

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1 CONTRACT ID CODE PAGE OF PAGES

2 AMENDMENT/MODIFICATION NO 3 EFFECTIVE DATE 4 REQUISITION/PURCHASE REQ NO 5 PROJECT NO. (If applicable) 6 ISSUED BY CODE 7 ADMINISTERED BY (If other than Item 6) CODE

8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) 9A AMENDMENT OF SOLICITATION NO 9B DATED (SEE ITEM 11) 10A MODIFICATION OF CONTRACT/ORDER NO 10B DATED (SEE ITEM 13) CODE FACILITY CODE X 06-18-2001

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment of each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (If required) Change

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. X FAR 52.243-1 Alt 1 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 43.103(b). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF D. OTHER (Specify type of modification and authority) X

E. IMPORTANT: Contractor X is not, is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) The purpose of this modification is to issue a change order for the contractor to commence the additional work described in the attached Statement of Work. Hence, the contractor is hereby directed to commence the work described in the attached revised Statement of Work upon receipt of this change order. Before additional personnel are assigned to this contract, the contractor shall provide their resumes and security applications to the NRC PO for review and approval. The contractor shall submit a cost proposal for equitable adjustment to the contract price for this year and each of the option years under the contract within 30 days of the effective date of this contract modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A NAME AND TITLE OF SIGNER (Type or print) 15B CONTRACTOR/OFFEROR 15C DATE SIGNED 16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) 16B UNITED STATES OF AMERICA BY Signature of Contracting Officer 16C DATE SIGNED

REVISED SOW FOR PERSONNEL SECURITY SUPPORT SERVICES

C.1 BACKGROUND

The Division of Facilities and Security (DFS) plans, develops, establishes, and administers policies, standards, and procedures for the overall NRC security program. Included are responsibilities for: (1) assuring the safeguarding of classified and sensitive unclassified information at NRC Headquarters facilities, Regional Offices, and at NRC contractor, licensee, and other facilities; (2) providing advice, guidance and other assistance on all aspects of the NRC security program; (3) the physical protection of NRC Headquarters, Regional Offices, and other facilities; (4) the management of the Personnel Security Program; (5) the management of the Secure Communications Center; and (6) the administration of NRC's drug testing program and custody of testing records.

In DFS, PERSEC is responsible for: administering the overall Personnel Security Program which includes making determinations on the initial and continuing eligibility of NRC applicants, consultants, and employees for access authorizations/employment clearance and of contractors, licensees, and other persons for access to Restricted Data and National Security Information; processing requests for unescorted access to nuclear power plants, access to unclassified Safeguards Information, access to NRC sensitive information technology systems and data, or access to NRC Headquarters buildings; administering the Classified Visitor Control Program; maintaining liaison with Office of Personnel Management (OPM), Federal Bureau of Investigation (FBI), Central Intelligence Agency (CIA), and other investigative or intelligence agencies on personnel security matters; administering the Material Access Authorization Program as it relates to special nuclear material access authorization; processing of FBI criminal history checks; administering the NRC Reinvestigation Program; and serving as the DFS focal point for the Privacy Act Program. PERSEC is responsible for responding to Freedom of Information/Privacy Act (FOIA/PA) requests from individuals who wish to obtain information from NRC Systems of Records. NRC 39.

PERSEC is responsible for administering and operating NRC's Drug Testing Program. As a result, the NRC requires administrative and clerical support in operating and maintaining its Drug Testing Program. NRC has developed a comprehensive Drug-Free Workplace Plan that includes extensive awareness and education opportunities for all employees, drug testing, counseling, and provisions for rehabilitation for employees who use illegal drugs. The Contractor shall follow guidance as set forth in NRC's Drug Testing Program Standard Operating Procedures (SOP) and Employee Drug Testing Tracking System (EDTTS) User Guide.

PERSEC is also responsible for implementation of the NRC Reinvestigation Program which is designed to assure the continued eligibility of individuals employed in the NRC program. This includes NRC employees, consultants, experts and panel members, employees (including consultants) of NRC contractors, licensees, and others possessing "Q", "L", "U", and "R" access authorizations. PERSEC processes re-investigations of personnel security clearances annually. Approximately 10,000 active Personnel Security Files (PSF) are maintained on persons cleared by the NRC. These files contain detailed records of investigations, along with other information on personnel clearances.

C.2 CONTRACT OBJECTIVE

The purpose of this contract is to provide support to PERSEC in the implementation of certain tasks within the Personnel Security Program. The contractor shall provide the personnel and supervision required to provide the administrative and clerical support necessary to assist PERSEC staff with their daily security clearance processing responsibilities, as well as assist the Drug Program Manager with her daily responsibilities. All personnel performing on this contract will be required to have security clearances ("Q" access authorizations) and submit to pre-employment or pre-appointment testing for illegal drug use and receive negative drug test results. Additionally, each task listed under this Statement of Work specifically includes data entry, knowledge of relational databases, ability to map the PERSEC security clearance processing functions, in conjunction with the development/revision of written Standard Operating Procedures, retrieval and maintenance of personnel security files, and the proficient organization, workflow, and maintenance of personnel security files and other security related records.

C.3 SCOPE OF WORK

The contractor shall perform the following tasks (but not limited to) in accordance with PERSEC Desk Procedures and Management Directive 12.3, "NRC Personnel Security Program:"

1. Perform the 145b Program (Pre-screen and conduct on-line credit, National Crime Information Center (NCIC), Personnel Investigations Processing System (PIPS), Defense Clearance and Investigations Index (DCII), and additional checks, as required);
2. Perform the functions related to the Personnel Clearance Processing Program;
3. Perform the "Q", "L", "U", and "R" Reinvestigation/Renewal Program;
4. Process requests for unescorted access to nuclear power facilities and access to NRC sensitive information technology systems and data by NRC contractors;
5. Process requests for unescorted access to NRC buildings and the NRC day care facility;
6. Process security clearance requests for licensee employees at power reactor plants;
7. Process requests for access to special nuclear material
8. Process contractor employees under the temporary services contract;
9. Perform the Classified Visit Program;
10. Process Freedom of Information/Privacy Act requests;
11. Conduct Personnel Investigations Processing System (PIPS) checks;
12. Terminate Personnel Security Files, ensure destruction in accordance with GSA Records Disposition Schedule

13. Man a designated telephone line and electronic mail account for status/inquiry checks on cases pending security clearances or access authorizations
14. Operate Live Scan Electronic Fingerprint Equipment
15. Conduct review of reports from the PERSEC Reports Module;
16. Develop/revise written Standard Operating Procedures; and

Specifically, the Contractor shall perform the following:

C.3.1 PERFORM 145b PROGRAM

Perform the 145b Program (Pre-screen and conduct on-line credit, NCIC, PIPS, DCII checks and additional checks, as required). The 145b Program allows the waiver of the pre-appointment investigation required by the Atomic Energy Act of 1954 (AEC), as amended, enabling NRC employees and consultants to begin work prior to the completion of background investigations. The contractor shall provide administrative and clerical support in the processing of 145b requests.

The contractor shall receive, date stamp (all documents), and pre-screen all incoming 145b packages. As part of the pre-screening, the contractor shall ensure that all necessary forms and information are contained in the packets, and, in this regard, the contractor shall coordinate with the requesting organization to identify and obtain the required information. This receipt includes date stamping of packages, establishing a Personnel Security File (PSF), affixing a file label on the PSF, and data entry into the Pre-Processing 145b Module or current data base. The contractor shall complete a File Summary Sheet and conduct an on-line computer credit check, an NCIC, PIPS, and DCII checks on each package received. When a review of the package indicates that a Department of Energy or Defense (DOD) investigation record exists, the contractor shall conduct a check of the Central Personnel Clearance (CPCI) and DOD indices checks. After completion, the contractor shall forward the package to the designated PERSEC Specialist. Ultimately, the contractor is responsible for submission of clearance papers contained in the package to OPM/FBI for investigation, as reflected in Task 2.

NOTE: The work is continuous and ongoing, with estimated quantity of service to be 160 to 200 145b requests per year.

C.3.2 PERFORM THE PERSONNEL CLEARANCE PROCESSING PROGRAM

The contractor shall provide administrative, clerical, and data entry/retrieval support in the processing of personnel security clearances. This principally includes but is not limited to: receipt of personnel security packets; pre-screening; determining the existence of acceptable investigations, through the use of the CPCI or other indices, e.g., PIPS, DCII, and DOD; completion of top section of SF-86, Part 1 (Questionnaire for National Security Positions); submission to OPM/FBI; completion of NRC Form 420 (Request for Premium Cost Mail Service - EDO) and submission to Director/DFS or Chief/PERSEC for signature; typing of mailing labels and mailing; and data entry into PERSEC Processing Module. Additionally, all pre-screening actions, as appropriate, are entered in the PERSEC Processing Module. Other

actions include: filing the Investigation Scheduled Notice (ISN) received from OPM in the appropriate PSF; and, upon receipt of an investigation from OPM, date stamping the Case Closing Transmittal, retrieval of PSF from PERSEC File Room, appropriate placement of it along with the Certification of Investigation and OFI Form 79A in the PSF, annotation of appropriate dates on the File Summary Sheet, and dissemination of the PSF to the designated PERSEC Specialist for review of investigation. After review by the PERSEC Specialist, the contractor distributes the NRC Form 236, "Personnel Security Clearance Request and Notification," pursuant to instructions on the form, for employees/applicants or prepares and forwards correspondence notifying contractor or licensee organizations of grant of access authorization, places a copy of the OFI Form 79A on the right side of the PSF and forwards the original OFI Form 79A to OPM. The Processing Module is updated, as appropriate.

The contractor shall be responsible for ensuring that security clearance and related requests for access authorization meet NRC/OPM/FBI acceptance requirements. In that regard, the contractor duties will include frequent telephone contacts with the requesting individual or organization to obtain necessary information omitted from the security forms and similar data. The duties will also include responding to security clearance status requests and similar inquiries, subject to PERSEC requirements.

Duties under this task also include the following:

- (1) Transferring PSF(s) to and from other approved government agencies, when requested, in accordance with NRC Procedures; and
- (2) Providing to other approved government agencies security clearance verification records/correspondence.

Activity and related reports, e.g., pending case report, etc., are to be prepared by the contractor and provided to NRC Security Officials, as requested. These reports shall show the number and types of specific actions completed during a specified period. Additionally, ad hoc reports covering special assignments are to be provided at the end of such assignments.

C.3.3 PERFORM THE "Q", "L", "U", AND "R" REINVESTIGATION/RENEWAL PROGRAM

The contractor will provide administrative, clerical, and data entry/retrieval support services related to processing of re-investigations, and maintenance of the PSF during the processing and after the reinvestigation is completed. This includes identification and location, through DFS/NRC databases of individuals eligible for reinvestigation and the preparation and mailing of Personnel Security Forms Packets, as appropriate. Maintenance of these files will include filing of information, and record-keeping of the status of clearances and files. The processing of information will include pre-screening of SF-86, submission to OPM/FBI and data entry into the DOE CPCI and PERSEC Reinvestigation Module. This module is a database which tracks re-investigations throughout the reinvestigation process. The contractor is to provide reinvestigation reconciliations and furnish reports to NRC Security Officials, as requested.

Duties also include notifying NRC, contractor and licensee organizations, as appropriate, of the continuance of access authorization.

Activity and related reports are to be prepared by the contractor and furnished to NRC Security Officials, as requested. These reports shall list the number and types of specific actions completed during specified period. In addition, ad hoc reports covering special assignments are to be provided at the end of such assignments.

NOTE: This work is continuous and ongoing, with the estimated quantity of service to be 400 re-investigations per year.

C.3.4 PROCESS REQUESTS FOR UNESCORTED ACCESS TO NUCLEAR POWER FACILITIES AND ACCESS TO NRC SENSITIVE INFORMATION TECHNOLOGY SYSTEMS AND DATA

The contractor shall provide administrative support in the processing of requests for unescorted access to nuclear power facilities and access to NRC sensitive information technology systems and data by NRC contractors. The contractor shall receive and pre-screen all incoming requests for unescorted access to nuclear power facilities and access to NRC sensitive information technology systems and data. This includes date stamping of the incoming requests, establishing a PSF, affixing a label on the PSF, and data entry into the PERSEC Pre-Processing Module. The contractor shall complete a File Summary Sheet, and conduct a credit check and NCIC, PIPS, and DCII checks. After completion, the contractor shall forward the request package to the designated PERSEC Specialist. Prepare interim and final approval memorandums for signature of Branch Chief or Designated Official. Ultimately, the contractor is responsible for submission of request papers contained in the package to OPM, as reflected in Task 2 and related data entry/retrieval duties.

NOTE: This work is continuous, with the estimated quantity of service to be 400 requests per year.

C.3.5 PROCESS REQUESTS FOR SECURITY CLEARANCE FOR LICENSEE EMPLOYEES AT POWER REACTOR PLANTS (NEW)

The contractor shall provide administrative support in the processing of security clearance requests for licensee employees at power reactor plants, who have been identified by the licensee to have access to NRC classified information in the event of a national emergency. The contractor shall receive and pre-screen all incoming requests for a security clearance. This includes date stamping of the incoming requests, establishing a PSF, affixing a label on the PSF, and data entry into the PERSEC Pre-Processing Module. The contractor shall complete a File Summary Sheet, and conduct a credit check and NCIC, PIPS, and DCII checks. After completion, the contractor shall forward the request package to the designated PERSEC Specialist. Ultimately, the contractor is responsible for submission of request papers contained in the package to OPM, as reflected in Task 2 and related data entry/retrieval duties. If a case is determined to be favorable, after the Branch Chief or Designated Official has signed the grant letter, the contractor shall fax the grant letter to licensee.

NOTE: This is a new task, with the estimated quantity of service to range from 350 to 700 requests.

C.3.6 PROCESS REQUESTS FOR ACCESS TO AND/OR CONTROL OVER SPECIAL NUCLEAR MATERIAL

The contractor shall provide administrative support in the processing of requests for access to and/or control over special nuclear material. The contractor shall receive and pre-screen all incoming requests for access to and/or control over special nuclear material. This includes date stamping of the incoming requests, establishing a PSF, affixing a label on the PSF, completing a File Summary Sheet, and entering the data into the PERSEC Pre-Processing Module. Ultimately, the contractor is responsible for submission of request papers contained in the package to OPM, as reflected in Task 2 and related data entry/retrieval duties.

NOTE: This work is continuous, with the estimated quantity of service to be 200 requests per year.

C.3.7 PROCESS REQUEST FOR UNESCORTED ACCESS TO NRC BUILDINGS AND THE NRC DAY CARE FACILITY

The contractor shall receive and pre-screen all incoming security packages for unescorted access to NRC buildings and access to the NRC day care facility. This includes date stamping of the incoming requests, establishing a PSF, affixing a label on the PSF, data entry into the PERSEC Pre-Processing Module, and forwarding the package to the designated PERSEC Specialist after pre-screening. Prepare interim and final approval memorandums for signature of Branch Chief or Designated Official. Ultimately, the contractor is responsible for submission of the packages to G-1A via standardized letter and for notifying the NRC sponsoring office of the determination both verbally (if contacted) and via the standardized memorandum.

NOTE: This work is continuous and ongoing, with estimated quantity of service to be 250 to 300 requests per year.

C.3.8 PERFORM THE CLASSIFIED VISIT PROGRAM

The contractor shall provide administrative and clerical support in the processing of classified visits. The contractor shall receive all NRC Form 277, "Request for Visit or Access Approval," or comparable form or information. This processing includes a check of PERSEC Modules to verify clearance level and date of grant, annotation of such on the form, review of form for completeness, signing for verification of clearance, forwarding by mail, telephone, or faxing of the form to the facility to be visited. The contractor shall maintain the Visitor Control Book.

Additionally, the contractor must process clearance certifications for visitors to NRC facilities by providing the appropriate NRC Receptionist and NRC receiving organization with the clearance information.

NOTE: This work is continuous and ongoing, with the estimated quantity of service to be 600 visit requests per year.

C.3.9 PROCESS FREEDOM OF INFORMATION/PRIVACY ACT REQUESTS

The contractor shall receive all FOIA/PA requests for information. This process includes retrieval of requestor's PSF from the PERSEC File Room, copying of all documents in the

requestor's PSF (except duplicates of documents and the actual investigative report) and in the requestor's file in PERSEC databases. (Reviewing the documents for releasability and determining whether they should be included as enclosures, preparation of a response memo, and forward of package to the NRC FOIA office is limited to NRC Officials).

NOTE: This work is occasional, with the estimated quantity of service to be 30 FOIA/PA requests per year

C.3.10 CONDUCT PERSONNEL INVESTIGATIONS PROCESSING SYSTEM (PIPS) CHECKS

PERSEC is connected by computer to the Office of Personnel Management PIPS. This system allows instant access to OPM records; Case Verification Systems (CVS); and Security Investigations Index (SII)

The CVS function provides the current status of any NRC pending case by item type, i.e., Education, Employment, Fingerprint Check, and whether or not the items are acceptable or contain issues and the seriousness of the issues. The SII function provides the investigative history of the individuals by Case Type, Investigating Agency, Date and Status.

Access to PIPS is controlled by user ID(s) and is password protected. Each transaction is recorded with the User's ID. The contractor will use the PIPS, as necessary, to check the status of cases and requests for access authorization.

C.3.11 TERMINATE PERSONNEL SECURITY FILES AND ENSURE DESTRUCTION

The contractor shall terminate PSF and destroy personnel security files in accordance with the GSA Records Disposition Schedule (Attachment No. 6). This termination and destruction is based on the receipt of Security Termination Statements and/or other acceptable forms of notification (e.g., letters, memos, e-mails, etc., in the case of unescorted access or information technology access), updating the File Summary Sheet and updating the PERSEC Processing Module (in the case of access authorizations only), and filing the PSF in the Terminated Section of the PERSEC File Room. In arranging for the actual destruction of PSFs, the contractor shall identify those files in the Terminated Section due for destruction under the Records Disposition Schedule (i.e., more than five years have elapsed since termination of clearance, approval for unescorted access or information technology access), ensure that the SF 312, "Classified Information Nondisclosure Agreement," form is not in the PSF, and prepare them for destruction in accordance with PERSEC procedures.

NOTE: Termination of PSF(s) is continuous and ongoing, with the expected level of effort to be 500 PSF(s) per year.

C3.12 CONDUCT REVIEW OF REPORTS FROM PERSEC REPORT MODULES

Once every two weeks the contractor on-site supervisor shall conduct a review on the following reports from the PERSEC Reports Module to: (1) ensure the accuracy and completion of data entry into the appropriate data fields; (2) verify the correct status of each case, i.e., active, pending, or terminated; and (3) determine whether a case is pending some additional action

when an excess period of time has elapsed. Excessive means pending over 14 days, except as otherwise noted below.

REPORTS MODULE

A. Pre-Processing Module

145b - Pending
Access Reports - Pending - Contractor and Employees
Building Access - Pending Interim Approval
Pending Final Approval (Pending of 75 days)
AIS Pending

B. Processing Module

OPM Pending Investigations - (Pending over 75 days)
Investigations Received Complete / Pending
Pending Additional Information from Requestor

C. Reinvestigation Module

OPM Pending Re-investigations - (Pending over 160 days)
Pending Additional Information From Requestor
Cases back from OPM

The review shall entail evaluating the specific individual record from the respective module and updating it as noted above. A written report of the findings/corrections made, (in a format to be provided to the contractor at the time of award), shall be submitted on Friday of each reporting period to the Chief, PERSEC.

C.3 13 STAFF A DESIGNATED TELEPHONE LINE AND ELECTRONIC MAIL ACCOUNT FOR STATUS/INQUIRY CHECKS ON CASES PENDING SECURITY CLEARANCE AND ACCESS AUTHORIZATIONS (NEW)

The contractor shall answer a designated telephone line and/or review an electronic mail account regarding status/inquiry checks on cases that are being processed and pending security clearances or access authorizations. The contractor shall research each status/inquiry request and respond to the requester. The goal will be to respond to the customer within 24 hours.

NOTE: This is a new task, with the estimated quantity of service to be 4,000 status requests per year.

C.3.14 OPERATE LIVE SCAN ELECTRONIC FINGERPRINT SYSTEM (NEW)

The contractor shall operate the Live Scan Electronic equipment to electronically record the fingerprint images of individuals applying for NRC employment, contractor applicants needing Building Access and Information Technology access, as well as NRC and contractor employees

undergoing re-investigations. The contractor shall transmit the electronic fingerprint images to OPM for each security package submitted for investigation. The contractor shall maintain the necessary records to track the electronic fingerprint transmissions. The contractor shall file the electronic fingerprint responses received from OPM in the appropriate Personnel Security File. When fingerprint images are returned to our office as unclassifiable, the contractor shall contact the individual and electronically obtain another set of fingerprints.

NOTE: This is a new task, with the estimated quantity of service to be 500 fingerprint recorded per year.

C.3.15 DEVELOPMENT OF STANDARD OPERATING PROCEDURES

The contractor shall map out the processing of personnel security packages, develop written Standard Operating Procedures (SOP) for PERSEC security clearance processing functions and revise, as required. The contractor shall explore avenues to streamline the current process, while maintaining the workflow in an effective and efficient manner. The contractor shall not implement any new procedures, without prior approval from the Chief/PERSEC.

C.4. SPECIAL STUDIES

The contractor shall conduct analysis, review material, and conduct interviews or otherwise gather data and/or information to complete special studies and do analysis. Format and schedule for the deliverable shall be defined as the tasking is provided.

C.5 PERFORMANCE MANAGEMENT

All actions to be processed are date stamped upon receipt in PERSEC or logged in depending on the type of action. The goal is for the contractor to complete all required actions under Tasks 1, 4, 5, 6, 7 and 8 within 3 work days after receipt of assignment. For the remaining tasks, the goal is for the contractor to complete all required actions, unless otherwise stated, within 7 working days after receipt. In conjunction with developing Standard Operating Procedures, the contractor shall submit a performance management plan. This Plan shall define activities and recommend metrics which will allow PERSEC and the contractor to best evaluate performance and to identify opportunities for service delivery improvement.

C.6 MINIMUM SKILL REQUIREMENTS AND SCOPE OF ASSIGNMENT

The Contractor shall provide qualified employees that meet the minimum skill requirements identified in the following position description. All contractor employees provided under this contract shall possess a high school diploma or General Equivalency Diploma. All contractor employees under this contract must receive an NRC access authorization (security clearance) and submit to pre-employment or pre-appointment testing for illegal drug use and receive negative drug test results. See Clause SECURITY, Section H.6 herein.

A. Personnel Security Assistant

Must have knowledge of or ability to learn and apply NRC personnel security clearance, drug testing, visitor control, and FOIA/PA processing policies, procedures, and techniques; demonstrated ability and skill to enter, update, and retrieve information and

reports from automated relational databases, and prepare related correspondence; and demonstrated ability to communicate effectively, efficiently, and tactfully, both orally and in writing, with a wide variety of individuals on PERSEC activities.

B. Supervisor

Will direct contractor staff, serves as contact to NRC, and manage the contract.

In addition, contractor personnel shall dress appropriately for a professional office environment when performing work under this contract.

C.7 MAINTENANCE OF PERSONNEL POOL (REMOVED)

C.8 DAILY COVERAGE

All personnel security support services shall be available between the hours of 7:15 a.m. and 4:30 p.m., Monday through Friday. The contractor shall be responsible for providing a replacement when employees are off or out sick.

C.9 REMOVAL FROM DUTY

The NRC reserves the right to request at any time, without notice, that the Contractor remove any employee(s) from the contract, should it be determined that the individual(s) are unacceptable for either suitability or security reasons, or who are found to be unfit for performing the work. The Contractor must comply with these requests. For example, such determination of unfitness may be made from, but not limited to, incidents involving the types of misconduct or delinquency as set forth below:

- a. Violations of the Rules and Regulations of Government Public Buildings and Grounds, 41 CFR 101-20-3.
- b. Neglect of duty, including sleeping while on duty, unreasonable delays, or failure to carry out assigned tasks, and conducting personal affairs during official time.
- c. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.
- d. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also participation in disruptive activities which interfere with the normal and efficient operation of the Government.
- e. Theft, vandalism, immoral conduct, or any criminal actions.
- f. Selling, consuming, or being under the influence of any intoxicants, drugs, or substances which produce similar affects.
- g. Destruction of Government property or equipment.
- h. Revealing classified, privacy act, or otherwise sensitive information to unauthorized personnel

The Contracting Officer or his designated representative will make all determinations regarding

the removal of any employee(s) from the contract. The Contractor shall provide a substitute within three working days after dismissal. If the Contractor is unable to provide a substitute within this time frame, then the NRC retains its rights in accordance with FAR-52.249-2, Termination for Default Clause of this contract and will obtain the required services from another source.

C.10 CONTRACTOR RESPONSIBILITY

The Contractor shall be the employer of all personnel provided under this contract and shall provide all required training, insurance, bonding, recruiting, transportation to and from the job (unless provided by the employee) and any other items directly related to performance of this contract.

Contractor employees will be required to handle information of a personal and sensitive nature. Therefore, the Contractor shall assure that employees comply with confidentiality regulations and other guidance furnished by NRC. The contractor shall be responsible for ensuring all personnel furnished under this contract are advised of the sensitivity of all information derived from their work under this contract concerning individuals processed. Also, they shall be advised of the use of systems and equipment for official purposes. See Clause H.6 Security, herein.

C.11 REQUIRED PROCESSING PERFORMANCE STANDARDS

All documents received by the contractor personnel shall be processed in accordance with the delivery time frames indicated in Section C.4. The contractor shall review the data input to identify and correct any errors prior to completion of the task.

The data entry accuracy rate of work performed shall be 100% for each task identified above. A sampling of documents processed shall be performed by the Government on a monthly basis. Any transactions containing one or more errors shall be returned to the contractor and corrected the day that the error is discovered.

C.12 BRIEFING ON NRC OPERATING PROCEDURES

The Project Officer will conduct an orientation briefing session which shall provide guidance on the NRC policies and the standard operating procedures. This briefing will be for one-half day for up to three contractor personnel. The briefing shall be conducted after the execution of the contract, but prior to transition from the incumbent contractor. The Contractor shall thereafter be responsible for briefing all subsequent personnel and shall assure that all such personnel are familiar with NRC policies and standard operating procedures.

PERFORMANCE WORK SUMMARY

Task	Performance Requirement	Standard	QA Method	Turnaround Time	Performance Incentive
3.1 3.2 3.2 3.3 3.4 3.4 3.5 3.5 3.6 3.7	Receipt of Security forms for: <ul style="list-style-type: none"> • 145b Waivers • Initial/Change Clearances • Reinvestigation • Info Technology Access • Unescorted Power Plant Access • Building Access • Daycare Access • Clearances for Licensees at Power Plants (<i>new</i>) • Clearances for Access to Special Nuclear Material (<i>new</i>) 	<ul style="list-style-type: none"> • Date Stamp incoming mail 	Random	Upon Receipt	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.1 - 3.7	Pre-Screen Security Forms	<ul style="list-style-type: none"> • Set up personnel security file (PSF) • Ensure all forms are included in security packet • Review security forms for completeness • Request missing information 	100%	Within 3 days of receipt	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas

Task	Performance Requirement	Standard	QA Method	Turnaround Time	Performance Incentive
3.1 - 3.7	PERSEC Module Data Entry	<ul style="list-style-type: none"> • Establish applicant record in Personnel Security Modules 	Random	Immediately after pre-screening	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.1-3.4, 3.6, 3.10	Conduct Checks of Security-Related Data Bases	<ul style="list-style-type: none"> • Trans Union Credit Bureau • Defense Central Investigation Index (DCII) • Office of Personnel Management's (OPM) Personnel Investigations Processing System • National Crime Index Center (NCIC) • Department of Energy's (DOE) Central Personnel Clearance Index (CPCI) • If appropriate, request prior investigative report 	100%	Within 3 days after receipt	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas

Task	Performance Requirement	Standard	QA Method	Turnaround Time	Performance Incentive
3.1-3.6	Distribution of PSF(s)	<ul style="list-style-type: none"> • Distribute PSF(s) to Security Specialists by specific case type (i.e., 145b, contractors, etc.) for initial review 	100%	Within 1 day after pre-screening	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.1-3.7	Forward Security Forms to OPM for investigation	<ul style="list-style-type: none"> • Complete top portion of SF-86, "Questionnaire for National Security Positions," items A thru P • Package security forms for mailing to OPM • File PSF on active shelf in file room • Enter investigative data in PERSEC Module 	100%	Within 1 day after returned from Security Specialist	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.1	Notification of 145b/Access Approvals	<ul style="list-style-type: none"> • Forward 145b approval and interim access approvals to requesting office • File a copy of approval notifications in PSF 	100%	Within 1 day after approval granted	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas

Task	Performance Requirement	Standard	QA Method	Turnaround Time	Performance Incentive
3.2	Receipt of Investigative Reports	<ul style="list-style-type: none"> • Date stamp investigative report • Enter receipt of investigation and date to Security Specialist in PERSEC Module • Pull PSF from active shelf • Distribute (by ssn) PSF to appropriate Security Specialist for review 	Random	Upon receipt	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.1 - 3.7	Notification of security clearance and final access approvals	<ul style="list-style-type: none"> • Forward security clearance grants and final access approvals to requesting office/company • File a copy of approval notifications in PSF 	100%	Within 1 day after approval granted	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas

Task	Performance Requirement	Standard	QA Method	Turnaround Time	Performance Incentive
3.1 - 3.7, 3.11	Maintenance of PSF(s)	<ul style="list-style-type: none"> • File PSF on active shelf after 145b/interim access approved or security clearance granted • File PSF on terminated shelf after security clearance or access is terminated • Retrieve PSF as needed for PERSEC staff • Ensure destruction of terminated files every five years 	Random	Daily basis	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas

Task	Performance Requirement	Standard	QA Method	Turnaround Time	Performance Incentive
3.8	Incoming Classified Visit Requests	<ul style="list-style-type: none"> • Date stamp request • Make copy of visit request • Enter request in Classified Visit database • Provide a copy to Physical Security Branch • File original request in Incoming Visit Request folder 	Sampling and customer complaint	Upon Receipt	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.8	Outgoing Classified Visit Requests	<ul style="list-style-type: none"> • Date stamp request • Enter NRC employee's security clearance data on NRC Form 277 • Fax request to facility being visited/confirm transmission • File original request in Outgoing Visit Request folder 	Sampling and employee complaint	Upon receipt	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas

Task	Performance Requirement	Standard	QA Method	Turnaround Time	Performance Incentive
3.9	Process Freedom of Information /Privacy Act Request	<ul style="list-style-type: none"> • Retrieve PSF from file room • Copy appropriate documents in PSF • Prepare packet of documents • Forward (by ssn) packet of documents to appropriate Security Specialist 	100%	Within 3 days after receipt	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.12	Generate PERSEC Module Reports	<ul style="list-style-type: none"> • Generate reports to ensure the accuracy and completion of data entry • Determine whether a case is pending additional action when excessive time has elapsed 	Random review by P. O.	Monthly	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.13	Man A Designated Status/Inquiry Telephone Line and Electronic Mail Account On Pending Clearance and Access Cases <i>(new)</i>	<ul style="list-style-type: none"> • Answer incoming calls from HR and Contractor Project Officers regarding statuses on NRC, contractor, and licensee applicant cases • Research status check request • Respond to status checks 	Random	Within 1 day after call received	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas

Task	Performance Requirement	Standard	QA Method	Turnaround Time	Performance Incentive
3.14	Operate Live Scan Electronic Fingerprint System (<i>new</i>)	<ul style="list-style-type: none"> • Electronically record fingerprints for NRC and contractor applicants • Electronically transmit fingerprints to OPM 	100%	As Needed	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness of Performance Rating Areas
3.15	Develop Standard Operating Procedures (SOP)	<ul style="list-style-type: none"> • Map out processing of personnel security packages • Develop written SOP for PERSEC security clearance processing functions • Explore avenues to streamline the current process 	100%	As Scheduled	Contractor will receive an Annual Contractor Rating of at least 3 or higher in the Quality and Timeliness Rating Areas