

OFFICE OF SECURE TRANSPORTATION

POLICY NUMBER: 8.06B

TITLE: Contractor Transportation Utilization Program

EFFECTIVE DATE: 2 February 2006

PURPOSE: This policy provides the standards of conduct and operation for contractors operating and moving Office of Secure Transportation (OST) equipment primarily focused on over-the-road transportation.

SCOPE: The scope of the policy impacts both the Office of Mission Operations and the Office of Support primarily driven by requirements.

PROPONENT: Office of Mission Operations, Contractor Transportation Utilization Program (CTUP) Manager.

REFERENCES: Title 49 Code of Federal Regulations, Parts 382.401(b), 383.301(c)(1)(i-iv), 390.3(f)(2), 390.15
DOE M 470.4-2 Chapter IV, 1. a & b
OST Policy 6.02
OST Policy 6.10,
Form FA9002 Sanitization Checklist,
T7 Desk Procedure
OST SOP CT9900.

Revision Notes: Numerous changes to clarify and update policy. For exact changes see XO policy file. Some of the highlights are:

*Person-in-charge changed to Trip Commander in Charge. Para 1.g. was added
3.b.(d. and e. added)-3.c.(1) added-3.c.(3)deleted-3.d Changed to include the CTUP planner and OST planner being deleted-3.g. Changes to responsibilities and Senior and vehicle lead responsibilities were added
4.c.(1) reworded-4.c.(6)deleted-4.d.(1) added-4.e.(2)deleted(every 4-8 years)-4.f(3).speed limit changed from 70 to 65-4.g.added.*

POLICY

1. General:

- a. This policy contains the standard for contractors operating OST sensitive vehicles moving Operational and Training equipment throughout the Continental United States. The Office of Mission Operations shall ensure processes are in place in order to ensure compliance with the provisions of this policy.
- b. Contractor personnel shall accomplish required duties in accordance with this policy and OST SOP CT9900.
- c. The Transportation & Emergency Control Center (TECC) shall passively track all contractor equipment moves. The contractor shall report departure and arrival times to the TECC.
- d. All off-normal incidents (e.g., law enforcement activity, suspicious activity, emergency situations, etc.) shall be reported in accordance with procedure CT9900.
- e. Contractor employees shall become familiar with the established procedures to lock and seal the trailers. Once they are prepared and secured, use of force is not authorized to prevent the theft of OST vehicles and equipment.
- f. The Trip Commander-in-Charge (TCIC) shall report all emergency situations to the TECC and law enforcement as soon as possible in accordance with procedure CT9900.

- g. The Contractor Transportation Support Manager and the CTUP Program Manager will conduct bi-monthly meetings to ensure opportunity and a forum for information exchange, issue discussion and future planning activities.

2. Definitions:

- a. **Dress criteria:** Attire that is appropriate for work conducted in the public domain representative of the Department of Energy/National Nuclear Security Administration. Inappropriate attire includes shorts, torn or dirty clothing, tank tops, or any clothing with offensive logos or language.
- b. **Incident:** Any event that, at the time, cannot be determined to be an actual violation of the CTUP policy and procedure, and/or law, but warrants immediate investigation, review, or inquiry and possible subsequent reporting.
- c. **Long-haul driving:** Government or commercial driving provided by experienced drivers moving vehicles across states, both in daylight and nighttime. This experience must demonstrate that the driver is able to partner with another driver and move equipment from one point to another in a safe manner.
- d. **Long-range voice communication:** Any form of communication capable of establishing voice contact from state to state (e.g., High Frequency (HF) voice, satellite telephone, and cellular telephone).
- e. **Non-operational vehicle:** Any vehicle not used in direct support of the OST operational mission.
- f. **Off-normal:** A mechanical problem with the vehicle or a weigh-station or port-of-entry inspection issue.
- g. **Operational vehicle:** Vehicle used in support of, or is capable of, transporting nuclear weapons or special nuclear material.
- h. **Qualified driver:** Contractor individual that meets Commercial Drivers License (CDL) requirements, holds an annual OST driver certification, does not have any convictions or accidents on their driving records, participates in a drug and alcohol testing program, does not have an unresolved letter of disqualification in their driver qualification file, and obtains and maintains a "Q" clearance.
- i. **Vehicles/Equipment/Personnel:** All tractors, tractor/trailers (TT), escort-type vehicles, and training equipment operated by contractor personnel on behalf of OST.

3. Responsibilities

- a. The OST Assistant Deputy Administrator is the approving authority for this policy.
- b. The OST CTUP Federal Manager is responsible for:
 - (1) The implementation of this policy and CTUP SOP CT9900.
 - (2) NNSA OST point of contact for coordinating resources:
 - (a) Planning equipment moves.
 - (b) Dispatching equipment and drivers.
 - (c) Ensuring contractors meet training requirements.
 - (d) Developing the contractor equipment trip manifest and trip resource documents.
 - (e) Forwarding the trip manifest and trip resource documentation to the Contractor Transportation Support Manager.
- c. The Contractor Transportation Support Manager is responsible for:
 - (1) The Contractor point of contact for all CTUP equipment moves.
 - (2) Ensuring that appropriate resources are available to support the moves.
 - (3) Complying with all applicable Department of Transportation (DOT) regulations, NNSA/OST policies and procedures, and applicable federal, state, tribal, and local regulations.
- d. The Transportation Operations Coordinator (TOC). The TOC is directly responsible for the coordination with OST on all mission requirements.
 - (1) Support equipment movement. Maintaining of all licensing and certification requirements, understanding of regulations. Ensures WSI CTUP drivers meet required qualifications.
 - (2) Works directly with the OST Operations Planning and Support Branch.
 - (3) Works directly with the TCIC's, assisting with the scheduling of personnel and logistics support requirements for every OST directed trip.

- (4) Maintain knowledge of trip destinations, weather, and designed routes.
- (5) Monitors the pre-trip mission briefing performed by the TCIC, as directed.
- e. The TECC is responsible for:
 - (1) Acting as the communications hub for all contractor equipment moves.
 - (2) Activating the move.
 - (3) Providing passive tracking by monitoring and acknowledging communications from vehicles.
 - (4) Providing periodic weather updates.
 - (5) Providing support for off-normal incidents such as law enforcement encounters, suspicious activity, or personnel illness/injury.
- g. The Trip Commander-in-Charge is responsible for:
 - (1) The safe operation of any equipment move.
 - (2) Conducting pre-trip briefings.
 - (3) Ensuring completion of the vehicle safety and sanitization inspections.
- h. Senior Vehicle Lead (SVL) reports to the TCIC and serves as an assistant to the TCIC when needed.
 - (1) Maintains knowledge of vehicle access code, when designated by the CTUP Federal Manager.
 - (2) Reports all incidents to the TCIC.
 - (3) Monitors improper or unauthorized operation of a vehicle (reports immediately to the TCIC).
 - (4) Ensures vehicle sanitization is complete.
 - (5) Ensures overall safe operation of the vehicle.
 - (6) Ensures one person is always present and awake within the vehicle in the driver or passenger seat.
- i. The Vehicle Lead (VL) is responsible for the safe operation of the assigned vehicle and the activities of the personnel assigned to the vehicle.
 - (1) Ensures all related vehicle forms are complete, signed and that vehicle equipment is accounted for (e.g. credit cards, clipboards, spare keys, bedding, and any issued equipment).
 - (2) Reports all incidents to the TCIC.
 - (3) Adheres to the two-person control (TPC).
 - (4) Monitors improper or unauthorized operation of a vehicle (reports immediately to the TCIC).
 - (5) Ensures vehicle sanitization is complete.
 - (6) Ensures overall safe operation of the vehicle.
 - (7) Ensures one person is always present and awake within the vehicle in the driver or passenger seat.
- j. The Driver is responsible for:
 - (1) Operating the vehicles in a safe and prudent manner.
 - (2) Complying with all applicable DOT regulations, NNSA/OST policies and procedures, and applicable federal, state, tribal, and local regulations

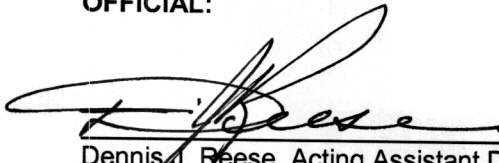
4. Requirements

- a. Contractor personnel shall meet the following operational requirements:
 - (1) Three-man teams shall be used, if personnel are available, and in accordance with the Matrix in CTUP SOP CT9900 B on all equipment moves unless otherwise specified in the trip paperwork by the CTUP Federal Manager.
 - (2) Meeting operational requirements is the primary reason for any equipment move; therefore, it may be necessary to work weekends and holidays.
 - (3) There shall be a minimum of two persons per TT at all times.
 - (4) There shall be a minimum of two persons per bobtail tractor at all times.
 - (5) The CTUP Manager, or designee, shall approve in writing any exception to 4.a. (1)-(4).
- b. Safety is paramount in all contractor movements of OST critical equipment.
 - (1) All equipment moves shall be accomplished in the most practical manner possible without compromising safety or violating any applicable federal, state, tribal, or local statutes.

- (2) All vehicle assignments shall have a Vehicle Lead.
- c. Tractors and escort-type vehicles containing components that are Unclassified Controlled Nuclear Information (UCNI) or classified in nature shall maintain security in accordance with this policy and OST SOP CT9900.
 - (1) There must be one CTUP contractor present and awake within the vehicle in the driver or passenger seat at all times when any operational vehicle or equipment is parked in an area with unrestricted physical access.
 - (a) There may be situations where continuous direct observation is not practical. In these circumstances, permission to leave the vehicle(s) must be granted in advance and in writing of a planned event by the CTUP Federal Manager, Office of Mission Operations, and the OST Duty Officer. If the situation is a unplanned event, coordination will be made through the TECC and approved by the OST Duty Officer and entered into the log. These requests shall be considered on a case-by-case basis.
 - (2) Casual visual access to the interior of OST tractors and escort-type vehicles must, as a standard practice, be prevented.
 - (3) Detailed observation, including photographs or sketches of the interior of OST tractors and escort-type vehicles, is prohibited.
 - (4) When transporting vehicles that contain classified information or equipment, at least one assigned person shall possess a minimum of a "Q" clearance.
 - (5) The contractor shall randomly test all CDL drivers for drugs and alcohol and maintain the results of these tests in their Human Resource Office.
- d. Appropriate documentation shall be created and maintained in accordance with this policy and procedures listed in CT9900. This documentation will include:
 - (1) Trip Manifest.
 - (2) Trip Resources, which will include the following:
 - (a) Assigned personnel.
 - (b) Vehicle and equipment identification.
 - (c) Departure and arrival times.
 - (d) Route information.
 - (e) Report interval for each vehicle
- e. Due to critical importance of vehicle and equipment moves, all drivers shall possess the following minimum requirements:
 - (1) Current NNSA-issued identification card carried on person.
 - (2) Current CDL with hazardous material endorsement on person.
 - (3) Pass the annual OST driving certification check ride (annually).
 - (4) Ability to obtain and maintain a "Q" clearance.
 - (5) Current OST vehicle sanitization training.
 - (6) Current OST vehicle communications systems training (annually, or as needed).
 - (7) Must demonstrate the ability to partner with another driver and move equipment from one point to another in a safe manner across states, both in daylight and nighttime.
 - (8) No unsafe driving convictions or items on driving record.
 - (9) Current OST access control training (as needed).
 - (10) Current drug and alcohol testing (per regulations).
 - (11) Conduct Hazardous Materials Training every 3 years in: General awareness, and Function-specific safety and security.
 - (12) Federal Motor Carrier Safety Regulations Training.
 - (13) Security Training.
- f. Contractors shall follow all applicable DOT requirements found in the Federal Motor Carrier Safety Regulations and the applicable Hazardous Materials Regulations.
 - (1) Contractors shall follow communication procedures as set forth in procedure CT9900.
 - (2) Contractors will be knowledgeable of equipment modes for trailers at pick up destination that is outlined in OST SOP CT9900.

- (3) The maximum speed limit for a contractor equipment move will be the posted speed limit, or 65 mph whichever is less. The Trip Commander-in-Charge has the authority to dictate rate of travel based on weather conditions, traffic, road conditions, etc.
- (4) CTUP contractors will ensure that operational vehicles left at destinations other than their home station will have full fuel tanks at final destination.
- (5) DOE M 470.4-2 Chapter IV, 1. a & b "Prohibited Articles" from carrying or transporting of certain articles into secure areas.
- (6) While in duty status, OST and contractor personnel are not authorized to carry or transport personally-owned cameras, firearms, cellular telephones, recording equipment, or any other article expressly prohibited, into any secure area.
- (7) Personally-owned equipment shall not be used in place of government-issued equipment without prior approval, in writing, from the OMO manager or duty officer.

OFFICIAL:

A handwritten signature in black ink, appearing to read "D. Reese", written over a horizontal line.

Dennis J. Reese, Acting Assistant Deputy Administrator,
Office of Secure Transportation