

Performance Work Statement
Site Security Services
National Energy Technology Laboratory

1. SCOPE

The Contractor shall furnish all the necessary personnel, materials, services, and otherwise do all activities necessary to perform the work as set forth below.

The Contractor shall furnish all contract oversight management, supervision and technically trained personnel to provide routine and emergency site security protection and support services for the United States Department of Energy (DOE), National Energy Technology Laboratory's (NETL's) employees, Contractors, Research Associates, visitors, and customers. These services include, but are not limited to: patrol, entry control, parking and traffic control, and security and fire safety surveillance duties. The Contractor shall provide competent, trained, uniformed security officers who meet the standards for providing private guard services in the applicable locality and state; in addition to the standards described herein. Security officers are unarmed Contractor employees who conduct security duties at DOE facilities. They are not authorized to carry firearms and are not empowered with any arrest authority. These services are required at the following NETL locations: Albany, Oregon; Morgantown, West Virginia; and Pittsburgh, Pennsylvania facilities.

The Contractor shall maintain all management, supervision, manpower, training, screening, equipment, supplies, licenses, permits, certificates, insurance, pre-employment screenings, reports, files and any other resources necessary to accomplish services as described here in. The Contractor shall perform to the standards required in this contract and will be expected to work closely with NETL representatives throughout the duration of the contract.

Site security services shall be provided twenty-four (24) hours per day, seven (7) days per week (24/7), and 365 days per year. The level of effort will be determined by the specific Security Condition (SECON) level the DOE is under at any time.

2. DEFINITIONS AND ACRONYMS

- 2.1. Directives - consist of orders and procedures that establish administrative policies and processes; provide information essential to the general administration and operation of NETL; and define requirements to comply with law or policy.
- 2.2. Manuals - establish internal policy and instructions for NETL's operational organizations. Manuals are managed by the responsible operational organization.
- 2.3. Post Orders – policies and procedures developed by the contractor for implementing the requirements of this PWS.
- 2.4. Contracting Officer's Representative (COR) - individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions (Administrative COR or ACOR).
- 2.5. Alternate Contracting Officer's Representative (ACOR) – individual designated to a specific site (Pittsburgh and Albany) and authorized in writing by the Contracting Officer to perform specific technical or administrative functions in the absence of the COR.
- 2.6. Facility Security Officer (FSO) - Federal employee appointed to implement the safeguards and security requirements of the Department of Energy.
- 2.7. Security Conditions (SECON) - DOE security condition (SECON) levels establish standardized protective measures for a wide range of threats and help disseminate appropriate, timely, and standardized information for the coordination and support of DOE crisis or contingency activities. SECON levels

change based on threat levels or incidents, can be locally or nationally based, and are determined by the deputy secretary for agency-wide base levels. Security Conditions may be one of the following:

- 2.7.1. SECON 5, Low Condition. This condition suggests a low risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions. SECON 5 exists when a minimal SECON concern exists but warrants on a routine security posture.
- 2.7.2. SECON 4, Guarded Condition. At this level there is a general, risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions. SECON 4 applies when there is a broad, non-specific threat of a possible event, the nature and extent of which are unpredictable. All measures selected for use under SECON 4 must be capable of being maintained indefinitely.
- 2.7.3. SECON 3, Elevated Condition. This level is declared when there is a significant risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions. SECON 3 applies when an increased and more predictable threat against DOE facilities exists. The measures used in SECON 3 must be capable of being maintained for lengthy periods without causing undue hardship, affecting operational capability, or aggravating relations with the local community.
- 2.7.4. SECON 2, High Condition. Declaration of SECON 2 is declared when there is a high risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions. This condition may apply when an incident occurs or intelligence is received indicating that some form of action against DOE personnel and facilities is imminent. Implementation of measures in this security condition for more than a short period will probably create hardship and affect routine activities of the facility/site and its personnel.
- 2.7.5. SECON 1, Severe Condition. This condition reflects a severe risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions. SECON 1 applies in the immediate area where conditions have occurred that may affect a DOE facility/site or when an attack is initiated on the facility/site. Implementing SECON 1 will create hardship and affect the activities of the location and its personnel. Normally, this condition will be declared as a localized response.

3. DESCRIPTION OF SERVICES

The Contractor shall provide the security service staffing levels as dictated per the current SECON level unless otherwise directed by the Government for its customers, visitors, contractors, research associates, employees, and vendors. Business hours at NETL are 0600 to 1830, Monday through Friday; however, NETL staff may be on site 24 hours a day with proper approval. The required security officer staffing level and post coverage are as specified in this PWS in Section 4.0. Security services and technical requirements to be provided during the execution of this contract include the following.

3.1 GENERAL DUTIES AND RESPONSIBILITIES

- 3.1.1 Guard and protect all Government property, information, documentation, material, buildings, and equipment from unauthorized access, theft, or sabotage.
- 3.1.2 Maintain knowledge of and compliance with applicable federal, state, and local statutes and ordinances, regulatory requirements, DOE directives, NETL directives, manuals, and handbooks and periodic updates provided by the Government as they pertain to security work at NETL.
- 3.1.3 Raise and lower Government-furnished U.S. and departmental flags at the request of DOE. Assure the flags are flown at half-staff as required or as directed by the Facility Security Officer (FSO) or Contracting Officer Representative (COR) or Technical Contracting Officer Representative (TCOR), in response to special orders issued by the President of the United States or the governors of the state. The U.S. Flag Code shall be followed (U.S.C. Title 36, Chapter 10). Replace worn flags when necessary.

- 3.1.4 Supervise security officers to a level which successfully manages the safety of officers, ensures compliance with the PWS, identifies and corrects performance issues, and addresses issues with the conduct of personnel under its employ.
- 3.1.5 Cooperate with and assist law enforcement agencies relating to crimes committed against NETL, including maintaining the scene to protect possible evidence in accordance with established procedures.
- 3.1.6 Assist in the conduct of inquiries related to losses and thefts of Government and personal property, employee misconduct, and other security-related incidents. Security officer participation in inquiries shall be documented and reported to the COR and FSO by means of an incident report.
- 3.1.7 Comply with additional responsibilities set forth in requirements and technical directions issued by the Government.

3.2 SECURITY SYSTEMS MONITORING AND RESPONSE

- 3.2.1 Program and operate facility access control and intrusion detection systems at each facility. Report any needed supplies, maintenance, or malfunctions of the systems to the FSO and COR
- 3.2.2 Monitor, respond and report security alarms, intrusion detection systems, and other protection devices or equipment.
- 3.2.3 Monitor building conditions and alarms systems such as gas, fire, heating, ventilation, and air conditioning and report unusual occurrences as required by post orders.
- 3.2.4 Monitor site security systems and infrastructure and submit work orders and notify the FSO and COR to initiate repairs.

3.3 ACCESS AND EGRESS

- 3.3.1 Enforce all access control procedures through the identification of personnel and visitors and control of entrances and exits. As directed by FSO/COR/TCOR conduct exit inspections of vehicles.
- 3.3.2 Immediately report to DOE security staff, when required, incidents involving persons observed attempting to gain, gaining, or who have gained unauthorized access to any NETL facility. Notify local law enforcement, and offsite agencies as directed by FSO/COR/TCOR.
- 3.3.3 Conduct routine and random patrols throughout the NETL sites, varying the patrols as to not establish a pattern.
- 3.3.4 Conduct perimeter patrol and inspect the entire perimeter fence at least monthly, weather permitting, and submit work orders through NETL's work control system to have the fence repaired when necessary.
- 3.3.5 Monitor closed circuit surveillance system in the command center and conduct random patrols to detect persons who gain or attempt to gain unauthorized access to NETL.
- 3.3.6 Provide traffic, parking, and pedestrian control services. The Contractor shall direct traffic and issue written violations and warnings as required to ensure employee conformance to traffic standards. Tactful and courteous warnings and citations shall be made using the NETL-provided forms to individuals who violate site parking and traffic regulations. Security will contact the employee and/or their supervisor, to report unattended vehicles and request that the

vehicle be removed.

- 3.3.7 Conduct searches of vehicles and hand-carried items entering the site to ensure that prohibited articles are not introduced onto the site or Government property improperly removed from the site. Vehicle searches shall in accordance with in accordance with post orders.
- 3.3.8 Work cooperatively with the unclassified foreign national visit and assignment program. The Contractor shall conduct planning and actions as necessary to enforce security policies with respect to foreign national visitors and assignees access.
- 3.3.9 Lock and unlock designated buildings, gates, and spaces on a predetermined schedule, and open buildings or spaces for authorized personnel as defined by the Government in the operating procedures.
- 3.3.10 Each evening, between 6:00PM and 12:00AM, perform a check of the electric vehicle charging stations and Government vehicles. If Government vehicles are plugged in, no action is required. If Government vehicles are not plugged in, activate the charging station with the vehicle's ChargePoint Card and then plug the charging station cord into vehicle. For instances when Security must plug in a vehicle, provide a daily report of the vehicle plate number and location to the NETL GSA Fleet Manager. Instructions on how to activate the charging station and plug in the vehicle are shown in a short video located at each charging station.

Charging station location:

- Morgantown Parking Garage
- Pittsburgh B-920/921 Lot
- Pittsburgh R&D Plateau North Parking Lot

3.4 BADGING SERVICES

- 3.4.1 Provide employee badging services to include operation of the US Access Credentialing system and local badging system at each facility. Badging shall be done by officers who have been trained, screened and approved for issuance of a US Access Credential. Provide system administration duties for the US Access Credentialing system for the following roles: security officer, enrollment officer, and activator. Training for these positions is provided through GSA.
- 3.4.2 Maintain, issue, and retrieve identification badges, keys, access cards, and vehicle parking tags, and other security related items.
- 3.4.3 Conduct annual badge inventory and provide the inventory to the FSO.
- 3.4.4 Operate and manage access control systems for each facility to include managing access privileges
- 3.4.5 Issue warnings and written violations to ensure employee conformance to proper display of badges.

3.5 KEYS, LOCKS AND SAFES

- 3.5.1 Provide locksmith services by a licensed, bonded locksmith. Provide locksmith supplies such as keys, cores, and associated equipment. All other routine locksmith requests are to be initiated within one (1) business day of notification. If weather conditions or other delays dictate additional time, the COR must be contacted immediately.

- 3.5.2 Emergency locksmith requests will need to be completed within two (2) hours of notification. Emergency calls are defined as calls made for services to a security area. These emergency locksmith services shall be provided twenty-four (24) hours-a- day, seven (7) days-a-week, including federally observed holidays.
- 3.5.3 Install new locks and locksets as directed by FSO/COR/TCOR.
- 3.5.4 Store combinations for all safes provided by the FSO.
- 3.5.5 Maintain the master keying system and associated database for each facility. Maintain keying and combination records to the extent necessary to meet DOE order requirements.
- 3.5.6 Implement or coordinate the repair and/or replacement of lock cores and pinning of locksets and re-key locks as necessary when instructed by the FSO/COR/TCOR.
- 3.5.7 Perform maintenance activities and change combination-type safe locks, and maintain a supply of locksets, hardware, and spare parts and keys for immediate replacement needs. When necessary refer non-lock related hardware and maintenance needs to the facilities work control system.

3.6 EMERGENCY RESPONSE

- 3.6.1 When emergency situations arise, the Contractor shall divert security officers from their normally assigned duties as directed by designated site emergency response officials or the FSO. Security officers will provide notifications to onsite personnel and offsite emergency organizations, monitor emergency communications, control access to the emergency scene, and perform other emergency response duties as required by NETL procedure. Position specific emergency response training is provided by the Government.
- 3.6.2 In the event of a fire, ensure access by the fire department is not restricted, provide fire protection pre-plans of impacted areas to responding fire department units (fire protection plans are provided by Security/ERO Team).
- 3.6.3 In cases involving work place violence, provide defensive protection for those involved, as needed, and in accordance with the NTC training program and NETL policy. This may include weaponless self-defense and use of intermediate force weapons.
- 3.6.4 When the emergency has been terminated and the security officers are no longer needed, they shall be directed to return to their normal assignment. No additional costs will be charged to the Government for the diversion of security officers to emergency response, unless officers are needed and approved by the COR to work additional hours.

4. REQUIRED HOURS AND POSTS

- 4.1. The Contractor shall provide, at a minimum, security officers to fill posts as described below. The number of and labor hours of security officers needed per shift and post is determined by the current SECON level that DOE has declared. When SECON levels are changed, the COR shall notify the Contractor verbally as soon as the information is known. The COR shall provide written direction to the Contractor within 24 hours following such verbal direction or prior to close of business on the next business day (business hours are Monday through Friday, 0600 to 1830) if the event occurs during a holiday or weekend. Additional staffing may be needed during special events and during emergencies, when requested by the Contractor and approved in advance by the COR. Staffing levels shall be such to successfully meet the requirements of protection established for the SECON level and to successfully manage security roles and responsibilities during emergencies and special events.
- 4.2. SECON Levels 3, 4, and 5: The minimum post requirement is all fixed post vehicle gates, when opened,

shall be covered by a security officer. Pedestrian gates to enter site are closed at all times and entry is controlled by an access control system. Specific inspection frequencies are identified in the site facility security plan. Fixed post locations are established by NETL per DOE Order 473.3 guidance. (www.directives.doe.gov/) Locations are provided on site maps. The schedule addresses requirements by DOE to establish post locations and ensure that proper protective force work hour requirements are enforced. Total weekly level of effort (LOE) in labor hours is also provided. Each site has different requirements based on the area and layout of the facility, the number of employees on site, and the average number of visitors and off-site Contractors coming on site.

Albany, OR			Morgantown, WV			Pittsburgh, PA		
Post	Coverage	LOE/week (hh:mm)	Post	Coverage	LOE/week (hh:mm)	Post	Coverage	LOE/week (hh:mm)
Control center	24/7	168:00	Control center	24/7	168:00	Control center	24/7	168:00
Patrol	24/7	168:00	Patrol	24/7	168:00	Patrol	24/7	208:00
Post 1: entry control /inspections	0600-1730 Mon-Fri	57:30	Post 1: entry control /inspections	0600-1730 Mon-Fri	57:30	Post 95: entry control /inspections	0600-1730 Mon-Fri	57:30
			Post 1: entry control /inspections	0700-1500 Mon-Fri	25:00	Post 924: entry control /inspections	0600-1730 Mon-Fri	57:30
		393:30			418:00			491:00

- 4.3. SECON Level 2: Implementation of measures in this SECON level for more than a short period of time will create significant change in routine activities of the site and its personnel. Increased frequency of inspections above Level 3 is required, including detailed vehicle inspections and inspections of packages. Also required is an increase in the level of patrols conducted in addition to those performed at lower levels. The estimated LOE for SECON level 2 is as follows. Specific needs of SECON Level 2 will be directed by the FSO/CORO.

week Albany, OR: 477 labor hours per
week Morgantown, WV: 502 labor hours per
week Pittsburgh, PA: 590 labor hours per

- 4.4. SECON Level 1: This condition applies in the immediate area where a malevolent or terrorist act has occurred or is expected to occur. Security forces must be able to ensure absolute control over access to the site. This is expected to be a very short-term measure should it be declared. It is expected this condition will require an additional two officers per shift (additional 336 hours per week, per site) to maintain above those required for SECON level 2.

5. TRAINING

- 5.1. If the Contracting Officer determines Contractor employees do not possess required training/certification as outlined below, the CO will direct the Contractor to immediately remove such employees from duty and provide qualified replacements at no additional cost to the Government.
- 5.2. The Contractor shall ensure personnel performing services under this contract acquire and maintain the required locality and state certifications.
- 5.3. Training of each employee shall be accomplished in accordance with the Training Approval Program (TAP) developed by the Contractor. The TAP shall be developed, approved, and executed in accordance with DOE Order 473.3, Protection Program Operations (www.directives.doe.gov/). A specific job task analysis and training program shall be developed, approved, and maintained for each position. This will include continuing revision, updates, and approvals throughout the contract period. The TAP will encompass all personnel assigned duties under this contract. All instructors shall have completed, or complete within the first year of assignment, Basic Instructor Training offered through the DOE NTC. Renewal of this training every 3 years is also required for instructors. The Contractor shall allocate 40 hours of additional time per year per officer for compliance with the annual training

requirements stated here and elsewhere in the PWS.

- 5.4. Employees at the Pittsburgh site must meet the training requirements of the Pennsylvania Lethal Weapons Training Act of 194, P.L. 705, No. 235. Training is required for lethal weapons including firearms, and billy clubs.
(<https://www.psp.pa.gov/lethalweapons/Other%20LWTA%20Docs/Act%20235.pdf>)
- 5.5. Certification of each employee's completion of all required training courses shall be maintained on file by the Contractor. Training shall be provided by persons who are qualified to instruct the specific subject.
- 5.6. Probationary personnel shall be required to successfully complete at least 40 hours of on-the-job training that includes all shifts before being permanently assigned.
- 5.7. In addition to the training required by the NTC TAP, all Contractor employees shall receive the following, on-the-job, Government-provided training within 6 months of beginning assignment at NETL and as an annual refresher. This list will vary depending on requirements. Some of the training is offered through computer-based training modules and some is hands-on. The training may include, but not be limited to:
 - Hazardous Communications Introduction
 - Confined Space Entry
 - Electrical Safety and Lockout/Tagout
 - Hearing Conservation
 - Blood borne Pathogens
 - Cybersecurity Training
 - Waste Management/Hazwaste Overview
 - Emergency vehicle operator training
 - Annual Security Training
 - ES&H Awareness Training
 - Chemical Hygiene Training
 - Fire Extinguisher Training
 - HAZWOPER Awareness Level
 - First-Aid
 - CPR Heart Saver
 - Heart Saver Automatic External Defibrillator Training and Certification
 - General Employee Emergency Response Training
 - Emergency Response Organization Position Specific Training
 - Continuity of Operations
 - Government Vehicle ChargePoint Training
- 5.8. New employee computer-based training shall be completed within 30 days of entry on duty, or as otherwise directed by the owner of the training, e.g., safety office

6. **STANDARDS OF CONDUCT**

- 6.1. Verification of nonconformance of the performance of duties and responsibilities can lead to contractually permitted remedies upon the contractor.
- 6.2. Report actual or suspect violations of law, regulations, or policy, including fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement, relating to DOE programs, operations, facilities, contracts,

or information technology systems to an appropriate authority (e.g. OIG, other law enforcement, supervisor, security officials, EEO). Examples of violations to be reported include, but are not limited to, allegations of false statements: false claims: bribery; kickbacks; fraud, DOE environmental, safety, and health violations; theft; computer crimes; Contractor mischarging; conflicts of interest; and conspiracy to commit any of these acts. An employee may always report incidents and information directly to the OIG.

- 6.3. Neglect of duties and all forms of insubordination shall not be allowed. This includes sleeping on duty, unreasonable delays, and failure to carry out assigned tasks, conducting personal affairs during duty hours, submitting false reports, abandoning posts, misuse of Government property, non-business use of personal cell phones or other electronic devices, and refusing to render assistance or cooperate in upholding the integrity of the security at the site. Disciplinary action in response to violations of these requirements will be provided by the Contractor to his/her employees.
- 6.4. Officers shall remain professional in all dealings and exercise restraint when confronted with verbal and/or physical assaults, exercising the force continuum as needed to address the situation. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, personal threats, harassment, or fighting shall not be permitted. Officers shall remain professional in all dealings and exercise restraint when confronted with verbal and/or physical assaults, exercising the force continuum as needed to address the situation. Violations to these requirements and associated disciplinary actions will be provided by the Contractor to his/her employees.
- 6.5. The Contractor shall not allow any employee (while on duty) to possess, sell, consume, or be under the influence of intoxicants, drugs, or substances which produce similar effects. Violations to this requirement and associated disciplinary actions will be provided by the Contractor to his/her employees.
- 6.6. The Contractor shall not employ any officer whose conduct, on or off the job, would cause doubt about the officer's honesty, integrity, or trustworthiness. Officers who fail to faithfully execute their duties, engage in workplace misconduct, become involved in criminal proceedings, or otherwise fail to conduct themselves in a professional manner can be restricted from providing services under this contract by the CO.
- 6.7. All Contractor employees are subject to the same level of investigation as NETL DOE employees. The level of background investigation commensurate with the level of access needed to perform the work included in this contract is a National Agency Check with Written Inquiries (NACI). This requirement is applicable to all sub-contractor personnel requiring the same access.
- 6.8. Any officer with pending criminal charges shall be suspended from the site pending the outcome of the criminal case. Those individuals, who receive a favorable adjudication of pending charges, may have their site access re-established at the discretion of the COR. Those individuals, who receive an unfavorable adjudication of pending charges, will have their site access removed indefinitely.

7. GOVERNMENT-FURNISHED EQUIPMENT

- 7.1. The Contractor shall use and/or operate Government-provided equipment in a responsible manner. The Contractor is solely responsible for care and accountability of Government-provided equipment in accordance with terms and conditions of this contract. Certain items of Government furnished property/equipment are likely to be provided to individual employees of the Contractor. As such, it is the Contractor's responsibility to ensure items are returned upon the termination of employment with the Contractor.
- 7.2. The Contractor shall return all Government-provided property to the COR when property is no longer necessary for contract performance, expired, employee terminations/resignation, or at the direction of the COR.
- 7.3. The Contractor shall use Government property for official Government business only, in performance of this contract. Contractor and contract employees shall not use Government property in any manner for

any personal advantage, business gain or other personal endeavor.

- 7.4. The Contractor shall be provided with numbered uniform shields that have been officially approved by NETL DOE for issuance and use as official identification for security officers. Each officer shall be issued two identically numbered uniform shields. The uniform shield shall be worn on the outer garment of the uniform at all times always. Uniform shields shall be controlled to prevent unauthorized use. Issuance and control of the uniform shields shall be done in accordance with detailed technical direction provided by the COR.
- 7.5. Uniform patches indicating the Government agency shall be provided by DOE-NETL. Uniform patches shall be controlled to prevent unauthorized use. Identifying uniform patches shall be issued and controlled by the Contractor, per a plan as outlined in per the General/Post Orders, approved by the FSO and COR. Only uniform patches described in Section 7.3 shall be authorized for wear on the uniform.
- 7.6. Training aids and training versions of duty gear for formal training programs to include red man suits, mats, training batons, cuffs, pads, and other expendables will be provided as needed in support of the approved training program.
- 7.7. Government-furnished body armor is available at each NETL site. Additional technical direction will be provided as necessary regarding use of body armor—optional at SECON level 3, mandatory at level 1 and 2.
- 7.8. Reference contract section H. Government Property and current Government Furnished Property (GFP) list for that specifically furnished in performance of this contract.

8. CONTRACTOR-FURNISHED EQUIPMENT

- 8.1. The Contractor shall furnish, install, operate, and maintain in an acceptable manner all other equipment, materials, and supplies that are not specified as furnished by the Government but are required by the Contractor for performance under this contract. Equipment must be maintained in a serviceable condition in keeping with generally accepted practices and/or the manufacturer’s recommendations for the particular type of equipment. Requests for use of additional equipment not identified in the PWS must be submitted for approval by the COR.
- 8.2. All security personnel assigned to a NETL site shall wear the accessories, equipment, and uniform specified herein.
- 8.3. Uniforms. Security personnel must be distinctively uniformed with proper fitting attire that match and that present a positive image of a National Laboratory while on duty and be identified with their function by appropriate emblems or badges. All security officers shall wear the same color and style of NETL field uniform. To clarify discretionary areas and ensure consistency at all sites, the NETL field uni- form specifications and quantities per officer are contained in Table 9.1. Uniforms shall be worn at all times while on duty, unless otherwise authorized by the COR. Official uniforms, patches, and shields shall be controlled to prevent unauthorized use. The embroidered DOE/NETL uniform patches and shields shall be surrendered to the COR at the end of the contract as these are DOE-accountable items. To ensure proper uniform appearance, all items shall be reviewed and replaced as needed and at a minimum of every 18 months by the Contractor. The table below provides the minimum expectation for uniforms provided:

NETL Field Uniform Specifications		
Item	Minimum Specification	Quantity/ Employee
Pants	tactical battle dress uniform (BDU)-style poly/cotton; ripstop; Propper brand or approved equal by the government; model F5205 zipper style or F5201	5
Shirts	tactical BDU-style poly/cotton; ripstop; Propper brand or approved equal; model F5456 short sleeve and F5452 long sleeve; navy blue	3 short, 3 long sleeve

T-shirt	cotton; crew neck; navy blue	5
Belt	BDU nylon web; 2-inch; flat finish; black	1
Name strip	cloth strip; material similar to shirt and embroidered with last name; navy blue with gray thread; display above right pocket on shirts and cold weather coat	7
Uniform Shield	DOE (Government provided); display on left pocket of shirts and upper left side of coats	2
Uniform Patch	embroidered DOE/NETL patch (Government provided); display above left pocket and on left shoulder of shirts and cold weather coat	14
Patch	American flag; display on right shoulder of shirts and cold weather coat	7
Rank insignia	metal; rank appropriate/military spec; gold (reference: rothco.com); display on collar of shirt and cold weather coat	4 sets
Coat, rain	high visibility; trench-style	1
Coat, cold weather	double duty jacket; 5.11 brand or approved equal; model 48096 with removable cold weather liner; navy blue	1
Hat, cold weather	knit watch cap; military spec; no designs or logos; black	1
Hat, warm weather	baseball-style cap; SECURITY on front; navy blue	1
Gloves, cold weather	waterproof; insulated; black	1
Safety footwear	6 or 8-inch boots, black in color, have a consistent style across all sites, and must be fabricated in compliance with ASTM F2413-2011. Footwear shall be replaced when it becomes worn or damaged.	

Note: Uniforms and equipment must not necessarily be new, but must be in good serviceable condition, match (i.e. color of top/pant, officer to officer) and meet the standards identified above.

8.4. Duty gear. Individual equipment provided for each officer shall include hand cuffs, baton, pepper spray, flashlight, and duty belt and holsters for carrying such items. Items shall be provided only after successful completion of the training requirements set forth in section 6.0. All equipment shall be kept in serviceable condition. The Contractor shall keep a serviceable pool of such items available for use by officers. The table below provides the minimum requirements and specifications for each required piece of duty gear:

NETL Duty Gear Specifications	
Item	Minimum Specification
Hand cuffs	hinged; nickel plated that meets National Law Enforcement Technology Center (NLETC) – National Institute of Justice (NIJ) - Metallic Handcuff Standard - 0307.01
Hand cuff holster	closed case; black
Baton	21 inch; collapsible; black
Baton holster	hard plastic with side break; black
Pepper spray	10% Oleoresin Capsicum (2 million SHU) pepper spray; 3 ounces; flip top
Pepper spray holster	closed case; black
Flashlight	sized to comfortably fit on duty belt; minimum 320 lumens; black/silver
Flashlight holster	black
Duty belt	nylon with replaceable buckles; 2-inch; black
Disposable double hand cuff	Minimum of 10 pack for each site, 400 lb tensile strength minimum, ½ in wide minimum.

8.5. Keying supplies. Consumable keying supplies such as cores, key blanks, and cutting supplies shall be purchased by the Contractor maintaining strict adherence to the NETL key program requirements as outlined in DOE Order 473.3. It is the Contractor’s responsibility to ensure such supplies are on hand as needed to meet demand and maintain spares.

8.6. Bonding. The Contractor shall provide a minimum \$50,000, per occurrence, fidelity bond for all contractor employees working under this contract. Certificates shall be provided to the COR within 30

days of award of contract.

9. **DELIVERABLES**

- 9.1. The Contractor shall provide reports in accordance with the Reporting Requirements Checklist. In addition to those Reporting Requirements, the following deliverables are required.
- 9.2. Transition Plan. Contractor shall submit a final transition plan for approval to the government within 15 days of award of contract and revise the plan as needed during the transition period. The plan will describe projected milestones, the approach to staffing, and transfer of duties from the incumbent Contractor; how the work will be assumed and transitioned in a timely and accurate manner; how staffing vacancy positions will be filled; and any updates to the risk plan. Contractor shall provide weekly status and progress reports to the COR until transition is complete.
- 9.3. Post Orders. The Contractor shall implement and maintain post orders for each post or function staffed by security personnel. The Officers are responsible for familiarizing themselves with the content of the post orders to demonstrate their knowledge and understanding. The post orders shall include the following:
- Post orders that contain security functions that apply to all sites and all posts.
 - Post orders that are specific to the work requirements of the post or function at the individual site. These contain any necessary direction and/or detail for the operation of the individual posts.
 - All DOE/NETL security-related internal and external policies, plans, procedures, and forms.

The Contractor is responsible for monitoring, identifying, and updating the content of the post orders as Government (DOE/NETL) security-related directives and manuals are modified or updated, and as COR technical direction is received.

The Contractor is responsible for presenting revisions, deletions, and additions to post orders to the COR for review and acceptance. The Contractor shall track all changes from the original version. Official changes to and implementation of these post orders shall not occur until COR approval/concurrence is received.

Security directives and manuals shall be available to the Contractor as supporting documentation to the post orders.

- 9.4. Incident Reports. The Contractor shall create incident reports to document suspicious incidents and security deficiencies. These reports shall be provided to the FSO, COR, or alternate as soon as possible, in no case will the report be deferred to a later time or shift without the prior authorization of the COR/alternate COR following the incident and updated thereafter as needed.

The format for incident reports will be contained within the post orders and shall include, but not be limited to, date and time of incident; date and time of report; narrative report of incident; notifications made; and any follow-up actions performed. Changes to the existing report format must be approved by the COR prior to use and shall be consistent at all three sites.

- 9.5. Duty Logs. The Contractor shall maintain a written, twenty-four (24) hour duty log of activities, observations or incidents that require action. If conditions warrant additional documentation and notification, as specified in the post orders an incident report shall be written in accordance with Section 2.7.3 above. Changes to the existing duty log format must be approved by the COR prior to use and shall be consistent at all three sites.

- 9.5. Weather Reports. The Contractor shall monitor the weather conditions and notify designated personnel for snow removal and other adverse weather conditions affecting their respective facility. The format for creating weather reports will be contained within the post orders and shall include: date and time of report; temperature; precipitation type; current site conditions (i.e., are sidewalks and roads clear, are utilities impaired by the weather conditions); and what work is currently being done (i.e., has the snow crew arrived, are the sidewalks/roads in the process of being cleared). Changes to the existing report format must be approved by the COR prior to use and shall be consistent at all three sites.
- 9.6. Loss & Theft Reports. The Contractor shall submit monthly and annual reports of loss and theft to the FSO/COR/TCOR. The format for handling loss and theft reports will be contained within the post orders and shall include, but not be limited to, the date and time received in security; estimated value of item; narrative on the results of the officer inquiry; and the officer's recommendation. The Contractor shall also submit loss and theft reports for Government property to the FSO/COR and DOE Inspector General's representative for the specific site. Changes to the existing report formats must be approved by the COR prior to use and shall be consistent at all three sites.

10. PROGRESS MEETINGS

- 10.1. The Contractor Program Manager and other appropriate staff will meet as necessary with the COR and other appropriate Government staff to discuss concerns and matters that may impact contract performance. The meeting schedule, frequency and location shall be mutually agreed upon. During the progress meetings, the Contractor shall provide insight into potential difficulties and on any upcoming Contractor initiatives to enhance or maintain the qualifications of security personnel working on this contract. The meeting shall be the venue for Government personnel to discuss new policy, new or updated training requirements, or other pertinent topics to include upcoming events that may have an impact on the performance of this contract.
- 10.2. The Program Manager is responsible for developing a draft meeting agenda and forwarding it to the COR for comments 24 hours prior to the scheduled meeting. The Contractor is also responsible for taking minutes of the meeting to document topics discussed and action items identified during the meeting and provide the minutes to the COR within 48 hours after the meeting. The COR shall re- view the minutes, and provide comments for incorporation within 48 hours of receipt of the minutes. After incorporation of the comments the Program Manager shall distribute the minutes to all attendees of the progress meeting within five business days

11. REQUIREMENTS

- 11.1. DOE Directives - the following directives are applicable to this PWS. Directives may be added or modified during the contract. DOE Directives are available at www.directives.doe.gov.
- Order 142.3, Unclassified Foreign Visits and Assignments Program
 - Order 150.1, Continuity Programs
 - Order 151.1, Comprehensive Emergency Management System
 - Order 470.3, Design Basis Threat (DBT) Order
 - Order 470.4, Safeguards and Security Program
 - Order 470.5, Insider Threat Program
 - Order 470.6, Technical Security Program
 - Order 471.3, Identifying and Protecting Official Use Only Information
 - Order 472.2, Personnel Security
 - Order 473.3, Protection Program Operations
 - O 475.1 Counterintelligence Program
 - Policy 444.1, Preventing and Responding to all Forms of Violence in the Workplace
 - Policy 470.1, Safeguards and Security Program

11.2. NETL Directives, Manuals and Handbooks – the following directives, manuals and handbooks are applicable to this PWS. Directives, manual and handbooks may be added or modified during the contract. NETL Directives are available in the Reading Room.

- Order 142.3, Unclassified Foreign National Visits and Assignments Policy
- Order 150.1, Continuity of Operations
- Order 151.1, Comprehensive Emergency Management Program
- Order 440.1, Environment, Safety, and Health Management System
- Order 444.1, Workplace Harassment, Hostile Environment, and Workplace Violence
- Order 470.1, Site Safeguards and Security Program and Physical Access Policy
- Procedure 151.1-01, Employee Emergency Response Actions
- Procedure 470.4-01, Security Conditions
- Manual 151.1-01.01, Emergency Preparedness Drills and Exercises
- Manual 151.1-01.03, Emergency Response For Morgantown and Pittsburgh
- Manual 151.1-01.07, Emergency Response For Albany
- Manual 151.1-01.08, Emergency Preparedness Training And Appointment Of Emergency Responders
- Manual 470.4-02, Security Programs Overview
- Manual 470.4-10.01, Access Authorization
- Safeguards and Security Handbook
- Environment, Safety, and Health Handbook

11.3. Other references

- [Pennsylvania Lethal Weapons Training Act of 194, P.L. 705, No. 235.](#)
- [Executive Order 12968, Access to Classified Information](#)
- [Executive Order 13526, Classified National Security Information](#)
- [REAL ID Act, Title III, Improved Security for Drivers' Licenses and Personal Identification Cards](#)
- [41 CFR 109-1.5107, Physical Protection of Personal Property](#)
- [Homeland Security Presidential Directive-12 \(HSPD-12\)](#)
- [Office of Management and Budget \(OMB\) M-05-24, Implementation of Homeland Presidential Directive \(HSPD\) 12 – Policy for Common Identification Standards for Federal Employees and Contractors](#)
- [Federal Information Processing Standards Publication \(FIPS PUB\) Number 201-1, Personal Identify Verification \(PIV\) of Federal Employees and Contractors.](#)