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NASA PROTECTIVE SERVICES

PERFORMANCE WORK STATEMENT

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**1.0 Purpose****1.1 Uniformity, Standardization, and Centralization**

1.1.1 The National Aeronautics and Space Administration (NASA), as part of an Agency-wide Protective Services strategy, is seeking to achieve uniformity, standardization, and where appropriate, centralization of protective services across the Agency through this NASA Protective Services Contract (NPSC). The contractor shall support this strategy IAW this Performance Work Statement (PWS) and through the authorization of Task Orders (TO) to be issued by the individual NASA Centers or their Component Facility.

1.1.2 Areas for consideration of standardization are not limited; however, mandatory standards shall be achieved by the contractor in the areas of training, uniforms, insignia, badges, patches, job titles, reporting, and Agency metrics. Infrequently required services at various Centers and Component Facilities may be candidates for centralization.

**1.2 Inter-operability**

1.2.1 Contractor personnel from various Centers and Component Facilities across the Agency shall have the ability to seamlessly inter-operate during Agency related contingencies worldwide, and in the event of emergencies, or special projects.

**1.3 Comprehensive and Effective Security, Emergency Management and Fire Fighting Program IAW compliance documents located at 4.16 below.**

1.3.1 Within NASA, the Assistant Administrator for Security and Program Protection (AA/OSPP) is responsible for implementing a comprehensive and effective security, emergency management and fire fighting program for the protection of people, property, operations, and information associated with the NASA mission and the Agency-wide protective services strategy. Each NASA Center and/or Component Facility will have primary responsible for the day-to-day Protective Services Program implementation including oversight of their respective Task Orders. The contractor shall provide all services IAW this PWS and the issued Task Orders.

**2.0 Scope****2.1 General Requirements and Standards of Performance**

2.1.1 Performance

2.1.1.1 This PWS encompasses the general requirements and standards of performance to be satisfied by the contractor for the NASA protective service functions. The contractor shall perform these functions as specified in this PWS and IAW issued Task Orders.

2.1.1.2 Sections 1.0 Purpose through 4.0 Program Management of the PWS (note exceptions in paragraphs 2.3.1 and 4.2.1) establish general requirements and

standards of performance the contractor shall comply with when providing Protective Services as described in the TO(s) issued under this contract. The services for this Firm Fixed Price Indefinite Delivery/Indefinite Quantity contract are contained in Section 5.0 Protective Services of the PWS. The contractor shall provide Protective Services as described in the TO(s) following the general requirements and standards of performance in Sections 1 through 4 of the PWS.

## 2.1.2 Staffing

2.1.2.1 The contractor shall provide an adequate staff, which is fully capable of executing contract responsibilities and responding to the requirements of this contract. (see Attachment A.1 Protective Services Position Description/Titles Guidelines, Attachment A.2 Medical Examination for Emergency Services First Responders, Attachment A.3 Physical Fitness Requirements, Attachment A.4 Security Officer/Police Qualifications, Attachment A.5 Officer Uniform and Equipment Requirements, Attachment A.6 Firefighter Minimum Personnel Qualifications, Attachment A.7 Psychological and Emotional Requirements, and Attachment A.8 Drug Testing and Drug and Alcohol-Free Workforce Requirements)

## 2.1.3 Command Structure

2.1.3.1 The contractor shall provide an adequate hierarchical command structure and chain of command for security and fire officers with full authority to respond to the requirements of this contract.

## 2.2 Task Orders

2.2.1 The contractor, as specified in the TO, is responsible for performing the overall and day-to-day operations of Agency protective services including, fire, security, emergency management, export control, information assurance, and training. These requirements include providing the necessary management, supplies, materials, and personnel (not otherwise provided by the Government) to perform the protective services for NASA on a 24-hour, 7 days per week basis.

## 2.3 Contractor Provided Analytical Support, Developmental Engineering, and Independent Study

2.3.1 The contractor shall provide analytical support, developmental engineering, and independent study and analysis on an as-needed basis (to be issued under separate TO(s) to address evolving requirements resulting from NASA-specific threats and from the implementation of new federal mandates related to counterterrorism and homeland security. The contractor shall manage all emergency operations utilizing the National Incident Management System (NIMS).

## 2.4 Contractor Support for Policy, Oversight, Guidance, Advice and Assistance

2.4.1 The contractor shall support the Office of Security and Program Protection mission to include national-level policy-making for security, internal policy formulation, oversight, guidance, advice, and assistance to NASA Center Security Programs and initiatives designed to protect NASA personnel (including

on-site contractors and visitors), classified national security information, and physical assets.

## **2.5 Protective Service Functions**

- 2.5.1 The contractor shall provide all personnel, resources, materials and services necessary to perform protective services, including, but not limited to all security operations, investigations, counterintelligence/counterterrorism, fire-fighting and prevention, crash-response (including rescue operations), ambulance services, information assurance, export control, International Traffic in Arms Regulations (ITAR), emergency preparedness, continuity of operations planning (COOP), special event, contingency planning and incident response, and new threat response capability. The performance of this PWS shall require that contractor personnel process, update, and maintain information/data utilizing both institutional provided data bases/automated data systems including upgrades and Government-provided replacement systems, as well as Contractor provided databases, and systems.
- 2.5.2 The contractor shall be responsible for the protection of Classified National Security Information (CNSI) in their possession, in all forms and mediums including when it is processed and maintained on Information Technology (IT) systems and other electronic formats, and for providing Agency central services for adjudication of security clearance eligibility and clearance database management.
- 2.5.3 The contractor shall support Agency initiatives to detect, deter, and neutralize espionage, other intelligence activities, or sabotage conducted for or on behalf of foreign powers, organizations or persons, or international terrorist activities, at the various TO locations.
- 2.5.4 The contractor shall support the Agency by providing and promoting training, awareness, and outreach to the NASA community to educate and sensitize them to Counterintelligence (CI) issues and concerns, as well as analysis of specific CI threat information and foreign intelligence collection efforts to NASA program and project management.

## **3.0 Statement of Objectives**

### **3.1 NASA Expectations**

- 3.1.1 The contractor shall achieve operational efficiencies and economies of scale - NASA expects considerable operational efficiencies and economies of scale resulting from implementation of a long-term Agency strategy for consolidation of identified protective services across the Agency.
- 3.1.2 Areas of emphases for potential operational efficiencies and economies of scale include but are not limited to:
- 3.1.2.1 Standardization of the level of Protective Service activities across the Centers and Component Facilities

- 3.1.2.2 Standardization of NASA/Contractor process and procedures across Centers and Component Facilities
- 3.1.2.3 Standardization of Proficiency requirements and Training Standards
- 3.1.2.4 Standardization of type of equipment, weapons, uniforms
- 3.1.2.5 Consolidation of like services at a single location for greater efficiency
- 3.1.2.6 Consolidation of contractor administrative services to a single location for greater efficiency
- 3.1.2.7 Human Resources, training curriculum and records
- 3.1.2.8 Economies of scale on contractor purchasing
- 3.1.2.9 Specialized equipment, uniforms, personal protective equipment, vehicles, etc
- 3.1.2.10 Sharing of contractor resources across Centers and Component Facilities
- 3.1.2.11 Trainers, specialized capabilities, K-9 support, fire investigators, armorer
- 3.1.2.12 Surge capability for disaster support
- 3.1.2.13 Standardized reporting and information sharing
- 3.1.2.14 Development of common information data base to track incidents, training, etc
- 3.1.2.15 Robust agency quality control

#### **4.0 Program Management**

##### **4.1 General**

###### 4.1.1 Application of the PWS

- 4.1.1.1 The provisions of this PWS, including all attachments hereto, are global in application and apply to all protective services at all NASA Centers and Component Facilities supported by this contract and may only be changed or altered by the NASA Protective Services Contracting Officer (NPS CO), except as noted in paragraph 4.1.2 below.

###### 4.1.2 Provisions of PWS and Task Orders

- 4.1.2.1 The requirements of this Performance Work Statement describe the protective services available for inclusion in this contract. Section 5.0 Protective Services, of the Performance Work Statement is the only section that will be modified by individual NASA Centers and Component Facilities as described in the Task Order.

###### 4.1.3 Subject Matter Expertise

- 4.1.3.1 The contractor shall provide subject matter expertise to advise the Agency in the implementation of protective services. The contractor shall recommend potential protective services solutions adaptable to a wide variety of research and scientific environments, including business office, highly secure installation, campus, and factory industrial settings. The contractor shall remain abreast of current protective services issues, trends, laws, regulations, and technologies.

###### 4.1.4 Identification of Weaknesses and Vulnerabilities

- 4.1.4.1 The contractor shall provide continuous assessment and evaluation to identify protective services weaknesses and vulnerabilities and recommend appropriate corrective action.
- 4.1.5 Standard Operating Procedures
  - 4.1.5.1 The contractor shall develop Standard Operating Procedures (SOP) for operations conducted under this NPSC. Such SOPs shall standardize, to the maximum extent, the contractor's procedures across all of the various Centers and their Component Facilities. The Standard Operating Procedures shall be prepared, implemented, and maintained IAW NPSC DRD, Standard Operating Procedure (SOP).
- 4.1.6 Indefinite Delivery Indefinite Quantity (IDIQ) Unscheduled Tasks
  - 4.1.6.1 The NPSC is an Indefinite Delivery Indefinite Quantity (IDIQ) firm fixed-price contract with Task Ordering provisions. The nature of the NASA Protective Services Program will occasionally require support for unscheduled and unplanned tasks such as those described in sections 2.3.1 and 5.0.2.2.
- 4.1.7 Normal Workload Fluctuations
  - 4.1.7.1 Normal workload fluctuations shall not require modification to the Task Order nor issuance of an additional IDIQ Task Order. However, planned special events and unplanned events described in Section 5.0 may necessitate work that exceeds effort which would normally be established under the priced Task Order. Such additional work may require modification to the Task Order or issuance of an additional IDIQ Task Order as determined by the appropriate Contracting Office depicted in the Task Order.
- 4.1.8 Supplies and Materials
  - 4.1.8.1 The contractor shall be responsible for purchasing supplies and equipment not otherwise provided for under this contract as Government-furnished to fulfill the requirements of this contract. The contractor shall provide information on the management of government property IAW NPSC DRD, Government Property Management.
  - 4.1.8.2 As directed by the Contracting Officer the contractor shall be required to purchase specific supplies and equipment. These items, once purchased, shall become Government Furnished Property.
- 4.1.9 Vehicles
  - 4.1.9.1 The contractor shall provide all vehicles necessary to perform this contract, except as specified in the Task Orders. Contractor provided vehicles shall be maintained by the contractor. Vehicles used for marked patrol shall be white in color and equipped with blue lights, siren, public address, basic first aid kit, and vehicle fire extinguisher. Radio equipment, speed detection devices, and spot/take-down lights shall be installed as specified in the Task Order.

- 4.1.9.2 The contractor shall, to the maximum extent possible, standardize the vehicles used for patrol. Sedans shall be of large size and SUVs shall at a minimum be of medium size. The contractor shall provide four-wheel drive vehicles, ATV, trailers, and bicycles, as required to perform the NPSC as specified in the Task Order. Such vehicles shall conform to a standardized visual pattern and present a coherent and professional image.
- 4.1.9.3 Fuel, refueling and provisioning of fuel used by the contractor during the contract period will be addressed separately for individual classifications of vehicles, vehicles usage, and location. The Task Order describes the contractor's official vehicle use and fuel refueling and provisioning methods.
- 4.1.10 The contractor shall be responsible for the proper care, custody, accountability and maintenance of all Government-furnished supplies and equipment as provided for in the Task Order.
- 4.1.11 Internal Training
  - 4.1.11.1 NASA Federal Law Enforcement Training Academy
    - A. To preserve NASA's prior investment, the existing training facilities known as the NASA Federal Law Enforcement Training Academy (NFLETA) may remain at the Kennedy Space Center should the contractor wish to locate the Academy there. However, the contractor may propose to locate NFLETA at any appropriate NASA Center or facility or at the contractor's own facility if it is shown to be more advantageous to the Government. NFLETA shall retain accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA) ([www.calea.org](http://www.calea.org)). NFLETA students include the contractor's armed personnel and NASA Special Agents IAW with the NPR 1600.1.
  - 4.1.11.2 Maintaining Proficiency
    - A. The contractor shall ensure that all of the contractor's employees or subcontractors are fully trained to accomplish all aspects of their job assignment(s). The contractor is responsible for providing a skilled and capable internal workforce.
  - 4.1.11.3 NASA Required Training and Recertification
    - A. The contractor shall ensure the completion of all applicable protective services training detailed in NPR 1600.1, and associated compliance documents listed in section 4.16 below.
    - B. Recertification as required by NPR 1600.1 and associated compliance documents listed in section 4.16 below, shall be accomplished by the successful completion of the applicable NFLETA Refresher Course
  - 4.1.11.4 NASA Federal Law Enforcement Training

- A. The contractor shall qualify all armed security police officers and armed security officers by completion of the NASA Federal Law Enforcement Training Course (NFLET) or the Security Officer Fundamentals Course (SOFC), and firearms qualification and training as required IAW the NPR-1600.1 prior to such officers assuming any armed duties associated with this contract. (see Attachment A.4 Security Officer/Police Qualifications)
- 4.1.11.5 Local and State Education Requirements
- A. The contractor shall, when required in Section 5.0 – 5.6 Protective Services of the Task Order, complete local and state educational requirements plus obtain licenses or certifications identified by NASA. The Task Order will detail all specific relevant state and local training requirements.
- 4.1.12 Weapons
- 4.1.12.1 Firearms and magazines will be provided by NASA as specified in each Task Order. Each security officer issued a handgun by NASA will be issued three magazines that are to be loaded to capacity while on duty. The contractor shall ensure that all handguns are carried holstered with a round in the chamber. The contractor shall ensure that weapons are stored unloaded and in a separate suitable container as specified in NPR 1600.1.
- 4.1.12.2 The contractor shall provide both training and duty ammunition for all assigned weapons sufficient to equip each officer as provided by NASA as specified in each Task Order.
- 4.1.13 Intermediate Force Weapons
- 4.1.13.1 Intermediate force weapons are required IAW NPR-1600.1. A Collapsible Baton and OC Spray (1% CS and 1% OC which is rated at 2,000,000 SHU) will be carried while on duty by all uniformed security officers/police. These intermediate weapons shall be provided by the contractor. A NFLET approved training curriculum will be used for instruction for all intermediate force weapons. Taser use will be specified by the Center Chief of Security in the Task Order.
- 4.1.14 Less-than-lethal Weapons
- 4.1.14.1 Less-than-lethal weapons will be provided by NASA as specified in each Task Order.
- 4.2 Contingency Operations**
- 4.2.1 Deployment
- 4.2.1.1 The contractor shall be prepared to deploy world-wide and respond to unforeseen contingencies and emergencies such as aircraft crashes, environmental and weather disasters, incidents of national significance, terrorist incidents and other catastrophic events that require security or protective services. The contractor shall maintain the capability to deploy under this

requirement within 12 hours of notification. Such deployments under this requirement shall be authorized under a separate task order by the Contracting Officer.

4.2.1.2 The contractor shall be prepared to deploy a 10 person security team consisting of 2 security supervisors and 8 armed security officers capable of performing security duties for a period of 7 days or until relieved.

4.2.1.3 The contractor shall be prepared to deploy a 10 person fire team including 1 supervisor, 1 paramedic and 8 firefighters capable of performing duties for a period of 7 days or until relieved.

4.2.2 Enhanced Security Safeguards

4.2.2.1 The contractor shall be prepared to increase and enhance security safeguards and/or countermeasures in the event of an increased security threat based on the Department of Homeland Security National Threat Advisory or other credible threat indicators.

### **4.3 Protective Services Training**

4.3.1 Workforce

4.3.1.1 The contractor is required to establish and maintain, an adequate workforce which is trained, educated, equipped, proficient and capable of performing tasks mandated by law, required by NASA NPD and NPR, and as documented in and as specified by the Task Order. All NASA NPR and NPD references apply. The Contractor shall report on employee training IAW NPSC DRD, Training Plan Report.

4.3.2 Agency Level Training

4.3.2.1 The contractor shall comply with all Agency Level training as referenced in Attachment A.4 of the NPS PWS.

4.3.3 Personnel Certification

4.3.3.1 The Contractor shall provide properly certified personnel from the first day of performance through completion of the contract at designated facilities IAW the NPS PWS, the TO, and any other mandatory Federal, State, and local laws and regulations, as applicable. Performance of this work must be carried out in such a manner that causes minimal interruption to or interference with proper execution of government business.

### **4.4 National Security Clearance Level**

4.4.1 Contractor Security Level

4.4.1.1 The National Security Clearance level of the contractor shall be for Top Secret (TS), Sensitive Compartmented Information (SCI).

#### 4.4.2 Obtaining Contractor Security Level

4.4.2.1 The required clearance level for the contractor shall be obtained prior to any work being performed on the NPSC. Clearance level requirements for individual NASA locations and positions as applicable, will be identified in the TO.

4.4.3 The Contractor shall ensure all contract personnel have a National security clearance commensurate with the highest level of classified information to which they have access.

#### **4.5 Statutory and Regulatory Compliance**

4.5.1 All services called for in the NPSC PWS shall be performed in compliance with applicable Federal and state laws, NASA regulations and policies delineated in section 4.16 below.

4.5.2 Specific reference is made to the provisions of law included in Part I, Chapter 44, Section 922 Title 18, United States Code (USC), concerning the prohibition of firearms possession for individuals convicted or indicted under charges of a felony or misdemeanor crime of domestic violence.

#### **4.6 Contractor Roles and Responsibilities**

##### 4.6.1 Corporate Protective Services Manager

4.6.1.1 As a minimum, the contractor shall provide a Corporate Protective Services Manager. The Corporate Protective Services Manager shall act with full authority for the contractor.

##### 4.6.2 Operations Manager

4.6.2.1 The contractor shall provide an on-site Operations Manager for each location. The Operations Managers at each site shall have local authority to act on behalf of the contractor.

##### 4.6.3 Authority to Act

4.6.3.1 In the absence of the Corporate Protective Services Manager and a site Operation Manager, the contract shall define a chain of authority to ensure that supervisory channels are clear.

#### **4.7 Standards of Conduct**

##### 4.7.1 Employee Conduct

4.7.1.1 The Contractor shall be responsible for maintaining satisfactory employee conduct, integrity, and appearance. The Contractor shall be responsible for initiating and administering any disciplinary action to its employees, as may be

necessary. (see NPSC PWS Attachment A.4 Security Officer/Police Qualifications)

- 4.7.1.2 The Contractor shall not condone personal neglect or dereliction of duties. This includes, but is not limited to, sleeping, listening to unauthorized electronic devices, watching television, reading books, newspapers and other material not connected with official duties (e.g., post orders), misuse of Government Property, theft, unreasonable delays or failure to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the intent of worksite security or failure to cooperate in quality assurance and/or safety inspections or other investigations conducted by the Government. Due to the nature of their 24-hour shift work, fire fighter personnel may be exempt from portions of the above.
- 4.7.2 Dress Code
  - 4.7.2.1 The contractor shall implement and enforce a standard dress code policy to ensure that contract employees wear either appropriate civilian attire or the prescribed duty uniform while on duty.
  - 4.7.2.2 Positions that require public interface shall wear a standard soft uniform.
  - 4.7.2.3 Examples of improper appearance include unclean, ill-fitting or un-pressed clothing, dirty or un-shined shoes, incomplete, ill-fitting, or improperly worn uniforms, and any other facet of appearance that would reasonably create a negative perception within the public.

#### **4.8 Corporate Management**

- 4.8.1 The contractor shall maintain the necessary expertise and capabilities required to continuously ensure protective services at the various NASA sites, which comply with all regulatory standards and meets all necessary parameters to assure that NASA is a secure work environment for all on-site personnel.
- 4.8.2 The contractor shall manage the total work effort associated with the protective services required herein as contained in the TO assure fully adequate and timely completion of services. Included in this function will be a full range of management and administrative duties including program management, phase-in planning, scheduling, report preparation, risk management, establishing and maintaining records and quality control.
- 4.8.3 The contractor shall provide an adequate staff of personnel with the necessary administrative and management expertise to assure the performance of work IAW sound and efficient management practices.
- 4.8.4 The Contractor shall submit a Management Plan IAW NPSC DRD, Management Plan.

#### **4.9 Use of Corporate Logo**

4.9.1 The contractor is prohibited from display of a corporate logo, trademark, badge, patch, decal, or other wording, or any distinctive corporate markings on any credential, duty uniform or part thereof, or security vehicle or part thereof, or security post, or document, other than standard internal management documents and records, which would identify the contractor's company affiliation.

#### **4.10 Business Management - Financial Management (General)**

4.10.1 The contractor shall perform all business and administrative functions and integrate these functions across all areas of performance.

4.10.2 The contractor shall provide on-going business analysis and respond to requests and inquiries from the Government relating to budget, schedule, and performance.

4.10.3 The contractor shall comply with financial reporting requirements as specified in NPSC DRD, Monthly Task Order Price Report.

#### **4.11 Information Technology Security Plan**

4.11.1 IT security planning, implementation, and compliance is integral part of IT security and is the responsibility of the entire contractor workforce. The contractor is responsible for providing support for IT security to the system owner, CO, Organization Computer Security Official (OCSO), COTR, and Center IT Security Manager (ITSM).

4.11.2 The contractor shall develop, document, maintain, and manage operational and technical IT security policies, procedures, and controls for all services the contractor provides to the Government. For each of these services, the contractor shall integrate the IT security policies, procedures, and control measures into their full life cycle, and shall test and annually review these policies, procedures, and controls for adequacy and compliance. The contractor shall develop an overall IT Management Security Plan in accordance with 36 CFR §1194 Section 508 Rehabilitation Act, NPR 2810.1 Security Information Technology, 2830.1 NASA Enterprise Architecture Procedure and DRD, IT Management Security Plan.

4.11.3 The contractor shall comply, establish, maintain, and implement an IT System Security Plan for each IT system the contractor has overall responsibility for. The IT System Security Plan shall be in accordance with the NFS 1852.204-76 and requirements specified DRD, IT System Security Plan.

4.11.4 The contractor is not responsible for providing administrative or engineering desktops, workstations, or laptops for their use in the performance of this contract, as they are Government-provided via the Outsourcing Desktop Initiative for NASA (ODIN) contractor or successor. For Government-furnished IT services, the Government is responsible for all necessary actions to achieve IT security compliance. This does not include dedicated computers that are an integral part of larger systems such as OIS-D, E911, or Supervisory Control and Data Acquisition (SCADA) systems. For all contractor provided IT systems and

GFP that the contractor is responsible for operating and maintaining, the contractor shall be responsible for ensuring IT security compliance.

#### **4.12 Safety, Health and Environmental (SHE) Plan**

- 4.12.1 The contractor shall establish and implement a safety, occupational health, and environmental program that (1) prevents or reduces the occurrence of injuries and occupational illnesses (including fatalities) to employees of the company and the serviced location, (2) prevents or reduces the occurrence of damage to all property and (3) prevents or reduces the damage to the environment through the ongoing planning, implementation, integration and management control of these programs IAW the NPSC DRD, Safety, Health and Environment (SHE) Plan. The implementation of the overarching contractual plan might need to be tailored further at each site to be compatible with each Center's corresponding efforts in mishap prevention, occupational health and environmental management and control.
- 4.12.2 Mishaps shall be reported to the Safety and Mission Assurance Office IAW NPSC DRD, Mishap and Safety Statistics.

#### **4.13 Quality Control/Assurance Plan**

- 4.13.1 The contractor shall submit a Quality Assurance/Control Plan in accordance with DRD, Quality Control and Assurance Plan. The contractor's Quality Assurance/Control Plan shall include providing the details of the Quality Management System (QMS) that will be used to control the products and services required as part of the PWS. The contractor's Quality Assurance/Control Plan shall detail the policy, processes, procedures, and techniques used to assure compliance to contractual requirements.
- 4.13.2 The contractor shall accommodate NASA participation in contractor and subcontractor quality system assessments. NASA insight will consist of monitoring assessments with the contractor's auditors/inspectors. This will provide NASA the insight necessary to gain an overall understanding of the effectiveness of the contractor quality system.
- 4.13.3 The contractor shall participate in the Government Data Exchange Program (GIDEP) and provide Alert System Documentation DRD, Government Data Exchange Program.

#### **4.14 Reporting**

- 4.14.1 The contractor shall electronically maintain all reportable/deliverable data, to include all NPSC DRDs. The contractor shall make such data available in a secure manner to NASA officials as approved by the COTR. Distribution of reports and DRDs will be restricted to data/report query or other acceptable electronic distribution approved by the COTR.
- 4.14.2 The contractor shall provide and maintain a secure distributed incident reporting system with centralized data management. The system shall be used to report

phone and radio logs, daily blotter, incident report, traffic accident reports, physical security report, replies, and audits, fire alarm responses, fire and ambulance runs, reports of unsolicited contacts, and any additional reports as developed or required. The system shall be maintained IAW NPR 2810.1

- 4.14.3 The contractor shall prepare reports and records referenced in NPR 1600.1, as directed by the Task Order Manager (TOM).
- 4.14.4 The contractor shall provide a protective services report monthly included in the progress/self-assessment report IAW NPSC DRD, Self-Assessment and Metrics Report.
- 4.14.5 The contractor shall provide and maintain a list of all on-site contractor employees working under this contract and their designated locations IAW NPSC DRD, Badged Employee and Remote IT User Listing. The contractor shall document rescission actions regarding the access requirements of all contractor employees as required IAW NPSC DRD, Contractor Employee Clearance Document.

#### **4.15 Records Management**

- 4.15.1 The contractor shall maintain a records management program and submit a records management plan IAW NPSC DRD, Records Management.
- 4.15.2 The contractor shall submit an annual "Summary of Record Holdings and Transfers" for each location to the Center Records Manager IAW NPSC DRD, Summary of Holding (File Plan).
- 4.15.3 The contractor shall manage legacy Federal records (data created for Government use and delivered to, or falling under the legal control of, the Government) inherited from previous contracts.
- 4.15.4 At the completion or termination of this Contract, the Contractor shall leave all Government-owned data at the NASA Center or its Component Facility. The contractor shall deliver Government-owned data to Center Records Manager.
- 4.15.5 The contractor shall provide NASA or authorized representative access to all Government records. The Government reserves the right to inspect, audit and copy record holdings.

#### **4.16 Compliance Documentation**

EO 12472, Telecommunications Preparedness
EO 12656, Assignment of Emergency Preparedness Responsibilities
EO 12958, Classified National Security Information
HSPD-12 Policy for a Common Identification Standard for Federal Employees and Contractors
36 CFR §1194 Section 508 Rehabilitation Act
NASA STD 8719.11 with change 1 Safety Standard for Fire Protection

OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response
OSHA 29 CFR 1910.134, Respiratory Protection
NPD 1040.4 NASA Continuity of Operations (COOP) Planning Procedural Requirements
NPD 1440.6 NASA Records Management
NPD 1600.2 NASA Security Policy
NPD 1660.1 NASA Counterintelligence (CI) Policy
NPD 2190.1 NASA Export Control Program
NPD 8710.1 Emergency Preparedness Program
NPR 1040.1 NASA Continuity Of Operations Requirements
NPR 1371.2 NASA Foreign National Access Policy
NPR 1600.1 NASA Security Program Procedural Requirements with Change 1
NPR 1620.2 Physical Security Vulnerability Risk Assessments
NPR 1620.3 Physical Security Requirements for NASA Facilities and Property
NPR 1660.1 Counterintelligence (CI) and Counterterrorism (CT) Procedural Requirements
NPR 2190.1 NASA Export Control Program Revalidated with changes
NPR 2810.1 Security of Information Technology
NPR 8621.1 NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
NPR 8715.2 NASA Emergency Preparedness Plan Procedural Requirements - Revalidated
<b>Reference Documents</b>
5 U.S.C 7301 Presidential regulations
E-Government Act of 2002, P.L. 107-347
Federal Information Processing Standards Pub 201 (3-2006)
Federal Preparedness Circular-65, Federal Executive Branch Continuity of Operations
HSPD-5 Management of Domestic Incidents
HSPD-7 Critical Infrastructure, Prioritization, and Protection
HSPD-8 National Preparedness
National Incident Management System
National Industrial Security Program Operating Manual (NISPOM)(dtd 2006)
NFPA Codes and Standards
Public Law 100-235, Computer Security Act
NPD 1000.0 Strategic Management and Governance Handbook
NPD 1371.5 Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities
NPD 1382.17 NASA Privacy Policy
NPD1400.1 Documentation and Promulgation of Internal NASA Requirements
NPD 1420.1 NASA Forms Management
NPD 1800.2 NASA Occupational Health Program
NPD 1820.1 NASA Environmental Health Program
NPD 2110.1 Foreign Access to NASA Technology Transfer Materials
NPD 2200.1 Management of NASA Scientific and Technical Information
NPD 2530.1 Monitoring Or Recording Of Telephone Or Other Conversations
NPD 2800.1 Managing Information Technology
NPD 2810.1 NASA Information Security Policy
NPD 2820.1 NASA Software Policy

NPD 4100.1 Supply Support and Material Management Policy
NPD 4200.1 Equipment Management
NPD 4300.1 NASA Personal Property Disposal Policy
NPD 7410.3 Performance of Commercial Activities
NPD 7410.5 Approval of Early Payment to Contractors Under the Prompt Payment Act
NPD 7500.1 Program and Project Logistics Policy
NPD 8700.1 NASA Policy for Safety and Mission Success
NPD 8710.2 NASA Safety and Health Program Policy
NPD 9501.1 NASA Contractor Financial Management Reporting System
NPD 9910.1 Government Accountability Office and NASA Office of Inspector General Audit Liaison, Resolution, and Follow-up
NPR 1400.1 NASA Directives Procedural requirements, w change 1
NPR 1800.1 NASA Occupational Health Program Procedures
NPR 2200.2 Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information
NPR 2210.1 External Release of NASA Software with Change 1
NPR 2800.1 Managing Information Technology with Change 1
NPR 2830.1 NASA Enterprise Architecture Procedures
NPR 3792.1 Plan for a Drug Free Workplace
NPR 4100.1 NASA Materials Inventory Management Manual
NPR 4200.1 NASA Equipment Management Procedural Requirements
NPR 4200.2 Equipment Management Manual for Property Custodians with Change 1
NPR 4300.1 NASA Personal Property Disposal Procedural Requirements
NPR 4310.1 Identification and Disposition of NASA Artifacts
NPR 5101.33 Procurement Advocacy Programs with Change 2
NPR 5200.1 Industrial Labor Relations Manual
NPR 8715.1 NASA Occupational Safety and Health Programs with Change 3
NPR 8715.3 NASA General Safety Requirements
NPR 8735.2 Management of Government Quality Assurance Functions for NASA Contracts
NPR 9501.2 NASA Contractor Financial Management Reporting

## **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. Planned events have been identified in the individual Center Task Orders.
  - 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 (reference Clause B.10) - Protective services required to support events considered outside of the Task Order and exceed dollar thresholds as outlined under the Task Order shall be subject to adjustment based on the following formula. Within an invoice billing period, any single unplanned event which exceeds (\$\$); or all unplanned events not exceeding (\$\$) but cumulatively totaling over (\$\$\$) will be subject to adjustment with the amendment of the Task Order or issuance of a separate Task Order. (See each specific Task Order for the dollar amounts.

## **5.1 Fire Services**

- 5.1.1 NASA Safety Standard for Fire Protection
  - 5.1.1.1 The contractor shall provide a professionally managed, comprehensive fire services program that complies with the NASA-STD-8719.11, NASA Safety

Standard for Fire Protection, National Fire Protection Association (NFPA) codes and standards, as well as the OSHA, state, and local laws, standards, regulations and requirements as applicable, and NPR 8715.3 NASA General Safety Program Requirements. The Contractor shall report information of fire protection IAW NPSC DRD, Fire Protection Program. (see Attachment A.6 Firefighter Minimum Personnel Qualifications and Attachment A.2 Medical Examination for Emergency Services First Responders).

5.1.2 Scope

5.1.2.1 The contractor shall provide (1) fire operations and firefighting, and (2) fire prevention inspection and fire protection engineering services at the locations.

- A. Some Centers and/or their Component Facility may only require first responder or fire brigade services using first aid fire protection and evaluation of an emergency prior to summoning off-Site fire assistance from local municipalities.
- B. At locations where flight is a mission focus, firefighters must be trained in flight crew rescue and Aircraft Rescue and Firefighting (ARFF) tactics for aerospace vehicles.
- C. The management of the fire services program shall be focused on the provisions of quality-driven, customer-oriented services. Activities include: high angle, confined space, structural, vehicle, and where flight is the mission focus, flight crew rescue, launch and landing; Aircraft Rescue and Fire Fighting (ARFF); emergency response and standbys; aircraft and facility pre-fire planning; fire inspection, fire permitting (Burn/POL); fire prevention education; inspection and maintenance of fire extinguishers; fire protection engineering in support of design reviews and risk analysis surveys; fire hydrant flow testing. National Fire Incident Reporting System (NFIRS); and hazardous material emergency response; fire investigations; emergency medical services, and when applicable, a wild-land fire fighting team shall be trained and equipped to combat wild-land fires

5.1.2.2 Mutual And Automatic Aid Programs

- A. The contractor shall actively participate in approved NASA mutual and automatic aid programs with the local city, county, state and federal emergency response agencies.

5.1.2.3 Standardized Uniforms

- A. The contractor shall use standardized uniforms, turn-out gear, self-contained breathing apparatus (SCBA), and associated equipment when practical. (see Attachment A.6 Firefighter Minimum Personnel Qualifications)

5.1.2.4 Incident Management System

- A. Fire services shall manage all emergency operations IAW the National Incident Management System (NIMS), NFPA 1561, Emergency Services Incident Management System and NFPA 1710, Organization and Deployment of Fire

Services. Personnel Accountability on the incident scene shall be a priority consideration by the fire department's Incident Commander and shall be managed in compliance with NFPA 1500, Fire Department Occupational, Safety and Health Program.

#### 5.1.2.5 Fire Prevention Inspection Program

- A. The Fire Prevention Inspection program shall, through scheduled inspections, continually assess the fire-safe posture of the Center or Component Facility based upon NFPA 1, Uniform Fire Code, and applicable NASA guidance as addressed throughout this PWS, and state standards and requirements. This program shall identify hazards and include the authority to immediately correct imminent danger situations to prevent any emergency.

#### 5.1.2.6 Fire Inspection Documentation

- A. All inspections shall be documented, with follow-up and closure activities, to ensure that deficiencies are corrected. The fire prevention unit shall test, inspect, and ensure the maintenance of fire extinguishers at the Center or Component Facility, according to the NFPA inspection frequency requirements. As part of its public fire and safety education programs the fire department shall provide periodic publications, e.g. quarterly, or semi-annually, focused on fire prevention and safety.

#### 5.1.3 Fire Operations and Firefighting

##### 5.1.3.1 Emergency Medical Services Paramedic/Emergency Medical Technician

- A. At Centers or their Component Facility where required, the contractor shall provide a centralized rapid response of Advanced Life Support Emergency Medical Services, including transport of patients at Centers or Component Facilities that are geographically separated from local municipalities offering this service.
- B. Fire Fighter Paramedics performing Emergency Medical Services shall operate under the authority and direction of the Center or Component Facility Medical Services Officer.
- C. At Centers or Component Facilities where required, the contractor shall provide emergency medical services (paramedic/emergency medical technician) response capability on duty 24 hours a day, 7 days per week.
- D. Ambulances and issuance of medical supplies shall be under the cognizance of the Center or the Component Facility Medical Services Officer.
- E. Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) Training shall be provided by the contractor.

##### 5.1.3.2 Fire Stations

- A. The contractor fire department shall staff the required number of Fire Stations 24 hours a day, 7 days per week to meet the emergency response mission for the Center or the Component Facility.
- B. The fire department shall conduct formalized shift turnover meetings to ensure that all on-duty personnel are informed of activities scheduled for their shift, including special scheduled work details, training requirements, and any special activities.
- C. All emergency responses shall comply with OSHA 1910.134 requirements for required personnel on scene to enter a fire area.
- D. When necessary, emergency responses to NASA facilities located off-site shall be accomplished through local agreement

#### 5.1.3.3 Fire Equipment and Services

- A. Detailed inspections of all emergency response apparatus and equipment, including personal protective clothing and equipment shall be conducted daily to ensure that all emergency response elements are functional
- B. Equipment shall be tested as follows:
  - i. Fire Pumps shall be tested annually IAW NFPA Standard 1911.
  - ii. Aerial Ladders shall be tested annually IAW NFPA Standard 1914.
  - iii. Ground Ladders shall be tested annually IAW NFPA Standard 1931.
  - iv. Self-Contained Breathing Apparatus, including filling equipment, shall be tested IAW NFPA Standard 1404 and 1989. Each firefighter shall be fitted and issued a personal mask.
  - v. All fire hose shall be tested annually per NFPA 1962.
  - vi. ARFF foam producing equipment shall be tested IAW NFPA 412 and 414.
  - vii. The contractor shall develop a plan and flow test and mark all fire hydrants located on the Center or the Component Facility per NFPA 291.

#### 5.1.3.4 Response and Standbys

- A. All emergency responses and daily communications shall be managed through a Communications Control Center (CCC), also known as a 911 Dispatch Center.
- B. The fire department's Incident Commander on scene shall manage all fire/hazmat emergency operations; all communications shall be through the Dispatch Center.
- C. All emergency responses and standbys shall be within the parameters established by NASA. Time and distance response criteria shall be measured at each Center or Component Facility. The Government will provide these requirements in the TO.

- D. The fire department shall, through its shift staffing, provide a rapid intervention crew to provide emergency back-up during interior fire ground operations when they exceed initial response guidelines.
  - E. All fire incidents shall be reported to the National Fire Incident Reporting System, (NFIRS) IAW NASA Standard 8719.11.
- 5.1.3.5 Aircraft Rescue and Firefighting (ARFF)/Flight Crew Rescue
- A. At locations where a mission focus is flight, the fire department shall meet all customer requirements for flight crew rescue and response for take-off/launch and landings; e.g., Return to Launch Site Services (RTLS) and landing mishaps.
  - B. The fire department shall provide an ARFF capability per NFPA 402 and 403 for aircraft based at their respective locations or those aircraft that frequently land at their location.
- 5.1.3.6 Tactical Rescue
- A. The contractor shall provide tactical rescue at situations that present more complex and dangerous circumstances than what are routinely encountered. These types of incidents require a higher degree of training and specialized equipment to conduct safe operations.
  - B. Several types of emergency incidents require this level of response, including confined space rescue, trench and excavation collapse, high and low angle rope rescues from buildings and rough terrain, water rescues, structural collapses, and non-typical/unique accidents as a result of natural disasters.
- 5.1.3.7 Protective Clothing
- A. All emergency service protective clothing (such as turn-out gear, ARFF suits, HAZMAT suits, wild land firefighting ensemble and uniforms) shall meet all current NFPA 1971, NFPA 1977, and OSHA requirements.
  - B. The Contractor shall adhere to the established NFPA and OSHA procedures which define the inspection process and frequency of inspections for protective clothing.
  - C. Records shall be maintained on protective clothing items.
- 5.1.3.8 Fire Department Training
- A. The fire department shall provide a fire service training program that meets agency standards and complies with OSHA and NFPA Standards. The Contractor shall report information on fire services training IAW NPSC DRD, Fire Services Proficiency Training.
  - B. All fire department members with an emergency response mission shall be required to meet annual training requirements consisting of: SCBA training, live

fire training, driver training, HAZMAT training, aircraft rescue and fire fighting (where required), safety training, and fire prevention training.

- C. The contractor shall conduct live fire training, both structural and Aircraft Rescue and Firefighting training (where flight is a mission focus).
  - D. Live structural training shall be conducted twice every 12 months, 1 day burn and 1 night burn.
  - E. All personnel assigned to the fire prevention unit shall receive training and course education on the requirements of their job (such as fire prevention inspections, testing of fire alarm systems, testing and maintenance of sprinkler systems, and fire extinguisher inspections).
  - F. The fire department training program shall also perform time/distance drills to ensure that all customer-established response times are maintained.
  - G. The contractor shall provide Fire Brigade Training at Centers or their Component Facility not staffing fulltime fire departments.
- 5.1.3.9 Hazardous Material Emergency Response Support
- A. The contractor shall respond to and mitigate all hazardous material spills or releases.
  - B. The contractor shall develop and institute a program to ensure competency of Hazardous Materials Technicians IAW in NFPA 471 and 472, OSHA 29 CFR1910.120, and the State Emergency Response Commissions, Public Sector Hazardous Materials Training Guidelines.
  - C. Where a HAZMAT Team is required, the contractor shall ensure a sufficient number of certified team members are on duty and fully mission capable 365 days a year 24 hours a day.
- 5.1.3.10 Immediately Dangerous to Life or Health Rescue Program
- A. The Contractor shall establish and implement an Immediately Dangerous to Life or Health (IDLH) Rescue Program IAW 29 CFR. This does not include confined space rescue IAW CFR 1910.146 and Section 5.1.2
- 5.1.4 Fire Prevention Inspections And Fire Protection Engineering
- 5.1.4.1 The contractor shall develop and maintain a Fire Prevention Inspection and Fire Protection Engineering program that complies with NASA-STD-8719.11, NASA Safety Standard for Fire Protection and the NFPA.
  - 5.1.4.2 The contractor shall participate in facility or operational walk downs as required by the mission and documented in written procedures.

- 5.1.4.3 The contractor shall identify all reportable fire discrepancies and track these until closure.
- 5.1.4.4 Fire Prevention Inspection and Fire Protection Engineering Program
- A. Inspections
    - i. The contractor shall perform onsite inspections of all facilities at least annually.
    - ii. These inspections shall identify fire hazards and discrepancies as prescribe by the NASA-STD-8719.11; a written report shall be recorded to comply with this standard.
    - iii. Fire hazards and discrepancies shall be tracked until closure.
  - B. Investigations
    - i. The contractor is responsible for investigating all fires at each Centers or their Component Facility per NFPA 921.
    - ii. Persons assigned the responsibility of determining origin and cause shall be trained to NFPA 1033 with annual refresher training provided by independent parties or certified instructors.
  - C. Permits
    - i. The contractor shall prioritize and issue burn permits for scheduled, as well as short-notice, welding and burning operations in all areas of the Centers or Component Facility, except when other contractors may be responsible for issuing permits.
    - ii. Burn permits shall be issued at the work site.
  - D. Fire Extinguishers
    - i. The contractor shall maintain, purchase, install, and inspect portable fire extinguishers for all facilities and areas where portable extinguishers are required, IAW NFPA 10.
    - ii. Training in the use of fire extinguishers shall be a prerequisite to actually using the fire extinguisher.
  - E. Fire Prevention Education
    - i. The contractor shall conduct annual fire evacuation drills and train the Centers or Component Facility populace in maintaining good fire safety habits, recognizing and eliminating fire hazards, and reporting fire and/or emergency situations.
    - ii. Fire evacuation drills shall be documented by the contractor.

- F. Pre-fire Planning
  - i. The contractor shall conduct pre-fire planning on occupied (10 or more occupants) or high value structures, aircraft, and unique vehicles IAW NFPA 1620.
  - ii. These plans shall be updated annually and retained on first response and command vehicles.
- G. Fire Protection Engineering
  - i. The contractor shall develop and implement a Fire Protection Engineering Program.
  - ii. The contractor shall provide Facility Fire Risk Analyses and Fire Protection Engineering Surveys. In addition, the contractor shall witness all final acceptances of fire protection systems to ensure compliance with all applicable codes and standards.
  - iii. The contractor shall review and interpret technical fire safety requirements for all types of mechanical systems including heating, air conditioning, ventilation, lighting and electrical systems.
  - iv. The contractor shall support design reviews on all new projects, modifications, and refurbishments, including designs performed by other contractors. At a minimum, the initial and final stages of projects and modifications shall be reviewed.

## **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.

#### 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. The contractor shall 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.

#### 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 NPSC 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 A.8 Drug Testing and Drug and Alcohol-Free Workforce Requirements)

#### 5.2.1.6 Explosive/Chemical/Biological Hazmat Recognition

- A. The contractor shall employ methods to detect the presence of explosives, chemicals, biological agents, or radiological threats to personnel and assets.

#### 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

- A. The contractor shall install and maintain electronic security systems (ESS) such as to intrusion alarms, closed circuit television, access control, electronic locking devices, bollards and other security barriers, audio alarms, and mobile patrol closed circuit television.
- B. The contractor shall maintain the capability to expand existing electronic security systems as new requirements develop. Electronic security systems that are IT based shall adhere to the IT Security policies set forth in NPR 2810.1.

#### 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.

#### 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 Common Badging and Access Control System (CBACS) to issue and record the issuance of badges, vehicle decals, 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 Team

- A. The contractor shall provide a team of security police officers who meet the enhanced physical standards for specialized teams found in NASA NPR 1620.2.
- B. The team shall be trained in hostage and victim rescue, special tactics and planning, and the use of specialized equipment, firearms and other weapons.

- C. The team shall be capable of an immediate on-site response to effectively and safely resolve a variety of critical security incidents including, workplace violence, active shooter, hostage situation, and terrorist aggression.
- D. The team shall develop detailed plans for operations in critical/hazardous and public facilities.
- E. When not training, these officers shall assume normal security police officer patrol duties as described in the Task Order; coming together as a team only as needed.

#### 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, 2-way radio base stations with multi-net/bridging capabilities, emergency warning systems, and CCTV recording and voice recording systems. Additionally a dispatcher may be required to monitor an air space surveillance radar system to identify and report on suspected incursions into NASA restricted air space.
- B. The Contractor shall track and record all incidents.
- 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 shall meet the requirements of NFPA Standard 1061, Professional Qualifications for Public Safety Tele-communicator. Additionally, NFPA Standard 1221, Standard for the Installation, Maintenance, and Use of Emergency Services Communications shall be the guide for receiving, dispatching, and recording emergency communication.

#### 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
  - iii. National Security clearance records
  - iv. 5 USC (re: Position Risk Designations) and HSPD 12 related records

- v. Other records as required by specific TO.
- 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, picture badges/credentials, area permits and temporary area authorizations as well as necessary technology control plans. (Refer to DRD, Self-assessment and Metrics Report)
- 5.2.2.3 Personnel Security Systems Administration - The contractor shall continuously update NASA databases containing background investigation and security clearance information.
- 5.2.2.4 Electronic Questionnaires for Investigations Processing (E-QIP)
- A. The contractor shall initiate 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 CNSI/Suitability Investigations
- A. The contractor shall assist and support Centers or Component Facility HR personnel in the identification of the type of personnel investigation required for each position, including updating or upgrading clearance requirements. The type of investigation to be conducted is a product of the risk level designation of a position.
- 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 to collect criminal 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 Centers or Component Facility access and Security Background Investigations and support potential biometric solutions.
- 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).
- 5.2.2.12 Personnel Security Data Management
- A. The contractor shall create and securely maintain all personnel security investigative and screening records on all NASA personnel security cases.
- 5.2.3 Information Security (INFOSEC)
- 5.2.3.1 NASA activities span the classification domain from unclassified, sensitive but unclassified, collateral Classified National Security Information (Confidential, Secret and Top Secret), Special Access Programs through 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, 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. The contractor shall train classification guide users on how the guide is used and applied to the classification or declassification of nationally classified documents.
- 5.2.3.4 Document Destruction
- A. The contractor shall be responsible for providing the personnel, tools and equipment required for the proper destruction of documents and media of various classification levels, from unclassified through the TS/SCI level.
  - B. Destruction will cover various forms of media such as paper, electronic memory, compact disks, computer hard drives, flash drives. The capability shall exist or be readily obtainable to destroy large volumes of documentation at any one time.

#### 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 check out these documents.
- C. The contractor shall also be responsible for periodic auditing to verify that all accountable-documents can be verified to be in the possession of the proper individual and stored in a proper manner.

#### 5.2.3.6 Classification Management

- A. The contractor shall be responsible for identifying CNSI, either obtained or created by NASA and its various 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 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), For Official Use Only (FOUO), Administratively Controlled Information (ACI), and Successor Terminology.

- A. The contractor shall comply with the Computer Security Act of 1987, Public Law 100-235. PL 100-235 defines "sensitive information" as "any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (the Privacy Act) but which has not been specifically authorized under criteria established by an executive order or an act of Congress to be kept secret in the interest of national defense or foreign policy." NASA previously identified this information as "For Official Use Only" with a subsequent change to the term "Administratively Controlled Information" for added clarity. However, recent attempts to provide uniform markings across the government have led NASA to utilize the term "Sensitive But Unclassified" (SBU). SBU data, as identified in NPR 1600.1, Chapter 5.24, requires various markings and protections to prevent unauthorized disclosure.
- B. The contractor shall develop and implement a program to train the NASA work force as to what information falls under 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 NASA workforce is trained in the policies and procedures for protecting this information from unauthorized and inappropriate use and availability.

#### 5.2.3.8 Mandatory Training (Executive Order 12958)

- A. The contractor shall comply with Executive Order 12958. EO 12958 prescribes a uniform system for classifying, safeguarding, and declassifying national security information.
- B. The contractor shall develop, implement and maintain a program to ensure that all personnel granted a security clearance are trained to comply with EO 12958 and are aware of the penalties associated with non-compliance.
- C. The contractor shall provide training prior to access to classified information and shall obtain a signed acknowledgement, that the training was received, from the trained individual.
  - i. When a person no longer has need for an active security clearance, a clearance is suspended, or a person ends their service with certain classified activities, the contractor shall debrief the person to make them aware of any continued requirements for the protection of the information to which they previously had access and a reminder of associated penalties for non-compliance.
  - ii. The debriefing shall include a signed acknowledgement from the person being debriefed.
- D. The contractor shall store the signed acknowledgements for durations consistent with applicable policies and procedures.

#### 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 State 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, respond to emergencies and provide roadway 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.

- 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
  - A. The contractor shall provide training, nationally recognized certification, maintenance, care, and control of canine resources capable of providing indications of the presence of contraband (passive alert), such as narcotics or explosives, and or to perform security and law enforcement patrolling as an adjunct to an armed security police officer.
- 5.2.4.5 Criminal Incident Reports/Records
  - A. The contractor shall provide complete reports on criminal incidents reported. Maintain records of crime and criminal information IAW applicable Federal law and NASA regulations.
- 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)
- A. The contractor shall provide analytical and general support services to the NASA's counterintelligence and counterterrorism programs, which are governed by NPD-1660.1 and NPR-1660.1.
- 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
- A. The contractor shall provide support services to NASA'S special access and sensitive compartment information programs, which is governed by NPR-1600.1.
- 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)
- 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)

- 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.

### **5.3 Emergency Management**

#### 5.3.1 General

- 5.3.1.1 The contractor shall provide and maintain services relevant to the efficient, effective and obligatory capabilities supporting the framework by which NASA prepares for, responds to, recovers from, and mitigates the impacts of a wide variety of emergencies and natural and technological disasters that could adversely affect the health and safety of people, the continuity of mission essential operations and infrastructure, and the environment. The contractor shall comply with NPD 1600.1, NPD 1040.4, NPD 8710, NPR 8715.2, NPR 1040.1, and applicable Homeland Security Presidential Directives.

#### 5.3.2 Emergency Management Four Tenets Framework

##### 5.3.2.1 Emergency Preparedness

- A. The contractor shall provide comprehensive planning in policy, procedures, directives, and all-hazard assessment IAW internal and external (current and future) requirements as specified in NPSC DRD Comprehensive Emergency Management Plan (CEMP).

##### 5.3.2.2 Emergency Operations

- A. The contractor shall provide Emergency Operations Center (EOC) management and support, interoperable communications processes and systems, damage assessments, interagency coordination, and mutual aid efforts.

##### 5.3.2.3 Continuity of Operations (COOP)

- A. The contractor shall provide short and long term COOP planning and operations to build in resilience for mission essential functions and infrastructure, supporting facilities, IT systems, and other essential interdependencies.

##### 5.3.2.4 Test, Training and Exercise (TT&E)

- A. The contractor shall coordinate TT&E activities using a multi-year planning calendar to address NASA and external requirements demonstrating the Agency's capabilities in readiness and continuity.

#### 5.3.3 Emergency Preparedness

##### 5.3.3.1 General

- A. The contractor shall ensure the Emergency Preparedness tenet incorporates guidance and implementation applicable emergency preparedness policies and directives from NASA headquarters, federal, state and local directives as well as provide for an integrated and coordinated local, state and federal response under the guidance of the National Incident Management System (NIMS); the National Response Plan (NRP); NFPA 1600, Standard on Emergency Management and Business Continuity Programs; and NFPA Standard on Emergency Services Incident Management System.
  - B. The contractor shall ensure that a response capability exists that can communicate and support a Centers or Component Facility declared emergency, Presidential Declaration of Disaster or an Incident of National Significance. The core components of any emergency preparedness documents, including the required Comprehensive Emergency Management Plan (CEMP) shall comply with the NIMS structure.
- 5.3.3.2 Comprehensive Emergency Management Plan (CEMP) Verification Reviews
- A. The contractor shall develop, maintain, and conduct operational and process verification reviews (of existing plans) to ensure a CEMP and other emergency plans adequately addresses evacuations; sheltering; post-disaster response and recovery; deployment of resources; interoperable communications, and warning systems.
- 5.3.4 Emergency Operations
- 5.3.4.1 Emergency Operations Center Staffing
- A. The contractor shall staff and operate an Emergency Operations Center (EOC) and related equipment (computer systems/software and communications equipment) as needed, in addition to being capable of staffing and maintaining an alternate facility under continuity of operations planning.
  - B. The EOC is staffed when major emergencies occur or likely to occur, such as hurricane ride-outs, launches and landings, interagency emergency operations, and other responses where an intra- or interagency response is required.
  - C. The contractor shall maintain and operate a Mobile Command Vehicle with related emergency response equipment.
- 5.3.4.2 Recovery Operations
- A. Contractor shall support recovery operations to include physical inspection of buildings, structures, systems, and equipment after a crisis has occurred. Such Preliminary Damage Assessments (PDA) is to be consistent with NASA protocol.
- 5.3.4.3 Incident Command Structure

- A. The contractor shall conduct emergency operations (whether NASA direct or interagency under plan or mutual aid agreement) consistent with standard practices for response and recovery protocol, the incident command structure and the NIMS.
- 5.3.5 Continuity of Operations (COOP)
- 5.3.5.1 Planning Requirements
- A. The contractor shall support developing, maintaining and evaluating plans and operations, to ensure the required COOP capability exists.
  - B. Readiness and Deployment - The contractor shall maintain a high level of readiness consistent with the Federal COOP Readiness and Deployment directive. Plans shall be capable of being implemented with and without warning, and be operational within four (4) hours of activations, and maintain sustained mission essential operations for a minimum of thirty (30) days, utilizing existing and available field infrastructure where practical. Plans will be reported IAW NPSC DRD, Contingency and Emergency Plan. Readiness and deployments under this section will be ordered under the IDIQ section at 5.0.1.
  - C. Memorandums of Understanding - The contractor shall ensure consistency in the outcomes directed by Federal Preparedness Circular (FPC-65), June 2004; Executive Order 12472 for Telecommunications Preparedness; Executive Order 12656 for Assignment of Emergency Preparedness Responsibilities; and when applicable, Memorandums of Understand or Agreement with Federal, state and local counterparts engaged in continuity of operations activities such as shared facilities and systems.
- 5.3.6 Test, Training & Exercise (TT&E)
- 5.3.6.1 The contractor shall test, train and exercise emergency management and continuity capabilities essential to demonstrate, evaluate, and ultimately improve the ability to execute the planned capabilities.
- 5.3.6.2 The contractor shall develop, maintain and administer a comprehensive TT&E program IAW standards and requirements outlined in NIMS, Federal Preparedness Circular-65, Homeland Security Exercise and Evaluation Program (HSEEP).
- A. Testing Component – The contractor shall ensure that testing of the alert, notification and activation procedures and systems shall be accomplished per FPC-65.
  - B. Training Component - The contractor shall develop and administer a lessons-learned and corrective actions program consistent with standards and requirements, to redress shortfalls and weaknesses identified during evaluation of TT&E activities.

- C. Exercise Component - Annual exercises shall be conducted by the Contractor to demonstrate the capability to (a) adequately and appropriately execute emergency response plans using first response force; (b) mobilize a deliberate and pre-planned movement to activate and stand-up the EOC (all-hands); (c) mobilize a deliberate and pre-planned movement to activate and stand-up the Alternate Facility (COOP Management, Support Team).
  - i. The contractor shall support and participate in biennial Agency participation in national-level exercise programs to evaluate Agency capabilities to execute emergency operating plans.
  - ii. The contractor shall develop and administer a Lessons-Learned Program and Corrective Action Plan (CAP) consistent with national practices to identify shortfalls, weaknesses, and failures identified during the evaluation of exercises whether as exercise monitor or after-action reviewer. A published, final report will describe assessed performance against exercise objectives and include recommended corrective actions.
  - iii. The contractor shall coordinate activities with NASA, State and local emergency management officials, and other local, state, and government agencies including tenants and adjacent military installations. Documentation of activities such as training, response to emergencies, and accident/incidents requiring emergency response will be maintained by the contractor on behalf of the government.

#### **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 contractor's work is to be performed IAW 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 Centers or Component Facility 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**

5.5.1 General

5.5.1.1 The contractor shall provide Unclassified Information Assurance (IA) services in support of the Unclassified Information Assurance Program IAW NPD-2810.1 and NPR-1600.1.

5.5.1.2 The contractor will support NASA's Unclassified IA Program by supporting NASA's management of information risk through the development of IA policy, strategy, tools, verification, and validation of information categorization, tracking monitoring and IA compliance oversight.

5.5.1.3 Information Assurance Functions and Services - The contractor supports the verification of FIPS IT System Categorization by developing a verification methodology and that validates that NASA information is being categorized

correctly; and developing processes, standards and methods to validate consistent compliance across NASA.

#### 5.5.2 Identification, Handling and Marking of SBU Information

5.5.2.1 The contractor shall develop and recommend requirements for the protection of specific categories of SBU information.

5.5.2.2 The contractor shall provide technical assistance in the development of SBU classification guidelines in support of NASA programs and projects.

5.5.2.3 The contractor shall develop SBU education and awareness training that includes: designation of SBU information; marking and handling of SBU information; SBU covered by other protocols (Limited Exclusive Rights, STI, EAR, and ITAR); storage, access, disclosure and transmittal of SBU information; and access and disclosure.

#### 5.5.3 Verification of NASA Unclassified IT System Security Certification/Accreditation Program

5.5.3.1 The contractor shall develop an independent validation process to assess the effectiveness of the NASA Unclassified IT System Security Certification and Accreditation Program especially as it relates to self-certified (low impact) system.

5.5.3.2 The contractor shall also provide internal compliance assessments of the NASA Unclassified Information Security Program.

#### 5.5.4 Information Assurance Threat Awareness Briefings

5.5.4.1 The contractor shall develop methods and procedures to: gather threat and vulnerability information from classified as well as open sources and understand the consequences of threats and vulnerabilities to NASA information, intellectual property and target technologies; identify, assess, and disseminate threat information; verify that critical assets, intellectual property, and target technology are not publicly available in any format (digital or physical).

### **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 IAW NPSC DRD, 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 hired 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.
  - 5.6.3.2 Range operations may be conducted on NASA facilities or on non-NASA facilities where appropriate, and in accordance with the Local Task Order.
  - 5.6.3.3 The contractor shall ensure the safety of range operations and shall conduct lead monitoring and other operational or safety reviews as may be necessary, and in accordance with the Local Task Order.
  - 5.6.3.4 The contractor may be required to conduct maintenance of firearms ranges and related facilities as specified in the Task Orders.
  - 5.6.3.5 The contractor is required to ensure the safety, serviceability and proper maintenance of all firearms, ammunition and related equipment utilized by the location.
  - 5.6.3.6 Firearms maintenance shall be conducted by a qualified armorer.
- 5.6.4 External Training
  - 5.6.4.1 External training is that training which the contractor may be tasked to perform for personnel who are not protective services contractor employees or subcontractors. Example of training which applies to most Centers or Component Facilities is listed in the following section.
  - 5.6.4.2 The contractor shall also conduct external training for personnel at all Centers or Component Facilities where required by NPR's, by law or as detailed in Task Orders.
  - 5.6.4.3 Required Security Education, Briefings and Orientations
    - A. The contractor shall provide security education, annual and periodic security briefings to both internal and external personnel. Examples include classification management training, SBU training, annual or periodic security briefings for

those with access to various categories of classified information or Special Access Programs, annual workplace violence train.

- 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 Task Orders.
- C. The contractor shall conduct crime prevention training for the general NASA population. Training may include but is not limited to 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 Task 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

- A. The contractor shall conduct a fire safety and fire safety awareness program for the general population. Training shall include, as a minimum, fire evacuation, and fire prevention and awareness.

#### 5.6.4.6 Emergency Management Training

- A. The contractor shall participate in or conduct emergency Management training for the general population as required by NPR 8715.2, the National Incident Management System (NIMS) and other requirements.
- B. The contractor shall conduct or support comprehensive drills, tests and exercises. The contractor shall support efforts associated with the Continuity of Operations Plan (COOP), to include significant support of COOP drills and exercises.
- C. The contractor shall prepare comprehensive plans and procedures as defined in Task Orders.

#### 5.6.4.7 Identity Theft Training

- A. The contractor shall conduct security awareness training for all NASA personnel on an annual basis. Training shall include information relevant to the NASA work environment and information technology.

#### 5.6.4.8 Wildlife Safety Training

- A. The contractor shall conduct wildlife safety briefings when tasked by Task Orders. Briefing will generally include risk avoidance and protection from insects, reptiles, and other wildlife which may be harmful.

5.6.4.9 Preconstruction Briefings

- A. The contractor shall periodically participate in preconstruction briefings to educate personnel concerning security and fire prevention requirements prior to initiation of construction which may pose a risk to personnel. Expanded requirements are provided in Task Orders.

5.6.5 NASA Federal Law Enforcement Training Academy (NFLET)

5.6.5.1 The contractor shall staff, manage, equip, and operate the NASA Federal Law Enforcement Training Academy.

5.6.5.2 Utilizing the NFLET Academy as described in Section 4.1.11 above, the contractor shall provide sufficient training opportunities through course design, scheduling, and training staff, so as to facilitate delivery of core required security training courses including the Basic Course (for Security Police Officers), the Security Officer Orientation Course (for Security Officers), and required refresher and in-service training to all armed contractor officers and managers, as well as all NASA Special Agents.

5.6.5.3 The contractor shall, through the NFLET Academy, provide a certification program for NFLET instructors who may be assigned to other Centers or Component Facilities or be assigned to the NFLET Academy itself.

5.6.5.4 The contractor shall, through the NFLET Academy, maintain and periodically recommend updates to training curricula IAW the Commission on Accreditation for Law Enforcement Agencies (CALEA). ([www.calea.org](http://www.calea.org)) and Federal Law Enforcement Training Center (FLETC) standards.

5.6.5.5 The contractor shall, through the NFLET Academy, maintain student records and instructor certifications.

5.6.5.6 The contractor shall, through the NFLET Academy, deliver training classes or develop training plans for other security courses as necessary including defensive tactics, the use of various forms of intermediate weapons, and other specialized equipment.

5.6.5.7 At the direction of the COTR the contractor shall provide training opportunities to facilitate delivery of CALEA certified training courses to other Federal law enforcement officers and federally contracted security officers on a reimbursable basis.

5.6.5.8 The contractor shall, operate the NFLET Academy under the auspices of an assigned NASA Special Agent.

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**NASA PROTECTIVE SERVICES CONTRACT  
PERFORMANCE WORK STATEMENT**

**ATTACHMENT J.1-A.1 – AGENCY STANDARDS**

The contractor shall provide the necessary Protective Services (PS) IAW the applicable Agency standards identified in Attachment A herein, NASA Protective Services Contract Agency Standards.

**A.1 PROTECTIVE SERVICES POSITION DESCRIPTION/TITLES GUIDELINES**

The contractor shall provide the necessary Protective Services (PS) through the appropriate positions as identified in Attachment Section A.1, Protective Services Position Description/Titles Guidelines.

**A.2 MEDICAL EXAMINATION FOR EMERGENCY SERVICES FIRST RESPONDERS**

The contractor shall provide Emergency Services First Responders. First Responders are required to take action during fire and security related emergencies. In the performance of these requirements First Responders will be exposed to potentially hazardous and physically challenging situations, environments, and substances. First Responders must meet the medical examination requirements as defined in Attachment Section A.2.

**A.3 PHYSICAL FITNESS REQUIREMENTS**

The contractor shall train their security officer/police and fire fighting personnel (First Responders) to meet the rigors of the protective services. The contractor shall use the appropriate physical efficiency battery (PEB), defined in Attachment Section A.3, to insure the physical fitness of their personnel.

**A.4 SECURITY OFFICER/POLICE QUALIFICATIONS**

The contractor shall ensure that all sworn security and police officers employed under this contract conform to the requirements described in Attachment Section A.4.

**A.5 OFFICER UNIFORMS AND EQUIPMENT REQUIREMENTS**

The contractor shall ensure that all sworn security and police officer uniforms and equipment utilized under this contract conform to the standards described in Attachment Section A.5.

**A.6 FIREFIGHTER MINIMUM PERSONNEL QUALIFICATIONS**

The contractor shall insure the following basic qualifications apply to all individuals employed or being considered for employment as a firefighter.

**A.7 PSYCHOLOGICAL AND EMOTIONAL REQUIREMENTS**

Medical/Emotional exams: As part of the pre-employment screening process, the contractor shall ensure their uniformed officers are psychological capable of performing their assigned duties and meet the basic qualifications in Attachment Section A.6

## **A.8 DRUG TESTING AND DRUG & ALCOHOL-FREE WORKFORCE REQUIRMENTS**

### **A.8.1 Drug-Free Workplace**

The Contractor shall comply with federal policies on “drug-and alcohol-free” work places as well as NASA FAR Supplement Subpart 1823.5—“Drug-Free Workplace”.

### **A.8.2 Mandatory Guidelines for Federal Workplace Drug Testing Programs**

The Contractor’s program shall conform to the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

<b>ATTACHMENT J.1-A.1 - PROTECTIVE SERVICES POSITION DESCRIPTION/TITLES GUIDELINES</b>
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The following position descriptions are provided to aid the contractor in defining and delineating the various duties to be performed under the NASA Consolidated Protective Services Contract. These descriptions are suggestions only; the contractor is free to propose other titles (except for 1.0 and 2.0.) However, titles and related position descriptions must be uniform and standard across the contract and apply at all Centers and Component Facilities. The contractor should describe management, organizational, and supervisory structures in the section of the Request for Proposal dedicated for that purpose. The numbers following the position description relate to functions and duties found in the NASA Protective Services Catalog (PSC). The contractor may have a single individual perform multiple functions but that individual shall be qualified and certified for any additional duties.

**1. Security Police Officer (This is official NASA nomenclature for contractor armed security personnel performing duties with Federal arrest authority):**

1.1 Describes an armed officer, who has successfully completed the required NASA training, with NASA Federal arrest authority, whose duties may include but are not limited to, first response to emergencies, enforces federal law, mobile patrols, inspections and searches, traffic enforcement, and investigations, and other duties as required. In general, officers, assigned to specialized teams will come from this category, e.g. K-9, Emergency Response Units, marine patrols.

**2. Security Officer (Armed)**

2.1 Describes an armed officer, who has successfully completed the required NASA training, without NASA arrest authority, whose duties may include but are not limited to, first response to emergencies, mobile patrols, inspections, perimeter and internal access control, contingency posts, and crowd control.

**3. Security Officer (Unarmed):**

3.1 Describes an unarmed officer who has successfully completed the required NASA training, without NASA arrest authority, whose duties may include response to security and non-security alarms, first response to emergencies and perimeter and internal security and access control.

**4. Administrative Security Specialist:**

4.1 Describes a person whose duties may include classified and sensitive document control and destruction, Agency ID management, HSPD 12 enrollment, badge issuance, and visitor processing.

**5. Personnel Security Specialist:**

5.1 Describes a person who manages the investigative and adjudication process for various programs, e.g. NISP clearances, HSPD 12 investigations, international visit

coordination, suitability investigations per CFR 5 and NASA regulations. This person also creates reports, metrics, and statistical analyses.

**6. Physical Security Specialist:**

6.1 Describes a person who may conduct threat & vulnerability assessments, write reports, conduct studies, and make recommendations regarding MEI requirements, crime prevention, review and analyze proposed construction and renovation projects, conduct security audits, and plan security posts and countermeasures for various events.

**7. Program Security Specialist:**

7.1 Describes a person who may provide support, audit, write reports, make recommendations, conduct surveys, analyze and/or input data on various NASA security related programs, e.g. COMSEC, TSCM, industrial security, technology protection (TecProtect), CI/CT, Export Control, and ITAR, EAR, Information Security etc.

**8. Communication/Dispatch Officer:**

8.1 Describes a person, with required State certification or training, who may receive and handle 911 calls, other emergency calls, monitor alarms, dispatch first responders, and make other notifications and reports as required.

**9. Training Specialist:**

9.1 Describes a person, with the appropriate training and certifications, who develops curriculum, delivers various NASA required education and training classes, maintains records, teaches, as examples; firearms and intermediate weapons safety, tactics, and qualifications, legal issues, defensive tactics, fire safety, NIMS training and other emergency preparedness classes, training may be on-line or in classroom setting. Training may be delivered to a variety of personnel including government employees and other contractors.

**10. Locksmith:**

10.1 Describes a person whose duties may include and who is certified to perform the duties associated with securing physical facilities, e.g. change safe combinations, lock cores, and key management.

**11. Quality Control Administrator:**

11.1 Describes a person whose duties may include internal controls review and audits, inventory control, and quality inspections.

**12. Safety Officer:**

12.1 Describes a person whose duties may include conducting safety reviews, writing reports and recommendations, and conducting mishap/near-miss inquiries.

**13. Fire Officer:**

13.1 Describes a person who is trained and certified in leading a shift of fire fighters and who would perform Incident Commander Functions at the scene. This person may also be responsible for fire training and fire administration.

14. **Fire Fighter:**

14.1 Describes a person with the required training and certifications, whose duties include, being a first responder to fire scenes, accidents, hazardous materials incidents, fighting fires in various environments, driving and operating fire equipment and rescuing personnel from immediate danger.

15. **Emergency Medical Technician or Paramedic:**

15.1 Describes a person with the required training and certifications, whose duties include operating life saving equipment, rendering emergency medical aid to victims of accidents, mishaps, and medical conditions. This may include sustaining advance life-support and transport to local hospitals. This person may also be a firefighter.

16. **Emergency Management Specialist:**

16.1 Describes a person trained in the National Incident Management System (NIMS) who supports Center and Agency contingency and recovery planning for Emergency Operations and Continuity of Operations, and technological and natural disasters. This person may serve on "ride-out" teams, staff emergency communication positions, support the Emergency Operations Center, support alternate COOP facilities, assist in recovery operations, and write incident and after-action reports.

17. **Fire Prevention Inspector:**

17.1 Describes a person with the appropriate training and certification whose duties include performing fire prevention inspections, fire investigations, facility walk downs, issuing permits, performing fire safety briefings.

18. **Fire Prevention Engineer:**

18.1 Describes a person with appropriate training and certification whose duties include performing design reviews on construction projects, modifications and refurbishments; design fire risk analysis and fire risk surveys, witness final acceptance test and compliance on fire systems.

19. **Fire Investigator:**

19.1 Describes a person trained and certified to investigate fires and determine origin and cause of the fire.

20. **Electronic Security Technician:**

20.1 Describes a person who may recommend and plan for, install, and maintain various electronic security devices and countermeasures to include, as examples, CCTV

cameras, alarm systems, fixed and mobile intrusion detection systems, card readers, and surveillance systems.

21. **Information Assurance Specialist:**

21.1 Describes a person who may conduct IT based forensic analysis, support investigations, audit and maintain protective services IT systems.

22. **Armorer/Gunsmith:**

22.1 The contractor shall provide a certified armorer/gunsmith to clean and repair all weapons used in conjunction with the performance of the contract.

**ATTACHMENT J.1-A.2 - MEDICAL EXAMINATION FOR EMERGENCY SERVICES FIRST RESPONDERS****1. Provision**

1.1 The contractor shall provide Emergency Services First Responders.

1.2 First Responders are required to make security inspections of NASA industrial and general office facilities to observe, evaluate, and respond to emergencies, security, law enforcement, and safety incidents/conditions.

1.3 During these duties First Responders may be exposed to potentially hazardous and physically challenging situations, environments, and substances.

**2. Standardized NASA Medical/Fitness Examination**

2.1 The implementation and application of a single NASA Medical/Fitness Examination standard for all First Responders shall be used to ensure that the health of the individual First Responders will be at a level that permits them to perform job-related assignments safely, effectively, and without hazard to themselves or others.

**2.2 Physical Requirements Rationale**

2.2.1 The following is a general description of the physical requirements of the First Responders positions affected by this Medical Examination and Fitness Guidance.

**2.2.1.1 First Responder Duties**

2.2.1.2 The duties of First Responders are performed under conditions that vary from sedentary to maximum exertion. Normal work conditions also require the First Responders to perform in a reliable manner under adverse weather or situational conditions.

2.2.1.3 First Responders must gather, respond to, and report facts under potentially hazardous worksite conditions. This may include physically confronting an adversary or disturbed person, working at heights, underground, in confined spaces, in poorly lighted facilities, in emergency situations, and working in environments with weather, chemical, physical, and biological hazards.

2.2.1.4 Some of the hazards First Responders face may require the use of personal protective equipment, such as over-clothing, protective vests, helmets, and protective masks. The proper use of personal protective equipment, body armor, uniform items, and clothing requires a moderate level of fitness and overall health.

**2.3 Technical/Protective Support Equipment**

2.3.1 Technical/protective support equipment requires an evaluation of the wearer's ability to utilize the equipment safely, without adverse effect to the First Responders health. Adverse conditions sometimes occur unexpectedly, while others are anticipated and appropriate steps can be taken in an orderly and controlled manner to safely leave the hazard area.

## 2.4 Entrance "On Duty" Medical Examination

2.4.1 Before entrance on duty and annually during employment, applicants and employees in First Responders positions must undergo a medical examination and be physically and medically capable of performing the essential duties of the position efficiently and without hazard to themselves or others. (Ref. 1600.1 Para 7.9.4. "Conditions Under Which Firearms May be Carried by Center Security Personnel Including Shoulder-Fired Weapons").

## 2.5 Routine Medical Evaluations

2.5.1 Routine medical evaluations serve to monitor the First Responders health status to ensure that he or she maintains a condition which would meet the criteria of this standard. In addition, routine medical monitoring tracks conditions which may develop as a result of exposure to toxic materials, such as lead dust, which have latent periods for symptom development.

## 2.6 Failure to Meet Medical and Physical Qualifications

2.6.1 Failure to meet the required-physical and medical qualifications shall be considered disqualifying for continued employment as a First Responders.

## 3. Medical Examination Parameters

### 3.1 Vision

3.1.1 Distant visual acuity must be at least 20/40 in each eye with corrective lenses; distant binocular acuity of at least 20/40 with corrective lenses.

3.1.2 Near visual acuity must be corrected to at least 20/40 in each eye; near binocular acuity of at least 20/40 with corrective lenses.

3.1.3 Field of vision must be at 90 degrees in the horizontal meridian in each eye.

3.1.4 Ability to distinguish the colors must be present for red, amber, and green.

3.1.5 Rational: First Responders work activity routinely requires the reading of comprehensive literature; both near and far visual acuity is necessary for security/hazard recognition; potentially life threatening environments exist (therefore, accurate reading of the type of personal protective equipment is necessary); color coded warning signs represent hazardous conditions. While making routine inspections, First Responders will encounter situations where full field of vision will be necessary in order to detect security situations or avoid serious accidents. For example, while inspecting on an upper floor, it may be necessary to rapidly descend in pursuit. Normal field of vision is necessary to perform this activity effectively and safely.

### 3.2 Hearing

3.2.1 Average; First Responders hearing loss in the better ear cannot be greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz, with a hearing aid.

3.2.2 Work Activity: First Responders routinely work in areas where a broad spectrum of physical hazards exists, including environmental noise levels above 90 decibels.

3.2.3 Rationale: It is important that First Responders have an established hearing level in order to communicate and give instructions in a noisy environment. During the course of daily activities, it is important for First Responders to hear instructions and communications in order to ensure security/safety. A greater than 40 decibel loss of speech frequency in the better ear may interfere with the First Responders ability to communicate under noisy conditions.

### 3.3 Musculo-Skeletal

3.3.1 First Responders requires hands, arms, legs, and feet. No impairment of the use of a leg, a foot, an arm, a hand, the fingers, back or neck which would most likely interfere with the functional requirements of the First Responders position.

3.3.2 No established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which would interfere with the ability to perform the functional requirements of a First Responders position.

#### 3.3.3 Work Activity

3.3.3.1 First Responders are required to perform moderate to strenuous lifting, carrying, walking and standing for prolonged periods exceeding 60 minutes.

3.3.3.2 First Responders will routinely be required to ascend or descend heights in order to safely egress from a potentially hazardous area.

3.3.3.3 During routine activities, First Responders must wear or carry portable protective equipment and a firearm with ammunition, located at the waist.

#### 3.3.4 Rationale

3.3.4.1 First Responders will have no or only limited that no established medical history of cardiac or pulmonary disease. Rapid periods of great physical exertion place an excess burden on the cardiopulmonary system.

3.3.4.2 First Responders are required to wear a protective mask which burdens respiration, it is imperative a physician medically qualify the applicant to wear such protective equipment. It is known that pre-existing cardiac or respiratory disease can prevent an individual from using such protective equipment.

## 4. Medical Examination Requirements

4.1 General: The medical examination required herein will be conducted by a physician or other authorized medical professional experienced in occupational medicine preferably by a physician who is a member of the American College of Occupational Medicine. The examining medical professional or institution will provide special instructional material (such as necessary fasting periods or special eating instructions) to management which will in turn provide this information to the applicant/employee prior to the examination.

## 4.2 History

4.2.1 Review of the applicant/employee's history must be conducted in regard to personal and family medical history and a work history including occupational exposures to chemical, biological, and physical hazards.

4.2.2 Appropriate medical forms must be completed by the applicant and provided to the medical professional prior to the examination.

4.2.3 There shall be an examining room discussion between the applicant/employee and the medical professional regarding medical history, with special attention given to the questionnaire on occupational exposures to chemical, biological, and physical hazards.

4.2.4 The development of the medical history is to be inclusive of what is commonly termed multi-phasic screening.

## 4.3 Specific Examination Tests and Requirements

4.3.1 The physical examination should include, but not be limited to a review of the following: head and neck, including visual tests, an examination of the ears, nose and throat, an examination of the respiratory, cardiovascular and central and peripheral nervous systems, an examination of the abdomen, rectum, and genitourinary system, an examination of the spine and other musculoskeletal systems, and an examination of the skin.

4.3.2 Specific tests/measurement to be obtained includes

4.3.2.1 Height and weight

4.3.2.2 Temperature, pulse, respiration rate, blood pressure

4.3.2.3 Eye examination, including:

4.3.2.4 Visual acuity, near and far

4.3.2.5 Depth perception

4.3.2.6 Accommodation

4.3.2.7 Field of vision

4.3.2.8 Fundiscopic

4.3.3 Cardiopulmonary evaluation, which shall include the following requirements

4.3.3.1 Resting twelve-lead electrocardiogram with interpretation

4.3.3.2 A sub-maximal exercise test with a twelve-lead EKG will be required of those applicants found to be in a category of risk greater than 18 per 100, according to the Coronary Risk Handbook published by the American Heart Association.

4.3.4 Pulmonary function Evaluation

4.3.4.1 FVC, FEV1, FEV1/FVC ratio

4.3.4.2 Permanent record of flow curves must be included in the patient's report

4.3.4.3 Chest X-ray (PA) 14 x 17 inches as a baseline

#### 4.3.5 Comprehensive laboratory profile

4.3.5.1 Urinalysis (including microscopic).

4.3.5.2 Hemocult.

4.3.5.3 CBC.

#### 4.3.6 Test chemical groups (done after 12-hour fast)

4.3.6.1 Chloride, bicarbonate.

4.3.6.2 Glucose.

4.3.6.3 Blood urea nitrogen.

4.3.6.4 Creatinine.

4.3.6.5 Uric acid.

4.3.6.6 LDH, SGOT, SGPT, GGTP.

4.3.6.7 Alkaline phosphatase.

4.3.6.8 Bilirubin.

4.3.6.9 Total protein.

4.3.6.10 Albumin and globulin.

4.3.6.11 Cholesterol.

4.3.6.12 Triglycerides.

4.3.6.13 HDL Cholesterol.

4.3.6.14 Potassium.

4.3.6.15 Calcium.

4.3.6.16 Blood lead, if indicated. A blood lead and zinc protoporphyrin should be done when there is a history of lead exposure or when the test is indicated in the physician's judgment.

#### 4.3.7 Audiometric Testing

##### 4.3.7.1 Otoscopic Examination

4.3.7.1.1 An otoscopic examination, otological history, and audiometric test shall be administered by an otolaryngologist, audiologist, or certified audiometric technician.

##### 4.3.7.2 Audiometric Examination

4.3.7.2.1 Audiometric facilities, equipment, calibration procedures, and technician certification shall meet the requirements outlined in 29 CFR 1910.95.

#### 4.4 Evaluation of Test Results

4.4.1 The results of the otoscopic examination, otological history and audiometric tests shall be reviewed by an otolaryngologist, audiologist, or other qualified medical professional.

#### 4.5 Personal Protective Equipment Evaluation

4.5.1 The examining physician will evaluate the following results to determine the applicant's ability to utilize personal protective equipment including a protective mask and protective clothing.

#### 4.6 Medical Occupational History

4.6.1 Conditions such as myocardial infarction, angina, severe emphysema, or any significant cardiac or pulmonary condition should be disqualifying.

#### 4.7 Physical Examination

4.7.1 Findings such as severe facial asymmetry, beard, and obvious cardiac or pulmonary pathology should also be disqualifying.

#### 4.8 Pulmonary Function Test

4.8.1 Evidence of moderate to severe restrictive or obstructive airway pattern should be disqualifying.

#### 4.9 Chest X-ray

4.9.1 Evidence of cardiopulmonary pathology should be disqualifying.

#### 4.10 Electrocardiogram

4.10.1 Obvious cardiac disease should be disqualifying.

### 5. Reporting Requirements

5.1 Examining Physician (or other qualified medical professional) to the Applicant/employee. The examining medical professional will generate personal medical reports for all applicant/employees examined and mail them to their private residence within 15 working days of the date that the applicant/employee is examined. The results will list each test, individually indicating whether a result is normal or abnormal and, if appropriate, a recommendation for referral to the applicant's private physician will be made. In addition, the personal medical report will contain:

5.1.1 The medical professional's opinion as to whether the applicant/employee has any detected medical condition(s) which would place the applicant/employee at increased risk of material health impairment from work exposures and practices.

5.1.2 Determination of the applicant/employee's ability to wear any personal protective equipment.

#### 5.2 Examining Medical Professional to NASA Security Contract Management

5.2.1 The examining medical professional will forward to the NASA Security Contract Management: A written opinion as to whether the applicant/employee's health would be at increased risk of material impairment from the First Responders work environment.

5.2.1.1 A written statement regarding the applicant/employee's ability to wear protective equipment.

5.2.1.2 A written statement that the applicant/employee has been informed in writing by the medical professional of the results of the medical examination.

5.2.1.3 The examining medical professional shall utilize the appropriate medical forms.

## 6. Medical Records

6.1 Upon completion of the medical examination, the medical professional shall forward to the employees managers office, each applicant/employee's complete medical record. The envelope shall be marked PERSONAL Sensitive But Unclassified (SBU) and the package shall include:

6.1.1 Completed medical/occupational history forms.

6.1.2 Completed physical examination forms.

6.1.3 All laboratory test results.

6.1.4 Chest X-ray (radiograph and interpretation).

6.1.5 Pulmonary function test.

6.1.6 Audiometric test results.

6.2 These documents shall be maintained in the applicant/employee's "Employee Medical File" They shall be made available for examination by NASA Security as evidence of contract compliance for as long as the employee is employed as a First Responder. If the applicant is not hired into the position, or if an employee is removed from a First Responders position on the basis of medical disqualification, his or her records will be retained until no longer needed. If no legal or administrative challenges are made regarding the handling of the disqualification, the file will be retained in a secured central location and will be destroyed after a one-year retention period. A log detailing the location and disposition of the records will be maintained by the NASA Consolidated Protective Services Contract Manager.

ATTACHMENT J.1-A.3 - **PHYSICAL FITNESS REQUIREMENTS**

1. The contractor shall adequately train their security and fire personnel to meet the rigors of the protective services. For firefighters, the physical examination shall comply with the requirements of NPR 1800.1B, NASA Occupational Health Program Procedures.
  
2. NASA requires as a minimum standard the annual Basic Protective Services Physical Efficiency Battery (BPSPEB) outlined below. The standard applies to Security Officers, Security Police Officers, Investigators, and all other contractor employees authorized to be armed. Standards superior to those set out in the PSPEB will be evaluated for acceptability.
  
3. BPSPEB requirements are divided in to three categories. PEB1 for ages 50 and younger, PEB2 for ages 51-59, and PEB3 for ages 60 and older.
  - 3.1 PEB1:
    - 3.1.1 Run 1 mile in 12:30
    - 3.1.2 Push-ups 20 in 2 minutes
    - 3.1.3 Sit-ups 20 in 2 minutes
  
  - 3.2 PEB2:
    - 3.2.1 Run 1 mile in 12:30
    - 3.2.2 Push-ups 15 in 2 minutes
    - 3.2.3 Sit-ups 15 in 2 minutes
  
  - 3.3 PEB3:
    - 3.3.1 Run 1 mile in 12:30
    - 3.3.2 Push-ups 10 in 2 minutes
    - 3.3.3 Sit-ups 10 in 2 minutes
  
4. These minimum standards shall be considered a condition of employment. Personnel who fail to meet this standard may be retested within 60 calendar days. Participation on specialty teams, e.g. ERT, K9, requires additional standards IAW 1600.1 Refusal to test should be considered a basis for removal.

<b>ATTACHMENT J.1-A.4 - SECURITY OFFICER/POLICE QUALIFICATIONS</b>
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1. The following basic qualifications will apply to all individuals employed or being considered for employment as security officers/police.

1.1 Oath or Affirmation

1.1.1 Every uniformed and non-uniformed contract employee that serves as members of the Contractor's security force representing NASA protective services in the position of Security Officer/Police, or Investigator will be required to provide a statement of conduct that is the Officers Oath or affirmation to proper conduct and allegiance to the principle of behavior suitable to their position of trust, and their understanding of the requirements of the "Standards of Conduct for Sworn Officers".

1.1.2 The Oath; [Stand and remove your headgear, place your hand over your heart and in a clear voice state your oath or affirmation] "My \_\_\_\_\_ [Oath or Affirmation] is my bond. I [State Your Full and Complete Name] understand and accept my duty to protect and defend the rights of all persons. I will perform my duty with diligence and purpose. I will exercise the authority, vested in me by virtue of my position, with honesty and decency, showing preference to none, while serving all. This I respectfully \_\_\_\_\_ [swear or affirm]". (Author SA Charles C. Cramer, Jr.)

2. Citizenship

2.1 All officers must be United States citizens.

3. Personal Traits

3.1 Sworn Officers shall; 1) Exercise good judgment, 2) Interact with people in a professional manner, 3) Maintain a high level of performance, and 4) Maintain poise and self-control under stress.

4. Education and Experience

4.1 The Contractor shall certify that sworn officers have as a minimum;

4.1.1 A high school diploma or General Equivalency Diploma (GED).

4.1.2 Possess and maintain a valid state driver's license.

4.1.3 The au fait ability to read and speak the English language, understand, and apply written rules, detailed orders, instructions and training material. Construct and write clear, concise, accurate and detailed reports.

4.1.4 User level computer skills operating standard word processing programs.

5. Age Qualifications

5.1 The Contractor shall ensure that, at the time of employment, each security officer/police is at least 21 years of age.

## 6. Pre-Employment Investigation

6.1 The Contractor shall ensure that no security officer/police employee has a felony conviction.

6.2 No armed employee may have a misdemeanor conviction that reflects on the individual's suitability.

6.3 Persons convicted of or under indictment for a misdemeanor crime of domestic violence are prohibited from employment as an armed security officer/police.

6.4 Non security officer/police employees must meet the requirement of position risk determination and NASA access suitability.

6.5 The Contractor is required to conduct or have conducted a pre-employment suitability investigation for each individual. The investigation must include the following:

6.6 Search of police files in the area of residence for a period of five (5) years.

6.7 Inquiries of former employers for a period of five (5) years.

6.8 Information that may reflect on the suitability of the security officer/police to perform security duties under this contract.

6.9 The Contractor shall provide the results of the investigative reports for each officer to the NASA Chief of Center Security not later than 7 days prior to beginning duty.

## 7. Standards of Conduct

7.1 The Contractor shall provide a standard operating procedure "Standards of Conduct", for all employees.

7.2 The Contractor shall provide a standard operating procedure "Standards of Conduct for Officers" that specifically addresses the behavior and conduct of uniformed and non-uniformed officers that are members of the Contractor's security force representing NASA protective services.

7.3 Each Contractor employee shall adhere to general standards of conduct that reflect creditably upon themselves, their employer, NASA, and the Federal Government.

7.4 The Contractor shall remove any Contractor employee from the work site and/or this contract for failure to comply with the general standards of conduct.

7.4.1 The Contractor shall initiate immediate action to replace such an employee to maintain continuity of services at no additional cost to the Government.

## 8. NASA Training

8.1 After successful completion of the above, all newly hired security officers/security police officers shall meet the initial training requirements in the PWS.

### 8.1.1 NFLET Curriculum

8.1.1.1 The attached lists provide the formal curriculum the NASA Federal Law Enforcement Training Academy. The approximate hourly breakdown represents the time required to conduct the core curriculum instruction. This may vary due to the number of students and added site-specific logistical and administrative topics as well as changing weather conditions that delay or cause adjustments to the training schedule; the hours do not include the time required for student practice, written and performance testing, and logistical matters associated with the training.

#### 8.1.1.2 NFLET Basic Course:

8.1.1.3 Provide students with the framework to perform duties in a position where they shall reasonably be expected to affect an arrest or use varying degrees of physical force in performance of Federal Arrest Authority as outlined in CFR Title 42 Section 2456a. This course is provided to both contractor security police officers and NASA federal Agents.

#### 8.1.1.4 NFLET Refresher Course:

Provide students with training to maintain proficiency and update standards as applicable to NASA Federal Law Enforcement.

#### 8.1.1.5 Security Officer Fundamentals Certification Course (SOFCC) Basic Course:

Provide students with the framework to perform duties in a position where they function as armed security personnel without the Federal Arrest Authority prescribed in CFR Title 42 Section 2456a.

#### 8.1.1.6 Emergency Response Team (ERT) Basic Course (Future requirement)

An 80 hour ERT basic course is in development. The NFLET Basic Course shall be a prerequisite.

### **NFLET Basic Training Topic Syllabus**

<b>Training Topic</b>	<b>Requirement</b>	<b>Time in Hours</b>	<b>MOI</b>	<b>MOE</b>
<b>Day 1</b> Orientation Report Writing Constitutional Law	PWS	8	Classroom	Exam
<b>Day 2</b> Criminal Law Federal Jurisdiction/Title 18	PWS	8	Classroom	Exam

<b>Training Topic</b>	<b>Requirement</b>	<b>Time in Hours</b>	<b>MOI</b>	<b>MOE</b>
<b>Day 3</b> Investigative Detention	PWS	8	Classroom	Exam
<b>Day 4</b> Probable Cause	PWS	8	Classroom	Exam
<b>Day 5</b> Arrest Authority Exam 1	PWS	8	Classroom	Exam
<b>Day 6</b> Officer Ethics Human Behavior	PWS	8	Classroom	Exam
<b>Day 7</b> Cultural Diversity Sexual Harassment	PWS	8	Classroom	Exam
<b>Day 8</b> Investigation/Interviews Workplace Violence/Conflict Resolution	PWS	8	Classroom	Exam
<b>Day 9</b> Weapons of Mass Destruction Victims Rights	PWS	8	Classroom	Exam
<b>Day 10</b> Driving	PWS	8	Classroom, Driving Course	LSPT
<b>Day 11</b> Officer Survival Use of Force	PWS		Classroom	Exam
<b>Day 12</b> Courtroom Demeanor and Testifying	PWS	8	Classroom, Scenario	Exam LSPT
<b>Day 13</b> Vehicle Stops Cover Drills	PWS	8	Classroom, Scenario	Exam LSPT
<b>Day 14</b> Non-Lethal Training Ammunition Drills	PWS	8	Classroom, Scenario	LSPT
<b>Day 15</b> Building Entry Tactics/Scenarios Subject Approach	PWS	8	Classroom, Scenario	LSPT
<b>Day 16</b> Use of Force Scenario Training Defensive Tactics Subject Control	PWS	8	Classroom, Scenario	LSPT

Training Topic	Requirement	Time in Hours	MOI	MOE
<b>Day 17</b> Active Shooter Written Exam	PWS	8	Classroom, Scenario	Exam LSPT
<b>Day 18</b> Defensive Tactics Subject Control Techniques	PWS	8	Classroom, Scenario	Exam LSPT
<b>Day 19</b> Practical Evaluations (DT)	PWS	8	Scenario	LSPT

### NFLET Refresher Training

The training is required for all armed NASA/Contractor Security personnel. Each officer is scheduled to attend every other year.

Training Topic	Requirement	Time in Hours	MOI	MOE
Legal/Use of Force Update	PWS	2	Scenario	Exam
Report Writing/Use of Force	PWS	3	Classroom	Exam
Courtroom Demeanor/Testifying	PWS	2	Classroom	LSPT/ Exam
Weapons Handling/Shoot and Move	PWS	4	Classroom Scenario	LSPT/Exam
Defensive Driving	PWS	4	Scenario	LSPT
Team NLTA Scenario	PWS	4	Scenario	LSPT
Tactical Movement and Response in Vehicles	PWS	2	Scenario	LSPT
Subject Approach, Handcuffing, Ground Defense/Escapes, Head Destabilization take downs	PWS	8	Classroom Scenarios	LSPT/Exam
One on One NLTA Scenario (Shoot/No Shoot)	PWS	2	Classroom Scenario	Scenario Criteria
Conflict Resolution, Mock Court, Dynamic Drills/Scenario Testing and Written Test	PWS	8	Classroom Scenario	LSPT Scenario Criteria

### NFLET Security Officer Fundamentals Certification Course

Training Topic	Requirement	Time in Hours	MOI	MOE
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<b>Training Topic</b>	<b>Requirement</b>	<b>Time in Hours</b>	<b>MOI</b>	<b>MOE</b>
<b>Day 1</b> Orientation Criminal Law Constitutional Law	PWS	8	Classroom	Exam
<b>Day 2</b> Criminal Law Federal Jurisdiction/Title 18	PWS	8	Classroom	Exam
<b>Day 3</b> Investigative Detention	PWS	8	Classroom	Exam
<b>Day 4</b> Probable Cause Work Review	PWS	8	Classroom	Exam
<b>Day 5</b> Area Vehicle Searches Use of Force	PWS	8	Classroom, Scenario	Exam LSPT
<b>Day 6</b> NPR 1600 Report Writing Defensive Tactics Subject Control Techniques Center Specific	PWS	8	Classroom, Scenario	Exam LSPT
<b>Day 7</b> Human Behavior Investigation/Interviews	PWS	8	Classroom	Exam
<b>Day 8</b> WMD 1st Responder Defensive Tactics Subject Control Techniques	PWS	8	Classroom, Scenario	Exam LSPT
<b>Day 9</b> Defensive Tactics Subject Control Techniques	PWS	8	Scenario	LSPT
<b>Day 10</b> Defensive Tactics Subject Control Techniques Practical and Written Exams	PWS	8	Classroom, Driving Course	Exam LSPT

**ATTACHMENT J.1-A.5 - OFFICER UNIFORMS AND EQUIPMENT REQUIREMENTS**

1. Uniform and Support Equipment Standards
  - 1.1 Security Officer / Security Police Officer
    - 1.1.1 The Contractor shall issue standard, complete, adjusted for climate, appropriate uniforms (distinct from fire service uniforms) to all uniformed officers to be worn at all times when on duty or as directed. Every armed security officer/police will be issued and will be required to wear Threat level III concealable body armor in a color appropriate to the duty uniform, while armed for duty or training.
    - 1.1.2 Non-uniformed officers shall wear appropriate and standard civilian attire that meets the needs of the mission and complies substantially with the provisions of this attachment.
      - 1.1.2.1 Contractor identification on civilian attire is not authorized when civilian clothing is worn in lieu of a uniform.
    - 1.1.3 Appearance
      - 1.1.3.1 The uniform will present a favorable public image.
      - 1.1.3.2 The appearance of uniforms will fit well and be clean, neat, and well pressed.
      - 1.1.3.3 Foot wear will be clean and polished at all times.
    - 1.1.4 All officers shall wear the same color and style of uniform. ERT teams will wear special uniforms when responding to incidents and during training evolutions.
    - 1.1.5 The approved shield and nametag, either metal or embroidered, identifying the wearer as a security officer/police, will be worn on the duty shirt, outer garment and hat.
    - 1.1.6 No Contractor identification, logo, or trademark, will be worn or displayed on the uniform at any time.
    - 1.1.7 Inappropriate wear of the uniform while off duty is prohibited.
    - 1.1.8 Uniforms and equipment for security officers/police must consist of the following minimum items considering geographical and climate conditions:

SECURITY OFFICER/POLICE OFFICER STANDARD SERVICE DRESS AND EQUIPMENT <sup>1</sup>				
ITEM	MODIFIER 1	MODIFIER 2	MODIFIER 3	MODIFIER 4
Coat -	Outer	Hi Viz Regulation	Matching	Suitable for climate
Trouser	Uniform	Regulation	Matching/Without cuffs	Suitable for climate
Shirt <sup>2</sup>	Uniform	Regulation	Matching	Suitable for climate
Belt	Trouser	Regulation	Matching	
Hat		Regulation	Matching -No <sup>3</sup> baseball caps	Suitable for climate
Rain Gear	Complete	Hi Viz	Matching	Suitable for climate
Belt	Service	Regulation	Matching	
Gloves	Service	Regulation	Matching	Suitable for climate
Handcuff/key carrier	Service	Regulation	Matching	
Flashlight holder	Service	Regulation	Matching	
Collapsible baton carrier	Service	Regulation	Matching	
OC Spray carrier	Service	Regulation	Matching	
Holster	Level 3 retention/ Service	Regulation	Matching	
Magazine pouch	Service/Double	Regulation	Matching	
Pass & Badge Holder	Service	Regulation	Matching	
Reflective vest	Service	Regulation	Matching	
Radio holder	Service	Regulation	Matching	Center Specific
Personal Key case	Service	Regulation	Matching	
Whistle / hook	Service	Regulation	Matching	
Rank insignia	Service	Regulation	Matching	

<sup>1</sup> The Offeror shall propose any additional required and standardized attire and equipment not included in this table.

<sup>2</sup> With appropriate NASA shoulder patch, Flag, and EMT or PM patch.

<sup>3</sup> During Training, and for casual dress of special teams such as the Emergency Response Team, the Offeror can propose standardized ball caps for use.

SECURITY OFFICER/POLICE OFFICER STANDARD SERVICE DRESS AND EQUIPMENT <sup>1</sup>				
ITEM	MODIFIER 1	MODIFIER 2	MODIFIER 3	MODIFIER 4
Patches	Service	Regulation	Matching	NASA Designated <sup>4</sup>

## 1.2 Firefighters

1.2.1 The Contractor shall issue standard, complete, adjusted for climate, appropriate uniforms to all Firefighter, Fire Officers and Fire Inspectors to be worn at all times when on duty or as directed.

1.2.2 Non-uniformed Fire Personnel shall wear appropriate and standard civilian attire that meets the needs of the mission and complies substantially with the provisions of this attachment.

1.2.3 Contractor identification on civilian attire is not authorized when civilian clothing is worn in lieu of a uniform.

### 1.2.4 Appearance

1.2.4.1 The uniform will present a favorable public image.

1.2.4.2 The appearance of uniforms will fit well and be clean, neat, and well pressed.

1.2.4.3 Foot wear will be clean and polished at all times.

1.2.5 All Firefighters and Fire Officers shall wear the same color and style of uniform, with appropriate rank insignia.

1.2.6 All Fire Inspectors and Fire Management and Administration personnel shall wear white button shirt with collar (tie optional), with appropriate collar insignia, and coordinated pants, shoes, belts and other accessories, by style and color.

1.2.7 The approved shield and nametag, either metal or embroidered, identifying the wearer as a Firefighter, Fire Officers or Fire Inspectors, will be worn on the duty shirt, outer garment and hat.

1.2.8 No Contractor identification, logo, or trademark, will be worn or displayed on the uniform at any time.

1.2.9 Inappropriate wear of the uniform while off duty is prohibited.

1.2.10 Uniforms for Firefighters, Fire Officers and Fire Inspectors will consist of the following items considering geographical and climate conditions:

<sup>4</sup> NASA will provide electronic design for all patches, vehicle decals, and NASA LOGOS. The contractor will be responsible for all reproduction and embroidery.

FIREFIGHTER AND FIRE OFFICER UNIFORMS STANDARD SERVICE DRESS AND EQUIPMENT <sup>5</sup>				
ITEM	MODIFIER 1	MODIFIER 2	MODIFIER 3	MODIFIER 4
Coat <sup>6</sup>	Outer	Regulation	Matching	Suitable for climate
Trouser	Uniform	Regulation	Matching/Without cuffs	Suitable for climate
Shirt <sup>7</sup>	Uniform	Regulation	Matching	Suitable for climate
Belt	Trouser	Regulation	Matching	
Hat		Regulation	Matching -No baseball caps <sup>8</sup>	Suitable for climate
Boots	Service		Matching	
Reflective vest	Service	Regulation	Matching	
Radio holder	Service	Regulation	Matching	Center Specific
Badge Holder	Service	Regulation	Matching	
Rank insignia	Service	Regulation	Matching	Collar and/or Other
Patches	Service	Regulation	Matching	NASA Designated <sup>9</sup>
EMS Equipment Pouch	Service	Regulation	Matching	
Gloves	Service	Regulation	Matching	
Firefighting Boots	NFPA Compliant	Regulation	Matching	ARFF & Structural
Turnout Coat	NFPA Compliant	Regulation	Matching	ARFF & Structural
Turnout Pants	NFPA Compliant	Regulation	Matching	ARFF & Structural
Bunker Boots	NFPA Compliant	Regulation	Matching	ARFF & Structural
Fire Helmet W/Face Shield	NFPA Compliant	Regulation	Matching	ARFF & Structural
Firefighting Gloves	NFPA Compliant	Regulation	Matching	ARFF & Structural
Firefighting Hood	NFPA Compliant	Regulation	Matching	ARFF & Structural
Suspenders	For Bunker Gear	Regulation	Matching	

<sup>5</sup> The Offeror shall propose any additional required and standardized attire and equipment not included in this table.

<sup>6</sup> Lined Uniform Jacket (which has Gortex style lining can be used as a winter coat, rain coat, light windbreaker)

<sup>7</sup> With appropriate NASA shoulder patch, Flag, and EMT or PM patch

<sup>8</sup> During Training, and for casual dress of special teams such as the Emergency Response Team, the Offeror can propose standardized ball caps for use.

<sup>9</sup> NASA will provide electronic design for all patches, vehicle decals, and NASA LOGOS. The contractor will be responsible for all reproduction and embroidery.

FIREFIGHTER AND FIRE OFFICER UNIFORMS STANDARD SERVICE DRESS AND EQUIPMENT <sup>5</sup>				
ITEM	MODIFIER 1	MODIFIER 2	MODIFIER 3	MODIFIER 4
SCBA Face Piece & Regulator	NFPA Compliant			

FIREFIGHTER AND FIRE OFFICER UNIFORMS STANDARD SERVICE DRESS AND EQUIPMENT <sup>10</sup>				
ITEM	MODIFIER 1	MODIFIER 2	MODIFIER 3	MODIFIER 4
Flashlight w/Holder		Regulation		
Folding pocket spanner		Regulation		
Folding sprinkler wedge		Regulation		
NFPA compliant goggles with retainer		Regulation		
Wild Land Jacket		Regulation		
Wild Land Pants		Regulation		
Wild Land fire fighting gloves		Regulation		
Wild Land helmet		Regulation		
Wild Land boots		Regulation		
The Hot Shield Face Protector		Regulation		
100 oz hydration pack		Regulation		
Chest Harness Radio Holder/Hands Free		Regulation		NASA Center Specific
T-Shirts			Matching	
Workout Shorts			Matching	

<sup>10</sup> The Offeror shall propose any additional required and standardized attire and equipment not included in this table.

**ATTACHMENT J.1-A.6 - FIREFIGHTER MINIMUM PERSONNEL QUALIFICATIONS**

1. The following basic qualifications apply to all individuals employed or being considered for employment as a firefighter.
  - 1.1 Firefighters/Driver Operators shall be qualified as Firefighter II, and HAZMAT Technician Level; Driver Operators shall be trained to NFPA 1002 Standards.
  - 1.2 Aerospace Firefighters assigned to fight aerospace vehicle fires shall have ARFF qualifications.
  - 1.3 Fire Officers shall be qualified Fire Officer I, and HAZMAT Incident Commander.
  - 1.4 Fire Department Training Officers shall be qualified Fire Instructor I.
  - 1.5 Senior Fire Officers shall be qualified Fire Officer II.
  - 1.6 Fire Inspectors shall be qualified Fire Inspector II.
  - 1.7 Emergency Medical Technicians shall be State or Nationally Certified.
  - 1.8 Fire Investigators shall be State or Nationally Certified.
  - 1.9 Fire Fighters and Fire Officers not meeting minimum standards at beginning of their employment shall have 180 days to comply. Exceptions to this requirement shall be approved by the TOM.
2. Fire Fighter Health Examination and Physical Fitness
  - 2.1 All fire department personnel shall receive an annual medical physical based upon an ergonomic review of the critical physical attributes required for emergency service operations.
  - 2.2 The physical examination shall comply with the requirements of NPR 1800.1, NASA Occupational Health Program Procedures. To ensure employee wellness, the fire department shall have physical fitness exercise requirements.
  - 2.3 Personnel shall exercise for a prescribed length of time during each on-duty shift. The fire department shall run an annual physical requirements test based upon the normal functions required on the fire ground. The test shall be used to establish a physical fitness baseline for each employee.

<b>ATTACHMENT A.7 - PSYCHOLOGICAL AND EMOTIONAL REQUIREMENTS</b>
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1. Psychological Screening

1.1 A battery of psychological examinations, including MMPI-2 and the Shipley Institute of Living Scale will be administered to all applicants.

1.2 The purpose of these examinations is to screen applicants who possess significant employment risk factors and to identify applicants who exhibit behavioral characteristics associated with employment success.

1.3 In addition, these tools are used to ensure all armed security officers are free of problems that may adversely affect job performance. The evaluation must focus on the applicant's suitability for high-risk and high-stress work.

1.4 Each examination will be forwarded to a clinical psychologist for evaluation. Upon receipt of this evaluation, the Contractor shall use these findings to determine the applicant's suitability for employment.

**ATTACHMENT J.1-A.8 - DRUG TESTING AND DRUG & ALCOHOL-FREE WORKFORCE REQUIREMENTS****1. Drug-Free Workplace**

1.1 The Contractor shall comply with federal policies on “drug-and alcohol-free” work places as well as NASA FAR Supplement Subpart 1823.5—“Drug-Free Workplace”.

1.2 The contractor shall institute and maintain a program for achieving a drug-and alcohol-free workforce.

1.3 As a minimum, the program shall provide for pre-employment, reasonable suspicion, random, post-accident, and periodic recurring (follow-up) testing of contractor employees in sensitive positions for use, in violation of applicable law or Federal regulation, of alcohol or a controlled substance.

1.4 The Contractor may establish its testing or rehabilitation program in cooperation with other contractors or organizations.

1.5 The plan for this program will be submitted to the Agency COTR for review and approval.

**2 Mandatory Guidelines for Federal Workplace Drug Testing Programs**

2.1 The Contractor’s program shall conform to the “Mandatory Guidelines for Federal Workplace Drug Testing Programs” published by the Department of Health and Human Services (59 FR 29908, June 9, 1994) and the procedures in 49 CFR part 40, “Procedures for Transportation Workplace Drug Testing Programs,” in which references to “DOT” shall be read as “NASA”, and the split sample method of collection shall be used.