

Performance Work Statement

Office of Safeguards, Security, and Emergency Services Technical Support Services

For the

Office of Acquisition Management
Savannah River Operations Office
Department of Energy

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1.0 PURPOSE

The purpose of this acquisition is to procure technical support services to the DOE Savannah River Operations Office (DOE-SR) Office of Safeguards, Security, and Emergency Services (OSSES).

2.0 BACKGROUND

This Performance Work Statement addresses OSSES technical support requirements at the Savannah River Site (SRS) near Aiken, South Carolina. OSSES performs oversight of and provides program direction to contractors executing the Safeguards and Security (S&S) and Emergency Management programs at SRS. Requirements are based on evolving National needs in the areas of Renewable Energy, Homeland Security, and Environmental Stewardship. The OSSES technical support services involve assisting OSSES to oversee site contractors and perform program management responsibilities in all Safeguards and Security disciplines with the exception of Cyber Security. The work scope includes assistance to DOE SR in the performance of annual comprehensive Safeguards and Security Surveys (audits) of all SRS facilities.

3.0 SCOPE

The contractor will provide technical support at the level of one Full Time Equivalent (FTE) in seven functional areas: Senior Safeguards and Security Consultant; Safeguards and Security Survey Program Coordinator; PTSO/TSCMO Coordinator; Contractor Telecommunications Security Site Manager; Information Protection Analyst; Nuclear Materials Disposition and Consolidation Engineer, Emergency Services Analyst and Protective Force Consultant.

Due to the requirements of two-person rule and adequate section/team coverage in the event of a crisis, there must one full time employee per position identified. One employee working extra hours to accommodate multiple functions is not acceptable on a permanent basis. Temporarily filling multiple roles due to a short absence may be acceptable with prior Contracting Officer Technical Representative approval.

The contractor must provide personnel and resources as appropriate to deliver efficient and cost-effective support services for the requirements described below. Performance of these services requires the contractor to produce specific Work Products as identified below.

4.0 STATEMENT OF WORK WITH DELIVERABLES BY FUNCTIONAL SKILL SET:

All positions described below require the consultant to routinely interface (daily is desired) with the DOE-SR Lead / Subject Matter Expert for each discipline. Further detail is described in the Quality Assurance Surveillance Plan.

Skill Set Position	Task	Expected Results/ Deliverables
<p>1. Senior Safeguards and Security Consultant</p>	<p><i>S&S Program Management Operations</i></p> <p>a. Reviews Vulnerability and Risk assessments to ensure thorough evaluations addressing appropriate threats are performed and the conclusions are technically valid.</p>	<p>Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned. Comments should reflect a comprehensive technical review and be technically accurate requiring little or no re-work (applies to all tasks).</p>
	<p>b. Reviews SRS facility Safeguards and Security plans to ensure plans adequately describe SRS security interests, threat evaluation, associated protection system measures, and residual risk. Documents include the K-Area Site Safeguards and Security Plan (SSSP), H-Area Facility Security Plan and other facility SSPs.</p>	<p>Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.</p>
	<p>c. Reviews all Modified Security Plans (either temporary or pending page changes to SSPs) to ensure S&S interests are protected at required levels and implementation changes do not add additional risk.</p>	<p>Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.</p>
	<p>d. Evaluates requests for deviations from DOE Order requirements submitted by the operating contractors. Ensures appropriate risk assessments support deviations and technical content is adequate.</p>	<p>Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.</p>
	<p><i>Facility Clearance</i></p> <p>e. Assesses requests for new Facility Clearances and revised Facility Data and Approval</p>	<p>Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.</p>

Skill Set Position	Task	Expected Results/ Deliverables
Senior Safeguards and Security Consultant <i>(continued)</i>	Records.	
	f. Reviews contractor S&S job task analyses and S&S training plans to ensure job knowledge requirements are adequate.	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.
	<i>International Safeguards</i> g. Provides technical review and support in the management and implementation of International Safeguards programs as related to current and proposed agreements, treaties, and requests for assistance from foreign countries.	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.
	h. Participates in the implementation and support for the DOE-SR verification regime for Plutonium storage. Task may include interaction (meetings, correspondence, etc.) with personnel from SRNS, DOE, National Laboratories, and the IAEA. Typical activities include design reviews, installation planning, and reviews of procedures for system use, and coordination and observation activities.	Serves as Point of Contact at SRS for IAEA. Communicates via electronic mail with the IAEA within 2 days of receipt of incoming message. Coordinates with SRS contractors as required. Hosts and/or escort visitors as required during on-site reviews.
	i. Assist in reviewing and analyzing design documents, specifications, and other information relating to the application of IAEA safeguards in new or remodeled facilities.	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.
	j. Monitors and reports on the installation, startup and operation of all safeguards equipment and systems	Maintains cognizance of changes to IAEA equipment through regular communication with SRNS and the IAEA. Coordinates IAEA requests for facility resources with SRNS.

Skill Set Position	Task	Expected Results/ Deliverables
Senior Safeguards and Security Consultant <i>(continued)</i>	installed in the facilities, coordination of activities, and making recommendations concerning the status of implementation.	Observes the installation of equipment.
	k. Assist with the process of reporting on activities associated with SR international safeguards programs including Additional Protocols to IAEA Safeguards Agreements.	Participates in Additional Protocol meetings and teleconferences as alternate to DOE lead. Briefs DOE lead and COR within 2 days of participating in teleconference or meeting. Completes data calls as assigned, integrating with SRNS as required, within required time frames.
	l. Assist in the processing, tracking and validating of the IAEA Foreign National assignees/visitors to ensure compliance with DOE Orders and SRS requirements	Replies via electronic mail with the IAEA within 2 days of receiving a communication. Ensures IAEA visitors have necessary access authorizations no later than 2 days prior to IAEA visits. Serves as Point of Contact for IAEA during visits through pager or e-mail. Coordinates with SRS contractors.
	<i>Physical Protection and Security Systems</i> m. Provide technical support for preparation of the OSSES inputs in the design of security systems including intrusion detection and assessment components. This will include review of project documentation.	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned. Comments should reflect a comprehensive technical review and be technically accurate requiring little or no re-work. Assists DOE lead to walk down projects in various phases of construction to ensure S&S measures are implemented per Modified Security Plan. Walks down facilities in which security levels are being upgraded or downgraded. Provides immediate verbal results to DOE lead and documents written results of walk downs to DOE within 2 days.
	n. Provide technical support for the operational oversight of existing safeguards and	Observes S&S system tests during S&S surveys and documents results of assessment in STAR within 3

Skill Set Position	Task	Expected Results/ Deliverables
Senior Safeguards and Security Consultant <i>(continued)</i>	security systems including the Electronic Safeguards and Security System (E3S) and testing and maintenance of all security systems and components such as portal metal and SNM detectors, and various exterior and interior intrusion detection systems.	working days.
	o. Provide technical support for operational oversight of the implementation of new or modified security enhancements.	Observes initial Performance Assurance Program testing of new S&S elements and documents results of assessment in STAR within 3 working days.
	p. Reviews Daily Out of Service Reports. Analyzes trends and reports to the Federal OSSES Program Manager.	Evaluates daily WSI-SRS Out of Service reports on a daily basis. Assesses assigned compensatory measures in accordance with procedures. Notifies DOE lead of issues.
	q. Reviews monthly False Alarm Rates / Nuisance Alarm Rates. Analyses trends and reports to the Federal OSSES Program Manager.	Evaluates monthly False Alarm Rate and Nuisance Alarm Rate data provided by SRNS. Interacts with SRNS SMEs to review and analyze data. Provides evaluation within 7 working days of receipt to DOE lead.
	r. Assists Federal OSSES Program Manager to manage and oversee the SRS Performance Assurance Program	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned. Comments should reflect a comprehensive technical review and be technically accurate requiring little or no re-work.
	<i>Safeguards and Security Surveys</i> s. Observes Performance Assurance Program testing of critical and essential elements by SRS contractors.	Observes Performance Assurance Program tests during S&S Surveys and documents results of assessment in STAR within 3 working days.
	t. Performs S&S Surveys using formal Lines of Inquiry in all SRS facilities in the subtopical	Develops Lines of Inquiry for each evaluation and documents in STAR prior to activity. Documents results

Skill Set Position	Task	Expected Results/ Deliverables
Senior Safeguards and Security Consultant <i>(continued)</i>	elements of: (1) Personnel Development and Training; (2) Performance Assurance Program; (3) Facility Approval and Registration of Activities; (4) Physical Protection / Access Controls; (5) Physical Protection /Intrusion Detection and Assessment Systems; (6) Physical Protection /Barriers and Delay Systems; (7) Physical Protection /Testing and Maintenance; (8) Physical Protection / Communications; and (9) Materials Control and Accountability / Materials Control.	of audits in STAR database within 3 days of activity.
2. Safeguards and Security Survey Program Coordinator	a. Tracks and analyzes data and other records of survey activities during survey field work.	Evaluates submitted assessments and maintains list of assessments and issues for each survey.
	b. Serves as a contractor subject matter expert for the use of the Site Tracking, Analysis, and Reporting (STAR) database. Assists OSSES personnel to input inspection data.	Maintains working level knowledge of STAR database. Assists Survey Team members to resolve data input issues within 2 days of request for assistance.
	c. Tracks all STAR assessments and status of identified issues on a near real-time basis during survey field work.	Evaluates submitted assessments and maintains list of assessments and issues for each survey updated daily and provided to DOE lead. Attends all Survey Team meetings.
	d. Assist Survey Team members to develop Lines of Inquiry and prepare STAR templates for LOIs.	Assist personnel as required.
	e. Drafts reports, “Summary of Issues” and “Summaries of Findings and Suggestions” in the standard format utilizing team member input. These reports summarize survey results for team review during and upon completion of	Provides written summary of issues to DOE lead by COB Tuesday prior to weekly Wed. team meeting at 1300 hours.

Skill Set Position	Task	Expected Results/ Deliverables
Safeguards and Security Survey Program Coordinator <i>(continued)</i>	surveys.	
	f. Drafts S&S Final Survey Reports in accordance with the format and content requirements of DOE policy, utilizing STAR submissions, data collection sheets, and other input from S&S Survey team members.	Drafts Final Survey Report for each S&S Survey within 30 days of the formal exit briefing according the format and content guidelines provided by the DOE lead.
	g. Develops and maintains the annual Survey Schedule.	Develops semi-annual update to the DOE-SR S&S Survey Schedule (2 year time frame) and delivers to DOE-SR by August 30 and February 30, 2013.
	h. Drafts Survey Plans for each Survey.	Drafts the S&S Survey Plan for each Survey and delivers to DOE Survey Team Lead one week before survey in-brief. Works with Survey Team member to gather input data for plan.
	i. Maintains OSSES S&S Survey Handbook.	Updates OSSES S&S Survey Handbook annually and provides draft to DOE Survey Team Lead by August 30.
	j. Coordinates and tracks 5 year Security Reviews for lower importance rating facilities.	Maintains status of SRS facilities with importance ratings of Non-Possessing (NP) and below. Interacts with these facilities to maintain currency of S&S plans and self-inspection reports. Provides update on status to DOE lead by last day of month, including projections of activities for the coming month.
	k. Supports OSSES S&S Information Management System (SSIMS) coordinator in inputting and tracking findings, S&S deviations, and Facility Data and Approval Records in SSIMS.	Acquires SSIMS account and necessary training within 60 days of employment. Assists DOE lead in inputting and reviewing findings and Facility Data and Approval Record information in SSIMS within 7 days of formal Exit Briefing for each survey.
	l. Coordinates Resolution of Findings by contractors.	Updates DOE lead on status of approval of CAPs on a weekly

Skill Set Position	Task	Expected Results/ Deliverables
<p>Safeguards and Security Survey Program Coordinator <i>(continued)</i></p>	<p>Ensures completion of Corrective Action Control Plans within 30 days of Exit Briefings. Tracks status of closure of contractor findings and provides updates to the Federal OSSES Program Manager.</p>	<p>basis. Updates DOE lead on status of closure of contractor findings on a weekly basis.</p>
	<p>m. Validates S&S Finding closure packages as assigned and makes recommendations to DOE-SR OSSES.</p>	<p>Assists DOE program managers to review finding closure documentation to ensure completeness by providing written evaluation within 7 days of assignment.</p>
	<p>n. Performs S&S Surveys in all SRS facilities using formal Lines of Inquiry in the subtopical elements of: (1) Surveys and Self-Assessment Programs and (2) Resolution of Findings.</p>	<p>Develops Lines of Inquiry for each evaluation and documents in STAR prior to activity. Documents results of audits in in STAR database within 3 days of activity.</p>
<p>3. TSO Coordinator</p>	<p>a. Performs functions as the SRS Technical Security Officer (TSO). Conducts periodic interface with approximately 50 TSO personnel around the SRS, the EM Centralized Business Center in Cincinnati, OH; and other DOE-SR OSSES supported activities located in CO, NM, and NY. Purpose of these contacts is to ensure all Technical Security functions are being carried out in the most efficient manner possible and determine whether additional support is necessary.</p>	<p>Establish contact with the primary or alternate TSOs at least once every four months to gauge the need for more advanced assistance. Record contact dates and salient notations in the TSO's records. Notify the federal TSCM PTS oversight if there are any concerns or security issues.</p>
	<p>b. Assists in preparation of the required Technical Security reports and maintains the Technical Security team file</p>	<p>Concise, technically accurate, and retrievable reports within 14 days.</p>

Skill Set Position	Task	Expected Results/ Deliverables
TSO Coordinator <i>(continued)</i>	system.	
	c. Assists in the preparation for, and conduct of, TSCM and Telecommunications Security briefing and training activities.	Continuously update briefing material to ensure that recent news events are captured to bring material from abstract to concrete.
	d. Reviews Centerra-SRS Daily Activity Reports and other information sources to identify events that may indicate a risk to classified information or suspicious activity.	Disseminate all relevant info on a daily basis.
	e. Participates in TSCM and/or Telecommunications Security Operations	Maintain TSCM Certification and be prepared for no pre-notice operational requirements.
	f. Reviews foreign national visit requests and recommends Technical Security precautions.	Provide Federal Technical Surveillance Countermeasures Operations Manager (TSCMOM) with recommendations at least five days from visit date.
	g. Update and maintain the TSCM and Telecommunications Security criteria schedule list. Also tracks completion of unscheduled requirements	All documentation will be updated not later than five days after and event.
	h. Continuously ensure accountability of all Technical Security Equipment and conduct quarterly inventory and serviceability reports.	Notify the DOE-SR Technical Security Program Manager in writing within two days if there are any events of non-accountability or red condition of any item.
	i. Ensures all team security functions are maintained including accountability of supported activities SF 700s.	Immediately notify the DOE-SR Technical Security Program Manager of any discrepancies.
	j. Make STRIPES input and manages all phases of procurement actions for the Technical Security Activity.	Maintain coordination and records as advised by the DOE-SR Technical Security Program Manager.
	k. Updates the Safeguards and Security Information Management System (SSIMS) records pertaining to TSCM	Within 14 days.

Skill Set Position	Task	Expected Results/ Deliverables
TSO Coordinator <i>(continued)</i>	findings. Coordinates corrective action plans with the applicable TSCMO and tracks progress through final finding resolution.	
	l. Tracks the progress of Initial Technical Inspections and periodic required visual inspection of approximately 20 SRS Protected Transmission Systems (PTS) s. Works with the applicable TSO to ensure associated PTS Security Plans are current and accurate.	Keep logs updated within three days of activities.
	m. Assists the TSCM Team with Operations Security Support as necessary.	Report OPSEC incidents to the DOE-SR TSCMOM within 2 hours of event.
	n. Assists in the production and quality assurance of a variety of classified and unclassified Technical Security reports.	Ensure that marking of classified document have no greater than 10% error rate with no major classification level errors.
	o. Identify training requirements and ensure the technical and safety training records of TSOs and TSCM Team personnel are up to date and accurate. Researches and validates formal security training completion of new TSCMO/PTSO candidates.	Update records within 5 days.
	p. Performs Derivative Classifying/ Reviewing Official (DC/RO) functions for TSCM and Telecommunications Security topical areas. Provides advice and assistance to TSO personnel as needed.	Maintain DC/RO certification for CG SS TSCM, CG SS-4, and CG SS-IN.
	q. Researches a wide variety of national references, both classified and unclassified, concerning the TSCM and Telecommunications Security	Ensure all Technical Security approaches are consistent with current national, DOE, and local policies.

Skill Set Position	Task	Expected Results/ Deliverables
TSO Coordinator <i>(continued)</i>	programs. Recommends the applicability to SRS and makes updates as necessary to the TSO Standard Operating Procedures and DOE-SR publications.	
	r. Maintains applicable security plans for all fixed based video monitoring plans located in SRS Limited Areas and above.	Continuously update files to ensure complete cataloging.
	s. Ensures Facility Data Approval Records are accurate and updated.	Keep entry safety training updated for all areas.
	t. On a daily basis maintains accurate list of all TSOs and promptly performs door combinations	Make such changes within 48 hours of DOE-SR Technical Security Program Manager direction.
	u. Obtains incident/investigative reports from all SRS organizations. Obtains and review access door, E3S, and other files necessary to properly adjudicate event and make recommendations on a path forward.	Canvass site activities to continuously seek tools to assist in developing facts surroundings Technical Security inquiries / investigations.
	v. Periodically inspect classified conference rooms to ensure all signs, logs, and procedures are being satisfactorily maintained.	Perform visual and instrumented evaluations as needed.
	w. Be prepared to fulfil all DOE-SR Technical Security needs at SRS site proper or wherever DOE-SR possesses Technical Security responsibilities.	Technical Security incidents may occur at any time 24/7 or anywhere we have a vested interest and chartered responsibility. Although we work a normal compressed schedule emergencies may occur which create a national security necessity that we respond. TSCM Certified personnel are expected to fully support those national security responsibilities.
4. Contractor Tele-communications Security Site Manager	a. Performs duties as an Alternate TEMPEST Coordinator. Conducts annual Special Reviews and assesses the level	Ensure annual Special Reviews are accurate and submitted to HQ NLT seven days after the due date.

Skill Set Position	Task	Expected Results/ Deliverables
	<p>of threat posed to DOE classified processing equipment. Ensures all Telecommunications security requirements are met including the accountability of all transmitting devices in certain SRS security areas.</p>	
	<p>b. Participates in HQ TSCM and Telecommunications Security Quality Panel/Workshop meetings.</p>	<p>Provide candid feedback to DOE HQ contractor personnel when needed. Communications concerning field concerns will be through the DOE-SR Federal Oversight.</p>
	<p>c. Assists with the team pack logistical and maintenance records for accountability, serviceability, and compliance with DOE HQ standards.</p>	<p>Ensure maintenance and accountability of over \$2 million equipment inventory is maintained at the highest standard.</p>
	<p>d. Participates in the development of quick action plans to find and eliminate SRS vulnerabilities when notified of inherent risks associated with communications processing equipment.</p>	<p>Hazards and Penetrations are reported to the DOE-SR Technical Security PM, via secure channels, within 4 hours of discovery.</p>
	<p>e. Assists the TSCM Team with Operations Security Support during the discreet movement of equipment and personnel into a target area.</p>	<p>Obtain and maintain OPSEC training keep a high level of OPSEC at all times during field operations. Report <u>any</u> compromises to the DOE-SR TSCMOM within 8 hours.</p>
	<p>f. Performs DC/RO functions under the TSCM and Telecommunications Security topical areas.</p>	<p>Obtain and maintain DC/RO training and certification for CG TSCM, CG SS4, CG SS IN, and applicable national requirements.</p>
	<p>g. Tracks and assists with TSCM Team equipment procurement, maintenance, calibration, and inventory on a quarterly basis. Conducts spot checks for accountability and serviceability as a part of the Quality Assurance Self</p>	<p>Ensure quarterly equipment status reports are accurate and submitted when due</p>

Skill Set Position	Task	Expected Results/ Deliverables
Contractor Tele-communications Security Site Manager <i>(continued)</i>	Assessments.	
	h. Participates in TSCM and/or Telecommunications Security operations, as stated in work request.	Maintain TSCM Certification and be prepared for no pre-notice operational requirements.
	i. Conducts visual and instrumented evaluation of confiscated personal and government portable telecommunications equipment.	Develop a detailed evaluation results report and provide to DOE-SR TSCMOM for approval.
	j. Obtains and maintains SCI and COMSEC accesses in order to effectively support those activities	Maintain “Q” level Security Clearance, “SCI” Access, COMSEC, and HRP.
	k. Inspects rooms where Secure Telephone Equipment is requested to ensure acoustic security. May also evaluate whether the speaker function can be used in the classified mode. Provides security instructions to the users and provides approval or disapproval back to the COMSEC Control Officer and COMSEC Custodian. Data bases the location and tracks facility maintenance or environmental changes that may affect the security.	Enhance Technical Security education of facility personnel via desk side discussions during the completion phase of technical operations. Prevent technical security human fail factor errors by imparting knowledge to those relying on TS support.
	l. Serves as an alternate evidence custodian in the event of Technical Surveillance discoveries, prohibited and controlled articles, or other devices which exhibit hazardous risks to sensitive and classified operations.	Always record and handle potential evidence in a manner that preserves the opportunity for judicial pursuit.
	m. Periodically inspect classified conference rooms to ensure all signs, logs, and procedures are being satisfactorily maintained	Ensure all DOE physical security postings are in all recurring service locations
	n. Assist DOE-SR TSCMOM	Provide advice and assistance to

Skill Set Position	Task	Expected Results/ Deliverables
Contractor Telecommunications Security Site Manager (continued)	with review of electronic Purchase items destined for Limited Areas (LA) and above with potential for imbedded internal components posing a risk to sensitive information.	Contractor Safeguards and Security Alternate TEMPEST Coordinator regarding technical security threshold and provide feedback to DOE-SR TSCMOM.
	o. Performs various roles and assist in the accreditation and maintenance of Technical Security Computers and Systems.	Submit documentation for initial and recurring accreditation. Maintain duties and keep documentation up to date after accreditation.
	p. Evaluate equipment in lab and field environments for customers as directed by DOE-SR TSCMOM.	Evaluate all equipment for operating parameters and potential security issues and provide full detailed report to DOE-SR TSCMOM.
	q. Ensure integrity test is conducted semiannually and telecommunications equipment are rekeyed quarterly.	These tasks are conducted through customer routine and periodic correspondence requests, with approval from the DOE-SR TSCMOM.
	r. Assist DOE-SR TSCMOM with evaluation, risk mitigation, and documentation of all SRS Controlled Articles including IT proto type items and medical devices.	Results will be provided to DOE-SR TSCMOM for further review and action.
	s. Change facility and container high security electronic lock combinations for program customers as directed by the DOE-SR TSCMOM.	Change combinations after criteria events have occurred, annotate details, and provide document to the Program Team Member for filing and storage.
	t. Assists in formulation of TSCM and Telecommunications Security local policy, the development of Technical Security forms, flow charts, presentations, and operating procedures.	Maintain results from OSS &ES Surveys, recurring events, and lessons learned to assist in developing local policy. Policy review for updates and systemic problems should occur no less than every 6 months.
	u. Assist the SR Federal Technical Security Program Manager in planning, developing, and conducting self-assessments	Ensure OSS&ES Area/Activity Surveys for COMSEC, Protected Transmission Systems, TEMPEST, Transmission Security, and TSCM

Skill Set Position	Task	Expected Results/ Deliverables
	and Surveys. Develops and revises “Lines of Inquiry” and serves as the primary inspector for area assessments.	are completed within the specified time windows and submitted into STAR.
	v. Plans, prepares, and conducts periodic training and technical security education sessions to personnel within a wide range of echelons and variety of organizations.	Effectively convey technical security information to improve the overall security posture of SRS.
	w. Be prepared to fulfil all DOE-SR Technical Security needs at SRS site proper or wherever DOE-SR possesses Technical Security responsibilities.	Technical Security incidents may occur at any time 24/7 or anywhere we have a vested interest and chartered responsibility. Although we work a normal compressed schedule emergencies may occur which create a national security necessity that we respond. TSCM Certified personnel are expected to fully support those national security responsibilities.
5. Information Protection Analyst	<p><i>Unclassified Controlled Information and Classified Information Protection and Control</i></p> <p>a. Participates in SRS Surveys and assessments in the area of Information Protection Basic Requirements and Classified Matter Protection and Control.</p> <p>b. Serves as subject matter expert in Classified Matter Protection and Control (CMPC) and Controlled Unclassified Information Program (CUIP) and Security Incident Program (SIP) Support.</p> <p>c. Provide technical review and analysis of documents, data collection, research, review and analysis of documents, program status reports,</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.</p> <p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.</p> <p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the</p>

Skill Set Position	Task	Expected Results/ Deliverables
Information Protection Analyst <i>(continued)</i>	progress reports, cost and schedule reports, and miscellaneous documents associated with general requirements of the program.	Federal Information Protection/CMPC Official.
	d. Perform source document research and development of Information Protection policies and procedures.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.
	<i>Safeguards and Security Surveys</i> e. Evaluates Lines of Inquiry in the area of Information Protection during DOE S&S Surveys of the SRS facilities.	Develops Lines of Inquiry for each evaluation and documents in STAR prior to activity. Documents results of audits in STAR database within 3 days of activity.
	<i>Public Information Release Review</i> f. Performs and coordinates the Scientific and Technical Information process and Public Information Release (PIR) Reviews.	STI/PIR shall be routed, coordinated and reviewed within 5 working days from receipt of the document.
	g. Receives information from DOE employees that require a STI or PIR review.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.
	i. Routes (electronically) STI/PIR information to the appropriate DOE reviewers.	Route (electronically) STI/PR information within 1 working day from receipt of the document.
	j. Follows-up as necessary with reviewers to ensure that the necessary reviews are conducted in a timely manner.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.

Skill Set Position	Task	Expected Results/ Deliverables
<p>Information Protection Analyst <i>(continued)</i></p>	<p>k. Consolidates the outcome of multiple reviewers ‘comments/changes and in cases where changes need to be made, coordinates with the originator and the appropriate reviewer to ensure that the necessary changes are made and incorporated into the information being released.</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.</p>
	<p><i>Classification Analysis</i></p> <p>l. The contractor shall provide Classification Analysis technical support to the SR Classification Officer in administering the classification, declassification, and Unclassified Controlled Nuclear Information (UCNI) programs at DOE-SRS.</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Classification Officer/Analyst.</p>
	<p>m. Reviews documents, conducts assessments, writes and reviews guidance, develops procedures and policies, oversees contractor programs, provides training, and provides advice on issues.</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Classification Officer/Analyst.</p>
	<p>n. Reviews documents or materials that determine the security classification level of the information contained therein. Documents or materials are reviewed for the application of classification, declassification, UCNI, and Official Use Only policies. Document or material review determinations are based on existing security classification policies and guidelines, technical experience and/or knowledge of applicable DOE-SRS programs, including</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Classification Officer/Analyst.</p>

Skill Set Position	Task	Expected Results/ Deliverables
Information Protection Analyst <i>(continued)</i>	safeguards and security.	
	o. Reviews classification / declassification/UCNI policies contained in DOE guides for adequacy to establish the appropriate degree of security measures to be taken at DOE and contractor facilities.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Classification Officer/Analyst.
	p. Recommends new policies or modifications to existing classification, declassification, or UCNI policies, as appropriate.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Classification Officer/Analyst
	q. Reviews and analyzes classification/declassification/UCNI guidance prepared by the DOE-SR contractors to ensure compliance with DOE policies and regulations.	Review and evaluate for technical accuracy and thoroughness within 10 working days unless time sensitive/critical as determined by classification Officer/Analyst.
	r. Reviews and analyzes classification/declassification/UCNI guidance developed by DOE-Headquarters (HQ) to provide comments, suggest improvements, or evaluate its impact on DOE-SRS operations.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.
	s. Develops and writes classification/declassification/UCNI guidance, as required. Develops and issues procedures for the implementation of the classification/declassification/UCNI programs.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.
	t. Conducts assessments of SRS M&O contractor's classification / declassification/UCNI programs and conducts assessments of same to ensure they are in compliance with	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Information Protection/CMPC Official.

Skill Set Position	Task	Expected Results/ Deliverables
Information Protection Analyst <i>(continued)</i>	applicable DOE policies and procedures.	
	u. Provides classification / declassification/UCNI training to DOE-SRS organizations.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Classification Officer / Analyst.
	v. Develops training materials and instructional materials. Conducts orientations and briefings.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Classification Officer / Analyst.
	<i>Monitoring of Data Loss Prevention Tools</i> w. Performs hourly monitoring of the Fidelis data loss prevention software tool. Reviews segregated information and release as applicable	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Classification Officer / Analyst.
	<i>Export Control Review</i> x. Provide technical review and analysis of documents, technology and equipment transfers, data collection, research, review and analysis of documents, program status reports, progress reports, cost and schedule reports, draft DOE Export Control Guidelines exemption requests and miscellaneous documents associated with general requirements of the program	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Cyber Security Official.
	y. Ensures the completeness, accuracy, and timely publishing of SRS Security Interest Maps	Review and written comments completed and submitted within 10 working days.
	z. Provide assistance in draft	Completed work should be

Skill Set Position	Task	Expected Results/ Deliverables
<p>Information Protection Analyst <i>(continued)</i></p>	<p>presentation materials and documents with EC relevance</p>	<p>thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Export Control Official.</p>
	<p>aa. Perform source document research and development of draft policies and procedures.</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Export Control Official.</p>
	<p>bb. Conduct assessments, reviews, and surveillance as requested</p>	<p>Written reports of results of assessments, reviews, and surveillances shall be submitted within 10 working days.</p>
<p>6. Emergency Services Analyst</p>	<p>a. Assist in the review and approval process for emergency planning documents (Hazards Surveys and Emergency Planning Hazard Assessments). Support includes development of reviewer guidelines, summary report template, and assistance in document reviews.</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Emergency Management Official.</p>
	<p>b. Assist in the development and implementation of the Savannah River Site Continuity of Operations Program (COOP).</p>	
	<p>c. Develop Template for SRS M&O contractor to use to develop COOP Program; Review and comment on annual Savannah River DOE-SR COOP Implementation Plan (SRIP).</p>	
	<p>d. Assess M&O COOP Program post implementation using the CET-7 criteria</p>	
	<p>e. Develop COOP training program for COOP Program points of contact at the site.</p>	
	<p>f. Develop and maintain COOP</p>	

Skill Set Position	Task	Expected Results/ Deliverables
Emergency Services Analyst <i>(continued)</i>	materials and documentation for DOE-SR.	
	g. Review lessons learned and develop process improvement initiatives to implement in the DOE-SR COOP Program.	
	h. Develop metrics and criteria by which to assess the DOE-SR COOP Program.	
	i. Develop matrix of sitewide dependencies to incorporate into the COOP Program.	
	j. Conduct assessments of all Emergency Management / Services activities.	
7. Nuclear Materials Disposition and Consolidation Engineer	a. Provides expert level programmatic and technical advisory support for the NNSA Office of Stockpile Technology (NA-123) and DOE-SR by characterizing DOE SNM inventories and developing integrated program plans for consolidating / disposition options.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Federal Nuclear Materials Management Official.
	b. Provides technical review and support for the Nuclear Materials Disposition and Consolidation Coordination Committee (NMDCCC) and the Nuclear Materials Management Team (NMMT).	
	c. Develop a Materials Management Plan (MMP) documenting progress made by NNSA and EM sites in consolidating and disposing of SNM.	
	d. Conducts inventory analysis of DOE nuclear materials inventory	
e. Attends meetings with other		

Skill Set Position	Task	Expected Results/ Deliverables
<p>Nuclear Materials Disposition and Consolidation Engineer <i>(continued)</i></p>	<p>DOE Sites to clarify disposition strategies of SNM at their sites.</p>	
	<p>f. Establishes metrics for measuring progress of Department consolidation and disposition activities.</p>	
<p>8. Protective Force Consultant</p>	<p><i>Safeguards and Security Surveys</i></p> <p>a. (Primary Duty) Performs S&S Surveys using formal Lines of Inquiry in all SRS facilities in the Protective Force subtropical elements: (1) Management; (2) Training; (3) Duties; and (4) Facilities and Equipment</p>	<p>Develops Lines of Inquiry for each evaluation and documents in STAR prior to activity. Documents results of audits in STAR database within 3 working days of activity.</p>
	<p><i>PF Program Management</i></p> <p>b. Supports Federal staff to manage program and perform routine oversight of PF Management. Evaluates (1) Quality and effectiveness of PF supervision; (2) Effectiveness of the assignment protective force resources to perform the assigned mission; (3) Adequacy of PF plans, instructions, orders, and memoranda of understanding with local law enforcement agencies; and (4) personnel policies and maintenance of personnel training and certification records.</p>	<p>Communicates observations (verbal or e-mail) with federal PF program managers as soon as possible after assessment. Documents results of assessment in STAR within 3 working days.</p>
	<p><i>PF Training</i></p> <p>c. Supports Federal staff to manage program and perform routine oversight of PF Training. Evaluates: (1) Job Task Analyses; (2) Annual</p>	<p>Communicates observations (verbal or e-mail) with federal PF program managers as soon as possible after assessment. Documents results of assessment in STAR within 3 working days.</p>

Skill Set Position	Task	Expected Results/ Deliverables
Protective Force Consultant <i>(continued)</i>	Training Plan; (3) Training Records; (4) Training Facilities; (5) Instructor Qualifications; and (6) Training Effectiveness.	
	<p><i>PF Duties</i></p> <p>d. Supports Federal staff to manage program and perform routine oversight of PF Duties. Evaluates through performance and knowledge testing: (1) General skills and knowledge (weapons, use of duty equipment, driving, communications, access controls, alarm station operation, knowledge of laws and orders); (2) Canine handling; (3) Aviation; (4) Tactical assaults and techniques; and, (5) Sniper operations.</p>	Communicates observations (verbal or e-mail) with federal PF program managers as soon as possible after assessment. Documents results of assessment in STAR within 3 working days.
	<p><i>PF Equipment and Facilities</i></p> <p>e. Supports Federal staff to manage program and perform routine oversight of PF Equipment and Facilities. Evaluates: (1) Weapons and explosives; (2) Vehicles; (3) Communications equipment; (4) Individual special-purpose and duty equipment; and (5) Facilities, including fixed posts, locker rooms, fitness facilities, etc.</p>	Communicates observations (verbal or e-mail) with federal PF program managers as soon as possible after assessment. Documents results of assessment in STAR within 3 working days.
9. Nuclear Material Control & Accountability Consultant	<p>a. Survey. Performs comprehensive S&S Surveys of the SRS NMC&A program in all facilities using formal Lines of</p>	Develops Lines of Inquiry for each evaluation and document in STAR prior to activity. Documents results of audits in STAR database within

Skill Set Position	Task	Expected Results/ Deliverables
	Inquiry associated with tasks listed below.	5 days of activity.
	Program Management <u>b. Plans and Procedures.</u> Reviews SRS NMC&A plans and procedures to ensure documentation is sufficient to maintain a comprehensive, effective, and cost-efficient program to control and account for nuclear materials.	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.
	<u>c. Self-Assessments.</u> Reviews SRS self-assessments of the NMC&A program to ensure they include all aspects of the program and effectively identify deficiencies.	Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.
	<u>d. System Effectiveness.</u> Evaluates NMC&A performance testing and system effectiveness programs to ensure accurate and comprehensive evaluations of program effectiveness. Conducts additional performance testing to validate contractor results.	Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.
	<u>e. Training.</u> Evaluates Training Program for NMC&A functions, including an approved training plan which outlines the training requirements for all NMC&A personnel based on job task analyses. Checks training records for currency and accuracy.	Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.
	Material Accountability <u>f. Accounting System.</u> Evaluates accounting system structure to ensure facilities maintain accountability data by Material Balance Area (MBA) that reflects quantities of nuclear material received and shipped, adjustments to inventory, and remaining quantities on inventory.	Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.

Skill Set Position	Task	Expected Results/ Deliverables
	<p><u>g. External Transfers.</u> Reviews shipment/receipt protocols, including: (1) evaluation of NRC 741 files; (2) performance of receipt measurements; and (3) evaluation and resolution of Shipper / Receiver differences.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p><u>h. Inventory Adjustments.</u> Evaluates the inventory adjustment program / procedures and actual transactions for select adjustments.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p><u>i. NMMSS Reporting.</u> (1) Evaluate the mechanism utilized and data reported to NMMSS; (2) Review accounting reports that include nuclear material transactions, material balances, inventory adjustments, and external shipments; (3) Review the NMMSS error rates.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p><u>j. Performance Testing.</u> Conduct performance tests of the accounting system to include: (1) Front/Back checks of items on inventory; (2) Generation of inventory listings; (3) Accounting system access and change control; (4) Transaction data entry; (5) Generation of audit trails; and (6) MBA Categorization.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p>Materials Control <u>k. Access Controls.</u> Evaluate whether the NMC&A program, is capable of ensuring that only authorized personnel have access to nuclear materials, data, and equipment.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p><u>l. Material Surveillance.</u> Evaluate the adequacy of surveillance mechanisms employed to ensure that they provide coverage for the identified areas, detect anomalies,</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in</p>

Skill Set Position	Task	Expected Results/ Deliverables
	and report alarm conditions.	STAR within 5 working days.
	<p><u>m. Material Containment.</u> Identify the location, quantity, and category limits of materials used or stored in all SRS facilities. Verify that all categories of SNM are stored and processed within appropriate security areas consistent with approved S&S plans.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p><u>n. Detection and Assessment.</u> Evaluate the detection and assessment elements of TID program, portal monitoring, waste monitoring, item monitoring, process monitoring, and Daily Administrative Check programs.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p>Measurements. <u>o. Basis for Book Values.</u> Evaluate whether all nuclear material on inventory is quantified by: (1) a qualified measurement method; (2) documented technical justification; or (3) accepted shippers' values; or that the material is listed and approved as "not amenable to measurement."</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p><u>p. Qualification.</u> Evaluate whether all measurement systems used for accountability have been qualified and that performance is demonstrated daily for the Destructive Analysis (DA) of nuclear material and for at least one of each five measurements for NDA.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p><u>q. Measurement Control.</u> Evaluate measurement control requirements for calibration and calibration checks of the measurement system.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>

Skill Set Position	Task	Expected Results/ Deliverables
	<p>Physical Inventory. <u>r. Process.</u> Evaluate the effectiveness of SRS facility physical inventories: (1) Determine whether procedures provide an effective means to ensure that the objectives of the physical inventory are being met; (2) Observe facility physical inventories; (3) Review reconciliation of book and physical inventories.</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
	<p><u>s. Inventory Difference.</u> Review the methodology used to calculate Inventory Differences (IDs) and Limits of Error of Inventory Differences (LEIDs) and documentation of site ID, cumulative ID, and LEID calculations including trend analyses</p>	<p>Communicates observations (verbal or e-mail) with federal MC&A program managers as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.</p>
<p>10. Senior Personnel Security /Badging Consultant</p>	<p><i>Personnel Security Programs & Badging</i> a. Serves as subject matter expert in Personnel Security, Security Awareness, and DOE Badging Program areas</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Director, Security Programs Division (SPD).</p>
	<p>b. Provide technical review and analysis of documents, data collection, research, review and analysis of documents, program status reports, progress reports, cost and schedule reports, and miscellaneous documents associated with general requirements of the program.</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Director, SPD.</p>
	<p>c. Participates in SRS Surveys and assessments in the area of Personnel Security, Badging, and Security Awareness.</p>	<p>Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Director, SPD.</p>

Skill Set Position	Task	Expected Results/ Deliverables
	d. Perform source document research and development of Personnel Security, Badging, and Security Awareness policies and procedures.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Director, SPD.
	<i>Safeguards and Security Surveys/ Self assessments</i> e. Evaluates Lines of Inquiry in the area of Personnel Security, Badging, and Security Awareness Programs during DOE S&S Surveys of the SRS facilities. Coordinate resolution of findings by contractors.	In coordination with the PS Staff, Ensures Lines of Inquiry for each evaluation is documented in STAR prior to activity. Ensures results of audits are documented in STAR database within 5 days of activity. Provide weekly status of survey activities to the Director, SPD, to include updates on Corrective Action and Control Plans (CAPS).
	f. Coordinate with PS Staff Self-Assessment activities and Evaluates Lines of Inquiry in the area of Personnel Security, Badging, and Security Awareness Programs.	Document self-assessment activities and prepare a self-assessment report to be provided to the Director, SPD. Develop CAPS as necessary and submit within assigned date.
	<i>Program Management</i> <i>a. Procedures.</i> Reviews Contractor procedures to ensure documentation is sufficient to maintain a comprehensive, effective program in accordance with DOE Personnel Security/ Badging requirements.	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.
	<i>b. Self-Assessments.</i> Reviews Contractor self-assessments of the Personnel Security, Badging, Security Awareness programs to ensure they include all aspects of the program and effectively identify deficiencies.	Communicates observations (verbal or e-mail) with cognizant federal personnel as soon as possible after assessment. Documents results of assessment in STAR within 5 working days.
	c. Contractor shall provide Personnel Security technical support to the Personnel Security Team, in administering the Personnel Security, Badging, and Security Awareness Programs for DOE-SRS.	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the Director, SPD.

Skill Set Position	Task	Expected Results/ Deliverables
	d.Reviews SRS facility Safeguards and Security plans sent to the SPD for review/comment to ensure plans adequately describe Personnel Security/ Access Authorization requirements.	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned.
	e.Assists the Director, SPD, in tracking all actions assigned to the Division to ensure all actions, both internal to DOE-SR and external to the site are tracked to closure	Establish SPD tracking system to ensure all actions are tracked. Provide weekly status up dates to the Director, SPD.
	f.Prepare DRAFT correspondence on Personnel Security Program Correspondence as assigned. Reviews correspondence from Contractor Security Programs, provides recommendations on response.	Draft Correspondence should be technically accurate requiring little to no re-work, and completed by the due date established by the Director, SPD.
	g.Assists Director, SPD, to manage and oversee the SRS Personnel Security, Badging, and Security Awareness Programs.	Formal comments should be documented for all documents assigned within 14 calendar days or as otherwise assigned. Comments should reflect a comprehensive technical review and be technically accurate requiring little or no re-work.

5.0 STANDARDS OF ACCEPTABLE PERFORMANCE

- 5.1 **QUALITY ASSURANCE/ACCEPTANCE:** A detailed Quality Assurance Plan broken down by task has been prepared and is on file for this Performance Work Statement. Every contractor functional position will have a corresponding Federal Subject Matter Expert who will be assigned as the Task Manager. Each Task Manager will perform the task monitoring as identified in the QAP and submit monthly reports to the COTR identifying the contractor's performance acceptability for the following period. Any concerns or discrepancies will be addressed to the Contracting Officer as soon as possible, along with all supporting documentation. The COTR will not relieve the contractor of the responsibility for complying with the requirements of the contract.
- 5.2 **INSPECTION AND ACCEPTANCE CRITERIA**
Final inspection and acceptance of all work performed, work products, and deliverables will be performed at the place of delivery by the CO, COTR, or assigned designee/specific Task Manager.
- 5.3 **GENERAL ACCEPTANCE CRITERIA – QUALITY MEASURES**
General quality measures, as set forth below, will be applied to each Work Product and Deliverable received from the contractor under this contract.
- a) Accuracy – Work products and deliverables shall be accurate in presentation, technical content, and adherence to accepted elements of style
 - b) Clarity – Work products and deliverables shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
 - c) Consistence to Requirements – All work products and deliverables must satisfy the requirements stated herein.
 - d) File Editing – All text and diagrammatic files shall be editable by the Government.
 - e) Format – Work products and deliverables shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
 - f) Timeliness – Work products and deliverables shall be submitted on or before the due date specified in this contract or submitted in accordance with a later scheduled date determined by the Government.

6.0 TRAVEL & OTHER DIRECT COSTS (ODCS)

Travel of personnel for operations, training, meetings, or to attend DOE required conferences will occur occasionally. TSCM qualified personnel must maintain certification status by attending certain specific continuing education units as specified by the DOE-SR TSCM Operations Manager. A training and travel budget of \$75K per year is required. All travel will be in accordance with Federal Travel regulations. Travel &

training reimbursement will be requested as a supplement to monthly invoices. The COTR will track travel expenditures and approve or deny requests.

7.0 GOVERNMENT FURNISHED EQUIPMENT / INFORMATION / MATERIALS

Normal computer equipment (computer, monitor, scanner, printer) will be furnished to the contractor. Information pertinent to the OAM will be provided as needed and agreed upon between the COTR and contractor. Technical Security Equipment in excess of \$2 million will be on DOE hand receipt but maintained and accounted for by the contractor. The contractor may be required to assist in the transfer of equipment and vehicles from other organizations in order to ensure operational capability.

8.0 PLACE OF PERFORMANCE

The place of performance shall be at the Government's facility: Savannah River Site, Aiken, SC. The Task Manager with concurrence of the COTR will identify work locations within SRS. Occasionally performance may be required at locations external to SRS. Those infrequent overnight trips are within the scope of this SOW and will not exceed the estimated hours. If operational (mission related and not training) trips exceed 14 days per fiscal year the COTR will consult with the CO for compensation remedy.

9.0 PERIOD OF PERFORMANCE

The period of performance for this contract is five (5) years, with a two (2) year base period and three (3) one (1) year option periods.

10.0 TYPE OF CONTRACT

The Government will award **Firm-Fixed Price (FFP) contract**.

11.0 SECURITY & QUALIFICATIONS

11.1 EXPERIENCE AND SKILLS

The contractor will provide personnel to conduct the following duties, having sufficient experience and skills, as follows:

1. Senior Safeguards and Security Consultant (1 FTE)

- a. A combination of 5 or more years of generalized experience in DOE safeguards and security programs; familiarity with DOE nuclear facilities.
- b. Bachelor of Science degree or equivalent and a combination of 10 or more years of experience in the Safeguards and Security areas of vulnerability assessment and physical protection programs (physical security systems, equipment, and processes) to include not less than 8 years at DOE facilities. Familiarity with Protective Force operations is desired, but not required.
- c. Technical writing and editing proficiency and experience.

- d. In addition, a minimum of 5 years of experience with International Safeguards and/or integrated safeguards projects, including IAEA implementation at DOE facilities.
- e. Position requires a DOE “Q” level security clearance and qualification under the SRS Human Reliability Program.

2. Safeguards and Security Survey Program Coordinator (1 FTE)

- a. A combination of 5 or more years of generalized experience in DOE safeguards and security programs and assessments of these programs; familiarity with DOE nuclear facilities.
- b. Expert level technical writing and editing proficiency and experience.
- c. Fluent with the most recent versions of Microsoft Office Professional.
- d. Experience in managing and manipulating organizational data bases. Experience with SRNS STAR assessment tracking database preferred.
- e. An ability to set and maintain project timelines and schedules.
- f. Position requires a DOE “Q” level security clearance.

3. PTSO/TSCMO Coordinator (1 FTE)

- a. At least five or more years’ experience working with a US Government supported TSCM and or TEMPEST Activity, TSCM instrumented experience desired.
- b. A working knowledge of Operational Security and Information Security principles and methods.
- c. Data Base and administrative management acumen.
- d. Strong knowledge of Microsoft Office products.
- e. Experienced at writing and conveying Technical Security information to a broad audience of skill sets.
- f. Position requires a DOE “Q” level security clearance.

4. Contractor Telecommunications Security Site Manager (1 FTE)

- a. Must have graduated the Interagency Federal Technical Surveillance Countermeasures fundamentals course.
- b. A Bachelor of Science degree.
- c. Five years of experience in DOE TSCM or TEMPEST operations.
- d. The following physical abilities: vision with normal color and depth perception, capable of lifting and carrying 50 lbs, capable of working in small enclosed locations, climbing and working at heights above 10’, hearing loss of not more than 30 dB at any one frequency, and an ability to stand, kneel, and crawl over periods up to two hours.
- e. Position requires a DOE “Q” level security clearance, qualification under the SRS Human Reliability Program, and Sensitive Compartmented Information access.

5. Information Protection Program Analyst (1 FTE)

- a. A combination of 5 or more years of generalized experience in DOE safeguards and security programs; familiarity with DOE nuclear facilities.
- b. A combination of 5 or more years of experience specializing in the handling and protection of DOE classified and sensitive information.
- c. A minimum of 5 years of experience with export control program activities
- d. Technical writing and editing proficiency and experience.
- e. Five or more years specialized experience performing derivative classification at DOE facilities at the SRD level.
- f. Derivative Classifier and Reviewing Official certification.
- g. Must have investigative or security incident adjudication experience.
- h. Position requires a DOE "Q" level security clearance.

6. Emergency Services Analyst (1 FTE)

- a. A combination of 5 or more years of generalized experience in DOE emergency services programs; familiarity with DOE nuclear facilities.
- b. Bachelor of Science degree or equivalent and prior experience at DOE site(s) performing DOE Emergency Management activities.
- c. Technical writing and editing proficiency and experience.
- d. Position requires a DOE "Q" level security clearance.

7. Nuclear Materials Disposition and Consolidation Engineer (1 FTE – NNSA Funded)

- a. A combination of 5 or more years of generalized experience in DOE safeguards and security programs; familiarity with DOE nuclear facilities.
- b. Bachelor of Science degree or equivalent and prior experience at DOE site(s) performing DOE nuclear materials management and disposition planning activities.
- c. Technical writing and editing proficiency and experience.
- d. Position requires a DOE "Q" level security clearance.

8. Protective Force Consultant (1 FTE)

- a. 10 or more years of generalized experience in DOE Protective Force programs.
- b. Bachelor's degree or equivalent.
- c. 5 years experience in evaluation and assessment of PF programs. Familiarity with vulnerability assessment and physical protection programs.
- d. Technical writing and editing proficiency and experience.

- e. Position requires a DOE “Q” level security clearance and qualification under the SRS Human Reliability Program.

9. Nuclear Material Control and Accountability Consultant (1 FTE)

- a. Bachelor of Science degree or equivalent
- b. 10 years of generalized NMC&A experience in DOE facilities, including assessment / survey of NMC&A.
- c. Working level knowledge of NMC&A accounting systems.
- d. Technical writing proficiency and experience.
- e. Position requires a DOE “Q” level security clearance and qualification under the SRS Human Reliability Program.

10. Personnel Security Consultant (1 FTE)

- a. A minimum of 10 years’ experience in DOE Personnel Security Programs to include access authorization, security awareness, badging and visitor control programs at DOE facilities.
- b. Bachelor of Science degree or equivalent
- c. Technical writing and editing proficiency and experience
- d. Ability to set and maintain deadlines/ track actions/ to ensure all commitments are met on time.
- d. Position requires a DOE “Q” level security clearance.

11.2 SITE ENTRY REQUIREMENTS

The site entry requirements shall conform to existing requirements in accordance with SRS General Site Security Plan.

11.3 SITE PHYSICAL SECURITY

The security requirement shall conform to existing requirements in accordance with in accordance with SRS General Site Security Plan.

12.0 DATA USE, DISCLOSURE OF INFORMATION AND HANDLING OF SENSITIVE INFORMATION

❖ The contractor will be required to sign a non-disclosure form – see attached

The contractor shall maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of information. The contractor shall provide information only to employees, contractors, and subcontractors having a need to know such information in the performance of their duties for this project.

Information made available to the contractor by the government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

If public information is provided to the contractor for use in performance or administration of this effort, the contractor except with the written permission of the contracting Officer may not use such information for any other purpose. If the contractor is uncertain about the availability or proposed use of information provided for the performance or administration, the contractor will consult with the COTR regarding use of that information for other purposes.

The contractor agrees to assume responsibility for protecting the confidentiality of Government records which are not public information. Each offer or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government Contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized government personnel or upon written approval of the CO. The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit and agreement at no cost to the Government between the contractor and the data owner that provides for greater rights to the contractor.

All data received, processed, evaluated, loaded, and/or created as a result of this delivery order shall remain the sole property of the Government unless specific exception is granted by the Contracting Officer.

13.0 POINTS OF CONTACT

All contract questions and concerns will be directed to the Government Contracting Officer, Marie Garvin, contact information identified below. **The Contracting Officer is the only individual with the authority to modify the contract that will result from this requirement.**

13.1 Contracting Officer

Marie Garvin

Office of Acquisition Management
Savannah River Operations Office
P.O. Box A
Aiken SC 29802
P: 803-952-8238
F: 803-952-9452

marie.garvin@srs.gov

14.0 OTHER ADMINISTRATIVE CONSIDERATIONS

14.1 HOURS OF WORK

Consultants will work 8 hours per day, Monday through Friday, and will be present during core work hours of 9:00 am to 3:00pm. Flexible and Compressed work schedules are allowable if mutually agreed by the contractor, relevant federal program manager, COR, and employee. Occasionally night and/or weekend duty is required. Overnight travel, normal duration of one week or less, may also occasionally occur.

14.2 DIRECT HOURS VERIFICATION

The contractor will invoice the Government on a Firm Fixed Price basis monthly and in accordance with Attachment 006 (Invoicing) of the contract. All billing will be in accordance with the Contract Line Item (CLIN) structure. The previous month's report will be due to the government no later than the 5th working day of the following month. If a variance of the estimated direct hours proposed versus expended is greater than 10% of each month, the Government reserves the right to negotiate rates and/or hours to reflect productive direct labor hours.

14.3 GOVERNMENT HOLIDAYS

The following Government holidays are normally observed by Government personnel: New Year's Day, Martin Luther King's Birthday, Presidential Inauguration Day (metropolitan DC only), President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation, or any other kind of administrative leave such as acts of God (i.e., hurricanes, snow storms, tornadoes, etc.), Presidential funerals or any other unexpected government closures.

15.0 STANDARDS OF CONDUCT

The Contractor will be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity.

16.0 CONFIDENTIALITY

All information regarding the work done under this task order must be regarded as sensitive information by the Contractor and not to be disclosed to anyone outside the Contractor's organization without the written permission of the Contracting Officer.

CERTIFICATE OF NON-DISCLOSURE

USC TITLE 41, SECTION 423(a); PROHIBITION ON DISCLOSING PROCUREMENT INFORMATION

(1) A person described in paragraph (2) below shall not, other than as provided by law, knowingly disclose contractor bid or proposal information or source selection information before the award of a Federal agency procurement contract to which the information relates.

(2) Paragraph (1) above applies to any person who – (i) is a present or former official of the United States, or a person who is acting or has acted for or on behalf of, or who is advising or has advised the United States with respect to, a Federal agency procurement; and (ii) By virtue of that office, employment, or relationship, has or had access to contractor bid or proposal information or source selection information.

I certify that I will not disclose acquisition-sensitive information (which includes, but is not limited to, contractor quote information and source selection information under the above law and FAR 3.104-2) regarding the Requirement, specifically, SOW:Support Services for the Office of Safeguards, Security, and Emergency Services _ For the Office of Acquisition Management, Savannah River Operations Office, Department of Energy, unless authorized by the Contracting Officer or otherwise in accordance with the above law. This restriction applies to the following types of information:

- a. The identities of the vendors and proposed subcontractors.
- b. The content of any non-price (e.g. technical) or price quote.
- c. Methods, standards or procedures used to evaluate such quotes.
- d. Ratings, scores, finding or results obtained in the evaluation process.
- e. Cost or pricing information.
- f. Advance procurement information, such as proposed RFP changes, prior to public release.
- g. The names of individuals providing reference information about a vendor's or proposed subcontractor's past performance.
- h. Other contractor quote and source selection information under the above law.

DATE

SIGNATURE

EMPLOYER

TYPED OR PRINTED NAME