existing DOE guidance. The Contractor shall select qualified personnel to serve as derivative classifiers and UCNI reviewing officials.

The Contractor shall provide a properly trained and qualified individual to serve as a Technical Surveillance Countermeasures Officer (TSCMO) and administer a Technical Surveillance Countermeasures (TSCM) program in accordance with applicable DOE requirements.

C.4 PROGRAM MANAGEMENT (CLIN 002, CLIN 004, CLIN 006)

This Section describes the various administrative and support functions to be performed by the Contractor associated with the safe and effective execution of this Performance Work Statement (PWS). These functions include but are not limited to Employee Benefits, Employee Management Programs, Accounting Services, Budget and Cost Management Services, Litigation Services, Records Administration as further identified in various sections of this contract.

The Contractor shall be responsible for ensuring that all contract deliverables provided to DOE are accurate and on time. A summary list of contract deliverables can be found in Section J, Attachment J-2, *Contract Deliverables*. This list does not include all required deliverables identified in other applicable sections of the Contract, DOE directives, federal regulations, or regulatory documents. Omission of applicable deliverables from Section J, Attachment J-2 does not affect the obligation of the Contractor to submit required deliverables pursuant to this section or other sections of this Contract. The Contractor shall develop a revision to the Annual Operating Plan (AOP) and submit for review and approval to DOE-SR per Section J, Attachment J-2, *Contract Deliverables*. The approved AOP will be a key tool to Contractor performance evaluation, including Award Fee and the Contractor Performance Assessment Reporting System (CPARS).

The actual PF strength and other work under the PWS are dependent upon operational and funding requirements. Authorizations and deauthorizations for all DOE funded work must be documented in accordance with all DOE requirements contained in Attachment J-1.

C.4.1 CONTRACT ADMINISTRATION

The Contractor shall provide management, supervision, and staffing to execute the requirements of this contract efficiently and effectively. This includes conducting purchasing and subcontracting functions for all required materials and services in accordance with DOE requirements.

C.4.2 ENVIRONMENTAL, SAFETY, HEALTH & QUALITY ASSURANCE

The Contractor shall implement and conduct a comprehensive ESH&QA program that provides for the protection of workers, the public, and the environment in accordance with DOE requirements. The Contractor shall implement and maintain an Integrated Safety Management System (ISMS) for the Protective Force Security Services contract that is consistent with the ISMS implemented and maintained by the SR M&O contractor. The Contractor shall conduct safety and health inspections for buildings listed in Attachment J-3. The Contractor shall train and qualify their personnel to perform assigned work, and ensure that continual training is provided to maintain job proficiency. The Contractor shall develop and maintain a Quality Assurance program, conduct self-assessments and work effectively with other Site Contractors, to continuously improve ESH&QA performance.

Employee health hazards shall be addressed as stated in 10 CFR 851, Worker Safety and Health Program, and other federal regulations (for example, employee lead exposure in 29 CFR 1910.1025; and noise exposure in 29 CFR 1910.95).

C.4.3 PERFORMANCE ASSURANCE

The Contractor shall establish a Performance Assurance Program (PAP) that systematically evaluates and validates the performance of all essential Safeguards & Security (S&S) protection elements within the contract. The Contractor shall coordinate with the M&O Contractor to conduct integrated effectiveness tests for S&S systems.

In addition, the Contractor shall implement a Survey and Self-Assessment Program, document findings and develop corrective action plans and trending assessments to establish if findings represent isolated or systemic issues.

The Contractor shall also implement a Performance Testing Program to plan, conduct, and document exercises and performance tests that evaluate, train, and provide feedback on safeguards and security programs, protective force operations, and protection strategies according to applicable DOE requirements.

The Contractor shall support DOE-SR in the conduct of Limited Scope Performance Tests (LSPTs), Alarm Response and Assessment Performance Tests (ARAPTs), and PAP Tests during surveys/assessments of the PF. The Contractor shall also provide support to DOE and the M&O Contractor in the conduct of Emergency Preparedness training including Command Post, Command Field, and Joint Security and Operational Emergency Training Exercises.

The Contractor shall implement an Incidents of Security Concern Program to ensure the occurrence of a security incident prompts the appropriate graded response, to include an assessment of the potential impacts, appropriate notification, extent of condition, and corrective actions.

C.4.4 EQUIPMENT MAINTENANCE

The Contractor shall manage federal property according to 41 CFR 109, Department of Energy Property Management Regulations. The Contractor shall be responsible for maintenance of all equipment assigned to or obtained by the Contractor. Equipment must be maintained in a serviceable condition, in keeping with generally accepted practices for the particular type of equipment. The Contractor shall maintain preventive and corrective equipment maintenance records.

The program shall include conducting effective preventive maintenance and cost-effective repairs for security vehicles, watercraft, motorized equipment, a variety of firearms to include engagement simulation systems, trace explosive detection equipment, and a multi-frequency secure radio network consisting of portable, mobile, and fixed station radios.

The Contractor shall input automated data into the Property Inventory Database System annually by September 30th.

C.4.5 LOGISTICAL SUPPORT

The Contractor shall provide logistical support for its operations (e.g. Locksmith, Armorer, Radio Technicians, etc.). The logistical support personnel shall maintain the appropriate security clearance and participate in the HRP, if deemed applicable. Logistical support includes the following:

- Maintain keys, locks, and combinations to safes pertaining to protective force operations
- Provide NTC certified Armorer(s) to maintain/service assigned firearms and weapon systems
- Develop, implement, and administer policies, programs, and procedures that ensure adequate control and accountability of firearms and ammunition/explosives
- Maintain a supply facility for storage of distribution of Standardized Protective Force Uniforms, personal equipment, and other items in support of the protective force mission

- Provide services for laundry, boot/shoe repair
- Provide sewing services to include uniform alterations, sewing of patches and name tags
- Maintain current approval by GSA to provide general vehicle maintenance and repairs
- Provide technicians to service and maintain radio equipment

DOE has adopted the terms and definitions contained in the American Society for Testing and Materials (ASTM) International voluntary consensus standard called Practice E2135-02, Standard Terminology for Property and Asset Management. Voluntary Consensus Standards (VCS), such as ASTM International, or Industry Leading Practices (ILP), are to be used to the greatest degree practical for the management of personal property, as deemed appropriate by the DOE-SR Organizational Property Management Officer (OPMO).

C.4.6 PLANNING AND ANALYSIS PROGRAM SUPPORT

The Contractor shall provide personnel for S&S planning and analysis functions that ensure cost-effective protection strategies and procedures are developed and maintained for all DOE security interests at the Savannah River Site in accordance with DOE O 470.4B, Chg 2 and applicable DOE requirements. These functions include management and participation in Security Plans, including vulnerability analysis; management of all protective force staffing requirements and force authorizations; allocation of protective force members to include assignments/reassignments; development of an annual staffing plan; development of protective force contingency response plans; identification of compensatory measures; management of all protective force equivalencies and/or exemptions from DOE directives requirements; identification of vulnerabilities and deficiencies in physical security systems, programs and operating designs; development of special purpose performance tests to validate planning assumptions; research and analysis of new technology; conduct of Operational Readiness Reviews; update and review Security Condition (SECON) plans and development of the Contractor's strategic plan.

The Contractor shall provide a monthly security readiness report to the CO and COR providing summary level information concerning the organization's ability to accomplish its mission. The report shall include both operational and support factors and overall readiness level which indicates the Protective Force (PF) possesses the required resources and is trained to undertake the full mission(s) for which it is organized, equipped and trained. The report shall also include PF staffing levels, PF equipment status, PF equipment maintenance serviceability status, PF training status, and PF support element status based on the operational readiness condition of critical support elements to provide essential services for the PF to accomplish the mission and an overall PF effectiveness level providing an assessment of PF individual and team effectiveness during performance testing.

Appropriate DOE Orders, the DOE Design Basis Threat (DBT) and the Adversary Capabilities List will serve as the baseline planning documents for development

of associated protection strategies. All planners assigned to this process shall be aware of the computerized vulnerability assessment program, simulation and modeling application suite (Simajin). The Contractor shall provide DOE with recommendations to enhance the overall security posture. These recommendations may include but are not limited to: proposed security upgrade projects; safeguards and security equipment capabilities/limitations; commercial security hardware applications; and emergency/routine protective force deployment.

C.4.7 DESIGN/ENGINEERING SERVICES

The Contractor shall provide advisory support to DOE-SR to assist in tracking, documenting, and meeting security infrastructure project needs. An infrastructure project is defined as any expansion, addition, modification or upgrade to a facility, equipment, or system other than routine maintenance. New security facility construction also constitutes an infrastructure project.

C.4.8 EMERGENCY MANAGEMENT

The Contractor shall maintain a comprehensive Emergency Management System that complies with DOE O 151.1D as well as requirements of Executive Orders, Policies, and Directives regarding emergency management; including Homeland Security Presidential Directives, which mandate that the Department adopt the National Incident Management System, in support of the National Response Framework Site.

The Contractor must develop, implement, and update, as necessary, a Continuity of Operations (COOP) program as defined in DOE O 150.1 A which is designed to:

- Assist the Department in continuing to accomplish essential functions;
- Be integrated with the Emergency Management Program, as appropriate;
- Utilize existing programs to meet the requirements of the Contractor Requirements Document (CRD).
- Incorporate existing guidance and policy for human resources management;
- Identify work for others (deemed a Mission Essential Function (MEF) or a Primary Mission Essential Function by another organization) and their interdependencies

The COOP must be approved by the DOE-SR Office of Safeguards, Security and Emergency Services. The Contractor program, specifically within their COOP program, must develop a COOP or business continuity plan that documents their program as prescribed by the order.

The Contractor shall staff PF Emergency Response Organization positions, staff Mobile Command Post (MCP) when mobilized, maintain a fully trained Crisis Negotiation Team (CNT), and participate in site Emergency Training Drills/Exercises.

C.4.9 PUBLIC INFORMATION AND EXTERNAL AFFAIRS

The Contractor shall provide a public affairs function that responds to national and local news media on matters relating to the Contractor's site-specific security mission, and national security as it applies to the Savannah River Site mission with approval from the DOE-SR Office of External Affairs. The Contractor shall provide a corporate liaison with community leaders and civic organizations to ensure that the SRS mission and Contractor's security function are adequately communicated within the site's surrounding communities; provide an interface with DOE-SR, Office of External Affairs to ensure a cohesive communications plan from SRS to external audiences; conduct employee morale activities that promote an environment of inclusion; and, develop policies and procedures that ensure the public information and internal communications function are conducted effectively, ethically and within applicable copyright laws.

C.4.10 REPORTS AND RECORDS

The Contractor shall provide a staff trained and proficient in collecting daily or routine reports, information, records and documents which detail the actions and responsibilities of the Security and Law Enforcement operations. Personnel assigned to this staff shall be proficient in conducting trend analysis; evaluation of reports and logs; classification and storage; automated submission of state records, reports and logs; compiling reports and data for additional charts, graphs and reports, as well as protecting privacy act information and documents from unauthorized access or disclosure. The Contractor shall complete, compile, and submit routine and specific Uniform Crime Reports and Criminal Information Exchange data to state and federal organizations in compliance with their requirements and timelines.

The Contractor shall ensure proper preparation of a Daily Log for each protective force section and a Security Operations Log detailing information communicated. The logs will be used to list all security related activities and incidents, by time of occurrence, for each 24-hour period. The Contractor shall also be required to prepare reports on offenses, security violations and infractions, fires, bomb threats and all other unusual incidents. The Contractor shall maintain a copy of such reports. A copy shall be forwarded to the DOE-SR, Director of the Office of Safeguards, Security & Emergency Services (OSSES) within 24 hours after the end of the reporting period.

C.4.11 INTERFACES WITH SITE USERS

As part of the execution of this scope of work, the Contractor shall be required to interface with DOE, NNSA, DOE Contractors, visitors, and tenant entities engaged in onsite activities. As such, the Contractor shall participate in the implementation of the Savannah River Interface Management Plan in accordance with Savannah River Site Policy Manual, SRSPM 250.1.1 F and/or its successor document. All Contractors performing work at the Savannah River Site (SRS) are expected to reach written agreement on the exchange of services, interface boundaries, and responsibilities as directed by the CO.