

**Standard Practice Procedures Plan (SPPP)
Information for Licensee Contractor Non-Possessing Facility Clearances**

This information is to be provided by the Licensee Facility Security Officer and attached to the SPPP for non-possessing facility clearance requests for licensee contractors:

Name of Contractor: ALEXANDER + ASSOCIATES

1. Description of work to be performed: Engineering Support at the SRO level.

2. Classification of Matter to be Accessed (check all that apply):

☐ C-NSI

☐ S-SNSI

☐ C-RD

☒ S-RD

3. Access Authorization:

☐ L

☒ Q

4. In support of the NRC licensee, the contractor will (check all that apply):



Have access to classified matter only at the licensee facility or an NRC-approved facility (Identify the site)



Generate classified information (Describe the information the contractor will generate and reference appropriate controls in the Licensee SPPP e.g., derivative classification procedures)



Receive classified information (Describe what classified matter the licensee will provide when performing the contract and reference appropriate controls in the Licensee SPPP)



9AC Perform services that require unescorted access to security areas where classified matter may be present but whose services do not require explicit access to classified matter (Describe the services and reference security areas in licensee SPPP that contractors will access)

ALTERNATE

Sparron John M. Ray
Facility Security Officer

6/17/2010
Date

For J.M. Ray (FSO)

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions
FOIA- b1, b7D, b7E

b1

Standard Practice Procedures Plan

The following Standard Practice Procedures Plan applies to facilities authorized to use but not possess classified information.

This document outlines the security responsibilities of: (Licensee Name)

ALEXANDER + ASSOCIATES

with its principal office and place of business at (Street, City, State and ZIP Code)

360 McLEAN DR. CINCINNATI, OH 45237
105 MITCHELL RD, STE 101, OAK RIDGE, TN 37830 *JMK*

doing business at the address below:

105 MITCHELL RD, STE 101, OAK RIDGE, TN 37830

The provisions of our license with the Nuclear Regulatory Commission (NRC) does not require our company to receive, store, transmit, or originate classified information within our facility (ies). This company's personnel will, however, have authorized access to classified information at approved NRC facility(ies). The NRC security clearances granted our personnel have been issued by NRC Headquarters.

We understand our company will be responsible for ensuring that the following security requirements are met:

- Initial and Refresher briefings (every 3 years) are conducted and documented as required by 10 CFR Part 95, and that the SF-312, Classified Information Nondisclosure Agreement Form, is signed and processed prior to any access to classified information.
- Termination briefings are conducted and documented in accordance with 10 CFR Parts 25 and 95 for all cleared personnel leaving our employment, losing their clearances, or no longer requiring a clearance. Termination statements are forwarded to NRC Headquarters.
- Provisions of the Privacy Act are met when handling and mailing/delivering completed personnel security clearance request documents.
- Cleared company personnel are apprized of and comply with the personnel clearance reporting requirements.
- Foreign national employees are not placed in a position to exercise control or influence over properly cleared U.S. citizens who have been granted access to NRC classified information.
- Reporting requirements involving foreign ownership, control, or influence conditions are complied with.

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with its principal office and place of business at (Street, City, State and ZIP Code)

360 McLEAN DRIVE CINCINNATI OH 45237
105 MITCHELL RD. STE 101, OAK RIDGE, TN 37830 JMR

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- Foreign national employees are not placed in a position to exercise control or influence over properly cleared U.S. citizens who have been granted access to NRC classified information.
- Reporting requirements involving foreign ownership, control, or influence conditions are complied with.

- Procedures are developed describing internal company processes for performing functions to accomplish each of the items above. Applicable company employees will be familiar and comply with security procedures and be informed of their individual responsibilities in executing and supporting these procedures.
- Designated representatives of NRC are required periodically to inspect the procedures, methods, and facilities utilized by the company in complying with the requirements of the terms and conditions of 10 CFR Parts 25 and 95. The company shall assist by providing necessary documentation for review.

CERTIFICATIONS

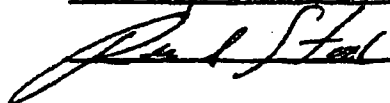
I have been designated Facility Security Officer and will be responsible for ensuring the above requirements are complied with.

<u>STEPHEN P PARSON</u> Typed Name	 Signature and Date	<u>6/17/2010 Alternate FSO</u> <u>for J.M. Ray FSO</u>
<u>(865) 298-1304</u> Phone Number		

The management representative undersigned certifies that the Facility Security Officer has been given the resources and management support needed to accomplish the above. A new Standard Practice Procedures Plan will be executed if a new Facility Security Officer is appointed.

Certified By (typed name): Robert A. Steel

Title: Cock Ridge Business Director

Signature and Date:  6/17/2010

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- Designated representatives of NRC are required periodically to inspect the procedures, methods, and facilities utilized by the company in complying with the requirements of the terms and conditions of 10 CFR Parts 25 and 95. The company shall assist by providing necessary documentation for review.

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<u>STEPHEN P PARSON</u> Typed Name	<u>S. Parson 6/17/2010 Alternate FSO</u> Signature and Date
<u>(865) 298-1304</u> Phone Number	for J.M. Ray FSO

The management representative undersigned certifies that the Facility Security Officer has been given the resources and management support needed to accomplish the above. A new Standard Practice Procedures Plan will be executed if a new Facility Security Officer is appointed.

Certified By (typed name): J

Title:

MANAGER - FSO

Signature and Date:

John M. Ray

1/2

28-01-2011

15:51:34

Line 1

8652761880

List ALL Owners, Officers, Directors, and Executive Personnel (OODEPs)

Page 1 of 2Company's Current Legal Name, Address, and Phone Number
of Company's Principal Executive Offices:

Other names used (e.g., doing business as):

Date Submitted:

Alexander & Associates, Co.360 McLean DriveTax Identification No. 31-0643858Cincinnati, OH 45237Date Company was Incorporated: Oct. 26, 1961(513) 731-7800State of Incorporation: Ohio

(Must provide any name or address change of the Company's principal executive office and date(s) of change during past 10 years on the Attachment page.)

Organization Status:

G Corporation x	G Sole Proprietorship	Partnership: G General G Limited	G Other:
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Stock Ownership:

G Privately-Owned x	G Publicly-Traded	G Subsidiary of:
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NAME First Name, Initial, Last Name	POSITION TITLES	IF OWNER, % OF OWNERSHIP 2	SSN Ex. 6	CLEARANCE HELD AND/OR BEING OBTAINED AND ISSUING AGENCY	CITIZENSHIP
Michael A Garman	Vice President	8.3%	(g)(q)	N/A	United States
Barry L Kluener	Vice President	8.3%		N/A	United States
Thomas C Luebke	President, Director/Acting Chairman	33.3%		N/A	United States
Donald H McLennan	Director	0%		N/A	United States
Russel S Miller	Vice President, Treasurer, Director	8.3%		N/A	United States
Thomas C Rowe	Vice President, Secretary, Director	33.3%		N/A	United States
Robert A Stock	Vice President	8.3%		N/A	United States
John M Ray	Facility Security Officer	0%		⊙ ⊙ United States	United States

The above information, i.e., name, titles, etc., must be provided for the following: (a) the proprietor or sole proprietorship; (b) all individuals managing the

business affairs of a corporation. In most cases, these individuals are identified in the Articles of Incorporation or By-Laws and include the Board of Directors, President, Secretary, and Treasurer; (c) the General Partner(s) of a Limited Partnership; and (d) all partners of a General Partnership. 2 In addition, privately-held entities must provide the above information, i.e., name, titles, etc., for all owners, and also provide the percentage of issued stock/shares held by each owner.

List certified correct by:

Robert A Stock

Vice President

December 15, 2010

Typed or Printed Name and Signature

Title

Date

Previous Address

Office moved from

Alexander & Associates Co
Hillcrest Office Tower
7162 Reading Road
Cincinnati, OH 45237

To current address

May 1, 2004