

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO. 72003040 Basic (P)		PAGE 1 OF 189	
2. CONTRACT NO. GS-07F-0418K		3. AWARD/EFFECTIVE DATE: 11/06/02		4. ORDER NO. NS-7790		5. SOLICITATION NO. 13-SSC-P-02-01	
7. FOR SOLICITATION INFORMATION CALL		a. NAME Kathy Spainhower Email: Kathy.Spainhower@ssc.nasa.gov				b. TELEPHONE NO. (No collect calls) 228-688-1720	
9. ISSUED BY NASA/Office Of Procurement Code DA20, Bldg. 1100 John C. Stennis Space Center Stennis Space Center, MS 39529-6000		64		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) SIC: NAICS Code 561612 SIZE STD: \$10.5M		11. DELIVERY FOR DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> <input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING DOC9	
15. DELIVER TO See Schedule		64		16. ADMINISTERED BY Same as block no. 9			
17a. CONTRACTOR/CODE OFFEROR PARAGON SYSTEMS, INC 3317 TRIANA BLVD. SW HUNTSVILLE, AL 35805 (256) 533-7598		69298		FACILITY CODE		18a. PAYMENT WILL BE MADE BY NASA/Financial Management Office, Code EA22 Building 1100 John C. Stennis Space Center Stennis Space Center, MS 39529-6000	
DUNS: 175357672 TIN: 630937443		EA22		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE SECTION G			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER							
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Contractor shall provide services as specified in Section B.						
(Attach Additional Sheets as Necessary)							
25. ACCOUNTING AND APPROPRIATION (SEE SECTION G.8)						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$2,879,739.00	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED. NOTE: APPLICABLE CLAUSES IN SECTION 27 ARE INCLUDED IN BASIC GSA CONTRACT)							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN THREE (3) COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE OFFER DATED 8/19/02, AS REVISED ON 9/23/02.. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:: (ALL)			
30a. SIGNATURE OF OFFEROR/CONTRACTOR <i>Robert N. Luther</i>				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Susan D. Dupuis</i>			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Robert N. Luther, Executive Vice President		30c. DATE SIGNED November 1, 2002		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) SUSAN D. DUPUIS		31c. DATE SIGNED 11-05-02	
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER		34. VOUCHER NUMBER	
ACCEPTED, AND CONFORMS				<input type="checkbox"/> PARTIAL		35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOVT		32c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/>		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		41b. SIGNATURE AND TITLE OF CERTIFYING		38. S/R ACCOUNT NO.		39. S/R VOUCHER NO.	
41c. DATE		42a. RECEIVED BY (Print)		40. PAID BY			
		42b. RECEIVED AT (Location)		42c. DATE REC'D		42d. TOTAL	

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

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K.1 REPRESENTATIONS AND CERTIFICATIONS

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 DESCRIPTION OF SUPPLIES OR SERVICES AND PRICE/COSTS

The contractor shall provide all resources (management, labor, materials, equipment, travel, training, and facilities) necessary to furnish the services and deliver the documentation described in the Contract Line Item Numbers (CLINs) below, except as may be expressly stated in this GSA task order as furnished by the Government,

CLIN #	Description of Service/Supplies	Quantity	Unit Price	Total Price
CLIN 1 Basic Period of Performance – 12 months (November 6, 2002 – November 5, 2003)				
CLIN 1A	(FFP) Provide all security and security-related services in accordance with Attachment J-1, (excluding services for CLIN 1C, CLIN 1D, CLIN 1E, & CLIN 1F)	12 MO	██████████	██████████
CLIN 1B	(Not Separately Priced (NSP)) Provide data in accordance with Data Requirement Document List (DRD), Attachment J-2.	As Required	NSP	NSP
CLIN 1C	(FFP) Provide all security and security-related services in accordance with Paragraph B.3.b, and Attachment J-1.	1 LOT	\$ ██████████	\$ ██████████
CLIN 1D	(FFP) Provide all security and security-related services for the Mainline Gate in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.6. CLIN 1D HAS BEEN DELETED	0 MO	\$ ██████████	\$ ██████████
CLIN 1E	(FFP) Provide all security and security-related services for the SSC E-Complex in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.7. CLIN 1E HAS BEEN DELETED	0 MO	\$ ██████████	\$ ██████████

CLIN 1F (IDIQ) Provide security and security-related services in accordance with Clause B.4 and Attachment J.1. Indeterminate \$__See B.4__ \$__See B.4__

TOTAL CLIN 1A THROUGH CLIN 1C \$ [REDACTED]

CLIN 2 Option I- Period of Performance – 12 months (November 6, 2003 – November 5, 2004)

CLIN 2A (FFP) Provide all security and security-related services in accordance with Attachment J-1, (excluding services for CLIN 2C, CLIN 2D, CLIN 2E, & CLIN 2F) 12 MO \$ [REDACTED] \$ [REDACTED]

CLIN 2B (Not Separately Priced (NSP)) Provide data in accordance with Data Requirement Document List (DRD), Attachment J-2 As Required NSP NSP

CLIN 2C (FFP) Provide all security and security-related services in accordance with Paragraph B.3.b, and Attachment J.1. 1 LOT \$ [REDACTED] \$ [REDACTED]

CLIN 2D (FFP) Provide all security and security-related services for the Mainline Gate in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.6. CLIN 2D HAS BEEN DELETED. 0 MO \$ [REDACTED] \$ [REDACTED]

CLIN 2E (FFP) Provide all security and security-related services for the SSC E-Complex in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.7. THE START DATE FOR CLIN 2E IS ANTICIPATED TO BE MAY 06, 2004. 6 MO \$ [REDACTED] \$ [REDACTED]

CLIN 2F (IDIQ) Provide security and security-related services in accordance with Clause B.4 and Attachment J-1. Indeterminate \$__See B.4__ \$__See B.4__

TOTAL CLIN 2A THROUGH CLIN 2E \$ [REDACTED]

CLIN 3 Option II - Period of Performance – 12 months (November 6, 2004 – November 5, 2005)

CLIN 3A	(FFP) Provide all security and security-related services in accordance with Attachment J-1, (excluding services for CLIN 3C, CLIN 3D, CLIN 3E, & CLIN 3F)	12 MO	\$ [REDACTED]	\$ [REDACTED]
CLIN 3B	(Not Separately Priced (NSP)) Provide data in accordance with Data Requirement Document List (DRD), Attachment J-2.	As Required	NSP	NSP
CLIN 3C	(FFP) Provide all security and security-related services in accordance with Paragraph B.3.b, and Attachment J-1.	1 LOT	\$ [REDACTED]	\$ [REDACTED]
CLIN 3D	(FFP) Provide all security and security-related services for the Mainline Gate in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.6. CLIN 3D HAS BEEN DELETED	0 MO	\$ [REDACTED]	\$ [REDACTED]
CLIN 3E	(FFP) Provide all security and security-related services for the SSC E-Complex in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.7.	12 MO	\$ [REDACTED]	\$ [REDACTED]
CLIN 3F	(IDIQ) Provide security and security-related services in accordance with Clause B.4 and Attachment J.1.	Indeterminate	\$__ See B.4__	\$__ See B.4__
TOTAL 3A THROUGH CLIN 3E			\$ [REDACTED]	

CLIN 4 Option III - Period of Performance – 12 months (November 6, 2005 – November 5, 2006)

CLIN 4A	(FFP) Provide all security and security-related services in accordance with Attachment J-1, (excluding services for CLIN 4C, CLIN 4D, CLIN 4E, & CLIN 4F)	12 MO	\$ [REDACTED]	\$ [REDACTED]
CLIN 4B	(Not Separately Priced (NSP)) Provide data in accordance with Data Requirement Document List (DRD), Attachment J-2.	As Required	NSP	NSP
CLIN 4C	(FFP) Provide all security and security-related services in accordance with Paragraph B.3.b, and Attachment J-1.	1 LOT	\$ [REDACTED]	\$ [REDACTED]
CLIN 4D	(FFP) Provide all security and security-related services for the Mainline Gate in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.6.	12 MO	\$ [REDACTED]	\$ [REDACTED]
CLIN 4E	(FFP) Provide all security and security-related services for the SSC E-Complex in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.7.	12 MO	\$ [REDACTED]	\$ [REDACTED]
CLIN 4F	(IDIQ) Provide security and security-related services in accordance with Clause B.4 and Attachment J-1.	Indeterminate	\$ __See B.4__	\$ __See B.4__

TOTAL CLINS 4A THROUGH CLIN 4E \$ [REDACTED]

CLIN 5 Option IV - Period of Performance – 12 months (November 6, 2006 – November 5, 2007)

CLIN 5A	(FFP) Provide all security and security-related services in accordance with Attachment J-1, (excluding services for CLIN 5C, CLIN 5D, CLIN 5E, & CLIN 5F)	12 MO	\$ [REDACTED]	\$ [REDACTED]
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CLIN 5B	(Not Separately Priced (NSP)) Provide data in accordance with Data Requirement Document List (DRD), Attachment J-2.	As Required	NSP	NSP
CLIN 5C	(FFP) Provide all security and security-related services in accordance with Paragraph B.3.b, and Attachment J-1.	1 LOT	\$ [REDACTED]	\$ [REDACTED]
CLIN 5D	(FFP) Provide all security and security-related services for the Mainline Gate in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.6.	12 MO	\$ [REDACTED]	\$ [REDACTED]
CLIN 5E	(FFP) Provide all security and security-related services for the SSC E-Complex in accordance with Paragraph B.3 and Attachment J-1, Paragraph 4.2.7.	12 MO	\$ [REDACTED]	\$ [REDACTED]
CLIN 5F	(IDIQ) Provide security and security-related services in accordance with Clause B.4 and Attachment J-1.	Indeterminate	\$ __See B.4__	\$ __See B.4__
TOTAL CLINS 5A THROUGH CLIN 5E			\$ [REDACTED]	

TOTAL CLIN 1 AND OPTION CLINS, 2, 3, 4, AND 5 (EXCLUDES CLIN F-IDIQ):
\$15,558,456

B.2 CONTRACT TYPE

The contract type is Firm Fixed Price with an Indefinite Delivery, Indefinite Quantity Line Item.

End-of-Clause)

B.3 FIRM CORE REQUIREMENTS AND SPECIAL SECURITY REQUESTS

a. FIRM CORE REQUIREMENTS: The definite quantities of services described in CLINs 1A and 1B (and Option CLINs 2A, 2B, 2E, 3A, 3B, 3E, 4A, 4B, 4D, 4E, 5A, 5B, 5D, and 5E if exercised) are considered to be the firm core requirements of this GSA task order. Costs for CLINs Option CLINs 2E, 3E, 4D, 4E, 5D and 5E, if exercised are segregated as it may be necessary to delay the start date of the period of performance for these CLINs. In the event of a delayed start, the appropriate CLIN amount shall be unilaterally decreased by the unit amount for each full month of performance delay.

b. **SPECIAL SECURITY REQUESTS:** In addition to the definite quantities defined in Paragraph B.3.a above, CLIN 1C (and Option CLINs 2C, 3C, 4C, and 5C if exercised) includes additional core requirement hours for special security requests. The Contracting Officer may issue Special Security Requests, up to 2000 hours per contract year, for (1.) unplanned activities, such as special events, which are known or unknown reasonably in advance but not included in the firm core requirements, (2.) extraordinary/unforeseen security incidents which cannot be planned and arise unannounced such as hurricanes, tornados, auto accidents, or catastrophic occurrences, and (3.) security support services for emergency ordering. Emergency ordering is defined as security support services required within a period of one (1) hour after notification by the Government to the Contractor. The contractor shall designate a lead and an alternate point of contact that can be notified on a 24 hour period of time for emergency ordering. The Contractor shall accept verbal orders for emergency ordering situations under Special Security Requests from the Contracting Officer regardless of dollar value, or from a designated Contracting Officer’s Technical Representative (COTR) for emergency ordering up to \$2,500. If verbal orders are provided by the COTR, written direction in the form of a Special Security Request shall be provided by the Contracting Officer as soon as circumstances permit.

The Contractor shall include the following information in DRD MF01 for Special Security Requests: For each Special Security Request tasking provide, (1.) Special Security Request number (EO for electronic orders and VO for verbal orders), (2.) nature/purpose of the Special Security Request tasking, (3.) the name of the organization in which the service was performed and point of contact, (4.) number of hours expended on the task to date, (5.) if the task is complete or on-going, (6) estimated number of hours for completion, if not complete. The Contractor shall also include the cumulative number of actual hours expended by contract year for all Special Security Request taskings. See Paragraph G.3 for special invoicing instructions.

B.4 INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)

a. Security Services that represent work identified within the Performance Work Statement but are above the firm core requirements and in excess of the special security requests (2000 hours per contract year) are considered IDIQ requirements. In addition, training requirements, including travel, (above those required to maintain a qualified workforce) that the Government mandates on the Contractor shall be IDIQ. Security services for demand customers/resident agencies shall be acquired through IDIQ task orders. These IDIQ task orders shall be written in accordance with Clause H.12 and priced as follows:

The following are rate schedules to be utilized for IDIQ work:

Table 1: IDIQ Straight-Time Rates

Labor Classification	CLIN 1F	Option CLIN 2F	Option CLIN 3F	Option CLIN 4F	Option CLIN 5F
PROJECT MANAGER	██████	██████	██████	██████	██████
OPERATIONS MANAGER (APM)	██████	██████	██████	██████	██████
SHIFT SUPERVISORS	██████	██████	██████	██████	██████
SECURITY OFFICERS-DAY	██████	██████	██████	██████	██████
SECURITY OFFICERS-SWING	██████	██████	██████	██████	██████

SECURITY OFFICERS-GRVYD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DISPATCHERS-DAY	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DISPATCHERS-SWING	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DISPATCHERS-GRVYD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
INVESTIGATOR/SEC ANALYST	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SECURITY/SAFETY TRAINER	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
LOCKSMITH	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
ADMINISTRATIVE ASST	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
WORD PROCESSOR I - VC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
WORD PROCESSOR II - FNVC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Table 2: IDIQ Overtime Rates

Labor Classification	CLIN 1F	Option CLIN 2F	Option CLIN 3F	Option CLIN 4F	Option CLIN 5F
PROJECT MANAGER	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
OPERATIONS MANAGER (APM)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SHIFT SUPERVISORS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SECURITY OFFICERS-DAY	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SECURITY OFFICERS-SWING	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SECURITY OFFICERS-GRVYD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DISPATCHERS-DAY	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DISPATCHERS-SWING	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DISPATCHERS-GRVYD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
INVESTIGATOR/SEC ANALYST	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SECURITY/SAFETY TRAINER	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
LOCKSMITH	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
ADMINISTRATIVE ASST	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
WORD PROCESSOR I - VC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
WORD PROCESSOR II - FNVC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

b. Travel

It is recognized that the extent of travel necessary in the performance of the work required hereunder can only be estimated. Therefore, this section is established for the purpose of providing appropriate provisions relating to the administration and control of any travel to be performed. Travel that is directly charged to the contract shall be considered above and beyond the FFP scope of effort. Travel shall be authorized by the Contracting Officer in a task order under the appropriate IDIQ CLIN. The contractor must include the purpose of the trip, number of employees traveling, destination, estimated begin and end dates, length of travel (in days), and associated cost breakout in the travel request. At the completion of each trip, a short summary will be provided to the COTR. In performing travel hereunder, the Contractor shall comply with the provisions of FAR 31.205-46. Any foreign travel, if applicable, must be approved in advance by the Contracting Officer, pursuant to NFS 1852.242-71, Travel Outside the U.S.

c. Any services to be furnished under this contract in support of CLIN 1F (and Option CLINs 2F, 3F, 4F, or 5F, if exercised) shall be ordered by issuance of task orders by the

Contracting Officer. The COTR may issue verbal orders for emergency ordering, as defined in Paragraph B.3.b, for task orders up to \$2,500. If verbal orders are provided by the COTR, written direction in the form of a Task Order shall be provided by the Contracting Officer as soon as circumstances permit.

d. The Contractor shall include the following information in DRD MF01 for Task Orders: For each Task Order tasking provide, (1.) Task Order number, (2.) nature/purpose of the Task Order, (3.) the name of the organization in which the service was performed and point of contact, (4.) number of hours expended on the task to date, (5.) if the task is complete or on-going, (6) estimated number of hours for completion, if not complete. The Contractor shall also include the cumulative number of actual hours expended by contract year for all Task Order taskings. See Paragraph G.3 for special invoicing instructions.

e. All task orders issued in accordance with Paragraph B.4 are subject to the terms and conditions of the GSA contract and this GSA task order. In the event of a conflict between a Paragraph B.4 task order and this GSA task order, the GSA task order shall take precedence.

B.5 FIRM FIXED PRICE (NASA 1852.216-78) (DEC 1988)

The total firm fixed price of this contract (Contract Line Item Numbers- CLIN 1A, CLIN 1B, CLIN 1C) is \$2,879,739.

(End of clause)

B.6 NOT SEPARATELY PRICED (NSP) LINE ITEMS.

The price for CLIN 1B, Option CLINs 2B, 3B, 4B, and 5B are not separately priced but included in the price for CLIN 1A, Option CLINs 2A, 3A, 4A, and 5A, respectively.

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 SCOPE OF WORK

The contractor shall provide all resources (management, labor, materials, equipment, travel, training, and facilities) necessary to furnish the services and deliver the documentation described in the Section B.1, Contract Line Item Numbers (CLINs) and Section J, Attachment J-1 "Performance Work Statement," except as may be expressly stated in this GSA task order as furnished by the Government. Performance shall be in accordance with the provisions, terms and conditions of the GSA contract and this GSA task order.

C.2 NASA AND SSC DIRECTIVES

NASA/SSC has and maintains a set of NASA Policy Directives (NPDs), NASA Policy Guidelines (NPGs), SSC Policy Directives (SPDs) and SSC Procedures and Guidelines (SPGs) that establish responsibilities, set minimum standards, and govern all aspects of activity within NASA and at the SSC. The Contractor shall incorporate the provisions of applicable Policy Directives and Policy Guidelines into all organization and planning for performance of this contract and shall comply with those provisions during the term of the

contract. The web address for these policies and directives is http://nodis3.gsfc.nasa.gov/library/main_lib.html.

SECTION D - PACKAGING AND MARKING

D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: In addition to the clauses incorporated into the Basic GSA contract, applicable to Schedule 539, SIN 246 54, the following contract clauses pertinent to this section are hereby incorporated by reference:

I. NASA FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 18)

CLAUSE NUMBER	DATE	TITLE
1852.211-70	JUN 00	PACKAGING, HANDLING, AND TRANSPORTATION

(End Of Clause)

SECTION E - INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: In addition to the clauses incorporated into the Basic GSA contract, applicable to Schedule 539, SIN 246 54, the following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.246-4	AUG 1996	INSPECTION OF SERVICES--FIXED-PRICE

(End Of Clause)

E.2 GOVERNMENT CONTRACT QUALITY ASSURANCE FUNCTIONS (NFS 1852.246-71) (OCT 1988)

In accordance with the Inspection clause of this contract, the Government intends to perform the following functions at the locations indicated.

Item	Quality Assurance <u>Function</u>	Location
All Services	Final Inspection	SSC
All Services	Acceptance	SSC

E.3 ACCEPTANCE—SINGLE LOCATION

The Contracting Officer or authorized representative will accomplish acceptance of services at Stennis Space Center. For the purpose of this clause, the designated Contracting Officer's Technical Representative is the authorized representative. The Contracting Officer reserves the right to unilaterally designate a different Government agent as the authorized representative. The Contracting Officer will notify the Contractor by a written notice or by a copy of the delegation of authority.

E.4. CONTRACTOR'S SELF-MONITORING OF PERFORMANCE

This GSA task order is performance based and the Government may make deductions to the Contractor's invoice if the Contractor fails to perform the required services. The Contractor shall develop a Quality Management Plan, conduct performance surveillance activities and submit monthly reports in accordance with DRD MA10.

The Contractor's Self-Monitoring of Performance, along with the Government Surveillance Plan, will be used as a tool by the Government to assess the contractor's performance and to determine deductions pursuant to the Clause entitled: Consequences of the Contractor's Failure to Perform Required Services.

Performance surveillance reports that are required by DRD MA10 shall be submitted each month. For each instance where the Contractor is found to be inaccurate in monthly self-monitoring, a unilateral deduction of \$500 will be deducted from the Contractor's total monthly invoice. Performance evaluation meetings may be conducted to discuss deficiencies and any performance improvements as appropriate.

E.5 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES FOR ALL WORK

a. The Contractor is responsible for totally fulfilling the performance requirements of this contract. In addition to Paragraph E.4, the Government will deduct from the Contractor's invoice or otherwise withhold payment for any items of nonconforming service. A requirement may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the work requirements. In addition to all of the rights the Government may have, the Government shall, for partially completed work, make the deductions, as set forth below.

b. The Government will give the Contractor written notice of deficiencies prior to deducting for nonperformed or unsatisfactory work. Therefore:

1. In the case of nonperformed work, the Government

a. Will deduct from the Contractor's invoice all amounts associated with such nonperformed work as established by the PWS or as provided by other provisions of this GSA task order, unless the Contractor is permitted or required to perform pursuant to paragraph b. below and satisfactorily completes the work;

b. May, at its option, afford the Contractor an opportunity to perform the nonperformed work within a reasonable period subject to the discretion of the Contracting Officer's Technical Representative (COTR), a deduction may be taken for schedule delays; or

c. May, at its option, perform the services using Government personnel or other means.

2. In the case of unsatisfactory work (as identified in Exhibit J-1.4 to the PWS), the Government

a. Will deduct from the Contractor's invoice all amounts associated with such unsatisfactory work as established by the PWS or as provided by other provisions of the GSA task order; unless the Government afforded the Contractor an opportunity to re-perform pursuant to paragraph b. below and satisfactorily completes the work; a deduction may be taken for schedule delays.

b. May, at its option, afford the Contractor an opportunity to re-perform the unsatisfactory work within a reasonable period subject to the discretion of the Contracting Officer's Technical Representative (COTR); or

c. May, at its option, perform the services with Government personnel or other means.

c. Should the Government elect options B.1.a., B.1.b., B.2.a., or B.2.b. above, the Government may at its sole discretion assess alternative remedies if: (1) the Contractor is working in good faith with the Government to correct the problem(s) in the future and (2) the Contractor does not have a repetitive trend of nonperformance and unsatisfactory work for the same requirements.

d. Should the Government elect B.1.c. or B.2.c. above, the Government will reduce the GSA task order payment by the amount paid to any Government personnel (based on wages, retirement and fringe benefits, plus material), and the actual costs of other means that accomplished the services.

e. Where the Government exercises its options in B.1.b. or B.2.b., the Contractor's original evaluation results shall not be modified upon re-evaluation. Instead, any payment reduction shall be offset by a credit for satisfactory re-performance, however, a deduction may be taken for schedule delays.

f. Notwithstanding any other provisions noted above, the Government's exercise of rights under Paragraph E.5 shall not diminish its rights for termination in accordance with Clause 52.212-4 due to either (1) single occurrences of such nonperformance or unsatisfactory performance, or (2) multiple occurrences of nonperformance or unsatisfactory performance, regardless of whether deductions were taken.

E.6 SURVEILLANCE PLAN

A Surveillance Plan for Security Services has been developed and will be implemented by the Contracting Officer's Technical Representative (COTR) as a part of the contract administration and monitoring activities conducted to assure that the Government receives products and services that conform to contract requirements. The nature and extent of quality assurance surveillance contemplated in this plan will be based on the specific content of the contractor's Quality Management Plan (DRD MA10).

E.7 SURVEILLANCE METHODS

The Government may use any and all methods deemed necessary to ensure that the Contractor's employees are in a constant state of awareness and readiness. These methods may include uniformed or undercover surveillance by NASA staff; intrusion tests by undercover NASA staff to evaluate the guards' actions; and surveys of building tenants regarding the Security Officers' performance, including the Security Officers' professionalism, courtesy, and knowledge of their assigned duties.

The methods of surveillance that may be used, including but not limited to, are:

General Observation (GO): Evaluation shall be through general observation of site conditions. Obvious failure to perform work shall be recorded and the information provided to the COTR.

Documentation Check (DC): Plans, reports, and schedules submitted by the Contractor will be reviewed for content to confirm that contractual requirements are planned, scheduled, and reported in a thorough, concise, and accurate manner. The Contractor is responsible for accurately reporting work that was either rescheduled or not completed. Work reported as not completed should be recorded and provided to the CO/COTR.

Validated Customer Complaint (VCC): The Government shall validate selected customer complaints as soon as practical after receipt of a survey form/complaint. A score of "below average" or "unsatisfactory" shall be considered as a customer complaint. The CO/COTR shall be provided this information within 2 business days of the receipt of the survey form/complaint.

Unscheduled Inspection (UI): Unscheduled inspections may be conducted on any location/operation, at any time, but will usually be limited to those of particular importance, such as critical areas or areas where performance problems are suspected. Unscheduled inspections will normally be conducted when performance is below satisfactory or has a trended decrease. The CO/COTR shall be made aware of all findings from these inspections.

Planned Inspection (PI): This involves a planned approach of inspecting for performance, which may or may not be shared with the Contractor. Depending upon results of evaluations, more samples may be planned and added during the evaluation period. The CO/COTR shall be made aware of all findings from these inspections.

In the event a serious breach of assigned duty by the Contractor's employee(s) is identified during a quality control exercise, the CO and/or COTR shall immediately contact

the Contractor to discuss the Government's findings and the steps the Contractor will take to correct the problem(s).

E.8 INSPECTION SYSTEM RECORDS

The Contractor shall maintain records evidencing inspections in accordance with the Inspection clause of this contract for 3 years after delivery of all items and/or completion of all services called for by the contract.

E.9 SCHEDULE OF DEDUCTIONS

Deductions shall be taken by the Government for services not provided and may be taken for substandard service. A deduction may be applied for each infraction as determined by the Contracting Officer and/or Contracting Officer's Technical Representative (COTR). The value of the deduction will range from a minimum of \$500 for each infraction to the maximum of the value of the non-performed or unsatisfactorily performed work plus \$500.

The COTR will document any deductions, calculate the amount to be deducted, and present the documentation to the Contractor and the Contracting Officer. Should the Contractor disagree with the findings, an appeal may be made to the Contracting Officer. The contractor will reduce the next monthly invoice by the amount of the final deduction as approved by the Contracting Officer.

The Contract will be modified on an annual basis to decrease the total contract amount for the deductions taken.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: In addition to the clauses incorporated into the Basic GSA contract, applicable to Schedule 539, SIN 246 54, the following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER
52.247-34	NOV 1991	F.O.B. DESTINATION

(End Of Clause)

F.2 PLACE OF PERFORMANCE

The contractor shall perform the work under this contract at the John C. Stennis Space Center, Stennis Space Center, MS 39529-6000 and at such other locations as may be approved in writing by the Contracting Officer.

F.3 PERIOD OF PERFORMANCE (1852.211-72) (DEC 1988)

The period of performance and effective ordering period shall be as follows:

CLIN 1	Base Period: November 6, 2002 – November 5, 2003
CLIN 2	Option Year 1: November 6, 2003 – November 5, 2004 except CLIN 2E performance period is from May 6, 2004 – November 5, 2004
CLIN 3	Option Year 2: November 6, 2004 – November 5, 2005
CLIN 4	Option Year 3: November 6, 2005 – November 5, 2006
CLIN 5	Option Year 4: November 6, 2006 – November 5, 2007

IDIQ Task Orders may be issued under this contract during the entire effective period.

SECTION G - CONTRACT ADMINISTRATION DATA**G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

NOTICE: In addition to the clauses incorporated into the Basic GSA contract, applicable to Schedule 539, SIN 246 54, the following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.245-19	APR 1984	GOVERNMENT PROPERTY FURNISHED "AS IS"

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.223-71	DEC 1988	FREQUENCY AUTHORIZATION
1852.242-73	JUL 2000	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-70	JUL 1997	CONTRACTOR REQUESTS FOR GOVERNMENT OWNED EQUIPMENT
1852.245-73	SEP 2000	FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS

(End Of Clause)

G.2 SUBMISSION OF INVOICES

a. Invoices shall be prepared in accordance with the Prompt Payment clause of this contract, and shall be submitted to the following address for verification of work performance in accordance with Paragraph E.4 prior to payment:

NASA John C. Stennis Space Center
NASA Contracting Officer
Ref: Contract No. GS-07F-0418K, Order No. NS-7790
Office of Procurement – Code DA20
Stennis Space Center, MS 39529-6000

Upon verification of work, the contracting officer shall forward the invoices to:

NASA John C. Stennis Space Center
NASA Financial Management Officer
Bldg. 1100, Code EA22
Stennis Space Center, MS 39529-6000

The Contract Number and a Taxpayer's Identification Number (TIN) shall be annotated on each voucher.

G.3 ADDITIONAL INVOICING REQUIREMENTS

Charges for the Fixed Core Requirements, Special Service Requests, and IDIQ shall be tracked separately and identified separately on each invoice.

G.4 ADDITIONAL FINANCIAL TRACKING AND REPORTING

The Contractor shall provide cost and manhour data at the work order level monthly (based on the number of weeks per month identified in the SSC fiscal calendar) for both the fixed-price and the indefinite delivery indefinite quantity activities for inclusion in the SSC sitewide reporting system in an electronic flat file format (DRD MF01). This data is due by close of business Tuesday following the end of the SSC fiscal month. The fixed price financial data will consist of estimated manhours and total costs for the applicable tasks at the work order level. The indefinite delivery indefinite quantity (IDIQ) financial data will consist of negotiated manhours and total cost based on a percentage of each task completed with the fiscal month identified on the SSC fiscal calendar at the work order level. The Contractor will process reimburseable work orders and estimates into the Funds Availability System (FAS) and obtain FAS acceptance and reservation of funds before work is performed. The FAS will be updated by the Contractor as work is completed or work orders are amended. The Contractor's system shall be capable of allocating other SSC costs (non-contract) against Stennis Work Requests (SWR's) either as a direct charge or as an add-on (adders to contract costs). These adders will be developed by a cooperative effort between the Contractor and the government. The Contractor's system will be required to provide the capability to distribute non-contract cost with no impact to the contract (i.e. monthly occupancy distribution).

G.5 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71) (JUN 1998)

(a) The Government property described in the clause at 1852.245-77, List of Installation-Accountable Property and Services, shall be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property. Under this clause, the Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:

(1) Reporting any missing or untagged (meeting the criteria for control) equipment, transfer, location change, or user change of equipment to the cognizant property custodian.

(2) Notifying the cognizant property custodian, supervisor, and the Installation Security Officer immediately if theft of Government property is suspected.

(3) Ensuring that such equipment is used only in pursuit of approved NASA programs and projects.

(4) Identifying equipment not being actively used in pursuit of approved NASA programs and projects.

(5) Ensuring that equipment is turned in to the Property Disposal Officer through the cognizant property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.

(6) At Installations with full-time property custodians, assigned users retain all responsibilities including notifying cognizant property custodian of all activity associated with the user's assigned equipment.

(7) The Contractor shall perform maintenance, calibration and repair on Essential Installation Accountable Government Property, Attachment J-3, List 1 in accordance with FAR 45.509.1.

(8) The contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b)(1) The official accountable record keeping, physical inventory, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area;

(ii) The contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area:

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the contracting officer and notification of the SEMO. The contractor shall assume accountability and financial reporting responsibility for such property. The contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.

(2) After transfer of accountability to the Government, the contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the contracting officer.

(End of Clause)

G.6 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NFS 1852.245-77) (JULY 1997)

In accordance with the clause at 1852.245-71, Installation-Accountable Government Property, the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for contractor employees for unofficial calls.

(b) General and special purpose equipment, including office furniture.

(1) Equipment to be made available is listed in Attachment J-3

(i) List 1 – IAGP (No Class Exceptions)

(ii) List 2 – IAGP (Class Exceptions)

(iii) List 3 – Facilities:

The Government retains accountability for this property under clause at 1852.245.71, Installation-Accountable Government Property, regardless of its authorized location.

(2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.

(3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval. The contractor shall not utilize the installation's central receiving station for receipt of Contractor-owned property. However, the Contractor shall provide listings suitable for establishing accountable records of all such property received, on a quarterly basis, to the Contracting Officer and the Supply and Equipment Management Officer.

(c) Locksmith supplies from stores stock.

(d) Vehicles (minimum of one per roving patrol, currently nine) will be provided, as available, mid-sized or larger 4-door sedans, pickups or utility vehicles. The Contractor shall provide decals, as per NASA specifications, and display same on all marked Security vehicles. Gas and maintenance provided by the Government. Third party insurance to be provided by the Contractor.

(e) Publications and blank forms stocked by the installation.

(f) Safety and fire protection for Contractor personnel and facilities.

(g) Installation service facilities: [Attachment J-3, List 3].

(h) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty. See also Paragraph 7.1.5 of the PWS.

(i) Cafeteria privileges for Contractor employees during normal operating hours.

(j) Building maintenance for facilities occupied by Contractor personnel.

(k) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.

(l) Installation services facilities: Library, Official Mail Services (excluding meter usage), Wellness/Fitness Center, and general ODIN services as approved by the Government which includes telephones (excludes cell phones), computers, two-way radios, and network connections.

(m) Disposal Services for excess on-site and off-site Contractor-held/Government-owned property.

(n) Equipment and class of equipment identified in Attachment J-3, List 2 (Class Exceptions) is subject to Section G, Paragraph G-7 and is provided only to the extent as

originally provided to the Contractor for use in performance of this contract. Additional equipment or maintenance, repair, or replacement of such equipment or class of equipment shall be Contractor furnished.

(o) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property. They are further defined in the following property management directives and installation supplements to these directives.

- (1) NPD 4100.1 Supply Support and Material Management Policy.
- (2) NPG 4100.1D NASA Materials Inventory Management Manual.
- (3) NPD 4200.1A Equipment Management Policy.
- (4) NPG 4200.1E NASA Equipment Management Manual.
- (5) NPG 4200.1B Equipment Management Manual for Property Custodians.
- (6) NPD 4300.1 NASA Personal Property Disposal Policy.
- (7) NPG 4300.1A NASA Personal Property Disposal Procedures and Guidelines.
- (8) The Department of the Army Supply Bulletin SB 708-21, *Federal Supply Classification Part 1, Groups and Classes* (Dec 1986)

(End of Clause)

G.7 REPAIR OR REPLACEMENT OF GOVERNMENT PROPERTY--SPECIAL CONDITIONS

(a) Government property (plant equipment) categorized as facilities (defined in FAR 45.101 has been provided for the performance of this contract in accordance with FAR clause 52.245-2, "Government Property (Fixed-Price Contracts).

(b) The Government will not authorize the maintenance, repair, or replacement of any Non-essential List 2 – IAGP (Class Exceptions) Government property identified in paragraph (e) below as a direct reimbursable cost under this contract.

(c) The Contractor shall maintain complete records of Contractor-owned or leased furnished equipment, which is subject to this clause. Such records shall include item, model number, date of purchase, purchase price, depreciation schedule, and amount of depreciation recorded from time to time. The Contractor shall make these records available to the Contracting Officer promptly upon the latter's request, along with the Contractor's best estimate of the undepreciated balance of each item of equipment.

(d) The Contractor agrees that at the end of the contract performance period, and the Government does not thereafter contract with the same Contractor as the successor

Contractor for the same or similar services contemplated by this contract, the Contractor will, upon request by the Contracting Officer, transfer title to any Contractor owned or leased equipment identified in paragraph (c) above as identified by the Contracting Officer to either (1) the Government or (2) a successor Contractor. If a request for transfer of title to the Government is made, the Government agrees to recognize as allowable costs under the Contract, for identified equipment, so much of the cost of the equipment that has not been depreciated as of the end of the Contract performance period. If a request for transfer of title to a successor Contractor is made, the Contractor agrees to transfer title to identified equipment to the successor Contractor for applicable residual balances, subject to reasonable terms and conditions regarding payment and other matters to be agreed upon by the parties.

(e) This clause shall apply to the Installation Accountable Government Property as identified in the Department of the Army Supply Bulletin SB 708-21 "Federal Supply Classification" Part 1, Groups and Classes (December 1986)

Group 51: Class 5130 - Hand Tools, Power Driven

Group 74 Class 7420 - Accounting and Calculating Machines

Class 7430 - Typewriters and Office Type Composing Machines

Class 7450 - Office Type Sound Recording and Reproducing Machines

Class 7490 - Miscellaneous Office Machines

(End of Clause)

G.8 ACCOUNTING AND APPROPRIATION DATA

Funding for CLINs 1A, 1B, and 1C

DCN: 72003040 - Supplement No. Basic (1P)

LI Program Code: 000 997-36-00-00-00-64-2003-00-00-54-YY00-00-2590

APPROPRIATION/AMOUNT : 803/40111 \$338,000.00

Total Funding for CLINs 1A, 1B, and 1C is \$338,000.00

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: In addition to the clauses incorporated into the Basic GSA contract, applicable to Schedule 539, SIN 246 54, the following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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52.223-5 APR 1998 POLLUTION PREVENTION AND RIGHT- TO-
KNOW INFORMATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.204-74	OCT 2001	CENTRAL CONTRACTOR REGISTRATION
1852.204-76	JUL 2000	SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES
1852.208-81	AUG 1993	RESTRICTIONS ON PRINTING AND DUPLICATING
1852.223-70	APR 2002	SAFETY AND HEALTH
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.225-70	FEB 2000	EXPORT LICENSES
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS
1852.246-70	MAR 1997	MISSION CRITICAL SPACE SYSTEM PERSONNEL RELIABILITY PROGRAM

(End Of Clause)

H.2 APPROVAL OF CONTRACT (FAR 52.204-1)(DEC 1989)

This Contract is subject to the written approval of the Procurement Officer at Stennis Space Center and shall not be binding until so approved.

H.3 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (52.222-42) (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

**THIS STATEMENT IS FOR INFORMATION ONLY:
IT IS NOT A WAGE DETERMINATION.**

(a) Employee Class	Hourly Wage
Secretary IV	\$14.03
Computer Operator II	\$11.32
Switchboard Operator	\$ 9.02
Locksmith	\$14.28
Instructor	\$18.34
Guard II	\$11.32
Guard I	\$ 8.78

Dispatcher

\$11.20

(b) Fringe Benefits are as follows:

1. Holidays--New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and Inauguration Day (when applicable).
2. Annual Leave:--Two hours of annual leave each week for an employee with less than three years service; three hours of annual leave each week for an employee with three but less than fifteen years of service; and four hours of annual leave each week for an employee with fifteen or more years of service.
3. Sick leave--Two hours of sick leave each week for all employees.
4. Life insurance, health insurance, workers' compensation, and Federal Insurance Compensation Act (for temporary employees) at 7 percent of basic hourly rate.
5. Retirement at 7 percent of basic hourly rates for employees hired through December 31, 1985. Retirement at .94 percent for employees hired on January 1, 1986, or after.
6. Medicare at 1.45 percent of basic hourly rates for employees hired on or before December 31, 1985.
7. Social Security (inclusive of Medicare) at 7.65 percent of basic hourly rates for employees hired on or after January 1, 1986, up to a maximum gross annual salary of \$61,200. The Medicare portion (1.45 percent) continues for all wages earned.

H.4 LOCALITY WAGE DETERMINATION UNDER THE SERVICE CONTRACT ACT

The Service Contract Act of 1965, as amended shall apply to the resulting contract. The successful contractor will be required to compensate the employees engaged in performance of this contract at wage rates (including fringe benefits) at least equal to the rates prescribed in the Section J, Attachment 5.

H.5 COLLECTIVE BARGAINING AGREEMENT

Certain employees of the current contract, NAS13-98001, with Omni-Cube LLC are represented by the Security Police and Fire Professionals of America (SPFPA) Local Union No. 711. A copy of the Collective Bargaining Agreement is located at Section J, Attachment 6.

H.6 SECURITY CLASSIFICATION REQUIREMENTS (NASA 1852.204-75) (SEP 1989)

Performance under this contract will involve access to and/or generation of classified information, work in a secure area, or both, up to the level of **SECRET**. See Federal

Acquisition Regulation clause 52.204-2 in Section I of this contract and DD Form 254, Contract Security Classification Specification, in Section J, Attachment 7.

H.7 GOVERNMENT/CONTRACTOR FURNISHED PROPERTY

(a) Government Furnished Property: Attachment J-3 is a listing of property which the government will make available to the contractor for performance of this contract. The final list of government furnished property will be incorporated into the contract by reference. If the Government fails to provide the property or services specified in Clause 1852.245-77, List of Installation Provided Property and Services, and that failure adversely affects the Contractor's ability to perform the contract, the Contracting Officer shall, upon timely written request from the Contractor, (1) make a determination of the effect on the Contractor, and (2) equitably adjust the contract in accordance with the procedures provided in the Changes clause of this contract. Equitable adjustments made pursuant to this clause, however, shall not include adjustments in fee.

(b) Government Replaced: Government property in Attachment J-3, List 1 (No Class Exceptions) provided to the Contractor as serviceable government property in accordance with FAR 52.245-2 shall be at the determination of the Government and shall remain Government owned property.

(c) Contractor Replaced: Government property in Attachment J-3, List 2 (Class Exceptions) specifies existing government property made available to the contractor on an "as-is" basis in accordance with FAR 52.245-19. The Contractor shall provide any necessary replacements as Contractor owned/leased property. The Government makes no warranty whatsoever with respect to property made available "as-is". Upon reaching the end of its useful life, it will be processed for disposal in accordance with Government procedures. Replacement and maintenance costs (excluding fuel, oil, and lubricants) of Contractor owned/leased property will be at Contractor's expense.

(d) Right to Purchase: If upon expiration or termination of this contract the Government does not thereafter contract with the Contractor for the performance of the same, or substantially the same services contemplated by this contract, the Contractor shall, upon request by the successor contractor(s), transfer title to any prime contractor dedicated equipment identified in the records referenced above, to the successor contractor(s) at net book value, subject to reasonable terms and conditions regarding payment and other matters to be agreed upon by the contractor and successor contractors.

H.8 REPAIR OF GOVERNMENT PROPERTY

When Government-owned property is removed from its place of use for repair, the Contractor shall prepare a NASA Form 892 prior to removing the equipment. The form and instructions regarding its use are available from the NASA/SSC Supply Equipment Manager, (228) 688-1958. The repaired property shall be returned to the location from which it was removed unless otherwise directed by the Government.

H.9 MAINTENANCE OF ESSENTIAL INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY (IAGP)

The Government has designated the property in Attachment J-3, List 1 as Essential IAGP. The contractor shall perform maintenance, calibration, and repair on this equipment in accordance with FAR 45.509-1. The contractor shall properly store Essential IAGP.

H.10 MOTOR VEHICLE MANAGEMENT

(a) Acquisition of Motor Vehicles: The Contractor shall operate and manage motor vehicles as necessary to support the performance of the contract. Such needed vehicles are to be operated in the manner most efficient and economical to the Government. If deemed necessary, additional vehicles may be obtained from the GSA Interagency Fleet Management System and/or from commercial sources subject to approval and authorization by the SSC Transportation Officer. When the acquisition of commercially leased vehicles is deemed appropriate, such acquisition shall be authorized by the SSC Transportation Officer and approved in advance by the Contracting Officer.

The Contractor shall assure that all operators of Government-owned vehicles possess valid state licenses. The Contractor will furnish the SSC Transportation Officer and Contracting Officer a copy of their third party automobile liability insurance policy, as defined in NFS 1852.228-75 entitled "Minimum Insurance Coverage", covering any and all Government-owned or commercially leased vehicles.

(b) Advance Understanding Concerning Damage to Government-owned and Commercially Leased Motor Vehicles:

- (1) The parties agree that the provision set forth below shall be applicable with respect to reimbursement of the Contractor for expenses incidental to loss or damage of Government-owned vehicles provided the Contractor for performance under this contract.

H.11 LIMITATION OF FUNDS-FIXED PRICE CONTRACT (NASA 1852.232-77) (MAR 1989)

(a) Of the total price of services for CLINs 1A, 1B, and 1C, the sum of \$338,000.00 is presently available for payment and allotted to this contract. It is anticipated that from time to time additional funds will be allocated to the contract in accordance with the following schedule, until the total price of said services is allotted:

SCHEDULE FOR ALLOTMENT OF FUNDS	
Date	Amounts
Quarterly	TBD

(b) The Contractor agrees to perform or have performed the services specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment

by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount from time to time allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

(c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed until December 6, 2002.

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

(3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.

(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.

(4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

(d) When additional funds are allotted from time to time for continued performance of the work under this contract, the parties shall agree on the applicable period of contract performance to be covered by these funds. The provisions of paragraphs (b) and (c) of this clause shall apply to these additional allotted funds and the substituted date pertaining to them, and the contract shall be modified accordingly.

(e) If, solely by reason of the Government's failure to allot additional funds in amounts sufficient for the timely performance of this contract, the Contractor incurs additional costs or is delayed in the performance of the work under this contract, and if additional funds are allotted, an equitable adjustment shall be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the items to be delivered, or in the time of delivery, or both.

(f) The Government may at any time before termination, and, with the consent of the Contractor, after notice of termination, allot additional funds for this contract.

(g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the default clause of this contract. The provisions of this Limitation of Funds clause are limited to the work on and allotment of funds for the services set forth in paragraph (a) of this clause. This clause shall become inoperative upon the allotment of funds for the total price of said work except for rights and obligations then existing under this clause.

(h) Nothing in this clause shall affect the right of the Government to terminate this contract pursuant to the Termination for Convenience of the Government clause of this contract.

(End of clause)

**H.12 TASK ORDERING PROCEDURE AND ITS ALTERNATE I (1852.216-80)
(October 1996) (This clause applies to the Indefinite Delivery Indefinite Quantity
portion of this GSA Order)**

(a) Only the Contracting Officer (or the COTR for emergency ordering valued up to \$2,500) may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

- (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
- (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
- (3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 5 calendar days (except in cases considered Emergency Ordering or Extraordinary/Unforeseen Security Incidents) after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

- (1) Date of the order.
- (2) Contract number and order number.
- (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
- (4) Performance standards, and where appropriate, quality assurance standards.
- (5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.
- (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
- (7) Delivery/performance schedule including start and end dates.
- (8) If contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 2 calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(i) Contractor shall submit monthly task order progress reports. As a minimum, the reports shall contain the following information:

- (1) Contract number, task order number, and date of the order.
- (2) Task ceiling price.
- (3) Cost and hours incurred to date for each issued task.
- (4) Costs and hours estimated to complete each issued task.
- (5) Significant issues/problems associated with a task.
- (6) Price summary of the status of all tasks issued under the contract.

(End of Clause)

H.13 NASA CONTRACT DELIVERABLE SYSTEM (CDS)

Contract Data deliverables, identified in Section J, Attachment 2 shall be submitted to NASA using the NASA Acquisition Internet Service (NAIS) Contract Deliverable System (CDS). If the system is unavailable or cannot be used for submission of a particular deliverable, due to Privacy Act, Security, or other considerations, the Contractor shall notify the Contracting Officer and upload a cover letter into the CDS (after the fact if the system is unavailable) explaining the rationale for not uploading a particular deliverable into the CDS, and shall use the standard methods of delivery cited in the Distribution List and Format Instructions of the DRD.

H.14 EXERCISE OF OPTIONS

This GSA Task Order has both Option CLIN (i.e. 4) and Option SubCLIN (i.e. 4C and 4D). The Government reserves the right to unilaterally exercise any or all Options at either the CLIN level or individually at the SubCLIN level. If the Government exercises the Option at the CLIN level, then all SubCLIN underneath that Option CLIN are exercised. If the Government exercises the Option at the SubCLIN level, then the Government may exercise part, but not all, of the SubCLIN underneath the particular Option CLIN. The Government shall provide the contractor with 30 day written notice of its intent to exercise options.

SECTION I – CONTRACT CLAUSES

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: In addition to the clauses incorporated into the Basic GSA contract, applicable to Schedule 539, SIN 246 54, the following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.215-8	OCT 1997	ORDER OF PRECEDENCE – UNIFORM CONTRACT FORMAT
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES 30 days
52.219-14	DEC 1996	LIMITATIONS ON SUBCONTRACTING
52.223-6	JAN 1997	DRUG-FREE WORKPLACE
52.224-1	APR 1984	PRIVACY ACT NOTIFICATION
52.224-2	APR 1984	PRIVACY ACT
52.229-3	JAN 1991	FEDERAL, STATE, AND LOCAL TAXES
52.232-1	APR 1984	PAYMENTS
52.232-8	FEB 2002	DISCOUNTS FOR PROMPT PAYMENT
52.232-11	APR 1984	EXTRAS
52.232-18	APR 1984	AVAILABILITY OF FUNDS
52.232-25	JUN 1997	PROMPT PAYMENT
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.239-1	AUG 1996	PRIVACY OR SECURITY SAFEGUARDS
52.243-1	AUG 1987	CHANGES-FIXED PRICE AND ITS ALTERNATE II (APR 1984)
52.245-2	DEC 1989	GOVERNMENT PROPERTY (FIXED-PRICED CONTRACTS

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.204-75	SEP 1989	SECURITY CLASSIFICATION REQUIREMENTS
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.228-75	OCT 1988	MINIMUM INSURANCE COVERAGE
1852.236-70	DEC 1988	HURRICANE PLAN
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.243-71	MAR 1997	SHARED SAVINGS

(End Of Clause)

I.2 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FEDERAL ACQUISITION REGULATIONS AND NASA FAR SUPPLEMENT:

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of clause)

I.3 SCA MINIMUM WAGES AND FRINGE BENEFITS APPLICABLE TO SUCCESSOR CONTRACT PURSUANT TO PREDECESSOR CONTRACTOR COLLECTIVE BARGAINING AGREEMENTS (CBA) (52.222-47 (MAY 1989))

An SCA wage determination applicable to this work has been requested from the U.S. Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offerors shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent Contractor Omni-Cube, LLC and the Security Police and Fire Professionals of America (SPFPA), formerly the International Union, United Plant Guard Workers of America (UPGWA) and its Affiliated Local 711 (union). If the economic terms of the collective bargaining agreement or the collective bargaining agreement itself is not attached to the solicitation, copies can be obtained from the Contracting Officer. Pursuant to Department of Labor Regulation, 29 CFR 4.1b and paragraph (g) of the clause at 52.222-41, Service Contract Act of 1965, as amended, the economic terms of that agreement will apply to the contract resulting from this solicitation, notwithstanding the absence of a wage determination reflecting such terms, unless it is determined that the agreement was not the result of arm's length negotiations or that after a hearing pursuant to section 4(c) of the Act, the economic terms of the agreement are substantially at variance with the wages prevailing in the area.

(End of Clause)

I.4 OMBUDSMAN (NFS 1852.215-84) AND ITS ALTERNATE I (JUN 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman, Marina Benigno, NASA-SSC Code EA00, Stennis Space Center, MS 39529-6000. Telephone number: (228)-688-2387. Facsimile number: (228)-688-1946.

(c) Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0422, facsimile 202-358-3083, e-mail sthompson1@hq.nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(d) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

(End of clause)

I-5 MINIMUM/MAXIMUM IDIQ CONTRACT VALUE (This clause applies to the Indefinite Delivery Indefinite Quantity portion of this GSA Order)

The guaranteed minimum quantity of work (basic contract and option periods combined) that will be required under the indefinite quantity portion of this contract is **\$50**. There will be no further obligation on the part of the Government to issue additional orders thereafter. The total maximum quantity ordered under this contract shall not exceed **\$5,000,000**. All orders placed under this contract will be applied to the guaranteed minimum and maximum.

**I.6 DELIVERY ORDER LIMITATIONS (52.216-19) (OCT 1995)
(This clause applies to the Indefinite Delivery Indefinite Quantity portion of this GSA Order).**

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$10**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

- (1) Any order for a single item in excess of **\$500,000**;
- (2) Any order for a combination of items in excess of **\$1,000,000**; or

(3) A series of orders from the same ordering office within **5** days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 3 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.7 OPTION TO EXTEND THE TERM OF THE CONTRACT (52.217-9) (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within anytime during the period of performance of CLIN 1, or Option CLINS 2, 3, 4, or 5, if exercised; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years. (5 years and 6 months if clause 52.217-8 is exercised).

(End of Clause)

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Note: Total page count includes cover page

<u>Attachment</u>	<u>Description</u>	<u>Date</u>	<u>No. Pages</u>
1	Performance Work Statement & Exhibits under Attachment J-1: Exhibit J-1.1 Position/Post Hours Of Operation Exhibit J-1.2 DRD/PWS Section Cross Reference Exhibit J-1.3 Police Officer Standards And Training Requirements Exhibit J-1.4 Minimum Standards Exhibit J-1.5 Body Mass Index Table	11/06/2002	43 Total
2	Data Requirement Deliverables	11/06/02	24
3	List of Government Property: List 1 – Essential IAPG \$233,920.00 List 2 – Non-Essential IAPG \$62,493.00 List 3 – IAPG Facilities 4,221 Sq.Ft.	11/06/02	8 Total
4	Applicable Regulations and Procedures	11/06/02	3
5	Wage Determinations		

	2000-181 – Rev 1 and 1994-2301- Rev 18	06/19/2002	12
6	Collective Bargaining Agreement	03/10/2000	31
7	Security Classification (DD254)	11/06/02	3
8	Safety and Health Plan	08/19/02	28

[END OF SECTION]

SECTION K – REPRESENTATIONS AND CERTIFICATIONS

K.1 REPRESENTATIONS AND CERTIFICATIONS

SECTION K REPRESENTATIONS AND CERTIFICATIONS DATED 8/19/02 ARE HEREBY INCORPORATED BY REFERENCE.

Attachment J-1

Performance Work Statement And Exhibits J-1.1 through J-1.4



Attachment J-1 – PERFORMANCE WORK STATEMENT

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1.0 Introduction

This is a Performance Work Statement (PWS) for a wide variety of security-related services at Stennis Space Center (SSC). The Contractor shall be responsible for the security and integrity of SSC without compromise, at any time, and make every effort to protect the people, assets and operations within the SSC boundaries. Under this PWS, the Contractor shall perform all duties required by NASA in the physical protection of the installation; in the safety of the public, employees and high volume of equipment; in the staffing of fixed or roving patrol posts; and in the performance of normal or special details as required by the GSA Task Order.

- 1.1 As an integral part of the NASA/SSC Security Team, the Contractor shall provide and maintain all management, supervision, labor, training, equipment, supplies, licenses, permits, certificates, insurance, pre-employment screenings, reports, and files necessary to accomplish security services as described and required in this PWS and this GSA Task Order.
- 1.2 The Security Contractor personnel have a crucial and highly visible role in NASA/SSC Security mission. They are usually the first (and sometimes only) contact visitors have with NASA/SSC, and they are almost always the first line of defense in a SSC-controlled facility. Visitors and federal employees do not usually distinguish between NASA security staff and GSA Task Order Security Officers. To them, GSA Task Order Security Officers are NASA. Therefore, it is crucial that the Contractor ensure that their employees realize the importance of their role, know their duties, and perform their duties courteously and professionally at all times. The Contractor shall perform to the standards required in this GSA Task Order and shall be expected to work closely with NASA officially designated representatives throughout the duration of the GSA Task Order.
- 1.3 The Contractor shall have the capability to provide Program Security and System Security support in the development of security plans, procedures, and in training and orientation. The Contractor shall assist the Government in NASA critical facilities surveys and inspections. The Contractor shall provide support in developing draft requests for threat and technology information, and shall assist in the conduct of counterintelligence, threat analysis, threat awareness, and general security awareness training. The Contractor shall develop, coordinate and prepare recommendations for detailed risk assessments. The Contractor shall be familiar with Presidential Decision Directives (PDD) affecting intelligence, security, and critical infrastructure.
- 1.4 SSC Center Operations and Support Directorate (COSD) will issue and enforce directives, manuals and instructions intended to establish policies and guidelines for organizations and persons on site or utilizing site facilities/services. All Contractor employees shall comply with all such directives, manuals and instructions. When two or more directives or instructions apply, Contractor personnel shall comply with the more stringent of the directives or instructions.



2.0 Acronyms

The acronyms that will appear most frequently in the GSA Task Order are listed below for easy reference.

CO	Contracting Officer
COSD	Center Operations and Support Directorate
COTR	Contracting Officer's Technical Representative
DOL	Department of Labor
DRD	Data Requirement Document
ECA	Export Control Administrator
FP	Fixed Post
FPC	Force Protection Condition
FN	Foreign National
FOS	Facility Operating Services
GSA	General Services Administration
IAW	In Accordance With
IDIQ	Indefinite Delivery/Indefinite Quantity
IVC	International Visits Coordinator
NASA	National Aeronautics and Space Administration
NFNMS	NASA Foreign National Management System
NPG	NASA Policy Guidance
PDD	Presidential Decision Directives
PM	Project Manager
PWS	Performance Work Statement
SSR	Security Service Request
SSC	Stennis Space Center

3.0 General Duties and Procedures

3.1 Security Officers Operating Procedures

Security Officers shall be required to perform a variety of security-related duties and assignments as defined in DRD MA03. Security Officers shall be thoroughly familiar with the post orders at all posts where they are assigned to work. Whenever possible, Security Officers shall be familiar with the post orders prior to working on the posts. When this is not feasible (i.e., when there are emergency nonrecurring services and the Contractor is given limited advance notice regarding the Government's requirements), the Contractor should allow, to the maximum extent practicable, Security Officer mount time in which the Security Officers will be able to read and familiarize themselves with the post orders prior to assuming duty on the post. When time does not permit due to an emergency situation, the Security Officers may read the post orders while on duty. Under no circumstances should any Security Officer neglect his/her assigned duties in order to familiarize him/herself with post orders.



3.2 Traffic Control

When required by the Security Officer Assignment Record (DRD MA03), Security Officers shall direct traffic (vehicle and pedestrian), control parking, issue traffic violation notices, and observe the environment for suspicious vehicles or persons. Security Officers may operate traffic control points and identify, delay, and detain all suspicious vehicles and personnel as necessary to maintain a level of security sufficient to ensure the safety and protection of all personnel, property, and resources within the facility.

3.3 Control, Issuance, and Storage of Keys

- 3.3.1 Security Officers shall control the receipt, issuance, and tracking of all keys, "key cards," lock combinations, etc., which restrict access to the facility, including offices, security posts, gates, etc. Security Officers shall be required to control access to these items. Security Officers shall not be permitted to remove the keys and other access control devices from the facility premises.
- 3.3.2 Missing, lost, unusable, and/or stolen keys or access control devices shall be immediately reported to the Security Officer's supervisor as soon as a loss or problem is detected by the Security Officer.

3.4 Monitoring of Security and Fire Systems

- 3.4.1 Security Officers shall monitor and operate building fire alarm and intrusion detection systems and other protection devices or building equipment located on or near post, in accordance with the Security Officer Assignment Record (DRD MA03).
- 3.4.2 When an alarm sounds, the Security Officer must immediately report and record the incident as required by the Security Officer Assignment Record (DRD MA03).
- 3.4.3 Security Officers shall not disengage, shut off, remove, reposition, obstruct, or in any way interfere with the Government video surveillance cameras/systems.
- 3.4.4 Security Officers shall immediately notify the COTR and their supervisor, if any of the systems under their control malfunction or fail completely.

3.5 Utility Systems

- 3.5.1 Security Officers may be required to lock or unlock specific entrances/exits and turn on/off lights in their duty area at specific times as prescribed in the Security Officer Assignment Record (DRD MA03).
- 3.5.2 During emergencies, Security Officers may be required to coordinate with the FOS contractor in emergency-related situations to activate or deactivate building systems, such as heating/ventilation/air conditioning systems; circuit



breakers/switches; and plumbing valves/switches. The required functions will be detailed in the post orders.

3.6 Monitoring of Installation Rules and Regulations

Security Officers shall monitor and observe building occupants and visitors for compliance with the NASA/SSC's posted rules and regulations. Security Officers shall also identify, report, delay, or detain those persons who violate the rules and regulations as appropriate and in accordance with the Security Officer Assignment Record (DRD MA03).

3.7 Lost and Found Management

Security Officers shall receive, receipt for, and store for safekeeping all found articles, pending their final disposition.

3.8 Physical Security, Law and Order Maintenance

Security Officers shall maintain physical security, law and order as prescribed by statute, regulation, and Security Officer Assignment Record (DRD MA03), within the area of assignment. Security Officers may frequently be responsible for detecting, delaying, and/or apprehending persons attempting to gain unauthorized access to Government property or otherwise violating laws, rules, and regulations.

3.9 Unauthorized Access Management

Security Officers shall prevent, discover, delay, and/or detain persons attempting to gain unauthorized access to property and/or personnel at the facility being protected. Security Officers shall report all such incidents in accordance with established procedures as detailed in the Security Officer Assignment Record (DRD MA03).

3.10 Response to Injury or Illness

Security Officers shall obtain professional assistance in accordance with procedures in the Security Officer Assignment Record (DRD MA03) in the event of injury or illness to personnel in their assigned areas.

3.11 Center Flag(s) Management

Security Officers shall raise, fly, lower, fold, and store the United States Flag, Mississippi, and NASA flags (and other flags as authorized) in accordance with all applicable NASA regulations, 36 USCS § 174, and post orders. The Contractor shall provide the following services at SSC for at least but not limited to eighteen (18) flagpoles:

- a. The flags shall be raised no later than 7:00 a.m. and lowered at sunset.



- b. During NASA orbiter missions, the Contractor shall raise the appropriate orbiter pennant underneath the NASA flag on the yardarm of the flagpole east of Building 1100, and at the North and South Gates once the orbiter has achieved its designated orbit. The flags and pennants shall be flown 24 hours/day until the orbiter lands. The Contractor shall ensure that there is appropriate lighting during the hours of darkness. The orbiter pennants are taken down once the orbiter lands.
- c. Provide inspection and coordinate repairs/replacement of flags with the NASA/SSC Security Staff.
- d. During periods of mourning, flags shall be lowered to half-staff as directed by the NASA/SSC Flag Protocol Officer.

3.12 Miscellaneous Facility Duties

Security Officers shall turn off unnecessary lights; check safes, lock-type repositories, and cabinets; close and secure open windows; close and secure doors and gates and other facility access points; and perform any other additional duties as prescribed in the post orders.

3.13 Reports, Records, and Testimony

- 3.13.1 Security Officers shall prepare and maintain required reports regarding security-related issues, such as accidents, fires, bomb threats, unusual incidents and unlawful acts in accordance with DRD MA02.
- 3.13.2 Security Officers shall verbally report threatening circumstances and potentially threatening activities they observe while on duty to the COTR. Whenever possible, Security Officers are encouraged to report a serious or potentially serious problem before responding so that they may receive all necessary backup and support necessary to lessen or eliminate the potential threat.
- 3.13.3 In the event that Security Officers are called or otherwise required to testify in judicial proceedings on behalf of the Government pertaining to any action, arrest, or use of force exercised in pursuant to 14 CFR Parts 1203a and 1203b, as referenced in this GSA Task Order, the contractor shall provide advance notification to the CO prior to all such GSA Task Order-related court appearances.
- 3.13.4 Any court testimony pertaining to any action, arrest, or use of force exercised pursuant to 14 CFR Parts 1203a and 1203b shall take priority over all other Contractor-scheduled duties, with the Contractor coordinating with the CO on all such court appearances. Unless otherwise required by the CO, GSA Task Order employees who are scheduled to testify due to their GSA Task Order-related



duties shall appear for court testimony in full uniform, but without weapons/firearms.

3.14 Civil Disturbances Situation Management

Security Officers shall be required to perform other such functions as may be necessary in the event of situations or occurrences such as civil disturbances, attempts to commit espionage, sabotage, or other criminal acts adversely affecting the security and/or safety of the Government, its employees, property, and the general public lawfully in buildings or on the grounds under the control of the Government as defined in the NPG 8715.2.

3.15 Emergencies Situation Management

In case of an emergency condition requiring immediate attention, the Contractor's supervision shall take action to divert Security Officers from their normal assigned duties to meet the condition and summon appropriate assistance as may be required IAW NPG 8715.2 and SPG 1040.1. Incidents of this nature shall be reported in accordance with procedures outlined in the Officer's Duty Book (DRD MA03 & DRD MA08).

3.16 Work Scheduling Procedures

3.16.1 All Security Officers shall be in uniform and ready to begin work promptly at the start of their shift and shall remain on the job and in full uniform until the end of their full tour of duty.

3.16.2 No employee of the Contractor shall provide more than twelve (12) hours of service under this GSA Task Order in any twenty-four (24) hour period, unless the work period is separated by an eight (8) hour non-duty period.

4.0 Security Officer Services

4.1 General

The Contractor shall provide Security Officer services and Supervisory services to provide the following functions and duties:

4.1.1 Protect personnel; classified, unclassified, and sensitive records, materials, and equipment; and all public and private property against theft, espionage, sabotage, fire, unauthorized access, illegal entry, loss, accident, injuries, or incidents which could be harmful to operations or personnel of the installation, national defense, or national security.

4.1.2 Perform inspections, tours, patrols, and other periodic surveillance of the installation, including buildings, offices, facilities, or equipment rooms to ensure they are properly secured. Conduct infrequent surveillance and/or inspection in the Buffer Zone (Acoustic Easement Area).



- 4.1.3 Enforce the SSC Traffic Management Program, to include use of speed radar, monitoring parking areas to ensure vehicles are properly parked/decaled and ensure fire lanes are unobstructed; provide traffic control for fire runs and/or other emergency conditions; pursue, engage, and issue appropriate citations to violators, and other traffic control as required.
- 4.1.4 Control access to and conduct periodic, random vehicle inspections (RVIs) of Government, contractor, and privately owned vehicles, entering, leaving, or traversing the installation.
- 4.1.5 Prepare survey reports on any incident; accident; loss of Government, or personal property; explosions, fires or other unusual occurrences IAW DRD MA02.
- 4.1.6 Provide such support and services as: respond to intrusion or fire alarms, and other emergency situations; escort Government employees transporting impress funds; provide law enforcement assistance; provide escorts for ambulance/fire department vehicles; raising/lowering of flags; escort/protection of VIPs; stand-by for helicopter operations; locking/unlocking of all interior/perimeter gates; assist in surveys, reviews or investigations; assisting personnel or visitors with such services as battery jumper cables*, jump start vehicles*, unlock vehicles*, etc.; surveillance of SSC recreational activities and enforcement of regulations; administering emergency first aid; and conducting bomb threat search and area management, surveillance, scene management and evacuations, and assistance to the NASA Office of the Inspector General.

* Release of Liability signatures may be requested for these services.

4.2 Fixed Posts Operations

4.2.1 General Operations

- 4.2.1.1 Security Officers shall operate and enforce the Government's system of personnel identification and access/egress control. Security Officers may perform package inspection when and as directed by the Security Officer Assignment Record, or as directed by the COTR in the event of an emergency or state of increased readiness. These inspections may include, but are not limited to, inspection of vehicles, trailers, packages, briefcases, purses, canisters, bags, suspicious mail, and other suspicious containers in the possession of visitors, employees and other persons arriving on, working at, visiting, or departing from the NASA-supported facilities. Admittance shall be denied to those persons refusing to submit to a voluntary inspection, except for those persons exempted by specific Government directive.
- 4.2.1.2 Security Officers shall provide on-site security and control access to the post area, observing, detecting, and reporting violations of post regulations, as directed by the Security Officer Assignment Record. Security Officers must



provide and maintain complete and effective surveillance, protection and inspection of all internal and perimeter areas within the designated parameters and authority of their assigned post.

4.2.1.3 Security Officers shall be required to answer questions and provide directions to visitors and building tenants. Prior to arriving on duty, each Security Officer shall be familiar with the name, address, and location of his/her post, as well as the post orders of the assigned post. Each Security Officer shall be familiar with each tenant Agency's name and the locations within the facility of the most commonly sought-after offices or locations, such as service offices, restrooms, elevators, entrances and exits, the cafeteria, and parking areas, and shall provide that information to any visitor upon request.

4.2.1.4 Security Officers assigned to entrance/ exit posts shall know the location of and usage instructions for the nearest first aid kit, fire extinguisher, fire alarm, and duress alarm (if any), and shall be ready, willing, and able to use them as necessary and as required by the post orders.

4.2.1.5 Security Officers shall be responsible for operating all security equipment on post, such as X-ray baggage scanners, magnetometers, and closed circuit television (CCTV). No Security Officers shall be permitted to work alone on any post containing security equipment without prior training on that specific equipment.

4.2.2 SSC Security Dispatch Operations (FP-1)

The Contractor shall provide the following Security Dispatch functions and services.

4.2.2.1 Provide for control of the emergency radio network through operation of the security base station IAW FCC regulations. Operate the telephone communications system installed in the security dispatcher's office and maintain a log of all incoming/outgoing telephone and radio calls.

4.2.2.2 On emergency calls, dispatch appropriate personnel and equipment and notify appropriate personnel on the emergency call list. Monitor all security/fire/safety radio transmissions to ensure proper radio procedures.

4.2.2.3 Make an inventory of all security equipment to ensure that all equipment has been transferred from the platoon being relieved. Maintain a weapons and a key control register.

4.2.2.4 Operate the fire/burglary alarm console located in the dispatcher's office, informing proper persons, as necessary and appropriate. Operate site-wide surveillance cameras, observe all associated video monitors and camera event alarm occurrences, monitor and control building access systems and Intrusion Detection Systems (IDS), providing necessary information for patrol response or other security actions as required.



- 4.2.2.5 Dispatch security patrol vehicles to emergency and routine assignments and record activities during each tour of duty necessary for administrative reporting purposes.
- 4.2.2.6 Maintain and issue security forms to the motorized patrols and other security check points.
- 4.2.2.7 Monitor weather information and notify the NASA/SSC Emergency Director upon receipt of severe weather warnings and as required in the SPG 1040.1.
- 4.2.2.8 When problems involving structures, plumbing, roads and grounds, etc., occur notify appropriate personnel from call list.
- 4.2.2.9 Notify the appropriate organizational manager and safety office in case of death or serious injury of any employee or person at SSC.

4.2.3 SSC North Gate (FP-2)

The Contractor shall provide the following security functions and services:

- 4.2.3.1 Access control (ingress and egress) to the installation for all employees, vehicles, visitors, vendors, and suppliers, ensuring that all vehicles are properly decaded or possess valid vehicle passes and/or that occupants are properly vetted for entry into SSC.
- 4.2.3.2 Maintain five or more registers at each gate as follows: visitors, temporary badge, forgotten badges, visiting military personnel, and SSC Gun and Archery Club. Maintain other registers as required in the security operation, e.g., energy, vehicle counts, carpool information, through site passes, etc.
- 4.2.3.3 Raise and lower all flags, as appropriate as per Section 3.11.
- 4.2.3.4 Conduct vehicle searches and control property gate passes.
- 4.2.3.5 See Exhibit J-1.1 for Hours of Operation.

4.2.4 SSC South Gate (FP-3)

See Section 4.2.3 for functional duties.

See Exhibit J-1.1 for Hours of Operation.

4.2.5 SSC Test Complex (FP-4)

The Contractor shall provide for the same security functions and services listed in Section



4.2.3 as well as the following:

4.2.5.1 Provide for access control of vehicles and personnel in accordance with current Test Complex Procedures. Maintain temporary and permanent Test Complex Access rosters, issue appropriate temporary and permanent color-coded backdrops, IAW with current security and safety procedures, and ensure that those personnel no longer authorized complex access return their backdrops for destruction.

4.2.5.2 Maintain an after-hours register for all visitors entering the complex from 1800-0600 hours weekdays and 1800 hours Friday to 0600 hours Monday and Federally observed holidays.

4.2.5.3 Report immediately any explosions or unusual occurrences in the complex or elsewhere.

4.2.5.4 See Exhibit J-1.1 for Hours of Operation.

4.2.6 Mainline Road (FP-7)

The Contractor shall provide for the same security functions and services listed in Section 4.2.3.

See Exhibit J-1.1 for Hours of Operation.

4.2.7 SSC E-Complex (FP-8)

The Contractor shall provide for the same security functions and services listed in Section 4.2.3.

See Exhibit J-1.1 for Hours of Operation.

4.2.8 Building 1200 Visitor's Center

4.2.8.1 Ensure Visitors do not leave the grounds of Building 1200, unless on scheduled tours

4.2.8.2 Insure all employees and visitors wear the appropriate badge at all times

4.2.8.3 See Exhibit J-1.1 for Hours of Operation.

4.2.9 Launch Pad

4.2.9.1 Make a walk through inspection of each bus after it is unloaded before the next group boards.



4.2.9.2 Observe loading and unloading of visitors and ensure all are properly badged

4.2.9.3 Inspect all carry on baggage. Ensure that no large bags, book bags, strollers, etc. are allowed on the visitor buses

4.2.9.4 See Exhibit J-1.1 for Hours of Operation.

4.3 Roving Patrols

Security Officers shall make patrols in accordance with routes and schedules established in the Operations Plan and Security Officer Assignment Record (DRD MA03). They shall observe, detect, report, and respond to all suspected or apparent security violations. Roving Security Officers shall be responsible for maintaining logs, reports, and files of all incidents and occurrences encountered during the patrol tour. Patrol duties shall be performed in a professional manner, with the Security Officers responsible for observing the environment, and, when necessary, questioning those persons whose activities arouse suspicion. Security Officers shall serve as the first responder to all security alarms and emergency situations occurring within the area of assignment. Some posts may require a combination of hours at a fixed post and roving patrol.

4.3.1 Roving Patrols 1 and 2

The Contractor shall provide a sufficient number of Security Roving Patrols to provide the following functions and services:

- 4.3.1.1 Patrol is a tour or inspection of an assigned area with special emphasis on hazardous and unsecured conditions, taking preventive action in any situation, emergency, or otherwise.
- 4.3.1.2 Make security and safety inspections at least once a shift of all buildings within the assigned area of responsibility and issue condition reports.
- 4.3.1.3 Inspect of all buildings within the assigned area and include a walk through/ walk-around of the building to ensure all personnel are properly badged.
- 4.3.1.4 During each tour of duty inspect road conditions, traffic signs/signals, zoned areas, parking areas, street, parking lot and building lighting, traffic conditions, or other conditions that could damage or hamper the safety, security, or SSC mission; and submit condition reports on any unsatisfactory conditions, taking immediate corrective action when/where possible.
- 4.3.1.5 Control traffic in the areas assigned for fire run and/or other emergency condition. Escort ambulance runs on the installation.
- 4.3.1.6 Enforce the SSC Traffic Management Program and issue citation notices Traffic Violation Tickets (TVT's) accordingly.



- 4.3.1.7 Lock and unlock all buildings.
- 4.3.1.8 Monitor parking areas to ensure vehicles are properly parked, properly decaled, and all fire lanes are unobstructed. Issue violation citations as required.
- 4.3.1.9 Conduct searches randomly and periodically of vehicles entering, exiting or within the premises of NASA/SSC IAW SSC HB 1600.1.
- 4.3.1.10 Check classified containers in the assigned area.
- 4.3.1.11 Respond to any security alarm within the assigned area.
- 4.3.1.12 Provide raising and lowering of flags as defined in Section 3.11.
- 4.3.1.13 Escort law enforcement personnel who are serving warrants, or other legal documents to SSC personnel when required.
- 4.3.1.14 Provide appropriate escort services to VIP personnel, when requested.
- 4.3.1.15 Lock and unlock gates at the SSC dump area and peripheral gates.
- 4.3.1.16 Provide surveillance services at any location on the premises.
- 4.3.1.17 Provide standby service during helicopter operations.
- 4.3.1.18 Place and remove barriers for traffic control, special non-emergency and emergency conditions.
- 4.3.1.19 Response to bank alarms, bomb threat emergencies, motor vehicle or industrial accidents, violations, vault alarm, trespassing, or other usecure conditions, including surveillance of buildings, special situations, etc.
- 4.3.1.20 Respond to and make appropriate reports, providing emergency first aid, as required, of vehicle accidents occurring on Government-maintained roadways outside the SSC fee area, i.e., South Gate to I-10 and North Gate to Santa Rosa.
- 4.3.1.21 Perform courtesy services for SSC personnel or visitors, such as; assist with entry to Government or privately owned vehicles in event of lockout, emergency jump-starting of vehicles, coordination with Security Dispatch to make telephone contacts or notifications, etc. Emergency situations and calls for assistance shall take priority over normal services being performed by patrol officers as a courtesy.
- 4.3.1.22 See Exhibit J-1.1 for Hours of Operation.



4.3.2 Roving Patrols 3, 4, and 5

The Contractor shall provide for the same security functions and services listed in Section 4.3.1 as well as the following:

- 4.3.2.1 Provide traffic control at the "point" at FP-3.
- 4.3.2.2 Provide escorts for visitors, as required.
- 4.3.2.3 Provide escorts for all vendors and suppliers as required.
- 4.3.2.4 All escort patrols shall be performed from FP-2 and FP-3 to the destination and return.
- 4.3.2.5 See Exhibit J-1.1 for Hours of Operation.

4.3.3 Roving Patrol 6

The Contractor shall provide a Traffic Enforcement Patrol for the following functions and services:

- 4.3.3.1 The patrol's primary area of responsibility is traffic safety and enforcement of all rules and regulations contained within the SSC Traffic Management Program and all motor vehicle laws of the State of Mississippi as designated in Title 63, Motor Vehicles and Traffic Regulations.
- 4.3.3.2 The patrol shall use certified traffic radar equipment (GFP) as a speed detection device and issue SSC TVTs, as required for violations of posted speed limits.
- 4.3.3.3 The patrol shall issue verbal or written warnings, TVTs for any moving, non-moving, or traffic safety violation as applicable.
- 4.3.3.4 During scheduled duty hours, the patrol shall respond to and investigate all motor vehicle accidents occurring within the SSC fee area, or any portion of roadway immediately adjacent to the fee area that is under U.S. Government control or responsibility. Complete an accurate Motor Vehicle Accident Report documenting all pertinent information relative to location of accident, personnel and vehicles involved, causative factors, witnesses, and citations (if any) issued. Documentation shall include, at a minimum, photography of the scene and involved vehicles, and may also include scene measurements and/or sketches to further document the event. Digital photography may be used.
- 4.3.3.5 Assist local law enforcement, upon request, with any vehicle accident or vehicle traffic stop occurring within the areas of Government control.



- 4.3.3.6 Provide periodic traffic safety advisories and training to all SSC employees through the use of classes, presentations, bulletins, flyers, or any other method deemed effective.
- 4.3.3.7 Provide complete and accurate reports of all motor vehicle accidents and recovered abandoned or stolen vehicles to the COTR IAW DRD MA02. Make inspection of road conditions, traffic signs/signals, zoned areas, parking areas, street, parking lot and building lighting, traffic conditions, or other conditions that could damage or hamper driver safety or the NASA/SSC mission; submit condition reports on any unsatisfactory conditions; and take immediate corrective action when/where possible.
- 4.3.3.8 Control traffic for fire run and/or other emergency condition. Escort ambulance runs on the installation to support Roving Patrols when requested to do so.
- 4.3.3.9 Monitor parking areas to ensure vehicles are properly parked, properly decaled, and all fire lanes are unobstructed. Issue violation citations as required.
- 4.3.3.10 Conduct searches randomly and periodically of vehicles entering, exiting or within the NASA/SSC IAW SSC HB 1600.1.
- 4.3.3.11 Provide traffic control.
- 4.3.3.12 Provide assistance to all other SSC Security Patrol units or Fixed Posts as requested or required.
- 4.3.3.13 Provide monthly metrics of all traffic enforcement activities, to include citations issued with breakdown of violations, number of accidents worked, and number of persons injured IAW DRD MA07.
- 4.3.3.14 Perform courtesy services for SSC personnel or visitors, such as; assist with entry to Government or privately owned vehicles in event of lockout, emergency jump-starting of vehicles, coordination with Security Dispatch to make telephone contacts or notifications, etc. Emergency situations and calls for assistance shall take priority over normal services being performed by patrol officers.
- 4.3.3.15 See Exhibit J-1.1 for Hours of Operation



5.0 Other Duties

5.1 Project Management

5.1.1 The Contractor shall propose, identify, and provide to the Government an experienced Project Manager (PM) who shall have complete authority and autonomy to act for the Contractor during the term of the GSA Task Order. Unless in an acting capacity, the duties of the PM shall not under any circumstances be performed by Security Officers performing productive or supervisory hours under the terms of this GSA Task Order.

5.1.2 The PM shall be on site during normal working hours and within 30 minutes by telephone or in person to discuss problem areas. After normal duty hours or on weekends and holidays, the PM shall be on site within two (2) hours.

5.1.3 See Exhibit J-1.1 for Hours of Operation.

5.2 Investigative Support Services

The Contractor shall provide for the following functions and support services:

5.2.1 The Contractor shall investigate missing or stolen Government property; fatality or serious injury traffic accidents; alleged improprieties by personnel on SSC; visits to off-site businesses to determine if Government property is being illegally received or sold; surveys to improve the SSC security posture; investigation of damage to Government property; analysis of data obtained during inquiries; submittal of recommendations; preparation of comprehensive reports.

5.2.2 The Contractor shall provide documentation and/or reports generated by the above listed activities. The reports shall be complete, concise, accurate, and typed in appropriate formats and report forms; and shall be provided as specified in DRD MA09. The Contractor shall maintain files for all such documentation and/or reports.

5.2.3 The Contractor shall provide assistance and/or requested information to the COTR, NASA Inspector General, and other authorized federal agencies or representatives, to include law enforcement personnel. Provision of any information and/or assistance to other law enforcement agencies (state or local) shall be accomplished through, and with the concurrence of, the COTR.

5.2.4 The Contractor shall provide a quarterly metrics report IAW DRD MA06.

5.2.5 See Exhibit J-1.1 for Hours of Operation.

5.3 Security/Safety Training



The Contractor shall provide the following security and safety training functions and services:

- 5.3.1 Schedules new-hire testing and evaluation for physical agility and firearms proficiency. Schedules range use and provides for remedial firearms training.
- 5.3.2 Conducts firearms familiarization and proficiency training, safety training, and qualifications for new-hires and all other Security Officers; to include instruction in: general firearms safety, proper handling, loading and unloading of weapons, proper cleaning of weapons, and deployment and capability of weapons. Enforces range safety rules and conduct live-fire weapons proficiency tests. Calls all courses of fire at range IAW NPG 1620.1A.
- 5.3.3 Develops training syllabus to conform to GSA Task Order requirements (DRD MA05) and ensure compliance. Provides necessary training to include OJT, classroom training and testing. Develops and provides formal training programs and lesson guides; conducts site-specific training. Develops scenarios, and conducts exercises/drills, interfacing with fire department, emergency medical services, and local law enforcement agencies. Conducts remedial training sessions; writes and submits appropriate reports. Develops and document annual needs analysis. Interacts with subject matter experts in the development and updating of training lesson plans and other curriculum.
- 5.3.4 Documents all training and maintains all associated records; periodically review and updates the NASA/SSC Security Handbook (SSC HB 1600.1) with concurrence from the COTR IAW DRD MA05. Training records shall be maintained within the SSC Training Certification & Records System (TCRS).
- 5.3.5 Records, maintains and submits reports of Contractor mishaps (DRD SA02).
- 5.3.6 Coordinates and manages Safety, Health and Environmental, programs for the Contractor. Prepare and update Contractor Safety Plan (DRD SA01), describing Contractors methodology for contract safety, health and environmental issues.
- 5.3.7 Conducts periodic Contractor safety briefings and attends all Site Safety & Training/Certification Meetings.
- 5.3.8 Conducts safety audits, prepares and submits required reports.
- 5.3.9 Provide a monthly summary of vehicle accidents and their effects on SSC operations (DRD SA03).
- 5.3.10 Provides access control security, and required annual security awareness training to Government employees and other SSC personnel.
- 5.3.11 Provides traffic safety training, through the use of classes, presentations, bulletins,



flyers, or other methods deemed effective, to Government employees and other SSC personnel.

5.3.12 See Exhibit J-1.1 for Hours of Operation.

5.4 Visitor Control Services

The Contractor shall serve as the central point for SSC Visitor Control and provide the following security support functions and services:

- 5.4.1 Provide for registration of all SSC employees and visitors and coordination with appropriate agency sponsor; issuance of badges and vehicle decals; obtaining approval for visits by foreign nationals with the NASA/SSC Security Office, arranging for escort by picture-badge personnel as required; and accurately directing visitors to the offices being visited.
- 5.4.2 Control temporary and permanent access badges for SSC employees, vendors, express package or office supply delivery drivers, and construction related drivers/personnel. Issue appropriate badges in accordance with all relevant regulations.
- 5.4.3 Operate in accordance with entry restrictions imposed by elevated Force Protection Condition (FPC) levels IAW SSC HB 1600.1.
- 5.4.4 Maintain all records of badges and vehicle registration decals issued and requests for visits to SSC, and maintain security operations records as required in accordance with the Privacy Act of 1974.
- 5.4.5 Provide coordination of visitors to SSC with appropriate organization or sponsor of seminars, briefings, conferences, etc. Ensure that individuals visiting SSC to attend classified meetings or conferences have provided appropriate visit requests denoting appropriate security clearance level information from their employing agency/company.
- 5.4.6 Provide information in response to inquiries concerning location of agency/company personnel offices, purchasing offices, construction work and contractor locations at SSC.
- 5.4.7 Serve as Information center for Carpool use and prepares special reports as carpool use, energy surveys, traffic survey information and search information IAW DRD MA06.
- 5.4.8 Provide lamination services.

In addition to the above, perform these functions at Building 3101 only:



- 5.4.9 Review and process energy violations, security violations, incident/complaint reports and traffic accident reports. Process traffic violation notices and maintain the point assessment program. Prepare and provide copies of all Incident/Complaint Reports and other required documents IAW DRD MA02.
- 5.4.10 Administer SSC Area Access Safety videotape, record and enter roster data into SSC Training Certification System (TCRS). Submit monthly attendance rosters (SSC Form 724C). (DRD SA04).
- 5.4.11 Provide fingerprinting services for SSC job applicants, and employees requiring prints for initial or periodic background investigations, and for investigative reasons.
- 5.4.12 Provide central point for safekeeping of personal property found on site and turned into Security by site personnel. Return property to rightful owner upon confirmation of ownership.
- 5.4.13 The contractor shall create and issue badges for NASA, NASA contractors, resident agencies and visitors at Stennis Space Center. Tasks shall include:
 - a. The contractor shall operate the badge printing stations to perform digital capture and printing of employee and visitor badges. The contractor shall provide all supplies necessary to operate badge printing stations including printer ribbons, standard badge cards, and proximity badge cards. As required, the contractor shall design new badge templates and modify existing badge templates for use in the badge printing stations. The contractor shall coordinate and schedule maintenance of the badge printing stations.
 - b. The contractor shall maintain the Stennis Badging System database. Database maintenance shall include base tables as well as badged employee and visitor records. Addition and deletion of employees in the database shall conform with established employee check-in/check-out procedures. Modifications to data fields shall be performed when necessary to ensure the accuracy of the data. The contractor shall provide reports from the Stennis Badging System as requested by NASA (DRD MA07).
- 5.4.14 See Exhibit J-1.1 for Hours of Operation.

5.5 Foreign National Visitor Control/Badging

The Contractor shall operate and maintain the database information of the NASA Foreign National Management System (NFMMS) including:

- 5.5.1 Coordinate approval and registration of all SSC foreign national (FN) visitors (short or long-term) with appropriate agency, Contractor, or University, Center International Visits Coordinator (IVC) and Center Export Administrator (CEA);



issue appropriate FN badges, and maintain a log tracking the visit of each FN authorized entry to SSC.

- 5.5.2 Accomplish tasks listed above through use of the computerized NFNMS. Request for visit shall be entered into the system for concurrence and approval of the Center Security Officer, IVC, and CEA. Long-term FN visitors, and those from designated countries shall be routed to NASA HQ elements for their concurrence and approval IAW NPG 1371.2, Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives, and NPD 1371.5, Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA.
- 5.5.3 Prepare and provide a quarterly report of all FN visitors IAW DRD MA06.
- 5.5.4 Provide metrics data and other pertinent FN visitor and requests for FN visit information IAW DRD MA01.
- 5.5.5 See Exhibit J-1.1 for Hours of Operation.



5.6 Locksmith Services

The Contractor shall perform the following locksmith functions and duties:

- 5.6.1 Install, repair and re-key cylinder cores, evaluate/repair door locks, fabricate and issue keys, maintain electronic and manual cipher locks, evaluate and repair safes and vaults, and change combinations of safes, vaults, and padlocks. New locksets shall be furnished and installed by the FOS Contractor.
- 5.6.2 Ensure all key locks shall be compatible with the existing master key system. Locksmith shall respond to lock outs on doors, safes, vaults, padlocks, cabinets, desks and cipher locks. Locksmith services include supply and installation of new lock cores.
- 5.6.3 Complete Standard Form (SF) 700, Security Container Information, for all combination locks including, safes, padlocks, vaults cipher locks, Yaletronics, Mas-Hamilton X-07 and X-08, Codetronics and Simplex locks. The detachable portion of the SF 700 shall be completed and attached to the inside of the locking drawer of security containers and to the inside of the vault door. Deliver the sealed envelope to the COTR, or appropriate agency Security official (if IDIQ task order), for safekeeping.
- 5.6.4 Coordinate with FOS Contractor maintenance personnel to install new locks and maintain accurate records.
- 5.6.5 Maintain accurate and current computerized records for dates of combination changes of safes, padlocks, vaults, and cipher locks, Yaletronics, Mas-Hamilton X-07 and X-08, Codetronics and Simplex locks, tools and equipment assigned to the Locksmith Office, and all bench stock. Maintain control of all keys issued to Civil Service and Contractor personnel on SSC.
- 5.6.6 Maintain a computerized database of all building, office, and high-security keys issued, lock cores installed and on-hand, key and combination padlocks, and building or area key custodians.
- 5.6.7 Operate in accordance with policies and instructions of Key Security and Lock Control, SSC HB1600.1.
- 5.6.8 In accordance with Paragraph B.1 of the solicitation, the vendor is responsible for any supplies and equipment not expressly stated in the Government Furnished Property Lists, Attachment J-3, or the solicitation.
- 5.6.9 See Exhibit J-1.1 for Hours of Operation.

6.0 Contractor Uniforms

The Contractor shall furnish and maintain in acceptable condition, at no cost to the Government or Contractor employees, all items of uniform and equipment necessary to perform work required by the GSA Task Order.



- 6.1 All Security Officers performing under this GSA Task Order shall wear the same color and style of uniform and maintain a professional and neat appearance at all times during their tour of duty.
- 6.2 Appropriately lettered breast and cap badges with the NASA name shall be worn and prominently displayed as part of the uniform. Identification nametags shall be worn over the right breast shirt pocket.
- 6.3 Long sleeve shirts shall be required beginning the last Sunday in October and short sleeves beginning the last Sunday in April. The dates may be adjusted with the approval of the COTR; however, all Security Officers on any one shift must be in the same uniform.
- 6.4 Shoes shall be low quarter or high-topped boot with police or plain toe and standard heel. The color of the Security Officer's shoes shall be black and must be shined and presentable at all times while in uniform. The Contractor is not required to provide shoes but must insure that the employees working are in accordance with the GSA Task Order requirements.
- 6.5 The color of uniform accessories and equipment shall be standard black to match the uniform. The duty rig belt and accessories may be constructed of either high quality leather or ballistic nylon; a mixing of leather and nylon accessories is not permitted. All Security Officers shall wear the same color and style or type of uniform accessories and equipment. Each Security Officer post shall be equipped with the recommended supplementary equipment including, but not limited to:
 - a. A notebook and pen
 - b. Traffic control safety apparel (reflective vests, gloves, traffic batons, etc.), and inclement weather clothing (raincoats, cap covers, overcoats, overshoes, gloves, etc.) may be used as appropriate to operations at designated traffic control or indoor/outdoor posts. All inclement weather clothing shall be compatible to the uniform's style.

7.0 Qualifications of Personnel

7.1 General Qualifications

- 7.1.1 All GSA Task Order personnel are expected to behave courteously and professionally toward all persons encountered in the performance of GSA Task Order related duties, including NASA employees, building tenants, and the general public.
- 7.1.2 All Contractor personnel must be a citizen of the United States of America.



- 7.1.3 Prospective Contractor employees must undergo a pre-employment examination, which includes medical/physical, drug screening, and psychological testing. A licensed physician shall administer medical examinations. All Security Officers must meet the health certification requirements listed in the Standard Form (SF) 78, Certificate of Medical Examination. Failure by a Security Officer to meet any of the required medical qualifications may result in the Security Officer being disqualified from performing under the GSA Task Order. Where there is a disqualifying factor noted, the examining physician must provide a written, signed opinion as to why the existence of the factor will not interfere with the Security Officer's performance under the GSA Task Order. Documentation by a physician of a disqualifying factor without a written medical opinion as to the GSA Task Order employee's suitability to perform under the GSA Task Order shall automatically result in the Security Officer's disqualification.
- 7.1.4 Medical examinations are valid for a period of three (3) years from the date of issuance. Upon expiration, a new medical examination must be provided under the same guidelines stipulated in this Section.
- 7.1.5 The Government will provide pre-employment and subsequent medical, psychological, and drug screening for each Security Officer provided the contractor uses on-site medical facilities operated through the Facility Operations contractor.

7.2 Medical Standards

All Security Officers must meet the following medical standards:

- 7.2.1 Vision: Applicant must have binocular vision and must not test less than 20/20 (Snellen). Corrected vision must test 20/20 in one eye and 20/40 in the other eye. An applicant who has undergone a Radial Keratotomy or laser correction procedure to correct his or her vision to an acceptable level will be considered medically qualified for this position. Near vision, corrected or uncorrected, must be sufficient to read Jaeger Type 2 at 14 inches. Applicant must be able to distinguish basic peripheral vision and must not be colorblind.
- 7.2.2 Hearing: Applicant must be able to hear the whispered voice at 15 feet with each ear. Using an audiometer for measurement, there should be no loss of 30 or more decibels in each ear at 500, 1000, and 2000 CPA levels. NOTE: The use of a hearing aid is not permitted and is disqualifying.
- 7.2.3 Speech: Applicant must be able to speak clearly and distinctly. Diseases or conditions resulting in indistinct speech patterns are disqualifying.
- 7.2.4 Extremities and Spine: Applicant must have no deformities or diseases of the extremities or the spine that interfere with the full performance of duties. Deformities or diseases that interfere with the full performance of duties are



disqualifying.

- 7.2.5 **Respiratory System:** Applicant must have a healthy respiratory system. Any chronic diseases or conditions affecting the respiratory system, such as impaired respiratory function, shortness of breath, or painful respiration, that would impair the full performance of duties is disqualifying.
- 7.2.6 **Cardiovascular System:** The following conditions are disqualifying:
- a. Organic heart disease (compensated or not);
 - b. Hypertension with repeated readings of 160 or over systolic, and 100 or over diastolic;
 - c. Symptomatic peripheral vascular disease and severe varicose veins
- 7.2.7 **Gastrointestinal Tract:** Applicant must have a healthy gastrointestinal tract. Any disease or condition of the gastrointestinal tract that requires restricted or rigid diets, including an ulcer active within the past year, is disqualifying.
- 7.2.8 **Genitourinary Tract:** Applicant must have a healthy genitourinary tract. Any chronic, symptomatic diseases that interfere with the full performance of duties is disqualifying.
- 7.2.9 Any inguinal or femoral hernias, with or without the use of a truss, are disqualifying if they interfere with the full performance of duties.
- 7.2.10 Diabetics whose condition is controlled by diet, insulin, or other prescription drugs must submit a medical doctor's statement of fitness for work as part of the medical examination.
- 7.2.11 **Weight, Body Fat, or Body Mass Index (BMI):** Applicant's weight, body fat, or BMI should fall within the parameters shown on Exhibit J-1.5. Applicants whose weight, body fat, or BMI exceeds the acceptable levels indicated on the charts, but who are deemed medically qualified to work under this GSA Task Order, shall be required to undergo a weight loss program at no cost to the Government. Incumbent employees may be "grandfathered" for a maximum of six (6) months after contract start for the Weight, Body Fat, or Body Mass Index (BMI) in Attachment J-1, Exhibit J-1.5. At the end of that time, all employees must meet the requirements.

7.3 Physical Demands

- 7.3.1 Security Officers are expected to be physically able to perform the following functions in the performance of their assigned duties:
- a. Frequent and prolonged walking, standing, sitting, and stooping;
 - b. Occasional running or sprinting; and



c. Subduing violent or potentially violent individuals.

7.3.2 Physical stamina in all of its forms (endurance, temperature/climate, etc.) is a basic requirement of this position. Individuals deemed incapable of meeting the physical requirements of their assigned position will be removed from the GSA Task Order. Incumbent employees may be "grandfathered" for a maximum of six (6) months after contract start for the Physical Agility Testing in Attachment J-1, Exhibit J-1.3. At that end of that time, all employees must meet the requirements.

7.3.3 The Contractor shall be responsible for encouraging and promoting employees assigned to this GSA Task Order to maintain an ongoing and regular program of physical fitness, at no cost to the Government.

7.4 Screening Programs

7.4.1 Pre-Employment Screening

7.4.1.1 The passing of an initial drug screening is a condition of employment and the passing of an annual drug test or testing for cause is a condition of retention. As part of the medical examination, all Contractor employees must submit to a drug screening that tests for the following nine (9) substances:

- (1) Amphetamines
- (2) Barbiturates
- (3) Benzo Diazapines
- (4) Cannibinoids
- (5) Cocaine Metabolites
- (6) Methadone
- (7) Phencyclidine
- (8) Propoxyphene
- (9) Opiates

7.4.1.2 Screening must be conducted to show at least 80 nanograms of sensitivity. The presence of a positive reading for any of the above substances automatically disqualifies an applicant from working under the GSA Task Order.

7.4.2 Government Requested Screening.

7.4.2.1 The CO or COTR shall have the express right to request random drug screenings at any time during GSA Task Order performance. Tests will be conducted at an appropriate facility of the Government's choosing. The Contractor shall pay the Contractor employee the normal hourly rate/salary for all time off given to the employee for taking the screening.



7.4.2.2 The CO or COTR shall have the express right to request targeted drug screenings where there is a reasonable belief by the Government that Contractor employee(s) may be under the influence of or using illegal substances.

7.4.2.3 Targeted screenings shall be conducted in a similar fashion to random screenings, with the exception that the COTR will advise the PM in writing that he/she requests a drug screening of a specific Security Officers. Once the written request is received, the PM should make arrangements for the test to be conducted as soon as possible and within no less than 3 working days.

7.4.2.4 Any Contractor employee who undergoes either a random or targeted drug screening, and tests positive for any of the substances shown above, shall be prohibited from working under this GSA Task Order.

7.4.3 Psychological Screening/Reliability Testing

7.4.3.1 All Security Officers shall be psychologically/personality evaluated for reliability prior to employment under this GSA Task Order. This one-time pre-employment test/evaluation shall utilize either professionally recognized written 1) psychological/personality factor testing, such as the 16-PF or 5-PF (sixteen or five personality factor); 2) ERI (employment reliability inventory) testing as an aid to selecting reliable employees for this Contract; or 3) state licensed psychologists or psychiatrists.

7.4.3.2 The Contractor may request, in writing, a one-time (per employee) waiver for up to 30 days to complete the test/evaluation. The results and findings of the tests/evaluations shall be documented, filed, and secured in the employee's personnel file by the Contractor. The Government shall have the right to inspect the test/evaluation upon request, as part of an overall file review. The Government shall not have the right to use the results of the test/evaluation to require the Contractor to remove/discipline the Contractor's employee.

7.4.3.3 The Contractor should consider the results of the test/evaluation as part of the overall hiring decision. The Government does not intend, request, or require that the results of the test/evaluation become the sole basis for a hiring decision on the Contractor's part, nor will the Government request such information as part of the Contractor employee suitability clearance process.

7.5 Security Requirements

7.5.1 Pre-employment Investigation

7.5.1.1 All Contractor employees assigned to duty under the GSA Task Order shall be subject to a pre-employment investigation (contractor conducted). This investigation shall include a National Agency Check (NAC), inquiry of former employers covering the preceding five-year period, and a local neighborhood



inquiry covering one year preceding employment. Local police checks in the area of residences during the preceding year shall be conducted along with an inquiry of references furnished by the employee. The investigation should be sufficient in scope to reasonably demonstrate that the individual meets the qualifications required for suitability of employment.

- 7.5.1.2 The Government may, as it deems appropriate, authorize and grant temporary clearance to employees of the Contractor. However, issuance of a temporary clearance to any such employee will not be considered as assurance that full clearance will follow as a result or condition thereof, and the granting of either temporary or full clearance will in no way prevent, preclude, or bar the later withdrawal or termination of any such clearance by the Government.

7.5.2 Security Clearance Requirements

- 7.5.2.1 NASA requires Secret security clearances for the performance of security services under this Contract. Where such clearances are required, employees to be assigned to the facility shall be subject to a security check prior to being allowed to work at the site. This requirement also pertains to officers of the firm, who for any reason may visit the work site(s) during the term of the Contract. Employees may not work at the site until the Contractor receives a DD Form 560 (Letter of Consent), for the individual employee from Defense Security Service (DSS).
- 7.5.2.2 The Government shall provide the Contractor with the appropriate personnel security questionnaire and fingerprint forms that are to be completed for each Security Officer or employee performing under this Contract, as well as the firm employees, who may, in the performance of this Contract, visit the work site.
- 7.5.2.3 The Contractor and all applicable personnel shall be cleared pursuant to the Defense Industrial Security Regulations, or other applicable regulations. The Contractor shall hold as a minimum, interim facility clearance requirements subsequent to the official award date, and/or at least thirty (30) days prior to the GSA Task Order start-up date.
- 7.5.2.4 In all areas requiring a Security Clearance, the Contractor shall comply with the provisions of the National Industrial Security Program Operating Manual (NISPOM), dated January 1995. Each designated employee must complete all applicable forms and each required Contractor representative. The Contractor shall notify the COTR, in writing, within five calendar days of receipt of authorization for employees to be assigned to classified areas.
- 7.5.2.5 Temporary suitability determination waivers may be granted by the Government for a period of six (6) months from the date that such waiver is approved.



7.6 Special Requirements for Supervisors

- 7.6.1 In addition to the requirements outlined in Section 7.1, Security Officer Supervisors must be individuals of unquestionable integrity who display a mature attitude and exercise good judgment. Each supervisor shall have a background with a minimum of five (5) years of successful experience in field supervision of civilian community law enforcement, military service law enforcement, or commercial, or industrial security service.
- 7.6.2 For replacement of key personnel, a personnel resume shall be completed for each key replacement and a copy shall be provided to the COTR. At least ten (10) days prior to the assignment of personnel for work under this contract, the Contractor shall submit to the Contracting Officer the qualifications of the person(s) to be employed.

7.7 Special Requirements for Locksmith

To be eligible to perform under this Contract, the Locksmith must meet the General Qualifications in Section 5.6 as well as the following requirements:

- 7.7.1 Have completed an Accredited Locksmith Certification Course.
- 7.7.2 Possess a working knowledge of all combination locks used on site to include, but not be limited to, the Sargent and Greenleaf security container lock and padlock, Diebold vault combination locks; and knowledge of all the unique mechanisms to change combinations (key change and hand change); and knowledge of all unique mechanisms to repair locks.
- 7.7.3 Shall be able to accurately fabricate keys and repair and replace door, desk, cabinet, etc., locks.
- 7.7.4 Shall possess a working knowledge of Codetronics, Mas-Hamilton X-07 and X-08, Yaletronics, and other similar cipher-lock mechanisms to set combinations and repair mechanisms.
- 7.7.5 Shall possess skills to maintain a computerized database of all building, office, and high-security keys issued, lock cores installed and on hand, key and combination padlocks, and building or area key custodians.

8.0 Training

8.1 General

- 8.1.1 The contractor shall provide a Security Training Plan (DRD MA05). This plan must be approved by the COTR.



8.1.2 The CO, COTR, or any designated representative of the CO shall have the express authority to observe any training session sponsored or provided by the Contractor without any advance notice. The purpose of such observation is to ensure that the Contractor is adhering to the training syllabus and is complying with the stated training requirements defined in this Contract. The Contractor shall be responsible for providing the CO a copy of the training schedule within 10 days after award of the GSA Task Order and at the beginning of each month when training is scheduled. The Contractor shall immediately notify the CO of any changes to the schedule after it is submitted.

8.1.3 Security Officers and Supervisors shall complete a security refresher-training program annually IAW DRD MA05. This training shall be conducted as an integral part of normal shift work, and shall include, but is not limited to, disciplines of security, safety, defensive driving, use of force, and emergency medical assistance.

8.1.4 Re-certification records shall be maintained in Contractor personnel training folders or database. The Contractor shall submit changes to the training program through the COTR, and the Government reserves the right to approve any changes thereto.

8.2 Training Requirements by Position

This subsection details the training requirements that must be successfully completed by all Security Officers.

8.2.1 Security Officers

8.2.1.1 All Security Officers working under this GSA Task Order must take the following training specified in the following chart. The Government will provide to the Contractor one copy of the SSC HB 1600.1.

TRAINING COURSE AND HOURS	GOVERNMENT PROVIDED	CONTRACTOR PROVIDED
CPR/First Aid Training and Certification¹		XXX
Re-certification Training – (Annual)		XXX
Pepper Spray		XXX

¹ NOTE: CPR re-certification is required on an annual basis, while First Aid re-certification is required on a bi-annual (two year) basis. CPR re-certification is a 6.5 hour course, while First Aid re-certification is a 2.5 hour course. Employees who worked under the previous GSA Task Order who possess valid CPR and First Aid certification cards can transfer their certification cards to this GSA Task Order without retraining, provided their certifications are renewed upon expiration.



Federal Arrest Authority	XXX	
Quarterly Firearms Qualification		XXX

8.2.1.2 At commencement of contract, the Contractor shall provide to NASA a list of key management personnel who have successfully completed the Federal Arrest Authority (FAA) training program, and who are currently certified under this program. Security Officers (non-management), as directed, shall participate in FAA training, at a designated training facility, as directed by the CO. Successful completion of FAA training may be a condition of continued employment, if the position requires FAA certification and is so designated by GSA Task Order modification.

8.2.2 Supervisors

8.2.2.1 All Security Officer supervisors working under this GSA Task Order must successfully complete the training listed in 8.2.1.1 and supervisory training as agreed upon in DRD MA05.

8.2.2.2 No supervisor shall be permitted to work under this GSA Task Order without having passed the basic training, the basic firearms course and qualification (if the supervisor will be armed).

8.2.3 Certified Firearms Instructor(s)

The Contractor shall provide state or National Rifle Association (NRA) Certified Firearms Instructors (assigned as collateral duty) to oversee the firearms training program and conduct weapons qualification as outline in NPG 1620.1A - Security Procedures and Guidelines

8.2.4 Security Dispatch Operator(s)

The Contractor shall provide Security Dispatch Operators who have completed proficiency and certification as a 911 Emergency System Operator or will complete the necessary training within six (6) months of commencement of contract. Security Dispatch Operations serve as primary point of contact, operator and coordinator for the site 911 Emergency System; receives emergency calls for assistance; dispatches Fire or Security personnel and equipment as required; makes appropriate notifications for coordination of Safety and/or Environmental personnel, or external support agencies as required; and ensure timely notification is made to key NASA Senior Management officials in instances of serious injury to personnel or visitors, or occurrences affecting, or which may affect, normal operation of the installation or its mission.

8.3 Firearms Training and Qualification



- 8.3.1 The Contractor shall be responsible for providing firearms training prior to sending the employees to a firing range for a qualification session. A portion of the training shall be classroom training, with the remaining hours being actual training/shooting time on a firing range. The Contractor shall provide the ammunition.
- 8.3.2 No Contractor employee shall have in their possession any ammunition for firearms at the time of their entrance upon Government property. The Contractor shall be responsible for licenses and permits required for weapons.
- 8.3.3 No Contractor employee who has not re-qualified in a timely manner (quarterly from the date of the previous qualification date) shall be allowed to work as an armed Security Officer under this Contract. The Contractor shall provide any and all training and range time necessary to ensure that their employees can pass the practical pistol course qualifications and should document the employee's file with any and all remedial training given to enable the employee to pass the practical pistol course. The Government shall not be liable for compensating the Contractor for any additional expenses or costs incurred by the Contractor to enable employees to re-qualify on the practical pistol course.
- 8.3.4 Security Officers required to carry firearms while on duty shall establish proficiency in the use of firearms prior to employment as an armed security officer or other armed personnel, and shall re-establish proficiency every three (3) months thereafter as an integral part of normal shift work. Proficiency shall be evidenced by a thorough knowledge of NASA Firearms Instructions (NPG 1620.1A), Firearms Safety precautions, and by achieving an established minimum score on a recognized Federal Firearms Course.
- 8.3.5 Proficiency shall be established by firing a qualifying score that is supervised and recorded by the Firearms Instructor. An aggregate minimum score of 80% with a 9mm caliber semi-automatic pistol must be attained on the federally approved course of fire as outlined in NPG 1620.1A. The Firearms Instructor shall maintain records of personnel certified to carry firearms, including the basis for qualification, qualifying scores, rounds fired, and all other pertinent data relating to individual qualifications, training, and maintenance of proficiency. The Firearms Instructor shall furnish the COTR certification of this course of fire prior to issuance of NASA Form 699B, Certificate of Authority to Carry Unconcealed Firearms.
- 8.3.6 Proficiency shall be established by firing a familiarization course with the 12 GA. pump, riot shotgun once each six (6) months that is supervised and recorded by the Firearms Instructor. The Firearms Instructor shall maintain pertinent data relating to individual training and proficiency of the shotgun familiarization Course, IAW NPG 1620.1A.
- 8.3.7 Proficiency shall be established by firing a familiarization course with the .223 semi-automatic rifle once each six (6) months that is supervised and recorded by the Firearms Instructor. The Firearms Instructor shall maintain pertinent data



relating to individual training and proficiency of the shotgun familiarization course, IAW NPG 1620.1A.

- 8.3.8 When not on duty, security service personnel shall not be armed on SSC premises, have firearms in their possession, or transport firearms onto the SSC unless engaged in authorized SSC Recreation Association activities, or by permission of the COTR, if they possess a valid law enforcement commission issued by an authorized law enforcement agency within the State of Mississippi.
- 8.3.9 The Contractor must follow Federal, state and/or local licensing requirements for employees. In most areas the minimum age requirements for armed guard personnel is twenty-one (21) years of age. In the event that there is a legal licensing requirement regarding the minimum age for a Security Officer, that requirement shall take precedence over the Contract's stated acceptable minimum age.

8.4 Training - Failure to Attend

- 8.4.1 The Contractor must ensure that the employees attend all scheduled training and examination/qualification sessions. Absences by employees at scheduled training have an extremely adverse effect on NASA's security operation.
- 8.4.2 The term 'absence' includes any person properly scheduled for training/testing and who fails to report to the appointed place at the proper time and date. An absence may be excused or unexcused.
- 8.4.3 An excused absence occurs when personnel fail to appear for scheduled qualifications, but the Contractor has provided 48 hours' advance notice or an acceptable excuse. Acceptable excuses are medical emergencies of the Security Officer and the Security Officer's immediate family (spouse, children, parents) and a death in the family. All other excuses shall be reviewed on a case-by-case basis to determine acceptability.
- 8.4.4 An unexcused absence occurs when personnel fail to appear for scheduled training/testing and the Contractor has failed to provide 48 hours' advance notice or an acceptable excuse.

9.0 Quality Management

- 9.1 Adequate and consistent quality management is an essential component of successful GSA Task Order performance. The Contractor shall adhere to the Quality Management Program (DRD MA10).
- 9.2 The Contractor's adherence to their stated Quality Management Plan shall be considered by the Government during surveillance of performance. Failure by the Contractor to adhere to their stated Quality Management Plan's schedules,



methods, forms, etc., may result in Contractual actions being taken by the Government.

- 9.3 The Contractor shall be responsible for maintaining satisfactory standards of employee conduct, integrity and competency. The Contractor shall be responsible for initiating and administering any disciplinary action to its employees, as may be necessary. Failure of any Contractor employee to comply with the written Government regulations governing the conduct of individuals on the premises of the SSC may be grounds for permanent expulsion from the premises.

10.0 Minimum Performance Standards And Deduction Schedule

See Exhibit J-1.4 for Minimum Standards and Section E for Deduction Criteria.



- Exhibit J-1.1 Position/Post Hours of Operation**
- Exhibit J-1.2 DRD /PWS Section Cross Reference**
- Exhibit J-1.3 Police Officer Standards and Training Requirements**
- Exhibit J-1.4 Minimum Standards**
- Exhibit J-1.5 CDC Body Mass Index**



Position/Post Hours of Operation

Position/Post	Reference Section	Normal Hours of Operation	Peak Hours of Operation	Comments
Project Manager	5.1	M-F Weekly 0800-1630 Excludes Federal Holidays	N/A	Must be reachable within 30 Minutes by phone and on-site for "call-in" support within 2 Hours
Investigative Support	5.2	M-F Weekly 8 hours/Day Excludes Federal Holidays	N/A	
Security/Safety Training	5.3	M-F Weekly 8 hours/Day Excludes Federal Holidays	N/A	
Foreign National Visitor Control/Badging	5.5	M-F Weekly 0630-1600 Excludes Federal Holidays	N/A	
Visitor Control/Badging	5.4	M-F Weekly 0630-1600 Excludes Federal Holidays	M-F Weekly 0630-0830 Excludes Federal Holidays	
SSC Dispatch	4.2.2	24 Hours/Day 365 Days/Year	N/A	
SSC North Gate	4.2.3	24 Hours/Day 365 Days/Year	M-F Weekly 0630-0830 Excludes Federal Holidays	
SSC South Gate	4.2.4	24 Hours/Day 365 Days/Year	M-F Weekly 0630-0830 Excludes Federal Holidays	
SSC Test Complex	4.2.5	24 Hours/Day 365 Days/Year	N/A	
Mainline Road Gate	4.2.6	24 Hours/Day 365 Days/Year	N/A	
SSC E-Complex	4.2.7	24 Hours/Day 365 Days/Year	N/A	
Roving Patrol 1 (Auto 1)	4.3.1	24 Hours/Day 365 Days/Year Includes Federal Holidays	N/A	
Roving Patrol 2 (Auto 2)	4.3.1	24 Hours/Day 365 Days/Year	N/A	



Position/Post Hours of Operation

Roving Patrol 3 (Auto 3)	4.3.2	Includes Federal Holidays 24 Hours/Day 365 Days/Year	N/A	
Roving Patrol 4 (Auto 4)	4.3.2	Includes Federal Holidays M-F Weekly 0700-1600	N/A	
Roving Patrol 5 (Auto 5)	4.3.2	Excludes Federal Holidays M-F Weekly 0700-1600	N/A	
Roving Patrol 6 (Traffic Enforcement)	4.3.3	Excludes Federal Holidays M-F Weekly 0700-1600	N/A	
(Bldg 1200 – Visitor’s Center)	4.2.8	Excludes Federal Holidays Staffed 0845 – 1715 7 days/week excluding New Years Day, Easter Sunday, Thanksgiving Day, & Christmas Day	N/A	
Launch Pad Facility	4.2.9	Staffed 0830 – 1730 7 days/week excluding New Years Day, Easter Sunday, Thanksgiving Day, & Christmas Day	N/A	
Locksmith Services	5.6	M-F Weekly 0800-1600 Excludes Federal Holidays	N/A	



DRD Cross Reference

DRD Description	DRD Number	Attachment J-1 Section Reference	Comments
Daily Activity Report	MA01	5.5.4	
Reports, Incidents/Complaint and M/V Accident	MA02	3.13.1, 4.1.5, 5.4.10, 4.3.3.7	
Operation Procedures	MA03	3.1, 3.2, 3.4.1, 3.4.2, 3.5, 3.6, 3.8, 3.9, 3.10, 3.15, 4.3, 5.5.3	
Security Procedures Guide Report	MA04	5.2.2, 5.3.3	
Security Training Program	MA05	5.3.3, 5.3.4, 8.1.1, 8.2.2.1	
Quarterly Activity Report	MA06	5.2.4, 5.4.7	
Monthly Activity Report	MA07	4.3.3.13	
Emergency Plan	MA08	3.15	
Investigative Report	MA09	5.2.2	
Plan, Quality Management	MA10	9.1	
Reports, Contractor Financial Status Report (FP/IDIQ)	MF01	Section G	
Plan, Safety and Health	SA01	5.3.5	
Report, Mishap	SA02	5.3.6	
Report, Site Vehicle Accident Experience	SA03	5.3.9	
Report, Area Access Safety Videotape	SA04	5.4.10	



Agility Fitness Requirements Police Officer Standards and Training Requirements

PEACE OFFICER STANDARDS AND TRAINING (POST) REQUIREMENTS

AGILITY STANDARDS ARE NOT NEGOTIABLE, ALL EVENTS MUST BE PASSED TO BE SUCCESSFUL IN THE AGILITY TEST PHYSICAL. Applicants are required to pass all portions of the physical agility test in order to continue employment on this contract. Applicants shall be tested during the first week of employment during initial training. Agility testing shall be conducted twice yearly during the months of April and October respectfully for all security personnel. See PWS 7.3.2.

Applicant Age	20-29	30-39	40-49	50-59+
1.0 mile run				
	40% - 100%	40% - 100%	40% - 100%	40% - 100%
Male	12:51-6:29	13:36-7:11	14:29-7:42	15:26-8:44
Female	15:26-8:33	15:57-10:05	16:58-10:47	17:54-12:28
Sit-ups (1.5 minutes)				
	40% - 100%	40% - 100%	40% - 100%	40% - 100%
Male	38-56	35-52	29-48	24-44
Female	32-52	25-43	20-38	14-31
Bench Press Weight Ratio = Weight pushed in pounds divided by Body Weight in pounds				
	40% - 100%	40% - 100%	40% - 100%	40% - 100%
Male	.99-1.63	.88-1.35	.80-1.20	.71-1.05
Female	.59-1.01	.53-.82	.50-.77	.44-.68



Standards

In addition to Attachment J-1, the following standards are identified to measure contractor performance to specific activities.

Service	J-1 Reference Number	Standards
Dispatch Operations (FP-1)	4.2.2	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • Ensure constant uninterrupted communications are maintained • Radio dispatch response shall be within 15 seconds of contact
SSC North Gate (FP-2)	4.2.3	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • No more than a 2 minute wait time for site access for persons having proper identification and site access credentials (Normal Hours) • No more than a 10 minute wait time for site access for persons having proper identification and site access credentials (Peak Hours) • Completion of "Register" logging information • Gate flag operations as defined • Officers to be "full" Uniform
SSC South Gate (FP-3)	4.2.4	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • No more than a 2 minute wait time for site access for persons having proper identification and site access credentials (Normal Hours) • No more than a 10 minute wait time for site access for persons having proper identification and site access credentials (Peak Hours) • Completion of a "Register" logging information • Gate flag operations as defined • Officers to be "full" Uniform
SSC Test Complex (FP-4)	4.2.5	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • No more than a 2 minute wait time for site access for persons having proper identification and site access credentials (Normal Hours) • Completion of a "Register" logging information • Full compliance with current Test Complex Procedures
Building 1200 Visitors Center Launch Pad	4.2.8 4.2.9	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1
Roving Patrols 1 & 2	4.3.1	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • Enforcement of SSC TVT Program • Compliance with documented DRD MA03 Post Assignment Record
Roving Patrols 3,4, and 5	4.3.2	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • Enforcement of SSC TVT Program • Compliance with documented DRD MA03 Post Assignment Record • Provide escort service with 10 minutes of request by appropriate dispatch or visitor control personnel



Standards

Service	J-1 Reference Number	Standard
Roving Patrols 6	4.3.3	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • Enforcement of SSC TVT Program • Compliance with documented DRD MA03 Post Assignment Record • Provide traffic control at intersection of Trent Lott Blvd & "J" Road from 1530-1700 M-F excluding Federal Holidays • Staffed as specified in Exhibit J-1.1
Project Management	5.1	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1
Investigative Support Services	5.2	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1
Security/Safety Training	5.3	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • No more than a 15 minute wait time for site access for persons having proper identification and site access credentials (Normal Hours) • No more than a 30 minute wait time for site access for persons having proper identification and site access credentials (Peak Hours) • Accurate control of foreign visitor badges and records/report
Visitor Control /Badging	5.4	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • No more than a 5 minute wait time for site access for persons having proper identification and site access credentials (Normal Hours) • No more than a 10 minute wait time for site access for persons having proper identification and site access credentials (Peak Hours) • Accurate management of SSC Badges and Visitor passes
Foreign National Visitor Control/Badging	5.5	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1
Locksmith	5.6	<ul style="list-style-type: none"> • Staffed as specified in Exhibit J-1.1 • Response to non-emergency service calls within 8 hours • Response to emergency service calls within 1 hour • Capability to provide information referenced in 3.26.6 within 8 hours of request

Body Mass Index Table

BMI	Normal										Overweight										Obese										Extreme Obesity									
	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54				
58	91	96	100	105	110	115	119	124	129	134	138	143	148	153	158	162	167	172	177	181	186	191	196	201	205	210	215	220	224	229	234	239	244	249	253	258				
59	94	99	104	109	114	119	124	129	134	139	143	148	153	158	163	168	173	178	183	188	193	198	203	208	212	217	222	227	231	236	241	246	251	256	261	266	271			
60	97	102	107	112	118	123	128	133	138	143	148	153	158	163	168	174	179	184	189	194	199	204	209	215	220	225	230	235	240	245	250	255	260	265	270	275	280			
61	100	106	111	116	122	127	132	137	143	148	153	158	164	169	174	180	185	190	195	201	206	211	217	222	227	232	238	243	248	254	259	264	269	274	279	284	289			
62	104	109	115	120	126	131	136	142	147	153	158	164	169	175	180	186	191	196	202	207	213	218	224	229	235	240	246	251	256	262	267	272	277	282	287	292	297			
63	107	113	118	124	130	136	141	146	152	158	163	169	175	180	186	191	197	203	208	214	220	225	231	237	242	248	254	259	265	270	275	280	285	290	295	300	305			
64	110	116	122	128	134	140	145	151	157	163	169	174	180	186	192	197	204	209	215	221	227	232	238	244	250	256	262	267	273	279	285	291	296	302	307	312	318			
65	114	120	126	132	138	144	150	156	162	168	174	180	186	192	198	204	210	216	222	228	234	240	246	252	258	264	270	276	282	288	294	300	306	312	318	324				
66	118	124	130	136	142	148	155	161	167	173	179	186	192	198	204	210	216	223	229	235	241	247	253	260	266	272	278	284	290	297	303	309	315	322	328	334				
67	121	127	134	140	146	153	159	166	172	178	185	191	198	204	211	217	223	230	236	242	249	255	261	268	274	280	287	293	299	306	312	318	325	331	338	344				
68	125	131	138	144	151	158	164	171	177	184	190	197	203	210	216	223	230	236	243	249	256	262	269	276	282	289	295	302	309	315	322	328	335	341	348	355				
69	128	135	142	149	155	162	169	176	182	189	196	203	209	216	223	230	236	243	250	257	264	271	278	286	292	299	306	313	320	327	334	341	348	355	362	369	376			
70	132	139	146	153	160	167	174	181	188	195	202	209	216	222	229	236	243	250	257	264	271	278	286	292	299	306	313	320	327	334	341	348	355	362	369	376				
71	136	143	150	157	165	172	179	186	193	200	208	215	222	229	236	243	250	257	265	272	279	286	293	301	308	315	322	329	336	343	351	358	365	373	380	388				
72	140	147	154	162	169	177	184	191	199	206	214	221	228	235	242	250	258	265	272	279	287	294	302	309	316	324	331	338	346	353	361	368	375	383	391	398				
73	144	151	159	166	174	182	189	197	204	212	219	227	235	242	250	257	265	272	280	288	295	302	310	318	325	333	340	348	355	363	371	379	386	394	401	408				
74	148	155	163	171	179	186	194	202	210	218	225	233	241	249	256	264	272	280	287	295	303	311	319	328	334	342	350	358	366	374	382	390	398	406	414	422				
75	152	160	168	176	184	192	200	208	216	224	232	240	248	256	264	272	280	287	295	303	311	319	327	335	343	351	359	367	375	383	391	399	407	415	423	431				
76	156	164	172	180	189	197	205	213	221	230	238	246	254	263	271	279	287	295	304	312	320	328	336	344	353	361	369	377	385	394	402	410	419	426	435	443				

Source: Adapted from Clinical Guidelines on the Identification, Evaluation, and Treatment of Overweight and Obesity in Adults: The Evidence Report.

Attachment J-2

Data Requirement Deliverables

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790
Effective Date: 11/06/02

DR Number: MA01
Date Revised: N/A

Title: **Daily Activity Report**

Responsible Office: RA91

PWS Reference: Attachment J-1, Section 5.5.4

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
2. Distribution Instructions: One copy to Contracting Officer's Technical Representative (COTR), RA91
3. Initial Submittal Date: 2nd day following commencement of contract work.
4. As of Milestone: N/A
5. Frequency of Submittal: Daily, Monday- Friday, no later than 8:00 am

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To review Security activity for preceding 24 hour period.
2. Scope: This Data Requirements Description establishes the requirements for the preparation and submittal of a report of operations daily activity.
3. References: SPG 1620.1 and Section 5.5.4
4. Exceptions/Additions to Referenced Requirements: None.

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: N/A
2. Contents: Report shall provide assigned case number and details of any reportable incident, accident, condition report, or other security concern, occurring during the preceding 24-hour period.
3. Format: Narrative; site-specific, contractor developed form; or electronic mail message using an approved format.
4. Maintenance: N/A
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790
Effective Date: 11/06/02

DR Number: MA02
Date Revised: N/A

Title: **Reports, Incident/Complaint, and M/V Accident**

Responsible Office: RA91

PWS Reference: Attachment J-1, Section 3.13.1, 4.1.5, 5.4.10, 4.3.3.7

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract deliverable System (CDS); except for Major incidents/accidents which require standard distribution. Distribution to NASA IG, FOS Property Officer, and Security POC shall be by hard-copy.
2. Distribution Instructions:
 - a. 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - b. 1 copy to NASA Legal Office, CA00*
 - c. 1 copy to NASA IG*
 - d. 1 copy to NASA SEMO (Property Reports and M/V Accident Reports-Government vehicles only), RA91
 - e. 1 copy to FOS Property Officer (Property Reports only)
 - f. 1 copy to Security POC for agency/company involved
 - g. 1 copy to NASA Security Staff, RA91
3. Initial Submittal Date: As Required
4. As of Milestone: N/A
5. Frequency of Submittal: Reports taken as required; notification to distribution shall be no later than 0800 hours on the next regular business day following the reported incident. Major incidents/accidents shall require immediate notification to the appropriate NASA official(s).

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To provide details of all Incident/Complaint and Motor Vehicle (M/V) Accident reports completed by Security Contractor as a normal part of Security operations.
2. Scope: This Data Requirements Description established the requirements for the preparation and submittal of Complaint/Incident and Motor Vehicle (M/V) Accident reports to be submitted by Contractor.
3. References: SPG 1620.1 and applicable documents noted in Section 3.13.1, 4.1.5, 5.4.10, 4.3.3.7

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4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: N/A
2. Contents: Report shall provide assigned case number and details of any reportable complaint, incident motor vehicle accident, or other reportable security concern, occurring during normal Security operations. Investigator's preliminary report shall be attached, if applicable to the specific case, and provided with the report copies for the COTR, SSC Security Staff, and NASA IG only. *Copies of all listed reports shall be provided on request only, not routinely, pertinent information shall be provided as part of the daily report.
3. Format: All reports shall be completed on the appropriate NASA Forms with the exception of the Investigator's Report, which shall be completed in a narrative format on 8 ½ x 11 bond paper. Copies of the Investigator's Report shall be provided to the COTR, NASA Security Officer, NASA IG, and NASA Legal Office only, unless otherwise directed by the COTR.
4. Maintenance: The Contractor shall maintain the Reports. Access by individuals, other than those named in the individual reports, shall be as authorized by the COTR or NASA Legal Office. All reports shall be maintained in accordance with the Privacy Act of 1974.
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: MA03

Date Revised: N/A

Title: **Operations Procedures**

Responsible Office: RA91

PWS Reference: Attachment J-1, Section 3.1, 3.2, 3.4.1, 3.4.2, 3.5, 3.6, 3.8, 3.9, 3.10, 3.15, 4.3, 5.5.3

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
2. Distribution Instructions:
 - a. Approval - 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - b. Concur - 1 copy to NASA Security Staff, RA91.
 - c. 1 copy to Contracting Officer, DA20
3. Initial Submittal Date: 30 days after contract start date.
4. As of Milestone: N/A
5. Frequency of Submittal: Update submittals as required as operations are revised. Contractor must review entire DRD submittal on at least an annual basis and submit revisions.

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To provide details of Operating Procedures to include Special Orders, Duties and Responsibilities. The Procedures shall include all patrols, tours, traffic control plans, and Security Officer Assignment Record and Officer's Duty Book.
2. Scope: This Data Requirements Description established the requirements for the preparation and submittal of an Operating Procedures plan that includes procedures for all patrols, tours, traffic control, alarm response, and other duties, and the protection of personnel and property at SSC. Procedures shall also include the reporting of potentially hazardous or unsafe conditions, unlocked safes, containers, vaults or offices, or other conditions that require notification of the NASA Security Office or other responsible NASA (or other agency) officials. The plan shall provide for security and safety inspections of all buildings, test areas, and roadways within the assigned area of responsibility, at a minimum of once per shift, and the issuance of condition reports where applicable and required.
3. References: SPG 1620.1 and applicable documents noted in Attachment J-1, Section 3.1, 3.2, 3.4.1, 3.4.2, 3.5, 3.6, 3.8, 3.9, 3.10, 3.15, 4.3, 5.5.3

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4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: NPG 1620.1A, SPG 1620.1
2. Contents: The plan shall be based upon the following standards to the extent that they are applicable to the Contractor's operations:
 - a. NPG 1620.1A, SPG 1620.1
 - b. National Industrial Security Program Operations Manual (NISPOM)
 - c. Title 18, U.S.C., Title 36, U.S.C., and other applicable sections
 - d. Mississippi Code of 1972
 - e. Code of Federal Regulations
 - f. Applicable Regulations Listed in Section J of the Contract.
3. Format: The Contractor shall define in the plan the record and report system which will support the actions taken with regard to response to incidents, preventive measures utilized in Operations Security (OPSEC) planning and loss prevention, and corrective actions proposed to remedy actual or potential security problems encountered in daily operations incident to work performed under this contract. The plan will be on 8 ½ x 11 inch bond paper with appropriate front and back cover, and shall also be provided in data form on a 3.5 inch diskette, written in a word processing program compatible with that currently in use with NASA.
4. Maintenance: The Contractor shall maintain and update the Operating Procedures as security conditions, procedures and requirements change.
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS

The Contractor shall provide and maintain as current, names of personnel assigned Training and Safety Officer duties within the Contractor's organization. The technical competence, knowledge of training skills in firearms, security operations, safety, and Hazardous Materials (HAZMAT) response and procedures, must be fully realized by the assigned individual(s).

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: MA04

Date Revised: N/A

Title: Security Procedures Guide Report

Responsible Office: RA91

PWS Reference: Attachment J-1, Section 5.2.2, 5.3.3

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
2. Distribution Instructions:
 - a. Approval - 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - b. Concur - 1 copy to NASA Security Staff, RA91.
 - c. 1 copy to NASA Records Officer, RA00
3. Initial Submittal Date: 12/31/02
4. As of Milestone: N/A
5. Frequency of Submittal: Quarterly, no later than last day of each fiscal quarter.

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To document required periodic review, and revisions(s) (if required) to the Security operating document, SSC Security Procedures Guide, SPG 1620.1.
2. Scope: This Data Requirements Description establishes the requirements for the preparation and submittal of a report of review/revision of the SSC Security Procedures Guide, SPG 1620.1.
3. References: SPG 1620.1 and applicable documents noted in Attachment J-1, Section 5.2.2, 5.3.3
4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: NPG 1620.1A, SPG 1620.1, SSC Security Procedures Guide
2. Contents: Report shall provide documentation of review and any change or revision made to the Security Procedures Guide, SPG 1620.1 during the preceding fiscal quarter. Revision(s) may be required due to mandated regulatory changes, mission updates, or Security operating requirements at SSC.
3. Format: Narrative; site-specific, contractor developed form; or electronic mail message using an approved format.

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4. Maintenance: N/A
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS: None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: MA05

Date Revised: N/A

Title: **Training Program Plan**

Responsible Office: RA91

1. PWS Reference: Attachment J-1, Section 5.3.3, 5.3.4, 5.3.7, 8.1.1, 8.2.2.1

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
2. Distribution Instructions:
 - a. Approval - 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - b. Concur - 1 copy to NASA Security Staff, RA91.
 - c. Concur - 1 copy to NASA Training & Certification Board , QA00
 - d. Concur - 1 copy to Contracting Officer (CO), DA20
 - e. 1 copy to NASA Records Officer, RA00
3. Initial Submittal Date: 30 days after contract start date.
4. As of Milestone: N/A
5. Frequency of Submittal: Annually, with updates and revisions required by NASA.

II. DATA REQUIREMENT DESCRIPTION

2. Purpose: To provide a comprehensive- training program for all Security personnel.
3. Scope: This Data Requirements Description establishes the requirements for the preparation and submittal of a -Training Program Plan to address Security and Safety requirements.-
4. References: SPG 1620.1 and applicable documents noted in Attachment J-1, Section 5.3.3, 5.3.4, 8.1.1, 8.2.2.1
5. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: NPG 1620.1A, SPG 1620.1, SSC Security Procedures Guide, OSHA 29CFR Part 1910- Department of Labor, Occupational Safety and Health Standards, SPG 8715.1, SSC Safety and Health Procedures and Guidelines
2. Contents: The program shall include, but is not limited to, training and instruction in disciplines of security, safety, occupational health, defensive driving, use of intermediate and deadly force, basic emergency medical assistance, and Federal Arrest Authority (FAA). Program shall also include periodic, in-service refresher

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training for all Security personnel in all areas relevant to their assigned duties. NASA will approve the training program.

3. Format: Narrative; site-specific, contractor developed form; or electronic using an approved format.
4. Maintenance: N/A
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS:

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: MA06

Date Revised: N/A

Title: Quarterly Activity Report

Responsible Office: RA91

PWS Reference: Attachment J-1, Section 5.2.4, 5.4.7

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
2. Distribution Instructions: 1 copy to Contracting Officer's Technical Representative (COTR), RA91
3. Initial Submittal Date: 1st quarter following commencement of work.
4. As of Milestone: N/A
5. Frequency of Submittal: Quarterly.

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To provide quarterly metrics regarding investigative reports taken and their disposition, investigations currently in progress, approximate dollar value of missing or stolen items, compendium of types of items missing or stolen, and analysis report (by building or area) of incidences of criminal activity.
2. Scope: This Data Requirements Description establishes the requirements for the preparation and submittal of a quarterly investigative activities report.
3. References: Attachment J-1, Section 5.2.4, 5.4.7
4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: N/A
2. Contents: The report shall provide a quarterly metrics of investigative activities, reports taken and their disposition, investigations currently in progress, approximate dollar value of missing or stolen items, compendium of types of items missing or stolen, and analysis report (by building or area) of incidences of criminal activity.
3. Format: Statistical and narrative; site-specific, contractor developed form; or electronic mail message using an approved format.
4. Maintenance: N/A
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS:

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790
Effective Date: 11/06/02

DR Number: MA07
Date Revised: N/A

Title: Monthly Activity Report

Responsible Office: RA91

PWS Reference: Attachment J-1, Section 4.3.3.13

I. SUBMITTAL REQUIREMENTS

1. Distribution Instructions: 1 copy to Contracting Officer's Technical Representative (COTR), RA91
2. Initial Submittal Date: 1st month following commencement of work.
3. As of Milestone: N/A
4. Frequency of Submittal: Monthly.

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To provide monthly metrics of all traffic enforcement activities, to include citations issued with breakdown of violations, number of accidents worked, and number of persons injured, if applicable.
2. Scope: This Data Requirements Description establishes the requirements for the preparation and submittal of a monthly traffic enforcement activities report.
3. References: SPG 1620.1 and applicable documents noted in Attachment J-1, Section 4.3.3.13
4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: N/A
2. Contents: The report shall provide citations, violations, number of accidents worked, and number of persons injured, assigned case number and details of any reportable accident or condition occurring during the month.
3. Format: Statistical and narrative; site-specific, contractor developed form; or electronic mail message using an approved format.
4. Maintenance: N/A
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS:

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: MA08

Date Revised: N/A

Title: Emergency Plan

Responsible Office: RA91

1. PWS Reference: Attachment J-1, Section 3.15

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
2. Distribution Instructions:
 - a. Approval: 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - b. 1 copy to the Contracting Officer, DA20
3. Initial Submittal Date: 1st month following commencement of work.
4. As of Milestone: N/A
5. Frequency of Submittal: The contractor shall review the plan annually and provide updates and revisions as required.

II. DATA REQUIREMENT DESCRIPTION

2. Purpose: To provide an emergency action plan in concert with NASA/SSC directives, instructions and plans and policies.
3. Scope: This Data Requirements Description establishes the requirements for the preparation and submittal of an emergency action plan.
4. References: SPG 1040.1 - NASA SSC Emergency Plan and Attachment J-1, Section 3.15
5. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: N/A
2. Contents: The plan shall describe when an emergency condition exists, what actions are to be taken, what support is required to support the NASA/SSC Emergency Operations Center and when to stand down.
3. Format: Narrative; site-specific, contractor developed form; or electronic mail message using an approved format.
4. Maintenance: N/A
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS:

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: MA09

Date Revised: N/A

Title: **Investigative Report**

Responsible Office: RA91

1. PWS Reference: Attachment J-1, Section 5.2.2

I. SUBMITTAL REQUIREMENTS

1. Distribution Instructions:
 - a. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
 - b. 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - c. 1 copy to NASA Legal Office, CA00
 - d. 1 copy to NASA Security Staff, RA91
2. Initial Submittal Date: As required
3. As of Milestone: N/A
4. Frequency of Submittal: Reports taken, as required; notification to distribution shall be no later than three (3) working days following the conclusion of an investigation, survey or incident.

II. DATA REQUIREMENT DESCRIPTION

2. Purpose: To provide details of all investigative activities.
3. Scope: This Data Requirements Description establishes the report requirement for investigation of missing or stolen Government property; fatality or serious injury traffic accidents, alleged improprieties by personnel on SSC; visits to off-site businesses to determine if Government property is being illegally received or sold; surveys to improve the SSC security posture; investigation of damage to Government property; analysis of data obtained during inquiries; submittal of recommendations; preparation of comprehensive reports.
4. References: SPG 1620.1 and Attachment J-1, Section 5.2.2
5. SPG 1620.1 and applicable documents.
6. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: N/A
2. Contents: The report shall provide sufficient information regarding investigative activities, reports taken and their disposition, investigations currently in progress,

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approximate dollar value of missing or stolen items, and of incidences of criminal activity.

3. Format: The reports shall be completed on the appropriate NASA Forms with the exception of the Investigator's Report, which shall be completed in a narrative format on 8 ½ x 11 bond paper.
4. Maintenance: The Contractor shall maintain the reports. Access by individuals, other than those named in the individual reports, shall be as authorized by the COTR or NASA Legal Office. All reports shall be maintained in accordance with the Privacy Act of 1974.
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS:

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: MA10

Date Revised: N/A

Title: **Plan, Quality Management**

Responsible Office: RA91

1. PWS Reference: Attachment J-1, Section 9.0

I. SUBMITTAL REQUIREMENTS

1. Distribution Instructions:
 - a. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
 - b. Approve - 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - c. 1 copy to DA20, Contracting Officer (CO)
2. Initial Submittal Date: 30 days after start of the contract
3. As of Milestone: N/A
4. Frequency of Submittal: One time. Update as required.

II. DATA REQUIREMENT DESCRIPTION

2. Purpose: To develop a self-monitoring plan to reduce contractor's risk of Government imposed deductions for insufficient contract performance.
3. Scope: This Data Requirements Description establishes the requirement for the preparation and submittal of a plan that outlines the contractor's process and procedures for conducting self-assessment of performance to ensure full contract compliance.
4. References: PWS 9.0 and Contract Clause E.4
5. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: N/A
2. Contents: The contractor shall develop a plan detailing self-monitoring procedures and processes to compliment the Government's Performance Surveillance Plan. The plan must include surveillance methods, frequency of surveillance, responsible contractor individual assigned to conduct the surveillance (i.e. shift supervisor), disposition of findings, follow-up, and reporting. Reporting of inspections and findings shall be recorded in the Monthly Activity Report, DRD MA07.
3. Format: The plan may be submitted in Excel or Word format.

ATTACHMENT J-1

4. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS:

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790
Effective Date: 11/06/02

DR Number: MF01
Date Revised: N/A

Title: Reports, Contractor Financial Status (FP/IDIQ)

Responsible Office: EA00

PWS Reference: Clause B.3.b, Clause B.4.d, Clause G.4

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS); Distribution to DCAA will be by hard-copy.
2. Distribution Instructions:
 - a. Approval - 1 copy to EA20
 - b. Concur - 1 copy to Contracting Officer, DA20
 - c. Concur - 1 copy to EA10
 - d. 1 copy to EA00
 - e. 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - f. 1 copy to DCAA
1. Initial Submittal Date: Sevens calendar days after the end of the first SSC Fiscal Calendar Month after start of contract.
2. As of Milestone: John C. Stennis Space Center Fiscal Calendar Month End Date
3. Frequency of Submittal: Monthly

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To
2. Scope: This Data Requirements Description establishes the requirements for the preparation of a report covering accumulated and forecasted dollar expenditures required to perform the Contractual effort and to track the hours for the Special Service Requests.
3. References:
4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: N/A
2. Contents: This report shall be prepared in accordance with the General Provisions Clause, "NASA Financial Management Reporting."

ATTACHMENT J-

3. Format: Per attached by contract type Fixed Price, Indefinite Delivery Indefinite Quantity and Summary of total contract:

FINANCIAL STATUS (Clause G.4)

CURRENT MONTH YEAR TO DATE SINCE INCEPTION

FIXED PRICE (INCLUDED SPECIAL SECURITY REQUESTS)

*MANHOURS

- *STRAIGHT TIME
- * OVERTIME

*WORKYEARS

- *DIRECT
- *EQUIVALENT

*TOTAL COSTS

INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) BY TASK ORDER

- *SAME INFORMATION REQUIRED AS FOR FIXED PRICE (ABOVE)

SUMMARY

- *SAME INFORMATION REQUIRED AS FOR FIXED PRICE (ABOVE)

4. Maintenance: N/A
5. Exceptions/Additions To This Standard DRD: In addition, add addendum to include the breakouts identified for Special Security Requests in Clause B.3.b and for IDIQ as identified in Clause B.4.d. Contractor format acceptable for addendum.

IV. REMARKS

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 10/04/02 (Delivered under NS-7822)

DR Number: SA01

Date Revised: N/A

Title: Plan, Safety and Health

Responsible Office: QA00

PWS Reference: Attachment J-1, Section 5.3.5

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS).
2. Distribution Instructions:
 - a. Approval - 2 copies to Safety & Mission Assurance Office, QA00
 - b. 1 copy to the Contracting Officer, DA20
 - c. 1 copy to Contracting Officer's Technical Representative (COTR), RA91
 - d. 1 copy to NASA Procurement Office, DA00
1. Initial Submittal Date: 15 calendar days prior to start of work (11/06/02).
2. As of Milestone: N/A
3. Frequency of Submittal: *RT

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To describe a program of activities and related controls designed for the protection of the public, personnel, equipment, and facilities and ensure compliance to Federal, state, and local regulatory requirements.
2. Scope: This Data Requirements Description establishes the requirements for the preparation of a plan covering safety controls to be applied by the Contractor for protection of the life and health of employees and other persons, and for prevention of damage to property, materials, supplies, and equipment.
3. References: Safety and Health G.P. Clause NASA FAR Supplement 18-52.223.70. NPG 8715.1 Occupational Safety & Health, NPG 8715.2 Emergency Preparedness, NPG 8715.3 Safety Manual, NPG 8621.1 Mishap Report and SPG 8715.1 Safety & Health Procedures and Guidelines
4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: SSC HB 1700.3B
2. Contents: The plan shall be based upon the following standards to the extent that they are applicable to the Contractor's operations:
 - a. 29 CFR -1910/1926, Occupational Safety and Health Act (OSHA)

- b. SPG 8715.1 SSC Safety and Health Procedures and Guidelines
 - c. National Fire Protection Association, National Fire Codes
 - d. American Society of Mechanical Engineers, Boiler and Unfired Pressure Vessel Code
 - e. 29 CFR - 1910.1030, Bloodborne Pathogens Control Act
 - f. National Building Code (ICBO)
 - g. Industrial Ventilation Guide
 - h. Illumination Engineering Society Handbook
 - i. Heating, Ventilation, and Air Conditioning Guide
 - j. Regulations for Control of Radiation in Mississippi, Part 801, Radiation
 - k. Tasks that contain hazardous operations shall be conducted in a manner to provide maximum protection to personnel and equipment. A step-by-step operation plan shall be written by the contractor, and approved by the COTR, for tasks in which a malfunction, equipment failure, or procedural error will produce reaction that could cause injury, death, or equipment damage or loss. Such operating plans shall identify the hazard by appropriate warnings, cautions and notes shall contain specific actions necessary for emergency termination or backout procedures.
3. Format: The Contractor shall define in the plan the record and report system that will reflect the relation of exposure data to all mishaps resulting in death, traumatic injury, occupational disease, and damage property, materials, supplies, and equipment incident work performed under the contract. The plan can be submitted electronically or on 8½ x 11 inch bond paper with appropriate front and back cover.
 4. Maintenance: The plan shall be maintained in a current condition by page revision or complete reissue, as contractually determined, to reflect the latest program changes and hardware configuration.
 5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: SA03

Date Revised: N/A

Title: Report, Site Vehicle Accident Experience

Responsible Office: QA00

PWS Reference: Attachment J-1, Section 5.3.10

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS)
2. Distribution Instructions: Two copies to Safety Officer, QA00
3. Initial Submittal Date: N/A
4. As of Milestone: N/A
5. Frequency of Submittal: Quarterly. Report due no later than the 10th of month following month to be reported.

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To provide a monthly summary of SSC vehicle accidents and their effects on SSC operations.
2. Scope: This Data Requirements Description establishes the requirements for the preparation and submittal of a report that provides a statistical summary of accidents and their related effects.
3. References: SPG 8715.1, Safety and Health Procedures and Guidelines
4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: SPG 8715.1
2. Contents: The report shall provide a statistical summary of accidents occurring during the reporting period, and their effects on SSC operations.
3. Format: Contractor developed format is authorized with a NASA S&MA concurrence.
4. Maintenance: N/A.
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790
Effective Date: 11/06/02

DR Number: SA02
Date Revised: N/A

Title: **Report, Mishap**

Responsible Office: QA00

PWS Reference: Attachment J-1, Section 5.3.6

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS), form letter in CDS database and report in IRIS database.
2. Distribution Instructions: 2 copies to Safety Officer, QA00
3. Initial Submittal Date: Per Mishap
4. As of Milestone: N/A
5. Frequency of Submittal: As required.

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To provide details for each Contractor mishap.
2. Scope: This Data Requirements Description establishes the requirements for the preparation and submittal of a report for each mishap. Each mishap shall be recorded and maintained in the NASA Incident Reporting and Information Suite (IRIS) database.
3. References: SPG 8715.1 NASA Form 1627, NASA Form 1627
4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: SPG 8715.1, NASA Form 1627.
2. Contents: The report shall provide details of specific contractor mishaps.
3. Format: Use official form and IRIS database.
4. Maintenance: N/A.
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS

None.

DATA REQUIREMENT DOCUMENT (DRD)

Contract Number: NS-7790

Effective Date: 11/06/02

DR Number: SA04

Date Revised: N/A

Title: Report, Area Access Safety Videotape

Responsible Office: LA00/QA00

PWS Reference: **Attachment J-1, Section 5.4.10**

I. SUBMITTAL REQUIREMENTS

1. Electronic Distribution in accordance with Clause H.13 NASA Contract Deliverable System (CDS).
2. Distribution Instructions: One copy to LA00
3. Initial Submittal Date: 30 days post award
4. As of Milestone: N/A
5. Frequency of Submittal: Monthly, due on the 10th of each month

II. DATA REQUIREMENT DESCRIPTION

1. Purpose: To provide a summary of personnel & visitors viewing the SSC Area Access Safety Videotape.
2. Scope: This Data Requirements Description establishes the requirements for entering roster data into SSC Training Certification System (TCRS) and monthly forwarding area access video rosters to NASA Human Resources (HR).
3. References: SPG 8715.1, SSC form 724C
4. Exceptions/Additions to Referenced Requirements: None

III. PREPARATION INSTRUCTIONS

1. Applicable Documents: SPG 8715.1, SSC Form 724C
2. Contents: The report shall consolidate videotape rosters for each month.
3. Format: Use official form and government database.
4. Maintenance: N/A.
5. Exceptions/Additions To This Standard DRD: None.

IV. REMARKS

None.

Attachment J-3

List of Government Property

List 1 – Essential IAPG

List 2 – Non-Essential IAPG

List 3 – Facilities

ATTACHMENT 3, LIST 1 - ESSENTIAL INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY (IAGP)

NASA#	ITEM NAME	QTY	MOD #	SN	FSC	COSI	MFG	TOTAL COST
0011403	PISTOL, 9MM, SEMI-AUTOMATIC	1	5906	TCW1193	1005	\$	512.00	\$ 512.00
0011404	PISTOL, 9MM, SEMI-AUTOMATIC	1	5906	TCZ4933	1005	\$	512.00	\$ 512.00
0591720	SHOTGUN, 12 GAGE	1	870	861098V	1005	\$	69.00	\$ 69.00
0591725	SHOTGUN, 12 GAGE	1	870	861082V	1005	\$	69.00	\$ 69.00
0676733	SHOTGUN, 12 GAGE	1	12	1908741	1005	\$	74.00	\$ 74.00
0676734	SHOTGUN, 12 GAGE	1	12	1898602	1005	\$	74.00	\$ 74.00
0676735	SHOTGUN, 12 GAGE	1	12	1888208	1005	\$	74.00	\$ 74.00
0676736	SHOTGUN, 12 GAGE	1	12	1903675	1005	\$	74.00	\$ 74.00
0676737	SHOTGUN, 12 GAGE	1	12	1908788	1005	\$	74.00	\$ 74.00
0813706	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	1908253	1005	\$	74.00	\$ 74.00
0813707	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC147	1005	\$	387.00	\$ 387.00
0813708	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC148	1005	\$	387.00	\$ 387.00
0813709	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC149	1005	\$	387.00	\$ 387.00
0813710	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC150	1005	\$	387.00	\$ 387.00
0813711	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC151	1005	\$	387.00	\$ 387.00
0813712	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC152	1005	\$	387.00	\$ 387.00
0813713	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC153	1005	\$	387.00	\$ 387.00
0813714	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC154	1005	\$	387.00	\$ 387.00
0813715	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC155	1005	\$	387.00	\$ 387.00
0813716	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC156	1005	\$	387.00	\$ 387.00
0813717	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC157	1005	\$	387.00	\$ 387.00
0813718	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC158	1005	\$	387.00	\$ 387.00
0813719	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC159	1005	\$	387.00	\$ 387.00
0813720	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC160	1005	\$	387.00	\$ 387.00
0813721	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC161	1005	\$	387.00	\$ 387.00
0813722	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC162	1005	\$	387.00	\$ 387.00
0813723	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC163	1005	\$	387.00	\$ 387.00
0813725	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC164	1005	\$	387.00	\$ 387.00
0813726	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC166	1005	\$	387.00	\$ 387.00
0813727	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC167	1005	\$	387.00	\$ 387.00
0813728	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC168	1005	\$	387.00	\$ 387.00
0813729	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC169	1005	\$	387.00	\$ 387.00
0813730	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC170	1005	\$	387.00	\$ 387.00
0813731	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC171	1005	\$	387.00	\$ 387.00
0813732	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC172	1005	\$	387.00	\$ 387.00
0813733	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC173	1005	\$	387.00	\$ 387.00
0813734	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC174	1005	\$	387.00	\$ 387.00
0813735	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC175	1005	\$	387.00	\$ 387.00
0813736	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC176	1005	\$	387.00	\$ 387.00
0813737	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC177	1005	\$	387.00	\$ 387.00
0813738	PISTOL, SEMI-AUTOMATIC, 9MM	1	17	KSC178	1005	\$	387.00	\$ 387.00
				KSC179	1005	\$	387.00	\$ 387.00

0813739	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC180	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813740	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC181	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813741	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC182	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813742	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC183	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813743	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC184	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813744	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC185	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813745	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC186	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813746	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC187	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813747	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC188	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813748	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC189	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813749	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC190	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813750	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC191	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813751	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC192	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813752	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC193	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813753	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC194	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813756	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC196	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813757	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC197	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813758	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC198	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0813759	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	KSC199	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0818762	SHOTGUN, 12 GAGE	1	1	17	KSC200	1005	\$	387.00	GLOCK GS MBH	\$	387.00
0818763	RIFLE, CALIBER .22	1	1	12 GAUGE	BH416775	1005	\$	90.00	H & R MFG CO	\$	90.00
1623126	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	77-22	700-81309	1005	\$	280.00	RUGER EQUIP INC F-STRATTON EQ	\$	280.00
1623127	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU975US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623128	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU976US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623129	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU977US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623130	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU978US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623131	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU979US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623132	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU980US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623133	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU981US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623134	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU982US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623135	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU983US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623136	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU984US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623137	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU985US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623138	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU986US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623139	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU987US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623140	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU988US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623141	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU989US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623142	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU990US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623143	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU991US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623144	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU992US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623145	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU993US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623146	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU994US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623147	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU995US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623148	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU996US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
1623149	PISTOL, SEMI-AUTOMATIC, 9MM	1	1	17	EUU997US	1005	\$	368.00	GLOCK GS MBH	\$	368.00
		1	1	17	EUU998US	1005	\$	368.00	GLOCK GS MBH	\$	368.00

Item #	Description	Quantity	Part #	Unit Price	Total Price	Company Name
1623150	PISTOL, SEMI-AUTOMATIC, 9MM	1				
1539913	GRINDER, BENCH	1				
1325244	ENGRAVER, TAG	1				
N/A	WISE, BENCH 4.5"	2				
0293278	COMBINATOR, KEY	1				
0396810	KEY MACHINE, TABULAR	1				
0592906	KEY MACHINE	1				
1323507	KEY CODE MACHINE	1				
1323583	KEY MACHINE	1				
G034391	KEY MACHINE	1				
0015367	PRESS, LAMINATING, PROTECTIVE	1				
0015368	PRESS, LAMINATING, PROTECTIVE	1				
0034197	RADIO, PORTABLE	1				
0034243	RADIO, MOBILE	1				
0034368	RADIO, PORTABLE	1				
0036247	RADIO, PORTABLE	1				
0036250	RADIO, PORTABLE	1				
0036275	RADIO, PORTABLE	1				
0036276	RADIO, PORTABLE	1				
0036277	RADIO, PORTABLE	1				
0036278	RADIO, PORTABLE	1				
0036279	RADIO, PORTABLE	1				
0036280	RADIO, PORTABLE	1				
0036281	RADIO, PORTABLE	1				
0036282	RADIO, PORTABLE	1				
0036307	RADIO, PORTABLE	1				
0036308	RADIO, PORTABLE	1				
0036361	RADIO, MOBILE	1				
0036362	RADIO, MOBILE	1				
0036363	RADIO, MOBILE	1				
0036370	RADIO, MOBILE	1				
0036371	RADIO, MOBILE	1				
0036375	RADIO, MOBILE	1				
0036679	RADIO, PORTABLE	1				
0036999	RADIO, PORTABLE	1				
0396769	DISPLAY UNIT	1				
0818667	CAMERA, 1/2" CCTV	1				
0818669	CAMERA, 1/2" CCTV	1				
0818670	CAMERA, 1/2" CCTV	1				
1322667	RADIO, MOBILE	1				
1325307	CAMERA	1				
1622899	RADIO, PORTABLE	1				
1622900	RADIO, PORTABLE	1				
0015797	RECORDER-REPRODUCER, SOUND	1				
1012149	RECORDER-REPRODUCER, SOUND	1				
1940627	ENCODER	1				
1005	EUU9999US					
3415	9506					
3417	N10317					
3419	N/A					
3419	B-3617					
3419	605283					
3419	17443					
3419	23512					
3419	Y028751					
3419	Y014963					
3590	3538204					
3590	3538203					
5820	466AVG5208Z					
5820	581AVL0180					
5820	466AWA2872Z					
5820	500ASS0962					
5820	500ASS0968					
5820	500ASS1162					
5820	500ASS1156					
5820	500ASS1152					
5820	500ASS1158					
5820	500ASS1164					
5820	500ASS1159					
5820	500ASS1153					
5820	500ASS1267					
5820	500ASS1261					
5820	581ASS0959					
5820	581ASS0980					
5820	581ASS0950					
5820	581ASS0962					
5820	581ASS0961					
5820	581ASS0963					
5820	500ATL0973					
5820	500AUC0206					
5820	FJ5630144					
5820	09B03526					
5820	09B03507					
5820	09B03525					
5820	581ASS0954					
5820	015277					
5820	500ASS1155					
5820	500ASS1165					
5835	N/A					
5835	N/A					
5835	E864-M-00345					

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ATTACHMENT 3, LIST 2 - NON- ESSENTIAL INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY (IAGP)

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NASA #	ITEM NAME	QTY	MOD #	SN	FSC	COST	MFG	TOTAL COST
N/A	SPEED LOADER, 6 RD	74	N/A	N/A	1398	\$ 7.00	N/A	\$ 518.00
N/A	CART, PORTABLE, METAL	1	N/A	N/A	3820	\$ 200.00	N/A	\$ 200.00
N/A	SCREWDRIVER, CORDLESS	2	N/A	N/A	5130	\$ 99.00	N/A	\$ 198.00
0590395	GRINDER, BENCH ELECTRIC	1	BG250	1025-6X-4449	5130	\$ 81.00	SNAP-ON TOOLS CORP	\$ 81.00
1323852	DRILL, 3/8"	1	1000VSR	3700397	5130	\$ 95.00	BOSCH ROBERT CORP	\$ 95.00
1324005	DRILL, 3/8" CORDLESS	1	HD2735	FA-241247	5130	\$ 164.00	SKIL CORP	\$ 164.00
1324168	DRILL	1	1194VSR	0601194739	5130	\$ 158.00	BOSCH ROBERT CORP	\$ 158.00
N/A	TOOLBAG, LOCKSMITH	2	N/A	N/A	5140	\$ 250.00	N/A	\$ 500.00
N/A	KIT, KEYING	7	N/A	N/A	5180	\$ 90.00	N/A	\$ 630.00
N/A	LOCKSET, CHANGEABLE CORE	13	N/A	N/A	5180	\$ 108.00	N/A	\$ 1,404.00
N/A	SOCKET SET, 25-PIECE	1	N/A	N/A	5180	\$ 20.00	N/A	\$ 20.00
N/A	LADDER, STEP, 6'	1	N/A	N/A	5440	\$ 100.00	N/A	\$ 100.00
N/A	LADDER, STEP, 12'	1	N/A	N/A	5440	\$ 150.00	N/A	\$ 150.00
N/A	CHARGING UNIT, SINGLE	3	N/A	N/A	6130	\$ 226.00	N/A	\$ 678.00
N/A	CHARGING UNIT, RADIO, 6-CAP	2	N/A	N/A	6130	\$ 226.00	N/A	\$ 452.00
N/A	FLASHLIGHT, STANDARD	10	N/A	N/A	6230	\$ 12.00	N/A	\$ 120.00
N/A	FLASHLIGHT, MINI	3	N/A	N/A	6230	\$ 20.00	N/A	\$ 60.00
N/A	BARRICADE, PORTABLE	4	N/A	N/A	6310	\$ 65.00	N/A	\$ 260.00
N/A	MIRROR, SEARCH	2	N/A	N/A	6550	\$ 20.00	N/A	\$ 40.00
N/A	PAPER CUTTER	1	N/A	N/A	6760	\$ 249.00	N/A	\$ 249.00
N/A	EYELET MACHINE	1	N/A	N/A	6760	\$ 50.00	N/A	\$ 50.00
N/A	PHOTO BACKDROP, MULTI-PURP	1	N/A	N/A	6760	\$ 350.00	N/A	\$ 350.00
N/A	CORNER ROUNDER, BADGE	2	N/A	N/A	6760	\$ 214.00	N/A	\$ 428.00
N/A	TRIPOD	2	N/A	N/A	6760	\$ 50.00	N/A	\$ 100.00
N/A	FOOT STOOL, METAL	1	N/A	N/A	7110	\$ 150.00	N/A	\$ 150.00
N/A	TABLE, COMPUTER	7	N/A	N/A	7110	\$ 89.00	N/A	\$ 623.00
N/A	TABLE, TYPING	7	N/A	N/A	7110	\$ 64.00	N/A	\$ 448.00
N/A	TABLE, 2' X 3'	2	N/A	N/A	7110	\$ 75.00	N/A	\$ 150.00
N/A	TABLE, 2' X 4'	5	N/A	N/A	7110	\$ 100.00	N/A	\$ 500.00
N/A	TABLE, 3' X 5'	1	N/A	N/A	7110	\$ 100.00	N/A	\$ 100.00
N/A	CREDENZA	6	N/A	N/A	7110	\$ 260.00	N/A	\$ 1,560.00
N/A	FILE CABINET, 2 DRAWER	6	N/A	N/A	7110	\$ 77.00	N/A	\$ 462.00
N/A	FILE CABINET, 4 DRAWER	1	N/A	N/A	7110	\$ 125.00	N/A	\$ 125.00
N/A	FILE CABINET, 5 DRAWER	17	N/A	N/A	7110	\$ 144.00	N/A	\$ 2,448.00
N/A	FILE CABINET, CARD 10-DRAWER	2	N/A	N/A	7110	\$ 150.00	N/A	\$ 300.00
N/A	FILE CABINET, CARD 15-DRAWER	1	N/A	N/A	7110	\$ 200.00	N/A	\$ 200.00
N/A	SECURITY CONTAINER, 5 DRAWER	4	N/A	N/A	7110	\$ 900.00	N/A	\$ 3,600.00
N/A	SOFA, 2 CUSHION	1	N/A	N/A	7110	\$ 300.00	N/A	\$ 300.00
N/A	CABINET, STORAGE	7	N/A	N/A	7110	\$ 201.00	N/A	\$ 1,407.00
N/A	CABINET, STORAGE, MISC	1	N/A	N/A	7110	\$ 1,000.00	N/A	\$ 1,000.00
N/A	TABLE, FINGERPRINT, PEDASTILE	1	N/A	N/A	7110	\$ 300.00	N/A	\$ 300.00
N/A	BOOKCASE, METAL, 2 SHELF	5	N/A	N/A	7110	\$ 72.00	N/A	\$ 360.00
N/A	BOOKCASE, GLASS FRONT	3	N/A	N/A	7110	\$ 300.00	N/A	\$ 900.00
N/A	SHELVING METAL, 5 SHELF	13	N/A	N/A	7110	\$ 200.00	N/A	\$ 2,600.00
N/A	BULLETIN BOARD, GLASS FRONT	1	N/A	N/A	7110	\$ 250.00	N/A	\$ 250.00
N/A	LAMP, DESK	1	N/A	N/A	7110	\$ 30.00	N/A	\$ 30.00
N/A	SAFE, 3'	1	N/A	N/A	7110	\$ 1,000.00	N/A	\$ 1,000.00
N/A	SAFE, 5 DRAWER MOSLER	1	N/A	N/A	7110	\$ 2,500.00	N/A	\$ 2,500.00
N/A	DESK, REGULAR	10	N/A	N/A	7110	\$ 299.00	N/A	\$ 2,990.00
N/A	CHAIR, CUSHIONED, WARMS	11	N/A	N/A	7110	\$ 97.00	N/A	\$ 1,067.00
N/A	CHAIR, ERGONOMIC	7	N/A	N/A	7110	\$ 200.00	N/A	\$ 1,400.00
N/A	CHAIR, CUSHIONED, ARM	7	N/A	N/A	7110	\$ 150.00	N/A	\$ 1,050.00
N/A	CHAIR, STOOL	3	N/A	N/A	7110	\$ 100.00	N/A	\$ 300.00
N/A	CHAIR, STRIGHT BACK	5	N/A	N/A	7110	\$ 50.00	N/A	\$ 250.00
N/A	CHAIR, STRAIGHT BACK WARMS	12	N/A	N/A	7110	\$ 100.00	N/A	\$ 1,200.00
N/A	END TABLE	2	N/A	N/A	7110	\$ 89.00	N/A	\$ 178.00
N/A	COFFEE TABLE	1	N/A	N/A	7110	\$ 99.00	N/A	\$ 99.00
N/A	REFRIGERATOR	2	N/A	N/A	7310	\$ 800.00	N/A	\$ 1,600.00
0015462	TYPEWRITER, WHEELWRITER 10	1	6783	110062047	7430	\$ 365.00	INTERNATIONAL BUSINESS MACHINE	\$ 365.00
0594179	TYPEWRITER	1	895/SELECTRIC	3740009	7430	\$ 774.00	INTERNATIONAL BUSINESS MACHINE	\$ 774.00
1011076	TYPEWRITER, WHEELWRITER 30	1	WW 30	11-0113378	7430	\$ 812.00	INTERNATIONAL BUSINESS MACHINE	\$ 812.00
1011079	TYPEWRITER, WHEELWRITER 30	1	WW 30	11-0120248	7430	\$ 812.00	INTERNATIONAL BUSINESS MACHINE	\$ 812.00
G033247	SHREDDING MACHINE, PAPER	1	1036S	3412412	7490	\$ 971.00	GENERAL BINDING CORP	\$ 971.00
N/A	LABELER, MERLIN EXPRESS	1	N/A	N/A	7490	\$ 700.00	N/A	\$ 700.00
N/A	FINGERPRINT KIT, PORTABLE	1	N/A	N/A	7490	\$ 100.00	N/A	\$ 100.00
0036451	CLEANER, VACUUM, ELECTRIC	1	113-177321	93027V2368	7910	\$ 94.00	SEARS ROEBUCK AND CO	\$ 94.00
N/A	CONE, TRAFFIC	83	N/A	N/A	8345	\$ 7.00	N/A	\$ 581.00
N/A	SHIRT, LONG SLEEVE	105	N/A	N/A	8405	\$ 36.00	N/A	\$ 3,780.00
N/A	CAP, UNIFORM	21	N/A	N/A	8405	\$ 7.00	N/A	\$ 147.00
N/A	TROUSER	102	N/A	N/A	8405	\$ 38.00	N/A	\$ 3,876.00
N/A	SHIRT, SHORT SLEEVE	49	N/A	N/A	8405	\$ 36.00	N/A	\$ 1,764.00
N/A	JACKET, WINTER	3	N/A	N/A	8415	\$ 182.00	N/A	\$ 546.00
N/A	SUIT, RAIN	4	N/A	N/A	8415	\$ 40.00	N/A	\$ 160.00
N/A	RUBBER BOOTS	5	N/A	N/A	8430	\$ 24.00	N/A	\$ 120.00
N/A	TROUSER BELT, UNIFORM	14	N/A	N/A	8440	\$ 48.00	N/A	\$ 672.00
N/A	DUTY BELT, HOLSTER	18	N/A	N/A	8440	\$ 45.00	N/A	\$ 810.00
N/A	GLOVES, TRAFFIC	7	N/A	N/A	8440	\$ 5.00	N/A	\$ 35.00
N/A	BADGE, UNIFORM	80	N/A	N/A	8455	\$ 35.00	N/A	\$ 2,800.00
N/A	PATCH, AMERICAN FLAG	511	N/A	N/A	8455	\$ 1.00	N/A	\$ 511.00
N/A	PATCH, NASA	52	N/A	N/A	8455	\$ 1.00	N/A	\$ 52.00
N/A	HOLSTER, RELCOVER	38	N/A	N/A	8465	\$ 75.00	N/A	\$ 2,850.00
N/A	DOUBLE POUCH, SPEED-LOADER	44	N/A	N/A	8465	\$ 20.00	N/A	\$ 880.00
N/A	BELT HOLDER, RADIO	2	N/A	N/A	8465	\$ 25.00	N/A	\$ 50.00
N/A	BELT HOLDER, KEY	6	N/A	N/A	8465	\$ 18.00	N/A	\$ 108.00
N/A	BELT HOLDER, FLASHLIGHT, MINI	0	N/A	N/A	8465	\$ 7.00	N/A	\$ 7.00
N/A	HOLSTER, GLOCK	14	N/A	N/A	8465	\$ 75.00	N/A	\$ 1,050.00
N/A	WHISTLES	6	N/A	N/A	8465	\$ 2.00	N/A	\$ 12.00
N/A	SAFETY VEST	2	N/A	N/A	8470	\$ 5.00	N/A	\$ 10.00

TOTAL NUMBER OF ITEMS = 1440

TOTAL VALUE = \$ 62,453.00

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ATTACHMENT 3, LIST 3 - INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY (IAGP) FACILITIES

Building	Room #	Sq.Footage	BLDG TOTAL
2201	107	140	
2201	107A	215	
2201	109	239	
2201	110	65	
2201	111	368	1,028
2205	148	602	
2205	153A	99	700
3101	102	185	
3101	103	295	
3101	103A	429	
3101	103B	104	
3101	103C	126	
3101	103D	97	
3101	103F	17	
3101	103G	286	
3101	104	207	
3101	112	33	1,778
3102	ROOM1	50	50
7001	108	125	
7001	109	207	
7001	109A	98	429
7002	100	50	50
4202	100	138	
4202	102	48	186
GRAND TOTAL		4,221	4,221

NOTE: These facilities include offices for administrative functions, shop areas for locksmith functions, dispatch services, shift change accommodations (lockers, showers, etc.), storage areas and other miscellaneous rooms necessary to provide all contract requirements.

Attachment J-4

Applicable Regulations and Procedures

J-4 - APPLICABLE REGULATIONS AND PROCEDURES

<u>NPD 1371.5</u>	Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA
<u>NPD 1382.17</u>	Privacy Act - Internal NASA Direction in Furtherance of NASA Regulation
<u>NPD 1600.2</u>	NASA Security Policy
<u>NPD 1620.2</u>	NASA Badging System
<u>NPD 2190.1</u>	NASA Export Control Program
<u>NPD 9800.1</u>	NASA Office of Inspector General
<u>NPG 1371.2</u>	Procedures and Guidelines for Processing Request for Access to NASA by Foreign Nationals or Representatives
<u>NPG 1600.6</u>	Communications Security Procedures and Guidelines June 30, 2002
<u>NPG 1620.1</u>	Security Procedures and Guidelines
<u>NPG 2810.1</u>	Security of Information Technology
<u>NPG 3300.1</u>	Appointment of Personnel To/From NASA
<u>NPG 3792.1</u>	Plan For A Drug-Free Workplace
<u>NPG 4100.1</u>	NASA Materials Inventory Management Manual
<u>NPG 5200.1</u>	Industrial Labor Relations Manual
<u>NPG 6200.1</u>	NASA Transportation and General Traffic Management
<u>NPG 8000.4</u>	Risk Management Procedures and Guidelines
<u>NPG 8570.1</u>	Energy Efficiency and Water Conservation Technologies and Practices
<u>NPG 8715.1</u>	NASA Safety and Health Handbook Occupational Safety and Health Programs
<u>NPG 8715.2</u>	NASA Emergency Preparedness Plan Procedures and Guidelines
<u>NPG 8715.3</u>	NASA Safety Manual

<u>NPG 8831.2</u>	Facilities Maintenance Management
<u>SPD 1107.1</u>	SSC Organization Mission and Responsibilities
<u>SPD 8715.1</u>	SSC Operational Readiness Program
<u>SPG 1040.1</u>	NASA SSC EMERGENCY PLAN
<u>SPG 5200.1</u>	RESERVE/NEUTRAL GATE PROCEDURES
<u>SPG 8715.2</u>	SSC OPERATIONAL READINESS PROGRAM PROCEDURES AND GUIDELINES
<u>SPG 8838.2</u>	FIRE PREVENTION AND PROTECTION PROGRAM
<u>SSC HB 1600.1</u>	STENNIS SPACE CENTER SECURITY HANDBOOK
<u>NPD 1660.1</u>	NASA COUNTERINTELLIGENCE POLICY

Attachment J-5

Wage Determinations

WD 2000-181 (Revision 1)
WD 1994-2301 (Revision 20)

JUN 1 8 2002

Attachment J-5

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REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 2000-0181
Revision No.: 1
Date of Last Revision: 09/01/2000

State: Mississippi

Area: Mississippi County of Hancock

Employed on NASA contract(s) for security services at John C. Stennis Space Center in the above locality.

Collective Bargaining Agreement between Omni-Cube, L.L.C. and International Union United Plant Guard Workers of America Local 711 effective April 10, 2000 through May 6, 2003.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2301
Revision No.: 20
Date of Last Revision: 05/28/2002

State: Mississippi

Area: Mississippi Counties of George, Hancock, Harrison, Jackson, Pearl River, Stone

** Fringe Benefits Required Follow the Occupational Listing **

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	9.05
Accounting Clerk II	11.36
Accounting Clerk III	13.71
Accounting Clerk IV	16.77
Court Reporter	12.10
Dispatcher, Motor Vehicle	11.20
Document Preparation Clerk	9.26
Duplicating Machine Operator	9.26
Film/Tape Librarian	8.80
General Clerk I	7.45
General Clerk II	8.36
General Clerk III	9.19
General Clerk IV	13.67
Housing Referral Assistant	14.75
Key Entry Operator I	8.93
Key Entry Operator II	10.28
Messenger (Courier)	7.58
Order Clerk I	10.99
Order Clerk II	14.67
Personnel Assistant (Employment) I	11.14
Personnel Assistant (Employment) II	12.53
Personnel Assistant (Employment) III	13.40
Personnel Assistant (Employment) IV	15.04
Production Control Clerk	14.73
Rental Clerk	9.29
Scheduler, Maintenance	10.47
Secretary I	10.47
Secretary II	13.10
Secretary III	14.75
Secretary IV	16.05
Secretary V	17.78
Service Order Dispatcher	8.96
Stenographer I	8.18

Stenographer II	9.30
Supply Technician	16.05
Survey Worker (Interviewer)	11.00
Switchboard Operator-Receptionist	8.44
Test Examiner	13.10
Test Proctor	13.10
Travel Clerk I	8.51
Travel Clerk II	9.02
Travel Clerk III	9.43
Word Processor I	10.19
Word Processor II	11.45
Word Processor III	12.79

Automatic Data Processing Occupations

Computer Data Librarian	8.35
Computer Operator I	10.14
Computer Operator II	12.44
Computer Operator III	14.52
Computer Operator IV	15.45
Computer Operator V	17.06
Computer Programmer I (1)	16.16
Computer Programmer II (1)	19.97
Computer Programmer III (1)	24.00
Computer Programmer IV (1)	27.61
Computer Systems Analyst I (1)	23.05
Computer Systems Analyst II (1)	25.26
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.81

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	15.42
Automotive Glass Installer	13.96
Automotive Worker	13.96
Electrician, Automotive	14.52
Mobile Equipment Servicer	12.79
Motor Equipment Metal Mechanic	15.09
Motor Equipment Metal Worker	13.96
Motor Vehicle Mechanic	16.10
Motor Vehicle Mechanic Helper	12.26
Motor Vehicle Upholstery Worker	13.38
Motor Vehicle Wrecker	13.96
Painter, Automotive	14.52
Radiator Repair Specialist	13.96
Tire Repairer	12.36
Transmission Repair Specialist	15.09

Food Preparation and Service Occupations

Baker	11.09
Cook I	10.17

Cook II	11.09
Dishwasher	8.41
Food Service Worker	8.41
Meat Cutter	11.09
Waiter/Waitress	8.83

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	15.00
Furniture Handler	11.53
Furniture Refinisher	14.52
Furniture Refinisher Helper	12.26
Furniture Repairer, Minor	13.38
Upholsterer	14.52

General Services and Support Occupations

Cleaner, Vehicles	8.41
Elevator Operator	8.41
Gardener	10.17
House Keeping Aid I	8.41
House Keeping Aid II	8.86
Janitor	8.86
Laborer, Grounds Maintenance	8.83
Maid or Houseman	7.94
Pest Controller	12.17
Refuse Collector	9.67
Tractor Operator	10.28
Window Cleaner	8.83

Health Occupations

Dental Assistant	11.15
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.48
Licensed Practical Nurse I	9.99
Licensed Practical Nurse II	11.22
Licensed Practical Nurse III	12.54
Medical Assistant	10.38
Medical Laboratory Technician	13.47
Medical Record Clerk	11.36
Medical Record Technician	12.93
Nursing Assistant I	8.10
Nursing Assistant II	8.30
Nursing Assistant III	10.17
Nursing Assistant IV	11.43
Pharmacy Technician	11.63
Phlebotomist	12.23
Registered Nurse I	16.36
Registered Nurse II	20.00
Registered Nurse II, Specialist	20.00
Registered Nurse III	21.21
Registered Nurse III, Anesthetist	24.21

Registered Nurse IV

29.01

Information and Arts Occupations

Audiovisual Librarian	19.32
Exhibits Specialist I	16.53
Exhibits Specialist II	20.10
Exhibits Specialist III	25.61
Illustrator I	16.46
Illustrator II	20.10
Illustrator III	25.61
Librarian	17.46
Library Technician	11.00
Photographer I	11.36
Photographer II	13.07
Photographer III	15.89
Photographer IV	20.24
Photographer V	22.31

Laundry, Dry Cleaning, Pressing and Related Occupations

Assembler	6.84
Counter Attendant	6.84
Dry Cleaner	7.55
Finisher, Flatwork, Machine	6.84
Presser, Hand	6.84
Presser, Machine, Drycleaning	6.84
Presser, Machine, Shirts	6.84
Presser, Machine, Wearing Apparel, Laundry	6.84
Sewing Machine Operator	8.72
Tailor	8.52
Washer, Machine	7.15

Machine Tool Operation and Repair Occupations

Machine-Tool Operator (Toolroom)	14.52
Tool and Die Maker	16.72

Material Handling and Packing Occupations

Forklift Operator	12.18
Fuel Distribution System Operator	13.24
Material Coordinator	13.69
Material Expediter	13.69
Material Handling Laborer	9.68
Order Filler	10.73
Production Line Worker (Food Processing)	12.42
Shipping Packer	11.95
Shipping/Receiving Clerk	11.09
Stock Clerk (Shelf Stocker, Store Worker II)	12.71
Store Worker I	10.90
Tools and Parts Attendant	12.58
Warehouse Specialist	12.58

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	17.91
Aircraft Mechanic Helper	14.55
Aircraft Quality Control Inspector	18.53
Aircraft Servicer	15.88
Aircraft Worker	16.57
Appliance Mechanic	14.52
Bicycle Repairer	12.36
Cable Splicer	17.14
Carpenter, Maintenance	14.52
Carpet Layer	14.15
Electrician, Maintenance	18.11
Electronics Technician, Maintenance I	14.15
Electronics Technician, Maintenance II	16.43
Electronics Technician, Maintenance III	17.85
Fabric Worker	13.65
Fire Alarm System Mechanic	15.16
Fire Extinguisher Repairer	13.13
Fuel Distribution System Mechanic	15.59
General Maintenance Worker	13.96
Heating, Refrigeration and Air Conditioning Mechanic	15.09
Heavy Equipment Mechanic	15.26
Heavy Equipment Operator	15.09
Instrument Mechanic	17.35
Laborer	10.21
Locksmith	14.52
Machinery Maintenance Mechanic	16.43
Machinist, Maintenance	15.16
Maintenance Trades Helper	12.58
Millwright	17.54
Office Appliance Repairer	14.66
Painter, Aircraft	14.66
Painter, Maintenance	14.52
Pipefitter, Maintenance	16.28
Plumber, Maintenance	15.34
Pneumatic Systems Mechanic	15.16
Rigger	16.50
Scale Mechanic	14.15
Sheet-Metal Worker, Maintenance	15.20
Small Engine Mechanic	13.96
Telecommunication Mechanic I	17.89
Telecommunication Mechanic II	20.65
Telephone Lineman	17.93
Welder, Combination, Maintenance	16.05
Well Driller	15.16
Woodcraft Worker	15.16
Woodworker	12.87

Miscellaneous Occupations

Animal Caretaker	9.26
Carnival Equipment Operator	9.75
Carnival Equipment Repairer	11.17
Carnival Worker	8.41
Cashier	7.31
Desk Clerk	8.14
Embalmer	16.57
Lifeguard	9.42
Mortician	17.93
Park Attendant (Aide)	11.84
Photofinishing Worker-(Photo Lab Tech., Darkroom Tech)	8.50
Recreation Specialist	12.18
Recycling Worker	11.26
Sales Clerk	8.50
School Crossing Guard (Crosswalk Attendant)	9.68
Sport Official	8.50
Survey Party Chief (Chief of Party)	10.58
Surveying Aide	7.01
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	9.61
Swimming Pool Operator	11.55
Vending Machine Attendant	11.68
Vending Machine Repairer	13.28
Vending Machine Repairer Helper	11.68

Personal Needs Occupations

Child Care Attendant	7.52
Child Care Center Clerk	9.95
Chore Aid	7.94
Homemaker	11.08

Plant and System Operation Occupations

Boiler Tender	17.14
Sewage Plant Operator	14.66
Stationary Engineer	17.14
Ventilation Equipment Tender	12.58
Water Treatment Plant Operator	14.52

Protective Service Occupations

Alarm Monitor	12.35
Corrections Officer	11.87
Court Security Officer	12.33
Detention Officer	12.21
Firefighter	12.89
Guard I	8.78
Guard II	13.94
Police Officer	14.75

Stevedoring/Longshoremen Occupations

Blocker and Bracer	16.99
Hatch Tender	14.77
Line Handler	14.77
Stevedore I	16.28
Stevedore II	17.65

Technical Occupations

Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	15.11
Archeological Technician II	16.94
Archeological Technician III	20.94
Cartographic Technician	20.37
Civil Engineering Technician	14.65
Computer Based Training (CBT) Specialist/ Instructor	23.46
Drafter I	14.64
Drafter II	15.72
Drafter III	19.12
Drafter IV	24.35
Engineering Technician I	13.38
Engineering Technician II	15.52
Engineering Technician III	17.85
Engineering Technician IV	21.73
Engineering Technician V	27.67
Engineering Technician VI	30.49
Environmental Technician	18.22
Flight Simulator/Instructor (Pilot)	22.34
Graphic Artist	19.07
Instructor	19.65
Laboratory Technician	14.93
Mathematical Technician	16.76
Paralegal/Legal Assistant I	13.92
Paralegal/Legal Assistant II	17.06
Paralegal/Legal Assistant III	20.88
Paralegal/Legal Assistant IV	25.25
Photooptics Technician	16.56
Technical Writer	22.80
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	17.17
Weather Observer, Senior (3)	19.04
Weather Observer, Upper Air (3)	17.17

Transportation/ Mobile Equipment Operation Occupations

Bus Driver	12.64
Parking and Lot Attendant	7.06
Shuttle Bus Driver	10.91
Taxi Driver	8.37
Truckdriver, Heavy Truck	13.59
Truckdriver, Light Truck	10.10
Truckdriver, Medium Truck	15.01
Truckdriver, Tractor-Trailer	13.59

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: (Guam): 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 3 weeks after 5 years; and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) ~~APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:~~ An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ******Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

Attachment J-6

Collective Bargaining Agreement

AGREEMENT
BETWEEN
OMNI-CUBE, L.L.C.
AND
INTERNATIONAL UNION
UNITED PLANT GUARD WORKERS OF AMERICA
(UPGWA)
AND ITS
AFFILIATED LOCAL 711
FOR
SECURITY EMPLOYEES
AT THE
JOHN C. STENNIS SPACE CENTER
HANCOCK COUNTY, MISSISSIPPI
EFFECTIVE MARCH 10, 2000 ✓
EXPIRES MAY 6, 2003 ✓

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AGREEMENT

This agreement is entered into by and between OMNI-Cube, L.L.C. and its successors and assigns (hereinafter called the "Company" or "Employer") and the International Union, United Plant Guard Workers of America (UPGWA) and its affiliated Local No. 711 (hereinafter referred to as the "Union").

ARTICLE 1

EQUAL EMPLOYMENT OPPORTUNITY

Section 1.1. The parties hereto agree that there will be no discrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, or membership or non-membership in any labor organization, as provided by law. The Company shall give due consideration to qualified Vietnam era veterans and to handicapped individuals as provided by law.

Section 1.2. Where the masculine gender is used herein, it shall refer also to the feminine gender as vice versa.

ARTICLE 2

PURPOSE OF THE AGREEMENT

It is the intent and purpose of the Company and the Union that this Agreement shall promote and improve industrial and economic relations between the Company and its employees, and to set forth provisions with respect to rates of pay, wages, hours of work and other conditions of employment covering employees of the Company, and to provide a peaceful method of adjusting grievances that may arise in the course of employment between the Employer and the employees with respect to wages, hours, and other conditions of employment and to provide for an orderly collective bargaining relationship between the Company and the Union.

ARTICLE 3

RECOGNITION AND EXCLUSIVE REPRESENTATION

Section 3.1. The Company recognizes the INTERNATIONAL UNION, UNITED PLANT GUARD WORKERS OF AMERICA (UPGWA) and its affiliated Local No. 711, as the sole and exclusive bargaining representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment, for the employees of the Company as described in Section 3.2 of this Article and in accordance with the National Labor Relations Act, as amended.

Section 3.2. For the purpose of this Agreement, the term "Employee" shall include all guard employees including security dispatchers and part-time guard employees employed by OMNI-Cube, L.L.C. at the John C. Stennis Space Center in Hancock County, Mississippi, excluding all other employees including office and clerical employees and supervisors as defined in the Act.

ARTICLE 4

UNION SECURITY - DUES DEDUCTIONS

Section 4.1. For the convenience of the Union and the employees who are members of the Union, the Company agrees to deduct the initiation fee and the regular monthly union dues from the pay of such employee who authorizes such deduction as provided for herein.

Section 4.2. An employee who desires the union dues to be deducted from his pay shall submit to the Company a fully executed authorization card, as approved by the parties, assigned by said employee, from whom wage deductions are to be made as provided for herein.

Section 4.3. Deductions shall be made monthly for the accrued regular monthly dues of each employee in the bargaining unit, for whom the above authorization has been received, beginning with the pay for the first full pay period beginning in each month following the month in which an employee's authorization is received and deduction shall continue in like manner monthly thereafter.

Section 4.4. The Union accepts all responsibility for the authenticity of each of said authorizations and any said authorizations which are incomplete or in error shall be disregarded by the Company. Authorizations which are incomplete or in error will be returned to the Union, immediately for correction. The Union shall indemnify and hold the Company harmless against any claims, demands, lawsuits, or other form of liability that may arise out of or by reason of action taken by the Company in making payroll deductions as herein provided or in complying with this Union Security Article.

Section 4.5. In cases where deductions for dues are made from the pay of any employee who has previously paid such dues, the Union will make refund directly to such employee.

Section 4.6. Deductions shall be remitted to the designated Financial Officer of the Union not later than fifteen (15) days after deductions are made. The Company shall furnish the designated Financial Officer of the Union monthly with the record of those for whom deductions have been made.

Section 4.7. The authorization for dues deductions of any employee who is hereafter transferred to a classification outside the bargaining unit shall be automatically voided upon the effective date of such transfer.

ARTICLE 5

MANAGEMENT RIGHTS

Section 5.1. Except as expressly modified or excluded by a specific provision of this Agreement, all statutory and inherent managerial rights are retained and vested exclusively in the Company, including, but not limited to the right, in its sole and exclusive judgment and discretion to: determine the qualifications for employees; hire; determine the number, location, and types of posts; direct the workforce and manage the business; assign work and work locations; discontinue any posts temporarily or permanently; assign, promote, demote, layoff, recall, and transfer employees; discipline, suspend and/or discharge employees for just cause; remove employees from duty because of lack of work or for other legitimate reasons; maintain order, efficiency and capability of employees in operations; determine the composition and number of shifts and the starting and ending times of each shift; introduce any new or improved methods or facilities; make and amend reasonable rules and regulations as necessary or desirable and require employees to observe said rules and regulations; and select individuals in its sole discretion for promotion to supervisory/managerial positions.

Section 5.2. The above rights of management are not inclusive of all manners or rights which belong to management. Any other rights, powers or authority the Company had prior to signing this Agreement are retained by the Company, except those which violate express provisions of this Agreement.

ARTICLE 6

STRIKES AND LOCKOUTS

Section 6.1. The Union and all employees agree that during the life of this Agreement, there will be no secondary boycotts, strikes, work stoppages, slow downs, picketing or other interruption of work. Any employee who engages in any of the above activity may be subject to immediate discharge or other disciplinary action.

Section 6.2. The Company agrees there will be no lockout of employees during the life of this Agreement.

ARTICLE 7

HOLIDAYS

Section 7.1. Full-time employees covered by this Agreement shall be paid straight-time pay for eight (8) hours for each of the following Holidays on which they are not required to work:

NEW YEAR'S DAY
 MARTIN LUTHER KING'S DAY
 PRESIDENTS DAY
 MEMORIAL DAY
 FOURTH OF JULY
 LABOR DAY

COLUMBUS DAY
 VETERAN'S DAY
 THANKSGIVING DAY
 CHRISTMAS DAY
 EMPLOYEE'S BIRTHDAY

Section 7.2. The above-designated holidays will be paid as follows:

a. The permanent Desk Sergeant/Dispatcher will receive holiday pay on the calendar day on which they fall.

b. All other employees covered by this Agreement (to include the relief Desk Sergeant/Dispatchers) will receive holiday pay on the day the holiday is observed by the client.

Section 7.3. In addition to the Holidays listed in Section 7.1, full-time employees shall be granted any Holiday that is designated by the U.S. Government as a holiday, or other day which federal employees are not required to report to work under Presidential Proclamation and will be paid as provided in this Article, provided the Company receives approval for reimbursement for the Holiday from NASA.

Section 7.4. An employee who is required to work on a Holiday shall receive eight (8) hours of holiday pay at his straight time rate. In addition, he shall be paid at the rate of one and one-half (1 ½) times his straight time rate for all hours worked on the holiday. Part-time employees (not eligible for holiday pay) shall receive pay at the rate of time and one-half (1 ½) times their straight time rate as full compensation for all hours worked on the holiday.

Section 7.5. In order to be eligible for Holiday pay as provided in Section 7.1 above, an employee must have been on pay status during the work week in which the Holiday falls and must have worked his last scheduled workday prior to and his next scheduled workday after such Holiday, unless his absence is excused by the Company.

Section 7.6. If a holiday falls within an employee's vacation period, the employee shall receive regular holiday pay in addition to vacation pay.

Section 7.7. An employee eligible as provided in this Article to receive holiday pay who is scheduled to work on a holiday and refuses or fails to report to work without reasonable cause, as determined by the Company, shall not receive holiday pay.

Section 7.8. When an employee's Birthday falls on an otherwise designated holiday as provided in this Agreement, he shall receive holiday pay for his birthday in addition to holiday pay for the holiday. The employee's birthday is defined as the employee's date of birth.

Section 7.9. Time paid for but not worked as a Holiday shall not be considered as time worked for the purpose of computing weekly overtime.

ARTICLE 8

ASSIGNMENT OF WORK

An employee assigned to work in another classification in the bargaining unit on a temporary basis for the convenience of the Company shall continue to receive his regular hourly rate, unless such work is in a higher paying classification, in which case he shall receive the higher rate of pay for all hours worked in the higher classification.

ARTICLE 9

BULLETIN BOARDS

Section 9.1. The Company agrees to provide a glass enclosed bulletin board in building 2201 (Briefing Room) for the use of the Union for the following purposes:

- (A) - Notice of Union Meetings.
- (B) - Notice of Union Elections and Results.
- (C) - Notice of Union Appointments.
- (D) - Any other notice deemed necessary for communication with union members.

Section 9.2. Prohibited use of glass enclosed Bulletin Board provided by the Company:

- (A) - Anti-Company related notices.
- (B) - Anti-Client or Government related notices

ARTICLE 10

LEAVES OF ABSENCE

Section 10.1. Employees elected or selected to full-time jobs in the Union, which take them from their employment with the Company, shall, upon written request to the Company, receive a leave of absence, without pay or benefits, for a period of one (1) year or less. Upon completion of their leaves of absence, they shall be reinstated at the wage rates existing at the time of their return, providing work is available to them or for them according to their seniority. Seniority shall be retained and shall accumulate during such leave.

Section 10.2. A leave of absence without pay for a period of up to thirty (30) calendar days may be granted by the Company to not more than two (2) employees at any one time for personal reasons without loss of seniority or benefits. Such leave may be extended an additional thirty (30) days without loss of seniority or accrual of vacation and sick leave, but

the employee shall be required to pay 100% of the cost to continue any insurance during the extended period of leave. An employee is limited to one (1) leave of absence under this section per calendar year. This provision is not applicable for a one day leave of absence. The leave of absence must be requested in writing and the Company shall approve/disapprove in writing.

Section 10.3. Employees who have worked for the Company or on the contract for at least one (1) year are eligible for an unpaid leave of absence up to twelve (12) weeks in accordance with the Family and Medical Leave Act of 1993. The Company will continue to pay the Company share of any medical or dental premiums during the time of this leave; the employee shall continue to pay his share of any premiums. There shall be no loss of seniority while an employee is on Family & Medical Leave.

Section 10.4. Leave of absence without pay will be granted to not more than two (2) employees at a time to attend regional, state, or national conventions of the Union each year. There will be no loss of seniority while on such leave.

Section 10.5. Employees are eligible for a leave of absence in accordance with applicable federal and state law when called to active military duty or for required annual training in the United States Armed Services, Reserves, or National Guard. The employee shall furnish the Company a copy of his military orders at the time the leave of absence is requested. Such leave is unpaid, except that the Company will reimburse the difference between the employee's straight time pay and military pay for up to two (2) weeks of required annual training per year.

Section 10.6. Leave of absence shall be granted to employees who are summoned for jury duty or subpoenaed as a witness. Any employee summoned to jury duty or subpoenaed as a witness shall present the summons or subpoena to the Company in a timely manner. Employees shall be compensated based on the difference between the jury or witness pay and their regular straight time rate for up to eight (8) hours for each scheduled work day missed, up to a maximum of ten (10) days per calendar year. Employees will be required to produce evidence that they were called and required to serve on a jury or as a witness on the days for which compensation is requested. If subpoenaed as a witness for the Company, the employee will be paid regardless of the time.

Section 10.7. In the event of death in the immediate family of an employee, he will be granted three (3) days' emergency leave at his regular rate of pay (not to exceed a total of twenty four (24) hours of pay), not including such employee's days off. If the Company requests, the employee must furnish acceptable evidence of death and relationship of the deceased to the employee. Immediate family shall be defined as the employee's parents, spouse, children, brothers, sisters, grandparents, grandchild, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law.

Section 10.8. In addition, the Company will grant an employee three (3) days of unpaid emergency leave in the event of the death of the grandparents, aunts and uncles of the employee's spouse or domestic partner. If the Company requests, the employee must furnish acceptable evidence of the death and relationship of the deceased to the employee's spouse or domestic partner.

Section 10.9. An employee who is unable to report to work because of illness or injury, shall retain his seniority for one (1) year, except that he shall be subject to layoff according to his seniority.

Section 10.10. Except as otherwise herein provided, it is agreed by the parties that there shall not be any loss of seniority while employees are on such leaves of absence as provided for in this Article, however employees shall not accrue vacation or sick leave or receive holiday pay during any leave of absence that extends beyond thirty (30) days. An employee who is on a leave of absence that exceeds thirty (30) days must pay the entire cost of any health insurance premium (Company and employee share) he wishes to continue during the absence, except that the Company shall continue to pay the Company share of medical and dental premiums for an employee who is on Family & Medical Leave for up to twelve (12) weeks or as otherwise provided by federal or state law.

Section 10.11. No employee will engage in employment with another employer while on a leave of absence as provided for herein.

Section 10.12. Any employee who has been on a leave of absence due to the employee's own serious health condition for three (3) days or more will present a doctor's certificate stating the employee's fitness to return to work. The employee may be required to report to the Company's designated physician for certification of fitness to return to work. In the event of a difference of opinion between the employee's doctor and the Company's doctor, a third doctor will be selected by the Company and the employee to determine the employee's fitness to return. The employee and the Company will share the cost of the third doctor equally. The opinion of the third doctor will be final and binding on the Company and the employee.

Section 10.13. Employees may be granted two (2) unpaid Personal Days per month, subject to approval by the Project Manager or on-duty shift captain. Personal days may be taken in four (4) hour increments, but no more than eight (8) hours in duration for a total of sixteen (16) hours per month. Personal days will not accrue from year to year or month to month. Employees are not required to exhaust all available sick leave or vacation leave, but may not substitute sick or vacation leave once a personal day is requested and granted. Personal days will not be granted at the time requested if overtime will be required to fill the employee's absence. When requesting personal days, the employee will give the Company no less than two (2) hours prior notice, but not more than eight (8) hours notice. No more than two (2) people per shift may be approved for personal days at any one time. Personal days are exempt from Section 10.11.

Section 10.14. In the event an employee is scheduled for a leave of absence for thirty (30) days or more, the vacancy will be filled in accordance with Section 13.10.

ARTICLE 11

VACATIONS

Section 11.1. All full-time employees who have been employed on a full-time basis at the Stennis Space Center Facility, Hancock County, Mississippi as a guard shall accrue vacation per pay period at a rate that is in accordance with the following schedule:

One (1) year, but less than five (5)	Two (2) weeks (80 hours).
Five (5) years, but less than eight	Three (3) weeks (120 hours).
Eight (8) years or more	Four (4) weeks (160 hours).

Section 11.2. The pay for each week of vacation shall be equal to the employee's regular weekly wage, that is, forty (40) hours' pay at his straight-time rate.

Section 11.3. Vacation preferences shall be submitted to the Company for approval and employees with the greatest seniority will be given first choice in selecting the time of their vacation. The Company will attempt to honor as many vacation requests as possible, but the Company retains the right to approve or disapprove vacations in accordance with the orderly operation of the business. Vacation may be taken one day at a time.

Section 11.4. Employees may carry over up to one (1) year's accrued but unused vacation hours from one year to the next year. Employees may request a cash-out of all unused vacation hours once per year during the pay period immediately following their anniversary date. If a cash out is not requested, all accrued vacation in excess of one (1) year's accrued leave will automatically be cashed out. Cash out of vacation hours will not be allowed at any other time during the year.

Section 11.5. Employees who have completed one year of service and who are laid off, or who discontinue service with the Company for any reason other than a discharge for theft, shall be paid their accrued vacation at the time of such job severance.

ARTICLE 12

SICK LEAVE

Section 12.1. Each full-time employee is eligible for up to one hundred four (104) hours of paid sick leave per year, which will accrue at the rate of four (4) hours per bi-weekly pay period.

Section 12.2. Compensation for lost time as provided above shall be paid on regular pay days following the absences.

Section 12.3. At the end of each contract year, employees may carry over up to 104 hours of sick leave into the next contract year or submit a request in writing for a cash out. Accrued sick leave in excess of 104 hours will be paid automatically to the employee at the end of the contract year.

Section 12.4. An employee shall notify the Supervisor on duty at least two (2) hours before the employee's scheduled starting time for work that he will be absent due to sickness or injury, except in the case of extenuating circumstances.

Section 12.5 An employee who is absent for three (3) calendar days or more shall notify the supervisor on duty at least twenty-four (24) hours in advance of his shift that he intends to return to work so as to permit proper scheduling of the work force.

Section 12.6. In addition to absences caused by the employee's illness or injury, the Company may charge an employee's absence to sick time or pay off sick leave under the following conditions, provided however, the employee has sick time available:

- (a) Employee leaves the service of the Company.
- (b) Employee is terminated for just cause, other than theft.
- (c) Employee has more sick hours accrued than allowed by contract, at the end of the contract year.
- (d) Employee leaves during his shift causing an overtime situation.
- (e) Employee fails to report to his scheduled shift, causing an overtime situation.
- (f) Any unexcused absence that causes overtime.

ARTICLE 13

SENIORITY

Section 13.1. Seniority is defined as an employee's total length of continuous service as a full time guard in the bargaining unit at The John C. Stennis Space Center.

Section 13.2. Promotions in the bargaining unit will be made on the basis of seniority and the ability to perform the job, but if two (2) employees are equal in ability, the senior employee will be given the promotion. Employees passed over will be given the reason for being passed over, at their request.

Section 13.3. Layoff due to reduction in force and any subsequent recall shall be on the basis of seniority, provided the senior employee has the qualifications and ability to perform the work. The employee with the least seniority shall be laid off first. Recall from layoff will be the inverse order of layoff.

Section 13.4. Any full time employee who is laid off for lack of work will receive two (2) weeks notice or two (2) weeks pay in lieu of such notice. It shall be the responsibility of the laid off employee to keep the Company notified of any change in address. Employees who have been laid off shall have recall rights for a period of eighteen (18) months and shall retain

their accumulated seniority while on layoff, but will not continue to accrue seniority during the period of layoff.

Section 13.5. An employee who is given a notice of recall after a layoff shall notify the Company of his intent to return to work within twenty-four (24) hours, excluding Saturdays, Sundays, and holidays, after receipt of the notice is sent to his last known address by certified mail, return receipt requested. Such recall shall be made prior to hiring new employees if the laid off employee is able to return to work within three (3) days after such notice is provided for above, unless such time is extended by mutual consent

Section 13.6. If an employee who is promoted within the bargaining unit is found not capable of performing the job during the first ninety (90) days, he shall revert to his former classification without loss of seniority once a replacement has been identified and trained. An employee may also voluntarily elect to revert back to his former classification without loss of seniority. However, if an employee chooses to revert back to his former classification, he shall not be considered again for a higher classification job for one (1) year.

Section 13.7. An employee in the bargaining unit who is promoted to a supervisory position over bargaining unit employees shall retain that seniority which he had at the time of his promotion for a probationary period of ninety (90) days. If the Company chooses to return said employee into the bargaining unit within the ninety (90) day probationary period, he will return to a job which his retained seniority entitles him; however, if the promoted employee wishes to remain in the supervisory position and works one (1) day past the probationary date of said employee's promotion to a supervisory position, then said employee will no longer retain any seniority in the bargaining unit. A promoted employee may voluntarily elect to revert back to his former classification in the bargaining unit only during the first thirty (30) days after his promotion.

Section 13.8. During the first one hundred twenty (120) days an employee is employed, he shall be regarded as a probationary employee and shall have no seniority rights whatsoever; however, after the employee has completed one hundred twenty (120) days of employment, his seniority shall accrue from the most recent day of hire by the Company. While an employee is a probationary employee, he may be disciplined or discharged by the Company without recourse to the grievance procedure. Part-time employees shall have no seniority rights whatsoever.

Section 13.9. The Company agrees to prepare seniority lists covering present employees, a copy of which will be furnished to the Union and a copy posted on the bulletin board. Revised seniority lists shall be prepared and furnished to the Union at the expiration of each six (6) month period thereafter; however, they will be furnished more often if as many as five (5) employees are deleted or added to the seniority list. It is the Union's duty to resolve any dispute between employees covered by this Agreement as to their respective seniority and to advise the Company of the resolution thereof.

Section 13.10. Should a vacancy occur on any shift, the following procedure will be used in filling that vacancy:

- (a) The senior employee who desires the shift and days off due to said vacancy will be given his preference to the shift and available days off, provided he notifies the security captain in writing, following the guidelines as set forth in this article.
- (b) All shift bids for days off will be restricted to the initial vacancy. If an employee is absent for any reason at which time a vacancy occurs on a shift, three (3) attempts on three (3) separate days (1st, 3rd, and 5th) will be made to contact said individual concerning the vacancy. If the individual cannot be contacted, he forfeits his right to bid on the vacancy.

All vacancies occurring on a shift shall be posted for five (5) calendar days. In filling a vacancy, the Company will allow no more than two (2) moves to fill a vacancy and thereafter, the Company retains the right to fill the vacancy at its option. To be eligible for a vacancy, an employee must bid for the shift in writing before the five (5) calendar days have expired. In making such transfer, it shall not result in overtime that would not ordinarily have been worked. In applying this Section 13.10, it is understood consideration will be given to maintaining the necessary experience and capabilities on each of the shifts and in doing so, if necessary, the least senior employee on each shift capable of performing the job, may be transferred to another shift for the sole purpose of maintaining the necessary experience and capabilities of the designated shift.

Section 13.11. An employee who has been laid off from full-time status, but is retained as a part-time employees-time employee shall retain his full time seniority date strictly for the purpose of computing continuous service with the Company and to reconcile any seniority disputes which may arise between employees. If the employee is laid off and no work is available to him as a part-time employee, then the employee has recall rights for eighteen (18) months as provided in Section 13.4. Under no circumstances can it be construed that an employee in part-time status has any rights to benefits provided to full time employees contained in the CBA.

Section 13.12. An employee shall lose his seniority if he:

- (a) Voluntarily quits;
- (b) Is discharged for just cause;
- (c) Does not return on time from a leave of absence granted under Article 10 hereof;
- (d) Fails while on layoff, upon receipt of notice from the Company that work is available, to report to the Company his availability for work within twenty-four (24) hours;
- (e) Fails, while on layoff, upon notice from the Company that work is available to report to the Company for work within three (3) working days unless such time is extended;
- (f) Transfers out of the bargaining unit, except as provided in Sections 13.6 and 13.7 of this Article;
- (g) Is absent for two (2) consecutive working days without notifying the Company, except in the case of a verifiable emergency.
- (h) Is awarded compensation for a permanent total disability due to injury or illness as defined by the insurance carrier, Social Security Administration, or VA.

- (i) Has not worked for the Company for one (1) year for any reason, except as provided in Article 13.4 for employees awaiting recall.

Section 13.13. No employee that has been awarded a shift bid may trade with another employee until at least sixty (60) days from the date of the actual transfer of the awarded bid.

Section 13.14. Bargaining unit employees may, and are encouraged to, apply for supervisory or managerial positions outside the bargaining unit. However, the Company retains the right to fill the position at its own discretion from inside or outside the bargaining unit.

Section 13.15. Dispatcher/Desk Sergeants shall have seniority among themselves. Any vacancy that becomes available in the Dispatcher/Desk Sergeant position shall be filled by the senior Dispatcher/Desk Sergeant who desires the vacancy.

Section 13.16. Any employee may request in writing to the Company to revert back to a part-time status, provided there is work available to the employee as a part-time employee. The employee will be placed in the lowest seniority position available to him in the part-time ranks. If the Company grants the employee his request, the employee will not retain any seniority rights within the full time ranks, as provided for in the CBA. The employee's return to a full time status will be provided for in Section 23.7.

ARTICLE 14

HOURS OF WORK AND OVERTIME

Section 14.1. The work day shall be from the beginning of the employee's regular shift to the beginning of the same shift on the next day.

Section 14.2. The work week shall begin at 0001 hours on Saturday and end at 2400 hours the following Friday (168 hours later).

Section 14.3. The normal basic hours of work for employees covered by this Agreement shall be eight and one-half (8.5) hours per day and forty-two and one-half (42.5) hours per week; however, nothing herein shall be construed as a guarantee of hours.

Section 14.4. Days off for full-time employees shall be consecutive wherever reasonably possible.

Section 14.5. Work schedules shall be posted ten (10) days prior to the beginning date, if possible, for the following twenty-eight (28) day period. Employees may mutually agree to exchange schedules, provided the Company approves.

Section 14.6. When it is necessary for an employee to work unscheduled hours, he shall not be laid off during his regular schedule to offset overtime. He shall be permitted to work his regular scheduled days as if no work was performed outside his schedule.

Section 14.7. In addition to Section 14.8, the Company shall allow an overtime list of those full time employees requesting to be called for available overtime when no part-time employees are available; and a separate list will be maintained for the full time employees not wishing to be utilized for casual overtime.

a. The overtime list being allowed is contingent on the following conditions:

- (i) More than one (1) employee on a particular shift request to be on the overtime shift.
- (ii) Full time employees sign an agreement to be on the overtime list. List to be maintained by the Shift Captains.
- (iii) Employees on the overtime list may request to be taken off the list at any time, but will not be allowed to return to the overtime list for sixty (60) days.
- (iv) Overtime hours will be maintained for three (3) month periods, referred to as quarters. At the end of each quarter, all overtime hours worked or refused will be removed from the overtime list and all employees on the list will begin the new quarter with zero (0) hours.

b. The Company may supersede the Overtime List if:

- (i) Less than two (2) employees on a particular shift remain on the overtime list, in which case all full time employees will be considered in accordance with Article 14.8.
- (ii) A national emergency, natural disaster or any condition that requires the Company to use demand overtime exists.
- (iii) All employees on the overtime list are unavailable to work the overtime. Then, the available overtime will be filled in accordance with Section 14.8; however, nothing contained herein shall be construed that any full time employee, provided he is not on the refusal list, has relinquished his right to refuse or accept the available overtime, as provided for in Section 14.11.

Section 14.8. It is understood that the Company may first attempt to fill any scheduled or unscheduled absence with a part-time employee to avoid overtime. However, if the absence can only be filled at an overtime rate, it shall be distributed among employees as equally as possible. When an absence occurs that will cause overtime, the following procedure will be followed:

- (a) Full-time employees on the overtime list who are scheduled to work the succeeding shift will be offered the opportunity to report to work four (4) hours early.

(b) Should all full time employees on the overtime list on the succeeding shift decline the overtime, then the scheduled part-time employees on the succeeding shift may be offered the opportunity to report four (4) hours early.

(c) Should all full-time employees on the overtime list and scheduled part-time employees on the succeeding shift refuse the available overtime, then the full-time employee on the overtime list on the preceding shift will be offered the opportunity to work eight (8) hours overtime.

(d) The Company is then only obligated to call full time employees on the overtime list on their scheduled days off for eight (8) hours overtime only.

(e) If all full time employees on the overtime list on the scheduled days off refuse the overtime, then the Company may offer eight (8) hours or four (4) hours overtime to a part-time employee working the succeeding or preceding shift, or to a part-time employee who has worked out for the week and are on their scheduled off days; however, no employee will be forced to work sixteen (16) hours in succession.

(f) In the event a full time employee on the overtime list on the succeeding shift desires to report four (4) hours early for this overtime, then full time employees on the preceding shift on the overtime list will be offered the opportunity to work four (4) hours over. If the full time employees on the preceding shift on the overtime list refuse the available overtime, then a part-time employee on the preceding shift may be offered the opportunity to work four (4) hours over.

(g) Should all full time employees on the overtime list refuse the available overtime, then scheduled full time employee, not on the refusal list, on the succeeding and preceding shifts will be offered the opportunity to report four (4) hours early or four (4) hours over respectively.

(h) Should all full time employees refuse the available overtime, then the full time employees on the overtime list on the succeeding and preceding shift with the least amount of overtime worked or offered, will be forced to work.

(i) Should full time employees on the overtime list be unavailable, then the full time employees not on the refusal list on the succeeding and preceding shift with the least amount of overtime worked or offered, will be forced to work.

(j) In any case, the full time employee with the least amount of overtime, worked or offered, will be offered the overtime first. Should the full time employee's time be equal, the senior full-time employee will be asked first. Should a full time employee be forced to work, and the full time employee's time be equal, the least senior full time employee will be forced to work. It is understood that those employees requesting in writing, not to be utilized for overtime, may still be utilized in the event of demand overtime.

Section 14.9. Any employee called in to work at a time other than his normal shift will be guaranteed four (4) hours work or four (4) hours pay at the applicable hourly rate. A call-

out is considered to be after an employee has completed his normal shift and has punched out and departed from Building 2201.

Whenever an off duty employee is called by a supervisor, or his designee, for available overtime, the supervisor, or his designee, must speak to the employee for the overtime to be accepted or refused.

Section 14.10. When an employee is scheduled and reports for work at his regular starting time, and upon instruction of his supervisor is not used, he shall be paid for four (4) hours at his regular rate of pay. This provision shall not apply in the event of work stoppage caused by a labor dispute of employees covered by this Agreement, or in case of a flood or disaster over which the Company has no control.

Section 14.11. The Company will maintain an up-to-date overtime roster showing the overtime hours worked or refused by employees. The overtime record shall be made available to employees on request, by the supervisor.

Section 14.12. Overtime rates of one and one-half (1 ½) times the regular rate of pay shall be paid:

- (a) For all time worked in excess of eight (8) hours in any one (1) work day or in excess of forty (40) hours in any one (1) work week.
- (b) For all time worked on a full-time employee's scheduled days off provided he has worked all of his other regularly scheduled hours during the week.
- (c) In the event of an emergency site closure declared by the Emergency Operations Center (EOC), due to weather related conditions, when employees not covered by this collective bargaining agreement are not required to report to work on a scheduled work day, and are compensated for lost wages; employees covered by the CBA who are scheduled for work and report to work during a site closure (as referenced above), will receive the overtime rate for all hours worked during the site closure.
- (d) For all hours worked on a Holiday.

Section 14.13. Where more than one (1) overtime rate is applicable to the same hours worked, the higher of the applicable overtime rates will be used. In no case will overtime payments be duplicated or pyramided for the same hours worked.

Section 14.14. Employees who perform work on the second (swing) shift shall be paid thirty cents (\$.30) per hour shift differential for each hour in addition to his regular base rate. Employees who perform work on the third (graveyard) shift shall be paid fifty cents (\$.50) per hour shift differential for each hour in addition to this regular base rate.

Section 14.15. The following hours shall be counted as time worked for the purpose of computing overtime – sick leave, vacation, funeral leave, jury duty, or duty as a witness.

Section 14.16. An employee who has been suspended for disciplinary reasons or who is on a leave of absence for more than five (5) days shall have the hours in the overtime book adjusted to reflect the average number of overtime hours worked by or offered to employees on his same shift who are on the overtime list.

ARTICLE 15

UNION REPRESENTATION

Section 15.1. The Union shall be represented by one (1) committeeman, and one (1) alternate per shift. The alternate committeeman shall act as committeeman only when the regular committeeman is absent.

Section 15.2. Committeemen will not be transferred off their regular shift without the permission of the involved employee.

Section 15.3. A written list of the Local Union Officers and Committeemen shall be submitted to the Company, as well as any changes in such list, as soon as such has been determined by the Union.

Section 15.4. Should the Union desire to discuss with the Company subjects not pertaining to grievances, disputes, interpretations or applications of the terms of this Agreement, a meeting with representatives of the Company will be arranged upon written request. An International Representative may also be present and participate in such meetings.

Section 15.5. The Company agrees that the authorized Union Representatives shall not be hindered, coerced, restrained or interfered with in the performance of their duties of investigating, presenting, and adjusting grievances as provided in the Agreement. In so doing, the Union Representatives shall not in any way neglect the performance of their assigned duties in order to adjust grievances.

Section 15.6. An employee who is called to an office or otherwise for the purpose of being disciplined or a reprimand may request a committeeman or the local Union President or Vice President and they will be sent for before any action is taken by the Company. If the Union President or Vice President is requested but is not readily available, the Union representative on duty will be called. If the employee refuses representation, the Union will be notified and advised prior to the discipline/reprimand meeting, the violation(s) of Company rules and regulations or the CBA, and the intent and scope of the aforementioned meeting.

Section 15.7. The Company shall pay up to four (4) negotiators representing the Union at their straight time rate for the time spent during the employee's normally scheduled work period while negotiating a collective bargaining agreement with the Company, up to a maximum of eight (8) hours per day for two (2) days.

ARTICLE 16

GRIEVANCE PROCEDURE

Section 16.1. A grievance is hereby defined as a dispute or controversy regarding the interpretation of or application of this Agreement. Any grievance arising between the Company and the Union or employee(s) represented by the Union shall be settled in the following manner.

Step 1. An employee or his committeeman having a complaint or grievance under this Agreement shall discuss the grievance with the Investigator/Day Shift Captain within ten (10) calendar days, or as soon as the employee had knowledge of the grievance or complaint, or else further processing is prohibited.

Step 2. If the matter is not resolved by the Investigator/Day Shift Captain by the next business day (excludes Saturdays, Sundays, and Holidays) after the Step 1 meeting, then the complaint or grievance shall be reduced to writing and submitted to the Investigator/Day Shift Captain or his designee within seven (7) calendar days after the Investigator/Day Shift Captain's response or, if no response, the date such response was due. Within five (5) calendar days from the receipt of such written grievance or complaint, the Investigator/Day Shift Captain or his designee shall submit his answer in writing to the aggrieved employee and the committeeman.

In reducing the grievance to writing, the following information shall be stated with reasonable clearness: The exact nature of the grievance, the act or acts complained of, by whom, and when they occurred, the identity of the employee or employees who claimed to be aggrieved, the provisions, if any, of this Agreement that the employee or employees claim the Company has violated, and the remedy sought.

Step 3. If the grievance is not resolved in Step 2, the Union may appeal the grievance by notifying the Project Manager or his designee in writing within five (5) calendar days after the Union receives the written answer from the Company in Step 2. Within ten (10) calendar days of such appeal, a meeting will be held between the Union's designated representatives and such management representatives as the Company may designate. In the event the grievance is not resolved at the Step 3 meeting, the Company representative will give a written answer to the grievance within five (5) calendar days from the date of the Step 3 meeting.

Step 4. If the grievance has been processed in accordance with the requirements of the aforesaid paragraphs and remains unsettled, the Union may

proceed to arbitration within ten (10) days after the receipt of the Company's answer in Step 3 above, in accordance with Article 17.

Section 16.2. No settlement of any grievance shall be deemed a precedent or admissible in any arbitration proceeding.

Section 16.3. It is a specific condition precedent to the processing of grievances that the time limits specified herein shall be strictly complied with and are jurisdictional unless waived mutually by the Union and the Company. Therefore, any grievance not originated and processed by the Union within the time limits and manner provided herein shall be considered settled on the basis of the decision which was not appealed by the Union, and the matter closed and final and binding on all parties and thereafter that particular grievance shall not be presented for consideration on more the basis for any character of action or proceeding by any employee or the Union under the Agreement or otherwise.

Section 16.4. For the purposes of this Article and Article 17, holidays recognized under this contract shall be excluded in computing time periods.

Section 16.5. Time limits set forth in this Article may be extended by mutual agreement in writing between the Project Manager or his designated representative and the Union President or his designated representative.

Section 16.6. The Agreement of the parties to arbitrate grievances not resolved in earlier steps applies only to grievances filed during the term of this Agreement, and the commitments of the parties to arbitrate shall expire with the expiration of this contract unless an extension is mutually agreed to in writing.

ARTICLE 17

ARBITRATION

Section 17.1. If no satisfactory settlement of a grievance results from the Grievance Procedure outlined in Article 16, the grievance may be taken to arbitration in the manner hereinafter provided.

Section 17.2. In the event of arbitration, the party desiring arbitration will meet with the other party within seven (7) calendar days from the date of notice of arbitration and attempt to mutually agree upon an arbitrator. If the parties cannot agree mutually on an arbitrator within seven (7) calendar days, they immediately will jointly write the Federal Mediation and Conciliation Service in Washington, D.C. for a list of seven (7) arbitrators from which the parties shall select an arbitrator to hear the case. If the panel is unacceptable to either party, a new panel shall be requested.

Section 17.3. Within fifteen (15) calendar days after receipt by the Company and the Union of the list of seven (7) arbitrators, the Union's designated representative and the Company's designated representative will select the arbitrator by alternately striking a name

from the list until only one (1) name remains and he will be the arbitrator to hear the case. The party to strike first shall be determined by the toss of a coin.

Section 17.4. The expenses and fees of the arbitrator, as well as, the other joint expenses of holding the arbitration, shall be borne equally by the Union and the Company; however, each party shall bear the expense of its own representatives, witnesses, and preparing and presenting its own case. The minutes of any arbitration case may be recorded by a qualified reporter if either party so requests. The party requesting that the minutes be recorded shall pay the cost of the recording of such reporter. However, if the other party desires a copy of the minutes so recorded he shall share the expense of the reporter.

Section 17.5. The jurisdiction and authority of the arbitrator and his opinion and award shall be limited to the interpretation of the written provisions of this Agreement. The arbitrator shall have no power to add to, subtract from, or in any way modify the terms of this Agreement. The arbitrator selected shall have no power or authority to substitute his judgment for that of the Company in cases where the Company has retained discretion or the right to act under this Agreement. In cases of discipline or discharge, the Arbitrator may reverse the action of the Company or modify the penalty imposed only if it is established by clear and convincing evidence that the Company's action was clearly arbitrary. In no case shall the imposition of a penalty provided in a written company rule or regulation be deemed arbitrary. The party contending that a violation has been committed shall bear the burden of proof and the burden of going forward in all cases, except those cases involving discharge. The decision of the arbitrator shall be final and binding upon the Company, Union and employee(s).

Section 17.6. The arbitrator shall not have authority or be empowered to grant extension or renewal of this Agreement.

Section 17.7. The Company shall not be required to pay back wages prior to the date a written grievance was filed with the Company. All awards of back wages shall be limited to the amounts of wages the employee would otherwise have earned from his employment with the Company during time periods as above defined, less any unemployment or other compensation that he may have received from any source during the period he was off from work.

ARTICLE 18

DISCIPLINE AND DISCHARGE

Section 18.1. No employee covered by this Agreement who has successfully completed his probationary period shall be disciplined or discharged except for just cause.

Section 18.2. Just cause for discharge or discipline may be, but is not limited to, failure to meet or maintain client requirements, violations of the Company's reasonable rules and regulations or other valid reasons. The Company has the right to amend or issue new Company Rules and Regulations at any time with due notification to the employees.

Section 18.3. An employee who is disciplined or discharged will be shown a copy of the Disciplinary Counseling Report (DCR). The employee is required to sign the DCR, but in doing so this does not mean that the employee agrees with the contents of the DCR, but only that he has read same. In imposing any disciplinary action on a current charge, the Company shall not take into account any written discipline occurring more than twelve (12) months previously. The Company shall not take into account any documented verbal counseling more than nine (9) months previously, unless the documented verbal counseling is for the same offense. An employee shall have the right to grieve on a DCR.

Section 18.4. There will be no harassment of the Employer or the Union by either Union or non-Union employees. Any report of any employees, Union or non-Union, making as a practice anti-union or anti-employer statements, or otherwise attempting to damage the relationship of the Company and the Union will be considered a proper basis for a grievance.

Section 18.5. An employee committing a minor infraction of Company rules or regulations, as determined by the Company, may be called to an office or otherwise for the purpose of a counseling session, to discuss the violation/s. The intent of such counseling meetings is to discuss the infraction with the employee and ways to correct the problem; also to discuss with the employee his past employment record. The employee shall have the right to request Union representation for such counseling session. The counsel session will be documented as a documented verbal counseling. However, no where herein contained can it be construed that a counsel session is the same as a written warning as provided for in Section 18.3. The employee is required to sign the documented verbal counseling, but in so doing, this does not mean the employee agrees with the contents of the counsel document, but only that he is in receipt of and has read same.

ARTICLE 19

UNIFORMS AND EQUIPMENT

Section 19.1. The Company will furnish sufficient issues of uniform shirts, trousers, (summer and winter) caps, gloves, jackets, rubber boots, top coats, rain coats and pants, and any other equipment excluding personal items of clothing which the Company requires employees to use in the performance of their duties.

Section 19.2. The Company will dry clean or launder shirts, trousers and top coats.

ARTICLE 20

WAGES

Section 20.1. The following rates of pay shall be effective on the dates indicated and thereafter for employees covered by this Agreement:

Guard	03/10/00	11/06/00	11/06/01	11/06/02
New Hire	\$ 8.69	\$ 8.95	\$ 9.17	\$ 9.40
6 months	\$ 9.45	\$ 9.73	\$ 9.97	\$10.22
12 months	\$11.19	\$11.53	\$11.82	\$12.16

Section 20.2. The Dispatcher/Desk Sergeant rate of pay will be the guard rate plus \$0.50 per hour.

Section 20.3. Part-time employees shall receive the guard rate plus \$0.40 per hour.

ARTICLE 21

GENERAL PROVISIONS

Section 21.1. Non-bargaining unit employees, including supervisory employees, shall not perform bargaining unit work except in the case of emergencies or for training employees.

Section 21.2. Pay days shall be bi-weekly, every other Friday. The Company reserves the right to change pay periods or paydays for legitimate business reasons, provided the Union and employees are given at least three (3) weeks' notice of the change.

Section 21.3. If it is reasonably impossible for an employee to vote on his own time, the Company shall allow the employee a reasonable period of time off without pay from assigned Company duties to vote in a national, state, or local election.

Section 21.4. It is agreed that employees will be given necessary relief for restroom breaks.

Section 21.5. Employees shall remain at their post until properly relieved or until instructed to leave by supervision; when so relieved, he may leave his post and log out.

Section 21.6. An employee injured on the job while performing his work, shall be paid his regular straight-time rate for time lost from work receiving medical attention on that day up to the balance of his regular shift in which the injury occurred, if he is unable to return to work during the shift.

Section 21.7. It is agreed and understood that employees will be required to meet all requirements in the Company's contract with NASA and any requirements established

thereafter by NASA, including but not limited to firearms requirements. Each employee, upon request, will be furnished with 100 practice rounds each six (6) month period.

Section 21.8. Any employee working on an overtime assignment will not be permitted to bump the relief dispatcher.

Section 21.9. In the event of the death of an employee, accrued sick and vacation pay, or any unpaid scheduled work the employee had completed prior to his death, shall be paid to the surviving spouse, or to the estate of the deceased.

Section 21.10. If a full time employee calls to request time off the on-duty shift captain may authorize the time off by radio or will obtain the telephone number of the employee and return the telephone call in a timely manner.

ARTICLE 22

INSURANCE PROGRAM

Section 22.1. The Company shall pay 100% of the cost of the premium for medical, dental, life and AD&D insurance coverage for the full-time employee. The Company shall contribute seventy-five percent (75%) of the health care premium toward dependent coverage, if the employee elects such coverage. Deductions for dependent coverage shall be deducted each pay period. The Company may offer supplemental employee and dependent coverage which will be paid 100% by the employee through payroll deduction if elected.

Section 22.2. Should the cost of premium levels exceed the current rates, any increase in premium shall be shared seventy-five percent (75%) by the Company and twenty-five percent (25%) by the employee for dependent health coverage. Should insurance rates decrease, any decrease in premium shall be credited seventy-five percent (75%) to the Company and twenty-five percent (25%) to the employee for dependent health coverage. The Company will notify the Union in advance of any change in premium (up or down).

Section 22.3. Employees who do not participate in the plan will not receive monetary rebates.

Section 22.4. The Company reserves the right to change insurance providers and/or plans no more than once per calendar year.

ARTICLE 23

PART-TIME

Section 23.1. It is agreed that there will be a limit of 35% part-time employees of the total bargaining unit employed by the Company during the term of this Agreement.

Section 23.2. Part-time employees will not receive fringe benefits, nor shall they have any seniority rights under the contract.

Section 23.3. No part-time employee will be worked more than forty (40) hours in a week unless all full-time employees have refused such overtime.

Section 23.4. The Company will identify all part-time employees as such by date of hire on a separate section of the regular seniority list to be furnished to the Union.

Section 23.5. No part-time employee will be used to fill a Dispatcher Slot when a full time employee qualified to perform the job is on duty and desires to perform the work.

Section 23.6. Part-time employees will have seniority among part-time employees only. After becoming a full-time employee, the employee's seniority will begin on the first day worked as a full-time employee, and if he has been employed as a part-time employee for a period of six (6) months or longer, he will not be required to serve another probationary period.

Section 23.7. Part-time employees will be offered openings in the full-time ranks in order of their part-time seniority. If all part-timers decline offers of full-time employment, the Company may hire from outside the bargaining unit.

Section 23.8. It is understood that the Company may use part-time employees wherever possible to avoid overtime. If possible, the following procedures or guidelines will be followed in the use of part-time employees to fill scheduled or unscheduled absences created by full time employees for any reason. The Company may supersede these procedures, if by following such, overtime would be caused that would not ordinarily have occurred:

- (a) The senior part-time employee will be offered work first, provided all part-time employees hours worked from the previous week are equal.
- (b) The part-time employee with the least amount of hours worked or offered from the previous week shall be offered work first.
- (c) If all part-time employees hours worked are equal, then the available work will be filled by seniority within the ranks of part-time employees.
- (d) If all hours worked are not equal from the previous week, then the part-time employee with the least amount of hours worked will be first, the part-time employee with the most hours worked will be last to be offered work.

The last shift worked by a part-time employee may not allow the part-time employee to be called first for the start of the next work week. In any case, the part-time employee with the least amount of hours or the senior part-time employee, whichever applies, will be called for the first available shift that would not result in him being paid overtime, that ordinarily would not have occurred.

Section 23.9. In the event a part-time employee is unavailable for work for any reason, with the exception of military leave, he will not be allowed to work again until all part-time employees who were available for work are offered work before stated part-time employee; nor shall he be returned to his original position in the rotation of the part-time ranks for the duration of the workweek. The Company may choose to supersede this procedure if it may result in overtime that ordinarily would not have occurred.

Section 23.10. The following procedures may be followed in an attempt to contact part-time employees for available work:

- (a) Any part-time employee contacted by beeper/pager will be given thirty (30) minutes to return the attempted contact before the Shift Captain attempts to contact another part-time employee.
- (b) The on-duty supervisor must speak to the part-time employee, when possible, if offering the available work.
- (c) Only phone calls to the residence of the part-time employee's beeper/pager contact, a personal contact, or any other telephone number supplied by the part-time employee may be used to charge a part-time employee as being unavailable.
- (d) A part-time employee will not be charged as unavailable more than once for the same work offered.

ARTICLE 24

WAIVER

The waiver or any breach of any of the provisions or terms of this Agreement by either party does not constitute a precedent for any future waiver or enforcement of such breach.

ARTICLE 25

SAVINGS CLAUSE

In the event that any portion of this Agreement is invalidated by the passage of legislation or an award of a court of competent jurisdiction, such invalidation shall apply only to those portions thus invalidated, and all remaining portions of this Agreement not invalidated shall remain in full force and effect.

ARTICLE 26

PENSION PLAN - I.R.A.

Section 26.1. For the duration of this collective bargaining agreement, the Company agrees to make a contribution to individual IRA Accounts established in the name of each employee covered by this agreement at Hancock Bank, SSC Branch, Mississippi as follows:

- (a) The Company shall make a contribution to the above named program on the basis of \$0.60 per hour worked up to a maximum of forty (40) hours per week for all hours worked.
- (b) Payments to the Program are due by the twentieth day of the month following the month in which they are accrued.

Section 26.2. The IRA account must be set up by each full-time employee within the first pay period of full-time status.

Section 26.3. The Company has no responsibility for the IRA accounts, other than to make contributions in accordance with Section 26.1.

ARTICLE 27

NOTICES

Section 27.1. Any notices required under the terms of this Agreement shall be given in writing to the following:

- (a) To the Company - Addressed to:

William L. Turner
 Project Manager
 OMNI-CUBE, L.L.C.
 Building 3101
 Stennis Space Center, MS 39529

- (b) To the Union - Addressed to:

President, Local Union 711
 Building 2201
 Stennis Space Center, MS 39529

Bobby Jenkins
201 Lincoln Street
Florence, AL 35630

Section 27.2. Either party desiring to change the identity of the person to be addressed as set forth in Section 27.1 may do so at any time by giving notice thereof to the other party in writing by certified mail.

ARTICLE 28

SCOPE OF AGREEMENT

During the negotiations resulting in this Agreement, the Company and the Union each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter as to which the National Labor Relations Act imposes an obligation to bargain. This Agreement contains the entire understanding, undertaking, and agreement of the Company and the Union, after the right and opportunity, and finally determines all matters of collective bargaining for its term. Changes in this Agreement, whether by addition, waiver, deletion, amendment, or modification, must be reduced to writing and executed by both the Company and the Union.

ARTICLE 29

DURATION

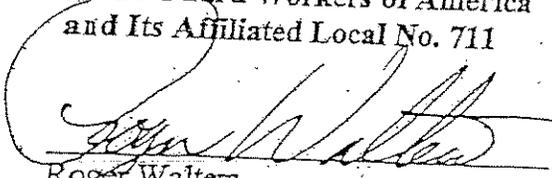
This Agreement becomes effective March 10, 2000 and will remain in full force and effective until midnight, May 6, 2003, and from year to year thereafter, unless either party gives written notice, not less than sixty (60) days, nor more than ninety (90) days, immediately prior to the expiration date of its intention to amend, modify, or terminate this Agreement.

In witness whereof, the parties hereto have signed this Agreement.

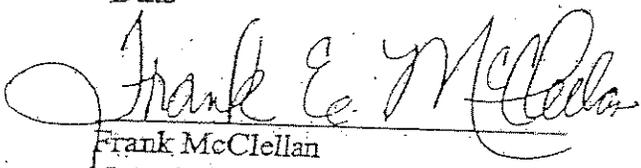
SIGNATURE OF THE PARTIES

FOR:

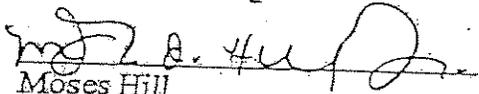
International Union, United
Plant Guard Workers of America
and Its Affiliated Local No. 711


Roger Walters
Designated Representative,
International Union, UPGWA

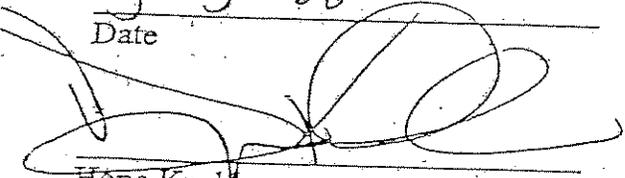
3/3/00
Date


Frank McClellan
Negotiating Committee

3-3-00
Date


Moses Hill
Negotiating Committee

3-3-00
Date

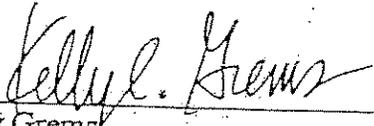

Hope Kuchler
Negotiating Committee

FOR:

OMNI-CUBE, L.L.C.


William Turner
Project Manager

3/3/00
Date


Kelly Grems
Vice President, Human Resources
& Corporate Counsel

03/06/00
Date

GS-07F-0418K NS-7790

Attachment J-7

Security Classification (DD 254)

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED

SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

SECRET

2. THIS SPECIFICATION IS FOR: *(x and complete as applicable)*

<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER NS-7790
<input type="checkbox"/>	b. SUBCONTRACT NUMBER
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER 13-SSC-P-02-01
	DUE DATE (YYMMDD)

3. THIS SPECIFICATION IS: *(x and complete as applicable)*

<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	DATE (YYMMDD) 11/06/02
<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. DATE (YYMMDD)
<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases)	DATE (YYMMDD)

4. THIS IS A FOLLOW-ON CONTRACT? YES NO. If Yes, complete the following:

Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254? YES NO. If Yes, complete the following:

In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____

6. CONTRACTOR *(Include Commercial and Government Entity (CAGE) Code)*

a. NAME, ADDRESS, AND ZIP CODE Paragon Systems, Incorporated 3317 Triana Blvd. SW Huntsville, AL 35805	b. CAGE CODE 69298	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service 74 Washington Ave. North, Suite 7 Battle Creek, MI 49017
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7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE NONE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip code)
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8. ACTUAL PERFORMANCE

a. LOCATION John C. Stennis Space Center Building 3101 Stennis Space Center, MS 39529-6000	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

Provide Security Guard services at the John C. Stennis Space Center, MS

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Non-SCI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
k. OTHER (Specify)	<input type="checkbox"/>	<input type="checkbox"/>			

12. PUBLIC RELEASE. Any information (classified/unclassified) pertaining to this contract shall not be released for public release by appropriate U.S. Government authority. Proposed publications shall be submitted for approval prior to release. Security Manual or unless it has been approved for release by appropriate U.S. Government authority. Proposed publications shall be submitted for approval prior to release.
 Direct Through (Specify):

NASA Public Affairs Office, PA00/Myron Webb and/or NASA Contracting Officer, DA20/Susan Dupuis
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

- a. Issuance of this document will serve as written notice of the letting of a classified service contract. User activity will furnish complete classification guidance for the service to be performed. The highest level of classification for the contract is SECRET. Contract performance is restricted primarily to the John C. Stennis Space Center.
- b. Personnel security clearances required or requested for work assignments on this contract will be limited strictly to those required to perform the assigned function. The Contractor will be guided by Chapter 2, Section 2 of the National Industrial Security Program Operating Manual (NISPO), and confer with the responsible official prior to assigning employees in-house. Personnel assigned to work in-house must comply with all pertinent NASA and SSC Security Regulations.
- c. Contractor personnel are required to hold security container and vault combinations protecting up to the SECRET level. Contractor personnel are required to enter vault and U.S. Navy limited areas containing large volumes of SECRET material in response to intrusion alarms, alarm tests, and other emergencies.
- d. Contractor personnel are required to perform internal security inspections of limited areas (unescorted entry constitutes access to SECRET material) and assume security and access control to those areas after normal working hours.
- e. Visual access to classified material cannot be prevented or precluded.
- f. This document shall be reviewed NLT two (2) years from date of issuance (November 6, 2002)

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide any appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.) Yes No

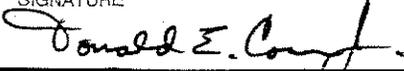
15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.) Yes No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL Donald E. Coss, Jr.	b. TITLE NASA/SSC Security Officer	c. TELEPHONE (Include Area Code) (228) 688-2003
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d. ADDRESS (Include Zip Code)
RA91/Security Office
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

e. SIGNATURE



17. REQUIRED DISTRIBUTION

- a. CONTRACTOR
- b. SUBCONTRACTOR
- c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- e. ADMINISTRATIVE CONTRACTING OFFICER
- f. OTHERS AS NECESSARY NASA HQ/Code X

Attachment J-8

Safety & Health Plan

Not releasable under exemption 4