

SOLICITATION, OFFER AND AWA

1. THIS CONTRACT IS A RATED
ORDER UNDER DPAS (15 CFR 350)

P. IG

DO-C9

PAGE 1 of 503 PAGES

2. CONTRACT NO.

NNJ12JB86C

3. SOLICITATION NO.

NNJ11367009R

4. TYPE OF SOLICITATION

☐ SEALED BID (IFB)☒ NEGOTIATED (RFP)

5. DATE ISSUED

12/30/11

6. REQUISITION/PURCHASE NO.

4200367009

7. ISSUED BY

NASA/JSC/WSTF
BJ5/ Dawn Alexander
2101 NASA Parkway
Houston, TX 77058

CODE

BJ5

8. ADDRESS OFFER TO (If other than Item 7)

(Refer to Section L.12 of this solicitation)

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, at the Lyndon B. Johnson Space Center **No Later Than 1:30 p.m., CST, on 02/06/2012.** NOTE: Volume II, Past Performance is due at the place specified in Item 8, at the Lyndon B. Johnson Space Center, **No Later Than 1:30 p.m., CST, on 01/17/2012.** All offers are subject to all terms and conditions contained in this solicitation.

10. FOR
INFORMATION
CALL:

A. NAME

Jannette R. Bolden

B. TELEPHONE NO. (NO COLLECT CALLS)

AREA CODE

281

NUMBER

792-7859

EXT.

C. EMAIL ADDRESS

Jannette.r.bolden@nasa.gov

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within ___ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, clause No. 52-232-8)

10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
%	%	%	%

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror Acknowledges receipt of amendments to the SOLICITATION).

For offerors and related documents numbered and dated:

AMENDMENT NO	DATE	AMENDMENT NO	DATE
001	01/08/12	002	01/12/12
003	01/25/12	004	01/30/12
005	05/31/12		

15. NAME AND
ADDRESS
OF
OFFEROR

CODE

FACILITY

Chenega Security & Support Solutions, LLC
19980 Highland Vista Drive, Suite 100
Ashburn, VA 20147-418916. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN
OFFER (Type or print)

Timothy J. Lamb, President

15B. TELEPHONE NO.
(Include area code)

571-722-2728

15C. CHECK IF REMITTANCE ADDRESS
IS DIFFERENT FROM ABOVE - ENTER
☐ SUCH ADDRESS IN SCHEDULE

17. SIGNATURE

18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED

20. AMOUNT

21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN
COMPETITION☐ 10 U.S.C. 2304(c) ()☐ 41 U.S.C. 253(c) ()23. SUBMIT INVOICES TO ADDRESS SHOWN IN:
(4 copies unless otherwise specified)ITEM
Clause G.8

24. ADMINISTERED BY (If other than Item 7)

CODE

25. PAYMENT WILL BE MADE BY

CODE

NASA Shared Services Center (NSSC)
Financial Management Division(FMD) - Accounts Payable
Bldg. 1111, C. Road
Stennis Space Center, MS 39529

26. NAME OF CONTRACTING OFFICER (Type or print)

Dawn Alexander

27. UNITED STATES OF AMERICA

Dawn Alexander
(Signature of Contracting Officer)

28. AWARD DATE

8/14/12

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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PART I
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B.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>CLAUSE</u> <u>NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
None included by reference.		

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

<u>CLAUSE</u> <u>NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
None included by reference.		

(End of clause)

B.2 FIRM FIXED PRICE (NFS 1852.216-78) (DEC 1988)

The total firm fixed price of this contract is **\$39,652,686.27**

The total IDIQ price of this contract is **\$10,000,000.00**

(End of clause)

B.3 LIMITATION OF FUNDS (FIXED-PRICE CONTRACT) (NFS 1852.232-77) (MAR 1989)

(a) Of the total price of protective services, the sum of **\$38,822,550.99** 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.

(b) The Contractor agrees to perform or have performed work on the items 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 paragraph (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 **8/31/15**.

(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 items 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)

B.4 POTENTIAL CONTRACT VALUE

The tables below reflect the break out of prices for performing the work described within this contract:

Period of Performance	Description	FFP
60 Calendar	Phase-in	(b) (4)
10/01/2012 – 09/30/2014	JSC Protective Services	
	WSTF/ Protective Services	
	WSC Protective Services	
	TOTALS:	\$26,562,782.42

(a) The total FFP for all Task Orders issued under this contract is as follows:

Description	FFP
JSC IDIQ Services	(b) (4)
WSTF/WSC IDIQ Services	
WSC IDIQ Services	

TOTALS:	\$ 1,401,185.80
----------------	------------------------

(b) It is contemplated that funds presently allotted will cover Task Order to be performed until 1/22/15.

(c) The prices depicted below are the negotiated prices for continuing operations for the option periods. It is contemplated that these prices will be updated prior to the exercise of the option period to include rate updates due to Wage Determination and Collective Bargaining Agreement revisions (see Section J, Attachment J.08).

OPTIONS	PERIOD	JSC FFP	WSTF FFP	WSC FFP
1	10/01/2014 – 09/30/2015	(b) (4)		
2	10/01/2015 – 09/30/2016			
3	10/01/2016 – 09/30/2017			

(d) The Government will not pay any travel under this contract except as properly authorized by the Contracting Officer through the issuance of a Task Order.

(End of clause)

B.5 SUPPLIES AND/OR SERVICES TO BE PROVIDED

The Contractor shall provide all resources (except as expressly stated in this contract as furnished by the Government) necessary to provide the services in accordance with the Performance Work Statement (PWS) in Section J, Attachment J.01, Sections 1 through 4 for the work to be accomplished at the Johnson Space Center (JSC) including Ellington Field, Sonny Carter Training Facility, and El Paso Forward Operating Location; Sections 1 through 3 and 5 for the work to be accomplished at the White Sands Test Facility and White Sands Complex (WSTF/WSC).

(End of clause)

B.6 IDIQ GUARANTEED MINIMUM QUANTITY OF WORK

The guaranteed minimum contract value of work that will be ordered under this contract and which will be initiated through the issuance of fixed-price orders shall be \$5,000. The maximum contract value of work that can be ordered under this contract and which will be initiated through the issuance of fixed-price orders shall be \$10,000,000. If the Government orders supplies or services in excess of the minimum but not up to the maximum, this circumstance shall not constitute the basis for an equitable adjustment to any contract price.

(End of clause)

B.7 INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) FULLY BURDENED LABOR RATES

(a) The Government may unilaterally order additional services in accordance with Clause H.2 from the Contractor at the fixed price, fully burdened rates listed below:

JSC Standard Labor Category	Unit	Base (CY1)	Base (CY2)	Option 1 (CY3)	Option 2 (CY4)	Option 3 (CY5)
Fixed Post Security Officer	Hourly	(b) (4)				
Roving Patrol Security Officer	Hourly					
Physical Security Specialist	Hourly					
Physical Security Specialist, Supervisor, Captain	Hourly					
Physical Security Specialist Lead	Hourly					
Technical Support Services Specialist	Hourly					
Technical Support Services Specialist with TS/SCI Clearance	Hourly					
Security Management System Technician	Hourly					
Indirect Rates applied to Non-Labor Resources if required by a Task/Delivery Order						
NTE Profit Rate (only applies to non-labor)						

WSTF/WSC Standard Labor Category	Unit	Base (CY1)	Base (CY2)	Option 1 (CY3)	Option 2 (CY4)	Option 3 (CY5)
Fixed Post Security Officer	Hourly	(b) (4)				
Roving Patrol Security Officer	Hourly					
Technical Support Services Specialist	Hourly					
Facility Security Specialist	Hourly					
Indirect Rates applied to Non-Labor Resources if required by a Task/Delivery Order						
NTE Profit Rate (only applies to non-labor)						
New Mexico Gross Tax		6.884%	7.025%	7.028%	7.032%	7.035%

*Fully Burdened Rates EXCLUDE overtime.

- (b) Task Orders may be issued at any time within the period of performance specified in clause B.4 table in paragraph (a).
- (c) Except for any limitations on quantities in the Order Limitations clause, there is no limit on the number of Task Orders that may be issued under this contract.
- (d) Any Task Order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the Task Order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's

effective period; provided, that the Contractor shall not be required to make any deliveries/performance services under this contract after one (1) year of the end date for the period of performance as shown in Clause B.4 table in paragraph (a).

(End of clause)

[END OF SECTION]

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

The description of work to be performed under this contract is hereby contained in the Terms and Conditions of this contract, the Section J, Attachment J.01 – Performance Work Statement (PWS), and all Section J, Attachment J.03 – Data Requirements Document. All task orders are subject to the terms and conditions of this contract and the terms and conditions of the individual task orders.

(End of clause)

[END OF SECTION]

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SECTION D - PACKAGING AND MARKING

D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
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None included by reference.

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

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
1852.211-70	SEP 2005	PACKAGING, HANDLING, AND TRANSPORTATION

(End of clause)

D.2 CONTRACT DELIVERIES

All contract deliveries are to be completed in accordance with NFS 1852.211-70 or as instructed in the TO(s) or Delivery Instructions for Deliverables, or other Terms and Conditions within this contract. If delivery instructions are not indicated, then the delivery is to be made to the Contracting Officer for this contract.

(End of clause)

[END OF SECTION]

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SECTION E – INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
52.246-2	AUG 1996	INSPECTION OF SUPPLIES- FIXED-PRICE
52.246-4	AUG 1996	INSPECTION OF SERVICES-FIXED-PRICE
52.246-16	APR 1984	RESPONSIBILITY FOR SUPPLIES

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

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
None included by reference.		

(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 Function	Location
All Services	Final Inspection & Acceptance	All identified Contract Locations

(End of clause)

E.3 GOVERNMENT SURVEILLANCE PLAN

A Quality Assurance Surveillance Plan will be developed and implemented by the Contracting Officer's Technical Representative 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, in part, on the specific content of the contractor's Quality Plan DRD (included in Section J).

(End of clause)

[END OF SECTION]

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SECTION F – DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

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

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

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
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None included by reference.

(End of clause)

F.2 PLACE OF PERFORMANCE

The effort required under this contract shall be performed at two distinct areas as specified in the Performance Work Statement (PWS) (Attachment J.01. One area consists of the Johnson Space Center (JSC), Ellington Field (EF), Sonny Carter Training Facility (SCTF) and El Paso Forward Operating Location (EPFOL). The other area consists of White Sands Test Facility (WSTF) and White Sands Complex (WSC).

(End of clause)

F.3 PERIOD OF PERFORMANCE

This contract covers a period of a 45-day phase-in, August 17, 2012, through September 30, 2012 and the ~~base~~-period of performance shall be October 1, 2012, through September 30, 2015.

(End of clause)

F.4 OPTION TO EXTEND

In accordance with Section I clause 52.217-9, "Option to Extend the Term of the Contract," the contracting officer may exercise the following option(s) by issuance of a unilateral contract modification before the end of the period of performance set forth in F.3. Should the options be exercised, the contract values will be increased as set forth in Clause B.3, Potential Contract Value and Funding and the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option, except for the following changes in Section F.3:

Option 1: Period of Performance - October 1, 2014 – September 30, 2015

Option 2: Period of Performance - October 1, 2015 – September 30, 2016

Option 3: Period of Performance - October 1, 2016 – September 30, 2017

(End of clause)

F.5 PHASE-IN AND PHASE-OUT**(a) Contractor Phase-In:**

Contractor Phase-In: The services provided by this contract are vital to the *Government's overall effort*, and continuity must be maintained at a consistently high level without interruption. The Contractor is expected to meet full performance requirements from the start date of the base contract period. The Phase-In period shall be August 17, 2012 through September 30, 2012. Office space will not be provided by the Government during the Phase-In period. The Contractor shall support a weekly meeting with the preceding Contractor(s) to discuss/identify problems or areas requiring attention during this Phase-In period. The Contractor shall accomplish Phase-In in accordance with Section J, Attachment J.13.

(b) Contractor Phase-Out:

Phase-out activities shall be accomplished in accordance with FAR 52.237-3, Continuity of Services.

(End of clause)

[END OF SECTION]

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>CLAUSE</u> <u>NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
None included by reference.		

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

<u>CLAUSE</u> <u>NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
1852.245-73	JAN 2011	FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS

(End of clause)

G.2 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71) (JAN 2011) - ALTERNATE I (JAN 2011)

(a) The Government property described in paragraph (c) of this clause may 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 unless authorized by the Contracting Officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the Contractor shall comply with the following:

NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual;

NASA Procedural Requirements (NPR) 4200.1, NASA Equipment Management Procedural Requirements;

NASA Procedural Requirement (NPR) 4200.2, Equipment Management Manual For Property Custodians;

NASA Procedural Requirement (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements;

NASA Policy Directives (NPD) 4300.4D Use of Space Shuttle and Aerospace Vehicle Materials as Mementos;

NASA Procedural Requirements (NPR) 4310.1, Identification and Disposition of NASA Artifacts;

Johnson Space Center Procedural Requirements (JPR) 1281.7B, Control of Customer Property;

Johnson Space Center Procedural Requirements (JPR) 1281.15, Identification, Handling, Storage, Packaging, Preservation, and Delivery;

Johnson Space Center Work Instruction (JWI) 4200.1, Management of Controlled Equipment;

Johnson Space Center Work Instruction (JWI) 4210-2, JSC Instructions for Control of program

Stock;

Johnson Space Center Work Instruction (JWI) 4300.1, JSC Instructions for Excess and Disposal of Government Property;

Johnson Space Center Work Instruction (JWI) 6050.1A, Procedures for Processing Shipments from JSC;

Property not recorded in NASA property systems must be managed in accordance with the requirements of the clause at FAR 52.245-1, as incorporated in this contract. The Contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user responsibilities. In accordance with FAR 52.245-1(h)(1) the contractor shall be liable for property lost, damaged, destroyed or stolen by the contractor or their employees when determined responsible by a NASA Property Survey Board, in accordance with the NASA guidance in this clause.

(b)(1) The official accountable recordkeeping, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished within NASA management information systems prescribed 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 shall not utilize the installation's central receiving facility for receipt of contractor-acquired property. However, the Contractor shall provide listings suitable for establishing accountable records of all such property received, on a monthly basis, to the SEMO.

(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 for Government titled property as required by FAR 52.245-1, as incorporated in this contract, and shall maintain that record until accountability is accepted by the Government.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use requires advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property (as incorporated in this contract), until its return to the installation. NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.

(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) of this clause 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.

(c) The following property and services are provided if checked:

 X (1) Office space, work area space, and utilities. Government telephones are available for official purposes only.

 X (2) Office furniture.

 X (3) Property listed in Section J, Attachment J.04, pages J.04-1 – J.04-24 and Attachment J.05, pages J.05-2 – J.05-8.

(i) 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.

(ii) 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.

(4) Supplies from stores stock.

X (5) Publications and blank forms stocked by the installation.

X (6) Safety and fire protection for Contractor personnel and facilities.

X (7) Installation service facilities (Attachment J.09):

7.1 Office Automation Information Technology ("OAIT") onsite only: Generally, this includes access to personal computers, fax machines, scanners, copiers, and printers. This includes help desk support and training in the use of these systems.

7.2 Disposal Services: Disposal services for excess onsite and offsite Contractor-held/Government-owned property.

7.3 Pickup and Delivery of Official Mail: Within the Center and to and from the Albert Thomas Post Office, provided the mail is properly sealed and stamped. Such mail will be picked up or dropped from only one point as designated by JSC or, if preferred, JSC will provide a box in the central mailroom for the Contractor to pick up and deposit its mail.

7.4 Use of JSC Calibration Laboratory: The contractor shall utilize the services of the JSC Calibration Laboratory to the maximum extent practicable for calibration of all instruments (Government property or contractor property) utilized under this contract, the total cost for maintenance of which would otherwise be a direct charge to the Government.

X (8) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

X (9) Cafeteria privileges for Contractor employees during normal operating hours.

X (10) Building maintenance for facilities occupied by Contractor personnel.

X (11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

(End of clause)

G.3 LIST OF GOVERNMENT PROPERTY FURNISHED PURSUANT TO FAR 52.245-2 (NFS 1852.245-77) (JAN 2011)

For performance of work under this contract, the Government will make available Government property identified below or in Attachment J.04 pages J.04-25-J.04-33 and Attachment J.05 page J.09 of this contract on a no charge-for-use basis pursuant to FAR 52.245-2, Government Property Installation Operation Services, as incorporated in this contract. The Contractor shall use this property in the performance of this contract at the Johnson Space Center and White Sands Test Facility and at other location(s) as may be approved by the Contracting Officer.

(End of clause)

G.4 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS (JSC 52.204-91) (JAN 2006)

(a) An employee of a domestic Johnson Space Center (JSC) contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the JSC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC contractor/subcontractor may not be admitted to the JSC site

without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host installation (JSC) at least three weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided. Contractors should be aware that approval for access to the site and issuance of a badge may take much longer than three weeks and sufficient lead time must be allowed to accommodate the approval process.

- (b) All visit/badge requests for persons described in (a) above must be entered in the Identity Management and Account Exchange (IdMAX) System for acceptance, review, concurrence, and approval purposes. When an authorized company official requests a JSC badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. These individuals shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with JSC security and export control procedures. No foreign national, representative, or resident alien contractor/subcontractor employee shall be granted access into JSC until approved and processed through the IdMAX. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the JSC Security Office, and an approved NASA Foreign National Visitor Security/Technology Control Plan (STTCP), (previously called the Access Control Plan) has been submitted and approved.
- (c) The contractor agrees that it will not employ for the performance of work on site at JSC any individuals who are not legally authorized to work in the United States. If the JSC International Visits Coordinator or the contracting officer has reason to believe that any employee of the contractor may not be legally authorized to work in the United States and/or on the contract, the contractor may be required to furnish copies of Form I-9 (Employment Eligibility Verification), U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document. The contractor agrees to provide the information requested by JSC Security Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/ representative may be allowed access to JSC or other NASA centers for performance of this contract, (2) required investigations can be conducted, and (3) required annual or revalidation reports can be submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by JSC or any other center to be visited.

(End of clause)

G.5 JSC HAZARDOUS MATERIALS USE (JSC 52.223-92) (MAY 2009)

- (a) This clause is JSC-unique, and the requirements are in addition to any U.S. Environmental Protection Agency, U.S. Occupational Safety and Health Administration, or other state or Federal regulation or statute. Therefore, the following requirements do NOT supersede any statutory or regulatory requirements for any entity subject to this clause.
- (b) "Hazardous materials," for the purposes of this clause, consist of the following:
 - (1) Those materials defined as "highly hazardous chemicals" in Occupational Safety and Health Administration Process Safety Management Regulation, 29 Code of Federal Regulation 1910.119, without regard for quantity.
 - (2) Those "extremely hazardous substances" subject to the emergency planning requirements in the Environmental Protection Agency Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 355, Part 355, without regard for quantity.
 - (3) Those "hazardous substances" subject to the release notification requirements under Environmental Protection Agency's Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 302.4, without regard for quantity.
 - (4) Any radioisotope material or device that produces ionizing radiation.

- (5) Any Class II, III, or IV laser as defined by the American National Standards Institute No. Z136.1 (1986)
- (6) Any explosive or any pyrotechnics.
- (7) Any pesticide.
- (c) The contractor shall develop and maintain an inventory listing the identity and quantity of hazardous materials stored or used onsite at JSC for the performance of the contract.
- (d) The contractor shall ensure that the proper training of its employees in the use and inherent hazards of these materials is accomplished prior to use.
- (e) The contractor shall notify the JSC Clinical Services Branch (SD3) prior to any initial use or different application of these materials.
- (f) The contractor shall use all hazardous materials properly and take all necessary precautions to ensure no harm is done to humans or the environment.
- (g) The contractor shall insert the substance of this clause, including this Paragraph F with appropriate changes of designations of the parties, in subcontracts under which hazardous materials will be utilized, or may reasonably be expected to be utilized, onsite at JSC
- (h) In the event the contractor fails or refuses to comply with any aspect of this clause, such failure or refusal may be considered a material breach of this contract.

(End of clause)

G.6 IDENTIFICATION OF EMPLOYEES (JSC 52.242-92) (OCT 2006)

At all times while on Government property, the contractor, subcontractors, their employees, and agents shall wear badges which will be issued by the NASA Badging & Visitor Control Office, located in Building 110 at the Johnson Space Center (JSC). JSC employee credentials and visitor badges will be issued only between the hours of 6:00 a.m. to 5:30 p.m., Monday through Friday.

Each individual who wears a badge shall be required to sign personally for the badge. The contractor shall be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging & Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-1 5, "Security Termination Procedures." Failure to comply with the NASA contractor termination procedures upon completion of the work (e.g., return of badges, decals, keys, Controlled Access Area cards, clearance terminations, JSC Public Key Infrastructure (PKI)/special program deletions, etc.) may result in final payment being delayed.

(End of clause)

G.7 TECHNICAL DIRECTION

- (a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section J.01 of this contract.
- (b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that--

- (1) Constitutes an assignment of additional work outside the statement of work;

- (2) Constitutes a change as defined in the changes clause (52.243-1) CHANGES – FIXED PRICE, Alt II;
 - (3) Constitutes a basis for any increase or decrease in the total firm fixed price, or the time required for contract performance;
 - (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
 - (5) Interferes with the contractor's rights to perform the terms and conditions of the contract.
- (c) All technical direction shall be issued in writing by the COTR.
- (d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) of this clause, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is--
- (1) Rescinded in its entirety; or
 - (2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.
- (e) A failure of the contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.
- (f) Any action(s) taken by the contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of clause)

G.8 SUBMISSION OF INVOICES FOR FIXED-PRICE SERVICES

Invoices shall be submitted concurrently and on a monthly basis to the NASA Shared Services Center (NSSC) and the Contracting Officer; the invoices shall be prepared and submitted in duplicate unless otherwise specified. The firm-fixed price will be paid based on the completion of milestones. The milestones will be defined in the individual task orders. Invoices shall contain the following information as applicable: contract and order number, item numbers, description of supplies or services, sizes, quantities, unit prices, and extended totals.

In the event that amounts are withheld from payment a separate invoice for the amount withheld will be required before payment on that amount may be made. Official invoices shall be mailed to the NSSC as indicated below:

NSSC

Financial Management Division (FMD) Accounts Payables Bldg. 1111, C. Road
Stennis Space Center, MS 39529

e-mail: NSSC-AccountsPayable@nasa.gov

fax: (866) 209-5415

A concurrent copy of the invoice shall be submitted to the Contracting Officer indicated below:

NASA Johnson Space Center
Attn: BJ5/JSCPSC Contracting Officer
2101 NASA Parkway
Houston, TX 77058-3696

(End of clause)

[END OF SECTION]

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SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
52.223-5	MAY 2011	POLLUTION PREVENTION AND RIGHT- TO-KNOW INFORMATION

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

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
1852.208-81	NOV 2004	RESTRICTIONS ON PRINTING AND DUPLICATING
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.225-70	FEB 2000	EXPORT LICENSES (b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at the NASA Johnson Space Center, where the foreign person will have access to export-controlled technical data or software.

(End of clause)

H.2 TASK ORDERING PROCEDURE (NFS 1852.216-80) (OCT 1996) (ALT I) (OCT 1996)

(a) Only the Contracting Officer 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 ten (10) calendar days 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 two (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) Cost summary of the status of all tasks issued under the contract.

(End of clause)

H.3 SAFETY AND HEALTH (NFS 1852.223-70) (APR 2002)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including contractor employees working on NASA contracts), and (4) high-value equipment and property.

(b) The Contractor shall take all reasonable safety and occupational health measures in performing this contract. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

(c) The Contractor shall take, or cause to be taken, any other safety, and occupational health-measures the Contracting Officer may reasonably direct. To the extent that the Contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the changes clause of this contract; provided, that no adjustment shall be

made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(d) The Contractor shall immediately notify and promptly report to the Contracting Officer or a designee any accident, incident, or exposure resulting in fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract Schedule; or property loss of \$25,000 or more, or Close Call (a situation or occurrence with no injury, no damage or only minor damage (less than \$1,000) but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact) that may be of immediate interest to NASA, arising out of work performed under this contract. The Contractor is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, service contractors (excluding construction contracts) shall provide quarterly reports specifying lost-time frequency rate, number of lost-time injuries, exposure, and accident/incident dollar losses as specified in the contract Schedule.

(e) The Contractor shall investigate all work-related incidents, accidents, and Close Calls, to the extent necessary to determine their causes and furnish the Contracting Officer a report, in such form as the Contracting Officer may require, of the investigative findings and proposed or completed corrective actions.

(f)(1) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. When the Contracting Officer becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, astronauts and pilots, the NASA workforce (including contractor employees working on NASA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the Contractor orally, with written confirmation. The Contractor shall promptly take and report any necessary corrective action.

(2) If the Contractor fails or refuses to institute prompt corrective action in accordance with subparagraph (f)(1) of this clause, the Contracting Officer may invoke the stop-work order clause in this contract or any other remedy available to the Government in the event of such failure or refusal.

(g) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (g) and any applicable Schedule provisions and clauses, with appropriate changes of designations of the parties, in all solicitations and subcontracts of every tier, when one or more of the following conditions exist:

- (1) The work will be conducted completely or partly on premises owned or controlled by the Government.
- (2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.
- (3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).
- (4) When the Contractor (or subcontractor or supplier) determines that the assessed risk and consequences of a failure to properly manage and control the hazard(s) warrants use of the clause.

(h) The Contractor (or subcontractor or supplier) may exclude the provisions of paragraph (g) from its solicitation(s) and subcontract(s) of every tier when it determines that the clause is not necessary because the application of the OSHA and DOT (if applicable) regulations constitute adequate safety and occupational health protection. When a determination is made to exclude the provisions of paragraph (g) from a solicitation and subcontract, the Contractor must notify and provide the basis for the determination to the Contracting Officer. In subcontracts of every tier above the micro-purchase threshold for which paragraph (g) does not apply, the Contractor (or subcontractor or supplier) shall insert the substance of paragraphs (a), (b), (c), and (f) of this clause.

(i) Authorized Government representatives of the Contracting Officer shall have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of the Contractor's safety and occupational health measures under this clause.

(j) The contractor shall continually update the safety and health plan when necessary. In particular, the Contractor shall furnish a list of all hazardous operations to be performed, and a list of other major or key operations required or planned in the performance of the contract, even though not deemed hazardous by the Contractor. NASA and the Contractor shall jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, the Contractor shall submit for NASA concurrence -

- (1) Written hazardous operating procedures for all hazardous operations; and/or
- (2) Qualification standards for personnel involved in hazardous operations.

(End of clause)

H.4 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS (AUG 1992)

(a) The on-site Government personnel observe the following holidays:

New Year's Day
 Labor Day
 Martin Luther King, Jr.'s Birthday
 Columbus Day
 President's Day
 Veterans Day
 Memorial Day
 Thanksgiving Day
 Independence Day
 Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

(End of clause)

H.5 ASSOCIATE CONTRACTOR AGREEMENT FOR THE JOHNSON SPACE CENTER

(a) The success of the Johnson Space Center is dependent on the efforts of multiple contractors. The Protective Services contractor is a key participant. The other key contracts include the:

Facilities Contract	Environmental Contract
Logistics Operations Contract (LOC)	Information Technology and Multimedia Services (ITAMS) Contract
Ground Contract	WSTF Test Evaluation and Support Team Contract

(b) In order to achieve efficient and effective implementation of JSC operations, the contractor shall establish the means for coordination and exchange of information

with associated contractors. The information to be exchanged shall be that required by the contractors in the execution of their respective contract requirements. The contractors are strongly encouraged to seek out and foster cooperative efforts that will benefit JSC with increased safety, efficiency, and productivity.

(c) Given the unique role of this contract, and interrelations with the operation, maintenance and utilization of JSC, the contractor will engage in cooperative relationships that facilitate effective management of the overall JSC effort.

(d) To ensure successful operation of JSC, the contractor shall establish formal guidelines to address coordination, cooperation, and communication. All program elements shall work in a coordinated fashion. Each contractor shall establish the means for the exchange of such data as needed to keep other project elements fully informed.

(End of clause)

H.6 HANDLING OF DATA

It is anticipated that in performance of this contract, the Contractor may have access to and use of NASA's sensitive financial and management data. The Contractor agrees that it will not use, copy, or disclose this data, except as necessary for the performance of the contract and will not disclose this data to others without the written consent of the Contracting Officer.

(End of clause)

H.7 ADMINISTRATIVE LEAVE (JSC Procurement Instruction 52.242-94) (SEP 2008).

(a) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), the following personnel should also be dismissed upon notification of a center closure provided by the Contracting Officer:

1. Contractor personnel working on-site; and
2. Contractor personnel dedicated to the contract effort who are
 - A. working off-site within 10 miles of JSC; and
 - B. unable to perform their NASA contract duties at their off-site location because their normal place of business has been or is expected to be negatively impacted by an emergency situation (e.g. has sustained damage, has been evacuated, etc.).

However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.

(b) Administrative leave granted under this clause shall be subject to modification or termination by the Contracting Officer and in all instances shall be subject to the availability of funds. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost under this contract for effected employees in accordance with the Contractor's established accounting policy.

1. If a labor hour-based contract, administrative leave granted under this clause shall be accounted for consistent with productive hours under this contract for employees in accordance with the Contractor's established accounting policy.
2. For fixed price contracts based on other than labor hours for deliverables, the Contracting Officer and Contractor shall as a precondition to any reimbursement negotiate an advanced agreement to determine the appropriate method in which to grant administrative leave under this clause.

3. All invoices requesting payment under this clause shall be marked as "Administrative Leave in accordance with 52.242-94, Administrative Leave." All such invoices paid will be subject to review, audit, and revision when routine operations re-commence.

- (c) The Contractor shall include this clause in all services subcontracts that include personnel in the categories described in (a) above.

(End of clause)

H.8 ENVIRONMENTAL AND ENERGY CONSERVATION REQUIREMENTS (JSC PROCUREMENT INSTRUCTION 52.223-93) (Feb 2011)

(a) The Contractor shall ensure that all work performed and equipment used to fulfill the requirements of this contract are in compliance with all Federal, state, and local regulations and public laws, and the following NASA JSC directives: JPD 8500.1, JSC Environmental Excellence Policy; JPR 8550.1, JSC Environmental Compliance Procedural Requirements; JPR 8553.1, JSC Environmental Management System Manual; JWI 8553.1, EMS Aspect/Impact Assessment and EMP Process; NPR 8570.1, Energy Efficiency and Water Conservation; and JWI 8570.1, Energy Conservation. The Contractor shall provide data on affirmative procurement, waste reduction activity, energy efficient product procurement, and ozone depleting substances in accordance with Section J, DRD 001, Environmental and Energy Consuming Product Compliance Reports.

(b) The Government remains the owner and operator of record for all environmental activities conducted at NASA owned properties unless otherwise documented in a signed agreement between NASA and the Contractor. The Contractor is advised that activities performed at JSC and associated facilities are subject to Federal, state and local regulatory agency inspections to review compliance with environmental laws and regulations. For on-site issues, JSC's Environmental Office will be the single point of contact with Federal and state regulatory agencies and their representatives unless otherwise directed by the Contracting Officer or the Environmental Office. The Contractor shall immediately notify the JSC Environmental Office when contacted by external regulatory agency representatives and shall cooperate fully. The Contractor shall complete, maintain, and make available to the Contracting Officer, JSC Environmental Office, JSC Energy Manager, or regulatory agency personnel all documentation relating to environmental compliance matters under applicable laws. The Contractor shall immediately notify the JSC Environmental Office upon issuance of a Notice of Violation or noncompliance to the Contractor.

(c) Should a Notice of Violation, Notice of Noncompliance, Notice of Deficiency, or similar regulatory agency notice be issued to the Government as a facility owner/operator on account of the actions or inactions of the Contractor or one of its subcontractors in the performance of work under this contract, the Contractor shall fully cooperate with the Government in correcting any problems and defending against regulatory assessment of any civil fines or penalties arising out of such actions or inactions.

(End of clause)

[END OF SECTION]

PART II
SECTION I – CONTRACT CLAUSES

I.1 CLAUSES INCORPORATED BY REFERENCE (52.252-2) (FEB 1998)

NOTICE: 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): For Federal Acquisition Regulation (FAR) clauses, see <http://www.acqnet.gov/far/>

For NASA FAR Supplement (NFS) clauses, see <http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of clause)

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
52.202-1	JAN 2012	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	SEP 2006	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	OCT 2010	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	OCT 2010	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.203-13	APR 2010	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.204-4	MAY 2011	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER
52.204-7	FEB 2012	CENTRAL CONTRACTOR REGISTRATION
52.204-9	JAN 2011	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL
52.204-10	FEB 2012	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS
52.204-15	JAN 2014	SERVICE CONTRACT REPORTING REQUIREMENTS FOR INDEFINITE-DELIVERY
CONTRACTS 52.209-6	DEC 2010	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.211-15	APR 2008	DEFENSE PRIORITY AND ALLOCATION

		REQUIREMENTS
52.215-2	OCT 2010	AUDIT AND RECORDS - NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE – UNIFORM
		CONTRACT FORMAT
52.215-11	OCT 2010	PRICE REDUCTION FOR DEFECTIVE
		CERTIFIED COST OR PRICING DATA -
		MODIFICATIONS
52.215-13	OCT 2010	SUBCONTRACTOR CERTIFIED
		COST OR PRICING DATA -
		MODIFICATIONS.
52.215-21	OCT 2010	REQUIREMENTS FOR CERTIFIED COST
		OR PRICING DATA AND DATA OTHER
		THAN CERTIFIED COST OR PRICING
		DATA - MODIFICATIONS (ALTERNATE IV)
		Insert (a) Submission of certified cost or
		pricing data is not required. (b) Provide data
		described below: “access to records
		necessary to permit an adequate evaluation
		of the proposed price in accordance with
		15.403-3.”
52.216-18	OCT 1995	ORDERING
		Insert “10/01/12” through 09/30/14” in
		paragraph (a)
52.216-19	OCT 1995	ORDER LIMITATIONS
		Insert “\$100 in paragraph (a); Insert
		\$250,000 in paragraph (b)(1); Insert
		\$500,000 in paragraph (b)(2).
		Insert 3 working days in paragraph (b)(3)
		Insert 3 working days in paragraph (d)
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES
		Insert “30 days.”
52.217-9	MAR 2000	OPTION TO EXTEND THE TERM OF THE
		CONTRACT
		Insert “30 days” and “60 days” respectively
		in paragraph a. Insert “5 years” in paragraph
		(c).
52.219-6	NOV 2011	NOTICE OF TOTAL SMALL BUSINESS
		SET-ASIDE
52.219-8	JAN 2011	UTILIZATION OF SMALL BUSINESS
		CONCERNS
52.219-14	NOV 2011	LIMITATIONS ON SUBCONTRACTING
52.219-16	JAN 1999	LIQUIDATED DAMAGES –
		SUBCONTRACTING PLAN
52.219-28	APR 2012	POST-AWARD SMALL BUSINESS
		PROGRAM REPRESENTATION
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF
		LABOR DISPUTES
52.222-3	JUN 2003	CONVICT LABOR
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED
		FACILITIES
52.222-26	MAR 2007	EQUAL OPPORTUNITY
52.222-35	SEP 2010	EQUAL OPPORTUNITY FOR SPECIAL
		DISABLED VETERANS, VETERANS OF
		THE VIETNAM ERA, AND OTHER
		ELIGIBLE VETERANS
52.222-36	OCT 2010	AFFIRMATIVE ACTION FOR WORKERS
		WITH DISABILITIES
52.222-37	SEP 2010	EMPLOYMENT REPORTS ON VETERANS
52.222-41	NOV 2007	SERVICE CONTRACT ACT OF 1965
52.222-43	SEP 2009	FAIR LABOR STANDARDS ACT AND

		SERVICE CONTRACT ACT - PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)
52.222-50	FEB 2009	COMBATING TRAFFICKING IN PERSONS
52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA. ALTERNATE I JUL 1995 Insert "ammunition and weapon cleaning solvents" in paragraph (b).
52.223-5	MAY 2011	POLLUTION PREVENTION AND RIGHT- TO-KNOW INFORMATION ALTERNATE I & II AUG 2003
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-10	MAY 2011	WASTE REDUCTION PROGRAM
52.223-18	AUG 2011	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING
52.224-1	APR 1984	PRIVACY ACT NOTIFICATION
52.224-2	APR 1984	PRIVACY ACT
52.225-1	FEB 2009	BUY AMERICAN ACT - SUPPLIES
52.225-13	JUN 2008	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-1	DEC 2007	AUTHORIZATION AND CONSENT
52.227-2	DEC 2007	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-14	DEC 2007	RIGHTS IN DATA—GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)
52.228-5	JAN 1997	INSURANCE - WORK ON A GOVERNMENT INSTALLATION
52.228-8	MAY 1999	LIABILITY AND INSURANCE LEASED MOTOR VEHICLES
52.229-3	APR 2003	FEDERAL, STATE, AND LOCAL TAXES
52.232-1	APR 1984	PAYMENTS
52.232-8	FEB 2002	DISCOUNTS FOR PROMPT PAYMENT
52.232-9	APR 1984	LIMITATION ON WITHHOLDING OF PAYMENTS
52.232-11	APR 1984	EXTRAS
52.232-17	OCT 2010	INTEREST
52.232-18	APR 1984	AVAILABILITY OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2008	PROMPT PAYMENT
52.232-33	OCT 2003	PAYMENT BY ELECTRONIC FUNDS TRANSFER - CENTRAL CONTRACTOR REGISTRATION
52.232-99	AUG 2012	PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS
52.233-1	JUL 2002	DISPUTES - ALTERNATE I (DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
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
52.242-13	JUL 1995	BANKRUPTCY
52.243-1	AUG 1987	CHANGES - FIXED-PRICE - ALTERNATE II

52.244-2	OCT 2010	(APR 1984) SUBCONTRACTS (d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts: Any subcontract valued at \$1,000,000 or more (j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations: G4S Government Solutions, Inc.
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.244-6	DEC 2010	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-1	APR 2012	GOVERNMENT PROPERTY
52.245-2	APR 2012	GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES (e) See Section J Attachment J.04 pages J.25-J.33 and Section J Attachment J.05 page J.9.
52.245-9	APR 2012	USE AND CHARGES
52.246-25	FEB 1997	LIMITATION OF LIABILITY-SERVICES
52.249-2	APR 2012	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED PRICE)
52.249-8	APR 1984	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)
52.251-1	APR 2012	GOVERNMENT SUPPLY SOURCES
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

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

<u>CLAUSE NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-75	MAY 1999	SMALL BUSINESS SUBCONTRACTING REQUIREMENTS
1852.223-74	MAR 1996	DRUG-AND ALCOHOL-FREE WORKFORCE
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES

(End of clause)

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

This contract is subject to the written approval of the JSC Procurement Officer and shall not be binding until so approved.

(End of clause)

I.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

Employee Class

[See Section J, Attachment J.08]

Monetary Wage - Fringe Benefits

[]

(End of clause)

**I.4 PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS
(52.232-99) (AUG 2012) (DEVIATION)**

This clause implements the temporary policy provided by OMB Policy Memorandum M-12-16, Provind Prompt Payment to Small Business Subcontractors, dated July 11, 2012.

- (a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors, to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.
- (b) Include the substance of this clause, including this paragraph (b), in all subcontracts with small business concerns.
- (c) The acceleration of payment under this clause does not provide any new rights under the Prompt Payment Act.

(End of clause)

I.5 OMBUDSMAN (1852.215-84) (NOV 2011) (ALT 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, whose name, address, telephone number, facsimile number, and e-mail address may be found at: http://prod.nais.nasa.gov/pub/pub_library/Omb.html. Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the Agency ombudsman identified at the above URL. 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.
- (c) 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.6 NASA 8 PERCENT GOAL (1852.219-76) (JUL 1997)

- (a) Definitions.

"Historically Black Colleges or University," as used in this clause, means an institution

determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

"Minority institutions," as used in this clause, means an institution of higher education meeting the requirements of section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1135d-5(3)) which for the purposes of this clause includes a Hispanic-serving institution of higher education as defined in section 316(b)(1) of the Act (20 U.S.C. 1059c(b)(1)).

"Small disadvantaged business concern," as used in this clause, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR 124.

"Women-owned small business concern," as used in this clause, means a small business concern (1) which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women, and (2) whose management and daily business operations are controlled by one or more women.

- (b) The NASA Administrator is required by statute to establish annually a goal to make available to small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns, at least 8 percent of NASA's procurement dollars under prime contracts or subcontracts awarded in support of authorized programs, including the space station by the time operational status is obtained.
- (d) The contractor hereby agrees to assist NASA in achieving this goal by using its best efforts to award subcontracts to such entities to the fullest extent consistent with efficient contract performance.
- (e) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns.

(End of clause)

I.7 ACCESS TO SENSITIVE INFORMATION (NFS 1852.237-72) (JUN 2005)

- (a) As used in this clause, "sensitive information" refers to information that a contractor has developed at private expense, or that the Government has generated that qualifies for an exception to the Freedom of Information Act, which is not currently in the public domain, and which may embody trade secrets or commercial or financial information, and which may be sensitive or privileged.
- (b) To assist NASA in accomplishing management activities and administrative functions, the Contractor shall provide the services specified elsewhere in this contract.
- (c) If performing this contract entails access to sensitive information, as defined above, the Contractor agrees to –

- (1) Utilize any sensitive information coming into its possession only for the purposes of performing the services specified in this contract, and not to improve its own competitive position in another procurement.
 - (2) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.
 - (3) Allow access to sensitive information only to those employees that need it to perform services under this contract.
 - (4) Preclude access and disclosure of sensitive information to persons and entities outside of the Contractor's organization.
 - (5) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure.
 - (6) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.
 - (7) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.
- (d) The Contractor will comply with all procedures and obligations specified in its Organizational Conflicts of Interest Avoidance Plan, which this contract incorporates as a compliance document.
- (e) The nature of the work on this contract may subject the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the Contractor for serious misconduct affecting present responsibility as a government contractor.
- (f) The Contractor shall include the substance of this clause, including this paragraph (f), suitably modified to reflect the relationship of the parties, in all subcontracts that may involve access to sensitive information.

(End of clause)

I.8 RELEASE OF SENSITIVE INFORMATION (1852.237-73) (JUN 2005)

- (a) As used in this clause, "Sensitive information" refers to information, not currently in the public domain, that the Contractor has developed at private expense, that may embody trade secrets or commercial or financial information, and that may be sensitive or privileged.
- (b) In accomplishing management activities and administrative functions, NASA relies heavily on the support of various service providers. To support NASA activities and functions, these service providers, as well as their subcontractors and their individual employees, may need access to sensitive information submitted by the Contractor under this contract. By submitting this proposal or performing this contract, the Contractor agrees that NASA may release to its service providers, their subcontractors, and their individual employees, sensitive information submitted during the course of this procurement, subject to the enumerated protections mandated by the clause at

1852.237-72, Access to Sensitive Information.

- (c) (1) The Contractor shall identify any sensitive information submitted in support of this proposal or in performing this contract. For purposes of identifying sensitive information, the Contractor may, in addition to any other notice or legend otherwise required, use a notice similar to the following:

Mark the title page with the following legend:

This proposal or document includes sensitive information that NASA shall not disclose outside the Agency and its service providers that support management activities and administrative functions. To gain access to this sensitive information, a service provider's contract must contain the clause at NFS 1852.237-72, Access to Sensitive Information. Consistent with this clause, the service provider shall not duplicate, use, or disclose the information in whole or in part for any purpose other than to perform the services specified in its contract. This restriction does not limit the Government's right to use this information if it is obtained from another source without restriction. The information subject to this restriction is contained in pages [Offeror fill in - *insert page numbers or other identification of pages*]. Mark each page of sensitive information the Contractor wishes to restrict with the following legend:

Use or disclosure of sensitive information contained on this page is subject to the restriction on the title page of this proposal or document.

- (2) The Contracting Officer shall evaluate the facts supporting any claim that particular information is "sensitive." This evaluation shall consider the time and resources necessary to protect the information in accordance with the detailed safeguards mandated by the clause at 1852.237-72, Access to Sensitive Information. However, unless the Contracting Officer decides, with the advice of Center counsel, that reasonable grounds exist to challenge the Contractor's claim that particular information is sensitive, NASA and its service providers and their employees shall comply with all of the safeguards contained in paragraph (d) of this clause.
- (d) To receive access to sensitive information needed to assist NASA in accomplishing management activities and administrative functions, the service provider must be operating under a contract that contains the clause at 1852.237-72, Access to Sensitive Information. This clause obligates the service provider to do the following:
- (1) Comply with all specified procedures and obligations, including the Organizational Conflicts of Interest Avoidance Plan, which the contract has incorporated as a compliance document.
 - (2) Utilize any sensitive information coming into its possession only for the purpose of performing the services specified in its contract.
 - (3) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.
 - (4) Allow access to sensitive information only to those employees that need it to perform services under its contract.
 - (5) Preclude access and disclosure of sensitive information to persons and entities outside of the service provider's organization.
 - (6) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in its contract and to safeguard it from unauthorized use and disclosure.
 - (7) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.
 - (8) Administer a monitoring process to ensure that employees comply with all reasonable security procedures, report any breaches to the Contracting Officer, and implement any necessary corrective actions.
- (e) When the service provider will have primary responsibility for operating an information

technology system for NASA that contains sensitive information, the service provider's contract shall include the clause at 1852.204-76, Security Requirements for Unclassified Information Technology Resources. The Security Requirements clause requires the service provider to implement an Information Technology Security Plan to protect information processed, stored, or transmitted from unauthorized access, alteration, disclosure, or use. Service provider personnel requiring privileged access or limited privileged access to these information technology systems are subject to screening using the standard National Agency Check (NAC) forms appropriate to the level of risk for adverse impact to NASA missions. The Contracting Officer may allow the service provider to conduct its own screening, provided the service provider employs substantially equivalent screening procedures.

- (f) This clause does not affect NASA's responsibilities under the Freedom of Information Act.
- (g) The Contractor shall insert this clause, including this paragraph (g), suitably modified to reflect the relationship of the parties, in all subcontracts that may require the furnishing of sensitive information.

(End of clause)

I.9 INDEFINITE QUANTITY (FAR 52.216-22) (OCT 1995)

- (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."
- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after September 30, 2014.

(End of clause)

I.10 AUTHORIZED DEVIATIONS IN CLAUSES (FAR 52.252-6) (APR 1984)

- (a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of (DEVIATION) after the date of the clause.
- (b) The use in this solicitation or contract of any NASA FAR Supplement (48 CFR 18) clause with an authorized deviation is indicated by the addition of (DEVIATION) after the name of the regulation.

(End of clause)

I.11 SECURITY CLASSIFICATION REQUIREMENTS (NFS 1852.204-75) (SEP 1989)

Performance under this contract will involve access to and/or generation of classified information, work in a security area, or both, up to the level of "TOP SECRET." See Federal Acquisition Regulation clause 52.204-2 in this contract and DD Form 254, Contract Security Classification Specification, Section J, Attachment J.07.

(End of clause)

**I.12 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION
TECHNOLOGY RESOURCES (1852.204-76) (JANUARY 2011)**

- (a) The contractor shall protect the confidentiality, integrity, and availability of NASA Electronic Information and IT resources and protect NASA Electronic Information from unauthorized disclosure.
- (b) This clause is applicable to all NASA contractors and sub-contractors that process, manage, access, or store unclassified electronic information, to include Sensitive But Unclassified (SBU) information, for NASA in support of NASA's missions, programs, projects and/or institutional requirements. Applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL) provided as an attachment to the contract. The documents listed in the ADL can be found at: <http://www.nasa.gov/offices/ocio/itsecurity/index.html>. For policy information considered sensitive, the documents will be identified as such in the ADL and made available through the Contracting Officer.
- (c) Definitions.
 - (1) IT resources means any hardware or software or interconnected system or subsystem of equipment, that is used to process, manage, access, or store electronic information.
 - (2) NASA Electronic Information is any data (as defined in the Rights in Data clause of this contract) or information (including information incidental to contract administration, such as financial, administrative, cost or pricing, or management information) that is processed, managed, accessed or stored on an IT system(s) in the performance of a NASA contract.
 - (3) IT Security Management Plan--This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. Unlike the IT security plan, which addresses the IT system, the IT Security Management Plan addresses how the contractor will manage personnel and processes associated with IT Security on the instant contract.
 - (4) IT Security Plan--this is a FISMA requirement; see the ADL for applicable requirements. The IT Security Plan is specific to the IT System and not the contract. Within 30 days after award, the contractor shall develop and deliver an IT Security Management Plan to the Contracting Officer; the approval authority will be included in the ADL. All contractor personnel requiring physical or logical access to NASA IT resources must complete NASA's annual IT Security Awareness training. Refer to the IT Training policy located in the IT Security Web site at <https://itsecurity.nasa.gov/policies/index.html>.
- (d) The contractor shall afford Government access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection (to include vulnerability testing), investigation and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA Electronic Information or to the function of IT systems operated on behalf of NASA, and to preserve evidence of computer crime.
- (e) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract in accordance with retention documentation available in the ADL. The contractor shall provide a listing of all NASA Electronic information and IT resources generated in performance of the contract. At that time, the contractor shall request disposition

instructions from the Contracting Officer. The Contracting Officer will provide disposition instructions within 30 calendar days of the contractor's request. Parts of the clause and referenced ADL may be waived by the contracting officer, if the contractor's ongoing IT security program meets or exceeds the requirements of NASA Procedural Requirements (NPR) 2810.1 in effect at time of award. The current version of NPR 2810.1 is referenced in the ADL. The contractor shall submit a written waiver request to the Contracting Officer within 30 days of award. The waiver request will be reviewed by the Center IT Security Manager. If approved, the Contractor Officer will notify the contractor, by contract modification, which parts of the clause or provisions of the ADL are waived.

- (f) The contractor shall insert this clause, including this paragraph in all subcontracts that process, manage, access or store NASA Electronic Information in support of the mission of the Agency.

(End of clause)

[END OF SECTION]

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**SECTION J List of Attachments**

ATTACHMENT	DESCRIPTION
J.01	NASA Johnson Space Center (JSC), White Sands Test Facility (WSTF) and White Sands Complex (WSC) Performance Work Statement
J.02	Data Requirements List (DRL)
J.03	Data Requirements Descriptions (DRD)
J.04	JSC Installation Accountable Government Property (IAGP) and Government Furnished Property (GFP)
J.05	WSTF/WSC Installation Accountable Government Property (IAGP) and Government Furnished Property (GFP) and Vehicles
J.06	Personal Identification Verification for Contractor Personnel (PIV) Card Issuance
J.07	Contract Security Classification Specification, DD Form 254
J.08	List of Area Wage Determinations & Collective Bargaining Agreements by Location
J.09	List of Facilities (JSC & WSTF)
J.10	RESERVED
J.11	Quality Plan (Contractor Provided)
J.12	Government Property Management Plan (Contractor Provided)
J.13	Phase-In Plan (Contractor Provided)
J.14	Management Plan (Contractor Provided)
J.15	Security Services Education and Training Program Plan (Contractor Provided)
J.16	Information Technology (IT) Security Plan, Risk Assessment (Contractor Provided)
J.17	Information Technology (IT) Systems Security Plan (Contractor Provided)
J.18	File Plan (Summary of Holdings) (Contractor Provided)
J.19	Safety and Health Plan (Contractor Provided)
J.20	Physical Security Plan (PSP) (Contractor Provided)
J.21	Labor Relations and Notification of Potential Labor Dispute and Contingency Strike Plan (Contractor Provided)
J.22	Staffing and Critical Skills Plan (Contractor Provided)

Attachment J.01

**NASA JOHNSON SPACE CENTER
WHITE SANDS TEST FACILITY
AND
WHITE SANDS COMPLEX**

PROTECTIVE SERVICES CONTRACT

PERFORMANCE WORK STATEMENT

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1. **Purpose**

The National Aeronautics and Space Administration (NASA) seeks to implement a strategy for comprehensive and effective security programs for the protection of people, property, operations and information associated with the NASA mission. The goals of uniformity and inter-operability of protective services across the Agency will be achieved through standardization of requirements such as training, qualifications and equipment. This Performance Work Statement (PWS) addresses requirements for two distinct areas. One area consists of the Johnson Space Center (JSC), Ellington Field (EF), Sonny Carter Training Facility (SCTF) and El Paso Forward Operating Location (EPFOL). The other area consists of White Sands Test Facility (WSTF) and White Sands Complex (WSC). JSC will support this strategy through the acquisition of protective services as described in this JSC Protective Services Contract (PSC) Performance Work Statement (PWS).

A primary and alternate Contracting Officer's Technical Representative (COTR) will be appointed to provide Government surveillance of services provided at JSC. Two Alternate Contracting Officer's Technical Representatives will be appointed to provide Government surveillance of services provided at White Sands Test Facility (WSTF) and White Sands Complex (WSC).

2. **Scope**

2.1 General Requirements and Standards of Performance

2.1.1 Performance

Sections 1, Purpose through Section 3, Program Management establishes requirements and standards of performance when providing Protective Services described in the PWS and any Task Orders issued under this contract. The baseline Firm Fixed contract services are in Section 4, JSC Protective Services and Section 5, WSTF and WSC Protective Services of the PWS.

2.1.2 Standards

The Contractor shall provide a professionally-managed, comprehensive security services program at JSC and WSTF and WSC that includes all protective services functions. All elements of the PWS apply to this effort as well as the following attachments:

- Attachment J.01-A.3 Position Qualification Standards,
- Attachment J.01-A.4 Screening Requirements,
- Attachment J.01-A.5 Physical Fitness Requirements,
- Attachment J.01-A.6 Training Requirements and Qualifications,
- Attachment J.01-A.7 Weapons, Equipment and Uniform Requirements

2.2 Protective Services Functions

The Contractor shall provide all personnel, resources, materials and services necessary to perform protective services, including: program management, physical security services, law enforcement uniform patrol and fixed post operations, special response team and explosive recognition support;

resources protection services; electronic security and access control systems; locksmith services; contingency planning and incident response; dispatch services; personnel security support; identification management and badge processing services; communication security; education and training services; administrative and business services; special events, and threat assessment and response, as well as contract quality control and safety oversight.

The performance of the PWS will require that Contractor personnel process, update and maintain information and data using Government-provided systems.

The Contractor shall be responsible for the protection of Classified National Security Information (CNSI) in accordance with National Industrial Security Program Operating Manual (NISPOM), in all forms and mediums including when it is processed and maintained on Information Technology (IT) systems and other electronic formats.

The Contractor shall support the Center's central services for adjudication of security clearance eligibility and clearance database management.

2.3 Indefinite Delivery Indefinite Quantity (IDIQ) Task Ordering

The Contracting Officer (CO) may authorize IDIQ Services in accordance with Section H Task Ordering Procedures, through the issuance of IDIQ task orders (TOs). The Contractor will be responsible for providing the necessary management, supplies, materials, and personnel to perform the specified task(s). Examples include providing additional resources to support special events, upgrade security services to support changing operational needs or purchasing equipment/materials to respond to major emergencies or significant changes in threat levels.

3. **Program Management**

3.1 General

3.1.1 Application and Provisions of the PWS and TOs

The provisions of Section 1 through Section 3 of the PWS, along with all attachments, are global in application and apply to the protective services contract at JSC, WSTF, WSC, and EPFOL. The PWS and supporting TOs describe the protective services to be provided under this contract.

Abbreviations and acronyms specific to the PWS are listed in Attachment J.01 - A.2, Abbreviations and Acronyms, of this document.

3.1.2 Management Structure

The Contractor shall implement a management structure that ensures the effective and timely performance of all requirements in the PWS.

3.1.3 Subject Matter Expertise

The Contractor shall provide protective services subject matter expertise to advise JSC, WSTF, WSC, and EPFOL in the implementation of the Centers' security services. The Contractor shall remain abreast of current protective services issues, trends, laws, regulations, and technologies relative to the Center's research and scientific environments, including business office, highly secure installations, campus, and factory industrial settings.

3.1.4 Identification of Vulnerabilities

The Contractor shall provide continuous assessment and evaluation to identify protective services vulnerabilities and recommend appropriate corrective action.

3.1.5 Standard Operating Procedures

The Contractor shall develop and comply with Standard Operating Procedures (SOPs) addressing all elements of the protective services operations conducted under the PWS. The SOPs shall be prepared and maintained in accordance with the Standard Operation Procedures DRD.

3.1.6 Government Supplies and Equipment

The Contractor shall be responsible for the proper care, custody and maintenance of all Government supplies and equipment as provided for in the PWS.

3.1.7 Supplies and Materials

The Contractor shall be responsible for supplying all material and equipment not otherwise provided for under this contract as Installation Accountable Government Property (IAGP) to fulfill the requirements of this contract. The Contractor shall provide information on the management of Government property in accordance with the Government Property Management Plan DRD.

3.1.8 Vehicles

The Contractor shall provide all vehicles necessary at JSC to perform tasks as described in the PWS. All vehicles and equipment used by the Contractor shall be maintained in accordance with the manufacturer's usage-based specifications and recommendations. The Contractor shall be responsible for the purchase and installation of security equipment and decals addressed in Attachment J.01 – A.8, Vehicles Assignment and Standards.

Vehicles used at WSTF and WSC shall be U.S. General Services Administration (GSA) Vehicles furnished by the Government. The Contractor shall be responsible for the purchase and installation of security equipment and decals addressed in Attachment J.01 – A.8, Vehicles Assignment and Standards. The Contractor shall meet the standards addressed in FAR 52.228-8 concerning liability insurance.

In the event U.S. Government property is damaged as a result of Contractor employee negligence or willful misconduct, the Contractor shall be solely responsible for the repair and restoration of such property subject to NASA and GSA direction as referenced in 41 Code of Federal Regulations, Property Management Regulations, Part 101-39, Interagency Fleet Management Systems, Subpart 406, Accidents and Claims, Responsibility For Damages.

3.1.9 Lethal and Intermediate Force Weapons

NASA will provide firearms to the Contractor for JSC and WSTF and WSC. The Contractor shall provide training and duty ammunition, all required intermediate weapons and protective body armor for every qualified security officer. See Attachment J.01 - A.7, Weapons, Equipment and Uniform Requirements.

3.2 NASA Required Training

The Contractor shall provide a skilled and capable workforce and shall ensure all individuals are fully and currently trained and qualified to accomplish all aspects of their job assignments as required by the PWS, associated compliance documents listed in Attachment J.01 - A.1, Compliance Documentation and by Local, State or Federal law enforcement training standards, where applicable, prior to assuming any work responsibilities under the PWS or any approved TOs. Any additional training must be approved by the COTR. See Attachment J.01 - A.6, Training Requirements and Qualifications.

The Contractor shall manage its workforce in such a way that complying with these training requirements does not reduce or in any other way impact the services required in the PWS and any approved TOs. The Contractor shall provide a plan in accordance with the Security Services Education and Training Program Plan DRD that addresses all contract training requirements and the Contractor's approach to maintaining the standards established in the PWS. The Contractor shall also provide to the COTR and WSTF Alternate COTR a monthly report, in accordance with the Security Service Training Report DRD that provides an ongoing status, by month, of employee training.

3.2.1 Training Not Required by NASA

The Contractor shall not conduct any training not specifically required by and approved by NASA while performing work under this contract. This prohibition includes any use of NASA property or facilities and the preparation for, or conduct of training while in a duty status on this contract.

3.3 Contingency Operations

3.3.1 Emergency Response

The Contractor shall respond to incidents and emergencies such as: aircraft crashes, environmental and weather disasters, incidents of national significance, terrorist incidents and other events that require security or protective services. Specific requirements for the Contractor's response are detailed in Sections 4 and 5 of the PWS.

The Contractor shall ensure personnel who directly manage the armed security force and the Emergency Dispatch Center (EDC) Lead Dispatchers have received Incident Commander System (ICS) training in accordance with the National Incident Management System (NIMS) that is directed by Homeland Security Presidential Directive (HSPD-5).

3.4 Enhanced Security Safeguards

The Contractor shall be prepared to increase and enhance security safeguards and/or countermeasures in the event of an increased security threat based on the Department of Homeland Security National Threat Advisory or other credible threat indicators.

3.5 National Security Clearance Level

The required National Security Facility Clearance (FCL) level for the contract is Top Secret (TS). Within 30 days of contract start, the Contractor shall initiate the process for obtaining a TS collateral clearance with Sensitive Compartmented Information (SCI) access for personnel identified to fulfill the specific duties outlined in paragraph 4.4 and paragraph 5 of the PWS. The Contractor shall comply

with the NISPOM with regard to ensuring all contract personnel have a National security clearance commensurate with the highest level of classified information to which they have access.

3.6 Statutory and Regulatory Compliance

All services called for in the JSCPSC PWS shall be performed in compliance with applicable Federal and State laws and with NASA regulations and policies delineated in Attachment J.01 - A.1, Compliance Documentation.

Specific reference is made to the provisions of law included in United States Code (USC), Title 18 (Crimes & Criminal Procedures), Part I (Crimes), Chapter 44 (Firearms), Section 922 (Unlawful Acts), concerning the prohibition of firearms possession by individuals convicted or indicted under charges of a felony or misdemeanor crime of domestic violence.

3.7 Standards of Conduct

3.7.1 Employee Conduct

The Contractor shall be responsible for maintaining satisfactory employee conduct, integrity, and appearance. The Contractor shall be responsible for initiating and administering any necessary disciplinary action. The standards are outlined in Attachment J.01-A.6 Training Requirements and Qualifications of this document.

3.7.2 Dress Code

The Contractor shall implement and enforce a standard dress code policy. Dress code standards are outlined in Attachment J.01 - A.7, Weapons, Equipment and Uniform Requirements of this document.

3.8 Corporate Management

The Contractor shall manage the total work effort associated with the PWS. Included in this function will be a full range of management and administrative duties including the following: program management, phase-in planning, scheduling, report preparation, risk management, establishing and maintaining records and quality control.

The Contractor shall provide an adequate staff of personnel with the necessary administrative and management expertise to ensure the performance of work in accordance with sound and efficient management practices.

The Contractor shall provide a protective services monthly report, (see Self-Assessment Metrics Report DRD), which shall contain narrative information and associated statistical metrics that address all major categories of work as identified in the PWS. The narrative and data shall show work performed for the month, along with lessons learned. The report shall also show achievement and planning for synergies and consistencies, potential cost savings for each of the NASA facilities, achievements and planning for maximizing small business participation, enhancing associate Contractor agreements and any other analysis or recommended improvements to enhance protective services at JSC and WSTF and WSC.

The Contractor shall submit a Management Plan, in accordance with the Management Plan DRD.

3.9 Use of Corporate Logo

The Contractor is prohibited from displaying a corporate logo, trademark or other wording, other than standard internal management documents and records, which would identify the Contractor's company affiliation.

3.10 Business Management - Financial Management (General)

The Contractor shall perform all business and administrative functions and integrate these functions across all areas of performance.

The Contractor shall provide on-going business analysis and respond to requests and inquiries from the Government relating to budget, schedule, and performance.

The Contractor shall comply with financial reporting requirements as specified in accordance with the Financial Report DRD.

3.11 RESERVED

3.12 Safety and Health Plan (S&H)

The Contractor shall establish and implement a safety, occupational health, and environmental program in accordance with the S&H Plan DRD that:

- Prevents or reduces the occurrence of injuries and occupational illnesses (including fatalities) to employees of the company and the serviced location.
- Prevents or reduces the occurrence of damage to all property.
- Prevents or reduces the damage to the environment through the ongoing planning, implementation, integration and management control of these programs.
- Shall be in accordance with the most current version of JPR 1700.1, JSC Safety and Health Handbook.
- Shall comply with JSC safety program requirements, which are patterned to meet the intent of OSHA's Voluntary Protection Program (VPP).
- Shall perform audits to verify employees are in compliance with all hazard controls and risk mitigations
- Shall provide an annual Safety and Health Program Self-Evaluation per the DRD.
- Provide Monthly Safety and Health Metrics per the DRD.
- Provide lessons learned in accordance with the Lessons Learned Program per the DRD.

3.13 Quality Plan

The Contractor shall develop and implement a Quality Plan in accordance with the Quality Plan DRD. The Contractor's plan shall include details of the Quality Management System (QMS) that will be used to control the products and services required as part of the PWS. The Contractor's plan shall detail the policy, processes, procedures, and techniques used to ensure compliance to contractual requirements.

The Contractor shall accommodate NASA participation in contractor and subcontractor quality system assessments. NASA insight will consist of monitoring assessments with the Contractor's auditors and inspectors. This will provide NASA the insight necessary to gain an overall understanding of the effectiveness of the contractor quality system.

3.14 Records Management

The Contractor shall maintain all records and documentation necessary to substantiate that all services have been accomplished as specified and shall support all Government audits with documentation retrieval as scheduled by the Government.

Records, reports and submittals and all associated documentation are to be maintained and provided as required in the PWS and the File Plan (Summary of Holdings) DRD. To accomplish this, the Contractor shall plan, implement, and maintain a comprehensive records management process that facilitates continual Government electronic access to all documentation records, reports and submittals.

Selected records, reports and submittals are required by the Government via DRD's. Submittals may include plans, Standard Operating Procedures (SOP's) and are identified in the PWS. Selected records, reports and submittals are further defined as:

Records: All logs, records, files, databases, workload data, etc., identified in the PWS shall be maintained throughout the file of the contract and as otherwise may be required by law or regulatory authority. Records shall be available for review by the appropriate NASA facility COTR or Alternate COTR's, Center Chief of Security (CCS) and auditors or other contractors with oversight responsibility. At completion or termination of this contract, the Contractor shall leave all Government-owned data at JSC, WSTF and WSC. The Contractor shall deliver Government-owned data to the Center or Facility Records Manager. All records shall contain supporting documentation to provide a complete audit trail. The Contractor shall maintain recorders, logs, databases, reports, data for PWS requirements, including actual number of units of work performed for each respective contract line item workload unit, for each fiscal and contract year.

Reports: Selected reports and outline instructions for the development of the format are contained in individual DRD's along with due dates for each separate report. When the due date falls on a Saturday, Sunday or holiday, the report is due by 8 a.m. local time the next business day. Reports shall be electronically available unless otherwise specified. The Contractor shall develop reporting formats, to be reviewed and approved by the Government, that are electronically available and retrievable. Proposed changes to required forms will be submitted to the CO, COTR and WSTF Alternate COTR for consideration and approval.

3.15 Environmental and Energy Conservation

The contractor shall provide data on affirmative procurement, waste reduction activity, energy efficient product procurement, and ozone depleting substances in accordance with the Environmental and Energy Consuming Product Compliance Reports DRD.

4. **Protective Services Requirements at JSC, EF, SCTF and EPFOL**

All requirements contained within this PWS are considered to be within the day-to-day baseline effort. Additional required services will be ordered in accordance with paragraph 2.3, IDIQ Task Ordering. Some requirements, as noted in Section 4 (Security Management Systems and Protective Services Training) are also applicable to WSTF and WSC.

4.1 Protective Services Security Operations

The Contractor shall provide a full range of armed uniformed Security Services in accordance with Title 51 USC 20133 and the PWS for JSC, EF and SCTF which includes the Neutral Buoyancy Laboratory (NBL), Software Development Integration Laboratory (SDIL) and Light Manufacturing Facility (LMF). Armed Security Officers must maintain a current commission card from the Texas Department of Public Safety-Private Security Bureau for completion of the Level III Security Officers Course.

The term "JSC" shall be used interchangeably to refer to activities at the JSC main site. JSC spans approximately 1,600 acres and supports 162 buildings and employs approximately 10,000 contractors and civil servants. EF is located approximately 5.6 miles from JSC. NASA has two locations at the field that are approximately 1.2 miles apart. The first area is known as 990 and has an aircraft hangar as well as four supporting buildings. The second area is known as 267 and has three aircraft hangars as well as 28 supporting buildings. SCTF is approximately 4.1 miles from EF and 3.9 miles from JSC. The Contractor's security activities at these locations shall be reported in accordance with paragraph 3.8 of the PWS and the Self Assessment Metrics Report DRD.

The Contractor shall ensure that a sufficient number of uniformed supervisors are on duty at all times to oversee all security operations. The security force's highest volume of activity is from 6 a.m. - 10 p.m. Monday - Friday except holidays. The Contractor shall ensure a lead dispatcher is on console at all times in the EDC. The Contractor shall ensure security shift supervisors conduct a "guard-mount" at the start of each shift for all security officers during which relief personnel shall assemble for arming, inspection, announcements and a general transfer of information from one shift's personnel to the next.

4.1.1 Patrol Operations

The Contractor shall conduct roving patrols of JSC, EF and SCTF at various times so as to avoid patterns of predictable behavior. Security Police Officers or Security Officers shall perform these tasks 24 hours a day seven days-a-week. Roving patrols shall respond to all emergency radio calls within 5 minutes of being dispatched and acknowledge receipt of all calls within 10 seconds of the dispatch.

On JSC's main site the Contractor shall provide 3 roving patrols from 6 a.m. - 10 p.m., 7 days a week. Physical Security Specialist (PSS) security police officers shall augment vehicle roving patrol duties for special events and operations. One roving patrol shall be on duty from 10 p.m. - 6 a.m., 7 days a week.

Contractor patrols shall respond to emergency situations to include accidents, fire alarms, aircraft in-flight emergencies, security alarms, chemical releases, natural disasters, bomb threats, criminal activity or crime scenes, breaches in site security as well as security breaches in Critical Infrastructure Protection Plan (CIPP) facilities, employees or visitors' onsite or attempting to enter the Center who are unauthorized, uncooperative, abusive or violent. The Contractor shall coordinate response to criminal activity or unacceptable behavior by person(s) with the JSC Security Office. Upon arrival at an incident, officers shall secure all subjects and protect the incident site until relieved per the appropriate SOP or as directed by JSC Security Office personnel. The contractor shall provide required reports in accordance with the Standard Operating Procedure DRD and submit all related reports for the emergency in accordance with the Protective Services Security Reports DRD.

Other patrol duties include: prevent and detect break-ins; identify acts of vandalism; locate perimeter fence breaches; detect criminal activity, and enforce NASA regulations. The Contractor shall identify hazardous conditions and items in need of repair that represent a safety concern to Center personnel as well as waste of resources, loss of property, etc. Written report(s) shall be completed in accordance with the Protective Services Security Reports DRD, the Physical Security Plan DRD and reported in a monthly metric to the COTR as per the Self-Assessment Metrics Report DRD.

Patrols also provide roadway and parking area safety through the application of direct enforcement techniques using observation and technical means, such as radar surveillance, to detect and cite violators, provide traffic control and conduct vehicle stops to include "felony stops," if necessary. All patrols shall submit issued citations to supervisory personnel at the end of each work shift. Supervisory personnel shall provide citations and notifications of suspensions to the JSC Security Office in accordance with SOPs.

Patrols shall unlock and lock buildings for authorized badged employees. Response time for the patrol is within 15 minutes after being tasked by the EDC dispatcher. Additional duties for patrols also include the placing and removal of barricades and cones in parking areas and streets as tasked by the JSC Security Office for special events, special deliveries, and incident investigation or construction activity. This also includes the placement, replacement or removal of sign inserts for reserved parking spaces or designated locations as tasked by the JSC Security Office, as well as providing breaks for Fixed Posts security officers and removing Check Point support material and property as required. All required reports shall be submitted within 12 hours in accordance with the Protective Services Security Reports DRD.

JSC has approximately 69 buildings with three to six uncontrolled exterior exits. SCTF has numerous exterior and internal doors that are equipped with card reader locking devices that must also be checked after hours.

Patrols at EF shall manually lock and reopen personnel doors installed in Hangars 990, 276 and 135 aircraft main doors at the end and beginning of each business day or when work is scheduled during non-business hours. After hours, the hangars will be checked hourly to ensure they remain secure. Patrols shall respond to hangars and limited areas, during emergencies, to ensure these locations are open for emergency responders. All other personnel doors to the hangars and the additional 32 supporting building are controlled by card reader locking devices that must also be checked after hours.

The Contractor shall conduct random vehicle and personnel inspections in accordance with the appropriate SOP and as directed by the security office or COTR. Daily Inspection schedules will be provided by the JSC Security Office. All inspections shall be followed up with a completed inspection form which shall be submitted to supervisory personnel at the end of each work shift. The Contractor

shall provide copies of inspection forms to the JSC Security Office when contraband is found or a customer complaint is reported.

On JSC main site the Contractor shall provide vehicle roving patrols for escorts of special freight and material deliveries which include wide loads, hazardous materials, and materials of intrinsic value (i.e., lunar samples and space hardware).

The Contractor shall provide roving patrols to conduct exterior perimeter checks of the Center's fence line, approximately 5.8 miles, at a minimum of once per shift. These checks shall be conducted at various times so as to avoid patterns of predictable behavior with a frequency that will detect and deter cross-perimeter trespassing. The Contractor shall also provide roving patrols to conduct interior perimeter fence inspections of NASA property at a minimum of twice per week. See Attachment J.01 - A.8, Vehicles Assignments and Standards. The Contractor shall, in accordance with the Self-Assessment Metrics Report DRD, and the Physical Security Plan DRD, provide reports that include the date and time of the inspection and the results of inspections. The Contractor shall provide the reports to the COTR.

A roving patrol (Unit 15A) shall be on duty at EF 24 hours a day 7 days-a-week. The patrol shall conduct aircraft ramp sweeps every hour. This unit shall patrol JSC's EF locations, 990 hangar areas and 276 and 135 hangar area, as well as their parking lots. These locations are approximately 1.2 miles apart. All requests for service and emergency tasking must be responded to within five minutes.

A roving bike patrol (Unit 9A) shall patrol the Mall area, Rocket Park and surrounding parking lots on JSC main site from 7 a.m. - 3 p.m., Monday through Saturday, excluding holidays.

All roving bike patrols shall provide support for special events as needed. Bike patrol officers shall have a Certificate of Completion of a Bike Safety/Bike Officer Training Course (International Police Mountain Bike Association (IPMBA) training course or equivalent) in their applicable personnel file and maintain their equipment in working order.

The Contractor shall survey and verify, on a regular schedule, the correct operation of all security access control (door) alarms, motion detector alarms and duress alarms at JSC, SCTF and EF. These field surveys and inspections shall be in coordination with the EDC Dispatchers. Duress alarms shall be verified operational once per month. Security access control alarm points shall be verified operational every six months.

A roving foot patrol (Post 21) shall patrol SCTF's NBL and LMF facilities as well as the parking lot 24 hours a day/ 7 days-a-week.

JSC main site patrols shall process all vendors at Gate 1 when Post 12 is not open for operations. Patrols at EF and SCTF shall process all vendors requesting access to the facility. Vendors will be processed at EF's Post 18. All vendors requesting access to SCTF will be processed at Post 23. When patrols perform vendor inspection duties they shall complete a written log of all vendors inspected and list any prohibited items that were found, as well as completing any required follow-up reports.

4.1.2 Flag Protocol

The Contractor shall raise and lower the United States, Texas, and NASA flags on the flag poles located south of Building 1, on top of Building 30 South, and EF in accordance with USC Title 36 -

Patriotic Societies and Observances, Chapter 1 - Patriotic Customs, Section 174 - Time and Occasions for Display and the flag protocol SOP.

4.1.3 Fixed Posts Requirements

The Contractor shall control access to JSC and its facilities by conducting a 100% verification of NASA/JSC-issued or other authorized identification media in accordance with SOPs. The Contractor's goal shall be zero unauthorized identification media incidents identified per calendar year. The Contractor shall direct traffic at gates and provide information to visitors. Security Officers shall also deter and report unauthorized personnel or vehicular entry. Security officers shall, as directed by the JSC Security Office, conduct inspections of vehicles and/or hand-carried items (e.g., briefcases, purses, packages, etc.) upon entry to or exit from the Center or specific locations, areas, buildings or facilities on Center in accordance with NPR 1600.1. JSC Safety also mandates that during periods of severe weather, gate guards must work under each gate's canopies and near the guard houses.

The Contractor shall man JSC's main gate on Saturn, (Post 1 & Post 1A), 24 hours a day, 7 days-a-week. EF's gate on Brantley Street, Post 18 will be open from 6 a.m. – 10 p.m., 7 days-a-week.

The Contractor shall conduct inspections of inbound vendor/commercial vehicles to ensure no unauthorized hazardous material, unauthorized person, weapons or illegal material is allowed onto JSC through the Vendor Inspection Station, Post 12 and EF Brantley Gate, Post 18. The Roving Foot Patrol, Post 21, at the SCTF shall inspect vendor/commercial vehicles entering SCTF. All personnel assigned to these duties at Post 12 shall be trained to the U.S. OSHA HAZWOPER (Hazardous Waste Operations and Emergency Response) regulation, 29 CFR 1910.120. The Contractor shall report all incidents to the JSC Security Office as required in the Protective Services Security Reports DRD. The Contractor shall complete a written log of all vendors being inspected and maintain a database of prohibited items that are found.

The Contractor shall maintain a Daily Gate Log on each gate and the contractor shall record information received regarding special gate or security information from supervisors, the EDC or NASA Special Agents (SA's). Official Visitors identified on the daily activity sheet are directed immediately to the appropriate location or point of contact.

The Contractor shall provide Security Officers for the following additional fixed posts in accordance with the time periods shown below:

- JSC's Main gate on Saturn, Gate 1 (Post 1C), from 6 a.m. – 9 a.m., Monday through Friday, excluding holidays.
- Avenue B East Gate, Gate 3 (Post 3), from 6 a.m. – 6 p.m., Monday through Friday, excluding holidays and Super Flex Fridays.
- Avenue B West Gate, Gate 4 (Post 4), from 6 a.m. – 8 p.m., Monday through Friday, excluding holidays.
- Avenue B West Gate, Gate 4 (Post 4A), from 6 a.m. – 2 p.m., Monday through Friday, excluding holidays.
- JSC Vendor Inspection Station, Post 12, from 6 a.m. – 5 p.m., Monday through Friday, excluding holidays.

- EF South Gate, Post 17, will be closed.

4.1.4 Armory

The Contractor shall use an armory at JSC to safely store, maintain, account for, issue and receive weapons, ammunition, portable radios, Electronic Control Weapons (ECW) and other necessary equipment to authorized personnel. As specified in NPR 1600.1, a weapon clearing barrel(s) will be provided for the safe issuance and return of all weapons. NPR standards also require that weapons are stored unloaded and in a separate suitable container from ammunition. Armory property will be inventoried daily and any lost or damaged items will be reported to the on-duty site Captain for action.

4.1.5 Physical Security Specialist (PSS)

The Contractor shall provide PSS personnel who support the Physical Security Risk Assessment program; provide general support to the Technical Surveillance Countermeasures programs; conduct a wide range of routine investigations; serve as roving patrols; support executive protection details; provide Explosive Recognition (bomb threat analysis) when needed (paragraph 4.1.11); serve as Special Response Team members (paragraph 4.1.10); support law enforcement operations, conduct random badge checks in facilities and other duties listed in the PWS or assigned by the COTR. When tasked, members of this group shall support Special Security Officer (SSO) operations in accordance with paragraph 4.4.2 of the PWS. The Contractor shall provide support after hours within 3 hours of notification and be prepared to sustain that support up to 24 hours. PSS Specialists assigned to support SSO operations must have the appropriate security clearance and training in accordance with paragraph 3.5, 4.4.1 and 4.4.2 of the PWS and NPR 1600.1. The hours of operation shall be from 7:30 a.m. to 4 p.m. Monday through Friday, excluding holidays. PSS personnel shall meet all training requirements needed to support their tasking as security police officers and SRT members in the PWS. See Attachment J.01 - A.6, Training Requirements and Qualifications.

The PSS officers shall respond to and investigate incidents of uncooperative, abusive, violent employees or visitors that are either onsite or attempting to enter the Center. Approximately 3 incidents occur per month. The Contractor shall also manage a program for persons the JSC Security Office has determined will be "Deny Access to Center" because of their unacceptable behavior. The Contractor shall ensure that the JSC Security Office's database is kept current with all deny access notices and any rescinded actions. The Contractor shall ensure a current "Deny Access to Center" and "Deny Access to Center History" report is available for review at all times. The Contractor shall also ensure the section of the "Unsolicited Contact" website database concerning this subject is kept current as well.

The Contractor shall also review, examine, assess, and analyze incoming unsolicited contact postal mail, email, faxes, and phone calls to identify threats. The analyzed information will be entered into the JSC Security Office's "Unsolicited Contact", web-site database.

The Contractor shall conduct traffic accident investigations and provide reports using scene and damage analysis. Investigating officers shall have an understanding of State and federally adopted traffic rules. Report completion shall be in accordance with the Protective Services Security Reports DRD.

The Contractor shall manage all "Traffic Violation Notices" (JSC Form 194) issued on the Center. All notices issued shall be entered into a database and monitored in accordance with written procedures. The Contractor shall address all written appeals submitted, issue driving suspension notices to JSC employees and represent the Center's interest at traffic appeal board hearings when the appeal

process cannot be resolved at the contractor level. The Contractor shall update the JSC Security Office's Microsoft Office Access database to manage and track the traffic appeal process. The Contractor shall constantly monitor the JSC Vehicle Code standards document and update it as NASA policy, state and local traffic laws change. The JSC Vehicle Code is located on the Center's website for JA Center Operations with a link to Security. The Contractor shall process all appeals within 5 working days of receipt.

The Contractor shall, in accordance with NPR 8621.1 and the Protective Services Security Reports DRD, investigate and provide written responses to Close Call reports, which have been referred to the Security Office. The Contractor shall provide responses of Close Call incidents within 3 days of receipt to the JSC Security Office and the Safety office.

The Contractor shall assist the JSC Security Office with annual lunar and planetary materials sample inventories. NASA Policy Directive (NPD) 1387.2 provides information regarding the use, control, and/or loan of lunar samples. The Contractor shall ensure a SOP for Lunar inventories includes a complete written report regarding the outcome of the inventory to include any discrepancies, and submit the report to the COTR within 2 weeks of initial survey. Surveys shall be performed annually and coordinated with the Office of the Curator.

The Contractor shall participate in reviews and security assessments for building upgrades and renovation designs and conduct pre-construction briefings as appropriate.

4.1.6 Technical Surveillance Countermeasures (TSCM)

The Contractor shall provide support services to the JSC Security Office TSCM function, which is governed by NPR-1600.1. This support will include but will not be limited to physical searches of facilities under survey and access control of surveyed location(s) before and during briefings and events. The Security Office TSCM technician conducts approximately 12 surveys each year.

4.1.7 Counterintelligence and Counterterrorism (CI&CT)

The Contractor shall provide general support services to NASA's counterintelligence and counterterrorism programs, at JSC which are governed by NPD 1660.1 and NPR 1660.1.

4.1.8 Federal, State & Local Law Enforcement Liaison

The Contractor shall establish and maintain a cordial and professional working relationship with various levels of Federal, State and Local law enforcement agencies, whose jurisdictions include, abut, impinge or are excluded from specific areas of operation. The Contractor shall coordinate regularly with these agencies and correspondence shall be documented. The JSC Security Office shall be kept informed of all contacts.

4.1.9 Law Enforcement

Law enforcement functions described in the PWS shall be performed in accordance with the authority granted by the National Aeronautics and Space Act of 1958, and is ancillary to the security operations required by the contract. This authority shall be exercised as set forth in 14 CFR 1203b.103 and Title 51 USC 20133 and 20134.

Contract Security Police Officers are authorized to enforce Federal law, State law and NASA regulations and policies; conduct vehicle stops and conduct inspections; conduct investigations; issue

traffic citations; protect crime and accident scenes; collect and store evidence, transport prisoners and testify in court or other official hearings.

The Contractor shall, when directed by authorized NASA Protective Services personnel, detain unauthorized or suspected persons for identification or investigative purposes pending a release to own re-cognizance or transfer to other appropriate law enforcement authorities.

The Contractor shall provide security and protection to detained persons or those in custody during transport operations pending further detention, release or transfer to an appropriate law enforcement authority.

The Contractor shall provide PSS officers to support the JSC Security Office in investigations. Investigation support shall be provided from 7:30 a.m. to 4 p.m. Monday through Friday, excluding holidays. Investigators shall have a thorough understanding of NASA policies and procedures, as well as being knowledgeable of State and Federal rules of criminal procedure. Investigations shall comply with the Protective Services Security Reports DRD. The Contractor shall meet regularly with the COTR and CCS for investigation reviews and updates.

The JSC Security Office assists Federal, State and Local law enforcement agencies, as well as civil process servers in serving court-directed civil documents, criminal warrants and/or subpoenas to Center employees. These tasks shall be completed under the direction of the JSC Security Office and the COTR. The Contractor shall provide PSS officers to support this effort. The JSC Security Office and JSC Public Affairs Office shall be notified immediately in criminal cases. Incident Reports shall be generated when assisting on both civil and criminal matters in accordance with the Protective Services Security Report DRD.

4.1.10 Special Response Team (SRT)

The Contractor shall provide PSS security police officers who meet the SRT standards addressed in Appendix D of NPR 1600.1 to serve as members of a special operations team assigned to resolve critical incidents which require a specialized response. Critical incidents include: active shooter; hostage situations; barricade situations; sniper situations; high-risk apprehension; personal protection details; supporting special events & assignments and acts of terrorism.

The team shall be comprised of members with the training and expertise to responsibly engage in tactical command, containment, emergency and deliberate action and precision long rifle operations. Resolution of some incidents may require the specific application of various levels of force, up to and including, deadly force.

The Contractor's SRT shall respond to all incidents at JSC, EF, and SCTF. The SRT shall be prepared to remain on station at the incident site for up to 12 hours. During the hours of 7:30 a.m. to 4 p.m., Monday through Friday, excluding holidays, SRT members shall acknowledge the EDC tasking within 10 seconds of the initial dispatch and shall arrive at the incident site within 5 minutes for emergencies at JSC and within 15 minutes for emergencies at EF and SCTF. At other times, the SRT shall assemble at the incident site within 2 hours at JSC, EF, and SCTF. Incidents requiring a deployment time greater than 12 hours or incidents requiring travel to a location other than JSC, EF, and SCTF will be authorized by IDIQ task ordering.

Members of this group shall have a background with either a certified law enforcement agency, a U.S. military group or has a current NASA security police officer certification. The team shall include a team leader, an assistant team leader, tactical personnel, support personnel, primary and alternate precision

shooters and an emergency medical technician. All team members, with the exception of support personnel, shall meet the minimum Texas Tactical Police Officers Association (TTPOA) training standards. The Contractor shall address in the Security Services Education and Training Program Plan DRD their approach to keeping the SRT core members TTPOA certified without disrupting normal day to day business.

Support personnel for the team shall include all contract security police officers and security officers that are on duty at time of the incident. The Contractor shall include training to support the SRT in the security officer's in-service training addressed to attachment J.01-A.3, Training Requirements and Qualifications.

The Emergency Medical Technician-Basic (EMT-B) shall be fully integrated into the tactical element of the team and shall provide emergency medical support to the team, victims or suspects requiring emergency medical services. In addition to meeting TTPOA training standards, the EMT-I must also be a certified Texas Emergency Medical Technician sponsored by a physician that is approved by the Texas Department of State Health Services. All certifications of required training shall be maintained in the employee's training file.

The full structure of the team must have, at a minimum, the capability and backup resources to safely enter and clear a multiple story building in the process of locating the source of a threat.

The Contractor shall draft proposed agreements, protocols and procedures for the COTR approval that addresses support relationships between and among neighboring law enforcement agencies for the handling of extraordinary incidents, which may exceed the capabilities and resources of the SRT team. External Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs) or Inter-Governmental Agreements (IGAs) shall clearly delineate, establish and specify law enforcement chain of command, operational control, duties and responsibilities of each supporting units and joint training requirements. Agreements shall also specify which agency is charged with jurisdiction in the event of a criminal investigation involving the actions of a SRT member, such as an officer involved shooting.

The Contractor shall develop procedures, strategies and response tactics for team operations in critical/hazardous and public facilities in accordance with the required SOPs. The Contractor shall be responsible for obtaining all operational and training supplies, material, aids and explosives for the team.

When not training, these officers shall assume normal physical security, investigative and patrol duties as described in the PWS. The team's normal work hours shall be from 7:30 a.m. to 4 p.m., Monday through Friday, excluding holidays.

4.1.11 Explosive Recognition

The Contractor shall have an explosive recognition capability that can respond to emergency incidents and coordinate the resolution of threats. The Contractor shall ensure assigned personnel complete an approved TTPOA explosive recognition and detection course as identified in the Security Services Education and Training Program Plan DRD. Resources shall be capable of a 5-minute on-site response during normal duty hours between 7:30 a.m. to 4 p.m., Monday through Friday excluding holidays. After normal duty hours Explosive Recognition personnel shall respond within one hour. The Contractor shall ensure an assessment of the situation is completed within 30 minutes of arriving on scene. Personnel shall also participate in drills to evaluate responses. All bomb threats and/or suspicious package response incidents shall require a written report in accordance the Protective

Services Security Reports DRD. The Contractor shall ensure that an Explosive Recognition program is integrated into their Physical Security Plan in accordance with the Physical Security Plan DRD.

Explosive Recognition personnel shall develop procedures for responses to bomb threats and/or suspicious packages and have the minimum capability to:

- Investigate and conduct searches to locate possible threats.
- Identify packages or items and make a determination if they potential hazardous devices. An IAGP portable X-ray machine will be furnished for this task.
- Coordinate with support security resources to establish and secure a perimeter for an area or facility should a package or items be determined a threat.

When not engaged in Explosive Recognition activities personnel will assume normal physical security, investigative and patrol duties.

There is no requirement for the contractor to perform chemical, biological or radiological threat investigations at JSC. Any such requirement will be issued as IDIQ by the COTR.

4.1.12 Physical Security Data Management and Reports

The Contractor shall ensure up-to-date hardcopy and electronic reportable/deliverable data; to include all DRD products are secured and available to authorized JSC Security Office personnel.

The Contractor shall provide specialist(s), knowledgeable of Microsoft Access software database development and data reporting, to update and manage the Center's information collection database. The Contractor will use the database to detect patterns or trends of unacceptable activity on JSC property. The information in this database must be current at all times. The database will also be used to submit monthly reports in accordance with the Self-Assessment Metrics Report DRD and provide the JSC Security Office with a quarterly "Center Law Enforcement and Security Statistics" report mandated by NASA Headquarters in accordance with NPR 1600.1. All other report formats for these reports will be directed by the JSC Security Office or the COTR. The system shall be maintained in accordance with NPR 2810.1.

The Contractor shall provide complete reports on criminal activities, noncompliance inquiries and security incidents. Reports of Investigations (ROI), Noncompliance Inquiries (NCI) and Security Incident Summary Reports (SISR) will be completed in accordance with the Protective Services Security Reports DRD.

The Contractor shall maintain reports and records in accordance with applicable Federal law and NASA regulations. All hardcopy reports will be filed in a central file on JSC, for a period of five years in accordance with NPR 1441.1D, Section 9810.23. These files will also be stored electronically on the JSC Security Office's secure computer file server. The Contractor shall also be required to electronically scan approximately 3,600 hard copy reports and supporting data files, dated from 1995 to present date, onto the secure file server. Once electronically filed, documents that do not meet the five year retention period shall be destroyed in accordance with paragraph 4.3.1, Sensitive/Classified Waste Accountability and Destruction. All files, electronic data and processes will be returned to the JSC Security Office at the end of the contract period.

The Contractor shall provide a daily topical and/or chronological record of activities, Standard Blotter, associated with criminal incidents, life safety, and general security. This report is provided by the EDC. These documents should be addressed in the appropriate SOP.

4.1.13 Physical Security Risk Assessment Program

The Contractor shall execute and sustain a comprehensive physical security protection program utilizing both security resources and physical safeguard disciplines designed to protect employees, NASA Priority/Critical Resources, physical assets and information. The Contractor shall provide Physical Security Specialist from security police officer resources to support this program.

The Contractor shall conduct Critical Infrastructure Protection Plan (CIPP) asset assessments in accordance with NPR 1600.1, NPR 1620.2 and NPR 1620.3; write reports, conduct studies with a focus on threat and vulnerability of assets and recommend security solutions. Specialists shall review and analyze proposed construction and renovation projects, conduct security audits, respond to user inquiries, evaluate statistical data, execute additional or enhanced physical security measures during periods of increased threat and develop security plans to protect important Government officials, distinguished visitors and resources during special events.

The Contractor shall develop a comprehensive Physical Security Plan, in accordance with associated DRDs, NPR 1600.1, NPR 1620.2, and NPR 1620.3 to deter and report damage, pilferage, removal, misappropriation, misuse, theft, vandalism, or other improper or unlawful threats to, or disposition of, Government or personal property or acts of espionage, sabotage, or wrongful destruction. The plan shall also address the contractor's strategy to deny unauthorized personnel access to JSC and controlled facilities.

The Contractor shall ensure SOPs and the Physical Security Plan DRD are regularly reviewed and needed changes are addressed. These security requirements may pose a change in staffing and/or security requirements. The Contractor shall configure the security posture to meet operational requirements with the concurrence of the COTR. Once approved, the documents will be forwarded to the CO for approval. The Contractor shall comply with the Annual Physical Security Assessment DRD, and the Physical Security Plan DRD.

4.1.14 Resource Protection

The Contractor shall provide comprehensive and integrated systems that use both personnel and equipment to safeguard personnel, physical assets and information.

4.2 Security Management Systems (SMS)

The Contractor shall incorporate the operation and maintenance of Security Management Systems (SMS) requirements identified within this PWS, in a manner consistent with and subject to the terms and conditions within existing support agreements and contracts hereof. The contractor service functions include new installation, sustaining engineering, operation, maintenance and repair of intrusion alarms, closed circuit television (CCTV), and access controls, but not limited to physical, mechanical, electronic and IT-based systems, used to control access to JSC, EF, SCTF, EPFOL and WSTF facilities and areas, i.e., walls, fences, gates, doors, electronic and mechanical locks, turnstiles and traffic controls. Personnel assigned these tasks shall work closely with the JSC and WSTF contract locksmiths. Additionally, the Contractor shall coordinate work and efforts with other contractors associated with the work, and who provide services associated with the SMS, such as the Network Services, Server Administrator, System Administrator, and other vendors. NASA employs an

enterprise United Technologies Corporation (UTC) Lenel OnGuard platform and JSC has a regional server. The SMS is configured with specific system modules to perform a wide variety of functions as part of the solution. Although the SMS is configured with several modules, the following system modules are included:

- Physical Access Control
- Alarm Management
- Digital Video Management
- Intrusion Detection Management
- System Administration
- Intelligent Video Analysis
- Graphical Map Creation
- Remote Access Level Management

4.2.1 Performance Location

The work shall be performed locally at the buildings, facilities and locations at JSC, EF, EPFOL, SCTF, and WSTF. WSC will manage their internal physical security and access control system. WSC internal card access will be issued and controlled by WSC and not by this contractor.

4.2.2 Security Contractor Qualifications

The Contractor(s) shall be regularly engaged in providing security equipment and security related services and shall have been engaged in such work for a period of not less than five years. Contractors performing work involving the provision, installation, or programming of access control equipment shall be factory authorized and certified dealers for the manufacturer of the equipment and systems. The Contractor shall ensure one SMS Technician has documentation of their factory authorization documents from the manufacturer certifying the person can administer, operate, maintain, and repair the SMS hardware/software are Lenel OnGuard® Master/Emerald level Certified to the current/proper software version at contract start. The second SMS Technician must obtain the Lenel OnGuard® Master/Emerald level certification within one year of contract start.

4.2.3 General Requirements

The Contractor shall install, operate, maintain, and troubleshoot problems, repair and correct system and component failures, install new equipment, program related JSC regional software applications, complete wall, door and door frame modifications (including patch and paint), run SMS related cables and conduit, coordinate work, prepare and submit Service Requests (SR), Work Authorization Documents (WAD) and outage schedules with appropriate organizations for smooth, efficient, timely, and complete installation of SMS equipment and components.

The Contractor shall expand the SMS as requirements change. New capability, new installation or replacement parts, components, and other materials will be funded and provided by NASA as Installation Accountable Government Property (IAGP). The Contractor shall install, operate, maintain, provide sustaining engineering, design and document and configuration control during the terms of the equipment warranty and through the term of the security contract. The Contractor may, as directed by the COTR, purchase equipment and materials related to new installation and replacement tasks.

The Contractor(s) shall furnish the necessary technician tools and equipment to successfully support the SMS operation. The Contractor shall support NASA tagged and non-tagged system equipment documented in Attachments J-04 and J-05, JSCPSC Government Furnished Property and Installation Accountable Government Property.

The Contractor shall maintain accurate records, drawings, and diagrams of the wiring, installations, other SMS related data, establish schedules for and perform preventive maintenance; and prepare and produce system reports, metric reports as documented in accordance with the Information Technology Security Management Plan DRD, and the Information Technology Systems Security Plan DRD.

The Contractor shall establish a Training and Certification Plan to describe the contractor's plans for training and certification of users, administrators, dispatchers, badge operators, security technicians, technical support and administrative support personnel for the SMS.

The Contractor shall integrate documentation to include design analyses, schematics, equipment description, software description, interface drawings, maintenance requirements and spare parts list. Configuration control of the SMS consoles, security workstations, badge/enrollment workstations, access control system software systems shall be maintained on the IAGP Installation Design Package (IDP) drawing sets. Initial IDP drawing sets will be the baseline for configuration management. Field verification of existing security panel configuration, component identification tagging and software programming will be completed each year. All field panel components and cabling shall be labeled and match configuration within the IDP drawing package. Any missing component or cable tags/labels shall be replaced.

4.2.4 System Overview

NASA employs an enterprise UTC Lenel OnGuard platform and JSC has a regional server. The system provides a number of functions including the ability to regulate access through specific doors and gates to secured areas, archiving alarm events, monitoring capabilities and a variety of other features. The system requires Lenel hardware, software, and firmware to seamlessly interface with the JSC Lenel OnGuard system.

JSC also uses a Pelco 9000 series digital video recording system for monitoring, archiving and managing analog video data. Video inputs from EF and EPFOL cameras are connected to Lenel network-video recorders (NVR) and intelligent video servers (IVS). The NVR and IVS are located at each of the airfields as designated on the drawings. Internet Protocol (IP)-based cameras specified at each location are connected to the NVR and IVS. This configuration allows the recording and storage of digital video activities occurring at these facilities as well as the ability to manage and track video analytic events.

The Emergency Dispatch (EDC) is the primary alarm monitoring site using client workstations. Client workstations are located at JSC, SCTF, and EF for access control and badge system administration functions as required by the Office of Emergency Management (OEM). The WSTF client workstation will be used for employee enrollment and badge issuance only.

4.2.5 System Interface Requirements

4.2.5.1 Network Video Recorder (NVR)

The Contractor shall configure, operate, and maintain the NVR to ensure network communication to the JSC Communications Server and to JSC Regional Server.

4.2.5.2 Intelligent Video Server (IVS)

The Contractor shall configure, operate, and maintain Intelligent Video Servers currently at EF and EPFOL. Fixed cameras at each location are configured using the following intelligent video analysis algorithms: Smart Video Motion Detection and Object Passes through Region

The Contractor shall interface the IVS with the NVR and Regional Server as required. The Contractor shall, with the assistance of the OEM, program each camera utilizing the intelligent video analytics as required by the COTR.

4.2.5.3 Client Workstations

The Contractor shall configure, operate, and maintain badge, enrollment and dispatch workstations. Client Workstations will be used for system administration, badging, dispatching, access control and security monitoring capabilities.

4.2.5.4 Field Panels

The Contractor shall install, program, configure, operate, and maintain Lenel access control field panels. Each Lenel security field panel shall use an Ethernet Transmission Control Protocol/Internet Protocol (TCP/IP) connection to communicate with the JSC Regional Enterprise Lenel Servers. Field panels will be located throughout the buildings in each of the identified Local Area Network (LAN) or telecommunications closets. As required, NASA personnel will provide the Contractor an IP addressed connection within the closet for new panels or security cameras. All security field panels and power supply panels shall have tamper switches to alarm any intrusion/opening of the panel door to the EDC.

The Contractor shall install all hardware, components, services, system programming and material to ensure a fully functional security system. System requirements shall include card readers, card reader interface modules, input/output (I/O) modules, cables and interconnects, electronic door hardware, related access control, exit control and other associated devices for connecting field hardware to the access control panel. All new security field panels shall have 12 and 24 volts direct current (vdc) power supplies with a minimum of 4 hours battery back-up under maximum load. Annual field verification of existing security power supplies and battery life is required. Batteries and power supplies failing minimum back-up power requirements shall be replaced.

4.2.5.5 Intrusion Detection Panels

The Contractor shall install and configure all new network/modem intrusion detection panels that shall be seamlessly integrated to the UTC Lenel OnGuard security system. The network/modem intrusion panel shall be interfaced with the JSC network LAN system and the JSC telephone system using an analog T-1 telephone line.

4.2.5.6 Doors

The Contractor shall install card access control hardware. Card access doors shall be configured to monitor door position (open without valid card read and held open more than the programmed time); request to exit input (an input from the protected side of the door that the system uses to shunt the door position switch during a valid exit); supervisory alarms (used to monitor the status of cables); and communication alarms (used to monitor the status of the card reader and control panels for a loss of communications). To monitor door position only, some doors require a door contact. Other doors require a door contact to monitor door position and sound a local alarm if the door is opened. These doors shall have a key override to shunt the alarm and local siren. Installations are typical, as indicated on NASA provided drawings, with the following around each door:

- Door contact or status switch (supervised alarm point),
- Card reader, multiclass keypad, current version HID Global,

- Centralized low voltage lock power supply (12 and 24 vdc),
- Cables from field panel to each door and all interconnecting device cables-with labeling,
- Electronic Door Locking Hardware (mortise, cylindrical, electrified emergency exit device),
- Power Transfer Devices (hinge or mortise device),
- Local Door Lock Power Supply for latch retract electrified emergency exit devices,
- Conduit,
- Electrical Power to the low voltage power supplies, and
- Other associated devices for a functional system.

The Contractor shall verify that the number of controllers on the loop does not exceed system capacity.

The Contractor shall install on each card access field panel and any security interface box a tamper switch that is wired as an alarm point. The tamper switch shall cause an alarm signal to be transmitted to the Security Console any time the enclosure door is opened.

4.2.5.7 Video Equipment

The Contractor shall install cameras as indicated on drawings. The Contractor shall install centralized camera power supplies and/or local camera power supplies for all cameras as indicated on the drawings.

The Contractor shall install all applicable applications and other devices necessary for each camera to connect to the network video recorders.

4.2.5.8 Miscellaneous Hardware and Equipment

System components and control devices shall be wired to the appropriate cabinet or enclosure locations as homeruns. Terminations shall be made in a manner consistent with electrical standards. Terminations to all equipment and devices shall be made in the manner recommended by the manufacturer and must meet the approval of COTR as a condition of the acceptance of this project. The Contractor will be permitted to examine existing equipment to determine the standards for the layout of boxes and cabinets. Color-coding shall be used throughout for all wiring and cabling.

The Contractor shall provide programming of system components necessary to provide a fully operational system as described in the scope of this work.

End-of-line (supervisory) devices shall be located at the initiating device as described in the manufacturer's installation instructions.

NASA will provide and the Contractor shall install tamperproof screws on exposed boxes and local alarm bypass switches that are part of the SMS.

Cabinets and enclosures containing access control system components shall be provided with tamper switches. The tamper switches shall report an alarm condition to the security console if the enclosure is opened. Cabinets and enclosures that contain only cable do not require tamper switches if attempts to damage or compromise the cables would generate an alarm or trouble condition.

4.2.6 Drawings and Configuration Control

The Government will provide existing security configuration drawings in a drawing (dwg) file format. The Contractor shall be responsible to maintain the existing drawing data and to incorporate all new security system requirements into the current configuration. Existing and any new installation requirements shall use three types of drawing formats: building floor plans identifying device location, riser diagrams identifying schematic layouts, and device specifications and details identifying the typical installation of each device. The drawings are not to be interpreted as including all necessary equipment and components for a fully functional system, but are typically supplemented with appendices that display the device counts for each building, and a general equipment list for each building. Before work begins upon a particular project, the Contractor shall coordinate with the COTR to ensure all parts, materials and components are identified for an operational system.

All security system schematic designs, design development documents, construction documents and drawings, and construction record drawings are sensitive. The Contractor shall secure drawings and documents required for the efficient provision of warranty and maintenance service on the SMS.

4.2.7 Installation and Maintenance Practices

4.2.7.1 General Practices

The Contractor shall perform maintenance and new installation work in accordance to standard security and electronic product manufacturer instructions and current codes and safety publications. All work shall conform to the current release of Institute of Electrical and Electronics Engineers (IEEE) – IEEE Standard 100, current copy of National Electrical Manufacturers Association (NEMA) standard and the National Electrical Code (NEC)/National Fire Protection Association (NFPA) – NFPA 70. The Contractor shall comply with Lenel OnGuard installation guidelines and operation standards and functional requirements established by JSC Protective Services Division and NASA Headquarters.

Compression type terminal strips shall be used whenever terminations are made at points other than on the components. There shall be no splices in any cable except where necessary to interface with pre-wired devices. Repairs to damaged cables or extending cables by splicing will not be permitted. The Security Contractor shall be responsible for all materials and labor necessary to replace cables that have been installed improperly or damaged in installation.

Conductors carrying 120 VAC power wiring shall not be run in the same conduit or raceway as conductors for low-voltage power supplies, low-voltage control functions, communications or data circuits, or video signals.

A separate suitable ground wire shall be connected to all lightning protection devices installed. The ground wire shall be connected to the nearest point of the building grounding system and bonded to it.

4.2.7.2 Cable Installation

Swivel type pulling grips shall be used for all cable pulls to avoid cable twisting.

The manufacturer's recommended maximum pulling tension shall not be exceeded during any cable pull. A tensiometer, a meter that measures tension of running lines, shall be used during installation to monitor pulling tension.

Pulling winches with a calibrated maximum tension setting may be used in lieu of a tensiometer. Hand pulls do not require tension monitoring.

Equal pulling tension shall be applied to all cables pulled during one cable pull.

The manufacturer's rated minimum cable bend radius requirements shall be followed both while the cable is under pulling tension and while the cable is in a non-tension (operating) condition.

No residual tension shall remain on any cable after installation except the weight of the cable in a vertical rise.

Care shall be taken when dressing cables in manholes such that manufacturer's tension and minimum bend radius requirements are maintained.

4.2.7.3 Labeling

The Contractor shall perform labeling and numbering required for all components and wiring for the project.

Each terminal strip and screw terminal in each cabinet, rack or panel shall be individually labeled.

Wiring conductors connected to terminal strips shall be individually numbered and each cable or wiring group being extended from a panel or cabinet to a building mounted device shall be identified with the name and number of the particular device as shown.

Each wire connected to building mounted devices shall not be required to be numbered at the device if the color of the wire is consistent with the associated wire connected and numbered within the panel or cabinet.

All equipment enclosures and bypass switches shall have a permanent, engraved label affixed to the front of each unit to show its door or alarm point number.

4.2.8 Security Management System Programming

The Contractor shall provide the development, loading, and checking of the software and/or databases for the complete and proper operation of the systems involved. Where licensing of the software is required, the license shall be assigned to NASA. The Contractor shall provide all electronic media to the COTR.

Prior to performing any programming, the Contractor shall coordinate with the COTR and shall obtain NASA's specific programming requirements. The Contractor shall advise the COTR in writing of the scheduled date for commencement of programming. The Contractor shall provide the COTR the opportunity to assist in development of programming details.

System software development shall include all items necessary to provide proper system operation and shall include the following:

- Assignment of new inputs and outputs to the system.
- Necessary time and day interval programming.
- All control by event sequences to assure system operation is as specified.
- Selective logging and report programming.
- Access interval and access group programming for the card access system.
- Alarm message generation programming.
- Assignment of new card readers into the system.
- Access control system database and graphic programming.

4.2.9 Demonstration and Testing

The following conditions apply to the completion of testing and acceptance procedures by the Contractor:

The Contractor shall furnish all test equipment, tools, recorders, connectors, cables, and other devices required for the completion of systems tests.

The Contractor shall furnish or coordinate with the COTR the availability of ladders, lifts, scaffolding, or other equipment required to provide safe and ready access to all installed devices for the use of NASA's representatives.

The Contractor shall furnish two-way communications devices necessary to communicate with any remote facility monitoring the security systems during the testing.

The Contractor shall coordinate the scheduled time of testing and access to the site to minimize the disruption of the activities of NASA and of other contractors.

Test equipment and apparatus used in testing shall include:

- Digital multi-meter with analog bar display.
- Ammeter with probes or connectors suitable for measurement of DC current.
- Portable video monitor with minimum 600 lines resolution at center of screen.
- Specialized test equipment manufactured or recommended by the manufacturer of the equipment specified and installed.

4.2.10 Test Procedures

4.2.10.1 General

Where the manufacturer of the device or component recommends a particular method or procedure for testing, the manufacturer's testing procedure shall be performed in addition to any testing methods or procedures set forth in this Design Guide.

The output of each low-voltage Alternating Current (AC) or Direct Current (DC) power supply and transformer shall be measured under maximum system operating conditions to verify that the actual loads do not exceed those previously calculated by the Contractor. If the actual loads exceed those previously calculated, the Contractor shall submit new calculations demonstrating that the system as installed meets the requirements of the appropriate specifications.

Detection loops using end-of-line devices shall be removed from the control unit and measured for total circuit resistance in normal, alarm, and trouble modes. Detection loops using end-of-line devices shall also be measured for loop voltage while connected to the control unit. The measured values for both tests shall be within manufacturer's recommendations and shall be recorded.

4.2.10.2 Alarm Security System

All alarm points shall be tested back to the Security Console by activating the alarm devices to which they are attached. Activating or simulating an alarm condition at the controller is not acceptable.

The proper programming of alarm points shall be verified at the Security Console. Programming items to be verified for each reader shall include:

- Assignment of new inputs and outputs to the system.

- Necessary time and day interval programming.
- All control by event sequences to assure system operation is as specified.
- Selective logging and report programming.
- Alarm message generation programming.

Motion detectors, magnetic switches, duress buttons, and similar alarm initiating devices shall be tested in the manner and method recommended by the manufacturer. This shall include observing recommended gaps for magnetic switches and walk-testing motion detectors in the recommended manner.

4.2.10.3 Card Access Security System

All card readers shall be tested with cards previously loaded into the local controller database and with cards that have only been loaded into the system server files. Cards previously loaded into the local database should be validated and access granted within three seconds of presentation. Cards that have not been loaded into the local database should require no more than fifteen seconds from presentation to be validated through the server.

The proper programming of card readers shall be verified at the Security Console. Programming items to be verified for each reader shall include the following:

- Assignment of new inputs and outputs to the system.
- Necessary time and day interval programming.
- All control by event sequences to assure system operation is as specified.
- Selective logging and report programming.
- Access interval and access group programming for the card access system.
- Alarm message generation programming.
- Assignment of new card readers into the system.

Card access doors shall be checked for proper operation of the electronic locking devices, including the internal monitor switch operation.

All associated tamper switches and trouble relays shall be tested back to the security console.

4.2.11 Documentation And Training

4.2.11.1 Record Drawings

The Contractor shall maintain at the site one record copy of all contract drawings, specifications, addenda, and other modifications, in good order, and marked currently to record all changes made during installation and construction, and shall also maintain at the site copies of approved shop drawings, product data, operation and maintenance.

Contract drawings, shop drawings, and mechanical and electrical equipment schematics and diagrams. All record drawings shall reflect the work as it was actually installed. Any equipment changes made during the project shall be noted. Record drawings shall be in a format and contain sufficient detail to permit the rapid and accurate troubleshooting of the system(s) by a skilled technician with no previous knowledge of the specific installation.

4.2.11.2 Operation and Maintenance (O&M) Manuals

The Contractor shall maintain all O&M manuals that include operating instructions specific to the installation, including alarm point nomenclature, card access placement, and step-by-step directions for routine operation of the system.

O&M manuals shall include service and maintenance manuals for each component installed. Equipment requiring periodic maintenance, such as battery replacement, shall be clearly noted.

4.2.11.3 Response Standards

Service by the Contractor shall include two-hour emergency response service during normal Contractor working hours and four-hour emergency response service after normal working hours, on weekends, and on holidays. Response time shall be measured from the time of Contractor notification to the arrival of service personnel at the affected site to initiate repairs. The Contractor shall provide a method of requesting emergency service after normal working hours, on weekends, and on holidays appropriate to the required response times.

The Contractors shall provide to the COTR periodically a list of required and requested replacement parts, additional or supplementary stocks of replacement components for the systems. The Contractor shall maintain this equipment.

4.2.12 References

The SMS is an IT-based system and shall adhere to the NASA IT Security policies set forth in NPR 2810.1 and other associated NPRs.

Referenced standards and recommended practices referred to herein shall be the latest edition or revision of the referenced document.

Systems shall be designed, manufactured, tested and installed in accordance with NFPA 70 (National Electrical Code), State codes, local codes, requirements of authorities having jurisdiction and in particular:

- National Fire Protection Association (NFPA), National Life Safety Code 101
- Americans with Disabilities Act (ADA) of 1990, Public Law (PL)101-336, amended in 2008 to PL 110-325
- Federal Information Processing Standards (FIPS), Publication 201-1
- Manufacturers' published requirements
- Generally accepted security industry standard practices.

Equipment and materials for which there are Underwriters Laboratories (UL) standard testing requirements, listings, and labels shall be listed and labeled by UL.

Requirements for operation, maintenance, repair, replacement and upgrade shall be in accordance with the manufactures' guidance, requirements, and specifications.

4.2.13 SMS Definitions

“Access Control” is the method of regulating or restricting personnel movement in an area to those personnel previously authorized to be there.

“Accessible” components or devices are those which are readily available to unauthorized personnel and which may be vulnerable to tampering or compromise. Components or devices are considered accessible if they are located lower than ten feet from the floor on a finished or unfinished wall inside a building, mounted to the finished surface of a suspended ceiling inside a building, mounted on the exterior surface of a building, or mounted to any surface or structure outside a building. Components or devices which are located completely inside another locked enclosure or which are normally concealed by building structure are generally considered to be inaccessible.

“Alarm Point” is a hardwired connection to an alarm input on the security network. Alarm points are always normally-closed contact devices (contacts open on alarm.) Each alarm point has a unique identity on the Security Management System and may be programmed on a schedule so that alarm conditions always require an operator response or require a response only during specified hours and/or days.

“Card Access” is the method used to provide access control (see above) at designated doors and points of entry.

“Card Access Door” is a controlled access door using the NASA Security Management System. The electronic door hardware on card access doors must comply with the NASA standard described in this PWS.

“FIPS” stands for Federal Information Processing Standards.

“Homerun” cable and conduit runs must be separate from other cable and conduit runs for their entire length. Devices required to be homerun to a field panel must use a separate conduit system and cable from each device back to the panel. No splices of any kind are permitted in any cable used in the Security Systems. (Exception: When required by the NASA security design, fiber optic cables may be spliced at designated points.)

“Protected” indicates the area that requires the greater degree of security or the higher level of restriction. Details of door annunciator systems and card access doors should always indicate which the protected side is. (An annunciator system or panel is a group of lights used as a central indicator of status of equipment or systems.)

“Reader” refers to the card access assembly that detects the presence of an access control card presented by an individual and transmits the card data to the associated card access controller.

“Tampered” indicates that the device or enclosure has been provided with a switch that reports to NASA’s Security Management System as an alarm point. Removal or opening of the component will immediately transmit an alarm to security personnel. All access controllers and similar equipment enclosures must be tampered.

“Tamperproof” refers to the use of screws or fasteners that cannot be removed with readily available hand tools.

“Unprotected” indicates the area that requires the lesser degree of security or the lower level of restriction. Details of door annunciator systems and card access doors should always indicate which “is the unprotected side”. (Card access readers are always located on the unprotected side of the door.)

4.3 Locksmith

The Contractor shall provide a full range of locksmith services to include lock and key management; administrative maintenance of work order information and data; installation and repair of mechanical and electronic locks and locking devices; servicing safes and vaults; performing emergency openings; set and change combinations; fabricate and issue keys; as well as issue and control of padlocks. All Locksmith personnel must possess a Secret security clearance. The hours of operations shall be 7:30 a.m. to 4 p.m., Monday through Friday, excluding holidays. A locksmith shall be on call 7 days-a-week, 24 hours a day. Emergency requests after hours must be responded to within 2 hours or one hour if someone is locked in a facility.

The Contractor shall receive, confirm authorization with the appropriate Facility Manager and process requests for keys and safe and electronic lock combination change from Center employees and provide the required service within five (5) days. Locksmiths shall ensure all emergency work requests designated by the COTR shall be responded to within 1 hour. The locksmith shall maintain a master safe in the locksmith's office to store safe and electronic lock combinations. The Contractor shall file combination cards and enter information in the database within two (2) work days of changing combinations. Locksmiths shall arrange for new lock installations with facility maintenance and construction personnel; maintain accurate record; ensure data is entered into the Security Operating System (SOS) within 2 working days of completion of work; maintain control of all keys issued, and track lost keys. Other duties include the operation of an automatic keying machine utilizing computer and applicable software needed to research key codes for cutting keys for various types of locks including automobiles. The Contractor shall maintain and safely operate all tools and machinery in the Locksmith Shop located in Building 262. Locksmiths shall comply with established SOPs regarding customer service and key issuance. The Contractor shall report all work performed in accordance with the Self-Assessment Metrics Report DRD.

The Contractor shall purchase all locks and hardware, to include safe and electronic combination locks. Approximately 20 safes will require combination lock upgrades to the GSA approved electronic safe combination (X-09) locks within the first year of the contract. A minimum of three (3) spare X-09 locks shall also be kept available for replacement and repairs. With the exception of new construction, the Contractor shall furnish, install, repair and re-key all lock cylinder cores, as well as construct, maintain, evaluate, remove, replace and repair door locks. The locksmith shall evaluate, maintain and repair safes, vaults and cabinets. All key locks shall be compatible with the existing master key system. The Contractor shall maintain an inventory of spare locks, parts, components, and hardware. The Contractor shall provide equipment, tools, and supplies to support the locksmith task. The Contractor shall provide service to support critical national assets and national treasures such as lunar and planetary samples. The Contractor shall provide annual preventative maintenance on walk in vault locks, electronic locking devices, and safes. Upon return to storage in Building 262, the Contractor shall ensure all safes are serviceable and repainted for reissue.

All combinations shall be changed on all safes, vaults, and limited access areas at least annually. Approximately 25 safes are processed annually.

The Contractor shall consult with maintenance and operations engineering personnel regarding locking devices and other keying material and recommend appropriate devices, upgrades, and procedure changes to enhance site security. The Contractor shall support new construction or rehabilitation project designs by attending new construction meetings and specifying appropriate locks required. The Contractor shall meet with design engineers when necessary. Locksmiths attend approximately 20 meetings per year.

The Contractor shall maintain appropriate manufacturer's certifications for installation, operation, maintenance, troubleshooting, and repair of locks currently installed. An example is the Electronic Safe Combination Locks (X-09). The locksmith shall have a working knowledge of all types of mechanical and electronic combination locks used on the Center. These lock products include: Sargent; Greenleaf; Diebold; Mosler; Simplex; Yaletronics; Locknetics; Codetronics, and Cypher.

4.3.1 Sensitive/Classified Waste Accountability and Destruction

The Contractor shall coordinate telephone or email requests for sensitive material pickup for destruction in accordance with approved SOPs for classified material destruction.

The Contractor shall be responsible for storing various levels of sensitive but unclassified documents in storage containers and devices according to the applicable policies and procedures as delineated in Attachment J.01-A.1, Compliance Documentation.

Sensitive and classified waste, to the level of Secret, shall be stored on site in a secure vault, container, or other secure area authorized by the COTR for the storage of classified/sensitive material until destroyed.

The Contractor shall be responsible for providing the personnel, tools and equipment required for the proper destruction of documents and media of various classification levels, from unclassified through the TS/SCI level.

Destruction will cover various forms of media such as paper, electronic memory, compact disks, computer hard drives, and flash drives. The Contractor shall ensure that the capability exists or be readily obtainable to destroy large volumes of documentation within a specific timeframe.

The Contractor shall provide in accordance with the appropriate SOP, written guidance for the pick-up, storage, transportation and destruction of all sensitive and classified documents.

The Contractor shall perform disposal activities during normal working hours 7:30 a.m. until 4 p.m. 2 days per week. The Contractor shall receive all requests to pickup sensitive and classified waste, schedule all appointments, and pick up waste from JSC locations as requested by Government and onsite contractor employees. The Contractor shall ensure that all sensitive and classified waste is picked up within 1 week of initial request. The Contractor shall track and report the number and type of material destroyed in accordance with the Self-Assessment Metrics Report DRD. Additionally, the Contractor shall, identify the security, storage and required destruction processes in accordance with SOPs and the Physical Security Plan DRD.

If necessary, the Contractor shall arrange with local commercial sources to perform document destruction. Sensitive material may be destroyed by burning, shredding, pulping, melting, mutilation, chemical decomposition, or pulverizing (for example, hammer mills, choppers and hybridized disintegration equipment). Pulpers, pulverizers, or shredders may be used only for the destruction of paper products. Residue shall be inspected after each destruction task to ensure that sensitive information cannot be reconstructed. Crosscut shredders shall be designed to produce residue particle size not exceeding 1/32 inch in width (with a 1/64 inch tolerance by 1/2 inch in length). Sensitive material in microform; that is, microfilm, microfiche, or similar high data density material may be destroyed by burning or chemical decomposition. Lunar material must be destroyed by burning or chemical decomposition.

4.4 Personnel Security

The Contractor shall provide two Technical Support Services Specialists to support "Personnel Security" duties in Building 419. Hours of operation for these Specialists are as follows: one Specialist shall work from 7:30 a.m. to 4 p.m. Monday through Friday, excluding holidays. The other Specialist shall work from 12 p.m. to 4 p.m. Monday through Friday, excluding holidays. These Specialists shall also be cross trained to perform all badge operations in accordance with written procedures. The Technical Support Services Specialists assigned to Building 419 duties are not required to wear a uniform except when supporting badge operations. The Contractor shall report all work performed in accordance with the Self-Assessment Metrics Report DRD.

Personnel Security program functions include:

- Providing routine filing, development of reports, spreadsheets, metrics, charts, graphs and forms using Windows based software; process personnel security checks and scanning of documents.
- Reviewing for accuracy all Standard Form (SF) 85, 86 and OF 306 forms submitted by JSC personnel required having OPM background checks.
- Support e-QIP (Electronic Questionnaires for Investigations Processing) Lab operations and perform other assigned duties in accordance with established contractor SOP's and complete service. These tasks shall be documented in accordance with the Self-Assessment Metrics Report DRD.
- Providing security clearance information for JSC civil service personnel traveling or assigned to TDY locations or for personnel visiting other facilities (local and out-of-state). Perform assigned duties in accordance with established written guidelines. Security clearance information for civil service employees shall be sent to offsite locations the same day the request is received.
- Ensuring the Technical Support Services Supervisor is trained on programs and systems operation for which their employees will be responsible under the JSCPSC PWS.
- Adhering to the requirements of HSPD-12, and applicable NASA regulations as delineated in Attachment J.01-A.1, Compliance Documentation. The Contractor shall input data into the Identification (ID) management databases which contain personally identifiable information (PII).

Maintain and operate the following Security Records Management Systems:

- Pre-employment screenings, excluding civil servants
- Internal access control records
- National Security clearance records and other records as required
- 5 CFR 731.106 (Designations of Public Trust Positions and investigative Requirements) and HSPD 12 (Policy for a Common Identification Standard for Federal Employees and Contractors)

Continuously update NASA Personnel Security Systems Administration databases containing background investigation and security clearance information

Initiate background investigations utilizing the Electronic Questionnaires for Investigations Processing (e-QIP).

- Conduct records checks to collect security information. Data systems used will include
- Office of Personnel Management (OPM).

Process appropriate Security Investigation data as determined by the level of risk determination. Process electronic fingerprints and associated data inputs for JSC access and Security Background Investigations and support potential biometric solutions.

Create and securely maintain all personnel security investigative and screening records on all NASA personnel security cases. This process will include the review of all forms or paperwork received for accuracy and completeness. The Contractor shall also prepare and mail (electronic or hardcopy) completed paperwork to the US OPM and other required Federal agencies for file review. Packages are mailed (electronic or hardcopy) within 1 day of final review. OPM inquiries for further information or paperwork shall be completed within 2 days of request. All required filing shall be complete at the end of each workday.

4.4.1 Communications Security (COMSEC)

The Contractor shall comply with and support requirements for the unclassified and classified portions of the JSC COMSEC program. This support shall include: the development of administrative, maintenance, and operation procedures as well as associated plans in accordance with the Security Services Training Report DRD, the Self-Assessment Metrics Report DRD, and the Standard Operating Procedures DRD; knowledge of COMSEC secure voice and video-conferencing equipment; assistance with the troubleshooting of equipment anomalies or failures; development, tracking and administration of the initial and annual COMSEC Training for both civil servants and other participating contractors; packaging and shipping of COMSEC equipment and material in accordance with required procedures; providing technical support such as hardware and software upgrades to specific classified systems and networks as determined by the JSC COMSEC Account Manager (CAM). In addition, the Contractor shall report any COMSEC violations to the CAM or Alternate COMSEC Account Manager (ACAM) within 2 hours of discovery.

4.4.2 Special Security Officer Program

The Contractor shall comply with and support the classified SSO Program in accordance with NPR 1600.1 including other designated National SSO policies and procedures. Contractor personnel identified to support this function shall be required to possess and maintain a Top Secret (TS) clearance with the ability to obtain Government-sponsored Sensitive Compartmented Information (SCI) access.

The Contractor support shall include, but is not limited to the following tasks: support classified meetings and other two-person integrity related activities; provide access briefings and debriefings; prepare SCI clearance packages for Headquarters' approval; develop, present, and track required annual TS/SCI training for TS/SCI cleared personnel to include both civil servants and other participating contractors; input clearance and personal information into the required security database(s) for tracking of clearance information, etc., prepare TS/SCI visit authorization letters for SSO approval and signature.

4.4.3 ID Management/Badge Processing Services

The Contractor shall manage and operate systems used to control access to sensitive facilities at JSC as well as those used to identify and badge civil service employees, contractors, and official visitors. The Contractor shall use the NASA Agency EPACS and the functional operation of the JSC ICAM and IdMax systems. A minimum of six badge/enrollment workstations shall be in operation at JSC facilities during normal office hours, five at building 110, one at SCTF and one at EF. The hours of operations for building 110 each business day shall include: two badge/enrollment workstations shall be in operation from 6 a.m. – 7:30 a.m.; four badge/enrollment workstations and the reception desk shall be in operation from 7:30 a.m. – 4 p.m.; an additional badge/enrollment workstation shall be in operation from 7:30 a.m. to 11:30 a.m. and from 4 p.m. to 5:30 p.m. one badge/enrollment workstation shall be in

operation, Monday through Friday excluding holidays. SCTF hours of operation shall be Monday through Friday 7 a.m. to 3:30 p.m. excluding holidays. EF hours of operation shall be Monday through Friday 7 a.m. to 11 a.m. excluding holidays.

The Contractor shall provide uniformed Administrative Security Specialists to support these locations. Administrative duties at these locations will include but are not limited to the preparation and issuance of Controlled Access Area (CAA) badges and visitor passes. Records for these credentials will be kept in compliance with NM 1600-95, NASA Identity and Credential Management, JSC security policy directives, procedures and established written guidelines. At all times, any badges not being issued shall be kept secured.

Other duties include the preparation and issuance of site access photo identification badges for civil service and contractor personnel, retired civil service personnel, foreign nationals, or designated dependents and official visitors. For the electronic badge processing and passes, administrative personnel will use all personal computer (PCs), systems, and software to include on-the-job training (OJT) on SOS; Lenel OnGuard; and the JSC Security Office webpage processes, which includes the web-based access approval process and applications. They shall comply with applicable NASA/JSC regulations relating to badge/enrollment. Personnel shall be cross trained to perform all duties at all badge processing locations and Personnel Security duties in accordance with written procedures. The Contractor shall report all work performed in accordance with the Self-Assessment Metrics Report DRD.

Processed Personnel Identity Verification (PIV-II) cards with data chip will be provided by the Government. Ancillary badge material such as non PIV-II card stock, FIPS-201-1 card holders, pouches, clips and printer supplies shall be provided by the Contractor and in accordance with Federal Information Processing Standards (FIPS-201-1).

Contract Administrative Security Specialists assigned to building 110 will also be responsible for the following tasks:

- Management of the NASA termination process in accordance with established SOP. For routine out processing for contract workforce, the Contractor shall utilize the JSC Form 760 and for civil servants, the NASA Form 537 shall be utilized. These forms represent a “check-out” procedure for employees leaving NASA/JSC.
- Preparation of daily Security Gate Schedules for all security gates to include notification of Public Affairs Office (PAO) for Very Important Person (VIP) tours, special events and special visitor instructions. These schedules shall be delivered to each gate at the end of the daily shift the evening before the event.
- Assist JSC directorate and division offices with the issuance of escort required visitor badges upon request.
- Receive letters from the JSC Security office or contractor management requesting service vehicle permits and forward letters to the JSC Security Office for approval. Complete issuance of permit within 2 days of request.
- Issue temporary and escort required CAA cards and complete data entry in accordance with SOPs. Process CAA requests by entering access zones on official photo identification badges, e.g. Data Collection Terminal (HID Prox) and SMART cards and complete data entry in

accordance with SOPs. Process access request or issue CAA card to customer within 5 minutes of initial contact.

- The Contractor shall deactivate the SMART card within 30 minutes of notification by appropriate NASA official. The Contractor shall submit the employee's name to the "Denied Access to Center List" within one hour of notification.
- Fingerprint designated personnel for security checks, investigations or clearance purposes in accordance with SOPs. In addition to the civil service personnel requiring fingerprinting, this process is also required for personnel on other contracts supporting the Center, e.g. resident aliens, foreign national visitors, foreign national employees and representatives. Fingerprints shall meet the quality standards established by OPM and the Federal Bureau of Investigation (FBI). The rejection rate for fingerprints shall not exceed three (3) percent of the total submitted per year. Approximately 4,000 fingerprint checks are processed each year.

4.4.4 Lost & Found Program

The Contractor shall maintain a program at JSC for items located or brought to security resources. The Contractor shall develop, and submit for the NASA COTR's approval, standard operating procedures for the collection, return, storage and disposal of recovered items. The Contractor is responsible for the storage of the property until final disposition.

4.4.5 Information Security (INFOSEC)

NASA activities span the classification domain from unclassified, sensitive but unclassified, collateral Classified National Security Information (Confidential, Secret and TS), Special Access Programs through TS/SCI.

The information security activities of the Contractor shall be guided by the regulations, policies, procedures and requirements identified in documents such as the Information Security Oversight Office (ISOO), National Industrial Security Program Operating Manual (NISPOM), NISPOM Supplement (NISPOMSUP), the Department of Defense Overprint to the NISPOMSUP, Joint Air Force-Army-Navy (JAFAN) manuals (6/1, 6/3, 6/4, 6/9), Director of Central Intelligence Directives (DCID), National Security Telecommunications and Information Systems Security Advisory Memorandum (NSTISSAM) Transmitted Electro-Magnetic Pulse/Energy Standards & Testing (TEMPEST)/2-95 manual, NASA Policy Directive (NPD) 1600.2 NASA Security Policy, NPR 1600.1 NASA Security Program Procedural Requirements, Executive Order (EO) 13526 Classified National Security Information.

4.4.6 Administratively Controlled Information

The Contractor shall comply with the Computer Security Act of 1987, Public Law 100-235. The PL 100-235 defines "sensitive information" as any information that, the loss, misuse, or unauthorized access to or modification of which could adversely affect the National interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (the Privacy Act) but which has not been specifically authorized under criteria established by an executive order or an act of Congress to be kept secret in the interest of National defense or foreign policy." NASA identifies this information as "Administratively Controlled Information" (ACI).

The Contractor shall develop and implement a program to train the JSC workforce on the categories of information which are SBU. The training shall include the required marking of documents; access rights; storage, and dissemination procedures.

The Contractor shall ensure that the workforce is trained in the policies and procedures should the Federal Government subsequently develop new categories or titles for sensitive but unclassified information, for protecting this information from unauthorized and inappropriate use and availability.

4.5 Emergency Management Program

The Contractor shall support emergency management and services at JSC. Existing Agency, National, and Center guidance (see list below) identifies the framework by which NASA mitigates, prepares for, responds to, and recovers from the impacts of a wide variety of natural and technological emergencies. These emergencies could adversely impact any or all of the following: the health and safety of employees; the environment; day-to-day operations; and critical infrastructure. The Contractor shall comply with the following procedures, guidelines, and directives: JPD 1040.2, JPR 1040.4, JPD 1040.1, JPD 1040.3, NPR 1600.1, NPD 1040.4, NPD 8710, NPR 8715.2, NPR 1040.1, and applicable Homeland Security Presidential Directives, and JSC emergency management and continuity policy and procedural documents.

The Contractor shall conduct emergency operations (whether NASA directed or within an interagency plan or mutual aid agreement) consistent with standard practices for response and recovery protocols as outlined in national and NASA Agency policies regarding the NIMS.

The Contractor shall coordinate and update annually a Hazard Identification and Vulnerability Assessment for JSC.

4.5.1 Continuity of Operations (COOP)

The Contractor shall support short and long term COOP planning for JSC mission essential functions, interoperable communications, IT systems and other essential interdependencies.

4.5.2 Test, Training & Exercise (TT&E)

The Contractor shall participate in and support TT&E activities in support of the JSC multi-year emergency planning calendar to address JSC, NASA, and external requirements detailed in JSC MOUs and by the JSC Manager.

4.6 Emergency Dispatch Center (EDC)

The Contractor shall provide Communication/Dispatch Officers to operate the EDC containing emergency dispatch console systems which include the following: Whelen Emergency Warning System (EWS); Edwards Fire-Works Fire Alarm System; Intergraph Computer Aided Dispatch (CAD) system; Lenel On-Guard Enterprise Physical Access Control System (EPACS), Security Management System (SMS) including access control/monitoring/intrusion/duress alarm systems; Motorola CentraCom two way radio communication (with multi-net/bridging capabilities) and telephone interface system; NICE voice recording systems; emergency and administrative point-to-point telephones; Pelco and Lenel security CCTV video (cameras, recorders, software) system; Weather Station; Caller ID/Location system Telephone System (automatic number identification (ANI)/automatic location identification (ALI); and the employee notification and accountability systems (ENS) including the emergency response (level 1, level 2 and termination), hotline and crash-net notifications.

The EDC is the central control, communication and dispatch center for all life threatening emergencies (fire, hazards, rescue and security), alarms and non-emergency activities. The EDC dispatcher responsibilities include: medical; fire; security, duress alarm and local hazard alarm response communication and notifications.

The Contractor shall provide trained and certified personnel to operate each of the three dispatch consoles located in the Building 30L, Room 3110. All three of the consoles shall be staffed from 5:30 a.m. - 9:30 p.m., Monday through Friday, excluding holidays. Two of the three consoles shall be staffed 24 hours per day, 7 days per week. A working lead dispatcher shall be on duty at all times. An additional dispatcher shall be on duty from 9:30 p.m. - 5:30 a.m. at least once a week for training and to support EDC administrative functions such as review and update of procedures and checklists and update of emergency recall rosters, etc.

The dispatchers, including the lead, shall not be on duty more than 12 continuous hours during one 24-hour period.

The Contractor shall provide EDC Dispatchers to perform the duties as described below:

The Dispatchers shall receive, and respond to all incoming telephone and radio communications and to all security alarms, local hazard alarms, duress alarms, and fire alarms. The Dispatchers shall monitor security access control, local hazard, and fire alarm panels. The Dispatchers shall dispatch fire, security (roving patrols), medical personnel, and other emergency response personnel in the performance of routine duties and for emergencies. Dispatchers shall be capable of following special instructions, develop CAD and EPACS SMS reports, forward reporting and emergency response information, prioritize and respond to routine and emergency situations. Dispatchers shall be fully knowledgeable of the CCTV and voice recording systems and able to locate events of interest and record the data. Non-Emergency telephones shall be answered within 5 rings of initial ring and radio calls within 5 seconds of call-in. All activities shall be reported in accordance with the Self-Assessment Metrics Report DRD.

Dispatchers shall ensure that in the event of interrupted communications due to loss of power or loss of consoles, an emergency work order is called in and one dispatcher shall report to building 25 (Fire Station) to resume radio communications and if required, the EDC telephones shall be transferred to building 25 until the situation is resolved. In the event a power outage results in telephonic and EDC failure, the dispatchers shall resume communications over a handheld radio. The Contractor shall ensure within 5 minutes of any radio communication failures the dispatchers shall re-establish or resume radio communications until the EDC interruption has been resolved. The Dispatchers shall ensure a complete audit trail of all security and emergency actions are reported in accordance with the Self-Assessment Metrics Report DRD.

4.6.1 EDC System Testing and Operation

The Contractor shall establish SOPs that outlines the testing of EDC console and emergency support hardware and software system equipment.

Testing of EOC/EDC support emergency warning or notification systems shall be performed as listed below. The Lead Dispatcher shall schedule and document each of the JSC emergency warning or notification systems tests. The documentation shall state the date and time of the system test, which system was tested and provide a complete synopsis. Emergency warning systems shall include:

4.6.2 JSC Site Emergency Warning System (EWS)

Dispatcher shall activate the EWS at 12 p.m. on the first Thursday of each month. The Dispatcher shall request positive or negative feedback from each of the JSC site gate security guards as related to the

EWS tower tone and audio voice message. All security roving patrols shall also provide tone and voice message information from their location at the time of the EWS activation. The Lead Dispatcher shall document the test results and submit any Anomaly Report (AR) /Discrepancy Report (DR)/ Facilities Work Order (WO)/ network Service Request (SR) to correct system problems.

4.6.3 Red Emergency Telephone and Code Blue Emergency Telephones

Dispatcher shall dispatch a security officer to each of the Red Emergency and Code Blue Telephone locations and have them activate the emergency line between 12 p.m. and 1 p.m. on the first Thursday of each month. The Dispatcher shall determine a positive or negative feedback from each emergency telephone location. The Lead Dispatcher shall document the test results and submit any AR/DR/WO to correct system problems.

4.6.4 Emergency Banner Notification

Dispatcher shall activate the channel 3 Emergency Banner Notification test message at 11 a.m. on the first Thursday of each month. The Dispatcher shall monitor cable channel 3 for the proper test information banner to appear. The Lead Dispatcher shall document the test results and submit any DR/AR to correct system problems.

4.6.5 Employee Notification and Accountability System (ENS)

Dispatcher shall activate the web-based employee notification and send test messages to the pre-determined test call list of Emergency Response Team members. The ENS testing shall be as directed by the ENS program team or the Manager, Office of Emergency Management (OEM). The Lead Dispatcher shall document the test results and submit any AR/DR to correct system problems. Schedule and document each of the tested emergency systems.

The Contractor shall develop and manage a reporting system to document any EDC system anomaly or discrepancy identified. The Contractor shall submit any anomaly or discrepancy identified into the proper AR/DR/WO/SR reporting system. The Contractor shall provide a Call Center to receive all EOC/EDC/EPACS system AR/DR repair reports. The Call Center shall submit required WO and SR to the proper reporting center and track all AR/DR/WO/SR until repaired. The documentation shall state the date and time of the system failure, test, which system was tested, and provide a complete synopsis in accordance with the Protective Services Security Reports DRD.

4.6.6 EDC Support Systems

Each dispatcher shall have complete knowledge and functional capability to use all workstations including the following EDC support systems:

- Emergency Warning System (EWS)
- JSC Central Fire Alarm Monitoring System (Fire-Works)
- EF Fire Alarm Monitoring System (Monico)
- Motorola Centra-Com Radio Communications System
- ANI/ALI Caller ID/Location System

- ADT Com-Sec Security System
- Anomaly/Discrepancy (AR/DR) Reporting systems
- Lenel and Pelco CCTV monitoring system
- Lenel and Pelco CCTV video recording system
- Nice audio recording system
- Intergraph Computer Aided Dispatch (CAD) System
- Lenel On-Guard Enterprise Physical Access Control System (EPACS) Security Management System (SMS)
- JSC Employee Awareness (JEA) System
- AM Radio Broadcast System
- Employee Notification and Accountability System (ENS)
- JSC Entry Gate Sign System

Emergency Dispatchers shall coordinate with the Physical Security Force and verify, on a regular schedule, the correct function and operation of all Lenel On-Guard EPACS security access control (door) alarms, motion detector alarms, and duress alarms. Duress alarms shall be checked monthly and security access control alarms shall be verified operational every six months.

Each dispatcher shall demonstrate skills and operational capability with all systems and fully understand the complete function of the hardware and software for all support system(s) in accordance with the Electronic Security System Configuration Management Plan DRD. At the change of shifts, the Leads shall perform daily functional checks on the console systems and identify any operational discrepancy. Dispatchers shall be tested monthly on the operation of various systems.

The Contractor shall provide an advanced schedule for opening/closing buildings during non-duty hours to the EDC at the end of normal working hours for after hour activities or maintenance/construction work to be performed that evening. Each year, first week in January, the Federal holiday information shall be programmed into the Lenel On-Guard SMS software to ensure automatic opening of facility doors are synchronized with the date.

The Contractor shall track and record all incidents in accordance with the Protective Services Security Reports DRD.

The Contractor shall maintain and update existing written procedures for equipment operation as well as response to routine and emergency events.

The operators shall provide emergency response elements with updated information vital to decision making.

The Dispatchers shall operate the 911 emergency telephones, including 911 conference calling and maintain the ability to document a continuous chronological listing of events during response activities.

The Contractor shall provide services for the JSC emergency telephone system 33333, JSC, 44444, EF and 911-conference calling. All Emergency calls will be answered within 3 rings and all emergency calls shall be reported in accordance with the Self-Assessment Metrics Report DRD.

The Dispatchers shall meet the requirements of NFPA Standard 1061, Professional Qualifications for Public Safety Tele-communicator. Additionally, NFPA Standard 1221, Standard for the Installation, Maintenance, and Use of Emergency Services Communications shall be the guide for receiving, dispatching, and recording emergency communication.

Each dispatcher shall be thoroughly knowledgeable of and comply with the SOPs. These documents should all be addressed in accordance with the Standard Operating Procedure DRD. Logs, blotter entries, reports and forms shall be concise, accurate, legible, and the data shall be submitted to the COTR in accordance with the Protective Services Security Reports DRD and the Self-Assessment Metrics Report DRD. The Dispatchers shall develop CAD entry and EPACS security system reports based on parameters established by JSC SOPs. At the beginning of each EDC shift, the Lead Dispatcher shall run a report of all Lenel OnGuard security alarm points and determine if any outstanding alarms, door intrusions or entry points require an action. At the end of each EDC shift, the off-going Lead Dispatcher shall brief the on-coming Lead of any anomalies or discrepancy reports, outstanding security alarms, entry requests or any other important situation being followed. Shift hand-off shall be complete and thorough. The on-coming Lead should also receive any advanced schedule(s) for opening/closing buildings during non-duty hours; as well as any after hour activities or maintenance/construction work to be performed that evening. During any emergency event, no shift hand-off shall be completed.

The Contractor shall ensure that all "Restricted Facility Authorization Notices (RFAN)" are reviewed and revalidated semi-annually. RFAN are emails or letters from Facility Managers that request restricted/limited access to their facilities or rooms within their facility. The notice also, identifies who has entry approval and their contact information.

Training shall be in accordance with the Security Services Education and Training Program Plan DRD, and in accordance with JSC-36268, EOC Operator/Supervisor Certification Guide. In addition, the Contractor shall ensure compliance with Dispatch Center Operational Procedures in accordance with SOPs.

4.6.7 EDC Training and Certification Program

The Contractor shall implement and maintain a continuous comprehensive training and certification program for each dispatcher. Dispatchers shall understand the function of all EDC systems and demonstrate the ability to utilize each system capability. See Attachment J.01 - A.6, Training Requirements and Qualifications.

4.7 Protective Services Training

The Contractor is required to establish and maintain an adequate workforce which is trained, educated, equipped, proficient and capable of performing tasks from the first day of performance through completion of the contract as mandated by this PWS. The Contractor's training staff shall monitor all elements of the PWS at JSC and WSTF/WSC and ensure all personnel meet the required standards of their assigned task. Supervisory personnel and SRT members shall be trained to the Security Police Officer level. All other armed uniformed personnel shall be trained to the minimum

Security Officer level. The contract shall comply with all requirements addressed in paragraph 3.2 of the PWS.

4.7.1 JSC Security Education and Awareness Briefings

The Contractor shall perform training for personnel who are not protective services contractor employees or subcontractors. This training shall include personnel at JSC that is required by NPRs, by law or as detailed in this JSCPWS. Examples of training which applies to JSC are listed in Attachment J.01 - A.6, Training Requirements and Qualifications.

5. **White Sands Test Facility (WSTF) and White Sands Complex (WSC) Protective Services Requirements**

At contract start, a minimum of 70% of the contractor workforce shall be cleared to the Secret level (interim Secret clearances are acceptable). Within six (6) months from contract start all contractor personnel shall have a Secret clearance (interim Secret clearances are acceptable). Individuals who cannot obtain the required minimum clearance shall not perform services at the Center. In accordance with paragraph 3.5, within 30 days of contract start, the Contractor shall initiate the process for obtaining a TS collateral clearance with SCI access for personnel identified by the WSTF Alternate COTR as requiring that clearance level.

Note: WSTF/WSC currently utilizes several Emergency Notification Systems (ENSs) that are maintained by a variety of program systems including a Fire Alarm and Detection System, Fire Suppression System, thirty-eight (38) ring down "Red Phones," Public Address systems, Pagers, Chemical Spill Sirens, warning horns, two-way radio system and Video.

WSTF/WSC is a hazardous test facility and; therefore, requires redundant ENS. All personnel at WSTF/WSC must be knowledgeable about the notification systems and the corresponding actions to be taken when a system is activated. The Contractor shall ensure that all personnel are trained to be familiar with ENSs that are applicable for the specific location. The Contractor shall evaluate notification methods and provide recommendations to WSTF/WSC management that may enhance existing ENSs.

All requirements contained within this PWS are considered to be within the day-to-day baseline effort. Additional required services will be ordered in accordance with paragraph 2.3.

5.1 Protective Services Security Operations

The Contractor shall execute and sustain a comprehensive physical security protection program utilizing physical measures designed to safeguard people; prevent unauthorized access to equipment, facilities, material, and documents; and to safeguard these assets against damage or loss.

In support of security operations, the Contractor shall conduct security studies; recommend security solutions; write reports; conduct briefings; review and analyze proposed construction and renovation projects; respond to user inquiries; evaluate statistical data; and execute additional or enhanced physical security measures during increased threat periods.

The Contractor shall continually evaluate the security posture of WSTF/WSC noting deficiencies and making recommendations for appropriate security measures to be taken to ensure the security, safety, and welfare of the employees, visitors, equipment, and other Agency assets in accordance with the Annual Physical Security Assessment DRD.

The Contractor shall provide special attention and added protection to Critical Infrastructure Protection Plan (CIPP) assets and conduct CIPP assessments as required by NPR 1600.1. The Contractor shall adhere to policies as set forth in NPR 1620.2., NPR 1620.3, and NPR 1600.1 as well as chemical/explosive storage in accordance with the applicable Federal Regulations.

The Contractor shall ensure that a security shift supervisor, with overall authority for the Security Services Protective Force, is on duty at all times. The security shift supervisor(s) shall conduct a "guard mount" at the start of each shift for all security officers, during which, relief personnel shall assemble for inspection, arming, announcements, safety briefings and a general transfer of information from the shift personnel to the follow-on shift personnel.

The minimum training requirements as outlined in the PWS Attachment J.01 - A.6, Training Requirements and Qualifications shall apply to all personnel.

Additionally, all Security Force supervisory personnel shall be certified as Security Police Officers. All other armed uniformed personnel shall be trained to the minimum Security Officer level in accordance with the PWS. This authority shall be exercised as set forth in 14 CFR 1203b.103 and Title 51 USC 20133 and 20134.

The Contractor shall respond within 5 minutes for all emergency calls or other situations where life or property is endangered. The Contractor shall ensure that patrols respond expeditiously to all assistance requests or alarms. Examples include but are not limited to the following: reports of suspicious activities; hazardous incidents; fire alarms; unsecured area alarms, duress alarms; alarm activations; environmental and oxygen sensor alarms; and door unlocking requests.

When notified by the WSTF Alternate COTR, the Contractor shall provide physical security for WSTF/WSC employee terminations.

The Contractor shall provide physical security for WSTF/WSC officials with lunar and planetary materials sample transportation and storage support. The Contractor shall physically inspect the storage facility once each shift.

Unless otherwise noted in the PWS or specifically approved by the responsible NASA manager all supplies, materials, consumables and/or expendables for the Security Guard Posts shall be provided by the Contractor.

After normal business hours, weekends, and holidays, the WSC switchboard will be forwarded to the second Tracking and Data Relay Satellite System (TDRSS) Second Tracking Ground Terminal (STGT) Guard Post. Once transferred, the Contractor force shall receive telephone calls and will be required to make the necessary pages within the WSC facilities.

The Contractor shall be required to attend and participate in meetings with NASA and/or White Sands contractors as part of normal business operations. These meetings shall include but are not limited to the following: incident investigations; review of emergency drills; review of emergency response to actual incidents; weekly or bi-weekly operational management/coordination reviews; monthly quality reviews; safety meetings; operational readiness reviews; special review committees/boards; continuous improvement team meetings; classified meetings; special events planning meetings, and Facility Operations briefings. These meetings will be held at WSTF/WSC or close proximity.

The Contractor, in addition to other access control operations, shall direct traffic at assigned gates and provide information to employees and visitors. The Contractor shall challenge improperly badged or unbadged personnel for verification of authority to remain on NASA property, and take action in

accordance with NASA Direction and Post Orders. The Contractor's uniformed operations shall continuously maintain effective communication with the White Sands Dispatch Center (WSDC) and communicate relevant information to other security entities such as the White Sands Missile Range (WSMR); the Aerospace Data Facility Southwest (ADF-SW), and other local law enforcement entities, as necessary.

The Contractor shall comply with post orders, special orders and the WSTF/WSC Management System Manuals, as applicable.

5.1.1 Counterintelligence and Counterterrorism (CI&CT)

The Contractor shall provide general support services to NASA's counterintelligence and counterterrorism programs, which are governed by NPD 1660.1 and NPR 1660.1.

5.1.2 Federal, State and Local Law Enforcement Liaison

The Contractor shall establish and maintain a cordial and professional working relationship with various levels of Federal, State and Local law enforcement agencies, whose jurisdictions include, abut, impinge or are excluded from specific areas of operation. These include agencies such as: WSMR Police; Holloman AFB Office of Special Investigation (OSI); WSMR 902nd Military Intelligence (MI); U.S. Border Patrol; FBI; U.S. Immigration and Customs Enforcement (ICE); U.S. Wildlife Service; New Mexico State Police; Dona Ana County Sheriff's Office, and Las Cruces Police.

The Contractor shall coordinate and cooperate with Federal, State, and Local law enforcement agencies in serving civil and criminal warrants or subpoenas. The Contractor shall immediately notify the White Sands CCS or designee in criminal cases and civil matter service.

The Contractor shall establish liaison and coordinate with Local, State, and Federal agencies regarding potential security and physical threats; and communicate with these officials at least monthly. The Contractor shall attend meetings which are scheduled and coordinated by the CCS or designee.

5.1.3 Patrol Operations

The Contractor shall provide crime detection and prevention, make arrests, respond to emergencies and provide roadway and parking area safety through the application of directed enforcement techniques using observation and technical means to detect and cite violators.

The Contractor shall provide Security Officers as roving patrols in 12-hour shifts, 24-hours a day, 7 days-a-week. Patrols shall operate within areas designated by the SOPs to maximize security of WSTF/WSC and to deter and report unauthorized personnel or vehicles.

Once during the first half and once during the second half of each 12-hour shift or as required by SOPs, the Contractor shall conduct outer perimeter (vehicle) patrol. As a deterrent to criminal activity, the Contractor shall check for signs of vandalism, unauthorized intrusions, and unauthorized personnel in these areas.

Each hour, the Contractor shall conduct a vehicle patrol that shall traverse the NASA Access Road to enforce traffic control measures and check for pedestrians or unauthorized vehicles/persons.

During each 12-hour shift, or as required by SOPs, the Contractor shall conduct a roving patrol that is non routine. This shall include a patrol of an area of the outer perimeter (vehicle) patrol and of the inner perimeter (foot Patrol). Typically this patrol takes 6 hours. In addition, contractor patrols of the NASA Limited Areas' perimeter fencing shall also be conducted in accordance with SOPs.

The Contractor shall perform patrols that consist of vehicle driven and walking routes through the 100, 200, 300, 400, 800, TDRSS and STGT areas. Security officers shall observe and report any issues concerning the safety and security of office space/work areas; as well as checks of doors, safes and secure containers in selected areas. The Contractor shall conduct these activities twice during each shift.

The Contractor perimeter and walking patrols shall respond within 5 minutes to non-routine calls such as; alarms; emergency events; traffic accidents, and requests for assistance road blocks.

The Contractor shall conduct random vehicle inspections in accordance with Post Orders and as directed by the WSTF Alternate COTR.

The Contractor shall respond to emergency situations including: fire alarms; security alarms; chemical releases; natural disasters; bomb threats, or crime scenes. Additionally, the Contractor shall secure incident perimeters as directed by the designated on-scene Incident Commander.

The Contractor shall enforce traffic regulations, cite violators, and provide traffic control. Security officers' responsibilities shall include: radar surveillance; vehicle patrol; and investigating and securing accident scenes.

The Contractor shall ensure Security officers, as required in post orders, conduct checks of buildings; facilities; stairwells; roofs and tunnels, and conduct badge checks of personnel. Security officers shall report acts of theft; damage; wrongful destruction; pilferage; removal; misappropriation; and misuse of Government or personnel property and acts of espionage or sabotage.

The Contractor shall check security containers, bond rooms and, controlled storage areas. The Contractor shall conduct these checks three times per 12-hour shift, or as required by SOPs..

The Contractor shall respond within 15 minutes to unlock/lock buildings for authorized badged employees.

The Contractor shall place barricades and cones in parking areas/streets or as tasked by the WSTF Alternate COTR for special events and construction projects.

The Contractor shall place, replace, or remove signs or stands for reserved parking in lots or designated locations as tasked by the WSTF Alternate COTR.

The Contractor shall conduct monthly checks of the integrity of remote access points and controls including roadways; gates; locks; and signs along WSTF/WSC outer property boundaries, including the WSMR Co-Use Area. Security officers shall report any evidence of unauthorized entry.

The Contractor shall provide escorts for wide loads; hazardous material; and materials of intrinsic value such as lunar and planetary materials, space hardware, and large vessels.

The Contractor shall conduct routine vehicle patrols to minimize security incidents involving vandalism, theft, or personnel in unauthorized areas.

The Contractor shall conduct preliminary investigations of all security incidents to include theft and lost property surveys; workplace violence; harassment and vandalism. The Contractor shall ensure evidence is not compromised, or removed without proper authorization. Additionally, the Contractor shall secure confiscated evidence and ensure that precautions are taken to preserve the integrity of evidence. The Contractor shall also work closely with other responding authorities.

The Contractor, when requested by the WSTF Alternate COTR, shall arrange with emergency services or other appropriate agencies for the picking up and impounding of animals found within the fenced areas of WSTF/WSC facilities. The Contractor shall also document the incident including the date of pickup and disposition.

The Contractor shall respond to requests from WSTF Logistics support personnel when suspicious packages are received or identified. The Contractor shall respond within 5 minutes of requests in accordance with emergency response procedures and provide written report of findings in accordance with the Protective Services Security Reports DRD.

The Contractor shall respond to inner perimeter intrusion and motion detector alarms within 5 minutes of notification.

The Contractor shall utilize "in-car" audio and video systems in all Security operations vehicles. These systems will be of a type approved by NASA COTR; however, they will be supplied and maintained by the contractor.

At WSC, patrols will utilize the WSC Pulse Star guard tour system. Patrols of the WSC facilities will be conducted three times per 12-hour shift or as required by SOPs.

5.1.4 Fixed Posts Requirements

Access gates shall be adequately staffed to; facilitate visitor access; provide information to visitors; and to deter and report unauthorized personnel or vehicular entry. The Contractor shall provide Security Officers for the following fixed posts in accordance with the time periods shown below:

The following gates shall be operated in 12-hour shifts, 24 hours a day/7 days a week: NASA White Sands Forward Gate, the WSC TDRSS gate and the STGT gate.

The Forward Gate consists of a visitor processing and information building, three (3) employee/visitor vehicle lanes, one commercial vehicle lane, and a delivery inspection lane. The Contractor shall ensure a minimum of two (2) Security Officers are present at this gate at all times.

The Contractor shall ensure one employee/visitor lane is open at all times and two (2) employee/visitor vehicle lanes are open from 6 a.m. to 8:30 a.m., Monday through Friday, except holidays. The Contractor shall badge and process visitors and inspect vehicles as described below from 6:00 a.m. to 3:00 p.m., Monday through Friday, except holidays.

The following tasks and processes shall occur at this location: short term visitor badging and processing; the required safety and environmental awareness briefing video is also presented to WSTF visitors (WSC and ADF-SW employees and visitors are not required to view the safety and environmental video); random vehicle inspections are conducted on entry and exit vehicles;

inspections of commercial deliveries and hazmat loads. Visitor control includes visitors for both NASA facilities and the ADF-SW facility. All personnel assigned to process commercial deliveries and vendors shall be trained at a minimum to the U.S. OSHA Hazardous Waste Operations and Emergency Response, HAZWOPER regulation, 29 CFR 1910.120. The Contractor shall complete a written log of all vendors being inspected and maintain a database of prohibited items that are recovered. The Contractor shall provide fully trained and skilled personnel to properly complete fingerprinting; using the Government-provided digital system and the traditional inking system.

The Contractor shall ensure a minimum of two (2) Security Officers are present at the WSC TDRSS and STGT gates at all times. The Contractor shall provide escort to vendors, service providers, and deliveries during the 12-hour day shift, Monday through Friday, except holidays.

5.1.5 Flag Protocol

The Contractor shall raise and lower the United States of America, New Mexico, and NASA flags on the flag poles at the White Sands per United States Code Title 36 - Patriotic Customs, Section 174 - Time and Occasions for Display. Each day, the flags shall be raised no later than 7 a.m. and lowered by 7 p.m. The Contractor shall inspect the flags and coordinate repairs or replacements with NASA Logistics. During periods of national mourning, flags shall be lowered to half-staff as directed in accordance with NASA Protocol Directives.

5.1.6 Armory

The Contractor shall use an armory at WSTF/WSC to safely store, maintain, account for, issue and receive weapons, ammunition, portable radios, Electronic Control Weapons (ECW) and other necessary equipment to authorized personnel. In accordance with NPR 1600.1, a weapon clearing barrel(s) will be provided for the safe issuance and return of all weapons. Armory property will be inventoried daily and any lost or damaged items will be reported to the on-duty site Captain. The Contractor shall ensure all assigned weapons meet manufacture standards at all times. The Contractor shall conduct firearms maintenance and use replacement parts in accordance with manufacturer specifications.

5.1.7 Law Enforcement

In performing the security functions described in the PWS, the Contractor will periodically encounter criminal activity. Contract supervisory Security Police Officers are authorized to enforce Federal law, assimilated State law and NASA regulations and policies; conduct vehicle stops and conduct inspections of said vehicles; conduct investigations; issue traffic citations; protect accident and crime scenes; identify, protect and store evidence, transport prisoners and testify in court/other official hearings.

The Contractor shall provide security and protection to detained persons or those in custody during transport operations pending further detention, release or transfer to an appropriate law enforcement authority.

The Contractor shall support the WSTF/WSC Security Office in investigations. Assigned supervisory Security Police Officers shall utilize disciplined and logical tools of investigation to include initial information gathering; interviewing; documents analysis; development and control of evidence, and document activities.

The Contractor shall support the White Sands Security Office, by conducting investigations and follow-up activities as directed. The White Sands/NASA Policy on Workplace Violence (WPV) and Threatening Behavior shall be used as a guide for incidents related to WPV. Interviews and Reports of Investigations shall be completed within 4 weeks of (assignment) incident. If these investigations cannot be completed within the prescribed timeframe, coordination shall be made with the WSTF Alternate COTR for guidance.

The Contractor shall support both criminal and administrative investigations of actual or suspected crimes, suspicious activities, and security hazards. These activities include: conducting preliminary investigations on lost or stolen property, suspicious activity, and other incidents; conducting investigations of missing property while completing timely and detailed investigative reports which shall include recommendations to prevent recurrence; conducting follow-up investigations on reported incidents; maintaining a liaison with Local, State, and Federal Law Enforcement Agencies and the NASA Office of Inspector General. The Contractor shall give a status of these events as well as any unusual activities to the WSTF Alternate COTR in accordance with paragraph 5.1.10 of this PWS.

The Contractor shall provide an aggressive theft/conversion prevention and detection program. Specific responsibilities of this program shall include: inspections and documentation of the WSTF/WSC area for property theft hazards; providing recommendations for improvements; conducting investigations; preparation of Reports of Investigations; conducting NCIC inquiries. Additionally, the Contractor shall submit all Reports of Investigations to the WSTF Alternate COTR.

5.1.8 Emergency Response

The Contractor shall train all armed Security personnel and White Sands armed NASA Civil Servant Special Agents (SAs) in active shooter response team tactics, planning and operations. All such officers shall be capable of an immediate on-site response to effectively and safely resolve a variety of critical security incidents including: workplace violence; active shooter; hostage situation; and terrorist aggression. The Contractor shall develop detailed plans for operations in critical/hazardous and public facilities.

5.1.9 Explosive Recognition

The Contractor shall employ methods to detect the presence of explosives threats to personnel and assets. Additionally, the Contractor shall provide the capability of an on-site Bomb Threat Assessment. The Contractor shall ensure that Bomb Threat Assessment Personnel complete an approved explosive recognition and detection course approved by the WSTF Alternate COTR. Assessment resources shall be capable of a 5-minute on-site response. The Contractor shall ensure an assessment of the situation is completed within 30 minutes of arriving on scene. Personnel shall also participate in drills to evaluate responses. All bomb threats and/or suspicious package response incidents shall require a written report in accordance the Protective Services Security Reports DRD.

The Contractor shall develop procedures for response to bomb threats, and/or suspicious packages, and participate in drills to test responses in accordance with SOPs.

The Bomb Threat Assessment capability shall include: responding to and coordinating resolution of these threats and related emergency incidents; investigating and conducting searches to locate possible threats; identifying packages or items and making a determination if they are potential hazardous devices; determining perimeters to be established for securing an area or building should a package or items be determined a threat.

The Contractor shall maintain liaison with WSMR and local area law enforcement Explosive Ordinance Detachments and Bomb Disposal Teams to facilitate assistance to WSTF/WSC in the event their assistance is needed.

5.1.10 Physical Security Data Management and Reports

The Contractor shall provide complete reports on criminal activities, noncompliance inquiries and security incidents. Reports of Investigations (ROI), Noncompliance Inquiries (NCI) and Security Incident Summary Reports (SISR) shall be completed in accordance with the Protective Services Security Reports DRD.

The Contractor shall maintain records of all incident and investigation files and information in accordance with applicable Federal law and NASA regulations. All hardcopy reports shall be filed in a central file at WSTF, for a period of five (5) years in accordance with NPR 1441.1D, Section 9810.23. These files shall also be stored electronically on the WSTF Security Office's secure computer file server. At the end of the contract performance period, all files shall be returned to the WSTF Security Office.

The Contractor shall conduct traffic accident investigations and provide reports using scene and damage analysis. Investigating officers shall have a complete understanding of State and federally adopted traffic rules. Report completion standards will be consistent with the Protective Services Security Reports DRD.

The Contractor shall provide a daily topical and/or chronological record of activities, Standard Blotter, associated with criminal incidents, life safety, and general security. These documents shall be addressed in the appropriate SOP.

The Contractor shall respond and investigate assigned Close Call reports, accidents, and mishaps as directed by the NASA WSTF Alternate COTR. The Contractor shall provide written responses to Close Call reports in accordance with NPR 8621.1B. Close Call responses are due within 3 days of receipt to the NASA CCS and the Safety Office.

5.1.11 Resource Protection Services

The Contractor shall provide comprehensive and integrated systems that employ personnel and equipment to safeguard personnel, physical assets, and information.

The Contractor shall evaluate and report on installation protection needs and requirements based on the current threat. The Contractor shall comply with the appropriate SOP (See Physical Security Plan DRD) and address Resource Protection requirements relating to WSTF's security posture in relationship to threat conditions. These security requirements may pose a change in staffing and security requirements. The Contractor shall coordinate and address these changes and configure security posture to meet operational requirement with the approval of the CO and concurrence of the WSTF Alternate COTR.

5.1.12 Inspections, Audits and Assessments

The Contractor shall conduct physical security inspections audits and assessments of installations, buildings, or areas for the purpose of identifying security weaknesses and vulnerabilities, and recommending countermeasures.

All inspections, audits and assessments at WSTF or WSC must be coordinated through the respective WSTF Facility Manager or WSC Station Director (STADIR).

The Contractor shall conduct detailed western, northern, and southern perimeter fence inspections of WSTF/WSC three times per shift, at a minimum, using ATVs or other appropriate vehicles as provided by NASA. The eastern areas of the facility will be checked at least once a month for evidence of intrusion or damage to Government property.

5.1.13 Executive Protection

The Contractor shall provide executive protection for important Government officials, distinguished visitors, and others designated by the WSTF Alternate COTR.

5.1.14 Security Management Systems (SMS)

The Contractor(s) shall incorporate the Security Management System (SMS) requirements identified within paragraph 4.2 of this PWS. WSC personnel will manage their own internal, physical, mechanical and electronic/IT systems for access control. WSC CCTV and alarm systems will be managed and controlled through the WSC Internal Security Office. Additionally, WSC internal card keys will be issued and controlled by WSC personnel.

5.1.15 Facility Security Specialist (FSS)

The Contractor shall provide an FSS person who shall perform the duties of an Administrative Clerical Specialist, Locksmith (see paragraph 5.2), Classified Waste Technician (see paragraph 5.2.1) and support Technical Support Services Specialist addressed in paragraph 5.3 and 5.3.1. The hours of operation shall be from 7 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. FSS person shall meet all training requirements needed to support their tasking.

5.1.16 Technology Protection Program

The Contractor shall provide support services to NASA Technology Protection Program (also known as Program Security) in support of NASA's acquisition programs/projects in accordance with NPR 1600.1, Chapter 8. The Technology Protection task areas include: 1) Task Management, 2) TPP Planning and Implementation, 3) Input to Security Policy and Procedure Development, and 4) Security Awareness Training.

5.1.17 Identification, Handling and Marking of SBU Information

The Contractor shall develop and recommend requirements for the protection of specific categories of SBU information. In addition, the Contractor shall provide technical assistance in the development of SBU classification guidelines in support of NASA programs and projects.

The Contractor shall develop SBU education and awareness training that includes: designation of SBU information; marking and handling of SBU information; SBU covered by other protocols (Limited Exclusive Rights, STI, EAR, and ITAR); storage, access, disclosure and transmittal of SBU information as well as access and disclosure.

5.2 Locksmith

The Contractor shall provide locksmith services to include: lock and key management; data control; installation and repair of locks; locking devices both mechanical and electronic; performing emergency openings; setting and changing combinations; fabricating and issuing keys; issuing and controlling padlocks; and maintaining work order information. Services shall be provided from 7 a.m. through 4:30 p.m., Monday through Friday, except Federal holidays. All requests shall be responded to within 48 hours. Emergency requests during duty and non-duty hours, shall be performed within 2-hours of notification, unless an employee is locked inside a facility. This type of emergency shall warrant a one-hour response time. The WSC locksmith services shall remain at the WSC Internal Security Office.

The Contractor shall perform the following tasks: receive key request forms from employees; verify and confirm authorized signatures; fabricate keys and issue keys; track lost keys, and maintain key control records; install and re-key cylinder cores; coordinate with facility maintenance and construction personnel to install new locks; maintain accurate records and control of all keys issued to personnel and update key control database; comply with written guidelines for key control. The Contractor shall advise and consult with engineering personnel regarding locking devices and other keying material.

The Contractor shall receive incoming calls for safe/combination changes; verify that requesters are approved custodians; and maintain a master safe, which shall be located inside the locksmith's office. The Contractor shall also file combination cards and enter information into the database.

The Contractor shall purchase all locks and hardware, to include safe and electronic combination locks. The Contractor shall maintain a sufficient supply of parts, cylinders, and key blanks to meet the requirements. The Contractor shall provide equipment, tools and supplies to support the locksmith task.

The Contractor's locksmith shall meet the following qualifications:

- A working knowledge of mechanical combination locks such as; Best, and unique vault doors.
- A working knowledge of pinning cylinders utilizing multi-master key systems and side-bar cylinders for Best locks.
- A working knowledge of installation and maintenance of Mortise, lever, knob lock-sets and emergency exit devices for Best.

5.2.1 Document Destruction

The Contractor shall be responsible for providing the personnel, tools and equipment required for the proper destruction of documents and media of various classification levels, from unclassified through the TS/SCI level.

Destruction will cover various forms of media such as paper, electronic memory, compact disks, computer hard drives, and flash drives. The Contractor shall ensure that the capability exists or be readily obtainable to destroy large volumes of documentation within a specific timeframe.

The WSC has two high volume NSA-approved disintegrators. The Contractor shall collect sensitive waste from designated receptacles in the WSC on a routine basis, but not less than three times a week. The material collected shall be destroyed within the same shift timeframe.

5.2.2 Document Storage and Accounting

The Contractor shall be responsible for the storage of various levels of documents to include sensitive but unclassified and classified documents in approved containers and devices according to the applicable policies and procedures. See Attachment J.04, Compliance Documentation.

Some documents have special accountability requirements; therefore, the Contractor shall develop and maintain accountability and check-out procedures. These procedures shall ensure that only appropriately cleared personnel with a confirmed Need-to-Know, and if required, proper program briefings, may have access to these documents. Additionally, the Contractor shall also be responsible for periodic audits. These audits shall verify that accountable documents are in the possession of the proper individual and stored in an appropriate manner. AT WSC, the Internal Security Office will maintain oversight of WSC control, storage, accountability and audit responsibilities for sensitive and classified materials; therefore, no effort for this task is required by the contractor.

5.3 Personnel Security

The Contractor shall staff one Technical Support Services Specialist in this position from 7 a.m. – 4:30 p.m., Monday through Friday excluding holidays and off Fridays due to 9/80 scheduling.

The Contractor shall maintain and operate the following systems of records: 1) pre-employment screenings, excluding civil servants; 2) internal access control records; 3) national security clearance records and, 4) other records as required by specific TOs. Additionally, the Contractor shall distribute, file, destroy and archive personnel security documentation and coordinate personnel security actions with WSTF employees. At WSC, security records will be initiated, administered and maintained by the WSC Internal Security Office

The Contractor shall perform database inputs and queries of other Federal Agencies for information related to personnel security matters utilizing the following systems: e-QIP, U.S. OPM; Defense Central Index of Investigations or Defense Clearance Investigations Index (DCII); NCIC; FBI; Central Intelligence Agency (CIA); and U.S. Immigration Services (INS). In addition, the Contractor shall provide support for NASA efforts involving the initiation of background investigations utilizing E-QIP.

Personnel Security Systems Administration - The Contractor shall provide support to requests for information in reference to identifying or confirming the type of background investigation and clearance information for White Sands personnel or visitors.

Adjudications - The Contractor shall support Government adjudicators in contractor suitability determinations. The Contractor shall adjudicate records and turn the cases over to the civil servant approving authority within ten (10) days of receipt.

CNSI/Suitability Investigations - The Contractor shall assist and support Facility HR Office personnel in the identification of the type of personnel investigation required for each position, including updating or upgrading requirements. The type of investigation to be conducted is a product of the risk level designation of a position.

The Contractor shall perform the following tasks: conduct inquiries with personnel during the processing of security background investigation to resolve any issues; conduct law enforcement records checks to collect criminal and security information; provide support to process appropriate security investigations as required by the risk level determination; process electronic fingerprints (or the traditional inking system) and associated data inputs for facility access and security background

investigations and support potential biometric solutions; fingerprint designated personnel for security checks/investigations or clearance purposes as well as Government employees and contractor personnel supporting White Sands; resident aliens; foreign national visitors; foreign national employees and representatives. Fingerprints shall meet the quality standards established by the OPM and FBI. The rejection rate for fingerprints shall not exceed 3 percent of the total submitted per year.

Public Key Infrastructure (PKI) Certificate Issuance - The Contractor shall assist WSTF applicants in submitting the Certificate application to the designated Registration Authority (RA). The application for a WSC PKI certificate is semi-automated via GSFC. No support is required for WSC personnel.

Personnel Security Data Management - The Contractor shall create and securely maintain all personnel security investigative and screening records on all NASA personnel security cases.

The Contractor shall perform the following tasks: review all forms or paperwork received for accuracy and completeness; prepare and mail (electronic or hardcopy) completed paperwork to the U.S. OPM and other Federal agencies for file review. Packages shall be mailed (electronic or hardcopy) within 1 day of final review. OPM inquiries for further information or paperwork shall be completed within 2 days of request. The Contractor shall confirm that all data required for OPM checks have been provided, such that there are no rejects or returns due to lack of required information. All required filing shall be completed at the end of each workday.

The Contractor shall work closely with and support the JSC International Visits Coordinator (IVC) to process WSTF/WSC foreign national resources, representatives, dignitaries and guests according to current NPR 1371.2 and NPR 1600.1. The Contractor at WSTF/WSC shall facilitate fabrication and issuance of temporary passes, picture badges/credentials, area permits and temporary area authorizations as well as necessary technology control plans. Approximately 50 foreign national resources are processed each year.

5.3.1 ID Management/Badge Processing Services

The Contractor shall manage and operate systems used to identify and badge employees, contractors, and visitors at designated NASA facilities. The Contractor shall utilize the NASA Common Badging and Access Control System (CBACS) or other NASA standards as may be identified to issue and record the issuance of badges and other facility access credentials as directed by the WSTF Alternate COTR.

The Contractor shall process employees and long term visitor badges at the badge office which is located next to the White Sands Main Gate. The Contractor shall also conduct Unexploded Ordinance Briefings and support badge processing for NASA civil servants and contract employees, who require up-range access on DOD's WSMR. The Contractor shall staff this service, as needed, Monday through Friday from 8 a.m. to 4 p.m., excluding holidays and off Fridays due to 9/80 scheduling. The Contractor shall adhere to the requirements of HSPD-12, and applicable NASA regulations as delineated in Attachment J.0 - A.1, Compliance Documentation. The Contractor shall manage the ID management databases which contains PII.

The Contractor shall recover ID credentials from personnel upon termination of employment or as directed.

Processed Personnel Identity Verification PIV-II cards with data chip will be provided by the Government. Ancillary badge material such as non PIV-II card stock, FIPS 201-1 card holders, pouches, and clips shall be provided by the contractor and in compliance with FIPS-201.

5.3.2 Information Security (INFOSEC)

NASA activities span the classification domain from unclassified, sensitive but unclassified, collateral Classified National Security Information (Confidential, Secret and Top Secret), Special Access Programs through TS/SCI.

The information security activities of the Contractor will be guided by the regulations, policies, procedures and requirements identified in documents such as the ISOO, NISPOM, NISPOMSUP, the Department of Defense Overprint to the NISPOMSUP, AFAN manuals (6/1, 6/3, 6/4, 6/9), Director of Central Intelligence Directives (DCIDs), NSTISSAM TEMPEST/2-95 manual, NPD 1600.2 NASA Security Policy, NPR 1600.1 NASA Security Program Procedural Requirements, EO 13526 Classified National Security Information.

5.3.3 Classification Guides

The NASA Space Network Security Classification Guide will be provided to contractor management personnel.

5.3.4 Administratively Controlled Information

The Contractor shall comply with the Computer Security Act of 1987, Public Law 100-235. This law defines "sensitive information" as "any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (the Privacy Act) but which has not been specifically authorized under criteria established by an executive order or an act of Congress to be kept secret in the interest of national defense or foreign policy." NASA previously identified this information as "For Official Use Only" with a subsequent change to the term "Administratively Controlled Information" for added clarity. However, recent attempts to provide uniform markings across the Government have led NASA to utilize the term "Sensitive But Unclassified" (SBU). SBU data, as identified in NPR 1600.1, requires various markings and protections to prevent unauthorized disclosure.

5.4 Emergency Management Program

The Contractor shall support emergency management and services at WSTF. Existing Agency, National, and Center guidance (see list below) identifies the framework by which NASA mitigates, prepares for, responds to, and recovers from the impacts of a wide variety of natural and technological emergencies. These emergencies could adversely impact any or all of the following: the health and safety of employees; the environment, day-to-day operations; and critical infrastructure. The Contractor shall comply with the following procedures, guidelines, and directives: JPD 1040.2, JPR 1040.4, JPD 1040.1, JPD 1040.3, NPR 1600.1, NPD 1040.4, NPD 8710, NPR 8715.2, NPR 1040.1, and applicable Homeland Security Presidential Directives, and WSTF emergency management and continuity policy and procedural documents.

The Contractor shall conduct emergency operations (whether NASA directed or within an interagency plan or mutual aid agreement) consistent with standard practices for response and recovery protocols as outlined in national and NASA Agency policies regarding the NIMS.

The Contractor shall coordinate and update annually a Hazard Identification and Vulnerability Assessment for WSTF.

5.4.1 Continuity of Operations (COOP)

The Contractor shall support short and long term COOP planning for WSTF mission essential functions, interoperable communications, IT systems and other essential interdependencies.

5.4.2 Test, Training & Exercise (TT&E)

The Contractor shall participate in and support TT&E activities in support of the WSTF multi-year emergency planning calendar to address WSTF, NASA, and external requirements detailed in WSTF MOUs and by the WSTF Manager.

5.5 Protective Services Training

The Contractor shall establish and maintain a workforce which is trained and capable of performing tasks from the first day of performance through completion of the contract. Supervisory personnel shall be trained to the Security Police Officer level. All other armed uniformed personnel shall be trained to the minimum Security Officer level. The contract shall comply with all requirements addressed in paragraph 3.2 as well as those outlined in Attachment J.01 - A.6, Training Requirements and Qualifications.

5.5.1 WSTF/WSC Security Education and Awareness Briefings

The Contractor may be tasked to perform training for personnel who are not protective services contractor employees or subcontractors. This training shall include personnel at WSTF/WSC that is required by NPRs, by law or as detailed in the PWS. Examples of training are listed in Attachment J.01 - A.6, Training Requirements and Qualifications.

Attachment A.1
Compliance Documentation

Executive Order (EO) 12148, Federal Emergency Management
Executive Order (EO) 12472: Assignment of National Security and Emergency Preparedness Telecommunications Functions
Executive Order (EO) 12656: Assignment of Emergency Preparedness Responsibilities
Executive Order (EO) 13526: Classified National Security Information
5 Code of Federal Regulations (CFR), 731.106 Designation of Public Trust Positions and Investigative Requirements
14 Code of Federal Regulations (CFR), Part 1203b – Security Programs; Arrest Authority and Use of Force by NASA Security Force Personnel
29 Code of Federal Regulations (CFR), Standard 1910.38, Employee Emergency Plans and Fire Prevention Plans
29 Code of Federal Regulations (CFR), Standard 1910.95 Occupational Safety & Health Administration Regulations, Standards on Occupational Noise Exposure
29 Code of Federal Regulations (CFR), Part 1910.119, “Process Safety Management of Highly Hazardous Chemicals Standard”
29 Code of Federal Regulations (CFR), Standard 1910.120 Occupational Safety & Health Administration Regulations, Hazardous Waste Operations and Emergency Response
29 Code of Federal Regulations (CFR), Part 1910.165, “Employee Alarms Systems”
29 Code of Federal Regulations (CFR), Part 1910.1000, “Air Contaminants”
29 Code of Federal Regulations, Part 1910.1200, “Hazard Communication”
29 Code of Federal Regulations, Part 1910.1450, “Occupational Exposure to Hazardous Chemicals in Laboratories”
29 Code of Federal Regulations (CFR), Standard 1919.120 Occupational Safety & Health Administration Regulations
29 Code of Federal Regulations, Part 1926.65, “Safety and Health Regulations for Construction: Occupational Health and Environmental Controls: Hazardous Waste Operations and Emergency Response”
36 Code of Federal Regulations (CFR), Part 1194, Section 508 Rehabilitation Act
41 Code of Federal Regulations (CFR), Property Management Regulations, Part 101-39, Interagency Fleet Management Systems, Subpart 406, Accidents and Claims, Responsibility For Damage
48 Code of Federal Regulations (CFR), Chapter 1, Subchapter B, Part 7, 7.503 Policy, (a), (c)(1) and (7) all Federal Acquisition Regulations System
49 Code of Federal Regulations (CFR), Part 40, Procedures for Transportation Workplace Drug Testing Programs (in which references to “DOT” shall be read as “NASA”)
Title 51 United States Code (USC) 20133, Authority to Carry Firearms
Title 51 United States Code (USC) 20134, Authority to make Arrest
Federal Continuity Directive 1 (FCD 1), Federal Executive Branch National Continuity Program and Requirements
FIPS-201, Federal Information Processing Standards, Publication 201
Homeland Security Presidential Directive 5 (HSPD-5): Management of Domestic Incidents
Homeland Security Presidential Directive 7 (HSPD-7): Critical Infrastructure Identification, Prioritization and Protection
Homeland Security Presidential Directive 8 (HSPD-8): National Preparedness, including supplemental documents (National Planning Scenarios, Universal Task List, Target Capabilities List and National Exercise Program)

Attachment A.1
Compliance Documentation

Homeland Security Presidential Directive 12 (HSPD-12): Policy for a Common Identification Standard for Federal Employees and Contractors	
Homeland Security Presidential Directive 20 (HSPD-53/20): National Continuity Policy	
DOD 5220.22-M, Department of Defense, National Industrial Security Program Operating Manual (NISPOM)	
National Aeronautics and Space Act of 1958, as Amended	
NPD 1040.4	NASA Continuity of Operations (COOP)
NPD 1440.6	NASA Records Management
NPD 1600.2	NASA Security Policy
NPD 1600.3	Policy on Prevention of and Response to Workplace Violence
NM 1600-95	NASA Interim Directive, NASA Identity and Credential Management
NPD 2810.1	NASA Information Security Policy
NPD 8710.1	Emergency Preparedness Program
NPR 1040.1	NASA Continuity of Operations (COOP) Planning Procedural Requirements
NPR 1600.1	NASA Security Program Procedural Requirements
NPR 1620.2	Physical Security Vulnerability Risk Assessments
NPR 1620.3	Physical Security Requirements for NASA Facilities and Property
NPR 2810.1	Security of Information Technology
NPR 8621.1	NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating and Recordkeeping
NPR 8715.2	NASA Emergency Plan Procedural Requirements
Reference Documents	
U.S. Code Title 18: Crimes and Criminal Procedures	
U.S. Code Title 36: Patriotic and National Observances, Ceremonies and Organizations	
NFPA 101	Life Safety code
NFPA 1061	Standard For Professional Qualifications For Public Safety Tele-communicator
NFPA 1221	Standard For Installation, Maintenance and Use of Emergency Services Communications Systems
NFPA 1561	Standard on Emergency Services Incident Management System
NFPA 1600	Standard on Emergency Management and Business Continuity Programs
NPD 1000.0	NASA Governance and Strategic Management Handbook
NPD 1382.17	NASA Privacy Policy
NPD 1387.2	Use, Control and Loan of Lunar Samples for Public and Educational Purposes
NPD 1400.1	Documentation and Promulgation of Internal NASA Requirements
NPD 1420.1	NASA Forms Management
NPD 2530.1	Monitoring or Recording of Telephone or Other Conversations
NPD 2800.1	Managing Information Technology
NPD 4100.1	Supply Support and Material Management Policy
NPD 4200.1	Equipment Management
NPD 4300.1	NASA Personal Property Disposal Policy
NPD 7410.3	Performance of Commercial Activities
NPD 7410.5	Approval of Early Payment to Contractors Under the Prompt Payment Act
NPD 7500.1	Program and Project Logistics Policy
NPD 8700.1	NASA Policy for Safety and Mission Success
NPD 9501.1	NASA Contractor Financial Management Reporting System
NPD 9910.1	Government Accountability Office and NASA Office of Inspector General Audit Liaison, Resolution and Follow-up

Attachment A.1
Compliance Documentation

NPR 1371.2	Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals or U.S. Citizens Who are Reps of Foreign Entities
NPR 1400.1	NASA Directives Procedural Requirements
NPR 1800.1	NASA Occupational Health Program Procedures
NPR 2210.1	Release of NASA Software
NPR 2800.1	Managing Information Technology
NPD 1800.2	NASA Occupational Health Program
NPR 2810.1	Security of Information Technology
NPR 2830.1	NASA Enterprise Architecture Procedures
NPR 3792.1	Plan for a Drug Free Workplace
NPR 4100.1	NASA Materials Inventory Management Manual
NPR 4200.1	NASA Equipment Management Procedural Requirements
NPR 4200.2	Equipment Management Manual for Property Custodians
NPR 4300.1	NASA Personal Property Disposal Procedural Requirements
NPR 4310.1	Identification and Disposition of NASA Artifacts
NPR 5101.33	Procurement Advocacy Programs
NPR 5200.1	Industrial Labor Relations Manual
NPR 8715.1	NASA Occupational Safety and Health Programs
NPR 8715.2	NASA Emergency Preparedness Procedural Requirements
NPR 8715.3	NASA General Safety Program Requirements
NPR 8735.2	Management of Government Quality Assurance Functions for NASA Contracts
NFS 1852.204-76	NASA (Federal Acquisition Regulation FAR) Supplement, Security Requirements For Unclassified Information Technology
NASA Federal Acquisition Regulations Supplement (FAR) Part 1823 Environment, Conservation, Occupational Safe and Drug-Free Workplace, Subpart 1823.5 Drug-Free Workplace	
NASA Critical Infrastructure Protection Plan	
National Security Telecommunications and Information Systems Security Advisory Memorandum (NSTISSAM) Tempest/2-95	
National Industrial Security Program Operating Manual (NISPOM)	
National Response Framework, Department of Homeland Security, January 2008	
Public Law 100-235, 100 th Congress "Computer Security Act of 1987"	
Public Law 110-336, Americans with Disabilities Act of 1990, amended to PL 110-325 in 2008	
JPD 1040.1	Johnson Space Center Policy Directive: JSC Continuity of Operations
JPD 1040.2	Johnson Space Center Policy Directive: JSC Emergency Preparedness Program (JEPP)
JPR 1040.3	Johnson Space Center Procedural Requirements: Continuity Of Operations (COOP) Planning
JPR 1040.4	Johnson Space Center Procedural Requirements: Emergency Preparedness Plan including all appendices and annexes
JPR 1440.3	JSC Files and Records Management Procedures
JPR 1700.1	JSC Safety and Health Handbook
JSC-36286	Emergency Operations Center Operator/Supervisor Certification Guide
JWI 1282.1	Johnson Space Center Work Instruction: Organization Master List Instructions
Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288	

Attachment A.2 Abbreviations and Acronyms

AA/OSPP	Assistant Administrator for Security and Program Protection
AC	Alternating Current
ACAM	Alternate COMSEC Account Manager
ACI	Administratively Controlled Information
ADA	Americans with Disabilities Act
ADF-SW	Aerospace Data Facility Southwest
AM	Amplitude Modulation
ANI/ALI	Caller ID/Location System Telephone System
AOF	Alternate Operating Facility
AR	Anomaly Report
ATV	All Terrain Vehicle
CAA	Controlled Access Area
CAD	Computer Automated Dispatch
CALEA	Commission on Accreditation for Law Enforcement Agencies
CAM	COMSEC Account Manager
CAP	Corrective Action Plan
CBACS	Common Badging and Access Control System
CCS	Center Chief of Security
CCTV	Closed Circuit Television
CEMP	Comprehensive Emergency Management Plan
CI	Counterintelligence
CIA	Central Intelligence Agency
CI&CT	Counterintelligence and Counterterrorism
CIPP	Critical Infrastructure Protective Plan
CFR	Code of Federal Regulations
CNSI	Classified National Security Information
CO	Contracting Officer
COD	Center Operations Directorate
COMSEC	Communications Security
COOP	Continuity of Operations Plan
COTR	Primary Contracting Officer's Technical Representative
COTR/Alt	Alternate Contracting Officer's Technical Representative
COTS	Commercial off-the Shelf
DC	Direct Current
DCID	Director of Central Intelligence Directives
DCII	Defense Central Index of Investigations or Defense Clearance Investigations Index
DOD	Department of Defense
DRD	Data Requirements Document
DR	Discrepancy Report
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
E911	Emergency 911
EAR	Export Administration Regulations
ECW	Electronic Control Weapon
EDC	Emergency Dispatch Center
EF	Ellington Field
EMT	Emergency Medical Technician
ENS	Employee Notification and Accountability System
EO	Executive Order
EOC	Emergency Operation Center

Attachment A.2 Abbreviations and Acronyms

EPACS	Enterprise Physical Access Control System
EPFOL	El Paso Forward Operating Location
EPP	Emergency Preparedness Program
E-QIP	Electronic Questionnaires for Investigations Processing
ERG	Emergency Response Group
ESS	Electronic Security Systems
EWS	Emergency Warning System
FAA	Federal Arrest Authority
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FCD-1	Federal Continuity Directive 1, Federal Executive Branch National Continuity Program and Requirements
FSS	Facility Security Specialist
FIPS	Federal Information Processing Standards
FIREWORKS	Central Fire Alarm Monitoring System
FLETC	Federal Law Enforcement Training Center
FOUO	For Official Use Only
GFP	Government Furnished Property
GSA	General Services Administration (Vehicles)
GSFC	Goddard Space Flight Center
HAZWOPER	Hazardous Waste Operations and Emergency Response
HID	Human Interface Device
JEA	JSC Employee Awareness System
JWICS	Joint Worldwide Intelligence Communication System
HID PROX	Data Collection Terminal
HR	Human Resource
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAGP	Installation Accountable Government Property
IC	Incident Commander
ICAM	Identity, Credential, Access Management
ICE	Immigration and Customs Enforcement
ICS	Incident Commander System
ID	Identification
IDIQ	Indefinite Delivery Indefinite Quantity
IDMAX	Identity Management and Account Exchange
IDP	Installation Design Package
INFOSEC	Information Security
INS	U.S. Immigration Services
I/O	Input/Output
IP	Internet Protocol
IPMBA	International Police Mountain Bike Association
ISO	International Organization for Standardization
ISOO	Information Security Oversight Office
IT	Information Technology
ITAR	International Traffic in Arms Regulation
ITSM	IT Security Manager
IVC	International Visits Coordinator
IVS	Intelligent Video Servers
JAFAN	Joint Air Force-Army-Navy manuals

Attachment A.2 Abbreviations and Acronyms

JEA	JSC Employee Warning System
JPD	JSC Policy Directive
JPR	JSC Procedural Requirements
JSC	Johnson Space Center
JWICS	Joint Worldwide Intelligence Communications System
JWI	JSC Work Instructions
LAN	Local Area Network
LMF	Light Manufacturing Facility
MCV	Mobile Command Vehicle
MEF	Master Electronic File
MI	Military Intelligence
MONICO	Fire Alarm Monitoring System
NASA	National Aeronautics and Space Administration
NBL	Neutral Buoyancy Lab
NCI	Noncompliance Inquire
NCIC	National Crime Information Center
NFNMS	NASA Foreign National Management System
NFPA	National Fire Protection Association
NFS	NASA (FAR) Federal Acquisition Regulation Supplement
NIMS	National Incident Management System
NISPOM	National Industrial Security Program Operating Manual
NISPOMSUP	National Industrial Security Program Operating Manual Supplement
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NPSC	NASA Protective Services Contract
NPSTA	NASA Protective Services Training Academy
NRF	National Response Framework
NSTISSAM	National Security Telecommunications and Information Systems Security Advisory Memorandum
NTOA	National Tactical Officers Association
NVR	Net-Video Records
OC	Oleoresin Capsicum Spray
OCSO	Organization Computer Security Official
ODIN	Outsourcing Desktop Initiative for NASA
OEM	Office of Emergency Management
OIS-D	Operational Intercommunication System - Digital
OJT	On-the-Job Training
O&M	Operation & Maintenance
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
OSI	Air Force Office of Special Investigation
PAO	Public Affairs Office (PAO)
PC	Personal Computer
PFE	Periodic Fitness Evaluation
PII	Personally Identifiable Information
PIV-II	Personnel Identity Verification card stock with data chip
PKI	Public Key Infrastructure
PL	Public Law
PSC	Protective Services Contract
PSD	Protective Services Division

Attachment A.2 Abbreviations and Acronyms

PWS	Performance Work Statement
QMS	Quality Management System
RA	Registration Authority
RFAN	Restricted Facility Authorization Notices
ROI	Report of Investigation
SA	Special Agent
SAP	Special Access Program
SBU	Sensitive But Unclassified
SCADA	Supervisory Control and Data Acquisition
SCH	Space Center Houston
SCI	Sensitive Compartmented Information
SCTF	Sonny Carter Training Facility
SEI	Software Engineering Institute
SF	Standard Form
S&H	Safety and Health Plan
SIPRNET	Secret Internet Protocol Network
SISR	Security Incident Summary Reports
SMS	Security Management Systems
SOFCC	Security Officer Fundamentals Certification Course
SOP	Standard Operating Procedures
SOS	Security Operating System
SR	Service Request
SRT	Special Response Team
STADIR	WSC Station Director
STGT	Second Tracking Ground Terminal
STI	Scientific and Technical Information
SUV	Sport Utility Vehicle
TCP	Transmission Control Protocol
TDRSS	Tracking and Data Relay Satellite System
TDY	Temporary Duty
TEMPEST	Transmitted Electro-Magnetic Pulse / Energy Standards & Testing
TO	Task Orders
TS	Top Secret
TSCM	Technical Surveillance Countermeasures
TT&E	Test, Training & Exercise
UL	Underwriters Laboratories
U.S.	United States
USC	United States Code
UTC	United Technologies Corporation
VAC	Voltage Alternating Current
VIP	Very Important Person
WAD	Work Authorization Document
WO	Work Order
WPV	Workplace Violence
WSC	White Sands Complex
WSDC	White Sands Dispatch Center
WSMR	White Sands Missile Range
WSTF	White Sands Test Facility
X-09	Electronic Safe Combination Lock

Attachment A.3
Position Qualification Standards

The following definitions are provided to aid in the interpretation of the SLC descriptions in Attachment L-3.

Definitions

Security Police Officer: An armed security officer, who has successfully completed the required NASA Federal Arrest Authority (FAA) training. General duties include: first response to emergencies; enforces federal law; arrest and transport of suspects, mobile patrols; inspections and searches; traffic enforcement and investigations.

Security Officer: An armed security officer, who has successfully completed the required NASA Security Officer Fundamental Certification Course (SOFCC). General duties include: first response to emergencies; mobile patrols; inspections; perimeter and internal access control; contingency posts, and crowd control.

Hazmat Inspector: Security Police Officers and Security Officers that are trained at a minimum to the U.S. OSHA HAZWOPER (Hazardous Waste Operations and Emergency Response) regulation, 29 CFR 1910.120 level to inspect vendor/commercial vehicles entering NASA property. This training is required for all Security Officers who perform duties at Post 12 on JSC, Post 17 at EF, Post 20 and 23 at SCTF and the Forward Gate at WSTF/WSC. This training is also required for all Security Officers and Security Police Officers performing patrol duties that can be tasked to inspect vendor/commercial vehicles entering JSC, EF, SCTF or WSTF/WSC property after the before mentioned Posts have closed.

Attachment A.4 - Screening Requirements**1. Medical Examination Requirements for First Responders**

The Contractor shall be responsible for all cost associated with Screening Requirements at JSC and WSTF/WSC.

1.1 The Contractor shall ensure all first responders undergo a medical examination and are physically and medically capable of performing the essential duties of the position efficiently and without hazard to themselves or others. These examinations shall be completed before entrance on duty and annually during employment for FY14 and contract option years.

1.2 Enforce the following minimum visual abilities:

- Distant visual acuity must be at least 20/40 in each eye with corrective lenses; distant binocular acuity of at least 20/40 with corrective lenses.
- Near visual acuity must be corrected to at least 20/40 in each eye; near binocular acuity of at least 20/40 with corrective lenses.
- Field of vision must be at 90 degrees in the horizontal meridian in each eye.
- Ability to distinguish the colors must be present for red, amber, and green.

1.3 Enforce the minimum hearing ability of hearing loss in the better ear of not greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000Hz, with or without a hearing aid.

1.4 Ensure first responders have no impairment of the use of a leg, a foot, an arm, a hand, the fingers, back or neck which would most likely interfere with the functional requirements of the first responder's position. On addition, first responders shall have no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular or vascular disease which would interfere with the ability to perform the functional requirements of a first responder's position.

1.5 Ensure first responders have no established medical history of cardiac or pulmonary disease that may interfere with the performance of their duties.

1.6 Ensure appropriate medical forms are completed by the applicant and provided to the medical professional prior to the examination.

2. Psychological requirements for First Responders

2.1 All Contractor personnel shall pass the Minnesota Multiphasic Personality Inventory -2 (MMPI-2) and Shipley Institute of Living Scale, psychological examinations or be interviewed and approved by a licensed psychologist.

2.2 Ensure all armed security officers are free of problems that may adversely affect job performance. The evaluation must focus on the applicant's suitability for high-risk and high stress work.

2.3 Forward each examination to a clinical psychologist for evaluation. Upon receipt of the evaluation, the Contractor shall use the findings to determine the applicant's suitability for employment.

Attachment A.4 - Screening Requirements**3 Drug Testing and Drug & Alcohol – Free Workforce Requirements**

- 3.1 The Contractor shall comply with federal policies on “drug-and alcohol-free” work places as well as NASA FAR Supplement Subpart 1823.5 -“Drug-Free Workplace”.
- 3.2 Institute and maintain a program for achieving a drug and alcohol-free workforce.
- 3.3 Provide, as a minimum, for pre-employment, reasonable suspicion, random, post-accident, and periodic recurring (follow-up) testing of Contractor employees in sensitive positions for use, in violation of applicable law or Federal regulation, of alcohol or a controlled substance.
- 3.4 Establish its testing or rehabilitation program in cooperation with other contractors or organizations.
- 3.5 Submit the plan for this program to the CO for approval and concurrence by the JSC COTR and WSTF/WSC Alternate COTR.
- 3.6 Conform to the “Mandatory Guidelines for Federal Workplace Drug Testing Programs” published by the Department of Health and Human Services (59 FR 29908, June 9, 1994) and the procedures in 49 CFR part 40, “Procedures for Transportation Workplace Drug Testing Programs,” in which references to “DOT” shall be read as “NASA”, and the split sample method of collection shall be used.

Attachment A.5 - Physical Fitness Requirements

1. The Contractor shall adequately train their security personnel to meet the rigors protective services physical fitness standards. NASA's Physical Abilities Test (PAT) standard shall be required for all security officers and security police officers authorized to be armed. All officers must meet this standard as a new hire and annually for FY14 and contract option years. The PAT standard consists of the following:

- The PAT exercise starts with the employee seated in a vehicle.
- From a seated position, the employee exits the vehicle; opens the vehicle's trunk and retrieves a baton or flashlight.
- The subject completes a 220 yard run,
- Followed by navigating an obstacle course consisting of clearing a 40 inch wall; three hurdles that are 24 inches, 12 inches and 18 inches high; and performing a low crawl through a 115 foot serpentine pylon maneuver,
- The subject then completes a 50 foot sprint, and drags a 150 pound dummy 100 feet.
- The employee then repeats the Obstacle course and the 220 yard run.
- The final step of the exercise requires the employee to return the baton or flashlight to the trunk of vehicle and enter the driver's side of the vehicle.
- Time for the PAT exercise stops when the employee is seated in the vehicle and places both hands on the steering wheel.
- The PAT exercise must be completed within 7 minutes.

2. Security officer participation on specialty teams; e.g., SRT requires additional standards that are addressed in NPR1600.1.

Attachment A.6
Training Requirements and Qualifications

1. Protective Services Training

All NPR and NPD references apply to this requirement as well as Local, State and Federal law and associated compliance documents listed in Attachment J.01-A.1. Training and certification records shall be maintained in an electronic data base at each of the respective NASA facilities and readily available for inspection at all times. The Contractor shall comply with the Security Services Education and Training Program Plan DRD and, the Security Services Training Report DRD.

1.1 Local and State Education Requirements and Certifications

The Contractor may be required to complete Local and State educational requirements, licenses, or certifications. Training required for maintaining these certifications and requirements must be completed in such a manner that it does not interfere with the execution of Government business. The Contractor shall comply with paragraph 3.2.1 of the PWS when conducting training not specifically required by NASA.

1.2 NASA Protective Services Training Academy (NPSTA) Courses

The Contractor shall ensure that all security resources training and qualifications are kept current. The Contractor shall provide sufficient training opportunities through course design, scheduling and certified NPSTA instructor training staff to facilitate delivery of core required security training courses for JSC and WSTF/WSC. See paragraph 4 of this attachment for more details concerning NPSTA courses.

1.3 Weapon Training Qualification and Certification

Weapons will be provided by NASA. The Contractor shall ensure all employees subject to carrying a firearm are fully trained and remain qualified before start and during the duration of the contract in accordance with NPR 1600.1. The Contractor shall incorporate this transition into their proposal. Additionally, all personnel shall receive testing and training in judgmental shooting through NASA's current firearms training simulator or other approved methods of judgmental shooting. The Contractor shall not staff any employee that does not meet these standards in accordance with NPR 1600.1.

2. JSC and WSTS/WSC Contractor Training Requirements

The Contractor shall, prior to performing work, complete an orientation training program developed, administered, and documented by the contractor. The training program shall consist of a course for all employees involving general requirements, subjects unique to the respective facility, JSC or WSTF/WSC, and augmented with on-the-job training (OJT) to be performed with an experienced employee designated by the contractor. OJT may be excluded or curtailed for employees with prior one-year experience at the respective NASA facility or relevant experience. Candidates shall be given a written and practical examination in accordance with the Contractor's Training Plan. Upon request, certifications of training shall be provided to the appropriate NASA facility COTR or WSTF Alternate COTR.

At WSTF/WSC, the Contractor shall be certified to operate the National Crime Information and the National Law Enforcement Telecommunication System through Federal connectivity and authority.

Attachment A.6
Training Requirements and Qualifications

2.1 New Hire Training:

The Contractor shall develop a 24 hour training program to provide all contract employees with at initial orientation, "new hire" training course. Orientation training standards must be met before the employee goes to work. The following are minimum orientation training topics and subjects that are required:

- Mission and Function of JSC or WSTF/WSC and the appropriate Protective Services Division
- Two hours provided by the Government, Safety and Security Representatives
- Public Relations/Customer Service
- Substance Abuse and Drug Awareness
- Safety and Fire Prevention
- Sexual Harassment, Diversity and Multi-Cultural Training

A 40 hour OJT program, developed by the contractor that is designed to integrate the newly hired employee into their position should complete the new hire process for all employees.

Note: New Hire training for Security Officers who shall work WSTF/WSC Posts shall include:

- Four hours of Electrostatic Discharge (ESD) Training.
- One hour of Computer Systems (IT) Training
- Approximately 2 weeks of OJT to fully training Officers to work WSC Posts.

2.1.1 New Hire Training for Armed Employees

The hiring process for all employee candidates that are subject to carrying a firearm must meet contractor standards in the initial interview, past the Initial Periodic Fitness Evaluation (PFE) addressed in attachment J.01 - A.5, Physical Fitness Requirements, of the PWS and meet the weapons qualification standards established in NPR 1600.1. At JSC employee candidates must also have a current certificate of completion and commission card for the Texas Department of Public Safety- Private Security Bureau Level III Security Officers Course. The initial orientation training course for newly hired employees, who have successfully met the outlined standards, should include subject matter which will allow employees to become familiar with the appropriate NASA facilities' ID badges. In addition, at JSC, training for SRT personnel shall include confined space training.

After completion of the new hire initial orientation training course the employee that is subject to carrying a firearm must immediately complete the NPSTA, 80 hour, SOFCC addressed in paragraph 4 of this attachment. New hire candidates selected for certified Security Police Officer positions must also complete the NPSTA FAA basic course or complete the FAA Bridge study course and test followed by attending the final 72 hours of the NPSTA Basic FAA Course before assuming the duties of their position.

Attachment A.6
Training Requirements and Qualifications

2.1.2 In-Service Training for FY14 and contract option years:

In addition to training requirements identified in this attachment, the Contractor shall develop a sixteen (16) hour in-service training program with pass/fail standards. Each employee must meet these standards each contract year. Security Officers/Police Officers, subject to carrying a firearm shall also complete an additional 24 hour training, with pass/fail standards, that includes 4 hours of Semi-Annual and Annual Firearms Qualification and Firearms Simulator training; as well as completing a refresher course in Use of Force. The training shall also include: exercises addressing building entry and searches, active shoot and supporting Special Response Team operations. Security Police Officers who are issued an Electronic Control Weapon (ECW) must also demonstrate their proficiency with the device annually as well.

The Contractor shall ensure WSTF/WSC In-Service Training also includes the following topics: Detention, Victim Rights, Workplace Violence/Conflict Resolution, Officer Response Options, Tactical Communications, Driving/Operator Control, Striking and Movement Techniques, Vehicle Stops and Tactical Movement and Response in Vehicle, Stress Induced Dynamic drills, dynamic shoot no shoot drills and active shooter drills.

2.2 JSC Firearms Range Operations and Maintenance

The Contractor shall conduct firearms range operations as necessary to maintain the required qualification and proficiency of the workforce in accordance with NPR 1600.1 and the PWS.

JSC does not have a Firearms Range on Center. The Contractor is responsible for coordinating with local ranges for training and qualification times. All associated costs such as; range time, labor, targets, safety equipment and ammunition shall be paid for by the contractor.

The Contractor shall ensure the safety of range operations and shall conduct lead monitoring and other operational or safety reviews in accordance with the PWS and NPR 1600.1. The Contractor is responsible for all other costs associated with employee and civil servant weapons qualification and supplies to include, range ammunition, targets, range time and labor. Range ammunition will meet the NPR standards. Civil servant weapons qualification shall include approximately 30 hours of range time and approximately 2,500 rounds of ammunition each year. Civil servants who fail to qualify are the responsibly of the NASA Chief of Security.

The Contractor is required to ensure the safety, serviceability and proper maintenance of all firearms, ammunition and related equipment utilized by the location.

2.3 WSTF/WSC Firearms Range Operations and Maintenance

The Contractor shall coordinate with the Alternate COTR's to schedule and conduct firearms training and qualifications to include civil servants who are authorized to carry firearms, rifles and shotguns.

The Contractor shall notify the Alternate COTR's of any weapons qualification failure within 24 hours. If the person is a contractor they shall be removed from armed officer duties until qualified. Civil servants who fail to qualify are the responsibly of the NASA Chief of Security. Range operations may be conducted on NASA facilities or on non-NASA facilities as appropriate for the training provided, such as "Shoot House" facilities at the White Sands Missile Range.

Attachment A.6
Training Requirements and Qualifications

The Contractor shall ensure the safety of range operations.

The Contractor shall be required to conduct limited operational maintenance of firearms ranges and related facilities as described below:

The Contractor shall police the range after all live fire activities and remove all brass, targets, litter, and any other debris as required to maintain a high level of order, safety and cleanliness. All range structures and buildings will be kept clean, inside and outside.

The Contractor shall coordinate with the WSTF environmental department for the removal of lead or maintenance of the filtration equipment at necessary.

The Contractor shall perform minor range maintenance including grass cutting, target stand repair, and recommending enhancements to the safe operation of the range.

The Contractor is required to ensure the safety, serviceability and proper maintenance of all firearms, ammunition and related equipment utilized by the contractor. The Contractor shall perform the maintenance on all firearms, including those issued to civil servants.

The Contractor shall provide all duty, training and qualification ammunition for both contractor and civil service personnel authorized to carry firearms. Civil servant weapons qualification shall include approximately 20 hours of range time and approximately 1,700 rounds of ammunition each year. The Contractor shall also provide all replacement parts and expendable items such as, cleaning materials for all firearms, targets, including those issued to civil servants.

2.4 Emergency Dispatch Center Training and Certification Program

The Contractor shall implement and maintain a continuous comprehensive training and certification program for Dispatchers. The training program shall provide trained and certified personnel to operate the dispatch consoles located in the EOC EDC located in room 3110 and the dispatch console located in room 3118A in Building 30L of the Johnson Space Center. Dispatch personnel shall have the training and certification to functional understand and operate all EOC/EDC/ EPACS hardware and software systems. Dispatchers shall understand and comply with approved SOPs.

Each Dispatcher shall maintain their dispatch procedure proficiency and skill at an optimum level by the completion of internal EDC testing at a minimum of two times each month and the completion of a formal written test and an on-console demonstration test of their operational knowledge and functional knowledge of equipment and procedures annually. Annual testing shall be completed in the presence of NASA OEM or Security personnel. Dispatchers, which fail to pass the annual proficiency and skill test, shall be relieved of their dispatching duties until they can formally pass the annual test. Each Dispatcher shall become proficient and able to train any other new dispatcher on at least one or more of the EDC functional systems that support the EDC operation.

Dispatchers shall support planned training drills and exercises conducted by the OEM and other various organizations. The planned drills and exercises include: Space Center Houston tram accidents, car accidents, confined space injury, mass casualty situations, oil/hazardous substance spills, explosions, aircraft accidents, natural disasters, and fire alarm incidents. Dispatchers shall use existing emergency procedures and follow script instructions in support of the training drill or exercise. The Dispatcher shall provide post-exercise information and data to the critique team after the exercise.

Attachment A.6
Training Requirements and Qualifications

The EDC Dispatcher shall provide monitoring and dispatching support as described in paragraph 4.5.8. Testing of the radio pagers and site warning system will be in conjunction with the above listed events. The Lead Dispatcher for each shift shall develop internal procedure proficient and dispatch skill level exercises to enhance the Dispatcher's awareness to perform their duties. The internal Dispatcher exercise shall be given at a minimum of two times each month. Each internal exercise shall cover a minimum of five different emergency response situations or five different procedure reviews. The Lead Dispatcher shall submit a written training report documenting who received the training and identifying improvement observation to NASA OEM and Security Management. Internal training is required to improve dispatcher knowledge and to enhance overall performance.

2.5 Security Management Systems (SMS) Technician Training and Certification Program

The Contractor shall provide trained and certified personnel required to support the SMS hardware and software capability requirements. Training shall include current operating systems and future growth requirements as developed for the installation of hardware/software, set-up and programming of hardware/software, trouble-shooting and repair of hardware/software issues. This includes all systems related to the EOC/EDC/EPACS console functions, badge/enrollment operations/functions, field security access control operation, field located security camera functions and system/subsystem hardware/software configuration. Training shall be at the Lenel/OnGuard® Master/Emerald Certification level and to the current JSC/NASA Agency Lenel/OnGuard® operating version. Annual Lenel/OnGuard® distance learning training is required as operating changes are made.

3. Awareness Briefings for JSC and WSTF/WSC Employees

The Contractor shall develop and implement a Security Education and Training Program for all NASA and contractor personnel in accordance with NPR 1600.1.

3.1 Emergency Management Training

The Contractor shall participate in or conduct emergency Management training for the general population as required by NPR 8715.2, the NIMS and other requirements.

The Contractor shall participate in comprehensive drills, tests and exercises. The Contractor shall support efforts associated with the COOP, to include significant support of COOP drills and exercises.

3.2 Preconstruction Briefings

The Contractor shall participate in preconstruction briefings to educate personnel concerning security requirements prior to initiation of construction which may pose a risk to personnel.

3.3 RESERVED

3.4 RESERVED

3.5 RESERVED

Attachment A.6
Training Requirements and Qualifications

4. NASA Protective Services Training Academy (NPSTA) Training Requirements and Qualifications

Only standards from the NPSTA, Commission on Accreditation for Law Enforcement Agencies (CALEA) and Federal Law Enforcement Training Center (FLETC) approved curriculum are authorized for use in courses for armed Security Police Officers or Security Officers. The Contractor shall not supplement such training, licensing or certifications without specific approval. Request(s) for a change in training standards, must be reviewed by NPSTA responsible officials and approved by the appropriate NASA facility COTR or Alternate COTR's before implementation.

The purpose of the NPSTA is to provide NASA Security professionals, both Government and contractor, with basic criminal justice, defensive tactics, and firearms training, in addition to professional security development services relevant to individual needs. Develop and provide basic NASA Security Officer Fundamental Certification Course (SOFCC) and Refresher Training. Develop and provide core curriculum and training for all NASA Security personnel who require Federal Arrest Authority (FAA) Training. Certify instructors for each Center for the purpose of providing SOFCC and FAA training and certification.

4.1 Basic Qualifications

The following qualifications will apply to all individuals employed or being considered for employment as armed security officer(s) and police(s) officer(s).

Every uniformed contract employee that serves as members of the contractor's security force representing NASA protective services in the position of Security Officer, Security Police Officer or Investigator will be required to provide a statement of conduct that is the Officers Oath or affirmation to proper conduct and allegiance to the principle of behavior, suitable to their position of trust and their understanding of the requirements of the "Standards of Conduct for Sworn Officers".

The Oath; [Stand and remove your headgear, place your hand over your heart and in a clear voice state your oath or affirmation] "My _____ [Oath or Affirmation] is my bond. I [State Your Full and Complete Name] understand and accept my duty to protect and defend the rights of all persons. I will perform my duty with diligence and purpose. I will exercise the authority, vested in me by virtue of my position, with honesty and decency, showing preference to none, while serving all. This I respectfully _____ [swear or affirm]."

4.1.1 Citizenship

All officers must be United States citizens.

4.1.2 Basic Personal Traits

Sworn Officers shall exercise good judgment; interact with people in a professional manner; maintain a high level of performance and maintain poise and self-control under stress.

Attachment A.6
Training Requirements and Qualifications

4.1.3 Basic Education and Experience

The Contractor shall certify that sworn officers have as a minimum of a High School Diploma or General Equivalency Diploma (GED) and possesses a current State driver's license.

The officer must have the ability to read and speak the English language, understand and apply written rules, detailed orders, instructions and training material. The officer must also be able to construct and write clear, concise, accurate and detailed reports.

The officer must have user level computer skills and understand standard word processing programs.

4.1.4 Age Qualifications

The Contractor shall ensure that, at the time of employment, each security officer or security police officer is at least 21 years of age.

4.1.5 Pre-Employment Investigation

The Contractor shall ensure that no security officer or security police officer employee has a felony conviction.

No armed employee may have a misdemeanor conviction that reflects on the individual's suitability.

Persons convicted of or under indictment for a misdemeanor crime of domestic violence are prohibited from employment as an armed security officer or security police officer.

Contract employees that do not carry a firearm must meet the requirement of position risk determination and NASA access suitability. The Contractor is required to conduct a pre-employment suitability investigation for all individuals. The investigation must include the following:

- Search of police files in the area of residence for a period of five (5) years.
- Conduct inquiries of former employers for a period of five (5) years.
- Research information that may reflect on the suitability of the security officer or security police officer to perform security duties under this contract.

The Contractor shall provide the results of the investigative reports for each officer to the NASA Chief of Center Security not later than seven (7) days prior to beginning duty.

4.2 Standards of Conduct

The Contractor shall not condone personal neglect or dereliction of duties. Examples include: sleeping, listening to unauthorized electronic devices, watching television, reading books, newspapers and other material not connected with official duties (e.g., post orders), misuse of Government Property, theft, unreasonable delays or failure to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the intent of worksite security or

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Training Requirements and Qualifications

failure to cooperate in quality assurance and/or safety inspections or other investigations conducted by the Government.

Each contractor employee shall adhere to general standards of conduct that reflect creditably upon themselves, their employer, NASA, and the Federal Government.

The Contractor shall remove any contractor employee from the work site and/or this contract for failure to comply with the general standards of conduct.

The Contractor shall initiate immediate action to replace such an employee to maintain continuity of services at no additional cost to the Government.

The Contractor shall develop standard operating procedures (SOP) "Standards of Conduct", for all contract employees to include special details concerning armed security officers.

4.3 NPSTA Curriculum

The attached lists provide the formal curriculum of the NPSTA. The approximate hourly breakdown represents the time required to conduct the core curriculum instruction. This may vary due to the number of students and added site-specific logistical and administrative topics as well as changing weather conditions that delay or cause adjustments to the training schedule; the hours do not include the time required for student practice, written and performance testing, and logistical matters associated with the training.

4.3.1 NPSTA Federal Arrest Authority (FAA) Basic Course

Provides students with the framework to perform duties in a position where they shall reasonably be expected to affect an arrest or use varying degrees of physical force in performance of Federal Arrest Authority as outlined in Title 51 United States Code (USC) 20134, Authority to make Arrest. Presently, only certified NPSTA instructors from the KSC Academy are allowed to teach this 152 hour course.

4.3.2 NPSTA Federal Arrest Authority (FAA) Refresher Course

Provides students with training to maintain proficiency and update standards as applicable to NASA Federal Arrest Authority. This one week course is required every two years. Presently contract instructors, certified by the NPSTA and assigned to JSC, are allowed to teach this course.

4.3.3 NPSTA Security Officer Fundamentals Certification Course (SOFCC) Basic Course

Provides students with the framework to perform duties in a position where they function as armed security personnel without the Federal Arrest Authority prescribed in Title 51 USC 20134, Authority to make Arrest. Only instructors certified by the NPSTA are allowed to teach this 80 hour course.

4.3.4 NPSTA Security Officer Fundamentals Certification Course (SOFCC) Refresher Course

A 24 hour refresher course is in development and should be available in 2013. The SOFCC course shall be a prerequisite.

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4.3.5 NPSTA FAA Bridge Course

Provides students selected for Security Police positions who have completed the SOFCC Basic Course with a Bridge Course self study guide containing the required information and data the candidate will need to take the Bridge Course exam. The Contractor shall provide the candidate a reasonable period of time to complete the study course and is then given the formal exam. Presently there is no established time period for the self study course. The Contractor shall establish a time period based on the candidate's duties, FAA Course schedules, etc. After completion of the Bridge Course academic course the candidate is scheduled to attend the final 72 hours of the NPSTA Basic FAA Course before assuming the duties of their position. Presently, only certified NPSTA instructors from the KSC Academy are allowed to teach this course.

4.3.6 NPSTA Emergency Response Team (ERT) Basic Course

An 80 hour basic course is in development. The NPSTA Basic Course shall be a prerequisite for the ERT Basic Course.

4.3.7 NPSTA Certification Requirements for Instructors

Instructor applicants shall comply with the following requirements to obtain an Instructor Certification:

- Each candidate must be able to produce a current certificate of a "State" academy instructor Techniques development course that are equal to the Federal Law Enforcement Training Center (FLETC) instructor courses, or equivalent. The NPSTA Director along with the Deputy Assistant Administrator for Security and Program Protection (AA/OSPP) is the approval authority for the instructor course.
- Each candidate must also successfully complete a NPSTA basic course of instruction.
- The Academy Director is authorized to have instructor applicants complete only those portions of the Instructor Development Course for which the instructor applicant is deficient.

The Instructor Development Course shall contain the following subject blocks:

- Training liability
- Ethics
- Human diversity training
- Adult learning theory
- Communication skills
- Learning aids
- Principles of instruction
- Lesson plan preparation
- Evaluation and measurement
- Demonstration of instructional ability.

The NPSTA instructor candidate must attend a one-week Instructor Development course (40 hours) and perform successfully as an instructor in a subsequent NPSTA Basic or Refresher Academy

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course. The SOFCC instructor candidate must attend a one-week instructor development course and perform successfully as an instructor in a subsequent SOFCC or NPSTA Refresher course. Each candidate must prepare a lesson plan and presentation during the instructor development portion and instruct that subject during the course.

Instructor applicant internship: The internship shall consist of one two-hour block of instruction, as a minimum, for each discipline sought by the instructor applicant. The topic of instruction shall be approved by the NPSTA Director.

The instructor applicant shall be supervised by and have his or her instructional abilities evaluated by a certified NPSTA Instructor, and documented on the Instructor Competency Checklist.

The instructor applicant shall be evaluated by his or her students. Student evaluations shall be reviewed with the instructor applicant by the NPSTA Director, or an instructor designated by the Academy.

The instructor internship will be completed at the Academy immediately following the instructor certification course. If this timeline would create a drastic hardship for the instructor applicant, the Academy, or NASA, the internship shall be completed at the earliest possible time approved by the Academy Director.

Each instructor must attend an Annual Instructor Training Workshop at the Kennedy Space Center each year. The course presented in the “odd” years (2013, 2015, etc.) is three days long and the course presented in the “even” years is five days long.

4.3.7.1 Final Certification Process

To earn certification, the instructor applicant must complete and pass a written evaluation, successfully complete an instructor internship, and complete an instructor development workshop for each discipline for which certification is sought. All documentation pertinent to the completion of these requirements will be maintained in the instructor applicant's record by the NPST Academy. Upon completion of the certification process, the Academy Director will submit written notice to the NASA Federal Arrest Authority (FAA) Program Manager recommending Instructor Certification for applicant.

Upon certification from the FAA Program Manager, the applicant will be issued an Instructor Certificate by the Academy and the Certification Approval will be kept on file in the Instructor's folder at the Academy.

4.3.7.2 New Instructor OJT and Evaluation

Upon completion of Instructor Certification, the new instructor will complete an OJT and evaluation process.

Instructor candidate must attend a one week instructor development course and instruct in the NPST Basic or Refresher Academy. The SOFCC instructor candidate must attend a one week instructor development and instruct in the SOFCC or NPST Refresher. Each candidate must prepare a lesson plan and presentation during the instructor development portion and instruct that subject during the

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course. They will be evaluated on their abilities as a NPST instructor. The new instructor will be evaluated by a designated instructor.

4.3.7.3 Instructor Annual Training

NPST Academy Director will conduct, at a minimum, annual Instructor workshops. Workshops will be used as a tool to keep instructors updated on new policies, procedures, laws, instructor techniques, etc.

4.3.8 Firearms Instructors

Instructor applicants who request to obtain certification to instruct firearms topics shall possess a General Instructor Certification; and have successfully completed through the Academy or a recognized training school a Firearms Instructor Course containing the following subject blocks:

- Fundamentals of Marksmanship
- Firearms Handling Techniques
- Coaching Techniques
- Safety Rules and Consideration
- Low Light
- Liability Considerations
- Range Management

The final process for the Firearms Instructor requirements will include completing an internship that is supervised and documented by a certified firearms instructor.

4.3.9 Electronic Control Weapons (ECW) Instructors

Instructor applicants who request to obtain certification to instruct ECW topics shall possess a General Instructor Certification; and have successfully completed, through the Academy or a recognized training school an ECW Instructor Course. The applicants must also have successfully completed an internship that is supervised and documented by a certified ECW Instructor. The course must address the following subjects of instruction:

- Legal Aspects and Documentation
- Officer Response Tactics
- Methodology of Device
- Nomenclature

Attachment A.6
Training Requirements and Qualifications

- Operation of device

4.3.10 Defensive Tactics Instructors

Instructor applicants who request to obtain certification to instruct defensive tactics topics shall possess a General Instructor Certification; and have successfully completed through the Academy or a recognized training school a Defensive Tactics Instructor Course containing, but not limited to, the following subject blocks:

- Use of Force Legal Aspects and Documentation
- Officer Response Tactics
- Non-lethal Training Ammunition
- Chemical Agents

All candidates will meet a task specific physical fitness standard for instructing defensive tactics for NPST courses in the prescribed time.

NPST Task Specific Physical Fitness Test (Pass or Fail): This course must be completed within 9 minutes Defensive Tactics (DT) station - 30 seconds with baton strikes and 30 seconds with kicks, strikes and baton. The candidate must give repetitive verbal commands during the drill. (Explanation: Demonstrates dynamic DT skills which are instructed on a regular basis)

Run a ¼ mile with an FX 5000 Simulation protective head gear. (Explanation: Demonstrates the ability to work with protective gear used as a “role player” for long periods of time)

After completing the first ¼ mile, disassemble and re-assemble handgun with helmet still on. Conduct function check with handgun in a safe direction down range. (Explanation: Demonstrates weapons handling skills and fine motor skills under stress)

After reassembling the weapon, and complete another ¼ mile run. (Explanation: Demonstrates endurance and displays the ability to exercise proper breathing after completing a task that restricted breathing)

Pick up an open box containing items located within the last fifty yards of the second quarter mile run. (Explanation: Demonstrates the ability to change pace while picking up an object and running while hands are occupied)

Complete 25 sit-ups and 25 pushups. Time ends at the completion of sit-ups and pushups (Explanation: Demonstrates flexibility, movement, strength, and being able to move on the ground during exercises as a “role player” or demonstrating prone positions in various tactics, ground defense, etc.)

Identify items in the box. (Demonstrates mental capability under stress) Three out of five items must be identified in the box. If task is not met it is a one minute penalty. An additional one minute penalty is added if sit-ups and pushups cannot be completed.

Attachment A.6
Training Requirements and Qualifications

The final process for the Defensive Tactics Instructor requirements will include completing an internship that is supervised and documented by a certified Defensive Tactics Instructor.

NPSTA Basic FAA Training Topic Syllabus

Training Topic	Requirement	Time in Hours	MOI	MOE
Day 1 Orientation Methods of study Ethics Constitutional Law	PWS	8	Classroom	Exam
Day 2 Criminal Law Federal Jurisdiction/Title 18	PWS	8	Classroom	Exam
Day 3 Probable Cause	PWS	8	Classroom	Exam
Day 4 Investigative Detention Test Review	PWS	8	Classroom	Exam
Day 5 Arrest Authority Study Guide Exam - Legal	PWS	8	Classroom	Exam
Day 6 Victim Rights Managing Human Behavior Human Diversity Sexual Harassment	PWS	8	Classroom	Exam
Day 7 Counterintelligence Brief Officer Response Options Basic and Use Of Force Report Writing	PWS	8	Classroom	Exam
Day 8 Investigation/Interviews Workplace Violence/Conflict Resolution	PWS	8	Classroom	Exam
Day 9 Sympathetic Nervous System and Post Stress Management Tactical Communication	PWS	8	Classroom	Exam
Day 10 Courtroom Procedures Driving/Operator Control	PWS	8	Classroom, Driving Course	LSPT

Attachment A.6
Training Requirements and Qualifications

Training Topic	Requirement	Time in Hours	MOI	MOE
Day 11 Introduction to Use of Force Striking and Movement Techniques Pressure Points Stances and Movement Ground Movement Strikes	PWS	8	Classroom	Exam
Day 12 Handcuffing and Searching Collapsible Baton Weapons Handling	PWS	8	Classroom, Scenario	Exam LSPT
Day 13 Cover Drills Weapons Retention Early Recognition Shoot and Move	PWS	8	Classroom, Scenario	Exam LSPT
Day 14 Active Countermeasures Approach to Contact Escalation/De-escalation of Force Takedowns	PWS	8	Classroom, Scenario	LSPT
Day 15 Takedowns Ground Defense/Escapes Dynamic 2 Minute Drill	PWS	8	Classroom, Scenario	LSPT
Day 16 Use of Force Scenario Training Vehicle Stops and Tactical Movement and Response In Vehicle	PWS	8	Classroom, Scenario	LSPT
Day 17 Active Shooter Building Entry/Searches	PWS	8	Classroom, Scenario	Exam LSPT
Day 18 Exam Non Legal Mock Court Stress Induced Dynamic Drills Ground Escapes Two on One	PWS	8	Classroom, Scenario	Exam LSPT
Day 19 Practical Evaluations (Defense Tactics) Multi Task Response Drill And Final Dynamic Shoot No Shoot	PWS	8	Scenario	LSPT

Attachment A.6
Training Requirements and Qualifications

4.4 NPSTA FAA Refresher Training Topic Syllabus

Training Topic	Requirement	Time in Hours	MOI	MOE
Day1 Legal/Use of Force Update	PWS	2	Scenario	Exam
Report Writing/Use of Force	PWS	3	Classroom	Exam
Courtroom Demeanor/Testifying	PWS	2	Classroom	LSPT/ Exam
Day 2 Weapons Handling/Shoot and Move	PWS	4	Classroom Scenario	LSPT/Exam
Defensive Driving	PWS	4	Scenario	LSPT
Day 3 Team Non-Lethal Training Ammunition (NLTA Simunitions) Scenario	PWS	4	Scenario	LSPT
Tactical Movement and Response in Vehicles	PWS	2	Scenario	LSPT
One on One Non-Lethal Training Ammunition (NLTA Simunitions) Scenario (Shoot/No Shoot)	PWS	2	Classroom Scenario	Scenario Criteria
Day 4 Subject Approach, Handcuffing, Ground Defense/Escapes, Head Destabilization take downs	PWS	8	Classroom Scenarios	LSPT/Exam
Day 5 Conflict Resolution, Mock Court, Dynamic Drills/Scenario Testing and Written Test	PWS	8	Classroom Scenario	LSPT Scenario Criteria

4.5 NPSTA Security Officer Fundamentals Certification Training Topic Syllabus

Training Topic	Requirement	Time in Hours	MOI	MOE
Day 1 Orientation (1 hr) Criminal Law (4 hr) Constitutional Law (3 hr)	PWS	8	Classroom	Exam
Day 2 Criminal Law Federal Jurisdiction/Title 18 (4 hr) Sympathetic Nervous System & Stress Management (4 hr)	PWS	8	Classroom	Exam

Attachment A.6
Training Requirements and Qualifications

Training Topic	Requirement	Time in Hours	MOI	MOE
Day 3 4 th Amendment Detention (Probable Cause/ Investigative Detention) (8 hr)	PWS	8	Classroom	Exam
Day 4 Law Enforcement Officer Interviews (4 hr) Use of Force Report Writing (2 hr) Use of Force (2 hr)	PWS	8	Classroom	Exam
Day 5 Use of Force (1 hr) Stances/Movement/ Pressure Points (3 hr) Baton (2 hr) Weapons Handling (2 hr)	PWS	8	Classroom, Scenario	Exam LSPT
Day 6 Weapons Retention (2 hr) Early Recognition (2 hr) Handcuffing and Searching (4 hr)	PWS	8	Classroom, Scenario	Exam LSPT
Day 7 Cover Drill (2 hr) Shoot and Move (3 hr) Approach to Contact (3 hr)	PWS	8	Classroom	Exam
Day 8 Test (2 hr) Ground Defense (3 hr) Takedowns (3 hr)	PWS	8	Classroom, Scenario	Exam LSPT
Day 9 Active Counter Measures (3 hr) Practical Evaluations (2 hr) Two Minute Drill (2 hr) Active Shooter Class (1 hr)	PWS	8	Scenario	LSPT
Day 10 Active Shooter (8 hr)	PWS	8	Classroom, Driving	Exam LSPT

Attachment A.7
Weapons, Equipment and Uniform Requirements

1. Lethal Weapons

1.1 Lethal weapons will be furnished by NASA and comply with standards addressed in NPR 1600.1. Each security officer issued a handgun will be issued three magazines that shall be loaded to capacity while on duty. The Contractor shall ensure that all handguns are carried holstered with a round in the chamber. The Contractor shall provide both training and duty ammunition for all assigned weapons sufficient to equip all contractors and NASA personnel authorized to carry firearms.

1.2 All armed security personnel at JSC shall be issued the Glock 22 (.40 caliber) semiautomatic handgun. SRT personnel shall also be issued special weapons such as the Bushmaster M-4 (.223 caliber) semiautomatic rifle and Remington 870 (12 gauge) pump shotgun. At least two SRT members shall qualify with the Remington 700 (.308 caliber) sniper rifle as well. The Contractor shall incorporate this transition into their proposal. Weapons will be furnished by NASA. The Contractor is responsible for the cost associated with employee duty ammunition that must meet NPR standards.

1.3 All armed security personnel at WSTF/WSC shall be issued the Glock 22 or 23 (.40 caliber) semiautomatic handguns. Other weapons used at the WSTF/WSC, based on special task requirements include Colt M4A1 (.223 caliber) rifles, Colt M-16A1 (.223 caliber) rifles, Colt SMG (9mm caliber) sub-machine rifles, (12 gauge) shotguns and a single shot Thompson Center Arms Encore (.308 caliber) rifle.

2. Intermediate Force Weapons

While on duty a collapsible baton will be carried by all uniformed security officers and police officers at JSC and WSTF/WSC. All security police operational supervisors and field support supervisors at JSC and WSTF/WSC as well as members of the JSC Special Response Team (SRT) shall carry an Electronic Control Weapon (ECW). A NASA Protective Services Training Academy (NPSTA) approved training curriculum will be used for instruction for all intermediate force weapons. All intermediate force weapons shall be provided and maintained by the contractor.

3. Equipment Requirements

3.1 Every armed security officer at JSC and WSTF/WSC shall be issued and shall be required to wear a minimum of a threat level IIIA concealable body armor in a color appropriate to the duty uniform, while armed for duty or training. Threat Level IIIA concealable body armor and associated garments shall be provided and maintained by the contractor.

3.2 The contract security force that includes armed security officers and their Security Police Officer first line operational supervisors shall utilize standard uniform duty gear that is plain black. All duty gear shall be fully serviceable and professional in appearance. Duty gear shall include a duty belt, level III retention holster, pants belt, belt keepers, reflective vest, magazine pouch with 2 magazine carriers, radio carrier, baton holder, ECW holster (See paragraph 2), flashlight carrier, handcuff pouch, nametag, US Flag patch on right sleeve, appropriate rank insignia, standard uniform patch (see paragraph 7) and other items as approved by the appropriate NASA facility COTR or Alternate COTR's.

Attachment A.7
Weapons, Equipment and Uniform Requirements

3.3 Duty Gear for SRT members shall include a nylon duty belt, level III retention drop holster, pants belt, belt keepers, nylon baton holder, nylon magazine pouch, nylon radio holder, nylon ECW holster (See paragraph 2), nylon flashlight holder, nylon handcuff holder and nylon holder for rubber gloves. All appropriate patches and insignias will be dark in color.

Ensure any proposed changes or modifications to the standard uniform are approved by the appropriate NASA facility COTR or Alternate COTR's.

4. Uniform Standards

The Contractor shall issue standard, complete, adjusted for climate, appropriate uniforms to all uniformed officers to be worn at all times when on duty or as directed.

Every Security Police Officer and armed Security Officer must be attired and equipped to a single standard with the exception of officers addressed in paragraph titled Special Uniforms, that will be attired and equipped to meet the needs of their duties. Consideration for climate and geography is authorized by adjustments of fabric type and weight. The uniform selected by the contractor, shall conform to high quality manufacture and shall provide for quality appearance, safety, comfort, durability, stain resistance, and performance.

4.1 Provide sufficient quantities of uniforms to provide officers with clean serviceable uniforms for daily use.

4.2 Ensure that non-uniformed officers wear appropriate and standard civilian attire that meets the needs of the mission and complies substantially with the provisions of this attachment. Contractor identification on civilian attire is not authorized.

4.3 Ensure the uniform will present a favorable public image and will fit well, be clean, neat, and well pressed.

4.4 Ensure foot wear will be clean and polished at all times.

4.5 All armed officers shall wear the same color and style of uniform with the exception of the Operational and Field Support Supervisors, Physical Security Specialists, SRT team members, bike patrols and Hazmat Inspectors.

4.6 Ensure only approved shield and nametag, either metal or embroidered, identifying the employee as a "Security Officer" and "Security Police Officer" will be worn on the duty shirt, the outer garment.

4.7 Ensure that no contractor identification, logo, or trademark, will be worn or displayed on the uniform at any time.

4.8 Issue headgear that as a minimum is a high quality baseball style cap and appropriate cold weather caps when necessary. Cap and Logo (Houston Embroidery): SECURITY (Black Letters) over a Stylized NASA Logo in Black and Red.

Attachment A.7
Weapons, Equipment and Uniform Requirements

4.9 Utilize Security Officer shirts that have seven (7) button placket fronts with black shoulder epaulets and have sewn-in-creases. In addition, shirts shall have pleated and scalloped pockets and a badge sling on the left breast pocket.

Note: Uniform shirts shall be sized for the continuous wear of the concealable body armor.

4.10 Utilize Security Officer standard uniform duty trousers that are tan in color. Trousers shall have a black stripe side seam and shall have no cuff.

4.11 Utilize standard uniform duty V-neck sweaters that are black, military style, badge tab and shoulder epaulets.

4.12 Utilize standard uniform duty black boots or shoes. Athletic shoes are not acceptable.

4.13 Utilize rain suit and cold weather clothing; standard uniform duty coat, rain boots, gloves and cold weather parka and pants appropriate for cold climate conditions.

4.14 Issue patrol jacket with fluorescent yellow high visibility outside and black reversible inside.

5. Special Uniforms

Issue special (non-standard) uniforms to armed officers whose duties include: Operational and Field Support Supervisors, Physical Security Specialist, Special Response Team members, Hazmat Inspectors and training instructors shall be permitted to wear uniforms addressed in paragraphs 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 and 6 . **JSC Security Uniforms shall comply substantially with the following and be approved by the COTR prior to use.**

5.1 Operational and Field Support Supervisors



Attachment A.7
Weapons, Equipment and Uniform Requirements

5.1.1 Uniform Description: Khaki shirt, khaki pants, black ball cap and duty black boots.

5.2 All Security Officers



5.2.1 Uniform Description: Tan short sleeve shirt with black shoulder epaulets; tan pants with black stripe side seam and no cuff; tan ball cap and black duty boots or shoes.

5.3 Security Police Officers that serve as a Physical Security Specialist and Special Response Team (SRT) member and Training Instructors



Attachment A.7
Weapons, Equipment and Uniform Requirements

5.3.1 Uniform Description: Khaki shirt or black Polo shirt; khaki or khaki digital pants, black ball cap and duty black boots.

5.4 Bike Patrol Security Officer



5.4.1 Uniform Description: Tri color bike shirt; black bike pants or bike shorts; black bike helmet and ball cap and black bike duty footwear.

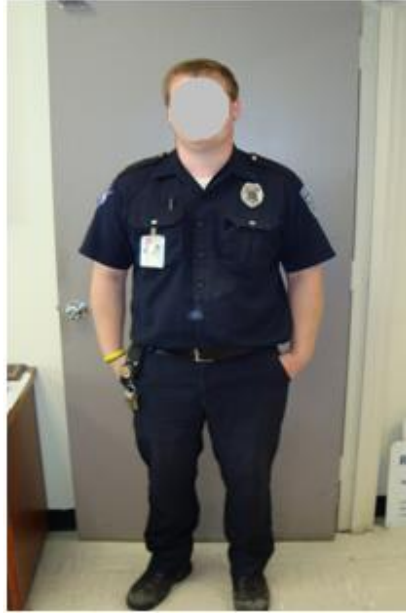
5.5 Security Officer, Hazmat Inspectors: JSC Post 12 and EF Post 17.



Attachment A.7
Weapons, Equipment and Uniform Requirements

5.5.1 Uniform Description: Navy blue Polo shirt; Navy blue Battle Dress Uniform (BDU) pants; black ball cap and black duty boots.

5.6 Locksmith, Classified Waste Technician and Security Management Systems Technician



5.6.1 Uniform Description: Navy blue shirt; Navy blue pants; black ball cap and black duty steel toe boots.

5.7 Technical Support Services Specialist



Attachment A.7
Weapons, Equipment and Uniform Requirements

5.7.1 Uniforms Description: Navy blue one button jacket; long or short sleeve white shirt, Navy blue Polo shirt; gray skirt or black pants and black footwear

6. WSTF/WSC Security Uniforms shall comply substantially with the following and be approved by the Alternate COTR's prior to use.

6.1 All contract employees



6.1.1 Uniforms Description: TDU khaki shirt; TDU khaki pants; Otto one size fits all khaki with black bill cap and coyote tan ATAC 8 inch Zipper Boots

6.1.2 Uniform Information shall meet the following or equivalent standards:

- Cap: Otto; One Size Fits All; Khaki with Black Bill; stock number 19-537
- Shirt: 5.11 TacLite pro; TDU khaki; stock number SR571
- Pants: 5.11 TacLite pro; TDU khaki; stock number TR506
- Boots: 5.11 ATAC 8 inch Zipper Boot; Coyote Tan; stock number SP866
- Duty belt and attached holsters/pouches/carriers, etc., are black and made from either cordura, nylon, leather, or plastic materials.
- Shirt is long sleeve as described and allows for the sleeves to be rolled up and buttoned during the summer months.

Attachment A.7
Weapons, Equipment and Uniform Requirements

6.1.3 Patches sewn on the shirt as follows:

- Above Right Breast Pocket – First Initial and Last Name, Black Letters on a Tan Strip.
- Above Left Breast Pocket – Security Officer/Police Badge Patch
- Right Shoulder – American Flag Patch
- Left Shoulder – NASA Protective Services Patch

7. **Utilize standard uniform patch:**



8. **Dress Code:**

The Contractor shall implement and enforce a standard dress code policy to ensure that contract employees wear either appropriate civilian attire or the prescribed uniform while on duty. Examples of improper appearance include unclean, ill-fitting or un-pressed clothing, dirty or un-shined shoes, incomplete, or improperly worn uniforms. Any other facet of appearance that would reasonably create a negative perception within the public also applies as well.

Attachment A.8
Vehicle Assignment and Standards

1. Vehicle Assignment

Except as specified in the PWS, the Contractor shall provide all vehicles necessary to perform this contract. Contractor-provided vehicles and equipment shall be maintained by the contractor in accordance with the manufacturer's usage-based specifications and recommendations. Fuel, refueling and provisioning of fuel for contractor operated vehicles shall be the contractor's responsibility.

Vehicles used at WSTF/WSC shall be U.S. General Services Administration (GSA) Vehicles furnished by the Government. Fuel for vehicles used strictly in performance of duty White Sands shall be provided by the Government. The Contractor shall maintain a list of all vehicles entitled to Government fuel. The Report shall include vehicle identification number, position assigned, fuel used (in gallons), current mileage and miles driven in accordance with the Self-Assessment and Metrics Report DRD.

In the event U.S. Government property is damaged as a result of contractor employee negligence or willful misconduct, the Contractor shall be solely responsible for the repair and restoration of such property subject to NASA and/or GSA direction.

2. Vehicle Standards

The Contractor Shall:

2.1 Mark vehicles used for patrol. The vehicles will be white in color and equipped with blue lights, siren, public address (PA), basic first aid kit, vehicle fire extinguisher, radio equipment, speed detection devices, in-car audio/video systems and spot/take-down lights.

2.2 Utilize emergency light bars with four (4) Blue Linear 6 LED Modules, six (6) Blue Conical 3 LED Modules, two (2) White MR1135W Takedown white lights, two (2) White MR11 35W Alley lights, and five (5) Red Conical 3 LED Modules.

2.3 Utilize a siren, public address system (PA) that is a minimum 100-Watt three (3) tone siren, with a PA microphone. The control panel will have adjustable backlighting, with a three (3) position switch with indicator lights, and be capable of controlling the selected light bar.

2.4 Standardize the vehicles used for patrol. Sedans shall be of large size and SUVs shall, at a minimum, be of medium size. Such vehicles shall conform to a standardized visual pattern and present a coherent and professional image.

2.5 Use the vehicle decal system shown below to identify all first responder vehicles. The fully reflective decal system will include side and door panels, rear trunk and hatch panels and a rear bumper panel.

2.6 Individually number each vehicle with day/night reflective markings that can be observed from all views of the vehicle, i.e., front, rear, sides and roof.

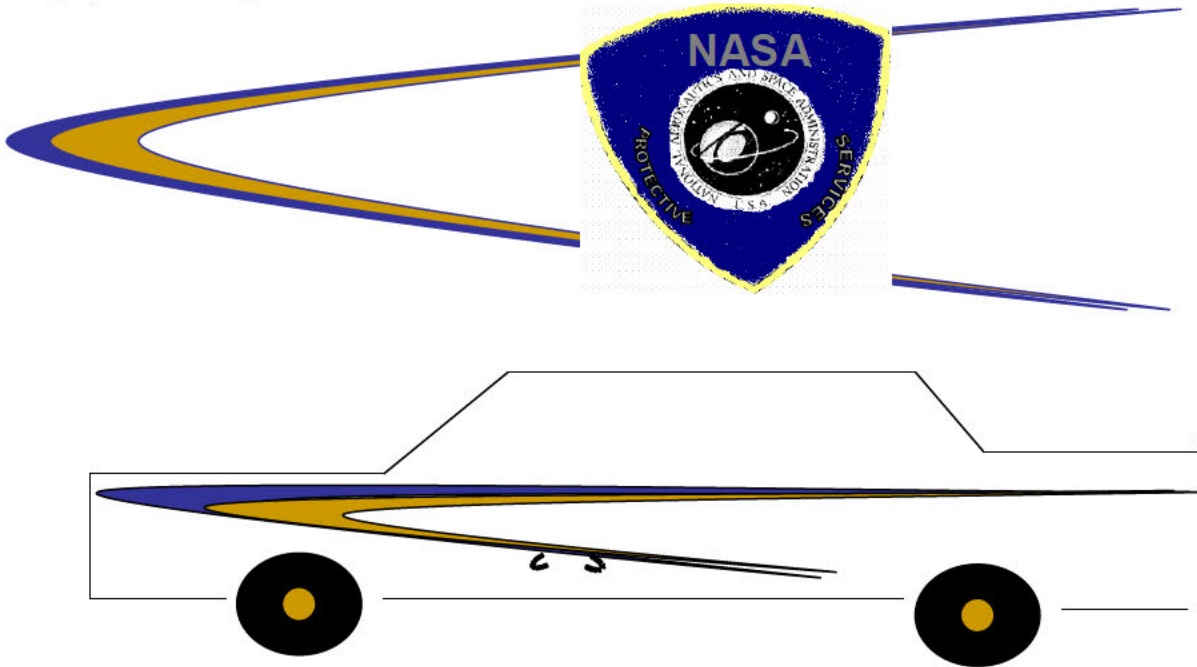
2.7 Be responsible for fuel, refueling and provisioning of fuel for contractor operated vehicles.

2.8 Utilize graphic design below for all security vehicles. A shield shaped patch design will be applied in the center of this design. The actual shield graphic will be provided after contract award.

Attachment A.8
Vehicle Assignment and Standards

3. Vehicle Decal Design:

This graphic design is to be applied to security vehicles. A shield shaped patch design will be applied in the center of this design. The following figure shows the location of the shield graphic. The actual shield graphic will be provided after contract award.



4. JSC Special Vehicles

The Contractor shall conduct interior perimeter fence inspections of NASA property. The contract shall provide vehicles for this task. The contract shall receive a number of all terrain vehicles (ATVs) and a utility trailer as GFP to support this task. The Contractor shall be responsible for all service, repair and maintenance of these vehicles and trailer.

The Contractor shall provide all law enforcement bikes used by security bike patrols. The contract shall receive a number of Government-owned law enforcement bikes that shall be provided by the Government as GFP. All service, repair and maintenance of all bikes shall be the contractor's responsibility.

4.1. The Contractor shall insure that the Government provided public information trailers, used for public information and speed control awareness, are maintained and moved as directed by the COTR.

4.2. The SRT shall maintain and clean the Government provided GSA panel vehicle that is used for tactical response and training.

4.3. The Contractor shall also ensure an adequate number of security resources are proficient with the operation and general supporting equipment of the GFP airboat and trailer that is used to support the Center's Hurricane Ride-Out Team. Contract resources shall operate the boat monthly to maintain proficiency and ensure the boat is operating properly. The Contractor shall provide their employees a Texas state-approved boater's safety course.

Attachment A.8
Vehicle Assignment and Standards

5. WSTF/WSC Special Vehicles

5.1 The Contractor shall conduct interior perimeter fence inspections of WSTF/WSC property. Government owned IAGP all terrain vehicles (ATVs) shall be provided to the contractor for this task. Service, repairs and maintenance of these vehicles shall be the responsibility of the government.

Attachment J.02

DATA REQUIREMENTS LIST (DRL)

DATA REQUIREMENTS LIST (DRL) AND DATA REQUIREMENTS DESCRIPTIONS (DRD)

The Section J.02 and Section J.03 Attachments set out the documentation requirements of this contract, starting with a DRL (Section J.02), which is an index to the DRDs. Each DRD (Section J.03) prescribes the required data product, content, schedule, type, and other particulars for specific data submission requirements.

Nothing contained in this DRL and DRD provision shall relieve the contractor from furnishing data not identified and described in the DRL and DRD attachment but called for by, or under the authority of, other provisions or as specified elsewhere in this contract. Except as otherwise provided in this contract, the cost of data to be furnished in response to the DRL attached to this contract or of data to be delivered under the authority of other sections (clauses/statement of work) are included in the price of this contract.

Subject to the Rights in Data clause, the DRL sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DRL for this contract. The contractor shall furnish data defined by the DRDs listed on the DRL by category of data. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DRL. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) regulation or clause, the regulation will take precedence over the DRL, per FAR 52.215.33. NASA-Owned/Contractor-Held records shall be managed by the contractor in accordance with Title 36 of the Code of Federal Regulations, Chapter XII B, Records Management, and NPD 1440.6, NASA Records Management Program. The records shall be organized in accordance with the instructions in NPR 1441.1, NASA Records Retention Schedules, as applicable. The contractor shall disposition records and non-records in accordance with NPR 1441.1, which has been approved by NASA and the National Archives and Records Administration (NARA). All questions on records management issues shall be directed through the Contracting Officer.

JSC DATA REQUIREMENTS LIST (DRL)Page 1 of 7(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Johnson Space Center Protective Services Contract			b. Contract/RFP No. NNJ12JB86C		c. DRL Date/Mod Date November 14, 2011	
1. Line item no. 001	2. DRD Title Environmental and Energy Consuming Product Compliance Reports	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number PRINT 4
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. JE/Environmental Office		9. Remarks Reports due December 1 st of each year.			
1. Line item no. 002	2. DRD Title Wage/Salary & Fringe Benefit Data	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number PRINT/OTHER 3
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer (2 hard copies and 1 electronic copy) 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Remarks 30 days following start of contract and annually, 90 days prior to the anniversary date of the contract.			
1. Line item no. 003	2. DRD Title Government Property Management Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER 1
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. Additional distribution per Contracting Officer's letter		9. Remarks Initial plan due with proposal and final plan due 30 days after contract award. Contractor's format is acceptable. Electronic format and availability as required by Contracting Officer's letter.			
1. Line item no. 004	2. DRD Title Monthly Financial Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date Contract Start	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER 1
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. LI/Budget Analyst		9. Remarks First monthly report due on the 10 th business day after the close of the October 2012 FY. Monthly financial reports due due on the 10 th business day after the close of prior accounting period. Shall be submitted electronically.			

JSC DATA REQUIREMENTS LIST (DRL)Page 2 of 7(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Johnson Space Center Protective Services Contract			b. Contract/RFP No. NNJ12JB86C		c. DRL Date/Mod Date November 14, 2011	
1. Line item no. 005	2. DRD Title Information Technology (IT) Security Plan, Risk Assessment	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number PRINT/OTHER 2
	8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. JSC OCIO		9. Remarks Initial Information Technology Security Plan shall be submitted 30 days after Contract Start. Contractor Format is acceptable. One original hardcopy and electronic copies.			
1. Line item no. 006	2. DRD Title RESERVED	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Number
	8. Distribution (Continue on a blank sheet if needed)		9. Remarks			
1. Line item no. 007	2. DRD Title File Plan (Summary of Holdings)	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER 1
	8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. JSC Records Manager		9. Remarks Plan due 120 days after contract award. Contractor Format is acceptable. Shall be submitted electronically.			
1. Line item no. 008	2. DRD Title Management Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 2
	8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Remarks With submission of Proposal. To be updated as required thereafter. One electronic and one original hardcopy.			

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a. Title of Contract, Project, SOW, etc. Johnson Space Center Protective Services Contract			b. Contract/RFP No. NNJ12JB86C		c. DRL Date/Mod Date November 14, 2011	
1. Line item no. 009	2. DRD Title Phase-In Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency OT	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 2
8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer			9. Remarks Submitted with proposal. One electronic and one original hardcopy.			
1. Line item no. 010	2. DRD Title Labor Relations and Notification of Potential Labor Dispute and Contingency Strike Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AD	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 2
8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)			9. Remarks Initial Plan submitted with proposal; Final plan submitted at contract start. See DRD for delivery requirements.			
1. Line item no. 011	2. DRD Title Quality Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER 1
8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. NT/Quality and Flight Equipment Division			9. Remarks The Quality Plan shall be submitted 60 days after contract start.			
1. Line item no. 012	2. DRD Title Safety and Health Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AD	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 6
8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer (1 hard copy; 1 electronic copy) 2. JSC Occupational Health Officer (1 hard copy) 3. NS/Safety and Test Operations Division (2 hard copies; 1 electronic copy) 4. JSC Emergency Preparedness Office (1 hardcopy)			9. Remarks With submission of Proposal. To be updated as required thereafter.			

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a. Title of Contract, Project, SOW, etc. Johnson Space Center Protective Services Contract			b. Contract/RFP No. NNJ12JB86C		c. DRL Date/Mod Date November 14, 2011	
1. Line item no. 013	2. DRD Title Safety and Health Program Self Evaluation	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number PRINT 4
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representatives (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. NS/Safety and Test Operations Division		9. Remarks Report due September 30 th of each year.			
1. Line item no. 014	2. DRD Title Lessons Learned Program Plan and Lessons Learned	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER 1
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer's Technical Representative (JSC) (1 electronic copy) 2. Alternate Contracting Officer's Technical Representative (WSTF) (1 electronic copy)		9. Remarks Submission in the JSC Lessons Learned Database or NASA Lessons Learned Information System is required within 30 days of a triggering event; within 30 days of a program milestone; 30 days prior to end of contract evaluation period or 45 days prior to end of contract.			
1. Line item no. 015	2. DRD Title Standard Operating Procedures (SOP)	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number PRINT 4
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. Center Chief of Security (CCS)		9. Remarks Initial Standard Operating Procedure Plan due within 60 days of contract start			
1. Line item no. 016	2. DRD Title Protective Services Security Reports	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Number OTHER/PRINT 3
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Remarks			

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a. Title of Contract, Project, SOW, etc. Johnson Space Center Protective Services Contract			b. Contract/RFP No. NNJ12JB86C		c. DRL Date/Mod Date November 14, 2011	
1. Line item no. 017	2. DRD Title Self Assessment Metrics Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 3
	8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Remarks 45 days after contract start and within 15 days following the end of each month Contractor format is acceptable.			
1. Line item no. 018	2. DRD Title Security Services Education and Training Program Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 3
	8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Remarks Preliminary Plan with Proposal. Initial Plan within 60 days of contract start and updated annually Contractor format is acceptable.			
1. Line item no. 019	2. DRD Title Security Services Training Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 3
	8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Remarks 45 days after contract start and within 15 days following the end of each month Contractor format is acceptable.			
1. Line item no. 020	2. DRD Title Annual Physical Security Assessment	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date 01-06	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 2
	8. Distribution (Continue on a blank sheet if needed) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Remarks Due 12 months after contract start and every October 1 st thereafter.			

JSC DATA REQUIREMENTS LIST (DRL)Page 6 of 7(See reverse for instructions)
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a. Title of Contract, Project, SOW, etc. Johnson Space Center Protective Services Contract			b. Contract/RFP No. NNJ12JB86C		c. DRL Date/Mod Date November 14, 2011	
1. Line item no. 021	2. DRD Title Physical Security Plan (PSP)	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 2
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Remarks Within 90 days of contract start			
1. Line item no. 022	2. DRD Title Staffing and Critical Skills Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AD	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER/PRINT 3
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF)		9. Initial plan due with proposal; final due 60 days after contract start; updated as required by CO			
1. Line item no. 023	2. DRD Title Re-procurement Data Package	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AD	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER 1
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Additional distribution per Contracting Officer's letter		9. Remarks Initial submission due 1 year prior to contract end or at the Contracting Officer's direction.			
1. Line item no. 024	2. DRD Title Emergency Dispatch Center Response Metric Requirements	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency DA & MO	5. As-of-date	6. 1 st subm. date See Marks	7. Copies a. Type b. Number Other 3
	8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative 3. Office of Emergency Management (OEM)		9. Remarks Daily document submittals are due to the CO, COTR and to the OEM Manager by 9:00 am Monday through Friday. Daily document submittals for Friday, Saturday, and Sunday are due on Monday by 9:00 am. Monthly document submittals are due to the CO, COTR and to the EOC Manager by 9:00 am on the 10 th of each month or the first Monday after the 10 th .			

JSC DATA REQUIREMENTS LIST (DRL)Page 7 of 7(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Johnson Space Center Protective Services Contract			b. Contract/RFP No. NNJ12JB86C		c. DRL Date/Mod Date November 14, 2011	
1. Line item no. 025	2. DRD Title Records Management Inventory	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date See Remarks	7. Copies a. Type b. Number OTHER 1
8. Distribution (<i>Continue on a blank sheet if needed</i>) 1. Contracting Officer 2. Contracting Officer's Technical Representative (JSC) 3. Alternate Contracting Officer's Technical Representative (WSTF) 4. JSC Records Manager			9. Remarks Plan due 120 days after contract award. Contractor Format is acceptable. Shall be submitted electronically.			

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Attachment J.03

DATA REQUIREMENTS DESCRIPTIONS (DRD)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Environmental and Energy Consuming Product Compliance Reports	2. Date of current version 1-29-10	3. DRL Line Item No. 001	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) Used to complete JSC's required annual report to NASA HQ on affirmative procurement, waste reduction, energy efficient product procurement, and ozone depleting substances.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) JPR 8550.1, JSC Environmental Compliance Procedural Requirements, JPR 8553.1, JSC Environmental Management Systems Manual		7. Interrelationships (e.g., with other DRDs) (Optional)	

8. Preparation Information (Include complete instructions for document preparation)

For Section I and III, where the Contractor does not purchase any designated product during the fiscal year, the report shall be a statement to that effect.

For Section IV, if the Contractor does not purchase, own, operate, maintain, or repair ODS equipment on-site; or does not store, purchase or use ODS chemicals, the report shall be a statement to that effect.

Fiscal year is the Federal Government fiscal year and is defined as October 1 through September 30.

I. Annual Affirmative Procurement Report

The Contractor shall track and report each December 1 to the JSC Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all products on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the USDA Farm Bill Biobased list:

- The total amount of each item purchased during the previous fiscal year in \$,
- The total amount of each listed item purchased during the previous fiscal year that contained at least the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- The total amount of each listed item purchased during the previous fiscal year that contained some recycled content or biobased content but less than the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- The number of waivers and the name of the item each waiver was requested for submitted to the Environmental Office during the previous fiscal year,
- The total amount purchased for each waived item during the previous fiscal year in \$, and
- A narrative explanation of constraints for purchasing each item that did not meet affirmative procurement or biobased content requirements during the previous fiscal year.

II. A Waste Reduction Activity Report

The Contractor shall track and report each December 1 to the JSC Environmental Office any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. This may be done through recycling* or waste prevention**. This may be accomplished through source reduction and/or by increasing reuse and recycling of items that would normally go to the landfill (trash). The information will be included in JSC's annual report to NASA HQ on waste reduction activities. Limit responses to one page or less per item. The response should include a description of the activity, the materials or wastes reduced, an estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.

*Recycling means the series of activities, including collection, separation, and processing by which products or other materials are recovered from the solid waste stream for use in the forms of raw materials in the manufacture of products other than fuel for producing heat or power by combustion.

**Waste prevention means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

II. For Construction/Facility Modification Contracts Only:

The Contractor shall track and report to the JSC Environmental Office the total weight in pounds of material sent to the landfill (this does not include shipments managed and paid for by the Environmental Office or their support contractor) and the total number of pounds of material recycled by media (scrap metal, wood, concrete, soil). The report is due within 30 days of completion of all waste generating and recycling activities or of final waste shipments associated with the project and in no case later than completion of the contract.

III. Annual Energy Efficiency Product Procurement Report

The Contractor shall report to the JSC Energy Manager, on December 1 of each year, information on purchases of energy consuming products made by the Contractor (including subcontracts) beginning upon contract start. This includes the purchase of premium efficiency motors and efficiency lighting covered by the Energy Policy Act of 2005.

The report shall provide the following:

- a. A list of all energy consuming products purchased during the previous fiscal year.
- b. The total purchase cost of each item on the list.
- c. A designation of which items were Energy Star or Federal Energy Management Program (FEMP)-sanctioned.
- d. For each Energy Star or FEMP-sanctioned product purchased, provide:
 - i. The simple payback value as determined by the contractor's life cycle cost analysis.
 - ii. The annual savings in dollars and BTUs due to the purchase of the item
- e. Metrics which show the effectiveness of the contractor's purchases
 - i. Percentage of purchased products that are Energy Star and FEMP-sanctioned against the total number of energy consuming products purchased.
 - ii. Total dollar value of the purchased products that are Energy Star and FEMP-sanctioned against the total dollar value of all energy consuming products purchased.

IV. Ozone Depleting Substances (ODS) Reports

The Contractor shall track and report each December 1 to the JSC Environmental Office the following information for the previous fiscal year related to ODS equipment that the contractor purchases, owns, operates, maintains, or repairs on-site:

- a. A list of the names of all EPA-Certified service technicians employed and their certification dates
- b. A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 EPA registration
- c. A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including
 - i. Any identifying equipment numbers
 - ii. The location of the equipment (building/room)
 - iii. The owning organization or contract name and number
 - iv. A narrative description of the equipment.
 - v. refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year.
- d. For each ODS chemical stored, purchased or used, track and report each December 1 for the previous fiscal year:
 - i. ODS Chemical Name;
 - ii. Quantity stored (pounds);
 - iii. Quantity purchased (pounds); and
 - iv. Quantity used (pounds).

Distribution: CO, JSC COTR, WSTF Alternate COTR and JE/Environmental Office.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Wage/Salary and Fringe Benefits Data	2. Date of current version 7/27/11	3. DRL Line Item No. 002	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) The Wage/Salary and Fringe Benefit Data shall be used by the NASA Contracting Officer and the Contractor Industrial Relations Officer to assist in the monitoring of Service Contract Act compliance.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: Initial submission 30 days following contract start; annually, 90 days prior to anniversary date of the contract.

Distribution: JSC – CO (2 hard copies & 1 electronic) & COTR; WSTF Alternate COTR

Format: The Wage/Salary and Fringe Benefits Data should be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A – Note CO fills in a Form 1)

8.1 SCOPE: The Wage/Salary and Fringe Benefits Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency.

8.2 APPLICABLE DOCUMENT: FAR 52.222-41, FAR 22.1007 & FAR 22.108

8.3 CONTENTS: The Wage/Salary and Fringe Benefits Data should contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the Contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for non-represented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor, and provide three (3) hard copies and one electronic copy of each. Collective Bargaining Agreement are required if organized labor is represented on your Contract.

8.4. Miscellaneous Report: See following pages.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

FORM 2

WAGE RATE INFORMATION

Illustration of required data

Wage Contractors Classification	Determination Classification	Exempt or Non-Exempt	Union or Non-Union	Current Hourly Rate	MYE No. Of Employees
Project Manager	Not Required	E	N	\$25.00	1
Supervisor	Not Required	E	N	\$20.00	1
Electrical Engineer	Not Required	E	N	\$116.50 - \$20.00	3
Technician, Jr.	Elect Tech Main I	N	U	\$12.78 - \$15.50	12
Technician, Sr.	Elect Tech Main II	N	U	\$18.20 - \$20.00	4
Secretary	Secretary I	N	N	\$11.11 - \$12.50	2
File Clerk	General Clerk I	N	N	\$8.29	1
Clerical Data Entry	Work Processor	N	N	\$9.25 - \$10.90	1

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this Contract. All Contract labor classifications must be matched to wage determination classes listed in CBA's represented classes or classes shown in the wage determinations for non-represented classes.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

FORM 3

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor: _____

Contract Number: _____

Number of employees in bargaining unit _____

Total number of employees on Contract _____

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)

2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	Coverage Provided (Yes or No)	Average Hourly Cost
------	-------------------------------	---------------------

- | | | |
|----|----------------------|--|
| a. | Life Insurance | |
| b. | Accidental Death | |
| c. | Disability | |
| d. | Medical and Hospital | |
| e. | Dental | |
| f. | Retirement Plan | |
| g. | Savings/Thrift Plan | |
| h. | Sick Leave | |
| i. | Tuition | |
| j. | Other (Describe) | |

Total

1.	Paid Absences	Service Requirement	Days Per Year
----	---------------	---------------------	---------------

- | | | | |
|----|----------------|--|--|
| a. | Vacation | | |
| b. | Holiday | | |
| c. | Sick Leave | | |
| d. | Jury Leave | | |
| e. | Funeral Leave | | |
| f. | Military Leave | | |

Other (Describe)

1. Severance Pay: (Briefly describe terms and amounts.)

2. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)

3. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

Signature of Company Representative

Date

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

FORM 3A

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For period from _____ to _____

Contractor: _____

Number of nonexempt employees on Contract: _____

Total number of employees on Contract: _____

1. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

Item	Coverage Provided (Yes or No)	Average Hourly Cos
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

1. Paid Absences Service Requirement Days per Year

- a. Vacation
- b. Holidays
- c. Sick Leave
- d. Jury Leave
- e. Funeral Leave
- f. Military Leave
- g. Other (Describe)

Signature of Company Representative

Date

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Government Property Management Plan	2. Date of current version 07/27/11	3. DRL Line Item No. 003	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> To describe the method of administering and controlling Government personal property.			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i> Clause 52.245-1, Government Property; Clause 1852.245-71, Installation Accountable Government Property		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> PWS paragraph 3.1.8.	

8. Preparation Information *(Include complete instructions for document preparation)*
Frequency of Submission: Initial plan due with proposal and final plan due 30 days after contract award. (RT) One time and Revisions as required.

Distribution: Per Contracting Officer's letter, JSC COTR and WSTF Alternate COTR.

Remarks: In addition to this plan, the contractor shall cooperate with Government property audits and accountability inspections and shall provide requested results of inventories.

Format: Contractor format is acceptable; electronic format and availability as required by Contracting Officer's letter. Changes shall be incorporated by change pages or complete reissue.

8.1 SCOPE: The Government Property Management plan defines the contractor's use, maintenance, repair, protection and preservation of Government personal property. It shall describe the contractor's approach to receiving, handling, stocking, maintaining, protecting and issuing Government property. The Plan is contract specific and should include interaction and Departmental/Office responsibilities. The delegated Property Administrator will request detailed procedures after contract start.

8.2 APPLICABLE DOCUMENT: Federal Acquisition Regulation (FAR) 52.245-1. NASA FAR Supplement (NFS) Part 1845, NPR 4200.1, NASA Equipment Management Procedural Requirements, NPR 4200.2, Equipment Management Manual for Property Custodians, and NPR 4300.1, NASA Personal Property Disposal Procedural Requirements.

8.3 CONTENTS: This plan shall reference those policies and procedures, which constitute the contractor's Property Management Manual and shall include at a minimum the following categories: Property Management, Acquisition, Receiving, Records, Physical Inventories, Reports, Utilization, Maintenance, Subcontractor Control, Disposition, Contractor Closeout, Contract-Unique Considerations, Center-Unique Considerations and Reconcile Contractor Records with Financial Records.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Monthly Financial Report	2. Date of current version 07/27/11	3. DRL Line Item No. 004	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) To provide price detail by service for cost/budget reporting for Center requirements. This report will help report cost details at levels required for current cost tracking and future budgeting reports.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional) PWS Paragraphs 3.10	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: Initial Submission: First Monthly Financial Reports should be submitted on the 10th business day after the close of the October 2012 (FY2013) accounting period ~ November 14, 2012. (MO) Monthly Financial Reports shall be submitted monthly on the 10th business day after close of prior accounting period.

Distribution: JSC – CO, COTR, LI/Budget Analyst; WSTF Alternate COTR

Remarks: The Monthly Financial Reports will track WYE's, Hours, Labor, and Non-labor for that Center or Component Facility. This is to provide further insight for cost detail analysis for monthly costing and annual budgeting purposes.

Format: Electronic

8.1 SCOPE: Monthly Financial Report is to provide monthly financial management status on expenditures of resources under this contract.

8.2 APPLICABLE DOCUMENT: NFS 1852-216-80 (ALT I) (OCT 1996)

8.3 CONTENTS: Details for each Location. Shall include number of Work Year Equivalents (WYE's) on-site for each location. Also to include costs worked for each Location broken out into the following two categories: labor & non-labor. Non-labor includes all costs except those associated with labor. Labor includes straight time, over time, premium time, fringe, & benefits. All costs associated with labor shall be placed in this category.

Report shall encompass an entire monthly period of performance including baseline and special task order support. Baseline & special task order support shall be rolled up into a summary report. Template attached to this document.

Contractor shall submit report monthly for a specified period of performance. Report must be received on the 10th business day after the contractor's close of the prior accounting period. Report distribution below listed above.

Tab 1- Exhibit 1-1 (Reference DRD 004A): MONTHLY SUMMARY PRICE REPORT

Description – This report is to provide the price of baseline support showing the price of labor versus non-labor and a summary of special task orders.

Month/FY – Enter the month & fiscal year represented in the summary report

Contract # - Enter the NASA contract number

Level II WBS – Baseline Locations

Element of Cost – Enter price by Level II WBS service for labor versus non-labor; labor includes all straight time, premium time, over time, fringe, & benefits; any price associated with labor shall be included in the labor category; all costs outside labor should be placed in the non-labor category

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

CM WYE's – Enter current month on-site Work Year Equivalents (WYE's) for each of the Level II WBS Services for the given period of performance

CM Price – Enter current month by Level II WBS Service for labor versus non-labor for the given period of performance

CUM Price – Enter the cumulative dollar price for the current fiscal year

Next Month Estimate – Enter the estimated price expected to charge the government by the end of the current accounting period of the special task order (if applicable)

2 Month Out Estimate – Enter the estimated price expected to charge the government in the next accounting period (if applicable).

Special Task Orders – summary line for price of all special task orders (from Exhibit 1-2)

Grand Total – Total price for all services (baseline and special task orders) for the period of performance specified in the report

Tab 2- Exhibit 1-2 (Reference DRD 004B): Monthly Special Task Order Summary Report

Description – This report is to provide a fiscal year summary of all special task orders for each Location. Report shall be submitted once a month.

Month/FY – Enter the month & fiscal year represented in the summary report

Contract # - Enter the NASA contract number

Level II WBS – Baseline Locations

Level III WBS: Task Order # (including Revision #, if applicable): Enter the unique task order number for the special task to be performed at the give location

Monthly Actual Price – Enter the actual amount charged to the government for the special task order for the given period of performance

TO Cum Balance – Enter the balance of price charged to the government for the individual special task order

Next Month Estimate – Enter the estimated price expected to charge the government by the end of the current accounting period of the special task order (if applicable)

2 Month Out Estimate – Enter the estimated price expected to charge the government in the next accounting period (if applicable)

TO Price @ Completion – Enter the estimated price of the special task order at the anticipated date of completion

TO/DO Summary – Running total off all special task orders

If any prior period adjustments (price that was incurred but not included on the report for that month) occur, they shall be reported in columns actual and cumulative price columns when recognized, along with footnotes discussing the reasons for and amount of the adjustments, including the time period in which the adjustments should have been reported.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Information Technology (IT) Security Plan, Risk Assessment	2. Date of current version 7/27/11	3. DRL Line Item No. 005	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) The contractor shall be responsible for Information Technology Security for all systems connected to a NASA network or operated by a NASA contractor. This plan will ensure contractor awareness and compliance with the NASA regulations.			5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (<i>Optional</i>) NFS 1852.204-76, Security Requirements for Unclassified Information Technology Resources (May 2007)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) PWS Paragraphs 3.11		
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			

- a. Data Type: 1-Written Approval by the Contracting Officer is required before contractor implementation of the IT Security Management Program Plan.
- b. Scope: The contractor shall submit an IT security management program plan for its unclassified technology information resources. This program plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The Contractor's IT security management program plan shall be compliant with the IT security requirements in accordance with Federal and NASA policies as referenced in OMB Circular A-130 (Management of Federal Information Resources), NPR 2810.1A (Security of Information Technology), and NPR 1620.1 (Security Procedures and Guidelines). See the CIO-Procurement Website for any supporting documentation.

i) IT SECURITY PLAN(S)

The contractor shall have a line manager who is responsible for the contractor's systems in accordance with the definitions set forth in NPR 2810.1A. The IT security plan shall be kept up to date as changes to the baseline configuration of the system occur and shall be documented in the IT Security Plan.

Note: An IT Security Plan is specific to a system or group of systems, while an IT Security Management Program Plan is defined as the elements a contractor has outlined to meet the IT Security requirements for interfacing with other contractors and NASA, training requirements and meeting the requirements in NPR 2810.1A.

ii) TRAINING

Per NASA requirements, employees subject to this contract shall complete the NASA provided IT security awareness training annually. Contractor provided IT security awareness training may be substituted but must be approved annually by NASA as a substitute. When substituted, per NPD 2810.1A, the contractor shall provide evidence that periodic IT security awareness training has been met for all employees subject to this contract. The contractor shall submit periodic reports (as requested by the CO) detailing the overall status of the annual training program. The Annual training program is defined as the period from Oct. 1st through Sept. 30th.

iii) INFORMATION ON EMPLOYEES IN SENSITIVE AUTOMATED INFORMATION SYSTEMS (AIS) POSITIONS/ASSIGNMENTS REPORT

The contractor shall submit an annual report on employees in sensitive IT positions/assignments which shall include information for personnel screening as required by the NASA Procurement Information Circular (PIC) 02-04, NPR 2810.1A, and NPR 1600.1 on position risk. This report shall be compiled on an annual basis.

A list of all lead system administrators shall be updated by September 30 every year. This list will be used to ensure the contractor, as outlined in PN 04-03, has met the system administrator certification requirements.

iv) SYSTEM ADMINISTRATORS

Within 30 days after contract award or notification from the Contracting Officer that a plan is required, system

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

administrators shall be identified and their names submitted to the Contracting Officer and CIO Representative for Procurement.

- c. Format: Electronic Format consistent with NPR 2810.1A.
- d. Distribution:
 - 1. Contracting Officer (Hard Copy)
 - 2. Contracting Officer's Technical Representative (JSC) (Electronic copy)
 - 3. Alternate Contracting Officer's Technical Representative (WSTF) (Electronic copy)
 - 4. JSC Chief Information Officer (CIO) (Electronic copy)
- e. Submission:
 - 1. Initial: 30 days after contract start
 - 2. Approval: 60 days after contract start
 - 3. Frequency: Document shall be submitted annually by September 30
- f. Revisions: Revisions to this DRD shall be incorporated by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

ATTACHMENT J-16 APPLICABLE DOCUMENTS LIST FOR NASA IT SECURITY REQUIREMENTS

The tentative list below presents NASA Policies, Procedures, Technical Standards and other guidance related to Information Security and IT Security at NASA. These documents cover all areas of the NASA IT environment, including IT infrastructure services, IT applications, and highly specialized IT. The requirements apply to all IT resources and information systems that store, process or transmit NASA data, or that connect to NASA networks or systems, or that are located on NASA facilities.

The IT Security Plan required by NPD 2810.1A shall be delivered to and approved by the following:

JSC-IA
Attn: Jon Symes
2101 NASA Parkway
Houston, TX 77058

This Attachment will be updated after approval of the Contract IT Security Management Plan to remove non-applicable documents cited herein.

An electronic copy of the plan will also be provided to the COTR and CO.

NASA Policy Directives (NPD) and NASA Procedural Requirements (NPR)		
NPR 1382.1	NASA Privacy Procedural Requirements	August 10, 2007
NPD 1382.17G NPD 1382.17H	NASA Privacy Policy	August 24, 2004 June 24, 2009
NPD 1440.6H	NASA Records Management	March 24, 2008
NPR 1441.1D	NASA Records Retention Schedules (w/Change 4, 1/31/08) (w/Change 5, 6/26/09)	February 24, 2003
NPD 2540.1F NPD 2540.1G	Personal Use of Government Office Equipment Including Information Technology	May 25, 2005 June 8, 2010
NPD 2800.1B	Managing Information Technology	March 21, 2008
NPR 2800.1 NPR 2800.1B	Managing Information Technology (w/Change 1, 9/17/04) Managing Information Technology	September 17, 1998 March 20, 2009
NPD 2810.1D	NASA Information Security Policy	April 7, 2004 May 9, 2009
NPR 2810.1A	Security of Information Technology	May 16, 2006
NPD 30.1	NASA Enterprise Architecture	December 16, 2005
NPR 2830.1	NASA Enterprise Architecture Procedures	February 9, 2006
NPR 7120.7	NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements	November 3, 2008

NASA Interim Directives (NID)		
NM2810-64	NASA Interim Directive: Information Technology Security and Efficiency Requirements	May 22, 2008

NASA Interim Technical Requirements (NITR)		
NITR 2800_2	Email Services and Email Forwarding	September 18, 2009
NITR 2810_14A	Managing Elevated User Privileges on NASA Desktop and Laptop Computers	August 17, 2009
NITR 2800_1	NASA Information Technology Waiver Requirements and Procedures	August 13, 2009
NITR 2810_21	System and Services Acquisition Policy and Procedures	Apr 28, 2009
NITR 2810_20	System and Communications Protection Policy and Procedures	March 11, 2009

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(Based on JSC –STD-123. See work page for instructions.)

NITR 2810_23	NASA Authorizing Official (AO) Procedural Requirement	Mar 01, 2009
NITR 2830_1A	Networks in NASA Internet Protocol (IP) Space or NASA Physical Space	February 12, 2009
NITR 2810_22	Media Protection Policy and Procedures	January 7, 2009
NITR 2810_17	System Maintenance Policy and Procedures	November 12, 2008
NITR 2810_19	Audit and Accountability Policy and Procedures	November 12, 2008
NITR 2810_15	Contingency Planning	June 9, 2008
NITR 2810_12	Continuous Monitoring	May 18, 2008
NITR 1382_2	NASA Rules and Consequences to Safeguarding PII, with Change 1, dated 02/04/2008	January 28, 2008
NITR 1382_1	Personally Identifiable Information (PII) Breach Response Policy	December 21, 2007

Information Technology Security Standard Operating Procedures (ITS SOP)		
ITS-SOP 0001.A	Format and Procedures for Producing IT Security SOPs	February 19, 2009
ITS-SOP 0002	NASA's Target Vulnerability Selection Procedures	June 1, 2003
ITS-SOP 0004.A	NASA's Information Technology Requirement (NITR) Procedures	September 29, 2008
ITS-SOP 0005.B	Procedure for completing a NASA IT Security Program or System Assessment	June 19, 2007
ITS-SOP 0007.B	System Security Plan Numbering Schema	April 17, 2008

Information Technology Security Standard Operating Procedures (ITS SOP)		
ITS-SOP 0008	Procedure for Initiating and Managing Targeted Monitoring of electronic Data (being updated)	March 3, 2006
ITS-SOP 0012.B	Patch Selection and Reporting Procedures (being updated)	July 20, 2007
ITS-SOP 0016.C	IT Security Plan Template, Requirements, Guidance and Examples	April 17, 2008
TS-SOP 0017A	IT Security Penetration Test Plan and Rules of Engagement	June 11, 2009
ITS-SOP 0021	Network Security Vulnerability Scanning (new memo released on 2/6/09)	October 5, 2005
ITS-SOP 0022.A	Determining Cost Impact of Information Technology Security Incidents	October 18, 2007
ITS-SOP 0030.C	IT System Certification & Accreditation Process for FIPS 199 Moderate & High Systems	July 7, 2008
ITS-SOP 0031.C	IT System Certification & Accreditation Process for FIPS 199 Low Systems	July 7, 2008
ITS-SOP 0033	External System Identification and IT Security Requirements	July 19, 2007
ITS-SOP 0035	Digital Media Sanitization	September 15, 2008
ITS-SOP 0040	Contingency Planning	July 7, 2008
ITS-SOP 0043	Procedure for Selecting and tailoring NIST SP 800-53 Common Security Controls	June 6, 2007
ITS-SOP 0044	Procedure for Responding to a Breach of PII	December 21, 2007
ITS-SOP 0046A	Procedure for Review and Reducing PII	February 27, 2009

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Standards		
EA-STD 0001.0	Standard for Integrating Applications into the NASA Access Management, Authentication, and Authorization Infrastructure	Aug 01, 2008
EA-SOP 0003.0	Procedures for Submitting a NASA Agency Forest (NAF) Deviation Request and Transition Plan	Aug 01, 2008
EA-SOP 0004.0	Procedures for Submitting an Application Integration Deviation Request and Transition Plan	Aug 01, 2008
NASA-STD-2804L	Minimum Interoperability Software Suite	June 24, 2008
NASA-STD-2805L	Minimum Hardware Configurations	June 24, 2008

Memoranda			
From	To	Subject	Effective Date
Chief Information Officer (Acting)	Center CIOs	Delegation of Waiver Authority and Responsibility for Selected Requirements for Managing Elevated User Privileges on NASA IT Devices	9/24/2009
Assistant Administrator for Security and Program Protection, Chief Information Officer (Acting)	NASA Center Directors	Identity, Credential, and Access Management Business Process Leads	8/27/2009
Chief Information Officer (Acting)	Center CIOs, Mission Directorate CIOs	Two-Factor Token Infrastructure	8/5/2009
Chief Information Officer (Acting)	Officials-in-Charge of Headquarters, Center CIOs, Mission Directorate CIOs	Security and Support Policy for Smartphones	8/3/2009
Deputy Chief Information Officer for IT Security	Center CIOs	NASA "Secure WebEx" Now Approved for Secure Meetings and Communication of SBU Data	6/23/2009
Deputy Chief Information Officer for IT Security	Center CIOs	Certification and Accreditation Notices	5/21/2009
Chief Information Officer (Acting)	Center CIOs	Revised Deadline for Compliance with Requirements for Managing Elevated User Privileges	5/12/2009
Chief Information Officer (Acting)	Center CIOs	Delegation of Waiver Authority and Responsibility for Vulnerability Scanning Requirements	5/6/2009
Chief Information Officer (Acting)	Officials-in-Charge of Headquarters Offices, NASA Center Directors	Roles and Responsibilities for Protecting NASA Sensitive But Unclassified (SBU) Information	4/27/2009
Deputy CIO for IT Security	Center CIOs, Center ITSMs	FY 2009 Scanning and Vulnerability Elimination or Mitigation	2/06/2009
Chief Information Officer	Officials-in-Charge of Headquarters Offices, NASA Center Directors	Personally Identifiable Information (PII) Incident Reporting	1/14/2009

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Memoranda			
From	To	Subject	Effective Date
Senior Agency Information Security Officer	Center CIOs, Mission Directorate CIOs, Center ITSMs	Agency Organization-Defined Information Technology Security Controls	12/19/2008
Chief Information Officer	All NASA Civil Service and Contractor Employees	Policy for Use of Removable Media, Such as USB Thumb Drives	11/21/2008
Deputy CIO for IT Security	Center CIOs	NASA Security Operations Center Operations and NASIRC Transition	10/29/2008
Chief Information Officer	Memorandum for Record	Information Technology Management Board Decisions Regarding NCI Firewall Settings and SharePoint 2007 Pilots	10/8/2008
Deputy CIO for IT Security	Center ITSMs, Center CAOs	Certification and Accreditation Direction for FY09	9/17/2008
Senior Agency Official for Privacy	Official-in-Charge of Headquarters Offices, NASA Center Directors	Personally Identifiable Information (PII) Responsibilities Statement	9/8/2008
Chief Information Officer	Center CIOs	Deployment of the Software Refresh Portal	7/30/2008
Chief Information Officer	NASA CIOs, Mission Directorate CIOs, Center ITSMs, Center Human Resources Directors, IEMP	Requirement to Log and Verify Sensitive Data Extracts	6/9/2008
Chief Information Officer	NASA CIOs, Mission Directorate CIOs, Center ITSMs, Center ITSMs, Center Human Resources Directors, IEMP	Remote Access to Personally Identifiable Information (PII)	6/9/2008
Deputy CIO for IT Security	Center ITSMs	Clarification on Requirement for Contractors to Complete NASA Annual IT Security Awareness Training	6/6/2008
Deputy CIO for IT Security	Center CIOs, Center ITSMs, Center Training Officers	Decision to Disallow Substitutions for Basic and Managers Information Technology Security Awareness Training	2/21/2008

Memoranda			
From	To	Subject	Effective Date
Deputy CIO for IT Security	Center CIOs, Center ITSMs	System Security Documentation in RMS	2/20/2008
Deputy CIO for IT Security	Center CIOs, Center ITSMs	Supplemental FY08 Guidance for Agency Security Configurations Standards and FDCC Reporting	2/20/2008
Chief Information Officer	Center CIOs, Deputy CIOs	Information Discovery	2/4/2008
Deputy CIO for IT Security	Center CIOs, Center ITSMs	Decision to Cancel Procurement Information Circular (PIC) 04-03 (System Administrator Certification Program)	1/16/2008

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Chief Information Officer	Official-in-Charge of Headquarters Offices, NASA Center Directors	Release of NPD 2200.1A, Management of NASA Scientific and Technical Information	12/18/2007
Chief Information Officer	Center CIOs, Mission Directorate CIOs	Data at Rest Freeze	11/15/2007
Deputy CIO for IT Security	Center CIOs, Mission Directorate CIOs	Agency Security Configuration Standards: Federal Desktop Core Configurations	11/15/2007
Chief Information Officer	Center Chief Information Officers	Designation of FIPS-199 Impact Level for NASA's OAIT Voice Systems	7/10/2007
Chief Information Officer	Center Chief Information Officers	Designation of FIPS-199 Impact Level for NASA OAIT Data Center Systems	7/10/2007
Chief Information Officer	Center Chief Information Officers	Designation of FIPS-199 Impact Level for NASA OAIT LANs	7/10/2007
Chief Information Officer (Acting)	Center CIOs, Mission Directorate CIOs, Center ITSMS	FY 2007 and FY 2008 Patch Management and Security Configuration Metrics	4/4/2007
Chief Information Officer (Acting)	Center CIOs, Mission Directorate CIOs	Meeting OMB Memoranda M-06-015 "Safeguarding Personally Identifiable Information;" M-06-016 "Protection of Sensitive Agency Information," and M-06-019 "Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments"	10/17/2006

Memoranda			
From	To	Subject	Effective Date
Deputy Administrator	Administrator/Official-in-Charge of Headquarters Offices, NASA Center Directors	Meeting NASA Information Technology Security Requirements	7/26/2006
Deputy CIO for IT Security	Center CIOs	Designation of FIPS-199 Impact Level for NASA OAIT Desktop Systems	04/16/06
Chief Information Officer, Chief of Strategic Communications	Official-in-Charge of Headquarters Offices, NASA Center Directors, Center CIOs, Mission Directorate CIOs	Policy Governing NASA's Publicly Accessible Web sites	3/16/2006
Chief Information Officer, Assistant Administrator of Public Affairs	Center CIOs	Update of NASA Web site Linking Policy	12/15/2005
Chief Information Officer	Center CIOs	Update of NASA Web site Privacy Policy	11/28/2005

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title File Plan (Summary of Holdings)	2. Date of current version 12/16/12	3. DRL Line Item No. 007	RFP/Contract No. (Procurement completes) NNJ12JB86C
4. Use (Define need for, intended use of, and/or anticipated results of data) To document, maintain and manage Federal Records			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional) PWS Paragraphs 3.14	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: The File Plan shall be submitted 120 days after contract award. The File Plan shall be incorporated into the contract as Attachment J.18. The Records Management Plan shall be reviewed annually by the contractor and updated accordingly. Changes to the File plan shall be submitted to the appropriate Center's Records Manager.

Distribution: JSC – CO & COTRs, JSC Records manager, WSTF Alternate COTRs.

Typically, the required submittals require the contract to to propose or define their plan or methodology of providing a specified service. Updates are required whenever changes to the stated plan occur. Selected submittals and outline instructions for the development of the format are contained in individual DRD's. Due dates are specified for each separate submittal. When the due date falls on a Saturday, Sunday or holiday, the report is due by 8 a.m. local time the next business day. Reports shall be electronically available unless otherwise specified. Unless otherwise specified, the Contractor shall develop other submittal formats, with NASA concurrence, which is electronically available and retrievable.

FORMAT: Contractor format is acceptable as long as the guidance described in the applicable documents is followed.

REMARKS: When in doubt of the ownership of records, the contractor shall seek the Records Manager's determination via the Contracting Officer as to which records are subject to this clause.

The following definitions are provided for clarification purposes.

- (a) **Contractor-held NASA-Owned Records** (including electronic records, vital records, legacy Federal records (data created for Government and delivered to, or falling under the legal control of the Government) inherited from predecessor contractors) shall consist of documentation of contractor activities and functions necessary for the performance of this contract, including, but not limited to, documentation of those day-to-day operating procedures that are essential to carrying out the Statement of Work/Performance Work Statement and those actions, organizational structure, policies, decisions, operations, and activities necessary to perform or continue the work performed under the contract. Except as provided in paragraph (b) of this clause, all records acquired or generated by the contractor in it's performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the contractor either as the Record Manager may from time to time direct during the process of the work or, in any event, as the Record Manager shall direct upon completion or termination of the contract.
- (b) **Contractor-owned records**
Contractor-held Government records shall not include those contractor records that relate exclusively to the contractor's internal business or are of a general nature not specifically related to the performance of work under the contract. The contractor's general policies, procedures, etc., that apply to the general conduct of its business do not fall under the purview of this clause. The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this clause.

- (1) Employment-related records (such as workers compensation files; employee relations records, records

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health-related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records.

- (2) Confidential contractor financial information, and correspondence between the contractor and other segments of the contractor located away from the NASA Center (i.e., the contractor's corporate headquarters);
 - (3) Records relating to any procurement action by the contractor, (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor's deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA;
 - (4) Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;
 - (5) The following categories of records maintained pursuant to the technology transfer clause of this contract.
 - (i) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
 - (ii) The contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
 - (iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.
- (c) **Electronic Records**. The contractor shall deliver any electronic data deliverables as stated in 36 CFR 1228.270. If the electronic records reside in a digital management asset system, they must be exportable to NASA's digital management asset system in an automated fashion.
 - (d) **Legacy Records**. The contractor shall maintain and manage any active records/data created for Government use and delivered to, or falling under the legal counsel of the Government, inherited from the predecessor contractors.
 - (e) **Vital Records**. Essential Agency or Center records identified as necessary for continuing critical operations immediately following national security emergencies or other emergency or disaster conditions (Emergency Operating Records) or to protect the legal and financial rights of the Government or those affected by Government Activities (Legal and Financial Rights Records).
 - (f) **Metadata**. Metadata as defined by ISO 15489 3.12 "Metadata: data describing context, content, and structure of records and their management through time."

DATA PREPARATION INFORMATION

SCOPE: This pertains to all records management programs.

APPLICABLE DOCUMENTS:

- (a) 44 U.S.C. Chapters 29, 31, 33.
- (b) 44 U.S.C. 3501 et seq., Paperwork Reduction Act.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- (c) 36 CFR Parts 1220-1238.
- (d) 5 U.S.C. 552, The Freedom of Information Act as amended.
- (e) 5 U.S.C. 552a, The Privacy Act of 1974 as amended.
- (f) OMB Circular A-130, Management of Federal Information Resources.
- (g) OMB Circular A-123, Internal Control Systems.
- (h) Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended.
- (i) FAR 52.227-14/52.2227-16
- (j) NPD 1440.6 (As revised), NASA Records Management.
- (k) NPR 1441.1 (As revised), NASA Records Retention Schedule.
- (l) NPD 2190.1 (As revised), NASA Export Control Program. Center Specific
- (m) JPR 1440.3 (As revised), JSC Records Management Procedural Requirements

Contents: The Records Management Program (RMP) plan shall describe the implementation of a records management program in accordance with compliance requirements above. The plan shall refer specifically to the requirements in FAR 52.227.14/52.227.16 (incorporated by reference) as well as to the requirements in the Administrative Data clause, and explain how the records will be managed to meet those requirements. The RMP shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas.

- I. Program Management
 - a. Program authorization and organization
 - b. Guidance and training
 - c. Internal Evaluations
 - d. Procedures and Processes
- II. Records Creation/Recordkeeping Requirements
 - a. Creation of records/adequacy of documentation
 - b. Contractor Records
- III. Records Maintenance (General)
 - a. General
 - b. Paper-based Records
 - c. Electronic Records
 - d. Legacy Records
- IV. Maintenance of Special Records
 - a. Audiovisual Records
 - b. Cartographic and Architectural Records
 - c. Micrographic Records
- V. Records Disposition
 - a. Records Deposition Schedule Implementation
- VI. Vital Records

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Management Plan	2. Date of current version 7/27/11	3. DRL Line Item No. 008	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) To enable NASA to evaluate the contractor's management organization and key personnel, approach, processes and systems relating to governance, lines of authority, communications, corporate resources, staffing, labor relations, teaming, multi-contract interrelationships, and risk management related to providing protective services at JSC and WSTF/WSC.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) PWS Paragraphs 3.8		

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: The JSCPSC Management Plan shall be reviewed by the contractor at least annually and updated as required. Changes to the JSCPSC Management Plan shall be submitted to the COTR (JSC) and WSTF Alternate COTR and reviewed and approved by the Contracting Officer prior to incorporation into the contract via contract modification.

A preliminary plan which outlines the following elements of the contractor's approach to providing the required services at JSC and WSTF/WSC shall be submitted with the proposal.

1. Organizational structure
2. Key personnel
3. Lines of authority
4. Subcontracting and teaming arrangements including the allocation of roles & responsibilities
5. Mitigation of cost risks associated with Phase-In, transition and contract performance
6. Procurement and/or leasing of vehicles

The initial plan shall be submitted within 60 days after contract start. The JSCPSC Management Plan requires approval of the COTR and Contracting Officer. Following approval, the plan shall be incorporated into Attachment J.14 of the contract.

Distribution: JSC - CO & COTR and WSTF Alternate COTR

Remarks: The preliminary plan submitted with the proposal shall be limited to 30 pages. The initial plan submitted within 60 days after contract start and subsequent revisions or updates are not limited.

Format: Contractor format is acceptable. One original hardcopy and electronic

8.1 SCOPE: The JSC Protective Services Contract (JSCPSC) Management Plan shall describe the basis for the contractor's management organization, approach, and processes applied at JSC and WSTF/WSC. The JSC PSC Management Plan shall provide a comprehensive integration of all management systems of the prime contractors, subcontractors and associate contractor agreements. The JSC PSC Management Plan will include those processes specifically required to accomplish the Performance Work Statement. The contractor shall address their approach and schedule for establishing Associate Contractor Agreements (ACA's) (i.e., interface arrangements) to establish and maintain effective working relationships with other Contractors performing major functions at JSC and WSTF/WSC. This includes services or functions other contractors provide to this contract as well as services or functions this contract provides to other NASA Contractors. The JSC PSC Management Plan shall describe the contractor's approach for accomplishing contract functions while adhering to export laws, regulations and directives.

8.2 APPLICABLE DOCUMENT: N/A

8.3 CONTENTS: The JSC PSC Management Plan shall address the contractor's plan for governance; organizational structure; corporate resources; work definition and authorization; scheduling; budgeting; data accumulation and configuration management; subcontracting; inter-center and intra-center agreements and relationships; material control; indirect cost management; baseline control; staffing plan; key personnel and risk management.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Phase-In Plan	2. Date of current version 7/27/11	3. DRL Line Item No. 009	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> To enable NASA to evaluate the contractor's approach, processes and systems relating to the phase-in work required at contract start.			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i>		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> PWS Paragraphs 3.8.	

8. Preparation Information *(Include complete instructions for document preparation)*

Frequency of Submission: (OT) One Time. The Phase-In Plan shall be submitted in final form with the proposal. The Phase-In Plan requires approval of the Contracting Officer and COTR at JSC and the Alternate COTR WSTF. The final plan shall be incorporated into Attachment J.13 of the contract.

Distribution: JSC - CO

Remarks: The Phase-In Plan shall be limited to 15 pages.

Format: One original hardcopy and electronic

8.1 SCOPE: The JSC Protective Services Contract (JSCPSC) Phase-In Plan shall describe the contractor's management approach, processes and organization for the 60-day transition at JSC and WSTF/WSC.

8.2 APPLICABLE DOCUMENT: N/A

8.3 CONTENTS: The Phase-In Plan shall describe how the contractor will establish and maintain an adequate workforce which is trained, equipped, and proficient in performing the required functions from contract start. The plan shall also address the contractor's approach to partnering with local unions that supports JSC and WSTF/WSC security forces. The JSCPSC Phase-In shall provide details for the seamless transition of all the services required at contract start to include but not limited to:

- A. Physical Security Services
- B. ID Management/Badge Processing Services
- C. Ensure workforce is fully trained & qualified prior to assuming job responsibilities
- D. Gate Access and Traffic Flow Management
- E. Emergency Dispatch Center Operations

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Labor Relations and Notification of Potential Labor Dispute and Contingency Strike Plan	2. Date of current version 7/27/11	3. DRL Line Item No. 010	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) To evaluate the offeror's approach to working with organized labor and to describe their experience with organized labor. To facilitate the coordination of activities between the contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: Initial: Due with Proposal (Phase 1 only per instructions in section L). Initial submission is limited to 5 pages. Final: Contract Start (Phase 1 & 2), no page limit. Approval: Contract Start +15 days. Frequency Plan is as required by CO.

Distribution: JSC - CO& COTR; WSTF - Alternate COTR

Format: Contractor's format is acceptable traceable to the content listed in 8.1. Electronic and hard copies delivered with Proposal. Hard copy of final revision shall be delivered to Contracting Officer. Distribution to all others shall be accomplished using a government-provided contract management tool.

8.1. Preparation Information:

a. Data Type: 1

b. Scope: A Labor Relations Plan is required from the prime contractor and any subcontractor proposing work on the JSCPSC contract that is currently represented by organized labor. After approval, the Labor Relations Plan will become part of the contract as Attachment J-21.

This plan is divided into two phases. Phase 1 information is required with proposal. The content provides an overview of the offeror's approach to working with organized labor and describes experience with organized labor. Phase 2 information is required at contract start and describes the formalized process for notification and preparation in the event of a labor dispute.

c. Content:

Labor Relations Plan: Phase 1 Information

This content will be used to evaluate the offeror's experience with organized labor and the offeror's approach towards working with organized labor.

- Describe the offeror's company plan with respect to the use of organized labor on this contract.
- Describe the offeror's plan for recognizing the existing collective bargaining agreements, bridge agreements, negotiating new agreements, or complying with the economic terms only and not recognizing the union.
- Provide the name and describe the experience of the proposed person who will be responsible for working labor relations issues within the offeror's company; including that person's experience in negotiating collective bargaining agreements and resolving grievances. Where will that person be located and what level of autonomy will that person possess. Describe who will be responsible for working labor relations issues for each location that work is being performed. If that person is not located on site at JSC, describe how day-to-day issues will be handled.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

4. Describe how the offeror's proposal is in compliance with all existing wage determinations.
5. Describe the methods the offeror's company plans to use to promote and maintain harmonious labor relations during the Phase-in Period (reference Phase-In Plan, DRD-009) and during contract performance.

Labor Relations Plan: Phase 2 Information

The Notification of Potential Labor Dispute and Contingency Strike Plan will be used by the NASA Contracting Officer and the Contract Labor Relations Office to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.

6. Describe the offeror's method for notifying NASA of a potential labor dispute that could impact the timely performance of the contract. At a minimum, this notification plan should include planned negotiation dates with organized labor, describe other corrective actions initiated. Notification should be made 45 days prior to the expiration of collective bargaining agreements, prior to any significant changes to existing working conditions or pay practices, or at the first indication of potential labor unrest.
7. Describe the offeror's plan for assuring the timely performance of the work under this contract during a strike or work stoppage situation. At a minimum, the contents should include information on implementation of the strike plan, a pre-strike checklist for managers and supervisors, a description of how critical work will be performed, an organization chart of the strike committee membership, phone numbers of key management personnel and standards of conduct policies during the strike.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Quality Plan	2. Date of current version 7/1/11	3. DRL Line Item No. 011	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) The Quality Plan is used to document the specific details of the contractor's Quality Management System (QMS) related to a specific product or process.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
6. References (Optional) NPR 8730.5 NASA Quality Assurance Program Policy NPR 8735.2, Management of Government Safety and Mission Assurance .		7. Interrelationships (e.g., with other DRDs) (Optional)	

8. Preparation Information (Include complete instructions for document preparation)
Applicable Documents
ANSI/ISO/ASQ Q9001-2008 Quality Management Systems--Requirements

Scope:

A contract specific Quality Plan shall be prepared which identifies activities performed both on-site and off-site of JSC to ensure quality products and services. The Quality Plan shall be submitted within 60 days of contract start. The Contracting Officer must approve the plan. The Quality Plan, as approved by the Contracting Officer, shall be incorporated into the contract as Attachment J.11.

Frequency of Submission:

The JSCPSC Quality Plan shall be reviewed by the contractor at least annually and updated as required. Changes to the JSCPSC Quality Plan shall be submitted to the COTR and reviewed and approved by the Contracting Officer prior to incorporation into the contract via contract modification.

Distribution: JSC – CO & COTR, NT/Quality and Flight Equipment Division; WSTF - Alternate COTR

Contents: The quality plan shall address each element of the ANSI-ISO/ASQ Q9001-2008 standard and the additional requirements identified below:

Additional Requirements:

Identify the methods, procedures, and controls you will use to ensure the quality, quantity, and timeliness of the required contract requirements. Explain how you will monitor, measure, and analyze each. Provide evidence that you have the resources necessary to support the operation and monitoring of these methods, procedures, and controls.

Describe how you will provide continual electronic access to all Quality process documentation, such as, but not limited to, work methods, standard operating procedures, quality manual, and corrective action tracking system.

Explain how you will monitor, measure, and control the quality of products produced by the Contractor and Subcontractor. Explain how you will ensure that products, which do not conform to product requirements, are identified and controlled to prevent their unintended use or delivery.

Explain how you will monitor and measure any cross-utilization of personnel to assure that contract products and services will not be negatively affected. Describe your techniques, procedures, and mechanisms to ensure quality output despite schedule and/or priority pressures. Describe mechanisms for the identification of substandard output due to schedule and/or priority pressures.

Describe in detail how you will identify, correct, and prevent quality control problems with contract deliverables, without government notification or intervention.

Describe in detail the responsibilities of individual employees, supervisors, and management for ensuring quality

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(Based on JSC –STD-123. See work page for instructions.)

output. Identify your Quality Manager, designated alternate, their responsibilities, and their authority for the overall management of the program.

Provide documented information of how personnel performing work affecting product quality are competent as a result of appropriate education, training, skills, and experience. In addition, explain the Quality system you will use to monitor and maintain this level of personnel competency required during the duration of the contract.

Describe the tool, or tools, you shall use to effectively measure customer satisfaction for all areas of the contract requirements. In addition, explain how your tool(s) will capture customer satisfaction metrics across all annexes given the unique contract requirements across each.

Explain how you shall establish and implement the inspection or other activities necessary for ensuring that purchased product meets specified purchase requirements

Describe your responsibilities and requirements for planning and conducting audits (internal and external), and for reporting results and maintaining records.

Show how nonconformities and any subsequent actions taken, including concessions obtained, shall be identified, recorded, maintained, and subsequent action will be taken to minimize.

Describe how your Quality Plan will effectively support and address all the elements of ANSI/ISO/ASQ Q9001 – 2008.

Explain how you will continually improve the effectiveness of the quality control program through the use of your quality system, quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review.

Maintenance:

All changes and updates to the Quality Plan shall be approved by the CO.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Safety and Health Plan	2. Date of current version 01/11 (replaces 03/10 version)	3. DRL Line Item No. 012	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Establishes Safety and Health Compliance Plan for Contractors providing support to JSC organizations ***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division		5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) Section H.3 Safety and Health (NFS 1852.223-70)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) PWS Paragraph 3.12		

8. Preparation Information (*Include complete instructions for document preparation*)
 References (from Item No. 6 above): OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual
 JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1 JSC Safety and Health Handbook

Frequency of Submission. Initial submission with the proposal. Upon NASA approval, the Contractor's Safety and Health Compliance Plan shall be incorporated in the contract as Attachment J.19.

Distribution: After the plan is approved by NASA, the CO will retain the plan in the Contract file. The Contractor will send additional copies to each of the following:

Contracting Officer (1 hard copy, 1 electronic copy)
 NS/Safety and Test Operations Division (2 hard copies, 1 electronic copy)
 JSC Occupational Health Officer (1 hard copy)
 JSC Emergency Preparedness Office (1 hard copy)

Subsequent Revisions to the Plan: Review the plan annually or as directed by the CO. The plan shall be updated to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted to the distribution list above at the start of each Contract year. If no changes are required after the annual review, notify the individuals in the distribution list in writing to that affect.

Other Deliverables: The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the Contractor to provide this information. The reports and deliverables include the following (along with paragraph references):

- 1.5.2 Company Physician/Occupational Injury/illness case manager – at contract start and as revised.
- 1.5.3 Building Fire Wardens (Roster)
- 1.5.4 Designated Safety Official
- 1.8.2 Safety and Health Self Evaluation Report
- 1.9.1 Roster of Terminated Employees
- 1.9.2 Material Safety Data Sheets (MSDS)
- 1.9.3 Hazardous Materials Inventory
- 2.1.1 Job Hazard Analysis for Offices (when revised after contractor review)
- 2.3 Inventory of Hazardous Operations
- 2.4 Inspection results entered in Building Inspection Tracking System (BITS)
- 2.4.2 Monthly Metrics Report – inspection finding and corrective actions
- 2.4.2 Hazard Abatement Tracking System – for hazards open more than 30 days.
- 2.6 Close calls forwarded to JSC close call tracking system.
- 2.7.1 Mishap reporting and Lessons Learned.
- 2.7.2.a JSC Form 288, "Accident/Incident Statistics"
- 2.7.2.b OSHA logs
- 3.1, 3.12 Hazards recorded in JSC Hazard Abatement Tracking System.

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(Based on JSC –STD-123. See work page for instructions.)

3.12.3 Interim and Final Abatement Plans.

Format:

1. Cover page - to include as a minimum, blocks for the signatures of Contractor's project manager and designated safety official; NASA COTR; JSC Safety and Test Operations Division; JSC Occupational Health Officer; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan placed on the contract.

2. Table of Contents. See content below.

3. Body of plan - as required. Contractor's format is acceptable but should be aligned with the elements of the content below.

4. When preparing its plan, the Offeror/Contractor is expected to review all the items below and tailor its plan accordingly. Tailoring is the process of identifying those items that must be performed to assure the safety of the contractor's employees while performing work on the contract. The contractor is part of a larger program – the NASA safety program – which has other contracted employees, civil servants, and other third parties that must be protected from any hazard in the workplace wherever they arise. This includes the following:

- a. Hazards associated with work done on contractual tasks.
- b. Hazards that arise from non-contractual operations in the vicinity of contractor's workers.
- c. Hazards that arise from contractual operations which may affect the safety and health of individuals and assets outside this contract.

5. The plan will clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions. For further information, see the LIST OF INSTALLATION PROVIDED FACILITIES AND SERVICES provided in this RFP.

6. The plan must cover the prime contractor and all subcontractors.

Details:

1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

1.1 Policy: Provide the Contractor's safety and health compliance policy statement with the plan. Compare the Contractor's policy statement with those of NASA and OSHA and discuss any differences.

1.2 Goals and Objectives. Describe your approach to the following:

1.2.1 Specific annual safety and health goals and objectives to be met.

1.2.2 Methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).

1.3 Management Leadership. Describe management's procedures for implementing its sustaining commitment to safety and health compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4 Employee Involvement. Describe procedures to promote, implement, and sustain employee (e.g., non-supervisory) involvement in safety and health compliance program development, implementation and decision-making.

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(Based on JSC –STD-123. See work page for instructions.)

Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the Contract are equitably represented. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.

1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other Contractors, or other special responsibilities and support). As a minimum, the Contractor will identify the following:

1.5.1 Safety Representative - identify by title, the individual who will be trained and certified in accordance with JPR 1700.1 to be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in meetings and other activities related to the JSC Safety and Health program.

1.5.2 Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and telephone number to the JSC Occupational Medicine Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Prompt notification to the JSC Occupational Medicine Clinic shall be given of any changes that occur in the identity of the point of contact.

1.5.3 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes). Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The Roster shall be maintained by letter to the JSC Safety and Test Operations Division, mail code NS2, with copies to the Contracting Officer and the Contracting Officers Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.

1.5.4 Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.

1.6 Provision of Authority. Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations and how compliance will be maintained throughout the life of the contract.

1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.

1.8 Program Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of:

1.8.1 [RESERVED.]

1.8.2 A written self-evaluation report to be delivered once per year. The self evaluation shall be provided for the Contractor performance evaluation. The self-evaluation shall follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, "Format for Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan.

1.9 Miscellaneous Reports. The Contractor will acknowledge the following as standing requests of the

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Government and to be handled as described below.

1.9.1 Roster of Terminated Employees. Identify personnel terminated by the contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:

- a. Date of report, Contractor identity, and Contract number.
- b. For each person listed, provide name, social security number, and date of termination.
- c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.

1.9.2 Material Safety Data Sheets (MSDS). The Contractor shall prepare and/or deliver MSDS for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of Health (TDH, ref. Chapters 505-507 of the Health and Safety Code), and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. This inventory is also required by JPR 1700.1, "JSC Safety and Health Handbook", as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central MSDS Repository, maintained by the JSC Occupational Medicine Occupational Health contractor, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrive with the material and is needed for immediate use, the MSDS shall be delivered to the Central MSDS Repository by close of business of the next working day after it enters the site.

1.9.3 Hazardous Materials Inventory. The Contractor shall compile an inventory report of all hazardous materials it has located on Government property quarterly, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. This inventory is also required by JPR 1700.1, "JSC Safety and Health Handbook", as revised. The call for this inventory and instructions for delivery will be issued by the JSC Occupational Medicine Occupational Health contractor, mail code SD33. This information shall use the format used by JSC for chemical inventory compilation to provide the following:

- a. The identity of the material (product number, chemical, manufacturer, and NSN as available).
- b. The location of the material by building, room and area/cabinet number.
- c. The quantity of each material normally kept at each location (number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds).
- d. Peak quantity stored.
- e. Actual or estimated rate of annual usage of each chemical.

1.10 Government Access to Safety and Health Program Documentation. The Contractor shall recognize, in its plan, that all safety and health documentation (including relevant personnel records) be available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For Contractor activities conducted on NASA property, the Contractor will identify what records will be made available to the Government in accordance with the criteria of OSHA as implemented in JPR 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety and health documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent

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(Based on JSC –STD-123. See work page for instructions.)

to safety, health, or emergency preparedness.

1.11 Review and Modification of Safety Requirements. The Contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative (COTR) in accordance with established contractual procedures.

1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.

1.13 Certified Professional Resources. Discuss your access to certified professional resources for safety and health protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.

2. WORKSITE ANALYSIS

2.1 ANALYSIS OF Worksite Hazards. Contractor worksite hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses, findings and observations from preventive maintenance activities, facilities related incidents related to partial or full loss of systems functions; etc. Describe how hazards identified by any of the techniques identified below shall be ranked, processed, and mitigated in accordance with JPR 1700.1. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Safety and Test Operations Division. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC Safety and Test Operations Division review and concurrence unless otherwise waived by the JSC Safety and Test Operations Division.

2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC Government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Medicine Occupational Health contractor within 15 days of receipt of results.

2.3 Hazard Identification. Describe the procedures and techniques to be utilized to compile an inventory of hazards associated with the work to be performed on this Contract. This inventory of hazards shall address the work specified in this Contract as well as operations and work environments in the vicinity or in close proximity to Contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:

2.3.1 Comprehensive Survey - A "wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities to be used by the contractor and the immediate vicinity in which contractual work or tasks will be performed. This assessment encompasses facilities, equipment, materials, and processes.

2.3.2 Change (Pre-use) Analysis - Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.

2.3.3 Hazard Analysis - May address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, "Preparing of Hazard Analyses for JSC Ground Operations."

2.3.4 The Contractors safety plan will describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training. The contractor will discuss its approach to notify NASA and other parties external to the contract work of its identified hazards and subsequent analyses and controls.

2.4 Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The Contractor will describe

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(Based on JSC –STD-123. See work page for instructions.)

administrative requirements and procedures for control of regularly scheduled inspections for fire and explosion hazards. The Contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify:

- a. Discrepancies between observed conditions and current requirements, and,
- b. New (not previously identified) or modified hazards.
- c. Use of JSC's Hazard Abatement Tracking System to manage hazards onsite at JSC (see paragraph 3.12 below).

2.5 Protective Equipment - Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.

2.6 Employee Reports of Hazards - Identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The Contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation/awareness activities.

2.7 Accident and Record Analysis

2.7.1 Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The Contractor will describe the methods to be used to report and investigate mishaps on NASA property and on Contractor or third party property. The Contractor will describe its procedures for implementing immediate notification of NASA using the call tree in 2.7.1.a below. The use of the quick incident reports found at the lower center of the home page of the NASA Incident Reporting Information System (IRIS) at <https://nasa.ex3host.com/iris/newmenu/login.asp> and use of NASA forms as specified in JPR1700.1 or any alternate forms used by Contractor. The contingency plan will emphasize timely notification of NASA; preliminary and formal investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; preparation and submission of a formal report to NASA; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The Contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The Contractor will include appropriate details to address the following:

Note: the NASA Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form is NOT available from JSC or NASA forms management; it can be obtained from the following link:
<http://jschandbook.jsc.nasa.gov/> .

a. The Contractor will include a mishap contingency plan as part of the Safety and Health Plan which meets the requirements of NPR 8621.1B, "NASA Procedural Requirement for Mishap and Close Call Reporting, Investigating, and Recordkeeping", and JPR 1700.1, "**JSC Safety and Health Handbook". The plan will identify the method of immediately notifying NASA in the advent of a type A or B mishap or C property damage mishap and close call with equivalent potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe following the mishap. The Contractor will immediately contact the JSC Safety and Test Operations Division at 281-483-1935 for guidance when a Type A or B mishap or Type C property damage mishap occurs in the course of performing work on a NASA Contract in whole or in part. The contingency plan will clearly identify the Government investigation as taking precedence over any contractor investigation.

b. For Type C injuries and all lower level mishaps, the Contractor will perform its own investigation and submit a report to NASA in accordance with the requirements of NPR 8621.1. The Contractor will ensure that NASA is promptly notified of any Type D mishap so that NASA provides a civil servant to oversee the investigation in an ex officio capacity prior to start of any formal investigation. All initial reports and selected follow up reporting will be accomplished using IRIS.

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c. When a NASA investigation is required, witnesses will be identified and their names and contact information provided to NASA investigator but witness statement must be requested and collected by NASA. Such statements will be retained by the Government as part of the mishap file in accordance with NPR 8621.1.

d. The Contractor will deliver to NASA mishap reports which shall include the data specified in NPR 8621.1 for the level of mishap. NASA approval and endorsements will be required as specified in NPR 8621.1 and included in the approved Safety and Health Plan.

2.7.2 Trend Analysis – Describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, the Contractor will discuss method of providing data as follows.

a. Accident/Incident Summary Report - The Contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident/Incident Statistics" as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; date due is the 10th days of the month following each month reported. Report to be delivered to the JSC S & MA Directorate through the Safety and Test Operations Division, mail code NS2, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to JSC-Safety-Report-Submittals@mail.nasa.gov.

b. Log of Occupational Injuries/Illnesses

i. For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (OSHA 300 and OSHA 300A or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. If the Contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in Contractor's format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288.

ii. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following).

3. HAZARD PREVENTION AND CONTROL

3.1 Identified hazards must be eliminated or controlled. In the multiple employer environment of the Center, it is required that hazards including discrepancies and corrective actions be collected in a Center wide information system Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.

3.2 Appropriate Controls. Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPR 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, energies, etc.). Discuss need for coordination with safety, health, and emergency authorities at NASA.

3.3 Hazardous Operations and Processes. Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this Contract. JPR 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes when the material or process meets the requirements therein. Develop and maintain a list of hazardous operations and processes to be performed during the life of this Contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any Contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside Contract operations, the Contractor shall identify such circumstances to the JSC Safety and Test Operations Division and Occupational Health Officer who will

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(Based on JSC –STD-123. See work page for instructions.)

provide additional instructions for further NASA management review and approval.

3.4 Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.

3.5 Hazardous Operations Permits. Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPR 1700.1 such as confined space entry, hot work, etc. Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.

3.6 Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPR 1700.1, as revised.

3.7 Operations Involving Exposures to Toxic or Unhealthful Materials. Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Medicine must be notified prior to initiation of any new or modified operation potentially hazardous to health.

3.8 [RESERVED.]

3.9 Baseline Documentation. Discuss the Contractor's responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements. The Contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the Contractor's plan approved by NASA or as required by Government direction.

3.10 Preventive Maintenance. Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).

3.11 Medical (Occupational Healthcare) Program. Discuss the Contractor's medical surveillance program and injury/illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and, return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.

3.12. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found on line @ <http://www.srqa.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:

3.12.1 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other Contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with Facility Managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the Contract.

3.12.2. Interim and Final Abatement Plans - Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC HATS for all hazards within Contractor-occupied facilities that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health and Action Plan", or equivalent. Discuss compatibility of your system with JSC's role of facility managers in abatement planning, implementation, and verification.

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(Based on JSC –STD-123. See work page for instructions.)

3.13 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.

3.14 Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPR 1700.1 for details). Discuss methods to be used for notification of JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.

4. SAFETY AND HEALTH TRAINING

4. Discuss the following:

4.1 Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.

4.2 Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc.

4.3 Describe approach to training personnel in the proper use and care of personal protective equipment (PPE).

4.4 Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations).

4.5 Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance).

4.6 Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. If the Contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with JSC Occupational Safety Branch and Occupational Health and Test Operations Division and the JSC Occupational Health Officer Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate.

4.7 Discuss approach to making all training materials and training records available to NASA, and other Federal, state, and local agencies for their review upon request.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Safety and Health Program Self Evaluation	2. Date of current version 10/03 (replaces 04/03 version)	3. DRL Line Item No. 013	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Self evaluation of Contractor's safety and health program performance.			5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
6. References (<i>Optional</i>)		7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) Safety and Health Plan	

8. Preparation Information (*Include complete instructions for document preparation*)

1. The Contractor must conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.
2. Distribution: JSC - CO & COTR, NS/Safety and Test Operations Division; WSTF - Alternate COTR.
3. Information required:
 - 3a. The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in Contractor safety program performance.
 - 3b. Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
 - 3c. Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.
 - 3d. The goals and objectives of the Contractor safety and health program for the next report period.
 - 3e. An analysis of the contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in the Federal Register Notice 65:45649-45663, July 24, 2000.
 - 3f. Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.
4. Format to be as required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.
5. Report due September 30th of each year.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Lessons Learned Program Plan and Lessons Learned	2. Date of current version 11/2011	3. DRL Line Item No. 014	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes Process for obtaining Lessons Learned from Contractor for possible publication in JSC Lessons Learned Database and NASA Lessons Learned Information System (LLIS) ***The Office of Primary Responsibility for this DRD is the JSC Knowledge Management Office in the Safety and Mission Assurance Directorate		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional) See item 8 below	7. Interrelationships (e.g., with other DRDs) (Optional) Safety and Health Plan, DRD 012.		

8. Preparation Information (Include complete instructions for document preparation)

References (from Item 6 above):

JPR 2310.1 "JSC Organizational Learning Program", Section 4, "Lessons Learned Process"
 NPR 7120.5C, "NASA Program and Project Management Processes and Requirements"
 NPR 7120.6, "Lessons Learned Process"
 NPR 8621.1, "NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping"
 NPR 8715.3, "NASA Safety Manual"

Lessons Learned Program Plan. The contractor will develop and implement a lessons learned program plan consistent with the areas defined in the statement of work and/or the work breakdown structure. The lessons learned program plan will include:

- Lessons learned program structure and management responsibility for lessons learned.
- Lessons Learned advocacy throughout the contracted effort.
- Approach to selection, review, and validation of lessons learned using contract and government assets.
- Approach used to balance trade secret and security imperatives vice government rights in data and the need to capture lessons for publication in Government information systems and processes.
- The dissemination of lessons learned throughout appropriate NASA programs including the retrieval and dissemination of lessons published in the JSC Lessons Learned Database and the NASA Lessons Learned Information System.
- Information on the successful use of retrieved lessons including how they were used, by whom, for what purposed, and implementation detail delivered to the Government as additional recommendations for previously published lessons.
- Goals for the contractor's lessons learned program including schedules, scope, breadth, quality, and quantity of lessons the government can expect as delivered lessons. Appropriate metrics for identification, publication, and dissemination are highly desirable.
- The approach to the selection of media to be used for of supporting data inclusion with each lesson learned (such as photographs, analyses, diagrams, schematics, drawings, and streamed video.)

Access to the JSC Lessons Learned Database and the NASA Lessons Learned Information System.

- To obtain access privileges to the JSC Lesson learned Database, JSC Domain Internet access is required to enter and review lessons learned information. The JSC lessons learned databases is accessible at <https://lldb.jsc.nasa.gov/index.cfm?&CFID=635927&CFTOKEN=72741895>
- To obtain access to the NASA Lessons Learned Information System, go to <http://llis.nasa.gov/> and follow instructions.

Criteria for Selecting Lessons Learned. Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes requiring documented insight for retrieval on demand. Sharing of lessons with other Government agencies is also expected.

Frequency of submission for lessons learned. As follows (in order of decreasing Government preference):

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(Based on JSC –STD-123. See work page for instructions.)

- a. Data entry to the JSC LLDB or NASA LLIS within 30 days of a triggering event;
- b. Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or
- c. 30 days prior to end of contract evaluation period or 45 days prior to end of contract, whichever is applicable.

Distribution of Lessons.

Lessons are distributed by entry into the JSC Lessons Learned Database which submits lessons to the NASA Lessons Learned Information System once approved and published. The NASA Lessons Learned Information System may be used directly if the contractor is outside the JSC domain or firewall.

JSC Contracting Officer's Technical Representative (COTR) (1 electronic copy)' WSTF Alternate COTR (1 electronic copy).

Content of Lessons.

Subject - one line subject of the lesson.

Lesson Learned - usually one sentence that describes insight gained

Description of Event - narrative that describes what happened.

Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.

Supporting documentation – submit as needed to augment understanding of lesson (photographs with or without pointers and text labels), illustrations, drawings, etc.)

Contact name and e-mail address (for follow up by Government prior to publication of lesson)

Definitions. Refer to NASA LLIS at <http://llis.nasa.gov/> and JPR 2310.1 for definitions of terms used.

Evaluation of Contactor Lessons Learned Program performance.

The following characteristics are evaluated by the Government in order of decreasing importance:

1. Effectiveness of approach to lessons learned advocacy.
2. Ability to recognize and capitalize on lessons learned in a timely manner.
3. Breadth of participation by the contracted effort to include from where lessons originate for publication and to whom lessons are disseminated for use by contract assets.
4. Technical quality of lessons submitted including thoroughness and readiness of supporting documentation for publication.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Standard Operating Procedures (SOP)	2. Date of current version 7/27/11	3. DRL Line Item No. 015	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) To document the contractor's standard operating procedures for tasks performed under the contract and as required by regulations.			5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) NPR 1600.1, NASA Security Procedural Requirements		7. Interrelationships (e.g., with other DRDs) (Optional) PWS paragraphs 3.1.5.	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: Initial SOP's within 60 days of contract start. All SOPs shall be reviewed and updated annually or more frequently if changes in procedures are required.

Distribution: JSC CO, COTR and CCS (Center Chief of Security); WSTF Alternate COTR for initial approval and revisions, then maintained by contractor.

Remarks: SOPs shall be standardized at JSC and WSTF and are subject to review and approval by the JSC COTR and CCS, as well as the WSTF Alternate COTR.

Format: All procedures shall be written in the International Standard Organization (ISO) format.

8.1 Preparation Information:

8.2 SCOPE: Specific SOPs shall address those recurring tasks performed by the Protective Services personnel at JSC and WSTF/WSC.

8.3 APPLICABLE DOCUMENT: NPR 1600.1.

8.4 CONTENTS: SOPs shall address actual duties, responsibilities, and special instructions that relate to a particular post, patrol, Special Response Team, and any other security task performed in support of the contract. JSC and WSTF/WSC SOPs include:

Management

- Standards of Conduct
- Uniform Standards and Dress Code
- Vehicle Standards

Administrative Services

1. Badge Processing Procedures
- Building 110 Desk Procedures
- Building 419 Desk Procedures
- SCTF-SDIL Badge Office Procedures
- Clerk Operations Training Guide
- Family Support Member Badges
- Fingerprinting Procedures
- Fingerprint Card Delivery Procedures
- Astronaut Dependent Badges
- Foreign National Badge Processing Procedures
- Issue of Foreign National Spouses
- Foreign National PIV II Encoding and Issuing
- Terminations Help Desk Procedures
- Badge Process Procedures for Former Astronauts

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- Handling PIV II card stock
- NASA PIV Badge Pin Reset Procedures
- Issue of non-Access Tenant Badge
- Official Escort Badges
- Badge Processing Procedures for Summer Students
- Temporary Badge Processing Procedures for HSPD
- 2. HSPD-12 Procedures
- Enrollment Issuance Procedures
- Id MAX Remote User Identity User Guide
- Procedures for Name Changes
- 3. Building 419 Procedures
- Emergency Dispatch Center
- EDC Procedures
- Hurricane Plan
- JSC Reserved Parking Desk Procedures
- Locksmith Administrative and Operation Procedures
- Property Management Procedures
- Security Operations
 - Post Orders
 - General Orders
 - Supervisor's General Orders
 - Patrol Orders
- Physical Security
 - PSS Training Checklist
 - SRT Training and Operations Procedures & Checklists
 - Explosive Recognition Procedures
 - Pre-Construction Briefing Procedures
 - Perimeter Fence Inspection Procedures
 - Annual Lunar Sample Inventory Procedures
 - Security Education Briefings Procedures
 - Close Call Investigation Procedures
 - Mission Readiness Security Plan Procedures
 - Security Investigation Procedures
 - Physical Security Data Management Procedures
 - Security Reports
 - Deny Access to Center
 - Unsolicited Contact
 - Deny Access to Center Procedures
 - Unsolicited Contact Procedures
 - Law Enforcement Assistance and Civil Legal Process Procedures
 - Traffic Appear & Suspension Process Procedures
 - Mission Essential Infrastructure (MEI) Procedures
 - Foreign Nationals Compliance Procedures
- Training for JSC and WSTF/WSC
 - Firearms and Electronic Control Devices (ECD)
 - Armory Access, Inventory & Issue/Turn-in Procedures
 - OJT Program
 - Initial Orientation Course

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Annual Training Schedule
Security Police Officer and Security Officer Exercises

WSTF/WSC

General Orders

- Basic General Orders
- Code of Conduct
- Internal Directives
- Safety and Hazards
- WSTF Investigations
- Armor Vehicle Control Duties

Standards Practice Procedures

- Use of Deadly Force
- Firearms
- Electronic Control Devices (ECD)
- Security Officer Duties and Responsibilities
- Security Lead Duties and Responsibilities
- Reporting and Handling Incidents
- Threatcon Incident Command System
- Security Vehicle Operations
- Traffic Control
- Vehicle Inspection
- Accident Investigation
- Driving Under the Influence
- Fire and Explosion Plan
- Hazardous Material Response
- Outer Perimeter Patrol
- WSTF Main Gate
- Forward Gate
- Flag Protocol
- Strike Labor Disputes
- Civil Disorders
- Ammunition Consumption & Control
- Gate Runner Response
- Container and Storage Check Procedures
- Responding to Sensor Alarm
- Forward Security Gate Visitor Processing
- GRAB Barrier Weekly Maintenance
- Hostage and Barricade Situation
- Security Officer Guard Mount Safety Briefing
- ATV Policy
- Processing Visitor Vendors and Suppliers
- Range Start Up and Shut Down
- Rapid Gate Procedures and Control

Training

- Lesson Plans and Exercises

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Protective Services Security Reports	2. Date of current version 7/27/11	3. DRL Line Item No. 016	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) To document criminal activities, noncompliance Inquires & security incidents at JSC, EF, SCTF and WSTF/WSC.			5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) 		7. Interrelationships (e.g., with other DRDs) (Optional) PWS sections 4.111 & 5.1.10	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: Frequency of Reports described in this DRD are as they occur or detailed in this Section.

Distribution: JSC – COTR & CO and WSTF - Alternate COTR

Remarks: Investigators shall use disciplined and logical tools of investigation to include, initial information gathering, interviewing, documents analysis, development and control of evidence, and document activities.

Format: Report formats shall be directed by the COTR at JSC and Alternate COTR at WSTF.

8.1 SCOPE: These events may include but are not limited to: criminal events, survey reports for lost property, accidents, suspicious activities, criminal intelligence data, wanted person's information or terrorist threat information, employee misconduct, work place violence, employee searches, foreign national compliance with access control plans and other events having Protective Services interest.

All reports shall be documented in a daily topical and chorological events blotter.

8.2 APPLICABLE DOCUMENT: NPR 1600.1, NASA Security Program Procedural Requirements

8.3 CONTENTS:

Report of Investigation (ROI) and Noncompliance Inquire (NCI)

JSC and WSTF/WSC reports shall include complete information (report control number, date of report, period of report, investigator(s) involved & monetary cost of lost/damage) with supporting documentation with control numbers if available, all supporting data such as photographs, witness statement(s), subject interview(s), diagrams, record(s) checks, searches, evidence collected. Reports shall document the matter investigated, identification of victim(s), complainant(s) and subject(s) (employee JSC/NASA mail code, organization, address, telephone number and any other pertinent information); full information of missing property (NASA/ODIN Tag number, description, manufacture, model, serial number & value), and places associated with incidents including the circumstances surrounding the incident. Reports shall answer the basic questions of who, what, when, where, how and why. Preliminary ROI & NCI reports shall be due within 12 hours following the occurrence of an incident. The contractor shall have 4 weeks to actively complete these investigations. Final reports are not complete until the JSC or respective WSTF Chief of Security Office signs/approves the final document. When this action is not possible, coordination will be made with the JSC COTR or WSTF/Alternate COTR.

Security Incident Summary Report (SISR)

JSC and WSTF/WSC reports shall include the same type of complete information documented for ROI & NCI reports. SISR reports shall be available in draft format within 4 hours following the incident and in final format including supervisor and management approvals within 24 hours or the end of the next business day.

Accident Reports

Reports shall include the same type of complete information documented for ROI & NCI reports. These reports and photographs data shall meet the same reporting time requirements as documented in SISR paragraph.

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(Based on JSC –STD-123. See work page for instructions.)

Close Call Reports

These reports are forwarded to the Security Office by the JSC or WSTF/WSC Close Call Administrator. The contractor shall ensure that these reports are investigated and written responses submitted within 3 days of receipt of close call assignment to the JSC or respective WSTF/WSC Security Chief for final approval and/or as specified by the Center organizations. The reports may include, but are not limited to, safety, pedestrian, and traffic improvements or changes needed or identified in the close calls. In addition, the contractor shall submit any required forms or work requests and track accomplishments of required improvements or changes resulting from the close call reports and maintain quarterly metrics in chart forms (pie charts, etc.) to reflect close call trends.

Vehicle Inspection Reports

These reports shall be completed as required and include, but not limited to, the "who, what, when, where"; mail code, organization, or address; telephone numbers, identification/return of any confiscated evidence, and any other pertinent information. These reports shall be submitted to the JSC or WSTF/WSC Security Chief and COTRs/ALTERNATE COTRs at the end of each shift or no later than 7:30 a.m. on the following workday.

Daily Security Gate/Events Logs for JSC

These documents/logs shall contain information, instructions, and disposition pertaining to, but not limited to, suspended drivers, escort requirements, and/or special events, large meetings, or visit information provided by the JSC Gilruth Center or Public Affairs Office which require no badging requirements. The documents/logs shall be submitted to JSC Security, COTR, EOC/EDC, and Contractor Badging Supervisor no later than 6 a.m. on the following work day. The Contractor Badging Supervisor shall ensure that all security gates receive copies of these logs no later than 6 a.m. on the following work day.

Other miscellaneous Reports for JSC

Include Badge Check Reports, Daily/Loss Injury Reports, and/or Activity Reports. These reports/forms must be completed and include, but not limited to, the "who, what, when, where"; mail code, organization, or address; telephone numbers and points of contact; and any other pertinent information. These reports shall be submitted to the JSC Security Chief and COTR at the end of each shift or no later than 7:30 a.m. on the following work day.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Self Assessment Metrics Reports	2. Date of current version 7/27/11	3. DRL Line Item No. 017	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) To document the contractors self-assessment in meeting contract and task order performance requirements.			5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional) PWS paragraph 3.8	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: Initial Report due 45 days after contract start. Monthly within 15 calendar days following the end of each month.

Distribution: JSC – COTR & CO and WSTF - Alternate COTR

Remarks: In addition to the monthly report, a Semi-annual Summary Report shall be provided as required to the COTR at JSC and Alternate COTR at WSTF.

Format: Contractor format is acceptable. Content of the report shall be coordinated through the COTR at JSC and Alternate COTR at WSTF.

8.1 Preparation Information:

8.2 SCOPE: This report shall address all categories of NASA Protective Services.

8.3 APPLICABLE DOCUMENT: NPR 1600.1, NASA Security Program Procedural Requirements, NPD 1040.4, NASA Continuity of Operations (COOP), NPR 8715.2, NASA Emergency Preparedness Procedural Requirements and NPR 1040.1, NASA Continuity of Operations (COOP) Planning Procedural Requirements

8.3 CONTENTS:

The narrative and metrics data shall show work performed for the month, along with lessons learned and shall be linked to the Performance Work Statement and other requirements of the JSC and WSTF/WSC contract; and shall reflect information that can readily be collected and repeated. The data shall distinguish between desirable and undesirable results, show trends and corrective actions and be easily understood. The metrics shall include both, performance metrics and metrics related to incidents, such as security incidents, to enable collection of data and trends to provide for analysis of JSC's and WSTF/WSC's Protective Services Programs. The contractor shall review metrics for validity and as appropriate identify deviations, reasons for deviations and recommendations for adjustment. The contractor shall team with the Protective Services Offices to validate and modify performance metrics and associated thresholds of satisfactory performance.

The Self-Assessment metrics report shall contain narrative information and associated statistical metrics that address all major categories of work as identified in the JSCPWS, section 4 and section 5. As a minimum, it shall include crime and incident statistics, security response times, ID and badging statistics, training program status and associated metrics, special programs, serious/emergency incidents response, dispatch services, physical security, loss or compromise of sensitive or classified information, foreign visitors, and inspection and audit results, Locksmiths services, and sensitive /classified waste.

The report shall also show achievement and planning for synergies and consistencies, potential cost savings for JSC, achievements and planning for maximizing small business participation, enhancing associate contractor agreements, and any other analysis or recommended improvements to enhance Protective Services at JSC and WSTF/WSC.

The self-assessment and associated metrics shall provide insight to the quality and effectiveness of work performance

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

and the JSC and WSTF/WSC Protective Services Programs. The COTR/Alternate COTR at JSC and WSTF, respectively, may direct format/content changes as necessary to accommodate priorities and work emphasis. Rollup reporting shall be on a weekly, monthly, and annual basis.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Security Services Education and Training Program Plan	2. Date of current version 7/27/11	3. DRL Line Item No. 018	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) To document the contractor's plan to keeping employees and subcontractors qualified to meet the job standards set forth in the contract.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) NPR 1600.1, NASA Security Program Procedural Requirements	7. Interrelationships (e.g., with other DRDs) (Optional) PWS paragraphs 4.7 and 5.5. PWS Attachments J.01 – A.5 and J.01 - A.6		

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: A preliminary plan which outlines the contractor's approach shall be submitted with the Proposal. The preliminary plan shall not include lesson plans or detailed procedures. The initial plan, including procedures and lesson plans shall be submitted within 60 days after contract start. The plan shall be incorporated into the contract as Attachment J.15. The Plan shall be updated as required or annually.

Distribution: JSC - CO & COTR and WSTF - Alternate COTR.

Remarks: The preliminary plan submitted with the proposal shall be limited to 10 pages.

Contract shall review annually and provide revisions to the JSC COTR and WSTF Alternate COTR, as well as both Protective Services Security Offices for approval. The Security Services Training Report, which will be due within 15 days following the end of each month, shall be addressed in the plan and used to provide relevant data to the progress and status of employee training.

Format: Contractor format is acceptable as long as it follows the guidelines in the applicable documents cited below.

8.1 SCOPE: This plan shall address the contractor's approach to training and exercising all employees and subcontractors. It shall also outline the contractor's plan to keeping all employees fully and currently trained and qualified to accomplish all aspects of their job assignments as required by this PWS.

8.2 APPLICABLE DOCUMENT: NPR 1600.1 and compliance documents listed in Attachment J.01 – A.1 of the PWS.

8.3 CONTENTS: The Plan shall outline and specify the procedures that will be used for the initial training, continuing training, certification, recertification and exercises of security services employees on the contract. The Contractor shall address their approach to training all armed uniformed personnel at WSTF/WSC from Security Officer level at start of contract to Security Police Officer standards within six months of contract start. The plan shall also include the contractor's approach to partnering with local unions that supports JSC and WSTF/WSC security forces to ensure training does not become a labor issue.

The contractor shall develop and implement standardized training plans, curriculums, policies, procedures and processes for both internal and external training that includes:

All levels of Administrative Services, to include Personnel Security and ID Management/Badge Processing Services

Emergency Dispatch Center

Emergency Management

Locksmith

Physical Security

Law Enforcement

Security Force Operations

Special Response Teams

Explosive Recognition

Resource Management

Access Control and Electronic Security Systems

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.

All levels of weapons qualification
Electronic Control Devices (ECD) training and qualification.
New employee and in service training.
On -The-Job-Training (OJT)

Training Instructor certifications

The Plan shall also address the contractor's approach to development of an exercise program that includes all armed security resources. At a minimum exercises shall include: active shooter, building entry and searches and exercises that support Special Response Team (SRT) operations.

The Plan shall include lesson plans that will be used. Courses of instruction shall include the type and location of the training, length of instruction, name of the instructor, and identification of the requirement documents used. All plans and Individual training records will be maintained in accordance with paragraph 3.14 of the JSCPWS.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Security Services Training Report	2. Date of current version 7/27/11	3. DRL Line Item No. 019	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) To document the contractor's compliance of training requirements set forth in the contract.			5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) NPR 1600.1, NASA Security Program Procedural Requirements		7. Interrelationships (e.g., with other DRDs) (Optional)	

8. Preparation Information (Include complete instructions for document preparation)

Frequency of Submission: Initial Report due within 45 days after contract start date. Monthly Reports are due no later than 15 days after the end of each month.

Distribution: JSC – COTR & CO and WSTF - Alternate COTR

Remarks: A monthly training report, based on the Training Plan addressed in DRD 022, will provide information and data relevant to the progress and status of employee training. The report shall be provided to the COTR/Alternate COTR at JSC and WSTF, respectively.

Format: Contractor format is acceptable

8.1 SCOPE: This report shall address the training progress of all contract employees.

8.2 CONTENTS: The report shall provide an ongoing monthly metrics of the contractor's training plan. The document shall show the contractor's past performance for the current year at JSC and WSTF/WSC; number of employees due training for the current month; number of employees trained during the course of the month; number of employees who have failed training and number of employee over-due training. The report shall address what actions the contractor intends to take to get the over-due employees trained and a schedule for retraining employees who have failed training. The report shall also address how the contract intends to meet the requirements of the contract until unqualified employees meet the established training standards.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Annual Physical Security Assessment	2. Date of current version 7/27/11	3. DRL Line Item No. 020	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To assist JSC and WSTF/WSC management in ensuring that all safeguards are in place and functioning properly and to identify areas of needed improvement			5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (<i>Optional</i>) NPR 1600.1, NASA Security Program Procedural Requirements, NPR 1620.2, Physical Security Vulnerability Risk Assessments and NPR 1620.3, Physical Security Requirements for NASA Facilities and Property.		7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) PWS Paragraphs 3.8, 4.1.12, 4.1.13 5.1.11 & 5.1.12.	

8. Preparation Information (*Include complete instructions for document preparation*)

Frequency of Submission: Studies are due 12 months after contract start and every October 1st thereafter.

Distribution: JSC – COTR (1 hard copy & 1 electronic) & CO (1 electronic) and WSTF - Alternate COTR (1 electronic)

Remarks: Applies to JSC and WSTF/WSC and component facilities.

Format: One electronic copy and one hardcopy for each location. The document will be protected in accordance with NPR 1600.1

8.1 SCOPE: The contractor shall conduct an annual comprehensive physical security assessment of installations, buildings, perimeter fencing, and areas at JSC and WSTF/WSC for the purpose of identifying security weaknesses and vulnerabilities, and recommend countermeasures. The contractor shall propose security solutions for identified vulnerabilities. Contractor will adhere to policy as set forth in NPR 1600.1, NPR 1620.2 and NPR 1620.3.

8.2 CONTENTS: Provide a comprehensive report with color photographs and in-depth descriptions of the areas of probable security breaches, deficiencies, vulnerabilities, and other discrepancies. The reports will also contain suggested countermeasures as well as recommended corrections.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Physical Security Plan (PSP)	2. Date of current version 7/27/11	3. DRL Line Item No. 021	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> To document the contractor's Physical Security Plans for JSC and WSTF/WSC critical tasks performed under the contract.			5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i> NPR 1600.1, NASA Security Program Procedural Requirements and NPR 1620.2, Physical Security Vulnerability Risk Assessments		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> PWS paragraph 3.8	

8. Preparation Information *(Include complete instructions for document preparation)*

Frequency of Submission: (AR & AN) Initial Plan due within 90 days after contract start. The plan shall be incorporated into the contract as Attachment J.20. The Plan shall be reviewed and updated annually or more frequently if procedural changes are required.

Distribution: JSC – COTR (1 hard copy & 1 electronic) & CO (1 electronic) and WSTF– Alternate COTR (1 electronic)

Remarks: The PSP and annexes are subject to review and approval by the COTR/Alternate COTR.

Format: Electronically Microsoft Windows compatible, Font=12. One electronic copy and one hardcopy for JSC and WSTF/WSC.

8.1 SCOPE: The contractor shall develop and implement comprehensive plans to ensure the Physical Security at JSC and WSTF/WSC. The plans sets forth procedures in providing JSC and WSTF/WSC a safe and secure work environments protecting the employees and assets from internal and external threats. The Plans shall include recurring and critical tasks to be performed by JSC and WSTF/WSC Protective Services personnel. Any Physical Security violation shall result in the contractor providing a report to the COTR/Alternate COTR and CCS in accordance with DRD 017.

8.2 CONTENTS: The plan shall include reoccurring and scheduling critical task, risk assessments, inspections and audits.

JSC DATA REQUIREMENTS DESCRIPTION (DRD) (Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Staffing and Critical Skills Plan	2. Date of current version 7/6/11	3. DRL Line Item No. 022	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Provide Offeror's approach to meeting the staffing requirements of the PWS.			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i>		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>	

8. Preparation Information *(Include complete instructions for document preparation)*
- a. Data Type: 1
 - b. Scope: The Staffing and Critical Skills Plan describes the process for attracting and retaining qualified personnel to meet the required staffing levels. Upon approval, the Staffing and Critical Skills Plan will become a part of the contract as Attachment J-22.
 - c. Content: At a minimum, the offer shall address the following elements:
 1. A narrative that describes the basis of the overall staffing approach
 2. Staffing of the proposed organizational structure including proposed teaming partners and subcontractor personnel, including the numbers and types of personnel
 3. Sources of the proposed staff including its plans to use qualified personnel from within the offeror's company, new hires and retention of incumbent personnel including an estimated percentage of each category proposed. Provide rationale for hiring or replacing incumbent personnel.
 4. Job descriptions and qualifications by proposed skill levels, including mapping of the offerors proposed labor categories to the government-provided SLCs. If new SLCs are proposed by the offeror, the SLC descriptions should include details similar to the government-provided SLC description.
 5. Retention Plans for maintaining and retaining a qualified workforce for expected high attrition positions throughout the course of the contract.
 6. Plans for staffing flexibility to accommodate changes in requirements, fluctuation in workload and unexpected attrition including how staffing will be managed for newly authorized IDIQ work.
 7. Identify all critical skills across the contract and explain how and to what level those critical skills will be maintained. Also include how the loss of a critical skill will be mitigated.
 8. In addition, as part of the initial submittal, the offeror shall complete the Resources Form enclosed with this DRD and include as an Attachment in Volume I. The Resources Form shall include the number of Full-Time Equivalents (FTEs) by Standard Labor Category. FTEs are defined as the proposed productive hours needed to comprise one average full time employee. This may be one employee or several part time employees. The Resources Form is not subject to the initial submittal page limitation.
 - d. Format: Contractor's narrative format is acceptable.
 - e. Distribution:
 1. JSC - Contracting Officer
 2. JSC - Contracting Officer's Technical Representative
 3. WSTF - Alternate Contracting Officer's Technical Representative
 - f. Submission:
 1. Initial: Due with proposal. Initial submission is limited to 10 pages.
 2. Final: Contract Start + 60 days
 3. Approval: Contract Start + 90 days
 4. Frequency: Update as required.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)(Based on JSC –STD-123. See work page for instructions.)

Staffing and Critical Skills Plan – DRD 022A – Resources Form

Standard Labor Categories	PWS Section 3.0) Program Management (FTEs)	PWS Section 4.0) JSC Protective Services Requirements (FTEs)	PWS Section 5.0) WSTF/WSC Protective Services Requirements (FTEs)
Program Manager			
Chief of Security			
Safety, Health & Quality Control Manger			
Training Manager			
Training Specialist			
Operational Supervisor, Site Captain			
Physical Security Specialist (PSS), Supervisor, Captain			
Field Support Supervisor (Lieutenant or Sergeant)			
Physical Security Specialist (PSS) Lead			
Physical Security Specialist (PSS)			
Roving Patrol Security Officer			
Fixed Post Security Officer			
Communication/Dispatch Officer Lead			
Communication/Dispatch Officer			
Security Management System (SMS) Technician			
Locksmith, Lead			
Locksmith			
Classified Waste Technician			
Administrator			
Business and Administrative Clerical Specialist			
Technical Support Services (TSS) Specialist, Supervisor			
Technical Support Services (TSS) Specialist, Lead			
Technical Support Services (TSS) Specialist			
Facility Security Specialist (FSS) WSTF/WSC			
Total Number of FTEs			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Re-procurement Data Package	2. Date of current version 7/27/11	3. DRL Line Item No. 023	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment, data items and resource/cost information used to perform future re-procurement activities.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	

8. Preparation Information (Include complete instructions for document preparation)

8.1 Description/Use - Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment, data items and resource/cost information used to perform future re-procurement activities. Data contained in Paragraph 8.4.2.1, "Labor Resources," Paragraph 8.4.2.2, "Non-labor Resources," and Paragraph 8.4.2.3 may be marked "Proprietary Data" and "Competition Sensitive."

8.2 Submission:

8.2.1 Initial submission due 1 year prior to contract end or at the CO's direction

8.3 Applicable Documents: None

8.4 Data Preparation Information:

8.4.1 Scope – Analytical models, unique tools, supporting documentation, equipment and resource/cost information shall be submitted in accordance with this DRD.

8.4.2 Content – Data package containing the following:

8.4.2.1 Labor resources:

8.4.2.1.1 List of all direct labor skills by labor category, segregated by current Performance Work Statement (PWS)

8.4.2.1.2 An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense

8.4.2.1.3 Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration

8.4.2.1.4 The number of FTEs (Full Time Equivalents) and the estimated number of productive hours for each labor category currently on contract, segregated by current PWS.

8.4.2.1.5 Seniority level of all skills on the current contract

8.4.2.2 Non-labor resources:

8.4.2.2.1 List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by PWS for most recent 12 months. Only include significant items that are used to perform the technical requirements of this contract.

8.4.2.2.2 Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.

8.4.2.3 The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.

8.4.3 Format: Electronic. Organizational format of the supporting documentation shall be the contractor's format.

8.5 Maintenance - All models/tools and data items shall be maintained electronically. All documentation developed to support the use of each model/tool and data items shall also be maintained electronically. Both the models and the supporting documentation shall be updated as necessary to perform the assessments for which they were developed.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Emergency Dispatch Center Response Metric Requirements	2. Date of current version 10-20-2011	3. DRL Line Item No. 024	RFP/Contract No. (Procurement completes) NNJ11367009R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Used to determine emergency response issues/problems and to provide management awareness and insight into emergency incidents.		5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>)		7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)	

8. Preparation Information (*Include complete instructions for document preparation*)

1. The Contractor shall complete each of the documentation listed below on the required schedule. Each document shall have the information identified in the data listed and be in the current Microsoft Office Word or Excel file format. Each document shall be submitted to the Contracting Officer (CO), Contracting Officer Technical Representative (COTR) and to the Manager, Office of Emergency Management (OEM). Submittal shall be in a hard copy and as a Word or Excel file. The Word and Excel files shall be compatible with current versions of Government software and transfer to the Government shall be by email through the JSC network LAN connection.
2. Daily Submittals: Daily document submittals are due to the CO, COTR and to the OEM Manager by 9:00 am Monday through Friday. Daily document submittals for Friday, Saturday, and Sunday are due on Monday by 9:00 am.
 - 2.a Emergency Response Report: An Emergency Response Report (ERR) shall be completed for each "Toned" out emergency response situation that is communicated to the Emergency Dispatch Center (EDC). The ERR data requirement shall include; location of emergency, time of event (when call/notification received), time of each response, type of emergency (fire, medical, security, utility system, hazard/security alarms or chemical spills, etc.) and all responder information related to the type of emergency. Refer to Attachment 1, Emergency Response Report.
 - 2.b EDC Sequence of Events Log Time Line: When requested an emergency response Sequence of Events Log Timeline shall be completed for the specific "Toned" out emergency situation. The emergency response Sequence of Events Log Timeline shall include all information and data that has been communicated to the Emergency Dispatch Center (EDC). The Sequence of Events Log Timeline data requirement shall include; emergency event location, timeline stamp of each event communication, time of each response activity, type of emergency response, communication channel number, in-coming and out-going telephone calls, caller/speaker identification name/code, communication and message transmitted.
 - 2.c Number of Events by Type: A Number of Events by Type shall be completed for all dispatching functions and emergency situations that occurred during a daily 24-hour period. The Number of Events by Type report shall be generated by the CAD input documentation and submitted in report form. Information and data requirement shall include; event location, time, responding units and time, event type (fire, medical, security, etc.), event code, number of events.
 - 2.d Security/Dispatch System Discrepancy Tracking Report: A Security/Dispatch System Discrepancy Tracking Report shall be completed for all security and dispatch system hardware/software equipment failures, anomalies, or identified system operating discrepancies that occurred during a daily 24 hour period. The system discrepancy tracking report data requirements shall include: system or component that failed, equipment/facility/building identification number, nature and time of the failure, and additional information related to the non-operation of the equipment. Report entry shall include a report item number, who was called or contacted, time of contact, and of repair response and when the system was back up and operational. System failures shall include software/hardware related to console, EOC network, Lenel access control and badge functions, security alarm points, badge/enrollment workstations, CCTV cameras,

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

and associated components including badge printers.

3. Monthly Submittals: Monthly document submittals are due to the CO, COTR and to the EOC Manager by 9:00 am on the 10th of each month or the first Monday after the 10th.
 - 3.a EDC Monthly Report: An EDC Monthly Report shall be completed for all dispatch situations that occurred during the month from the first through the last day of the month. The monthly report shall be a summary and continuation of the daily reports. Monthly report shall include information related to JSC emergency response resources, security related events and Houston Fire Department (HFD) emergency response resources to events at JSC, SCTF and EF.
 - 3.b Emergency Response Metric Report: An Emergency Response Metric Report shall be completed for each "Toned" out emergency response situation that is communicated to the Emergency Dispatch Center (EDC). The Emergency Response Metric Report data requirement shall include; location of emergency (facility, building), date and time of event (when call/notification received), time of each response (security response time, FPS response time, medical response time, Houston Fire Department response time, and which units responded to the call), type of emergency (fire, medical, security, utility system, hazard/security alarms or chemical spills, etc.) and all responder information related to the type of emergency.
 - 3.c EDC Calls Received (Phone and Radio) Report: An EDC Calls Received Report shall be completed for each emergency and non-emergency call that is communicated to the Dispatch Center. The report shall be generated by the CAD input documentation and submitted in report form. Report data requirements include: type of call (EDC calls, emergency calls, ext. 33333 misuse calls, daily average of calls, etc.), number of each specify type of call, and the past monthly averages for each type of call.
 - 3.d EDC Dispatch for Vehicle Incidents: An EDC Metric Chart shall be completed for each vehicle incident call that is communicated to the Emergency Dispatch Center. The report shall be generated by the CAD input documentation and submitted in report form. The report data requirement shall include: type of call (vehicle incident, hit and run incident, vehicle injury incident, etc.), number of each specify type of vehicle incident and the past monthly averages for each type of call.
 - 3.e EDC Door Open/Close Requests: An EDC Metric Chart shall be completed for each door open/close request that is communicated to the Dispatch Center. Data Requirement; number of door open/close requests received, average response time for all door open/close received, number of door open/close responses that fall between 0 to 5 minutes, 6 to 10 minutes, 11 to 15 minutes, 16 to 20 minutes and above 20 minutes.
 - 3.f EDC Dispatcher Training Status Report: A monthly Dispatcher training report shall be completed for each Security Officer that is assigned duty as an EDC Dispatcher. The Dispatcher Training Status Report shall be complete and identify any and all training that each Dispatcher has received. The Dispatcher Training Status Report shall comply with JSC-36268 EOC Dispatcher/Supervisor Certification Guide.
 - 3.g Security/Dispatch System Discrepancy Tracking Summary Report: A Security/Dispatch System Discrepancy Tracking Summary Report shall be completed for all security and dispatch system hardware/software equipment failures, anomalies, or identified system operating discrepancies that occurred during the month. The system discrepancy tracking report data requirements shall include: all opened and closed repair tasks for the month, any previous opened repair tasks not closed. Date requirement shall include: security and dispatch system or component that failures, equipment/facility/building identification number, nature and time of the failure, and additional information related to the non-operation of the equipment. Report entry shall include a report item number, who was called or contacted, time of contact, and of repair response and when the system was back up and operational. System failures shall include software/hardware related to console, EOC network, Lenel access control and badge functions, security alarm points, badge/enrollment workstations, CCTV cameras, and associated components including badge printers.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

DRD 024 – Attachment 1 EMERGENCY RESPONSE REPORT

DATE: _____ TIME: _____ EVENT#: _____

BASIC INFORMATION

LOCATION: BLDG # _____ ROOM # _____ OTHER: _____

TYPE OF EMERGENCY: AMBULANCE RUN FIRE ALARM SECURITY ALARM OTHER: _____

NAME OF CALLER/MANNER NOTIFIED: _____ ORG: _____ PHONE: _____

AMBULANCE RUN

CHIEF COMPLAINT: _____

NUMBER OF PATIENTS: _____ SEX: MALE FEMALE AGE: _____

CONSCIOUS: YES NO UNKNOWN BREATHING: YES NO UNKNOWN UNCERTAIN

DISPATCH

ALERT TONE OUT _____ 911 CALL _____ 911 CONF CALL _____ HOTLINE NTFN _____

RESPONSE

<u>UNIT</u>	<u>ARRIVAL</u>	<u>UNIT</u>	<u>ARRIVAL</u>	<u>UNIT</u>	<u>ARRIVAL</u>	<u>UNIT</u>	<u>ARRIVAL</u>
WB-	_____	F-	_____	U-	_____	M-1	_____
WB-	_____	T-	_____	U-	_____	M-2	_____
WB-	_____	X-	_____	U-	_____	HFD	_____
	_____		_____		_____		_____

TERMINATION (Routine Emergency Response Level I only – See other side for Incident Level Elevation)

INCIDENT COMMANDER _____ TIME TERMINATED _____ HOTLINE TERM _____

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

WB - / F/T/X/A -

DRD 024 – Attachment 1 EMERGENCY RESPONSE REPORT

AMBULANCE

PATIENT TRANSPORTED

TO : _____ NTF
D _____

COMMENTS:

EDC DISPATCHERS: _____

HAZMAT

TYPE: SPILL RELEASE FORM: LIQUID GASEOUS SOLID RATE : _____

QUANTITY: _____ CONTAINER TYPE: _____ STATUS WHEN REPORTED: ONGOING STOPPED

MATERIAL INVOLVED: _____ INSIDE OUTSIDE

EXACT SPELLING VERIFIED: _____ TIME: _____ FROM: CONTAINER MSDS OTHER _____

BY: _____ POSITION: _____ WIND DIR: _____ WIND SPEED: _____

INCIDENT LEVEL ELEVATION (Use only if elevated to Level II)

LEVEL	INCIDENT COMMANDER:	TIME:	TONE OUT	ERT TONE	HOTLIN
2	WB- / F-/T-				
3					
2					
1					
TERM					

ICP LOCATION _____ TIME: _____ SET UP BY: _____

STAGING AREA LOCATION: _____ TIME: _____

PERIMETER RADIUS: _____ km mi PERIMETER DISCRIPTIVE: _____ TIME: _____

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

DRD 024 – Attachment 1 EMERGENCY RESPONSE REPORT

NOTIFICATIONS MADE:

FAC MAN	_____	EPM	_____	OTHER:	_____
SPILL TEAM	_____	SDO/NASA SEC	_____		_____
COSS Work	_____	TDG	_____		_____
SCH	_____	OEM	_____		_____

REVIEW:

Reviewed for completeness/accuracy?	Initials	Flash Report sent?	Time	Initials
----------------------------------------	----------	-----------------------	------	----------

“Routine” Emergency Response?	YES	NO	Explain:
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Problems/Mistakes encountered?	YES	NO	Explain:
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Self-Eval – Our performance was	Excellent	Good	Average	Poor	Improvements/Comments:
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INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

Attachment J.04

**JOHNSON SPACE CENTER (JSC)
INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY
AND
GOVERNMENT FURNISHED PROPERTY**

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
813640	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC081	\$387.00
813641	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC082	\$387.00
813643	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC084	\$387.00
813644	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC085	\$387.00
813645	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC086	\$387.00
813646	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC087	\$387.00
813647	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC088	\$387.00
813648	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC089	\$387.00
813649	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC090	\$387.00
813650	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC091	\$387.00
813651	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC092	\$387.00
813652	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC093	\$387.00
813653	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC094	\$387.00
813654	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC095	\$387.00
813655	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC096	\$387.00
813656	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC097	\$387.00
813657	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC098	\$387.00
813658	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC099	\$387.00
813659	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC100	\$387.00
813660	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC101	\$387.00
813661	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC102	\$387.00
813662	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC103	\$387.00
813664	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC105	\$387.00
813665	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC106	\$387.00
813666	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC107	\$387.00
813667	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC108	\$387.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

813668	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC109	\$387.00
813669	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC110	\$387.00
813670	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC111	\$387.00
2525833	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC112	\$398.00
2525834	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC113	\$398.00
2525835	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC114	\$398.00
2525836	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC115	\$398.00
2525837	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC116	\$398.00
2525838	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC117	\$398.00
2525839	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC118	\$398.00
2525840	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC119	\$398.00
2525861	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC120	\$398.00
2525841	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC121	\$398.00
2525842	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC122	\$398.00
2525843	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC123	\$398.00
2525844	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC124	\$398.00
2525845	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC125	\$398.00
2525846	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC126	\$398.00
2525847	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC127	\$398.00
2525848	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC128	\$398.00
2525849	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC129	\$398.00
2525850	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC130	\$398.00
2525851	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC131	\$398.00
2525852	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC132	\$398.00
2525860	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC133	\$398.00
2525853	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC134	\$398.00
2566640	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC135	\$398.00
2525854	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC136	\$398.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2525854	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC136	\$398.00
2525855	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC137	\$398.00
2525856	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC138	\$398.00
2525857	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC139	\$398.00
2525858	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC140	\$398.00
2525859	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC141	\$398.00
813761	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	KSC202	\$387.00
1654854	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	PR274	\$350.00
1654862	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	HL293	\$350.00
1654867	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	PR151	\$350.00
1654868	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	PR222	\$350.00
1654874	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	SU041	\$350.00
1654877	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	HL544	\$350.00
1654886	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	HL560	\$350.00
1654889	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	TK935	\$350.00
1654892	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	HL609	\$350.00
1654894	PISTOL, SEMI-AUTOMATIC, 9MM	GLOCK GS M B H	GLOCK 17	HL606	\$350.00
2525122	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR693	\$320.00
2525123	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR694	\$320.00
2525124	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR695	\$320.00
2525125	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR696	\$320.00
2525126	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR697	\$320.00
2525127	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR698	\$320.00
2525128	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR699	\$320.00
2525129	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR700	\$320.00
2525130	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR701	\$320.00
2525131	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR702	\$320.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2525132	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR703	\$320.00
2525133	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, CAL	GLOCK 22	RKR704	\$320.00
2525134	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR705	\$320.00
2525135	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR706	\$320.00
2525136	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR707	\$320.00
2525137	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR708	\$320.00
2525138	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR709	\$320.00
2525139	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR710	\$320.00
2525140	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR711	\$320.00
2525141	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR712	\$320.00
2525142	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR713	\$320.00
2525143	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR714	\$320.00
2525144	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR715	\$320.00
2525145	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR716	\$320.00
2525146	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR717	\$320.00
2525147	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR718	\$320.00
2525148	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR719	\$320.00
2525149	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, CAL	GLOCK 22	RKR720	\$320.00
2525150	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR721	\$320.00
2525151	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR722	\$320.00
2525152	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR723	\$320.00
2525153	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR724	\$320.00
2525154	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR725	\$320.00
2525155	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR726	\$320.00
2525156	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR727	\$320.00
2525157	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR728	\$320.00
2525158	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR729	\$320.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

2525159	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR730	\$320.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2525159	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR730	\$320.00
2525160	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR731	\$320.00
2525161	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 2	RKR732	\$320.00
2525162	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR733	\$320.00
2525163	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR734	\$320.00
2525164	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR735	\$320.00
2525165	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR736	\$320.00
2525166	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR737	\$320.00
2525167	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR738	\$320.00
2525168	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR739	\$320.00
2525169	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR740	\$320.00
2525170	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR741	\$320.00
2525171	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR742	\$320.00
2525172	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR743	\$320.00
2525173	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR744	\$320.00
2525174	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR745	\$320.00
2525175	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR746	\$320.00
2525176	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR747	\$320.00
2525177	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR748	\$320.00
2525178	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR749	\$320.00
2525179	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR750	\$320.00
2525180	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR751	\$320.00
2525181	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR752	\$320.00
2525182	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR753	\$320.00
2525183	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR754	\$320.00
2525184	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR755	\$320.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

2525185	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR756	\$320.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2525186	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR757	\$320.00
2525187	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR758	\$320.00
2525188	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR759	\$320.00
2525189	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR760	\$320.00
2525190	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR761	\$320.00
2525191	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR762	\$320.00
2525192	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR763	\$320.00
2525194	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR764	\$320.00
2525195	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR765	\$320.00
2525196	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR766	\$320.00
2525197	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR767	\$320.00
2525198	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR768	\$320.00
2525199	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR769	\$320.00
2525200	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR770	\$320.00
2525201	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR771	\$320.00
2525202	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR772	\$320.00
2525203	PISTOL , SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR773	\$320.00
2525204	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR774	\$320.00
2525205	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR775	\$320.00
2525206	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR776	\$320.00
2525207	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR777	\$320.00
2525208	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR778	\$320.00
2525209	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR779	\$320.00
2525210	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR780	\$320.00
2525211	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR781	\$320.00
2525212	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR782	\$320.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

2525213	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR783	\$320.00
2525214	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR784	\$320.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2525215	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR785	\$320.00
2525216	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR786	\$320.00
2525217	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR787	\$320.00
2525218	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR788	\$320.00
2525219	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR789	\$320.00
2525220	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR790	\$320.00
2525221	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR791	\$320.00
2525222	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR792	\$320.00
2525223	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR793	\$320.00
2525224	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR794	\$320.00
2525225	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR795	\$320.00
2525226	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR796	\$320.00
2525227	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR797	\$320.00
2525228	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR798	\$320.00
2525229	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR799	\$320.00
2525230	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR800	\$320.00
2525231	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR801	\$320.00
2525232	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR802	\$320.00
2525233	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR803	\$320.00
2525234	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR804	\$320.00
2525235	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR805	\$320.00
2525236	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR806	\$320.00
2525237	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR807	\$320.00
2525238	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR808	\$320.00
2525239	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR809	\$320.00

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2525240	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR810	\$320.00
2525241	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR811	\$320.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2525242	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR812	\$320.00
2525243	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR813	\$320.00
2525244	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR814	\$320.00
2525245	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR815	\$320.00
2525246	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR816	\$320.00
2525247	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR817	\$320.00
2525248	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR818	\$320.00
2525249	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR819	\$320.00
2525250	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR820	\$320.00
2525251	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR821	\$320.00
2525252	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR822	\$320.00
2525253	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR823	\$320.00
2525254	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR824	\$320.00
2525255	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR825	\$320.00
2525256	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR826	\$320.00
2525257	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR827	\$320.00
2525258	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR828	\$320.00
2525259	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR829	\$320.00
2525260	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR830	\$320.00
2525261	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR831	\$320.00
2525262	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR832	\$320.00
2525263	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR833	\$320.00
2525264	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR834	\$320.00
2525265	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR835	\$320.00
2525266	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR836	\$320.00

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2525267	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	RKR837	\$320.00
2226885	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	LKC066	\$489.00
2569404	RIFLE, CAR15	BUSHMASTER FIREARMS	XM15-E2S	L533651	\$795.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2226038	SHOTGUN, 12-GAUGE 7 SHOT	REMINGTON ARMS CO INC	870	D260988M	\$255.00
2226039	SHOTGUN, 12-GAUGE 7 SHOT	REMINGTON ARMS CO INC	870	D260984M	\$255.00
2525077	SHOTGUN, 12 GAUGE	REMINGTON ARMS CO INC	870	V953456	\$235.00
2525079	SHOTGUN, 12 GAUGE	REMINGTON ARMS CO INC	870	V956133V	\$235.00
2525064	REVOLVER, CALIBER 38 SPECIAL	SMITH AND WESSON A LEAR	64	AWM6373	\$264.00
2525067	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	10	9D84449	\$129.00
2525068	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	AJE5246	\$167.00
2525069	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	AJE6309	\$167.00
2525070	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	8D92153	\$167.00
2525071	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	8D92300	\$167.00
2525072	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	BHH1442	\$264.00
2525073	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	BHH1400	\$264.00
2525074	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	BHH5515	\$264.00
2525075	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	BHH9430	\$264.00

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2525076	REVOLVER, CALIBER 38 SPECIAL	BANGOR PUNTA, SMITH& WESSON DIV	64	AYR6512	\$173.00
233836 1	Rifle, CAR 15 w/Laser Devices Inc, Tactical Sling & EO Tech	Bushmaster Firearms	M-4	L231864	\$795.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2338369	Rifle, CAR 15 w/Laser Devices Inc, Tactical Sling & EO Tech	Bushmaster Firearms	M-4	L275844	\$795.00
233836 2	Rife, 308 Caliber w/Leupold Optics	Remington	700	G6369344	\$1,775.00
2569402	Rifle, CAR 15 w/Laser Devices Inc, Tactical Sling & EO Tech	DPMS	M-4	F088084	\$795.00
1651707	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0451	\$3,702.00
1651708	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0452	\$3,702.00
1653391	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0453	\$3,702.00
1651710	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0454	\$3,702.00
2525008	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0440	\$3,702.00
2522967	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0456	\$3,702.00
1651713	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0457	\$3,702.00
1651714	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0458	\$3,702.00
1651715	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0419	\$3,702.00
1651527	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0602	\$3,475.00
2525037	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0603	\$3,475.00
ECN			Model Number	Serial No.	

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	Equipment Description	Manufacturer Name			Acquisition Value
1651529	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0604	\$3,475.00
1651530	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0605	\$3,475.00
1651531	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0606	\$3,475.00
2525319	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0607	\$3,475.00
2525292	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0608	\$3,475.00
1651534	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0609	\$3,475.00
2567189	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0610	\$3,475.00
2569413	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0611	\$3,475.00
2525041	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0612	\$3,475.00
1651538	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0613	\$3,475.00
2525047	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0614	\$3,475.00
1651540	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0615	\$3,475.00
1651541	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0334	\$3,475.00
1651542	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0335	\$3,475.00
1617801	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0336	\$3,475.00
1651544	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0337	\$3,475.00
1651545	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0338	\$3,475.00
2525664	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0339	\$3,475.00
2525336	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0341	\$3,475.00
1651548	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0342	\$3,475.00
2525291	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0343	\$3,475.00
2525662	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0344	\$3,475.00
1651551	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0345	\$3,475.00
2525665	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0347	\$3,475.00
1651554	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0348	\$3,475.00
1651555	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0349	\$3,475.00
1651556	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0350	\$3,475.00

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2525663	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0351	\$3,475.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2522963	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0835	\$3,475.00
2525056	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0352	\$3,475.00
1651559	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0353	\$3,475.00
1617819	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0837	\$3,475.00
1651563	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0838	\$3,475.00
1651561	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0836	\$3,475.00
1617782	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0840	\$3,475.00
1617754	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0841	\$3,475.00
1651567	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0842	\$3,475.00
1651568	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0843	\$3,475.00
1651569	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0844	\$3,475.00
1651572	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0847	\$3,475.00
1617863	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0848	\$3,475.00
1651574	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0849	\$3,475.00
2522947	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0850	\$3,475.00
1651576	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0851	\$3,475.00
1651578	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0853	\$3,475.00
1617829	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0854	\$3,475.00
1651580	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0364	\$3,475.00
1651581	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0365	\$3,475.00
1651582	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0366	\$3,475.00
1651584	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0368	\$3,475.00
1651585	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0369	\$3,475.00
2525290	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0370	\$3,475.00
1651587	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0371	\$3,475.00
1651588	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0372	\$3,475.00

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2525289	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0373	\$3,475.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2524993	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0508	\$3,475.00
1617827	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0509	\$3,475.00
2525661	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0510	\$3,475.00
2525668	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0511	\$3,475.00
1617864	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0512	\$3,475.00
2522986	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0513	\$3,475.00
1617828	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0514	\$3,475.00
2525633	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0515	\$3,475.00
1617818	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0516	\$3,475.00
1617834	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0517	\$3,475.00
1651600	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0518	\$3,475.00
2569411	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0519	\$3,475.00
1651602	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0520	\$3,475.00
1651603	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0521	\$3,475.00
1651604	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0522	\$3,475.00
2525320	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0523	\$3,475.00
1651608	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0526	\$3,475.00
1651609	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0527	\$3,475.00
1651610	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0528	\$3,475.00
1651611	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0529	\$3,475.00
1651612	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0530	\$3,475.00
1651613	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0531	\$3,475.00
2525391	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0532	\$3,475.00
1651615	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0533	\$3,475.00
1651616	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0534	\$3,475.00
2525667	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0535	\$3,475.00

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2569414	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0536	\$3,475.00
1651619	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0537	\$3,475.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
1651620	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0538	\$3,475.00
2569412	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0539	\$3,475.00
1651622	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0540	\$3,475.00
2525636	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0541	\$3,475.00
1651626	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0544	\$3,475.00
1651627	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0545	\$3,475.00
2080292	Receiver-Transmitter, Police 800-Mhz	MOTOROLA	HO1UCF6PW1BN	466CCJ0150	\$2,110.00
1652932	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1691	\$3,856.00
1617796	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494QCJ1696	\$3,856.00
1652934	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1702	\$3,856.00
1652935	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1694	\$3,856.00
1652936	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1689	\$3,856.00
1617794	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1703	\$3,856.00
1652938	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1686	\$3,856.00
1652939	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1698	\$3,856.00
1652941	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1687	\$3,856.00
1652942	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1697	\$3,856.00
1651486	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1712	\$3,856.00
1651493	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1705	\$3,856.00
1652349	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1710	\$3,856.00
1652944	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1700	\$3,856.00
1652945	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1701	\$3,856.00
1651495	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1707	\$3,856.00
1651496	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1717	\$3,856.00
2080864	Receiver-Transmitter Radio	MOTOROLA	C99DXT358L	761ACN0059	\$4,596.00

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2080865	Receiver-Transmitter Radio	MOTOROLA	C99DXT358L	761ACN0060	\$4,596.00
2525318	Receiver-Transmitter Radio	MOTOROLA	C99DXT358L	761ACN0067	\$4,596.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
2080875	Receiver-Transmitter Radio	MOTOROLA	C99DXT358L	761ACN0070	\$4,596.00
2080876	Receiver-Transmitter Radio	MOTOROLA	C99DXT358L	761ACN0071	\$4,596.00
2080877	Receiver-Transmitter Radio	MOTOROLA	C99DXT358L	761ACN0072	\$4,596.00
2080878	Receiver-Transmitter Radio	MOTOROLA	C99DXT358L	761ACN0073	\$4,596.00
2086036	Receiver- Transmitter Radio	MOTOROLA	H01UCF6PW1BN	466CCY1638	\$2,147.00
1651552	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0346	\$3,475.00
1651570	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0845	\$3,475.00
1651571	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0846	\$3,475.00
1651607	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0525	\$3,475.00
1651624	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0542	\$3,475.00
1601869	Receiver-Transmitter Radio	MOTOROLA	H09RDF9PW7BN	326CCJ0543	\$3,475.00
1652940	Receiver-Transmitter Mobile Radio	MOTOROLA	ASTRO T99DX-148WN	494ACJ1690	\$3,856.00
2080868	Receiver-Transmitter Mobile Radio	MOTOROLA	C99DXT358L	761ACN0063	\$4,596.00
Decalled	Radio, Mic	MOTOROLA	NMN6193C	None	\$5,658.00
Decalled	Radio, NIMH Impress Batteries	MOTOROLA	NNTN4436B	None	\$20,230.00
Decalled	Radio, Single-Unit Impress Chargers	MOTOROLA	WPLN4114WR	None	\$1,700.00
Decalled	Radio, Multi-Unit Impress Chargers	MOTOROLA	WPLN4121BR	None	\$4,596.00
Decalled	Radio, Battery Reconditioner	MOTOROLA	WPLN4079BR	None	\$1,179.70
TDG1655	SHOTGUN, 12 GAUGE	REMINGTON ARMS CO INC	870	W807717M	\$235.00
TDG1539	Battery Maintenance System	MOTOROLA	WPLN4079BR	M109384	\$582.00
TDG1538	Battery Maintenance System	MOTOROLA	WPLN4079BR	M109392	\$582.00
TDG1582	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0001	\$50.00
TDG1362	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	24	\$50.00
TDG1347	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0022	\$50.00
TDG1265	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0011	\$50.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

TDG1349	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0020	\$50.00
TDG1350	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0003	\$50.00
TDG1351	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	11	\$50.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
TDG1268	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0015	\$50.00
TDG1320	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0026	\$50.00
TDG1609	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0027	\$50.00
TDG2510	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0018	\$50.00
TDG2509	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0019	\$50.00
TDG2507	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0017	\$50.00
TDG1255	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0030	\$50.00
TDG1345	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0016	\$50.00
TDG1391	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	25	\$50.00
TDG1346	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0002	\$50.00
TDG1260	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0009	\$50.00
TDG1361	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	23	\$50.00
TDG1353	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0029	\$50.00
TDG1352	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	12	\$50.00
TDG1317	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0006	\$50.00
TDG1275	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0008	\$50.00
TDG1266	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0007	\$50.00
TDG1261	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0012	\$50.00
TDG1262	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0004	\$50.00
TDG1263	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0013	\$50.00
TDG1264	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0010	\$50.00
TDG1400	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0021	\$50.00
TDG1348	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR3	8	\$50.00
TDG1535	DIGITAL VIDEO CAMERA	CANNON	NTSC ZR 60	172636260453	\$350.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

TDG1344	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0014	\$50.00
TDG1629	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0028	\$50.00
TDG1342	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0005	\$50.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
TDG1341	Single-Unit Rapid Charger	MOTOROLA	WPLN4114AR	0024	\$50.00
TDG1646	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0089	\$472.00
TDG1647	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0028	\$472.00
TDG1648	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0086	\$472.00
TDG1641	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0084	\$472.00
TDG1640	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0045	\$472.00
TDG1642	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0032	\$472.00
TDG1644	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0030	\$472.00
TDG1645	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0034	\$472.00
TDG1649	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0029	\$472.00
TDG1643	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0085	\$472.00
TDG1639	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0087	\$472.00
TDG1637	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0088	\$472.00
TDG1638	Multi-Unit Rapid Charger	MOTOROLA	WPLN4121BR	0041	\$472.00
TDG1425	Single Unit Charger	MOTOROLA	WPLN4114AR	0023	\$50.00
2569403	Rifle, .223 Caliber	DPMS	A-15	F088084	\$795.00
2226037	Shotgun, 12-Guage	Remington	870	D260996M	\$255.00
2227841	Shotgun, 12-Guage	Remington	870	D261610M	\$255.00
2338377	Rifle, .308 Caliber	Remington	700	G7002716	\$1775.00
2284936	Rifle, 5.56 MM	Heckler & Koch	416	88-004858	\$499.80
2284938	Rifle, 5.56MM	Heckler & Koch	416	88-004860	\$499.80
2284934	Rifle, 5.56MM	Heckler & Koch	416	88-004859	\$499.80
2284937	Rifle, 5.56MM	Heckler & Koch	416	88-004856	\$499.80
2284935	Rifle, 5.56MM	Heckler & Koch	416	88-004857	\$499.80
2263386	Firearms Simulator	IES	Milo Range Pro	None	\$80,723.00
	Computer	Silverstone		N11360	
	Projector	Optama		Q8BH004AA AAAC0025	
	Computer Monitor	Acer		00800048775	

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

	Hit Detection Box	IES		None	
	Surround Sound Speaker System	Bose		04999490154 0235AC	
N/A	Tactical Headset	TCI	Liberator II	None	\$602.79
N/A	Tactical Headset	TCI	Liberator II	None	\$602.79
N/A	Tactical Headset	TCI	Liberator II	None	\$602.79
N/A	Tactical Headset	TCI	Liberator II	None	\$602.79
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
N/A	Tactical Headset	TCI	Liberator II	None	\$602.79
N/A	Tactical Headset	TCI	Liberator II	None	\$602.79
N/A	Tactical Headset	TCI	Liberator II	None	\$602.79
Recalled	Night Vision Goggles	Electron Devices Division	M963	542163	\$3,185.00
Recalled	Night Vision Goggles	Electron Devices Division	M963	205482	\$3,185.00
Recalled	Night Vision Goggles	Electron Devices Division	M963	205478	\$3,185.00
Recalled	Night Vision Goggles	Electron Devices Division	M963	205487	\$3,185.00
1650941	FLIR, IR Camera	FLIR System-Boston Inc.	ThermaCAM Scout	21501211	\$12,325.00
N/A	FLIR Battery Charger	Flir System	1195102	962	\$85.95
N/A	FLIR Batteries x2	Flir System	1195106	None	\$348.00
N/A	Tact View Snake Cam	Tac View	None	4091701	\$895.00
N/A	Tact View Snake Cam	Tac View	None	4091702	\$895.00
2226018	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 23	EHH784	\$434.00
2227844	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 23	EHK066	\$434.00
2226021	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 23	EHK070	\$434.00
2227842	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 23	EHK069	\$434.00
2227843	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	ELB571	\$434.00
2226036	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	ELB574	\$434.00
2226035	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	ELB573	\$434.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

2226034	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	ELB572	\$434.00
2226020	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 22	ELB575	\$434.00
2227845	PISTOL, SEMI-AUTOMATIC, 40 CAL	GLOCK, INC	GLOCK 23	EHK065	\$434.00
2295781	PISTOL, CO2 AIRSOFT	TACTICAL FORCE GEAR	6MMBB	11F15788	\$60.00
2295782	PISTOL, CO2 AIRSOFT	TACTICAL FORCE GEAR	6MMBB	11F15789	\$60.00

GOVERNMENT FURNISHED PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
TDG2542	CAN, WASTE, CLASSIFIED, SMALL	UNKNOWN	NONE	0005	\$200.00
TDG1246	DUPLICATOR, KEY, MANUAL	IND LOCK CO.	5KH32EG1165	UYA	\$150.00
TDG1325	TYPEWRITER WHEELWRITER	IBM	6781	11-NXY75	\$100.00
TDG1333	CAN, WASTE, CONFIDENTIAL	UNKNOWN	NONE	0008	\$200.00
TDG2487	LAMINATOR	LAMINEX	PAK-III	912415654	\$100.00
TDG2520	DOLLY, LIGHT	UNKNOWN	NONE	NONE	\$150.00
TDG1332	DRILL, CORDLESS, 12-VOLT, 3/8"	PORTER CABLE	852	066737	\$169.00
TDG2519	CART, 2-SHELF, 4-WHEELED, MEDIUM	UNKNOWN	NONE	1110	\$100.00
TDG1335	SCALE, FLOOR, 100#	UNKNOWN	NONE	0001	\$150.00
TDG1509	CLEARING BARREL	SAVAGE RANGE SYSTEM	FS	3154	\$400.00
TDG2521	REFRIGERATOR, MECHANICAL, FOOD	WESTINGHOUSE	MRT17CRBZ2	LA43304137	\$400.00
TDG1508	CLEARING BARREL	SAVAGE RANGE SYSTEM	FS	3156	\$400.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
TDG1507	CLEARING BARREL	SAVAGE RANGE SYSTEM	FS	3157	\$400.00
TDG1338	FAN, PEDESTAL, 30"	FRIGID	342G	PAA 248	\$220.00
TDG2552	TYPEWRITER WHEELWRITER	IBM	6781-003	11-TPW28	\$100.00

GOVERNMENT FURNISHED PROPERTY

TDG1336	CAN, WASTE, CLASSIFIED, LARGE	UNKNOWN	NONE	0006	\$200.00
TDG2515	TYPEWRITER ELECTRIC	IBM	6781-024	11-ANZL4	\$100.00
TDG1630	CAN, WASTE, CLASSIFIED, SMALL	UNKNOWN	NONE	0007	\$100.00
TDG2513	CAN, WASTE, CONFIDENTIAL	UNKNOWN	NONE	NONE	\$100.00
TDG2550	CAN, WASTE, CLASSIFIED, SMALL	UNKNOWN	NONE	0004	\$100.00
TDG1619	CAN, WASTE, CLASSIFIED, SMALL	UNKNOWN	NONE	0003	\$100.00
TDG2548	CAN, WASTE, CLASSIFIED, SMALL	UNKNOWN	NONE	0002	\$100.00
TDG1616	CAN, WASTE, CLASSIFIED, SMALL	UNKNOWN	NONE	0001	\$100.00
TDG1243	COMPRESSOR, AIR	SEARS	919-150270	05F87	\$125.00
TDG2514	TYPEWRITER WHEELWRITER	IBM	6781-003	11-TPW35	\$100.00
TDG1623	Bicycle Patrol	BOWLING BICYCLE INC.	CHIEF ENFORCER	MAY0201562	\$875.00
TDG1245	MACHINE, KEY CUTTER	HPC INC.	9150MC	354	\$400.00
TDG1567	Tactical Vest	Point Blank	MA00019	0200646672	\$1,375.00
TDG1632	Ballistic Shield	PROTECH	2418	0212PR55	\$1,742.00
TDG1566	Flammable Locker	Unknown	None	None	\$340.00
TDG1569	Tactical Vest	Point Blank	MA00019	0200646672	\$1,375.00
TDG1610	Bicycle Patrol	BOWLING BICYCLE INC.	CHIEF ENFORCER	MAY0201580	\$875.00
TDG1574	Tactical Vest	Point Blank	MA00019	0200646672	\$1,375.00
TDG1625	Bicycle Patrol	BOWLING BICYCLE INC.	CHIEF ENFORCER	MAY0201234	\$875.00
TDG1540	Camera Digital	SONY	DSC-P72	1455951	\$370.00
TDG1589	Drill 18 volt 1/2 drive	Dewalt	DC759	821943	\$99.00
TDG1581	Repair Stand	Park Tool	PCS-9	0001	\$99.00
TDG1541	Camera Digital	SONY	MVC-FD200	358734	\$350.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
TDG1624	Inspection Mirror	Lester L. Brossard Co.	Klear-Vu	0002	\$54.00
TDG1327	TYPEWRITER WHEELWRITER	IBM	6781-003	11-TPW22	\$100.00
TDG1617	LAMINATOR	LAMINEX	TABLE 6	91250204	\$100.00
TDG1242	PRINTER, DURATYPE	KROY	244SE	D065002	\$150.00
TDG1241	DRILL, SAFE, 3/8"	BOSCH	HORNET	SB 4502	\$495.00

GOVERNMENT FURNISHED PROPERTY

TDG1240	CABINET, FLAMMABLE, 5'	UNKNOWN	NONE	NONE	\$668.00
TDG1568	Tactical Vest	Point Blank	MA00019	0200646672	\$1,375.00
TDG1626	Inspection Mirror	Lester L. Brossard Co.	Klear-Vu	0003	\$54.00
TDG1244	GRINDER/BUFFER	BLACK&DECKER	NONE	6457550	\$539.00
TDG1579	Heater	Holmes	HQH307	3704DHP	\$38.00
TDG1578	Guillotine Paper Cutter	Offis Life	Cut 44 SP	0002	\$322.00
TDG1577	Tactical Vest	Point Blank	MA00019	0200646672	\$1,375.00
TDG1576	Tactical Vest	Point Blank	MA00040	0200588826	\$1,375.00
TDG1575	Tactical Vest	Point Blank	MA00019	0200646672	\$1,375.00
TDG1620	Inspection Mirror	Lester L. Brossard Co.	Klear-Vu	0001	\$54.00
TDG1621	CLEARING BARREL	SAVAGE RANGE SYSTEM	FS	3155	\$400.00
TDG1252	CART, 2-SHELF, 4 WHEELED, SMALL	UNKNOWN	NONE	NONE	\$100.00
TDG1504	MONITOR (FLATSCREEN)	CTX	RANGE 3000	01722301041	\$0.00
TDG1535	DIGITAL VIDEO CAMERA	CANNON	NTSC ZR 60	172636260453	\$350.00
TDG1628	BICYCLE PATROL	MANITOU	ENFORCER	MAY0201314	\$875.00
TDG1518	FINGERPRINT PAD AND STAND	INDENTICATOR	PI-39	NONE	\$135.00
TDG1515	FINGERPRINT PAD AND STAND	IDENTICATOR	PI-39	NONE	\$135.00
TDG1516	FINGERPRINT PAD AND STAND	IDENTICATOR	PI-39	NONE	\$135.00
TDG1517	FINGERPRINT PAD AND STAND	INDENTICATOR	PI-39	NONE	\$135.00
TDG1618	LAMINATOR	ID SPECIALISTS INC.	5000	249832	\$195.00
TDG1519	FINGERPRINT PAD AND STAND	INDENTICATOR	PI-39	NONE	\$135.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
TDG2547	LABEL MAKER	KROY	DURATYPE 240	J204050	\$200.00
TDG1520	RECORDER TIME LAPSE	PANASONIC	AG6010S	J7TB00333	\$1,770.00
TDG1233	LETTERING SYSTEM MERLIN	VARITRONICS	MERLIN EXPRESS	N706-10385	\$1,397.00
TDG1217	MONITOR, TELEVISION	SONY CORP	PVM1900	203703	\$794.00
TDG1717	DRILLING MACHINE UPRIGHT	HIGH SPEED HAMMER CO INC	5KH35KG321F	1195835	\$1,099.00

GOVERNMENT FURNISHED PROPERTY

TDG1235	DUPLICATING KEY MACHINE	ILCO UNICAN CP F-INDEPENDENT	NONE	E-004274	\$762.00
TDG1321	VIEWER NIGHT VISION	BANGOR PUNTA, SMITH& WESSON DIV	MK323	3114	\$3,996.00
TDG1236	MACHINE, KEY CODING	HPC SERVICES	1200CM	0001	\$1,671.00
TDG1237	MACHINE, KEY CODING	HPC SERVICES	1200MAX	0997	\$3,750.00
TDG1238	CABINET, KEY	LUND EQUIPMENT CO INC	NONE	NONE	\$1,229.00
TDG1703	Ladder	Cotterman	TILT-N-ROLL	T0204	\$486.00
TDG1194	Printer, ADP	Lexmark	Z22	06462092147	\$150.00
TDG1563	Printer, ADP	Brother	HL-14	U60066F4J33939	\$252.00
TDG1524	Laminator	KROY	DURATYPE 240	R226-003	\$100.00
TDG1562	Printer, ADP	Brother	HL-14	U60066A2J565771	\$252.00
TDG1598	Bicycle Patrol	Manitou	Enforcer	MAY0201428	\$875.00
TDG1561	Printer, ADP	Brother	HL-14	U60066G4J186777	\$252.00
TDG1595	Dual Hand Platform Truck/Dolly	Harper	JEDTK1935P	002	\$69.00
TDG1592	Laminator Machine	General Binding Corp.	H300	RC12170X	\$228.00
TDG1704	Inspection Mirror	Lester L. Brossard Co.	Klear-Vu	0025	\$54.00
TDG1652	Bolt Cutters	Workforce	NONE	NONE	\$20.00
TDG1651	WET/DRY VAC	RIDGID	WD06250	06230C2193	\$40.00
TDG1657	6 Pack Rechargeable Safety Light	PF Distribution Center	PF200-R	2	\$475.00
TDG1656	6 Pack Rechargeable Safety Light	PF Distribution Center	PF200-R	1	\$475.00
TDG1454	Handheld Radar	Kustom Signals Inc.	Falcon HR	FH01363	\$1,229.00
TDG1455	Handheld Radar	Kustom Signals Inc.	Falcon HR	FH01364	\$1,229.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
TDG1456	Handheld Radar	Kustom Signals Inc.	Falcon HR	FH01366	\$1,229.00
TDG1457	Handheld Radar	Kustom Signals Inc.	Falcon HR	FH01365	\$1,229.00
TDG1458	Drill 1"	Dewalt	D25313	327400	\$260.00
TDG1679	Armorlite Concealed Vest	Python	Python-III A-LFT	161319	\$539.00
TDG1678	Armorlite Concealed Vest	Python	Python-III A-LFT	161320	\$539.00
TDG1675	Armorlite Concealed Vest	Python	Python-III A-LFT	161321	\$539.00

GOVERNMENT FURNISHED PROPERTY

TDG1672	Armorlite Conceled Vest	Python	Python-III A-LFT	161322	\$539.00
TDG1674	Armorlite Conceled Vest	Python	Python-III A-LFT	161323	\$539.00
TDG1677	Armorlite Conceled Vest	Python	Python-III A-LFT	161324	\$539.00
TDG1673	Armorlite Conceled Vest	Python	Python-III A-LFT	161325	\$539.00
TDG1676	Armorlite Conceled Vest	Python	Python-III A-LFT	161326	\$539.00
TDG1669	Armorlite Hornet Assault Vest/W accessories	Hornet	Armorlite ST Series	161327	\$1,897.00
TDG1668	Armorlite Hornet Assault Vest/W accessories	Hornet	Armorlite ST Series	161328	\$1,897.00
TDG1665	Armorlite Hornet Assault Vest/W accessories	Hornet	Armorlite ST Series	161329	\$1,897.00
TDG1664	Armorlite Hornet Assault Vest/W accessories	Hornet	Armorlite ST Series	161330	\$1,897.00
TDG1671	Armorlite Hornet Assault Vest/W accessories	Hornet	Armorlite ST Series	161331	\$1,897.00
TDG1670	Armorlite Hornet Assault Vest/W accessories	Hornet	Armorlite ST Series	161332	\$1,897.00
TDG1667	Armorlite Hornet Assault Vest/W accessories	Hornet	Armorlite ST Series	161333	\$1,897.00
TDG1666	Armorlite Hornet Assault Vest/W accessories	Hornet	Armorlite ST Series	161334	\$1,897.00
TDG1681	Air Tool Combo	Specialized	None	None	\$40.00
TDG1680	Air Tool Combo	Specialized	None	None	\$40.00
TDG1682	Enforcement Bicycle	Cannondale	None	T08449	\$2,337.00
TDG1683	Enforcement Bicycle	Cannondale	None	U003419	\$2,337.00
TDG1684	WET/DRY VAC	Dayton	2NYE3	D0001	\$72.65
TDG1685	Enforcement Bicycle	Cannondale	Specialized	287826	\$2,337.00
TDG1686	Enforcement Bicycle	Cannondale	Specialized	287344	\$2,337.00
ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
TDG1461	VSR Drill Set 1/2 inch	Dewalt	OC720	751418	\$224.00
TDG1460	Jigsaw	Dewalt	2PRD5	998930	\$119.00
TDG1708	Ballistic Shield W/Light and Viewport	Galls	LV 3A Shield	1223923/0001	\$2,199.99
TDG1709	Ballistic Shield W/Light and Viewport	Galls	LV 3A Shield	1233924/0002	\$2,199.99
TDG 1695	Handheld Radar	Falcon	Falcon HR	FH04645	\$1,229.00
TDG1694	Handheld Radar	Falcon	Falcon HR	FH04642	\$1,229.00
TDG1693	Handheld Radar	Falcon	Falcon HR	FH04640	\$1,229.00

GOVERNMENT FURNISHED PROPERTY

TDG1692	Handheld Radar	Falcon	Falcon HR	FH04647	\$1,229.00
TDG1696	7 X 12 Band Saw	Dayton	4YG30A	61000022	\$1,399
1244042	Boat, Air Driven	Panther Air Boat Corp.	CH2A2	1225	\$24,075.00
2227895	ATV	Polaris	KVF650D8F	JKAVFED148B 521933	\$7,335.00
2227896	ATV	Polaris	KVF650D8F	JKAVFED138B 521938	\$7,335.00
	Ballistic Tactical Shield	Protech	1630	1209MM114	\$1,395.00
	SWAT Door Ram	Mad Dog	Littleboy	None	\$330.00

GOVERNMENT FURNISHED PROPERTY

Fire Arms Simulator includes the following Identification numbers: TDG1501, TDG1502, TDG1503, TDG1699, TDG1698, TDG1533 and TDG1534.

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
	FIREARMS SIMULATOR	IES	RANGE 3000		\$57,041.00
TDG1501	PICTURE IN PICTURE (PIP CAMERA)	IES	NP 10484	1005	
TDG1502	CPU	IES	RANGE 3000	XP-3058	
TDG1503	PROJECTOR	IES	RANGE 3000	PJ-3058	
TDG1699	RIGHT SPEAKER	JBL	LSR25P	U-206-011233-A	
TDG1698	LEFT SPEAKER	JBL	LSR25P	U-206-011395-A	
TDG1533	HEADS UP DISPLAY	OLYMPUS	EYE TREK-FV-01	3E2493	
TDG1534	CLASSROOM TRAINING SYSTEM	A2Z	NONE	NONE	

Attachment J.05

**WHITE SANDS TEST FACILITY (WSTF)
AND
WHITE SANDS COMPLEX (WSC)
INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY
GOVERNMENT FURNISHED PROPERTY
AND
VEHICLES**

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
329419	COMBINATOR KEY	BEST LOCK CORP	AD432	B5925	\$ 1,062.00
809912	REVOLVER, .38 SPECIAL	SMITH & WESSON A LEAR SIGLER	10-S	AYS5495	\$ 173.00
1650001	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY632	\$ 450.00
1650002	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY641	\$ 450.00
1650003	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY642	\$ 450.00
1650004	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY644	\$ 450.00
1650005	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY633	\$ 450.00
1650006	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY645	\$ 450.00
1650007	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY634	\$ 450.00
1650008	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY664	\$ 450.00
1650009	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY675	\$ 450.00
1650010	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY654	\$ 450.00
1650011	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY653	\$ 450.00
1650012	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY674	\$ 450.00
1650013	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY673	\$ 450.00
1650014	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY655	\$ 450.00
1650015	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY672	\$ 450.00
1650016	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY652	\$ 450.00
1650017	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY671	\$ 450.00
1650019	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY144	\$ 450.00
1650020	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY143	\$ 450.00
1650021	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR949	\$ 450.00
1650023	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY141	\$ 450.00
1650024	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY140	\$ 450.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
1650025	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR951	\$ 450.00
1650026	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR952	\$ 450.00
1650027	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY142	\$ 450.00
1650028	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR953	\$ 450.00
1650029	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY636	\$ 450.00
1650030	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY626	\$ 450.00
1650031	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY637	\$ 450.00
1650032	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY627	\$ 450.00
1650033	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY639	\$ 450.00
1650034	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY640	\$ 450.00
1650035	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY638	\$ 450.00
1650036	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY628	\$ 450.00
1650037	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY629	\$ 450.00
1650214	GUN, M4A1 RIFLE	COLT INDUS OPER CP FIREARMS DIV	R0921003	W369609	\$ 990.00
1650215	GUN, M4A1 RIFLE	COLT INDUS OPER CP FIREARMS DIV	R0921003	W369560	\$ 990.00
1650217	RUN, RIFLE	COLT INDUS OPER CP FIREARMS DIV	R0921003	W369626	\$ 943.00
1650218	GUN, RIFLE	COLT INDUS OPER CP FIREARMS DIV	R0921003	W369587	\$ 943.00
1650238	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY668	\$ 450.00
1650239	GUNS,PISTOL	GLOCK GS M B H	G-22	MDY667	\$ 450.00
1650240	GUNS,PISTOL	GLOCK GS M B H	G-22	MDY666	\$ 450.00
1650241	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY650	\$ 450.00
1650242	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY648	\$ 450.00
1650243	GUNS,PISTOL	GLOCK GS M B H	G-22	MDY669	\$ 450.00
1650244	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY647	\$ 450.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
1650245	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY646	\$ 450.00
1650246	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY670	\$ 450.00
1650247	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY649	\$ 450.00
1650248	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR942	\$ 450.00
1650251	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR965	\$ 450.00
1650252	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR929	\$ 450.00
1650253	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY153	\$ 450.00
1650254	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY152	\$ 450.00
1650255	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY151	\$ 450.00
1650256	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR964	\$ 450.00
1650257	GUNS, PISTOL	GLOCK GS M B H	G-22	LZY150	\$ 450.00
1650258	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY635	\$ 450.00
1650259	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY631	\$ 450.00
1650260	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY630	\$ 450.00
1650263	GUNS, PISTOL	GLOCK GS M B H	G-23	MEC487	\$ 450.00
1650264	GUNS, PISTOL	GLOCK GS M B H	G-23	MEC474	\$ 450.00
1650265	GUNS, PISTOL	GLOCK GS M B H	G-23	MEC473	\$ 450.00
1650266	GUNS, PISTOL	GLOCK GS M B H	G-23	MEC472	\$ 450.00
1650267	GUNS, PISTOL	GLOCK GS M B H	G-23	MEC471	\$ 450.00
1650268	GUNS, PISTOL	GLOCK GS M B H	G-23	MEC486	\$ 450.00
1930487	RIFLE, 308 CALIBER	THOMPSON CENTER ARMS CO. INC.	ENCORE	S14924	\$ 460.00
1930972	RIFLE	HYDRAMATIC DIVISON GM CORP	M16A1	3407198	\$ 446.00
1930973	RIFLE	HYDRAMATIC DIVISON GM CORP	M16A1	3412218	\$ 446.00
1930974	RIFLE	HYDRAMATIC DIVISON GM CORP	M16A1	3412383	\$ 446.00
1930975	RIFLE	HYDRAMATIC DIVISON GM CORP	M16A1	3407200	\$ 446.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
1930976	RIFLE	HYDRAMATIC DIVISON GM CORP	M16A1	3406983	\$ 446.00
1930977	RIFLE	COLT IND PRATT & WHITNEY	M16A1	4379376	\$ 446.00
1931059	DISPLAY UNIT	DELL COMPUTER CORP F PC'S LTD	08G152	MX08G15247605 275ASBE	\$ 600.00
2143792	SYSTEM, BOOKING	IDENTIX	TPE-3500XC-ED	AAW436001005	\$ 20,203.00
2143821	SET, TELEVISION	WESTINGHOUSE ELEC DISTRIBUTION	SK-32H240S	SK-32H240S	\$ 700.00
2143877	VEHICLE, OFFROAD UTILITY	YAMAHA	YXR66	5Y4AM04Y07A04 4665	\$ 8,848.00
2143878	VEHICLE, OFFROAD UTILITY	YAMAHA	YXR66	5Y4AM04Y17A04 5081	\$ 8,848.00
2154639	READER, ELECTRONIC DOCUMENT	VIISAGE TECHNOLOGY	B4000-A	03-01293	\$ 13,840.00
2201440	SCANNER, DIGITAL	EPSON AMERICA INC	PROFECTION4490	GR9W122659	\$ 176.00
2202342	SCANNER, FINGERPRINT, IDENTIFIE	CROSS MATCH TECHNOLOGIE S	920098	000550586	\$ 4,000.00
2202345	SCANNER, FINGERPRINT, IDENTIFIE	CROSS MATCH TECHNOLOGIE S	920098	000550620	\$ 4,000.00
2265465	PRINTER, CARD	DIGITAL IDENTIFICATIO N SOL LLC	XID5901E-B	073G1587	\$ 8,298.00
2265472	PRINTER, CARD	DIGITAL IDENTIFICATIO N SOL LLC	XID5901E-B	093G2735	\$ 8,298.00
2265476	PRINTER, CARD	DIGITAL IDENTIFICATIO N SOL LLC	XID5901E-B	093G2732	\$ 8,298.00
3069305	RIFLE, 9MM	COLT INDUS OPER CP FIREARMS DIV	SMG	HT003235	\$ 525.00
3069316	RIFLE, 9MM	COLT INDUS OPER CP FIREARMS DIV	SMG	HT003109	\$ 525.00
3069318	RIFLE, 9MM	COLT INDUS OPER CP FIREARMS DIV	SMG	HT004960	\$ 525.00
3069321	RIFLE, 9MM	COLT INDUS OPER CP FIREARMS DIV	SMG	HT003832	\$ 525.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
3069325	RIFLE, 9MM	COLT INDUS OPER CP FIREARMS DIV	SMG	HT005918	\$ 525.00
1650018	GUNS, PISTOL	GLOCK GS M B H	G-22	MDY651	\$450.00
2284930	GUNS, PISTOL	Kimber	1911 .45 Caliber	K-35-7750	\$1,030.00
256456	RIFLE	H & K	416	88-003831	\$825.00
256454	RIFLE	H & K	416	88-003829	\$825.00
256455	RIFLE	H & K	416	88-003830	\$825.00
2284880	GUNS, PISTOL	H & K	HK .45C	216003074	\$800.00
2284881	GUNS, PISTOL	H & K	HK .45C	7702	\$800.00
2284887	GUNS, PISTOL	H & K	HK .45	216003102	\$950.00
2196961	RIFLE	ARMALITE	M-4-A1	334108	\$867.00
2196371	RIFLE	ARMALITE	M-4-A1	332024	\$845.00
2196378	RIFLE	ARMALITE	M-4-A1	332078	\$845.00
2196963	RIFLE	ARMALITE	M-4-A1	335082	\$867.00
2196370	RIFLE	ARMALITE	M-4-A1	332065	\$867.00
2195415	RIFLE	Remington	700	G6629312	\$762.00
2316352	RIFLE	Remington	700	G6964537	\$722.00
1650022	GUNS, PISTOL	GLOCK GS M B H	G-22	MHR950	\$450.00

GOVERNMENT FURNISHED PROPERTY

ECN	Equipment Description	Manufacturer Name	Model Number	Serial No.	Acquisition Value
1654905	NIGHT VISION GOGGELS	LITTON SYS ELECTRON DEVICES DV	AN/PVS-7D	525715	\$ 3,995.00
1930330	DETECTOR, RADAR	APPLIED CONCEPTS MARKETING INC	STALKER	26382	\$ 1,250.00
2144007	CAMERA, THERMAL EYE	RAYTHEON	4000M	M1506	\$ 6,419.00

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

The WSTF GSA vehicle fleet provided for JSCPSC consists of 11 four-wheel-drive, heavy-duty vehicles to support mission requirements. The current list of vehicles is:

G42-1380B	05 Chevy Silverado
G42-1462B	05 Chevy C1500
G62-2590B	05 Chevy Tahoe
G62-3042G	08 Dodge Durango
G62-3183G	08 Chevy Silverado 2500
G63-1990L	11 Ford 250
G63-1991L	11 Ford 250
G63-2229L	11 Chevy Silverado
G63-2458K	10 Dodge Ram 2500
G63-2674G	08 Chevy Silverado 2500
G63-3464H	10 Chevy Silverado

This is not a static list and is subject to change due to mission requirements and determinations made by the WSTF Vehicle review board.

Attachment J.06

**PERSONAL IDENTIFICATION VERIFICATION FOR CONTRACTOR
PERSONNEL (PIV) CARD ISSUANCE**

PERSONAL IDENTITY VERIFICATION (PIV) CARD ISSUANCE PROCEDURES

PIV Card Issuance Procedures in accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel

NIST FIPS 201-1 graphically displays the following procedure for the issuance of a PIV credential.

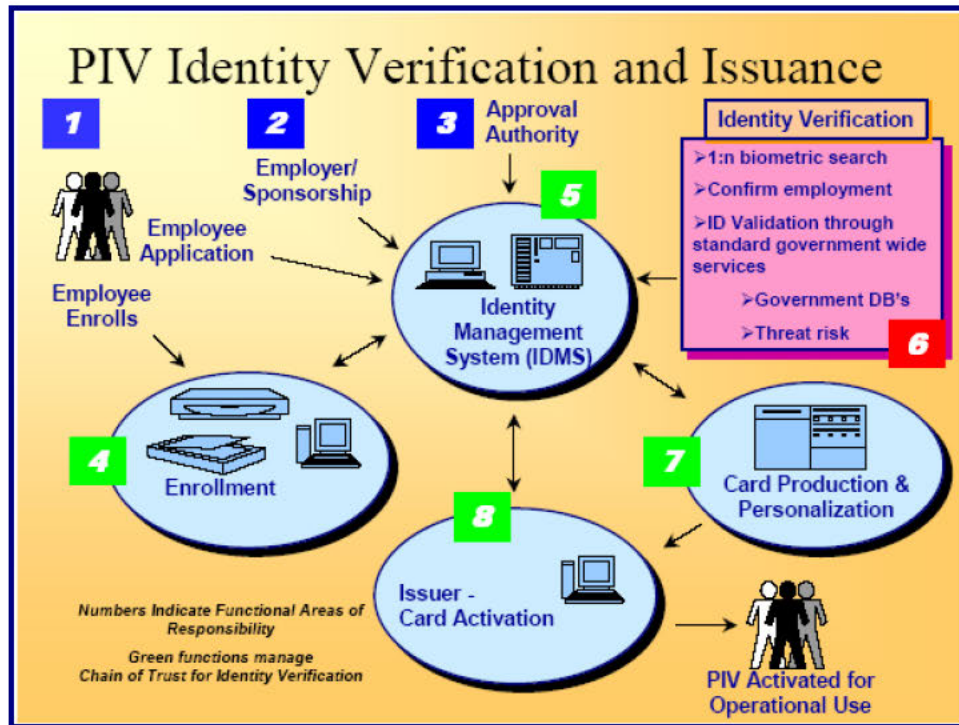


Figure 3.1, FIPS 201-1

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the Identity Management and Account Exchange (IdMax) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), Social Security Number (SSN), if available, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall

indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane). Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication.

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access.

Step 2:

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal¹ or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear no later than the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4:

Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will a National Crime Information Center (NCIC) with an Interstate Identification Index check is/has been performed. In the case of a foreign national, a check of the eCustoms Visual Compliance II database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access.

¹ A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

Step 5:

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents). These documents must be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply:

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.

Upon return of the completed NAC, the process will continue from Step 5.

(DD Form 254)

Attachment J.07

**CONTRACT SECURITY CLASSIFICATION SPECIFICATION
DD FORM 254**

(DD Form 254)**CONTRACT SECURITY CLASSIFICATION SPECIFICATION
DD FORM 254****(TO BE COMPLETED BY OFFEROR)**

NASA will sponsor the Contractor for a Top Secret facility clearance.

Performance of this contract will not involve the receipt, generation, and storage of classified information at the contractor's facility; therefore, classified material cannot be sent to the contractor under this contract. Access to classified information/areas will occur at the user agency NASA/JSC as being the primary location and other locations where the requirement is covered by the obligations specified in Section C of the basic contract document. COMSEC requirements will be limited to only observe COMSEC operations and will not involve having an established COMSEC account. Only U.S. citizens granted a final personnel security clearances are eligible for access to classified material. The contractor must meet and comply with the facility clearance requirements for TOP SECRET. In addition, must meet and maintain the industrial security requirements for access to classified information at the TOP SECRET level. This being in accordance with the National Industrial Security Program Operating Manual, DOD 5220.22-M, dated February 28, 2006 and other NASA/JSC security procedures and guidelines.

These documents are key references:

- National Industrial Security Program Operating Manual, DOD 5220.22-M, dated February 28, 2006;
- COMSEC Supplement to DOD 5220.22-M and NASA Communications Security Classification Guides, and
- Any other applicable policies and procedures as identified by NASA.
- Additional information on this process can be found on the website for the Defense Security service; <http://www.dss.mil/>.

(DD Form 254)

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED <input checked="" type="checkbox"/> Top Secret b. LEVEL OF SAFEGUARDING REQUIRED <input checked="" type="checkbox"/> Top Secret			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable) a. PRIME CONTRACT NUMBER b. SUBCONTRACT NUMBER NNJ11367009R c. SOLICITATION OR OTHER NUMBER Due Date (YYMMDD)			3. THIS SPECIFICATION IS: (X and complete as applicable) a. ORIGINAL (Complete date in all cases) <input checked="" type="checkbox"/> Date (YYMMDD) b. REVISED (Supersedes all previous specs) <input type="checkbox"/> Revision No. Date (YYMMDD) c. FINAL (Complete Item 5 in all cases) <input type="checkbox"/> Date (YYMMDD)				
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes complete the following In response to the contractor's request dated <u>N/A</u> , retention of the identified classified material is authorized for the period of <u>N/A</u> .							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code) a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) DSS-Defense Security Service							
7. SUBCONTRACTOR a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)							
8. ACTUAL PERFORMANCE a. LOCATION NASA/Johnson Space Center/Prime Location/White Sands Test Facility/ White Sands Complex 2101 NASA Parkway Houston, TX 77058-3696 b. CAGE CODE N/A c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) N/A							
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Johnson Space Center (JSC) Protective Services Contract							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X		a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		X	
b. RESTRICTED DATA			X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY			X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			X
d. FORMERLY RESTRICTED DATA			X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			X
e. INTELLIGENCE INFORMATION:				e. PERFORM SERVICES ONLY		X	
(1) Sensitive Compartmented Information (SCI)		X		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			X
(2) Non-SCI		X		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			X
f. SPECIAL ACCESS INFORMATION			X	h. REQUIRE A COMSEC ACCOUNT			X
g. NATO INFORMATION			X	i. HAVE A TEMPEST REQUIREMENT			X
h. FOREIGN GOVERNMENT INFORMATION			X	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		X	
i. LIMITED DISSEMINATION INFORMATION			X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			X
j. FOR OFFICIAL USE ONLY INFORMATION			X	l. OTHER (Specify). SEE BLOCK 13 REMARKS			
k. OTHER (Specify)			X				

DD Form 254, DEC 1999

Previous editions are obsolete

(DD Form 254)

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release.



Direct



Through (Specify):

NASA/Johnson Space Center, AP/Public Affairs Office, Houston, TX 77058-3696

To the Office of Public Affairs, National Aeronautics and Space Administration, Washington, DC 20546, for review.

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 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 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 document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Performance of this contract will not involve the receipt, generation, and storage of classified information at the contractor's facility; therefore, classified material cannot be sent to the contractor under this contract. Access to classified information/areas will occur at the user agency NASA/JSC as being the primary location and other locations where the requirement is covered by the obligations specified in Section C of the basic contract document. COMSEC requirements will be limited to only to observe COMSEC operations and will not involve having an established COMSEC account. Only U.S. citizens granted a final personnel security clearances are eligible for access to classified material. The contractor must meet and comply with the facility clearance requirements for TOP SECRET. In addition, must meet and maintain the industrial security requirements for access to classified information at the TOP SECRET level. This being in accordance with the National Industrial Security Program Operating Manual, DOD 5220.22-M, dated February 28, 2006 and other NASA/JSC security procedures and guidelines.

The period of performance is from Month/Day/Year, through Month/Day/Year. (When contract has been awarded)

Questions or request concerning clarification or interpretation regarding security requirements shall be directed to the NASA/JSC Industrial Security Specialist at 281-483-6700.

"THIS DD FORM 254 IS ISSUED FOR PRE-AWARD PURPOSES ONLY."

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 an 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

(a) National Industrial Security Program Operating Manual, DOD 5220.22-M, dated February 28, 2006; (b) JSC Security Handbooks, Manuals, Regulations, Instructions, and Directives (current editions as of the date of Contract Award), as well as any other applicable policies and procedures set forth within the Contract and as identified by NASA.

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

6. 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

Wayne Sings

b. TITLE

Security Specialist

c. TELEPHONE (Include Area Code)

281-483-6700

d. ADDRESS (Include ZIP Code)

2101 NASA Parkway
Houston, Texas 77058

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

Attachment J.08

**LIST OF AREA WAGE DETERMINATIONS & COLLECTIVE
BARGAINING AGREEMENTS BY LOCATION**

Table of Contents

WD #:	WD Effective Date
2005-2516 Rev 17	7/25/2014
2005-2512 Rev 18	7/25/2014

Union Name:	CBA #:	CBA Effective Dates
International Union, Security Police, and Fire Professionals of America (SPFPA) Amalgamated Local 300	2013-6371 Rev 1	7/1/2013 to 9/30/2016
Office and Professional Employees International Union Local 129	2013-6372 Rev 1	10/1/2013 to 9/30/2016
International Association of Machinists and Aerospace Workers District Lodge 37	2013-6373 Rev 0	2/1/2013 to 1/31/2016
The International Association of Machinists and Aerospace Workers (WSTF)	2013-6374 Rev 0	3/1/2013 to 2/29/2016

**Wage Determination
05-2516 (Rev.17)**

WD 05-2516 (Rev.-17) was first posted on www.wdol.gov on 07/25/2014

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT

U.S. DEPARTMENT OF LABOR WAGE AND HOUR DIVISION EMPLOYMENT STANDARDS ADMINISTRATION

WASHINGTON D.C. 20210

Wage Determination No.: 2005-2516, Revision No.: 17 Date of

Last Revision: 07/25/2014

By direction of the Secretary of Labor Diane C.

Koplewski, Director

Division of Wage Determinations

State: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Grimes, Harris, Houston, Jackson, Lavaca, Liberty, Madison, Matagorda, Montgomery, San Jacinto, Trinity, Walker, Waller, Washington, Wharton

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.98
01012 - Accounting Clerk II		16.82
01013 - Accounting Clerk III		18.82
01020 - Administrative Assistant		25.91
01040 - Court Reporter		21.79
01051 - Data Entry Operator I		13.24
01052 - Data Entry Operator II		14.45

01060 - Dispatcher, Motor Vehicle	15.96
01070 - Document Preparation Clerk	13.41
01090 - Duplicating Machine Operator	13.41
01111 - General Clerk I	11.88
01112 - General Clerk II	13.27
01113 - General Clerk III	14.90
01120 - Housing Referral Assistant	20.69
01141 - Messenger Courier	12.55
01191 - Order Clerk I	13.52
01192 - Order Clerk II	15.24
01261 - Personnel Assistant (Employment) I	15.43
01262 - Personnel Assistant (Employment) II	17.27
01263 - Personnel Assistant (Employment) III	19.25
01270 - Production Control Clerk	19.10
01280 - Receptionist	12.02
01290 - Rental Clerk	14.75
01300 - Scheduler, Maintenance	16.59
01311 - Secretary I	16.59
01312 - Secretary II	18.57
01313 - Secretary III	20.69
01320 - Service Order Dispatcher	15.16
01410 - Supply Technician	25.91
01420 - Survey Worker	17.79
01531 - Travel Clerk I	13.71
01532 - Travel Clerk II	14.81

01533 - Travel Clerk III	15.83
01611 - Word Processor I	14.29
01612 - Word Processor II	16.04
01613 - Word Processor III	17.95
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.76
05010 - Automotive Electrician	23.79
05040 - Automotive Glass Installer	21.96
05070 - Automotive Worker	21.96
05110 - Mobile Equipment Servicer	20.23
05130 - Motor Equipment Metal Mechanic	25.76
05160 - Motor Equipment Metal Worker	21.96
05190 - Motor Vehicle Mechanic	25.76
05220 - Motor Vehicle Mechanic Helper	19.40
05250 - Motor Vehicle Upholstery Worker	20.83
05280 - Motor Vehicle Wrecker	21.96
05310 - Painter, Automotive	23.79
05340 - Radiator Repair Specialist	22.88
05370 - Tire Repairer	14.40
05400 - Transmission Repair Specialist	25.76
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.06
07041 - Cook I	9.52
07042 - Cook II	10.88
07070 - Dishwasher	8.11

07130 - Food Service Worker	9.12
07210 - Meat Cutter	12.91
07260 - Waiter/Waitress	8.19
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.32
09040 - Furniture Handler	11.95
09080 - Furniture Refinisher	17.70
09090 - Furniture Refinisher Helper	14.58
09110 - Furniture Repairer, Minor	16.82
09130 - Upholsterer	18.32
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.90
11060 - Elevator Operator	8.82
11090 - Gardener	14.52
11122 - Housekeeping Aide	8.84
11150 - Janitor	8.84
11210 - Laborer, Grounds Maintenance	10.93
11240 - Maid or Houseman	7.96
11260 - Pruner	9.25
11270 - Tractor Operator	12.82
11330 - Trail Maintenance Worker	10.93
11360 - Window Cleaner	9.81
12000 - Health Occupations	
12010 - Ambulance Driver	15.00
12011 - Breath Alcohol Technician	15.64

12012 - Certified Occupational Therapist Assistant	23.69
12015 - Certified Physical Therapist Assistant	24.52
12020 - Dental Assistant	15.64
12025 - Dental Hygienist	32.93
12030 - EKG Technician	25.92
12035 - Electroneurodiagnostic Technologist	25.92
12040 - Emergency Medical Technician	15.00
12071 - Licensed Practical Nurse I	19.05
12072 - Licensed Practical Nurse II	21.32
12073 - Licensed Practical Nurse III	23.76
12100 - Medical Assistant	12.50
12130 - Medical Laboratory Technician	16.63
12160 - Medical Record Clerk	14.53
12190 - Medical Record Technician	16.57
12195 - Medical Transcriptionist	16.81
12210 - Nuclear Medicine Technologist	35.13
12221 - Nursing Assistant I	8.57
12222 - Nursing Assistant II	10.36
12223 - Nursing Assistant III	11.31
12224 - Nursing Assistant IV	12.69
12235 - Optical Dispenser	16.79
12236 - Optical Technician	15.29
12250 - Pharmacy Technician	19.18
12280 - Phlebotomist	13.30
12305 - Radiologic Technologist	26.70

12311 - Registered Nurse I	30.36
12312 - Registered Nurse II	38.37
12313 - Registered Nurse II, Specialist	38.37
12314 - Registered Nurse III	44.91
12315 - Registered Nurse III, Anesthetist	44.91
12316 - Registered Nurse IV	53.84
12317 - Scheduler (Drug and Alcohol Testing)	21.85
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.30
13012 - Exhibits Specialist II	24.74
13013 - Exhibits Specialist III	28.94
13041 - Illustrator I	19.30
13042 - Illustrator II	23.91
13043 - Illustrator III	30.12
13047 - Librarian	26.69
13050 - Library Aide/Clerk	10.84
13054 - Library Information Technology Systems Administrator	24.09
13058 - Library Technician	16.04
13061 - Media Specialist I	17.39
13062 - Media Specialist II	19.46
13063 - Media Specialist III	21.68
13071 - Photographer I	15.32
13072 - Photographer II	18.15
13073 - Photographer III	22.56

13074 - Photographer IV		27.49
13075 - Photographer V		33.07
13110 - Video Teleconference Technician		16.73
14000 - Information Technology Occupations		
14041 - Computer Operator I		17.31
14042 - Computer Operator II		19.37
14043 - Computer Operator III		21.59
14044 - Computer Operator IV		24.00
14045 - Computer Operator V		26.57
14071 - Computer Programmer I	(see 1)	26.04
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		17.31
14160 - Personal Computer Support Technician		24.00
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.08
15020 - Aircrew Training Devices Instructor (Rated)		40.02
15030 - Air Crew Training Devices Instructor (Pilot)		47.98
15050 - Computer Based Training Specialist / Instructor		33.08
15060 - Educational Technologist		29.23
15070 - Flight Instructor (Pilot)		47.98

15080 - Graphic Artist	26.72
15090 - Technical Instructor	22.43
15095 - Technical Instructor/Course Developer	27.43
15110 - Test Proctor	18.43
15120 - Tutor	18.43
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.40
16030 - Counter Attendant	9.40
16040 - Dry Cleaner	12.06
16070 - Finisher, Flatwork, Machine	9.40
16090 - Presser, Hand	9.40
16110 - Presser, Machine, Drycleaning	9.40
16130 - Presser, Machine, Shirts	9.40
16160 - Presser, Machine, Wearing Apparel, Laundry	9.40
16190 - Sewing Machine Operator	12.79
16220 - Tailor	13.75
16250 - Washer, Machine	10.32
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.71
19040 - Tool And Die Maker	23.23
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.25
21030 - Material Coordinator	19.46
21040 - Material Expediter	19.46
21050 - Material Handling Laborer	12.26

21071 - Order Filler	11.47
21080 - Production Line Worker (Food Processing)	13.25
21110 - Shipping Packer	14.60
21130 - Shipping/Receiving Clerk	14.60
21140 - Store Worker I	11.34
21150 - Stock Clerk	16.06
21210 - Tools And Parts Attendant	13.58
21410 - Warehouse Specialist	13.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.47
23021 - Aircraft Mechanic I	28.07
23022 - Aircraft Mechanic II	29.47
23023 - Aircraft Mechanic III	30.94
23040 - Aircraft Mechanic Helper	21.98
23050 - Aircraft, Painter	25.61
23060 - Aircraft Servicer	24.44
23080 - Aircraft Worker	25.76
23110 - Appliance Mechanic	18.61
23120 - Bicycle Repairer	13.91
23125 - Cable Splicer	25.34
23130 - Carpenter, Maintenance	19.71
23140 - Carpet Layer	18.45
23160 - Electrician, Maintenance	26.51
23181 - Electronics Technician Maintenance I	21.28
23182 - Electronics Technician Maintenance II	23.89

23183 - Electronics Technician Maintenance III	25.10
23260 - Fabric Worker	17.17
23290 - Fire Alarm System Mechanic	19.95
23310 - Fire Extinguisher Repairer	15.88
23311 - Fuel Distribution System Mechanic	20.96
23312 - Fuel Distribution System Operator	16.33
23370 - General Maintenance Worker	18.08
23380 - Ground Support Equipment Mechanic	28.07
23381 - Ground Support Equipment Servicer	24.44
23382 - Ground Support Equipment Worker	25.76
23391 - Gunsmith I	15.88
23392 - Gunsmith II	18.45
23393 - Gunsmith III	20.81
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.04
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.95
23430 - Heavy Equipment Mechanic	19.79
23440 - Heavy Equipment Operator	19.26
23460 - Instrument Mechanic	25.87
23465 - Laboratory/Shelter Mechanic	19.71
23470 - Laborer	11.04
23510 - Locksmith	18.99
23530 - Machinery Maintenance Mechanic	24.33
23550 - Machinist, Maintenance	20.81

23580 - Maintenance Trades Helper	14.94
23591 - Metrology Technician I	25.87
23592 - Metrology Technician II	26.99
23593 - Metrology Technician III	28.14
23640 - Millwright	21.53
23710 - Office Appliance Repairer	18.99
23760 - Painter, Maintenance	18.99
23790 - Pipefitter, Maintenance	21.38
23810 - Plumber, Maintenance	20.88
23820 - Pneudraulic Systems Mechanic	20.81
23850 - Rigger	20.81
23870 - Scale Mechanic	18.45
23890 - Sheet-Metal Worker, Maintenance	19.95
23910 - Small Engine Mechanic	18.08
23931 - Telecommunications Mechanic I	23.89
23932 - Telecommunications Mechanic II	24.95
23950 - Telephone Lineman	25.52
23960 - Welder, Combination, Maintenance	20.27
23965 - Well Driller	20.81
23970 - Woodcraft Worker	20.81
23980 - Woodworker	15.04
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.65
24580 - Child Care Center Clerk	13.27
24610 - Chore Aide	7.35

24620 - Family Readiness And Support Services	13.83
Coordinator	
24630 - Homemaker	16.84
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.20
25040 - Sewage Plant Operator	18.70
25070 - Stationary Engineer	22.20
25190 - Ventilation Equipment Tender	14.58
25210 - Water Treatment Plant Operator	18.32
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.14
27007 - Baggage Inspector	11.56
27008 - Corrections Officer	19.62
27010 - Court Security Officer	21.18
27030 - Detection Dog Handler	17.90
27040 - Detention Officer	19.62
27070 - Firefighter	20.41
27101 - Guard I	11.56
27102 - Guard II	17.90
27131 - Police Officer I	24.19
27132 - Police Officer II	26.88
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.63
28042 - Carnival Equipment Repairer	12.36
28043 - Carnival Equipment Worker	8.51

28210 - Gate Attendant/Gate Tender	13.90
28310 - Lifeguard	12.38
28350 - Park Attendant (Aide)	15.55
28510 - Recreation Aide/Health Facility Attendant	11.35
28515 - Recreation Specialist	17.83
28630 - Sports Official	12.38
28690 - Swimming Pool Operator	17.44
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.12
29020 - Hatch Tender	20.12
29030 - Line Handler	20.12
29041 - Stevedore I	18.72
29042 - Stevedore II	21.50
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	40.33
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	27.81
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.63
30021 - Archeological Technician I	21.56
30022 - Archeological Technician II	25.47
30023 - Archeological Technician III	30.62
30030 - Cartographic Technician	30.62
30040 - Civil Engineering Technician	30.03
30061 - Drafter/CAD Operator I	21.56
30062 - Drafter/CAD Operator II	24.71
30063 - Drafter/CAD Operator III	27.56

30064 - Drafter/CAD Operator IV	33.10
30081 - Engineering Technician I	20.02
30082 - Engineering Technician II	22.48
30083 - Engineering Technician III	25.15
30084 - Engineering Technician IV	31.09
30085 - Engineering Technician V	38.65
30086 - Engineering Technician VI	46.10
30090 - Environmental Technician	29.96
30210 - Laboratory Technician	23.56
30240 - Mathematical Technician	30.62
30361 - Paralegal/Legal Assistant I	22.52
30362 - Paralegal/Legal Assistant II	27.90
30363 - Paralegal/Legal Assistant III	34.12
30364 - Paralegal/Legal Assistant IV	41.27
30390 - Photo-Optics Technician	30.62
30461 - Technical Writer I	23.21
30462 - Technical Writer II	28.38
30463 - Technical Writer III	34.93
30491 - Unexploded Ordnance (UXO) Technician I	25.63
30492 - Unexploded Ordnance (UXO) Technician II	31.01
30493 - Unexploded Ordnance (UXO) Technician III	37.17
30494 - Unexploded (UXO) Safety Escort	25.63
30495 - Unexploded (UXO) Sweep Personnel	25.63
30620 - Weather Observer, Combined Upper Air Or	(see 2) 26.35

Surface Programs

30621 - Weather Observer, Senior	(see 2)	30.48
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.88
31030 - Bus Driver		17.06
31043 - Driver Courier		14.03
31260 - Parking and Lot Attendant		9.17
31290 - Shuttle Bus Driver		15.28
31310 - Taxi Driver		11.54
31361 - Truckdriver, Light		15.28
31362 - Truckdriver, Medium		18.98
31363 - Truckdriver, Heavy		20.32
31364 - Truckdriver, Tractor-Trailer		20.32
99000 - Miscellaneous Occupations		
99030 - Cashier		10.01
99050 - Desk Clerk		11.72
99095 - Embalmer		23.71
99251 - Laboratory Animal Caretaker I		9.83
99252 - Laboratory Animal Caretaker II		10.71
99310 - Mortician		26.44
99410 - Pest Controller		15.80
99510 - Photofinishing Worker		12.62
99710 - Recycling Laborer		16.46
99711 - Recycling Specialist		20.06
99730 - Refuse Collector		14.67
99810 - Sales Clerk		12.66

99820 - School Crossing Guard	10.96
99830 - Survey Party Chief	20.96
99831 - Surveying Aide	14.35
99832 - Surveying Technician	18.13
99840 - Vending Machine Attendant	12.00
99841 - Vending Machine Repairer	14.41
99842 - Vending Machine Repairer Helper	12.31

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$4.02 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 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 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND 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 employee (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.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

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.

Wage Determination 05-2512 (Rev. 18)

WD 05-2512 (Rev.-18) was first posted on www.wdol.gov on 07/25/2014

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT

U.S. DEPARTMENT OF LABOR WAGE AND HOUR DIVISION, EMPLOYMENT STANDARDS

ADMINISTRATION WASHINGTON D.C. 20210

By direction of the Secretary of Labor

Wage Determination No.: 2005-2512 Revision No.: 18

Date Of Last Revision: 07/25/2014

Diane C. Koplewski, Director Division of Wage Determinations

States: New Mexico, Texas

Area: New Mexico Counties of Chaves, Dona Ana, Eddy, Grant, Hidalgo, Lincoln, Luna, Otero, Sierra

Texas Counties of Culberson, El Paso, Hudspeth

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.78
01012 - Accounting Clerk II		14.46
01013 - Accounting Clerk III		16.18
01020 - Administrative Assistant		17.66
01040 - Court Reporter		15.70
01051 - Data Entry Operator I		9.57
01052 - Data Entry Operator II		10.56
01060 - Dispatcher, Motor Vehicle		13.41

01070 - Document Preparation Clerk	11.19
01090 - Duplicating Machine Operator	11.19
01111 - General Clerk I	9.61
01112 - General Clerk II	10.49
01113 - General Clerk III	11.77
01120 - Housing Referral Assistant	14.98
01141 - Messenger Courier	8.76
01191 - Order Clerk I	10.48
01192 - Order Clerk II	11.44
01261 - Personnel Assistant (Employment) I	12.80
01262 - Personnel Assistant (Employment) II	14.44
01263 - Personnel Assistant (Employment) III	15.99
01270 - Production Control Clerk	16.69
01280 - Receptionist	9.47
01290 - Rental Clerk	10.50
01300 - Scheduler, Maintenance	12.00
01311 - Secretary I	12.01
01312 - Secretary II	13.43
01313 - Secretary III	14.98
01320 - Service Order Dispatcher	11.77
01410 - Supply Technician	17.23
01420 - Survey Worker	13.70
01531 - Travel Clerk I	11.16
01532 - Travel Clerk II	12.20
01533 - Travel Clerk III	13.00

01611 - Word Processor I	12.87
01612 - Word Processor II	14.45
01613 - Word Processor III	16.16
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	16.41
05010 - Automotive Electrician	15.40
05040 - Automotive Glass Installer	14.37
05070 - Automotive Worker	14.37
05110 - Mobile Equipment Servicer	12.32
05130 - Motor Equipment Metal Mechanic	16.41
05160 - Motor Equipment Metal Worker	14.37
05190 - Motor Vehicle Mechanic	17.31
05220 - Motor Vehicle Mechanic Helper	11.29
05250 - Motor Vehicle Upholstery Worker	13.34
05280 - Motor Vehicle Wrecker	14.37
05310 - Painter, Automotive	15.40
05340 - Radiator Repair Specialist	14.37
05370 - Tire Repairer	11.33
05400 - Transmission Repair Specialist	16.41
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.51
07041 - Cook I	9.61
07042 - Cook II	11.41
07070 - Dishwasher	7.37
07130 - Food Service Worker	8.06

07210 - Meat Cutter	11.04
07260 - Waiter/Waitress	7.30
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.73
09040 - Furniture Handler	8.80
09080 - Furniture Refinisher	15.73
09090 - Furniture Refinisher Helper	11.05
09110 - Furniture Repairer, Minor	13.15
09130 - Upholsterer	15.73
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.07
11060 - Elevator Operator	8.07
11090 - Gardener	12.04
11122 - Housekeeping Aide	9.02
11150 - Janitor	9.02
11210 - Laborer, Grounds Maintenance	9.02
11240 - Maid or Houseman	7.74
11260 - Pruner	7.79
11270 - Tractor Operator	11.51
11330 - Trail Maintenance Worker	9.02
11360 - Window Cleaner	10.45
12000 - Health Occupations	
12010 - Ambulance Driver	12.83
12011 - Breath Alcohol Technician	14.94
12012 - Certified Occupational Therapist Assistant	22.21

12015 - Certified Physical Therapist Assistant	21.09
12020 - Dental Assistant	12.61
12025 - Dental Hygienist	27.43
12030 - EKG Technician	25.42
12035 - Electroneurodiagnostic Technologist	25.42
12040 - Emergency Medical Technician	12.83
12071 - Licensed Practical Nurse I	16.95
12072 - Licensed Practical Nurse II	18.96
12073 - Licensed Practical Nurse III	21.15
12100 - Medical Assistant	10.86
12130 - Medical Laboratory Technician	13.77
12160 - Medical Record Clerk	13.27
12190 - Medical Record Technician	14.84
12195 - Medical Transcriptionist	14.31
12210 - Nuclear Medicine Technologist	33.37
12221 - Nursing Assistant I	9.26
12222 - Nursing Assistant II	10.41
12223 - Nursing Assistant III	11.36
12224 - Nursing Assistant IV	12.75
12235 - Optical Dispenser	11.21
12236 - Optical Technician	9.30
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	13.52
12305 - Radiologic Technologist	23.81
12311 - Registered Nurse I	23.99

12312 - Registered Nurse II	28.64
12313 - Registered Nurse II, Specialist	28.64
12314 - Registered Nurse III	34.65
12315 - Registered Nurse III, Anesthetist	34.65
12316 - Registered Nurse IV	41.55
12317 - Scheduler (Drug and Alcohol Testing)	21.37
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.15
13012 - Exhibits Specialist II	23.08
13013 - Exhibits Specialist III	27.03
13041 - Illustrator I	19.15
13042 - Illustrator II	23.08
13043 - Illustrator III	27.03
13047 - Librarian	24.46
13050 - Library Aide/Clerk	11.49
13054 - Library Information Technology Systems Administrator	22.09
13058 - Library Technician	17.24
13061 - Media Specialist I	15.83
13062 - Media Specialist II	17.83
13063 - Media Specialist III	19.88
13071 - Photographer I	12.93
13072 - Photographer II	16.45
13073 - Photographer III	20.57
13074 - Photographer IV	24.45

13075 - Photographer V		27.88
13110 - Video Teleconference Technician		14.70
14000 - Information Technology Occupations		
14041 - Computer Operator I		13.67
14042 - Computer Operator II		15.46
14043 - Computer Operator III		17.25
14044 - Computer Operator IV		19.17
14045 - Computer Operator V		21.22
14071 - Computer Programmer I	(see 1)	21.43
14072 - Computer Programmer II	(see 1)	26.56
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see	
1) 14103 - Computer Systems Analyst III	(see	
1)		
14150 - Peripheral Equipment Operator		13.67
14160 - Personal Computer Support Technician		22.41
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		26.13
15020 - Aircrew Training Devices Instructor (Rated)		32.14
15030 - Air Crew Training Devices Instructor (Pilot)		37.89
15050 - Computer Based Training Specialist / Instructor		26.13
15060 - Educational Technologist		32.13
15070 - Flight Instructor (Pilot)		37.89
15080 - Graphic Artist		19.52

15090 - Technical Instructor	18.06
15095 - Technical Instructor/Course Developer	22.09
15110 - Test Proctor	14.58
15120 - Tutor	14.58
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.64
16030 - Counter Attendant	7.64
16040 - Dry Cleaner	9.31
16070 - Finisher, Flatwork, Machine	7.64
16090 - Presser, Hand	7.64
16110 - Presser, Machine, Drycleaning	7.64
16130 - Presser, Machine, Shirts	7.64
16160 - Presser, Machine, Wearing Apparel, Laundry	7.64
16190 - Sewing Machine Operator	9.84
16220 - Tailor	10.41
16250 - Washer, Machine	8.19
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.73
19040 - Tool And Die Maker	20.26
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	10.91
21030 - Material Coordinator	16.69
21040 - Material Expediter	16.69
21050 - Material Handling Laborer	9.14
21071 - Order Filler	10.49

21080 - Production Line Worker (Food Processing)	10.91
21110 - Shipping Packer	10.48
21130 - Shipping/Receiving Clerk	10.49
21140 - Store Worker I	8.93
21150 - Stock Clerk	12.82
21210 - Tools And Parts Attendant	10.91
21410 - Warehouse Specialist	10.91
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.14
23021 - Aircraft Mechanic I	23.82
23022 - Aircraft Mechanic II	26.14
23023 - Aircraft Mechanic III	27.45
23040 - Aircraft Mechanic Helper	16.39
23050 - Aircraft, Painter	18.67
23060 - Aircraft Servicer	19.25
23080 - Aircraft Worker	20.78
23110 - Appliance Mechanic	16.14
23120 - Bicycle Repairer	11.33
23125 - Cable Splicer	21.87
23130 - Carpenter, Maintenance	15.73
23140 - Carpet Layer	14.64
23160 - Electrician, Maintenance	18.27
23181 - Electronics Technician Maintenance I	19.57
23182 - Electronics Technician Maintenance II	21.02
23183 - Electronics Technician Maintenance III	22.67

23260 - Fabric Worker	13.46
23290 - Fire Alarm System Mechanic	16.62
23310 - Fire Extinguisher Repairer	12.26
23311 - Fuel Distribution System Mechanic	19.79
23312 - Fuel Distribution System Operator	15.20
23370 - General Maintenance Worker	14.64
23380 - Ground Support Equipment Mechanic	23.82
23381 - Ground Support Equipment Servicer	19.25
23382 - Ground Support Equipment Worker	20.78
23391 - Gunsmith I	12.26
23392 - Gunsmith II	14.64
23393 - Gunsmith III	16.96
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.12
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	17.24
23430 - Heavy Equipment Mechanic	17.80
23440 - Heavy Equipment Operator	16.96
23460 - Instrument Mechanic	18.50
23465 - Laboratory/Shelter Mechanic	15.73
23470 - Laborer	9.14
23510 - Locksmith	15.73
23530 - Machinery Maintenance Mechanic	16.96
23550 - Machinist, Maintenance	16.31
23580 - Maintenance Trades Helper	11.27

23591 - Metrology Technician I	18.50
23592 - Metrology Technician II	19.66
23593 - Metrology Technician III	20.93
23640 - Millwright	17.46
23710 - Office Appliance Repairer	15.62
23760 - Painter, Maintenance	14.67
23790 - Pipefitter, Maintenance	17.63
23810 - Plumber, Maintenance	16.55
23820 - Pneudraulic Systems Mechanic	16.96
23850 - Rigger	16.96
23870 - Scale Mechanic	14.64
23890 - Sheet-Metal Worker, Maintenance	15.63
23910 - Small Engine Mechanic	14.64
23931 - Telecommunications Mechanic I	21.99
23932 - Telecommunications Mechanic II	23.51
23950 - Telephone Lineman	19.48
23960 - Welder, Combination, Maintenance	16.96
23965 - Well Driller	16.96
23970 - Woodcraft Worker	16.96
23980 - Woodworker	12.26
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.41
24580 - Child Care Center Clerk	10.49
24610 - Chore Aide	8.29
24620 - Family Readiness And Support Services	11.01

Coordinator	
24630 - Homemaker	12.70
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.71
25040 - Sewage Plant Operator	17.19
25070 - Stationary Engineer	18.43
25190 - Ventilation Equipment Tender	12.83
25210 - Water Treatment Plant Operator	17.19
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.20
27007 - Baggage Inspector	10.38
27008 - Corrections Officer	18.66
27010 - Court Security Officer	18.66
27030 - Detection Dog Handler	14.84
27040 - Detention Officer	18.66
27070 - Firefighter	19.83
27101 - Guard I	10.38
27102 - Guard II	14.84
27131 - Police Officer I	21.41
27132 - Police Officer II	23.78
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.64
28042 - Carnival Equipment Repairer	12.69
28043 - Carnival Equipment Worker	8.45
28210 - Gate Attendant/Gate Tender	13.37

28310 - Lifeguard	11.90
28350 - Park Attendant (Aide)	14.96
28510 - Recreation Aide/Health Facility Attendant	10.92
28515 - Recreation Specialist	14.10
28630 - Sports Official	11.92
28690 - Swimming Pool Operator	16.36
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.06
29020 - Hatch Tender	17.06
29030 - Line Handler	17.06
29041 - Stevedore I	15.68
29042 - Stevedore II	18.98
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	18.13
30022 - Archeological Technician II	20.27
30023 - Archeological Technician III	25.11
30030 - Cartographic Technician	25.12
30040 - Civil Engineering Technician	19.04
30061 - Drafter/CAD Operator I	15.03
30062 - Drafter/CAD Operator II	16.81
30063 - Drafter/CAD Operator III	19.99
30064 - Drafter/CAD Operator IV	26.25

30081 - Engineering Technician I	15.71
30082 - Engineering Technician II	17.63
30083 - Engineering Technician III	20.27
30084 - Engineering Technician IV	24.96
30085 - Engineering Technician V	29.90
30086 - Engineering Technician VI	36.17
30090 - Environmental Technician	19.33
30210 - Laboratory Technician	19.91
30240 - Mathematical Technician	24.90
30361 - Paralegal/Legal Assistant I	16.54
30362 - Paralegal/Legal Assistant II	20.49
30363 - Paralegal/Legal Assistant III	25.07
30364 - Paralegal/Legal Assistant IV	30.33
30390 - Photo-Optics Technician	22.90
30461 - Technical Writer I	26.05
30462 - Technical Writer II	31.87
30463 - Technical Writer III	38.56
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 3) 19.99
30621 - Weather Observer, Senior	(see 3) 20.83

31000 - Transportation/Mobile Equipment Operation Occupations

31020 - Bus Aide	9.98
31030 - Bus Driver	15.52
31043 - Driver Courier	11.32
31260 - Parking and Lot Attendant	7.85
31290 - Shuttle Bus Driver	12.39
31310 - Taxi Driver	10.33
31361 - Truckdriver, Light	12.39
31362 - Truckdriver, Medium	14.19
31363 - Truckdriver, Heavy	17.82
31364 - Truckdriver, Tractor-Trailer	17.82

99000 - Miscellaneous Occupations

99030 - Cashier	7.93
99050 - Desk Clerk	10.35
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	9.70
99252 - Laboratory Animal Caretaker II	10.76
99310 - Mortician	22.69
99410 - Pest Controller	14.84
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	11.26
99711 - Recycling Specialist	14.37
99730 - Refuse Collector	9.72
99810 - Sales Clerk	10.14
99820 - School Crossing Guard	8.48

99830 - Survey Party Chief	17.09
99831 - Surveying Aide	11.84
99832 - Surveying Technician	13.97
99840 - Vending Machine Attendant	9.87
99841 - Vending Machine Repairer	12.54
99842 - Vending Machine Repairer Helper	9.87

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$4.02 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 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 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee

must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

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) AIR TRAFFIC CONTROLLERS AND 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.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

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.

Wage Determination CBA 2013-6371 (Rev. 1)

REGISTER OF WAGE DETERMINATION UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary		WAGE AND HOUR DIVISION
of Labor		WASHINGTON D.C. 20210
Diane Koplewski		Wage Determination No.: CBA-2013-6371
Director		Revision No.: 1
Division of		Date Of Last Revision: 12/4/2013
Wage Determinations		
<hr/>		
State: Texas		
<hr/>		
Area: Harris		
<hr/>		

Employed on NASA Johnson Space Center contract for Protective Services.

Collective Bargaining Agreement between contractor: Chenega Security & Support Solutions, LLC, and union: International Union, Security, Police, and Fire Professionals Local Am 300, effective 7/1/2013 through 9/30/2016.

In accordance with Section 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).

[CS3-Johnson Space Center CBA FINAL.pdf](#)

CTRL + Click to view

Wage Determination CBA 2013-6372 (Rev. 1)

REGISTER OF WAGE DETERMINATION UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary		WAGE AND HOUR DIVISION
of Labor		WASHINGTON D.C. 20210
Diane Koplewski		Wage Determination No.: CBA-2013-6372
Director		Revision No.: 1
Division of		
Wage Determinations		Date Of Last Revision: 12/4/2013
<hr/>		
State: Texas		
<hr/>		
Area: Harris		

Employed on NASA Johnson Space Center contract for Protective Services.

Collective Bargaining Agreement between contractor: G4S Government Solutions, Inc., and union: Office & Professional Employees International Union Local 129, effective 10/1/2013 through 9/30/2016.

In accordance with Section 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).

[JSC Tech Svc CBA \(final\).pdf](#)

CTRL + Click to view

Wage Determination CBA 2013-6374 (Rev. 0)

REGISTER OF WAGE DETERMINATION UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary		WAGE AND HOUR DIVISION
of Labor		WASHINGTON D.C. 20210
Diane Koplewski		Wage Determination No.: CBA-2013-6374
Director		Revision No.: 0
Division of		Date Of Last Revision: 12/4/2013
Wage Determinations		
<hr/>		
State: New Mexico		
<hr/>		
Area: Dona Ana		

Employed on NASA Johnson Space Center contract for Protective Services.

Collective Bargaining Agreement between contractor: G4S Government Solutions, Inc. White Sands Test Fa, and union: The International Association of Machinists and Aerospace Worker Local Lodge 39, effective 3/1/2013 through 2/29/2016.

In accordance with Section 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).

[NASA White Sands CBA - 2013.pdf](#)

CTRL + Click to view

Wage Determination CBA 2013-6373 (Rev. 0)

REGISTER OF WAGE DETERMINATION UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary		WAGE AND HOUR DIVISION
of Labor		WASHINGTON D.C. 20210
Diane Koplewski		Wage Determination No.: CBA-2013-6373
Director		Revision No.: 0
Division of		Date Of Last Revision: 12/4/2013
Wage Determinations		
<hr/>		
State: Texas		
Area: Harris		

Employed on NASA Johnson Space Center contract for Protective Services.

Collective Bargaining Agreement between contractor: G4S Government Solutions, Inc., and union: International Association of Machinists & Aerospace Workers Local Lodge 37, effective 2/1/2013 through 1/31/2016.

In accordance with Section 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).

[JSC Locksmith CBA \(2013\).pdf](#)

CTRL + Click to view

Attachment J-09

LIST OF FACILITIES
JOHNSON SPACE CENTER AND
WHITE SANDS TEST FACILITY

NASA/Johnson Space Center (JSC)	
Building	Room
JSC Building 30	1100, 1102A, 1102B, 3110, 3112, 3116, 3118
JSC Building 110	Lobby, 101, 104, 119, 125, 125A
JSC Building 111	100
JSC Building 262A	High Bay
JSC Building 262B	100 (High Bay), 100A, 101, 102, 103, 104, 105, 106
JSC Building 264	Storage Room
JSC Building 419	138, 150
JSC Building 420	105, 105A, 115, 115A, 118 (High Bay), 118A 125
Sonny Carter Training Facility Building 920A (Entrance E)	1000 (Lobby)
Sonny Carter Training Facility Building 920N (Entrance C)	Lobby
Ellington Field Building 267	100, 104B

NASA/JSC/White Sands Test Facility (WSTF)	
Building	Room
Building 101	116
	116F
	116D
	116B
	112
	113

Attachment J.10

RESERVED

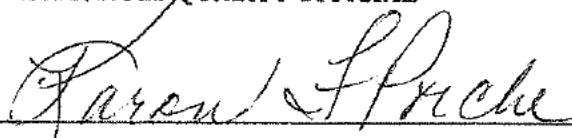
Attachment J.11


QUALITY PLAN (Contractor Provided as per DRD-011)

Chenega Security & Support Solutions (CS³)
Quality Management Plan
Johnson Space Center Protective Services Contract (JSCPSC)


APPROVED:  11-29-12
CS³ JSCPSC PROGRAM MANAGER DATE

APPROVED:  11-29-12
CS³ DESIGNATED QUALITY OFFICIAL DATE

APPROVED:  12/20/12
~~NASA COTR~~ CONTRACTING OFFICER DATE

APPROVED:  12/13/12
NASA CONTRACTING OFFICER ~~COTR~~ DATE

APPROVED:  11/27/12
QUALITY AND FLIGHT EQUIPMENT DIVISION DATE

APPROVED:  12/13/12
WSTF - ALTERNATE COTR DATE

QUALITY MANAGEMENT PLAN

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(b) (4)

**Attachment 11 - Page 3 thru 14 of this section are exempt in full
pursuant to 5 USC 552 Exemption (b)(4)**

Attachment J.12

GOVERNMENT PROPERTY MANAGEMENT PLAN
(Contractor Provided as per DRD-003)

Attachment 12 - Page J.12-2 thru J.12-12 of this section are exempt in full pursuant to 5 USC 552 Exemption (b)(4)

Attachment J.13

PHASE-IN PLAN (Contractor Provided as per DRD-009)

**Attachment 13 - Page J.13-2 thru J.13-14/15 of this section are exempt
in full pursuant to 5 USC 552 Exemption (b)(4)**

Attachment J.14

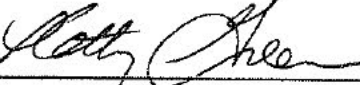
MANAGEMENT PLAN
(Contractor Provided as per DRD-008)

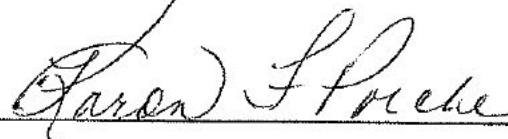
**Chenega Security & Support Solutions (CS³)
/ G4S Government Solutions (G4SGS)
GOVERNMENT PROPERTY MANAGEMENT PLAN
Protective Services Contract (JSCPSC)**

APPROVED:  1-15-13
CS³ JSCPSC PROGRAM MANAGER DATE

APPROVED:  1/15/13
CS³ PROPERTY ADMINISTRATOR DATE

APPROVED:  1/28/13
NASA COTR DATE

APPROVED:  1/15/13
NASA PROPERTY ADMINISTRATOR DATE

APPROVED:  01/29/13
NASA CONTRACTING OFFICER DATE

GOVERNMENT PROPERTY MANAGEMENT PLAN

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(b) (4)

**Attachment J.14 - Page 3 thru 14 of this section are exempt in full
pursuant to 5 USC 552 Exemption (b)(4)**

Attachment J.15

SECURITY SERVICES EDUCATION AND TRAINING PROGRAM PLAN (Contractor Provided as DRD-018)

Chenega Security & Support Solutions (CS³)
Security Services Education and Training Program Plan
Johnson Space Center Protective Services Contract (JSCPSC)

APPROVED: _____

CS³ JSCPSC PROGRAM MANAGER

DATE

APPROVED: _____

Kurt Deitz Training Manager

APPROVED: _____

NASA COTR

DATE

APPROVED: _____

WSTF ALT COTR

DATE

APPROVED: _____

NASA CONTRACTING OFFICER

DATE

APPROVED: _____

REVISION RECORD	
-----------------	--

[illegible]

Security Services Education and Training Program Plan

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(b) (4)

**Attachment 15 - Page 4 thru 20 of this section are exempt in full
pursuant to 5 USC 552 Exemption (b)(4)**

Attachment J.16

**INFORMATION TECHNOLOGY (IT) SECURITY PLAN,
RISK ASSESSMENT**
(Contractor Provided as per DRD-005)

Chenega Security & Support Solutions (CS³)

/ G4S Government Solutions (G4SGS)

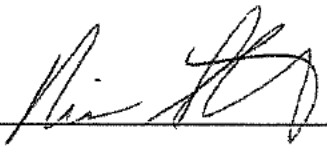
Information Technology (IT) Security Plan, Risk Assessment


Protective Services Contract (JSCPSC)

APPROVED:  10-31-12
CS³ JSCPSC PROGRAM MANAGER DATE

APPROVED:  11/5/12
CS³ DESIGNATED IT OFFICIAL DATE

APPROVED:  11/5/12
NASA COTR DATE

APPROVED:  11/15/12
JSC INFORMATION TECHNOLOGY REPRESENTATIVE DATE

APPROVED:  11/26/12
NASA CONTRACTING OFFICER DATE

IT INFORMATION SECURITY PLAN, RISK ASSESSMENT

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(b) (4)

**Attachment 16 - Page 3 thru 6 of this section are exempt in full
pursuant to 5 USC 552 Exemption (b)(4)**

Attachment J.17

INFORMATION TECHNOLOGY (IT) SYSTEMS SECURITY PLAN
(Contractor Provided as per DRD-006)

Attachment J.18

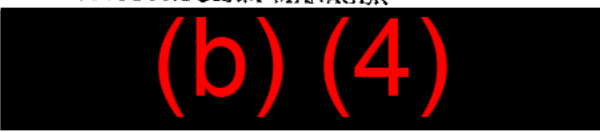
FILE PLAN (SUMMARY OF HOLDINGS)
(Contractor Provided as per DRD-007)

Chenega Security & Support Solutions (CS³)

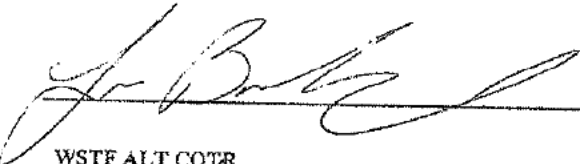
DRD-007 File Plan (Summary of Holdings)


Johnson Space Center Protective Services Contract (JSCPSC)

APPROVED:  12-18-12
CS³ JSCPSC PROGRAM MANAGER DATE

APPROVED:  (b) (4) 12-18-12
NASA RECORD MANAGER DATE

APPROVED:  12/19/2012
NASA COTR DATE

APPROVED:  12-19-12
WSTF ALT COTR DATE

APPROVED:  12/20/12
NASA CONTRACTING OFFICER DATE

**Attachment J.18 - Page 2 thru 16 of this section are exempt in full
pursuant to 5 USC 552 Exemption (b)(4)**

Attachment J.19


SAFETY AND HEALTH PLAN
(Contractor Provided as per DRD-012)

**Chenega Security & Support Solutions (CS³)
/ G4S Government Solutions (G4SGS)
Safety & Health Approach/Plan
Johnson Space Center Protective Services Contract (JSCPSC)**


APPROVED:  10/29/12
CS³ JSCPSC PROGRAM MANAGER DATE

APPROVED:  10/29/12
CS³ DESIGNATED SAFETY OFFICIAL DATE

APPROVED:  11/1/2012
NASA COTR DATE

APPROVED:  10/29/12
JSC SAFETY AND TEST OPERATIONS DIVISION DATE

APPROVED:  10/29/12
JSC OCCUPATIONAL HEALTH OFFICER DATE

APPROVED:  11/5/12
NASA CONTRACTING OFFICER DATE

Revision Record

[illegible]

SAFETY AND HEALTH APPROACH / PLAN

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(b) (4)

**Attachment J.19 - Page 4 thru 24 of this section are exempt in full
pursuant to 5 USC 552 Exemption (b)(4)**

Attachment J.20

PHYSICAL SECURITY PLAN (PSP)
(Contractor Provided as per DRD-021)

JSC 2014 Annual Physical Security Assessment

Security Infrastructure

Chenega Security & Support Solutions

The purpose of this document is to provide an in depth review of the NASA Lyndon B. Johnson Space Center's Physical Security infrastructure which outlines positive and negative security procedures and provides recommendations which, if implemented, will eliminate negative security areas at the locations identified.

DRD-020 JSC 2014 Annual Physical Security Assessment

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(b) (4)

**Attachment J.20 - Page 1 thru 54 of this section are exempt in full
pursuant to 5 USC 552 Exemption (b)(4)**

Attachment J.21

**LABOR RELATIONS AND NOTIFICATION OF POTENTIAL LABOR
DISPUTE AND CONTINGENCY STRIKE PLAN**
(Contractor Provided as per DRD-010)

Attachment J.21 - Page J.21-2 thru J.21-7 of this section are exempt in full pursuant to 5 USC 552 Exemption (b)(4)

Attachment J.22

STAFFING AND CRITICAL SKILLS PLAN
(Contractor Provided as per DRD-022)

**Attachment J.22 - Page J.22-2 thru J.22-12 of this section are exempt
in full pursuant to 5 USC 552 Exemption (b)(4)**