

Performance Statement of Work

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

For the

Office of Acquisition Management
Savannah River Operations Office
Department of Energy

TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE
1.0	Purpose	1
2.0	Background	1
3.0	Scope	1
4.0	Statement of Work with Deliverables	2-20
5.0	Standards of Acceptable Performance	21
6.0	Travel and Other Direct Costs	21-22
7.0	Government Furnished Equipment/Information/Materials	22
8.0	Place of Performance	22
9.0	Period of Performance	22
10.0	Type of Contract	22
11.0	Security & Qualifications	22-24
12.0	Data Use, Disclosure of Information and Handling of Sensitive Information	25
13.0	Points of Contact	26
14.0	Other Administrative Considerations	27
15.0	Standards of Conduct	27
16.0	Confidentiality	27
Attachment	Certificate of Non-Disclosure	28

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 six functional areas: Senior Safeguards and Security Consultant; Safeguards and Security Survey Program Coordinator; PTSO/TSCMO Coordinator; Contractor Telecommunications Security Site Manager; Information Protection Analyst; and Nuclear Materials Disposition and Consolidation Engineer. The position of Emergency Services Analyst is required at the level of 0.5 FTE.

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>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, and associated system measures. 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. Tracks and 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> e. Assesses requests for new</p>	<p>Formal comments should be documented for all documents assigned within 14 calendar days or</p>

Skill Set Position	Task	Expected Results/ Deliverables
Senior Safeguards and Security Consultant <i>(continued)</i>	Facility Clearances and revised Facility Data and Approval Records.	as otherwise assigned.
	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 it relates 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 installed in the facilities, coordination of	Maintains cognizance of changes to IAEA equipment through regular communication with SRNS and the IAEA. Coordinated IAEA requests for facility resources SNRS. Observes the installation of

Skill Set Position	Task	Expected Results/ Deliverables
Senior Safeguards and Security Consultant (continued)	activities, and making recommendations concerning the status of implementation.	equipment as assigned by COR.
	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, after consultation with COR, 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. Provide immediate verbal results to DOE lead and document written results of walk downs to DOE within 2 days.
	n. Provide technical support for the operational oversight of existing safeguards and security systems including the Electronic	Observes at least two S&S system tests per month and documents results of assessment in written format to DOE lead within 3

Skill Set Position	Task	Expected Results/ Deliverables
Senior Safeguards and Security Consultant <i>(continued)</i>	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 written format to DOE lead 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 immediately upon termination.
	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.
	s. Observes Performance Assurance Program testing of critical and essential elements by SRS contractors.	Observes at least two Performance Assurance Program tests per month and documents results of assessment in written format to DOE lead within 3 working days.
	<i>Safeguards and Security Surveys</i> t. Evaluates Lines of Inquiry in the area of S&S Protection Program	Assists the DOE Lead in the performance of comprehensive audits during annual S&S Surveys of all SRS facilities in the areas of:

Skill Set Position	Task	Expected Results/ Deliverables
Senior Safeguards and Security Consultant <i>(continued)</i>	Management during DOE S&S Surveys of the SRS facilities.	Resources and Budgeting, Personnel Development and Training, S&S PLANNING AND PROCEDURES, Surveys and Self-Assessment Programs, Performance Assurance Program, Resolution of Findings, Facility Approval and Registration of Activities. Documents results of audits in Data Collection Sheets or 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 updated daily and provided to DOE lead.
	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 and the extraction of that data by sortable fields in order to track the status of the Survey and produce final inspection reports.	Attains familiarity with STAR database within 2 months of appointment. 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.
	d. Develop PT plans, coordinate PT plan library, and track all PTs conducted by the survey team during each survey.	Updates PT library within 7 days prior to start of field work for each survey.
	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 surveys.	Provides written summary of issues to DOE lead by COB Tuesday prior to weekly Wed. team meeting at 1300 hours.
	f. Drafts S&S Final Survey Reports in accordance with the format and content requirements	Drafts Final Survey Report for each S&S Survey within 30 days of the formal exit briefing according the

Skill Set Position	Task	Expected Results/ Deliverables
Safeguards and Security Survey Program Coordinator <i>(continued)</i>	of DOE policy, utilizing STAR submissions, data collection sheets, and other input from S&S Survey team members.	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 tracking findings 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. Ensures completion of Corrective Action Control Plans within 30 days of Exit Briefings. Tracks status of closure of contractor findings and provides	Updates DOE lead on status of approval of CAPs on a weekly basis. Updates DOE lead on status of closure of contractor findings on a weekly basis.

Skill Set Position	Task	Expected Results/ Deliverables
Safeguards and Security Survey Program Coordinator (continued)	updates to the Federal OSSES Program Manager.	
	m. Validates S&S Finding closure packages as assigned and makes recommendations to DOE-SR OSSES.	Assists DOE program managers to review finding closure documentation to ensure completeness by providing written evaluation within 7 days of assignment.
3. PTSO / TSCMO Coordinator	a. Performs functions as the SRS TSCM Officer (TSCMO) and PTS Officer (PTSO) Coordinator. Conducts periodic interface with approximately 50 TSCMO and PTSO 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.	Establish contact with the primary or alternate TSCMO/PTSO at least once per quarter to gauge the need for more advanced assistance. Record contact dates and salient notations in the TSCMO/PTSO records. Notify the federal TSCM PTS oversight if there are any concerns or security issues.
	b. Assists in preparation of the required TSCM and Telecommunications Security reports (and other correspondence).	Concise and technically accurate reports within 14 days
	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. Performs Open Source research concerning threats, tools, and techniques and shares such information with the Technical Security Team, TSCMO & PTSO personnel, and the SRS Federal Technical Security Program Manager.	Disseminate all relevant info on a daily basis.
	e. Reviews various law	Disseminate all relevant info on a

Skill Set Position	Task	Expected Results/ Deliverables
PTSO / TSCMO Coordinator (continues)	enforcement daily blotters and data bases accordingly events that may indicate a risk to classified information or suspicious activity.	daily basis.
	f. Reviews foreign national visit requests and recommends Technical Security precautions. Performs walk down of routes and determines the nature of activities in the vicinity.	Field visits are required for no less than 70% of occurrences.
	g. Performs periodic liaison and collaborative security efforts with SRS Office of Counterintelligence and other Intelligence Community Activities.	Routine contact will be upon event or at least quarterly.
	h. Maintains the SRS file systems for TSCM and Telecommunications Security.	No losses of documentation.
	i. Updates and maintain the TSCM and Telecommunications Security criteria schedule list. Also tracks completion of unscheduled requirements	Logs and liaison efforts will determine criteria.
	j. Prepares TSCM reports and data base results retrievable by FY, type of activity, and location of activity.	Ensures accessibility of data is quick and sortable to facilitate a fluid environment
	k. Prepares weekly activity reports that are integrated into quarterly and annual TSCM reports to DOE HQ.	Due on each Monday covers preceding Mon-Fri
	l. Updates the Safeguards and Security Information Management System (SSIMS) records pertaining to TSCM findings. Coordinates corrective action plans with the applicable TSCMO and tracks progress through final finding resolution.	Within 14 days
	m. Tracks the progress of Initial Technical Inspections and periodic required visual	Keep logs updated within three days of activities

Skill Set Position	Task	Expected Results/ Deliverables
PTSO / TSCMO Coordinator (continued)	inspection of approximately 20 SRS Protected Transmission Systems (PTS) s. Works with the applicable PTS Officer to ensure associated PTS Security Plans are current and accurate.	
	n. Maintains, retrieves, and purges classified data bases of TSCM scheduled and unscheduled activities.	
	o. Assists the TSCM Team with Operations Security Support as necessary.	Report OPSEC incidents to the DOE-SR TSCMOM within 2 hours of event.
	p. 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.
	q. Identifies training requirements and ensures the technical and safety training records of TSCMO, PTSO, and TSCM Team personnel are up to date and accurate. Researches and validates formal security training completion of new TSCMO/PTSO candidates.	
	r. Performs Derivative Classifying/ Reviewing Official (DC/RO) functions for TSCM and Telecommunications Security topical areas. Provides advice and assistance to TSCMO and PTSO personnel as needed.	Maintain DC/RO certification for CG SS TSCM, CG SS-4, and CG SS-IN.
	s. Researches a wide variety of national references, both classified and unclassified, concerning the TSCM and Telecommunications Security programs. Recommends the applicability to SRS and makes updates as necessary to the TSCMO/PTSO Standard Operating Procedures and DOE-SR publications.	Ensure all Technical Security approaches are consistent with current national, DOE, and local policies.

Skill Set Position	Task	Expected Results/ Deliverables
<p>PTSO / TSCMO Coordinator <i>(continued)</i></p>	t. 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
	u. Participates in TSCM and/or Telecommunications Security operations, as delineated in work requests.	Maintain TSCM Certification and capability to serve as 2 nd Tech
	v. Ensures Facility Data Approval Records are accurate and updated.	Keep entry safety training updated for all areas.
	w. On a daily basis maintains accurate list of all TSCMOs and PTSOs and promptly requests safe combination changes, access removal, and other immediate actions upon site access termination	Obtain training to change combinations on X-09 locks and make such changes within 48 hours of change needs
	x. 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
	y. Conduct secure data base searches and obtain threat assessments from the Office of Counterintelligence on a monthly basis. Immediately advises the TSCMOM/TSOM in the event of probable trends or threats.	
	z. Periodically inspect classified conference rooms to ensure all signs, logs, and procedures are being satisfactorily maintained.	Perform visual and instrumented evaluations as needed
<p>4. Contractor Tele-communications Security Site Manager</p>	a. Performs duties as an Alternate TEMPEST Coordinator. Conducts annual Special Reviews and assesses the level of threat posed to DOE classified processing equipment. Ensures	Ensure annual Special Reviews are accurate and submitted to HQ NLT seven days after the due date.

Skill Set Position	Task	Expected Results/ Deliverables
Contractor Tele- communicati ons Security Site Manager (continued)	all Telecommunications security requirements are met including the accountability of all transmitting devices in certain SRS security areas.	
	b. Assist the SR Federal Technical Security Program Manager (TSPM) in planning, developing and conducting self-assessments. Develops and revises “Lines of Inquiry” and serves as the primary inspector for area assessments.	Ensure OSS &ES Area/Activity Surveys for COMSEC, Protected Transmission Systems, TEMPEST, Transmission Security, and TSCM are completed within the specified time windows and submitted into STARS.
	c. 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.
	d. Participates in HQ TSCM and Telecommunications Security Quality Panel/Workshop meetings.	Provide candid feedback to DOE HQ contractor personnel when needed. Communications concerning field concerns will be through the DOE-SR Federal Oversight.
	e. Assists with the team pack logistical and maintenance records for accountability, serviceability, and compliance with DOE HQ standards.	Ensure maintenance and accountability of over \$2million equipment inventory is maintained at the highest standard.
	f. Participates in the development of quick action plans to find and eliminate SRS vulnerabilities when notified of inherent risks associated with communications processing equipment.	Hazards and Penetrations are reported to the DOE-SR Technical Security PM, via secure channels, within 4 hours of discovery.
	g. Assists the TSCM Team with Operations Security Support during the discreet movement of equipment and personnel into a target area.	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.
	h. Performs DC/RO functions	Obtain and maintain DC/RO

Skill Set Position	Task	Expected Results/ Deliverables
Contractor Tele-communications Security Site Manager <i>(continued)</i>	under the TSCM and Telecommunications Security topical areas.	training and certification for CG TSCM, CG SS4, CG SS IN, and applicable national requirements.
	i. 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 Assessments.	Ensure quarterly equipment status reports are accurate and submitted when due
	j. 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.
	k. Obtains and maintains SCI and COMSEC accesses in order to effectively support those activities	Maintain “Q” level Scty Clearance, “SCI” Access, COMSEC, and HRP.
	l. 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 our support.
	m. 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.
	n. Periodically inspect classified conference rooms to ensure all	Ensure all DOE physical security postings are in all recurring service

Skill Set Position	Task	Expected Results/ Deliverables
Contractor Telecommunications Security Site Manager (continued)	signs, logs, and procedures are being satisfactorily maintained	locations
	o. Serves as the Contractor Information System Security Manager for all Technical Security Program Computers.	Keep all ISSM documents up to date. Assist in the expansion of TS net to allow for field input
	<i>Safeguards and Security Surveys</i> p. Evaluates Lines of Inquiry in the areas of TSCM and Telecommunications Security during DOE S&S Surveys of the SRS facilities.	Ensure OSS &ES Area/Activity Surveys for COMSEC, Protected Transmission Systems, TEMPEST, Transmission Security, and TSCM are completed within the specified time windows and submitted into STARS.
5. Information Protection Analyst	<i>Unclassified Controlled Information and Classified Information Protection and Control</i> a. Participates in SRS Surveys and assessments in the area of Information Protection Basic Requirements and Classified Matter Protection and Control.	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.
	b. Serves as subject matter expert in Classified Matter Protection and Control (CMPC) and Unclassified Controlled Information Program (UCIP) and Security Incident Program (SIP) Support.	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.
	c. 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.	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.
	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

Skill Set Position	Task	Expected Results/ Deliverables
Information Protection Analyst (continued)		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.	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>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; Enters information into the STI/PIR database.	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.
	h. Establish a file for each STI/PIR and maintain a copy of the document being reviewed and one SR-60 which is completed with each document reviewer's approval/disapproval.	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.
	k. Consolidates the outcome of multiple reviewers' comments/changes and in cases where changes need to be made,	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established

Skill Set Position	Task	Expected Results/ Deliverables
Information Protection Analyst <i>(continued)</i>	coordinates with the originator and the appropriate reviewer to ensure that the necessary changes are made and incorporated into the information being released.	due date as established by the Federal Information Protection/CMPC Official.
	<i>Classification Analysis</i> 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.	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
	m. Reviews documents, conducts assessments, writes and reviews guidance, develops procedures and policies, oversees contractor programs, provides training, and provides advice on issues.	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
	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 safeguards and security.	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
	o. Reviews classification/declassification/UCNI policies contained in DOE guides for adequacy to establish the appropriate degree of	Completed work should be thorough, technically accurate, requiring little to no re-work, and completed within the established due date as established by the

Skill Set Position	Task	Expected Results/ Deliverables
Information Protection Analyst <i>(continued)</i>	security measures to be taken at DOE and contractor facilities.	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 applicable DOE 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.
	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 Information

Skill Set Position	Task	Expected Results/ Deliverables
Information Protection Analyst (continued)		Protection/CMPC Official.
	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 Information Protection/CMPC Official.
	<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 Information Protection/CMPC Official.
	<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 Export Control 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 presentation materials and documents with EC relevance	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.
	aa. Perform source document research and development of draft policies and procedures.	Completed work should be thorough, technically accurate, requiring little to no re-work, and

Skill Set Position	Task	Expected Results/ Deliverables
Information Protection Analyst (continued)		completed within the established due date as established by the Federal Information Protection/CMPC Official.
	bb. Conduct assessments, reviews, and surveillance as requested	Written reports of results of assessments, reviews, and surveillances shall be submitted within 10 working days.
6. Emergency Services Analyst (.5 FTE)	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.	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. Assist in the development of the Savannah River Site Continuity of Operations 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 Nuclear Materials Management Official.
	c. Monitor and support remote worker activities	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.
	d. Assist with internal and external assessments.	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.
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	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

Skill Set Position	Task	Expected Results/ Deliverables
Nuclear Materials Disposition and Consolidation Engineer (continued)	inventories and developing integrated program plans for consolidating/disposition options.	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).	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.
	c. Develop a Materials Management Plan (MMP) documenting progress made by NNSA and EM sites in consolidating and disposing of SNM.	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.
	d. Conducts inventory analysis of DOE nuclear materials inventory	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.
	e. Attends meetings with other DOE Sites to clarify disposition strategies of SNM at their sites.	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.
	f. Establishes metrics for measuring progress of Department consolidation and disposition activities.	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.

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 \$50K 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 two (2) years.

10.0 TYPE OF CONTRACT

The Government will award **Firm-Fixed Price Purchase Order (best value tradeoff)**.

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 physical protection programs (physical security systems, equipment, and processes) to include not less than 8 years at DOE facilities.
- 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; 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. STARS experience 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 (0.5 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.

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 David W. Hepner, 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 David W. Hepner

Office of Acquisition Management
Savannah River Operations Office
P.O. Box A
Aiken SC 29802
P: 803-952-9354
F: 803-952-9452
david.hepner@srs.gov

14.0 OTHER ADMINISTRATIVE CONSIDERATIONS

14.1 HOURS OF WORK

Work hours are 7:30am to 4:00pm, Monday through Friday, or specified by the Federal Task Manager. Occasionally night and/or weekend duty is required. Overnight travel, normal duration of one week or less, may also occasionally occur.

14.2 PRODUCTIVE DIRECT LABOR HOURS

The contractor can only charge the Government for “Productive Direct Labor Hours”. “Productive Direct Labor Hours” are defined as those hours expended by contractor personnel in performing work under this Task Order. Productive labor does not include sick leave, vacation, Government or contractor holidays, jury duty, military leave, or any other kind of administrative leave such as Federal Governmental closings due to inclement weather. Any exceptions to this provision must be pre-approved by the Contracting Officer.

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