

J - 2 SECURITY AND BADGING REQUIREMENTS

This section provides the standard security requirements applicable to conducting work on the site. The ISSC Safeguards and Security (S&S) Department develops, implements and manages the site security posture and associated requirements. Scope of work with the potential for additional security requirements will be coordinated through the CONTRACTOR Facility Security Officer prior to any contract awards and Project Specific Security Plans may be developed to flow down security requirements that are not already covered within this section and/or the established local security plans and procedures.

A. Definitions:

Employee includes any employee of the SUBCONTRACTOR, and any employee of any Lower- tier Subcontractor, who will perform any work under this Subcontract on the Site. Unless otherwise qualified, the term includes all individuals, regardless of the position held, including partners and individuals doing business as a firm.

Access Authorization (security clearance) is an administrative determination that an individual is eligible for access to classified matter, when required by official duties, or is eligible for access to, or control over, Special Nuclear Material (SNM).

Security Area is a defined area containing safeguards and security interests that requires physical protection measures.

The types of security areas used within DOE at the Paducah Gaseous Diffusion Plant (PGDP) Site include General Access Areas (GAAs) Property Protection Areas (PPAs) and Limited Areas (LAs).

B. Access:

- Proof of citizenship is required for all personnel working on the scope of this Subcontract.
- Use of foreign national(s) to perform any scope defined in the Subcontract, on-site or off-site, requires prior coordination with the ISSC S&S Department. **NOTE:** Foreign national access requests may take up to 60 days for a determination to be made.

C. Badging:

- All personnel entering the site must have an approved security badge.
- Security badges must be displayed at all times while on the PGDP property.
- Badges must be worn above the waist, below the neck, with the front of the badge facing forward and on the outer most clothing.
- Return badges to the badge office or your point of contact when your visit/work is completed.
- Personnel performing work for longer than six months will be required to complete additional Government Standard Forms.
- Un-cleared individuals must be escorted in an LA by a properly cleared and knowledgeable person.

D. Vehicles:

- Vehicle access is limited to vehicles for official business.
- Drivers of vehicles are required to validate their badge at the Hobbs Road Access Point.

- Drivers of vehicles must also ensure all passengers:
 - a) Require entry for official business;
 - b) Have an approved badge; and
 - c) Do not have any prohibited articles.
 - Personally-owned trailers, boats, or other towed items/equipment are not authorized on site.
- E. Random Search Program:
- Personnel, vehicles, and personal property are subject to random inspection at any time while on DOE property.
- F. Prohibited Articles:
- The following items are prohibited on site:
 - Explosives;
 - Dangerous weapons (e.g., handguns, rifles, blades over 2.5 inches);
 - Instruments or material likely to produce substantial injury to persons or damage to persons or property (excludes tools of the trade);
 - Controlled substances (e.g. illegal drugs and associated paraphernalia, but not prescription medicine);
 - Alcohol; and
 - Other items prohibited by law.
- G. Controlled Articles:
- Vendors, visitors, or subcontractors who require company-owned devices equipped with audio or visual recording, and/or cellular transmission capabilities must obtain a controlled article permit prior to introducing these items into the Limited Area. These devices must be a tool of the trade that is/are required for execution of the scope of work in order to be considered for a permit.
 - Personally-owned devices equipped with audio or visual recording, and/or cellular transmission capabilities are not permitted within the LA. This includes fleet vehicles installing aftermarket mounted video recording devices for insurance purposes.
- H. Access Authorizations: U.S. Department of Energy Acquisition Regulation (DEAR)
- In accordance with the DEAR, section 952.204-2(l), facility clearances are required for subcontractors requiring personnel security clearances.
 - Requests for access authorizations cannot commence until after the Subcontract is awarded and is registered with the DOE.
- I. Required Security Training/Briefings:
- All SUBCONTRACTOR personnel issued a temporary or visitor badge will be provided with the Visitor Security & Safety Information Trifold.
 - All SUBCONTRACTOR personnel receiving a Local Site Specific Only (LSSO) Uncleared picture badge will be required to receive the following:
 - Initial Security Briefing

- Workplace Violence/Active Shooter Briefing module 150046 and
- Annual Security Refresher Briefing.
- All SUBCONTRACTOR personnel who require an access authorization Cleared LSSO or Homeland Security Presidential Directive (HSPD)-12 Badge, must also receive:
 - Comprehensive Security Briefing
 - Workplace Violence/Active Shooter Briefing module 150046 and
 - Clearance Termination Briefing.
- Failure to complete any of the required briefings may result in the termination of access to the Site and/or termination of the access authorization.

J. Escorting Requirements:

Un-cleared personnel must be escorted by an appropriately cleared and trained individual when entering areas that require a security clearance and follow instructions of the escort at all times.

K. Reporting Requirements:

The following information must be reported to the DOE Cognizant Personnel Security Office by those in process for an access authorization or by those who hold an access authorization:

- Legal action effected for a name change;
- Change in citizenship;
- Any use of an illegal drug or use of a legal drug in a manner that deviates from approved medical direction;
- Any arrests, criminal charges (including charges that are dismissed), citations, tickets, summons, or detentions by Federal, State, or other law enforcement authorities for violations of law within or outside the United States (U.S.) traffic violations for which a fine up to \$300 was imposed need not be reported, unless the violation was alcohol or drug related;
- An immediate family member assuming a residence in a sensitive country;
- Hospitalization for mental health reasons or treatment for drug or alcohol abuse;
- Employment by, representation of, or other business-related association , with a foreign or foreign owned interest or non-U.S. citizen of other individual who is both a U.S. citizen and a citizen of a foreign country;
- Personal or business-related filing for bankruptcy; and/or
- Garnishment of wages.

L. Employee and/or Subcontract termination:

Notification must be made to the CONTRACTOR when:

- Personnel terminate employment;
- An access authorization is no longer required or an individual transfers to a position that does not require a clearance; and/or

- Where an individual's circumstances will temporarily eliminate the need for access to classified information or SNM for 90 calendar days or more.

M. Unclassified Controlled Information (UCI):

- All UCI must be properly marked and physically protected from unauthorized use.
- The most common type of UCI at the Site is Official Use Only (OUO).
- UCI will not be left unattended/unprotected.
- UCI is not to be shared with anyone who does not have a need to know.

N. Classified Information:

- Only individuals who have the appropriate clearance and need to know may have access to classified information.
- Classified Information (i.e., Confidential, Secret, and Top Secret) are identified by a blue red or orange cover sheet and markings in the header and footer of the documents.
- Do not read unattended classified material if found. Immediately report to security.

O. Operations Security (OPSEC):

- OPSEC is a countermeasures program designed to disrupt or defeat the inadvertent release of sensitive information. Practice good OPSEC by not discussing work related matters with those who do not have a need to know.

P. SUBCONTRACTOR shall insert all of the above provisions into all of its Lower-tier Subcontracts in support of the scope of work performed at the site.

Q. For requirements regarding DOE's Cyber Security Program, see DOE O 205.1C, *Department of Energy Cyber Security Program*, the AR will determine which of the following criteria is necessary or applicable.

1. The type of work being performed.
2. Whether network access is required.
3. The level of network permission required by SUBCONTRACTOR personnel.
4. The classification level of information to be handled by the SUBCONTRACTOR.

The SUBCONTRACTOR will notify Swift & Staley Information Technology group when access to the Paducah Site Network is no longer required.

S. Per DOE Order 486.1A *Foreign Government Sponsored or Affiliated Activities* is to be included in all Subcontract and Lower-tier Subcontracts to ensure the continued flow of DOE scientific and technical information while also ensuring protection of U.S. competitive and national security interest, preventing conflicts of interest that could undermine DOE research, and limiting unauthorized transfers of scientific and technical information.

T. U.S. Citizenship:

Subcontractors and Lower-tier Subcontractors shall ensure all workers must be U.S.

citizens. Use of foreign national(s) to perform any scope defined in the subcontract, on-site or off site, requires prior coordination with the Infrastructure Support Services Contractor (ISSC) Safeguards and Security (S&S) Department for approval from DOE. NOTE: Foreign national access approval request may take up to 60 days for approval.

Acceptable evidence of U.S. citizenship consists of the following:

(1) For an individual born in the United States, a current or expired U.S. passport or a birth certificate are the primary and preferred means of citizenship verification. Acceptable birth certificates must show that the record was filed shortly after birth and must be certified with the registrar's signature. The birth certificate must bear the raised, impressed, or multi-colored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable. A delayed birth certificate (one created when a record was filed more than one year after the date of birth) is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include baptismal certificates, hospital birth records or affidavits of persons having personal knowledge about the facts of the birth. Other documentary evidence can be early census, school, or family records; newspaper files; or insurance papers. All documents submitted as evidence must be original or certified.

(2) For an individual claiming citizenship by naturalization, a Certificate of Naturalization (Form N-550 or N-570) showing the individual's name is required.

(3) For an individual claiming citizenship acquired by birth abroad to a U.S. citizen, one of the following (showing the individual's name) is required:

- Certificate of Citizenship (Form N-560 or N-561),
- Report of Birth Abroad of a Citizen of the U.S. of America (State Department Form FS 240),
- *Certificate of Birth* (Form FS 545 or DS 1350),
- A current or expired U.S. passport, or
- *Record of Military Processing-Armed Forces of the U.S.* (DD Form 1966), provided it reflects that the individual is a U.S. citizen.

Although required, **E-verify does not constitute verification of U. S. Citizenship.** This notice shall be flowed down to all Lower-tier Subcontractors.