



**Attachment J-15**

**PORTS SOCCo Site Security**

**Requirements**

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## 1.0 GENERAL

### 1.1 Plant Access Limitations

- 1.1.1 Contractor's construction activities will be restricted to the areas designated as work areas on the Plant Access Plan. Travel on plant site will be restricted to the main roads designated on the Plant Access Plan. The contractor will be held responsible for keeping personnel within the designated area(s). Contractor personnel found outside the designated area(s) will be removed from plant site.
- 1.1.2 Contractor personnel assigned to work within the limited area (LA) shall enter and leave the area only through the portal assigned for this contract. \*\*
- 1.1.3 All contractor personnel coming onto plant site, even for a limited period such as deliveries, meetings, etc., must be United States citizens; foreign nationals, including Green Card individuals are not permitted entry to the Federal Reservation.
- 1.1.4 Uncleared individuals will be escorted by a minimum "L" cleared, trained, and knowledgeable employee while in a LA. The escort ratio is 10 to 1, unless otherwise approved by North Wind Dynamics, LLC (NWD) Security.

### 1.2 Security Clearance

There are two types of Department of Energy (DOE) personnel security clearances, "L" or "Q". The following information must be submitted for either:

- A valid justification statement for clearance level
- A pre-employment background check (as described in section 1.6.2)
- Negative drug screen results within the past 90 days with the Medical Review Officer's signature.

NOTE: DOE may require additional information if needed on a case by case basis.

### 1.3 FOCI

Foreign Ownership, Control or Influence (FOCI) approval is required for contractor and all tiers of the contractor's subcontracts requiring unescorted access to the LA. FOCI registration must be completed prior to any clearances being extended to the contract.

#### 1.4 Limited Area

- 1.4.1 DOE security area designated for the protection of classified matter and Category III Special Nuclear Material (SNM).
- 1.4.2 LA consists of physical boundaries designed to ensure access is controlled to allow only authorized personnel into the security area.

#### 1.5 Property Protection Areas (PPAs)

PPAs are security areas established to control public access and protect employees, government property, CAT IV nuclear material, and hazardous materials/chemicals. These security areas will be established with security requirements documented in the Site Security Plan (NWD PORTS 22-8018) approved by the Cognizant Security Office.

#### 1.6 General Personnel Requirements

- 1.6.1 In addition to the requirements specified herein, the contractor shall maintain a current list of all contractor and subcontractor personnel, both cleared and uncleared, working on plant site. This list shall be made available to the Contractor Technical Representative (CTR), Buyer Technical Representative (BTR) or Contract Administrator (CA) upon request and shall include, as a minimum, the full name, residential address, type of security clearance (if any), and citizenship for each on-site employee.
- 1.6.2 After receipt of Notice of Award of a contract, the contractor shall submit to Southern Ohio Cleanup Company LLC (SOCCo) Security through the CTR, a list of all personnel known or believed to have an active DOE "Q" or "L" security clearance and who are to be utilized for work within the LA. This list shall include the full name, social security number, and date of birth, place of birth, job title, and the present address and phone number of the employee. A listing of uncleared contractor personnel requiring a "Q" or "L" clearance shall be submitted by the CTR to SOCCo Security.
- 1.6.3 The DOE Acquisition Regulation requires that before DOE processes an applicant for a DOE clearance, the contractor must ensure that an investigation is conducted to establish the applicant's job qualifications and suitability. DEAR 970.2201(1), requires the contractor conduct pre-employment personnel investigation to include:
  - A check of the applicant's credit status.



- Verification of high school degrees and diplomas received within the past 5 years.
- Verification of all degrees or diplomas from institutions of higher learning.
- Telephone interviews with at least two listed personal references and at least one developed personal reference (a developed reference is one who was not listed by the applicant but was developed during the investigation) to establish the applicant's character, habits, aberrant behavior or other information that may reveal the applicant's suitability for a clearance.
- Telephone interviews with all employers for the past 3 years (excluding employment of less than sixty [60] days duration, part-time employment) to verify dates worked and to determine eligibility for rehire.
- A check of court records for information concerning criminal (felony and misdemeanor), civil and domestic cases in every jurisdiction where applicant has resided (except jurisdictions resided in less than sixty [60] days) for the preceding five-year period.

#### 1.7 Reinvestigations

DOE Order (O) 472.2a, requires access authorizations of individuals holding DOE "Q" and "L" security clearances be reinvestigated every 5 years. Each month, DOE utilizes NWD, who in turn notifies contractor and subcontractor employees scheduled for reinvestigations. NWD Security will notify the contractor or subcontractor employee directly of the pending reinvestigation. Failure to complete the forms by the established date may result in the termination of the security clearance.

The contractor shall include this requirement in each lower-tier contract requiring access to classified information or source material/special nuclear material as defined in the security clause of this contract.

#### 1.8 Building Access Requirements

All personnel must be authorized to enter individual buildings by the Facility Manager. The person responsible for directing the contractor or subcontractor employee is responsible for contacting the facility manager.

## 2.0 BADGING

### 2.1 Uncleared Site-Specific Badge – less than 6 months

The following are the requirements for the uncleared site-specific badge for individuals who will be on-site less than six (6) months:

- Required if working on-site for more than ten (10) days
- Initial Security Awareness Briefing
- General Employee Training
- Signed Individual Security Plan, if applicable
- Approved NWD SS PE FOR 2233 Security Badge Request

**Note:** The badge office will provide a temporary badge for interview candidates or anyone that have determined will not be on-site for more than six months. However, the length of time a temporary badge is issued to such individuals will count against their six-month lifetime maximum, regardless of how often they physically visit the site.

### 2.2 Uncleared Site-Specific Badge – more than six (6) months

The following are the requirements for the uncleared site-specific badge for individuals who will be on-site more than 6 months:

- Required if working on-site for more than ten (10) days
- Initial Security Awareness Briefing
- General Employee Training
- Signed Individual Security Plan, if applicable
- Approved NWD SS PE FOR 2233 Security Badge Request

In addition to the above, the following are also required for processing an SF-85, Questionnaire for Non-Sensitive Positions (Uncleared):

- Prime Contractor Human Resources (HR) Department, Labor Relations Department or the Facility Security Officer (FSO) must complete the following forms:
  - 206.2, Office of Science Consolidated Service Center, Request for Badge
  - NWD-SS-PE-FOR-2233, Security Badge Request Form
  - 306, Declaration for Federal Employment
  - Questionnaire for National Security Position (QNSP) Privacy Information Review Approval
  - Any other forms requested by PERSEC

- Once the appropriate management signature(s) have been obtained, all forms are submitted to PERSEC. After receiving the forms, PERSEC will initiate the applicant to complete e-QIP, SF-85, on-line. Then the individual must present to a PERSEC Specialist either a certified original birth certificate or passport (current or expired) and complete the enrollment in USAccess.
- Personnel will not be provided physical or logical access until they have completed their e-QIP and it has been deemed satisfactory for release from the Cognizant Personnel Security Office (CPSO) to the investigating agency. In the event there is a justifiable need (i.e., mission critical) for the employee to start work prior to completion of their e-QIP, the Prime Contractor should contact the ODSA to make the request; however, the maximum amount of time that may be authorized to complete the submittal is two weeks.
- Personnel/positions identified as needing a clearance will also be submitted for an interim uncleared Homeland Security Presidential Directive 12 (HSPD-12) credential. This will be automatic action by the CPSO and is done to avoid the potential of surpassing the six-month maximum time a person is allowed to be issued a Local Site Specific Only (LSSO) badge. The interim uncleared badge essentially stops the clock and allows for the necessary amount of time for the clearance investigation to occur. In the event the candidate has derogatory background information, they will likely be denied an interim uncleared HSPD-12 credential.

### 2.3 Cleared DOE Standard Badge

The following are the requirements for the cleared DOE standard badge:

- DOE "Q" or "L" clearance
- Completion of both Initial and Comprehensive Security Awareness Briefings
- General Employee Training
- Signed Individual Security Plan and Standard Form 312
- Approved NWD SS PE FOR 2233 Security Badge Request

### 2.4 Homeland Security Presidential Directive – 12 (HSPD-12) Badge

The following are the requirements for the HSPD-12 badge:

- Requires either Personal Identity Verification (PIV) approval or DOE "Q" or "L" clearance
- Approved NWD SS PE FOR 2233 Portsmouth HSPD-12 Badge Request
- Personnel are required to have three separate appointments to complete the enrollment process. NWD will provide instructions for completing this process.

- Personnel are required to have two forms of identification for this appointment (i.e., valid passport, driver's license or state identification, social security card, certified copy of birth certificate, military identification, etc.)

## 2.5 Special Contracts Requirements

- 2.5.1 After receiving notification that the clearance has been granted, contractor personnel shall report to the NWD Visitor Control Office, at the time designated by NWD Security for security identification badge processing.
- 2.5.2 Contractor personnel will be photographed and will be issued a security identification badge according to NWD security procedures. The security identification badge shall be prominently displayed on the outer garment and above the waist at all times while on site.
- 2.5.3 Immediately notify NWD and SOCCo Security through the CTR, BTR or CA when contractor or subcontractor personnel authorized to enter the LA or PPA, are terminated or no longer require access (*within 2 days*). All cleared employees must immediately report to NWD Security for a termination briefing. Uncleared employees do not require a termination briefing, but must return all Government property (i.e., security badge, RSA token, PNAD, TLD, etc.) at the time of termination.

***NOTE: Failure to comply with these procedures may result in the withholding of the final payment by SOCCo until all incidents of noncompliance have been resolved.***

## 3.0 PROHIBITED AND CONTROLLED ARTICLES

Personnel are not authorized to possess any prohibited or controlled articles listed at the portals unless granted authorization by NWD Security. At any time prohibited and/or controlled articles are introduced without prior approval, the worker is subject to a security infraction and/or disciplinary action up to and including termination. Fitbits are authorized (cannot have a microphone, cellular capabilities, audio recording device, video recording device or a camera) for entry into the LA and PPA. However, these items are not permitted in Centrus leased space.

### 3.1 Prohibited Articles

- Explosives (includes ammunition);
- Dangerous weapons; (18 U.S.C. §930, "dangerous weapon" means a weapon, device, instrument, material, animate or inanimate that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length);



- Instruments or materials likely to produce substantial injury to persons or damage to persons or property;
- Controlled substances (e.g., illegal drugs and associated paraphernalia but not prescription medicine);
- Use of alcohol beverages; or
- Any other items prohibited by law to include items prohibited on Federal property that may not be illegal under local state laws (e.g., marijuana, etc.) are not permitted onto DOE property without appropriate authorization.
- Any confiscated prohibited articles shall be processed as evidence in accordance with ODFSA approved chain of custody procedures.
- Ensure notifications of confiscated prohibited items are reported to ODFSA or delegatee, Personnel Security, and the local Inspector General's Office, as applicable. Notifications may also need to be made to local law enforcement (even in states where marijuana is legal because the quantity may be a factor).

### 3.2 Controlled Articles

Controlled articles are not determined by types or brands, but instead as "personally-owned electronic devices capable of audio or visual recording and/or cellular capabilities or transmission" intended to be introduced into a LA. (See NWD SS PG PRO 2310, *Prohibited and Controlled Articles at the Portsmouth Gaseous Diffusion Site*)

Equipment issued to the workforce for official business (e.g., cell phones, laptops, etc.) by any of the prime contractors does not require a controlled article permit. This type of equipment is already vetted through the appropriate channels prior to being issued to an employee or department, and must have the red tamper indicating sticker or any of the identified property stickers from Paducah, Lexington, or PORTS affixed.

Note: Slight variations between sites for the property stickers (e.g., location of numbers and/or different letter designators) may exist.

These stickers suffice for transporting such equipment in and out of a security area. Controlled article permits are not required for Government/Company owned and issued equipment, when issued with any of the appropriate stickers.

Vendors, visitors, subcontractors, etc., that require the introduction of a controlled article into the LA are subject to the standard policy requirements and controlled articles permits are still required (unless the equipment is issued by a prime contractor with the appropriate sticker).



Articles not identified in the NWD procedure, are addressed on a case-by-case basis to determine the final ruling for potential introduction and associated process. The Officially Designated Security Authority (ODSA) and/or the DOE PORTS Federal Security Specialist will make the final determination if an exemption applies and implement additional Safeguards and Security (S&S) measures, if appropriate.

#### **4.0 VISITOR CONTROL**

- 4.1 In the event that it becomes necessary to have someone other than authorized cleared contractor personnel for work into the LA, the contractor shall submit an approved Visit Request (NWD SS PE FOR 2347) by 2pm the day prior to the visit to NWD Visitor Control.
- 4.2 All proposed visits to the LA by other than assigned contractor or subcontractor personnel shall be coordinated through the CTR and must be approved by NWD Security. Once approval is granted, the visitor shall be escorted by appropriately cleared, trained and knowledgeable contractor personnel to the specified approved area(s) only. Any deviations during the visit from the conditions stipulated may result in the expulsion of the uncleared employee or visitor from plant site and the issuance of a security infraction to the escort.

#### **5.0 VEHICLE REQUIREMENTS**

- 5.1 All vehicles requiring access to the LA must have company decals or logos affixed to both the driver and passenger side of the vehicle. Vehicles failing to meet this requirement will not be allowed access. Prior to commencing work under this contract, the contractor shall identify and obtain approval for all emblems that the contractor and subcontractors will use. Emblems shall be of adequate size for easy identification and shall be attached to the vehicle.
- 5.2 All vehicles entering the SOCCo LA must have a company decal or an NWD vehicle permit.
- 5.3 All vehicles are subject to search at any time, whether entering, exiting, or within the reservation.

#### **6.0 MATERIAL CARRIERS**

For entrance requirements for material carriers please refer to sections 1.1, Plant Access Limitations and 4.0, Visitor Control.



## **7.0 WORK AFFECTING LIMITED AREA PERIMETER BARRIERS**

- 7.1 In the event any of the work under this contract requires breaching the LA perimeter barrier in any manner or description, such breach will be permitted only when absolutely required for the work in progress.
- 7.2 The contractor shall notify NWD and SOCCo Security through the CTR or BTR a minimum of two (2) working days prior to the proposed breaching of the LA perimeter barrier(s) and shall not affect such breach until authorization is issued.
- 7.3 Such breaching of the LA perimeter barrier(s) will be permitted during normal working hours only, must be restored in a manner acceptable to NWD Security prior to completion of normal working hours, and may only be performed in the presence of NWD Security personnel.

## **8.0 USE OF INFORMATION AND CONTRACT DOCUMENTS**

The drawings, designs, specifications, and other technical information furnished in the contract documents are made available to prospective bidders solely for the purposes of preparation of a proposal and for performance of work under any contract resulting from such proposal. Except as specifically authorized in writing by the CTR, the recipient is responsible for limiting the dissemination of this information to those who need access in connection with preparation of a proposal and/or performance of work under subsequent contracts or subcontracts.

## **9.0 CONTRACTOR SECURITY REPRESENTATIVE**

- 9.1 The contractor shall designate a security representative, acceptable to the CTR, who shall be at the project site at all times during the performance of work under this contract. Such designation shall be transmitted in writing and shall include the full name, residential address, and residential telephone number of the designated representative. This contractor security representative must be thoroughly familiar with all plant site security requirements. If the duration of this contract is greater than one year, the contractor security representative shall assure that all "Q" or "L" cleared contractor and subcontractor personnel attend a security/classification reorientation on not less than an annual basis.
- 9.2 The contractor's security representative will be charged with the responsibility and will be given appropriate authority to discharge the contractor's obligation to:
  - 9.2.1 Familiarize contractor and subcontractor personnel with, and assure compliance to, the security and plant protection requirements of the work under this contract.



- 9.2.2 Supervise processing of security approval requests.
- 9.2.3 Maintain liaison with the CTR and NWD Security personnel in connection with the processing of security approvals and access authorizations, security identification and HP badges, rules and regulations of visitors, classified information, and reporting violations of security regulations and federal regulations.
- 9.2.4 Administer and coordinate security matters relative to all contractor activities.
- 9.2.5 Advise the CTR of all construction and schedule changes that will affect security requirements and coordinate, in advance, all schedule changes involving access to the LA.
- 9.2.6 Immediately notify SOCCo and NWD Security through the CTR when contractor or subcontractor personnel authorized to enter the LA are terminated or no longer need access. All cleared employees will immediately report to NWD Security for a termination briefing. Uncleared employees do not require a termination briefing, but must return all Government property (i.e., badge, RSQ token, PNAD, TLD, etc.) at the time of termination. The contractor security representative shall also make necessary arrangements for re-badging of employees who will be performing work under this contract beyond the expiration date of the employee's security identification badge. Such arrangements shall include obtaining the approval of the CTR for the required time extension, as long as this extension does not exceed the 6-month lifetime maximum of a LSSO.