
NASA PROTECTIVE SERVICES CONTRACT**DRYDEN FLIGHT RESEARCH CENTER****TASK ORDER****Table of Contents****NPSC-TO-DFRC – ATTACHMENT A – PERFORMANCE WORK STATEMENT (PWS)**

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The provisions of the NPSC PWS Sections 1.0 – 4.0, are global in application and apply to all protective services at all locations supported by this contract. As such, pricing must be included for NPSC PWS Section 1.0 – 4.0 and location PWS Section 5.0. Contractor shall perform services in accordance with master contract PWS and each Task order PWS.

NPSC-TO-DFRC – ATTACHMENT B – MAXIMUM ALLOWABLE DEFECT RATES (MADRs)**NPSC-TO DFRC – ATTACHMENT C – ADDITIONAL DATA REQUIREMENTS DOCUMENTS****NPSC-TO-DFRC – ATTACHMENT D – GOVERNMENT FURNISHED PROPERTY/SERVICES**

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NPSC-TO-DFRC – ATTACHMENT E – WAGE DETERMINATIONS/CBAS

(Located at: <http://nps.ksc.nasa.gov/NPS/default.cfm>)

- 1. Wage Determinations
- 2. Collective Bargaining Agreements

5.0 Protective Services

- 5.0.1. All requirements contained within this PWS are considered to be within the day-to-day baseline effort, with the exception of the Unplanned Events paragraph below.
- 5.0.2. Planned and Unplanned Events
 - 5.0.2.1. Planned Special Events
 - A. The contractor shall provide protective services for Planned Special Events, which are considered within the baseline effort. Examples of Planned Special Events include picnics, rodeo events, open-house events, and air shows. The contractor shall be required to provide timely and responsive support for such events. Planned Special Events shall not necessitate modification to or issuance of an additional Task Order and shall be considered to be within the scope of the priced Task Order.
 - 5.0.2.2. Unplanned Events
 - A. The contractor shall provide protective services for Unplanned Events outside of the baseline effort, as directed by the TOM. The contractor shall be required to provide timely and responsive support for such events. Examples of Unplanned Events are visits by domestic and/or senior foreign dignitaries, natural disasters, new programmatic requirements, or significant changes in the level of protection required as the result of increased threat levels. Unplanned Events that do not exceed dollar thresholds established under the Task Order shall not necessitate modification to or issuance of an additional Task Order and shall be considered to be within the scope of the priced Task Order. Unplanned Events that exceed dollar thresholds outlined in the Task Orders shall be subject to adjustment with the amendment of the Task Order, or issuance of a separate Task Order, as provided in paragraph B. below.
 - B. Task Order Adjustment Formula - Protective services required to support unplanned events which exceed dollar thresholds as outlined under individual Location orders shall be subject to adjustment based on the following formula. Within an invoice billing period, any single unplanned event which exceeds (\$1500); or all unplanned events not exceeding (\$1500) but cumulatively totaling over (\$4000) will be subject to adjustment with the amendment of the existing task order or issuance of a separate task order

5.1 Fire Services—NOT REQUIRED AT DRYDEN

5.2 Security Services

- 5.2.1 Physical Security
 - 5.2.1.1 Resource Protection

- A. The contractor shall provide comprehensive and integrated systems that utilize both personnel and equipment to safeguard personnel, physical assets, and information.
- B. The contractor shall provide security services to support NASA Priority/Critical Resources and Space Launch Systems, payload systems, and command and control systems.
- C. The contractor shall deploy teams to evaluate and report on installation protection needs and requirements based on the current threat.

5.2.1.2 Inspections, Audit, Assessments

- A. The contractor shall conduct physical security inspections, audits and assessments of installations, buildings, or areas for the purpose of identifying security weaknesses and vulnerabilities, and recommending countermeasures. Required reports will be submitted IAW the Annual Physical Security Assessment DRD.

5.2.1.3 Physical Security Support

- A. The contractor shall execute and sustain a comprehensive physical security protection program utilizing physical measures designed to safeguard people, prevent unauthorized access to equipment, facilities, material, and documents, and to safeguard them against damage and loss.
- B. The contractor shall conduct security studies, recommend security solutions, write reports, conduct briefings, review and analyze proposed construction and renovation projects, respond to user inquiries, evaluate statistical data, execute additional or enhanced physical security measures during periods of increased threat.
- C. The contractor shall provide priority attention and added protection to NASA Mission Essential Infrastructure assets and conduct MEI assessments as required by NPR 1600.1. Adhere to policy as set forth in NPR 1620.2. NPR 1620.3 and NPR 1600.1.

5.2.1.4 Access Control Program

- A. The contractor shall manage and operate the physical, mechanical and electronic/IT systems used to control access to installations, areas, and facilities. This includes walls, fences, gates, doors, electronic and mechanical locks, turnstiles, and bollards.

At DFRC, the contractor is responsible for deterring and/or preventing any unauthorized person(s) or vehicle(s) from gaining or attempting to gain access on to the DFRC facility it is contracted to protect. Personnel authorized access on to any DFRC facility must present and continuously display a valid NASA or DFRC identification badge (permanent or temporary) prior to being permitted on the facility. The contractor shall ensure that only authorized personnel and vehicles enter the DFRC and its facilities.

At DFRC, a 6-foot chain-link fence, topped with barbed wire, also protects the perimeters of DFRC and its stand-alone facilities. The contractor shall conduct and document twice a year a perimeter fence survey of the entire fence line, including fence lines at all stand-alone facilities, which document pictorially and in written format the adequacies, inadequacies, vulnerabilities, etc. of the fence line, ensuring that the fence, gates, barbed wire, support poles, etc., are in good working order and not in need of repair. The report shall identify fence discrepancies by location and utilize fence standards identified in NPR 1620.3 Physical Security Requirements for NASA Facilities and Property. Required reports will be submitted IAW the Annual Physical Security Assessment DRD. The Security Force shall conduct daily vehicular perimeter fence line checks, at least once per shift, also ensuring that the fence, gates, barbed wire, support poles, etc., are in good working order and not in need of repair, reporting any irregularities, problems, breaches, or vulnerabilities to the Shift Supervisor for Incident Report documentation and shall track until corrective action is completed.

At DFRC, Security Force personnel shall be trained in and required to conduct authorized random inspections of vehicles and personal property of employees and visitors requiring access on to or leaving the DFRC and/or specified areas within the DFRC, at the direction of the Center Director or the Center Chief of Security.

5.2.1.5 Uniformed Operations

- A. The contractor shall provide armed and unarmed security officers and uniformed security police officers to perform tasks such as respond to emergencies, enforce NASA regulations, conduct personnel, vehicular, building and facility checks and inspections, access control, package and parcel inspection, crowd control, parking and traffic control, patrol public areas, roadways and marine waterways, staff gates, establish roadblocks, observe and report fires, water leaks, environmental threats, and other hazards, lock and unlock buildings and rooms, conduct flag protocols, safeguard NASA aircraft and other sensitive/available assets, provide motorist assistance, and escort persons and equipment. The Contractors security and law enforcement activities shall be reported IAW the requirements of 4.14 above and DRD, Report of Incident/Investigation (ROI). (see Attachment A.3 Physical Fitness Requirements, Attachment A.4 Security Officer/Police Qualifications, Attachment A.5 Officer Uniform and Equipment Requirements, Attachment A.7 Psychological and Emotional Requirements, and Attachment A.8 Drug Testing and Drug and Alcohol-Free Workforce Requirements).

At DFRC, the contractor shall be responsible for flying, replacement, and maintenance of the flags of the United States, the State of California, and the National Aeronautics and Space Administration, and other special purpose flags as designated and authorized by the Center Director, Chief of Security, or other designated official; flags shall be purchased by the Government and made available to the contractor upon proper and timely notification of need by the contractor.

At DFRC, the contractor shall maintain a Lost & Found at the DFRC facility for items brought to the Security Force with an unidentifiable owner; the contractor shall make every effort to identify the owner and return the property to its rightful owner in a timely manner;

when this is not feasible, or possible, the contractor shall appropriately document and record the recovery, track the item, and arrange for the appropriate disposal or destruction of the item at the end of a specified period of time, in accordance with Dryden Centerwide Procedures DCP-J-009.

At DFRC, the contractor shall be responsible for the general control of the "natural inhabitants of the DFRC's facilities" and other unleashed animals when they become injured, entrapped, or become a nuisance or hazard to DFRC employees and guests, and will coordinate with EAFB animal control authorities in the capture or destruction, and removal of same. The contractor shall ensure that security personnel do not feed the wild animals present on DFRC.

At DFRC, the contractor shall develop, issue, review for accuracy and maintain General Orders, Post Orders, for each post and position, and special or "emergency" orders, procedures. All orders, procedures, instructions shall be reviewed in advance by the Center Chief of Security before their distribution and/or implementation.

At DFRC, the contractor shall lock and unlock rooms, DFRC facilities, and gates. Prior to unlocking any location, the officer shall verify the authenticity of the request, fully identify the person for whom the location is being opened, and record all information, including the date, time, location, name of person, their code, and phone number, before opening the location.

At DFRC, the contractor shall ensure that trained uniformed personnel conduct continuous security patrols, health & welfare checks, and security checks of DFRC facilities, areas, roadways, parking lots, restricted areas, perimeter fence lines, personnel in designated areas, security containers, and any other areas, facilities, or items designated under the contract. Patrol duties also include traffic control, accident and crime scene preservation, security escorts of precious metals, experiments, funds, space related hardware, security for classified material, opening and securing rooms, buildings, areas, gates, etc., randomly check buildings and observe personnel to ensure all are properly displaying valid NASA/DFRC ID badges.

At DFRC, Security Force personnel shall observe and report abnormal fire and safety conditions while performing routine security patrols. Security force personnel will conduct welfare checks of employees and other personnel authorized or required to work after normal duty hours, especially in remote areas or where they are working alone, twice per shift; problems or unsafe conditions shall be reported immediately and recorded in an Incident Report Required reports will be submitted IAW the Report of Incident/Investigation (ROI) DRD to be submitted to the Center Chief of Security or his/her designated representative by the beginning of the next business day.

At DFRC, Security Force personnel are responsible for daily checks of designated security containers ("safes") and vaults between the hours of 7:00 PM to midnight, weekdays, and during random hours on weekend or holiday days or evenings, ensuring that they are adequately secured, protecting all unsecured classified material, precious metals, monies, etc., until secured in accordance with NPR 1600.1 NASA Security Program Procedural Requirements with Change 1, and reporting all violations to the Center Chief of Security by the beginning of the next business day. The contractor shall ensure that the security officer checking the security container initials the Standard Form (SF) 702.

Installation Accountable Government Property - The government shall provide certain equipment and property to the contractor for which the contractor shall be responsible for the reasonable care and maintenance for the duration of the contract or until returned to the government, or determined to be no longer serviceable. The contractor shall maintain accountability of equipment and, at least semi-annually, furnish to the government a list (DRD PM-005) of all IAGP to include the government electronic control number (ECN), serial number, description, location, condition, and the person responsible for the item.

At DFRC, the contractor shall ensure that all government-furnished weapons are maintained in good working condition, serviced by a qualified armorer, certified by the manufacturer of the weapon provided; all weapons shall be serviced and maintained on site at the DFRC, unless determined to be serviced under the manufacturer's warranty where it will be returned by the Government to the manufacturer for factory servicing. The contractor shall perform routine maintenance on all weapons, establish and maintain a maintenance log/record for each weapon. Originals or certified copies of the weapons records shall be kept on site at DFRC. The contractor shall ensure that all OC (pepper spray) canisters are replaced prior to their expiration date. **NOTE: Weapons shall be serviced at DFRC and shall not be removed without the express permission/approval of the Center's Property Administrator and the TOM.**

5.2.1.6 Explosive/Chemical/Biological Hazmat Recognition – Presently not required at DFRC.

5.2.1.7 Executive Protection

- A. The contractor shall provide executive protection for important government officials, distinguished visitors, and others designated by the TOM.

5.2.1.8 Electronic Security Systems - NOT REQUIRED AT DFRC

5.2.1.9 Locksmith

- A. The contractor shall provide a full range of locksmith services including lock and key management, data control, installation and repair of locks and locking devices both mechanical and electronic, performing emergency openings, setting and changing combinations, fabricating and issuing keys, issuing and controlling padlocks, and maintaining work order information.
- B. Locksmith tools and equipment are government furnished equipment.

At DFRC, the locksmith will be "on duty" from 8:00 AM through 4:30 PM, Monday through Friday, except federal holidays; NOTE: locksmith "on call" emergency services during all non-duty hours, with timely (maximum 2-hour - 1-hour, if "locked in") response to the Center, are required and are not considered "Special Security Requests" to be requested or "authorized" specifically by the Government.

5.2.1.10 ID Management

- A. The contractor shall manage and operate systems used to identify and badge employees, contractors, and visitors at designated NASA facilities. The contractor shall utilize the NASA Central Badging and Access Control System (CBACS) to issue and record the issuance of badges and other facility access credentials.
- B. The contractor shall adhere to the requirements of Homeland Security Presidential Directive 12 (HSPD-12), and applicable NASA regulations as delineated in section 4.16 above. The contractor shall manage the ID management databases which contain personally identifiable information (PII).
- C. The contractor shall recover ID credentials from personnel upon termination of employment or as directed.

5.2.1.11 Emergency Response – NOT REQUIRED AT DRFC.

5.2.1.12 Dispatchers – Protective Services Communications Center

- A. The Contractor shall provide personnel to operate emergency dispatch Centers containing emergency and administrative telephones, point-to-point telephones, access control systems, fire and security alarm systems, Closed Circuit Television (CCTV) systems, land mobile radio base stations with multi-net/bridging capabilities, emergency warning systems, CCTV digital recording and digital voice recording systems.
- B. The Contractor shall track and record all incidents. Reports shall be IAW Report of Incident/Investigation (ROI) DRD.
- C. The Contractor shall maintain and update existing written procedures for equipment operation as well as response to routine and emergency events.
- D. The operators shall provide emergency response elements with updated information vital to decision making.
- E. The Dispatchers shall operate the 911 emergency telephones, the Telephone Device for the Deaf (TDD), and maintain the ability to document a continuous chronological listing of events during response activities.
- F. The Dispatchers (minimum of two), shall successfully complete the California POST Certified Public Safety Dispatcher training and recertify bi-annually.

5.2.2 Personnel Security

5.2.2.1 Security Records Management Systems

- A. The contractor shall maintain and operate the following systems of records:
 - i. Pre-employment screenings, excluding civil servants

- ii. Internal access control records (LENEL)
- iii. Personnel security clearance records
- iv. NF1722 NASA Position Designation Records

5.2.2.2 International Visits Coordinator (IVC)

- A. The contractor shall process foreign national, foreign representatives, dignitaries and guests according to current NASA NPR 1371.2 and NPR 1600.1.
- B. The contractor shall fabricate and issue temporary passes, PIV II picture badges/credentials, area permits and temporary area authorizations as well as the required technology control plans.

5.2.2.3 Personnel Security Systems Administration - The contractor shall update, weekly, Foreign National Management System database, and the NASA Clearance Tracking System database containing background investigation and security clearance information.

5.2.2.4 Electronic Questionnaires for Investigations Processing (E-QIP)

- A. The contractor shall assist in the initiation of background investigations utilizing E-QIP.

5.2.2.5 Adjudications

- A. The contractor shall support government adjudicators in making contractor suitability for access determinations.

5.2.2.6 Classified National Security Information/Suitability Investigations

- A. The contractor shall assist and support Center Human Resources personnel in the identification of the type of personnel investigation required for each position, including updating or upgrading clearance requirements.

5.2.2.7 Inquiries

- A. The contractor shall conduct interviews with personnel during the processing of security background investigations to resolve any issues.

5.2.2.8 Records Checks

- A. The contractor shall conduct law enforcement records checks, utilizing the California Law Enforcement Telecommunications System, to collect criminal history and security information.

5.2.2.9 Risk Determinations

- A. The contractor shall provide support to process appropriate security investigation as determined by level of risk determination.

5.2.2.10 Fingerprinting

- A. The contractor shall process electronic fingerprints and associated data inputs for Center access and security background investigations and support employee biometric enrollment for HSPD-12 credentialing.

5.2.2.11 Public Key Infrastructure (PKI) Certificate Issuance

- A. The contractor shall assist applicants in submitting the Certificate application to the designated Registration Authority (RA), the issuance of PKI certificates and the loading of PKI certificates on to PIV II credentials.

5.2.2.12 Personnel Security Data Management

- A. The contractor shall create and securely maintain all personnel security investigative case files on all DFRC personnel.

5.2.3 Information Security (INFOSEC)

5.2.3.1 NASA activities span from Unclassified, Sensitive But Unclassified, collateral Classified National Security Information (Confidential, Secret and Top Secret), Special Access Programs, and Top Secret/Special Compartmented Information (TS/SCI).

5.2.3.2 The information security activities of the contractor will be guided by the regulations, policies, procedures and requirements identified in documents such as the Information Security Oversight Office (ISOO), National Industrial Security Program Operating Manual (NISPOM), NISPOM Supplement (NISPOMSUP), the Department of Defense Overprint to the NISPOMSUP, Joint Air Force-Army-Navy (JAFAN) manuals (6/1, 6/3, 6/4, 6/9), Director of Central Intelligence Directives (DCID), National Security Telecommunications and Information Systems Security Advisory Memorandum (NSTISSAM) TEMPEST/2-95 manual, NPD 1600.2 NASA Security Policy, NPR 1600.1 NASA Security Program Procedural Requirements, Executive Order 12958.

5.2.3.3 Classification Guides

- A. The contractor shall research, develop, train and interpret classification guides regarding new technologies and programs to describe what information is classified, at what levels of classification, for what duration, how it is to be protected, marked, stored, accounted for, and destroyed.

5.2.3.4 Document Destruction

- A. The contractor shall be responsible for providing the personnel for the proper destruction of documents and media of various classification levels, from unclassified through the Secret level.
- B. Destruction will cover forms of media including paper, electronic memory, compact disks, computer hard drives, flash drives, and classified hardware.

5.2.3.5 Document Storage and Accounting

- A. The contractor shall be responsible for storing various levels of sensitive but unclassified and classified documents in storage containers and devices according to the applicable policies and procedures as delineated in section 4.16 above.
- B. As some documents will have special accountability requirements, the contractor shall develop and maintain accountability and check-out procedures that ensure that only appropriately cleared personnel with a confirmed need-to-know, and if required, proper program briefings, may access these documents.
- C. The contractor shall also be responsible for conducting an annual classified document audit to verify that all classified accountable-documents can be verified to be in the possession of the proper custodian and stored in an authorized security container. The report shall contain: custodians name, building and office number where container is located, container number, document tracking number, description of document (title), classification level.

5.2.3.6 Classification Management

- A. The contractor shall be responsible for identifying CNSI, either obtained or created by NASA and its contractors, that requires protection; the type protection required; and duration of protection.
- B. The contractor shall operate a classification management program to guide its own activities, and shall support various NASA-sponsored or -supported activities in which NASA and other NASA contracted organizations will be working with classified or sensitive but unclassified information. This classification management program shall include both classification and declassification.

5.2.3.7 Sensitive But Unclassified (SBU), and Successor Terminology.

- A. The contractor shall comply with the Computer Security Act of 1987 (Public Law 100-235), NPR 1600.1, Chapter 5.24, Freedom of Information Act of 1966 (5 USC 552), Federal Information Security Management Act of 2002 (Public Law 107-347) requiring the protection of Sensitive But Unclassified Information.
- B. The contractor shall develop and implement a program to train the Dryden work force as to what information is defined as SBU, how it shall be marked, who shall have access, how it will be disseminated, and how it shall be stored.
 - i. Should the federal government subsequently develop new categories or titles for sensitive but unclassified information, the contractor shall ensure that the Dryden workforce is trained in the policies and procedures for protecting this information from unauthorized and inappropriate use and availability.

5.2.3.8 Mandatory Information Security Training (Executive Order 12958)

- A. The contractor shall comply with Executive Order 12958, as amended. EO 12958 prescribes a uniform system for classifying, safeguarding, and declassifying national security information.
- B. The contractor shall develop and implement an awareness program to ensure that all personnel granted a security clearance are trained on an annual basis to comply with EO 12958 and are aware of the penalties associated with non-compliance.
- C. The contractor shall provide information security training in accordance with EO 12958 prior to granting access to classified information, and shall ensure a signed SF-312 Classified Non-Disclosure Agreement is executed by the individual.
 - i. When a person no longer has need for access to classified information, the personnel security clearance of the individual will be suspended. If a person no longer requires access to classified information when certain classified activities terminate, the contractor shall: debrief the person, properly execute the SF-312 form for debriefing, make the person aware of the continued requirement for the protection of the information to which they previously had access and remind the person of associated penalties for non-compliance.
- D. The contractor shall store the signed acknowledgements for durations consistent with EO 12958 as amended.

5.2.4 Law Enforcement

5.2.4.1 Criminal Investigation

- A. The contractor shall provide in-depth fact finding capability using the disciplined, logical, and intuitive tools of the investigative arts, including interviewing, interrogation, documents analysis, and a thorough understanding of California and Federal rules of criminal procedure, to identify offenders, acquire and control evidence, and document activities.

5.2.4.2 Patrol Operations

- A. The contractor shall provide crime detection and prevention, make arrests (only by those individuals that have received Federal Arrest Authority training and are properly credentialed), respond to emergencies and provide street and parking area safety through the application of directed enforcement techniques using observation and technical means to detect and cite violators.
- B. The contractor shall utilize "in-car" audio and video systems in those vehicles equipped with same.

At DFRC, the contractor shall provide, trained uniformed security officers to direct traffic in emergency and special situations, to maintain control in the flow and movement of vehicles

and personnel. The Security Force shall also provide special escorts to emergency vehicles, special vehicles, e.g. those transporting spacecraft, etc., while they are on the DFRC facility, and any related special traffic direction control methods, measures, or techniques as necessary, requested, or required in conjunction with the mission of the DFRC.

At DFRC, uniformed personnel of the Security Force shall issue DFRC Internal Traffic Violation Notices (TVN's) ("Traffic Tickets") to any person or vehicle in violation of the local State Motor Vehicle Law(s) or DPD-1600.1 Traffic Management. The contractor shall also track all TVN's issued, maintain TVN information in the Security Office's electronic database, monitor and enforce the DFRC TVN Program, and notify personnel of violations posted, impending suspensions, and suspensions of driving privileges on the DFRC or any of its stand-alone sites.

5.2.4.3 Traffic Accident Investigation

- A. The contractor shall provide in-depth fact finding capability using the disciplined, logical, and intuitive tools of observation, including interviewing, scene and damage analysis, and a thorough understanding of state or federally adopted traffic rules.

5.2.4.4 Canine (K-9) Narcotics/Explosive/Patrol – Presently not required at DFRC. This capability will only be exercised as an IDIQ requirement with a specific task order being issued for the service.

5.2.4.5 Criminal Incident Reports/Records

- A. The contractor shall provide reports on all criminal incidents (DRD # PM-007), maintain records of crime and criminal information in accordance with applicable Federal law and NPR-1600.1. Crime statistics will be reported to the Center Chief of Security on a quarterly basis in a format generated by HQ OSPP.

5.2.4.6 Testify in Court/Other Official Hearings

- A. The contractor shall give direct evidence in the form of sworn testimony, to identify legal issues, establish facts, and identify procedures in judicial and non-judicial settings.

5.2.4.7 Evidence Collection & Storage

- A. The contractor shall identify, protect, and retain evidence in criminal and administrative matters to maintain integrity and establish chain of custody.
- B. The contractor shall apply Federal Rules of Evidence to maintain the evidentiary value of items identified as indicative of a crime, items related to the identity of the perpetrator, fruits of the crime, contraband or other items illegally possessed.

5.2.4.8 Standard Blotter and Reports

- A. The contractor shall provide a daily topical and/or chronological record of activities associated with criminal incidents, life safety, and general security.

5.2.4.9 Prisoner Transport

- A. The contractor shall provide security and protection to persons in custody or detained persons during transport operations pending further detention, release or transfer to another jurisdiction.

5.2.4.10 Federal, State & Local Liaison

- A. The contractor shall establish and maintain a cordial and professional working relationship with various levels of Federal, State and local law enforcement agencies, whose jurisdictions include, abut, impinge or are excluded from specific areas of operation.

5.2.4.11 Crime Scene Protection.

- A. The contractor shall respond to and protect the physical area associated with criminal activity likely to provide valuable information to the investigative process.
- B. The contractor shall guard and maintain the legal and physical integrity of evidence from destruction, tampering, or loss.

5.2.5 Special Programs

5.2.5.1 Counterintelligence and Counterterrorism (CI&CT)

Presently not required at DFRC. This capability will only be exercised as an IDIQ requirement with a specific task order being issued for the service.

5.2.5.2 Foreign Travel Briefings

- A. The contractor shall provide foreign travel briefings to NASA personnel as outlined in NPR-1600.1 paragraph 8.9.3.9.

5.2.5.3 Special Access Program (SAP) and Sensitive Compartment Information (SCI) Operations

Presently not required at DFRC. This capability will only be exercised as an IDIQ requirement with a specific task order being issued for the service.

5.2.5.4 Technology Protection Program

- A. The contractor shall provide support services to NASA Technology Protection Program (also known as Program Security) in support of NASA's acquisition programs/projects IAWNPR 1600.1, Chapter 8. The Technology Protection task areas include: 1) Task Management, 2) TPP Planning and Implementation, 3)

Input to Security Policy and Procedure Development, and 4) Security Awareness Training.

5.2.5.5 Technical Surveillance Countermeasures (TSCM)

At DFRC, this capability will only be exercised as an IDIQ requirement with a specific task order being issued for the service.

- A. The contractor shall provide technical surveillance countermeasures support services to NASA's security program, which is governed by NPR 1600.1.

5.2.5.6 Communications Security (COMSEC) and Operations Security (OPSEC)

Presently not required at DFRC. This capability will only be exercised as an IDIQ requirement with a specific task order being issued for the service.

- A. The contractor shall provide COMSEC support services, which support unclassified, collateral, SAP, and SCI facilities and programs with global capability.
- B. The contractor shall provide support services to the NASA OPSEC program, which is governed by NPR-1600.1, paragraph 8.5.

5.3 Emergency Management

At DFRC; this emergency management capabilities shall be exercised as required under a separate IDIQ Task Order.

5.4 Export Control

5.4.1 Export Control Program

- 5.4.1.1 The contractor shall provide on-site support as well as access to corporate resources to accomplish assignments. The general areas of expertise shall include US export control laws and regulations, information management, subject matter expertise, training, information technology, Code of Federal Regulations knowledge; where applicable aerospace and aerospace related functions, NASA Export Control Program and Policy, and knowledge of scientific and engineering disciplines.
- 5.4.1.2 The contractors work is to be performed in accordance with all applicable laws, regulations, and Executive Orders, as well as NASA and installation policies and procedures promulgated to govern international technology transfer and export control compliance. The contractor shall comply with NPD 2190.1, NPR 2190.1 and all U.S. export control laws and regulations, including the international Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.

- A. The scope of the work shall include:
 - i. Classify hardware, software and technology for export and develop a technology control list.
 - ii. Evaluate and analyze potential exports and provide recommended actions.
 - iii. Prepare and/or coordinate export license applications and supporting documentation.
 - iv. Evaluate technology disclosure and availability.
 - v. Develop Program policy options and recommendations.
 - vi. Maintain records of meetings, attendees, case analyses, and actions.
 - vii. Support the development of NASA Export Control Training Programs; maintain training products and place on an Export Control website.
 - viii. Analyze foreign national visit request as required.
 - ix. Provide export assistance through a “Help Desk” or other means.
 - x. Maintain all Security Technology and Technical Control Plans (STTCP) for each NASA Site.
 - xi. Review and approve all Center mail and other shipments being sent to foreign countries.
- 5.4.2 Export Analysis and Research
- 5.4.2.1 The contractor shall conduct analyses and research in a variety of disciplines to formulate recommendations associated with: the classification of hardware, software and technology; disposition of Scientific and Technical Information (STI) and DOD DFOISR cases; website content; process/procedure development; hardware and data protection; visitor clearance; excess property sales; export laws and regulations; international agreements; and export planning for international projects. This task applies at installations having aerospace and aerospace related hardware, technical data, photography, reports, scientific papers, foreign national visitors, internet websites, and academia-related projects.
- 5.4.3 Export Control Training
- 5.4.3.1 The Contractor shall provide support in the development and maintenance of export control training materials and products. The contractor shall develop a variety of training modules for incorporation into export control training program.
 - 5.4.3.2 The contractor shall also maintain these products to ensure accuracy and compliance with changing laws and regulations. Products may include computer-based training, web-based training, presentations, booklets, and awareness products such as posters and signs.
 - 5.4.3.3 The contractor shall conduct surveys and prepare reports on the status of civil service training, including metrics of required training.

5.4.4 Program Policy

5.4.4.1 The Contractor shall assist in the development of policy by exploring options, conducting studies, recommending strategies, and assisting in implementations. This task shall be directed to support the CEA in overall program management as well as the individual organizations for conduct of day to day activities. This activity shall include coordination with other installations including other contractors.

5.4.4.2 The contractor shall also identify initiatives that will provide enhancements to export control processes.

5.4.5 Program Management Support

5.4.5.1 The Export Control Programs require that policies, procedures, and processes be closely monitored for compliance and effectiveness. This includes audits, analysis, observations and extensive record keeping of exports, issue resolution and other decision activities.

5.4.5.2 The contractor shall identify and assist the development of program/projects plans for exporting including metrics of exported items.

5.4.5.3 The Contractor shall provide support in accomplishing the program management function to include: support in preparing or reviewing export license applications; analyzing cases for compliance resolution; maintaining records or providing oversight of record systems and processes; validating or conducting export classifications; and reviewing agreements and procurement instruments for appropriate compliance instructions.

5.4.5.4 The contractor shall also participate and support the Export Control Working Group (ECWG) chaired by the Center Export Administrator. The Contractor shall provide the support necessary to assist the CEA in the preparation of meeting agenda, meeting minutes, schedules, issue papers, and plans in support of the ECWG.

5.4.5.5 The Contractor shall track the action items and resolve anomalies as required and provide recommendations to Center export officials for coordination with US industry organizations and to NASA export officials at Headquarters coordination with appropriate U.S. Government and industry representatives.

5.5 Unclassified Information Assurance

Presently not required at DFRC. This capability will only be exercised as an IDIQ requirement with a specific task order being issued for the service.

5.6 Training Requirements and Mandatory Skill and Performance Levels

5.6.1 Responsibilities

- 5.6.1.1 The contractor is responsible for providing a skilled and capable workforce. Where appropriate, performance-based training, and quality control measures shall be applied to validate performance capabilities.
- 5.6.1.2 Best practices and prevailing industry practices shall be considered as a minimal standard when more severe standards are not established.
- 5.6.1.3 Training and certification records shall be maintained in an electronic data base and be available for inspection. The Contractor shall report on employee training in accordance with DRD,
- 5.6.1.4 Training Plan Report.
- 5.6.2 Local And State Education Requirements
 - 5.6.2.1 The contractor may be required to complete local and state educational requirements plus obtain licenses or certifications when required by NASA. Task Order will detail any specific relevant state and local training; however State certification is not required for contractors performing under the FAR based contract.
- 5.6.3 Firearms Training, Range Operations and Maintenance
 - 5.6.3.1 The contractor shall conduct firearms range operations as may be necessary to maintain the required qualification and proficiency of the workforce, and support of other training requirements. Dryden does not have a firearms range facility. The contractor can negotiate the use of the firearms range operated by the Air Force Flight Test Center on Edwards Air Force Base. Meeting Air Force requirements for the use of their firearms range is solely the responsibility of the contractor.
 - 5.6.3.2 Range operations may be conducted on non-NASA facilities where appropriate.
 - 5.6.3.3 Presently not required at DFRC.
 - 5.6.3.4 Presently not required at DFRC.
 - 5.6.3.5 The contractor is required to ensure the safety, serviceability and proper maintenance of all government furnished firearms, ammunition and related equipment utilized by the Center.
 - 5.6.3.6 Maintenance of government furnished firearms shall be conducted by a certified armorer.
- 5.6.4 External Training
 - 5.6.4.1 External training is that training which the contractor is tasked to perform for personnel who are not protective services contractor employees or subcontractors, i.e. NASA civil servants and contractors. Examples of training which applies to Dryden are listed in the following section.

- 5.6.4.2 The contractor shall also conduct external training for personnel at Dryden where required by NPR's, by law or as detailed in other sections of this Task Order.
- 5.6.4.3 Required Security Education, Briefings and Orientations
- A. The contractor shall provide security education & awareness training by way of briefings and computer based learning.
 - B. The contractor shall generally provide security education support or administration, briefing, training media, for external programs for which they administer or as specified in this Task Order.
 - C. The contractor shall conduct crime prevention training for the general Dryden employee population. Training may include such topics as locking offices and security containers, use and control of keys and security systems, and general loss prevention topics.
- 5.6.4.4 Export Control Training
- A. The contractor shall conduct export control training for specified personnel as established in Location Orders. Training may include but is not limited to program requirements and administration, technology control or related topics.
- 5.6.4.5 Fire Safety Training - Presently not required at Dryden.
- 5.6.4.6 Emergency Management Training
- At DFRC, this capability will only be exercised as an IDIQ requirement with a specific task order being issued for the service.
- 5.6.4.7 Identity Theft Training
- A. The contractor shall conduct identity theft awareness training for all Dryden personnel on an annual basis. Training shall include information relevant to the Dryden work environment and information technology.
- 5.6.4.8 Wildlife Safety Training - Presently not a requirement at Dryden.
- 5.6.4.9 Preconstruction Briefings
- A. The contractor shall conduct in preconstruction security briefings to educate construction contractor personnel concerning security and fire prevention requirements.
- 5.6.5 NASA Federal Law Enforcement Training Academy (NFLET) – NOT REQUIRED AT DFRC