

## **SRS Security and Site Access Requirements (9/16/2016)**

### **DEFINITIONS:**

For purposes of CHAMP, the following definitions apply:

- a) the term “Contractor” refers to the Participating Site M&O Contractor, Savannah River Nuclear Solutions, LLC (SRNS)
- b) the term “Subcontractor” refers to the CHAMP Subcontractor
- c) the term “Subtier” refers to the CHAMP Subcontractor’s lower tiers
- d) the term “STR” refers to the Participating Site Representative
- e) the term “Procurement Representative” refers to the LLNS Contract Analyst
- f) the term “subcontract” refers to Task Order

### **REQUIREMENTS FOR BADGING**

**Location: Building 703-46A**

**Hours: 6:30am – 4:00pm Monday – Thursday  
6:30am – 3:00pm Friday**

1. New site employee must attend General Employee Training (GET) (if they will be on-site longer than 10 days in one calendar year)
  - o 8 hour training conducted on Mondays in Jackson, SC
2. Report to badge office with blue training verification slip
  - o Tuesday morning after GET is completed
  - o Must have two forms of identification
    - 7Q Security Manual: Procedure 501 Acceptable Forms of Identification (see below)
3. Once badge is received, report to medical for drug screening
  - o Process make take anyone from 1 to 2 hours, depending on how my people arrive
4. Once drug test completed, employee may report to their designated work location

### **REQUIREMENTS FOR ACCESS**

#### **SP-26 SECURITY REQUIREMENTS**

##### **A. GENERAL SECURITY REQUIREMENTS**

Citizenship - SUBCONTRACTOR employees and its Subcontractor's employees who require authorization to have access to the Site must be a citizen of the United States and be able to provide proof of citizenship.

Property Passes - Property passes are necessary for the movement of GOVERNMENT property on or off site.

## B. ESCORTS

Security escorts are not required for the performance of this Work.

## C. SECURITY BADGING REQUIREMENTS

### 1. Photo Badge

Employees may be issued a site access photo badge for a period not to exceed one year. To obtain a Photo Badge, SUBCONTRACTOR employees and any Subtier Subcontractor employees must be processed through CONTRACTOR'S Subcontract Badging Procedure and are subject to investigation by Governmental authorities. All badges must be returned or accounted for prior to final payment. All employees must be at least 18 years old.

SUBCONTRACTOR employees and any Subtier Subcontractor employees shall complete Subcontractor Employee Data Sheet and Fingerprint Cards.

If a long term badge is required (period greater than six (6) months) the employee will also be required to complete form SF 85, "Questionnaire for Non-Sensitive Positions", and form OF 306, "Declaration for Federal Employment". These forms are required for the Governments use in conducting background investigations per Homeland Security Presidential Directive HSPD-12. Copies of these forms are available on the CONTRACTOR Internet Home Page at [http://www.srs.gov/general/busiops/PMMD/general\\_provisions.htm](http://www.srs.gov/general/busiops/PMMD/general_provisions.htm)

CONTRACTOR will observe the following badging procedure for processing the SUBCONTRACTOR employees through employment and security orientation:

a. A minimum of two working days prior to the start of the badging and orientation process, Subcontractor shall transmit the following information to the STR:

- CONTRACTOR'S Subcontract Number • Employee name and phone number • Employee address • Employee Social Security Number • Employee Date of Birth

b. Subcontractor employee shall report to SRS Building 703-46A at SRS Road 1, approximately two miles east of SC Highway 125 in Jackson, SC. Hours: 6:30am – 4:00pm Monday – Thursday 6:30am – 3:00pm Friday.

c. "General Employee Training (GET) for Subcontract Personnel" is required under this Subcontract, each employee must successfully pass the requirements prior to undergoing the badging procedure (See Subcontract General Provisions article GP-50). GET requires eight (8) hours to complete. GET is only given on Monday of each week in the Jackson, SC municipal building, and should be scheduled well in advance of the desired date in order to assure placement.

d. The orientation and badging process will take approximately four (4) hours.

The maximum duration that SUBCONTRACTOR employees will be issued a site access badge is one (1) year. SUBCONTRACTOR employees requiring a new badge will report to the CONTRACTOR'S Badge Office and repeat the badging process.

If Work under this Subcontract is to be performed in security areas, all personnel will be required to sign in and out at security gates and are subject to a search of their person and belongings at entrances to or exit from the area.

2. Temporary Badge (typically for visitors and short term personnel). These badges are valid for a maximum of 10 calendar days per person in a calendar year. To avoid unnecessary expiration, these badges should be returned to the badge office immediately upon completion of need.

a. Two working days prior to the need date, Subcontractor shall transmit the following information to the STR:

- CONTRACTOR'S Subcontract Number • Employee name and phone number • Employee address • Employee Social Security Number • Employee Date of Birth

b. Subcontractor's Assigned Competent Person (ACP) shall perform Task Analysis of scope to be performed and identify any applicable contractual task specific checklist(s)

c. ACP shall provide advance copy of any task specific safety checklist(s) to personnel seeking temporary badges.

d. Badge Office provides initial security briefing, issues registration card and obtains acknowledgement signature, issues "maroon" Visitors Badge for duration requested by STR.

e. Reserved.

f. Upon completion of scope, return badge to Badge Office upon exiting SRS.

3. Identity Verification.

a. In order to receive a photo or temporary badge for entry to SRS, Subcontractor employees, except delivery personnel (see subparagraph (b) below), will be required to present two specific forms of identification from the "List of Acceptable Documents" (Department of Homeland Security Form I-9, copy available on the SRS Internet Home Page at [http://www.srs.gov/general/busiops/PMMD/general\\_provisions.htm](http://www.srs.gov/general/busiops/PMMD/general_provisions.htm)). At least one of the documents selected from the list must be a valid State or Federal government-issued picture ID.

b. Unbadged personnel seeking a temporary badge for material/equipment deliveries will be required to present one form of picture identification that will verify their identity, such as a valid state driver's license that includes a photograph. Delivery personnel shall be escorted at all times to the delivery location and back to the entrance barricade by the Assigned Competent Person.

4. Suspension or Removal of Employees. If Subcontractor or any Subtier Subcontractor should independently suspend or remove an employee from work at the Savannah River Site (SRS) for unsafe acts or behavior, Subcontractor shall immediately notify the STR, return the employee's badge to the STR, and provide the STR with electronic notification of the employee's name and reason(s) for such suspension or removal.

#### D. VEHICLES

Vehicles to be used in performance of the Work must be individually authorized. Personal vehicles are not allowed at the Jobsite. A list of vehicles needed should be presented to the STR at the pre-construction meeting. CONTRACTOR reserves the right to reject certain vehicles that are deemed not required for the Work.

#### E. ALTERNATE SITE ACCESS

At any time during the performance of the Subcontract, the SUBCONTRACTOR and his Subtier Subcontractors, suppliers and vendors may, on one day's notice, be required to enter and exit the site by a specific gate to be designated by CONTRACTOR.

This designated gate will be open Monday through Friday (except holidays listed elsewhere), from 5:30 a.m. until 7:00 p.m. Any weekend and off-hour operation of this gate will be considered on a case by case basis and must be requested 48 hours in advance of need through the Procurement Representative.

Upon notice by CONTRACTOR, SUBCONTRACTOR personnel shall report to the Employment Office to be badged for entering and exiting this gate. This badge will be honored exclusively at the assigned gate. Personnel wearing this badge who attempt to enter or exit the site at locations other than the assigned gate will be denied passage and directed to the proper gate.

Personnel utilizing this gate may be required to sign in and out and their vehicles will be subject to inspection by the Site Security force.

#### F. TWO-WAY RADIOS AND CELLULAR TELEPHONES

##### Two-Way Radios

Subcontractors performing Work at the Savannah River Site and government leased properties are permitted to use licensed two-way radios in performance of their duties. Registration of the units with the Local Frequency Coordinator (LFC) is required if the radio will be used on site, or

leased facilities, for a period exceeding 24 hours. Cellular telephones, citizens band and amateur radios installed in vehicles are exempted from registration.

"SRS Vendor/Subcontractor Radio Registration Form" (Form No. OSR 18-92) shall be completed by SUBCONTRACTOR and the original submitted to the cognizant STR. A Copy of the registration form must also be sent to the cognizant Procurement Representative.

#### Cellular Telephones

Cellular telephones are permitted on General Site and in Property Protection Areas, but not in Secure Areas protecting classified activities (i.e., Limited Areas, Protected Areas, Material Access Areas, Exclusion Areas, etc.). Cellular telephones permanently installed in a vehicle will be allowed in secure areas. Cellular telephones which are not installed in vehicles will not be allowed in secure areas.

#### G. UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION (UCNI)

In the performance of this Subcontract, SUBCONTRACTOR is responsible for complying with the following requirements and for flowing down all requirements to Subtier Subcontractors.

1. SUBCONTRACTOR ensures that access to UCNI is provided to only those individuals authorized for routing or special access (DOE O 471.1B). SUBCONTRACTOR may provide access to material of data containing Unclassified Controlled Nuclear Information (UCNI) utilized in the performance of this Subcontract only to employees who are citizens of the United States.
2. SUBCONTRACTOR ensures that matter identified as UNCI is protected in accordance with the instructions contained in DOE O 471.1B. Any material or data containing UCNI which is stored on computer systems must be protected, and the protective measures and/or policies must be specified in a Computer Protection Plan approved by CONTRACTOR. Adherence to the Plan is required during the performance of this Subcontract.
3. Material or data containing UCNI shall be disposed of in a manner as described in DOE O 471.1B. At a minimum, UCNI matter must be destroyed by using strip cut shredders that result in particles of no more than 1/4-inch wide strips. Documents containing UCNI may also be disposed of in the same manner that is authorized for SUBCONTRACTOR disposition of other classified material or data. If the above disposal methods are not available to the SUBCONTRACTOR, the SUBCONTRACTOR may return the UCNI matter to the STR for disposition, with the prior approval of the STR.

4. SUBCONTRACTOR shall report to the CONTRACTOR'S Procurement Representative any incidents involving the unauthorized disclosure of UCNI.

5. If performance of work under this Subcontract results in the generation of unclassified documents that contain UCNI, SUBCONTRACTOR shall have a sufficient number of trained UCNI review personnel to ensure the prompt and proper review of generated material or data determined to contain UCNI. SUBCONTRACTOR'S Reviewing Officials shall apply or authorize the application of UCNI markings to any unclassified matter that contains UCNI in accordance with the instructions contained in DOE M 471.1-1, Chapter 1, Part C.

6. If SUBCONTRACTOR has a formally designated Classification Officer, the Classification Officer-

- a. Serves as a Reviewing Official for information under his/her cognizance.
- b. Trains and designates other Reviewing Officials in his/her organization subordinate organization, and Subtier Subcontractors and maintains a current list of all Reviewing Officials; and
- c. May overrule UCNI determinations made by Reviewing Officials under his/her cognizance.

7. If SUBCONTRACTOR has no formally designated Classification Officer, SUBCONTRACTOR submits a request for the designation of Reviewing Officials to the local Federal Classification Officer in accordance with the instructions contained in DOE M 471.1-1, Chapter I, Part B.

#### **H. SUBCONTRACTOR USE OF ELECTRONIC EQUIPMENT/COMPUTERS**

Use of hand held computers, organizers, databank watches, cell phones, beepers, cameras, recording equipment and any other similar devices which might be used for business information communications, processing or data storage in the performance of this Subcontract is strictly limited. Prior to using any of the foregoing in the performance of work at the SRS site, SUBCONTRACTOR shall provide to CONTRACTOR'S Representative for approval a listing of such equipment, together with an explanation of the need for such equipment in the performance of the work. Employee-owned devices may be brought on the general site as long as they remain in the employee's vehicles. They may not be brought into any site facility or property protected area. All such devices are subject to inspection by authorized SRS personnel. In no event may any of the foregoing be used in violation of SRS security requirements.

#### **GP-9 PERMITS AND LICENSES**

Except as otherwise specified, SUBCONTRACTOR shall procure and pay for all permits, licenses and inspections, other than inspections performed by SRNS and shall furnish any bonds, security, or deposits required by the Government, state, territory, municipality, or other political subdivisions to permit performance of the Work hereunder. This includes, but is not necessarily

limited to identifying if such permits and licenses are required, compiling the information and data required for applications to obtain permits and licenses, filing of necessary applications for such permits and licenses, and providing any additional information or data required.

Where permits and licenses are furnished by the SRNS or the GOVERNMENT, the SUBCONTRACTOR shall provide all reasonable assistance requested, including the providing of any necessary information or data.

#### **GP-47 SUPERINTENDENCE BY THE SUBCONTRACTOR**

At all times during performance of this Subcontract and until the Work is completed and accepted, SUBCONTRACTOR shall directly superintend the Work or assign and have on the Worksite a competent superintendent who is satisfactory to SRNS and has authority to act for the Subcontractor. Prior to commencing any work at the Worksite, SUBCONTRACTOR shall inform SRNS, in writing, of the identity of the supervising representative by name. SUBCONTRACTOR shall not reassign or remove such supervising representative, without first notifying SRNS of the proposed reassignment or removal, and the name of his/her replacement.

#### **GP-50 GENERAL EMPLOYEE TRAINING AND ANNUAL REFRESHER TRAINING FOR SUBCONTRACT EMPLOYEES**

The following terms are applicable if performance of this Subcontract will require the Subcontractor's employee(s) to perform work on SRS premises for more than (10) working days.

A. General Employee Training (GET) (1) SUBCONTRACTOR shall inform his employees and the employees of his Subtier Subcontractors and agents that it is the policy of Savannah River Nuclear Solutions to adhere to the requirements contained in the DOE Order entitled "Personnel Selection, Qualification and Training Requirements," which requires any individual, employed either full or part-time at any DOE reactor or non-reactor facility to receive selected general training. (2) Successful Completion Required Said employees, referred to in the remainder of this document as "individual", must successfully complete the training known as "General Employee Training" (GET) as offered by the SRS. The GET sessions are given by a Savannah River Site authorized GET instructor. There are three categories of GET. (i) Category 1 consists of viewing a video that lasts for one hour. This category is limited to delivery personnel, visitors, and other temporary personnel that require badged access to the general site and property protection areas and are typically on site greater than 10 days, but not consecutively, in a calendar year. (ii) Category 2 consists of viewing a video and a written electronic examination, and lasts for approximately two hours. This category would apply to visitors or other temporary personnel that require badged access to the general site and property protection areas and are site greater than 10 days consecutively in a calendar year, and additional training is not required as determined by SRNS. (iii) Category 3 consists of eight hours of training and includes instructor

lecture along with audio and visual aids and a written electronic examination. This category applies to individuals who require badged access to the general site, property protection areas, or security controlled areas and additional training is required, as determined by SRNS. (3) Successful Completion Defined: Successful completion occurs when the individual (i) Is scheduled for GET, (ii) Attends the GET session, (4) Unsuccessful Completion Defined: If the individual fails to successfully complete GET, the individual is given a failure notice and is to notify the Subcontract Technical Representative (STR) for rescheduling for remedial training or for a re-test. The individual will be allowed several chances to successfully complete the GET. Continued failure to successfully complete GET will result in resolution by the STR. (5) Scheduling for GET The STR shall direct the individual to the appropriate training center to attend the GET session. GET training is scheduled subject to demand. (6) Records GET records will be maintained by SRNS. B. Annual Refresher Training Refresher Training is required after an individual's initial successful completion of all categories of GET, regardless of the individual's present employer. Category 1 and 2 GET training must be repeated annually. For Category 3, successful completion of Consolidated Annual Training (CAT) is required. The Subcontractor is responsible for scheduling its employees for this training. The STR may be contacted for assistance.

## **GP-51 SECURITY EDUCATION REQUIREMENTS FOR SUBCONTRACTORS**

The following items are applicable if performance of this subcontract will require the Subcontractor's Employee(s) to receive a security badge. A. Subcontractor Security Education Coordinator (1) If this Subcontractor will require a force of more than thirty (30) subcontract employees receive badges, then the Subcontractor shall provide to the Subcontract Technical Representative (STR) the name of its representative appointed to administer its Security Education Program. This representative shall be referred to as the Subcontractor Security Education Coordinator (SSEC). (2) If this SUBCONTRACT will require that less than thirty (30) subcontract employees receive badges, then the STR will perform the activities discussed in this Supplement. B. Company Roster The SSEC will be responsible for providing the STR with a roster of all subcontract personnel receiving a badge. At a minimum the data shall include name, social security number, work telephone number, clearance level and place where work is generally performed. This list shall be kept current and updated every sixty (60) days. C. Initial Briefing The SSEC will ensure that all subcontract personnel, regardless of clearance level, receive an Initial Security Briefing. This briefing is shown during General Employee Training. This briefing consists of a videotape shown during GET, or at the time of badging for those individuals not required to attend GET. D. Comprehensive Briefing If subcontract personnel have a clearance at the inception of this Order, or receive a clearance at any time during the course of the Order, the SSEC/STR will ensure that those subcontract employees receive a Comprehensive Briefing from SRNS. E. Annual Refresher Briefing The SSEC/STR shall ensure that all subcontract employees receive, at least once in a twelve (12) month period, an Annual Security Refresher briefing from SRNS. This briefing is provided during GET Refresher



Training. F. Foreign Travel Briefing If a subcontract employee plans a trip to a sensitive country, whether on official business or for pleasure, the SSEC/STR is responsible for ensuring that the individual receives a Foreign Travel Briefing from SRNS before departing and a Debriefing upon return. The OPSEC Officer is responsible for these Briefings. G. Badge Retrieval at Termination SUBCONTRACTOR is responsible for ensuring that badges are returned or accounted for when a Subcontract employee terminates employment or when a subcontract is completed. The employee must report to Employment Processing Center, for proper completion of out-processing and badge return. This effort should be coordinated with the STR. The Subcontractor shall ensure that any/all SRS-issued site security badges are returned to the Badge Office (703-46A) within 10 calendar days after badge expiration date (or subcontract/subcontractor employee termination date, whichever occurs first). Failure to do so may result in withholding of invoice payments until such time that the badge(s) is returned. H. Termination Briefing When a subcontract employee terminates employment or is reassigned, the SSEC/STR will ensure that a Termination Briefing by SRNS is given and the appropriate forms are executed. Briefing materials and appropriate forms are provided by SRNS.

#### **SP-28 USE OF CONTRACTOR FACILITIES**

SUBCONTRACTOR personnel will not be permitted to use Site facilities, cafeterias, lunch rooms, restrooms, or change rooms, unless stated otherwise.

SUBCONTRACTOR must furnish its own drinking water which meets the requirements of Federal and the State of South Carolina laws. CONTRACTOR will furnish sanitary facilities and will be coordinated by the STR.

CONTRACTOR will not furnish any enclosed storage areas unless stated otherwise. If SUBCONTRACTOR provides his own such facilities, the location shall be approved by CONTRACTOR.

CONTRACTOR will not provide flammable storage facilities. If SUBCONTRACTOR provides his own such facility, the location and details of construction must be approved by CONTRACTOR, and shall comply with OSHA, DOT, and SCDHEC requirements.

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During identity proofing, the applicant shall be required to provide two forms of identity source documents in original form. The identity source documents shall be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change shall be provided. The primary identity source document shall be one of the following forms of identification:

- A U.S. Passport or a U.S. Passport Card
- A Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
- A foreign passport
- An Employment Authorization Document that contains a photograph (Form I-766)
- A Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph
- A U.S. Military ID card
- A U.S. Military dependent's ID card
- A Personal Identity Verification (PIV) Card.

The secondary identity source document may be from Attachment 8.1, but cannot be of the same type as the primary identity source document<sup>2</sup>. The secondary identity source document may also be one of the following:

- A U.S. Social Security Card issued by the Social Security Administration
- An original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal
- An ID card issued by a federal, State, or local government agency or entity, provided it contains a photograph
- A voter's registration card
- A U.S. Coast Guard Merchant Mariner Card
- A Certificate of U.S. Citizenship (Form N-560 or N-561)
- A Certificate of Naturalization (Form N-550 or N-570)
- A U.S. Citizen ID Card (Form I-197)
- An Identification Card for Use of Resident Citizen in the United States (Form I-179)
- a Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)

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- A Temporary Resident Card (Form I-688)
- An Employment Authorization Card (Form I-688A)
- A Reentry Permit (Form I-327)
- A Refugee Travel Document (Form I-571)
- An Employment authorization document issued by Department of Homeland Security (DHS)
- An Employment Authorization Document issued by DHS with photograph (Form I-688)
- A driver's license issued by a Canadian government entity
- A Native American tribal document.

<sup>1</sup>Department and agencies may choose to accept only a subset of the identity source documents listed. For example, in cases where identity proofing for PIV Card issuance is performed prior to verification of employment authorization departments and agencies may choose to require the applicant to provide identity source documents that satisfy the requirements of Form I-9, Employment Eligibility Verification, in addition to the requirements specified in this attachment. It is recommended that departments and agencies perform electronic verification of identity source documents, where possible.

<sup>2</sup>For example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France).