

FERMI RESEARCH ALLIANCE LLC STATEMENT OF WORK FOR UNARMED SECURITY GUARD SERVICE

April 13, 2022

Prepared by: Fermilab Security Department

Table of Contents

I. GENERAL	3
II. DEFINITION OF PREMISES AND PROPERTY TO BE PROTECTED	3
III. ADMINISTRATIVE REQUIREMENTS	4
3.1 Subcontractor Start-Up/Transition Review.....	4
3.2 Human Resources.....	4
3.3 Quality Assurance	4
3.4 Management Program.....	5
3.5 Emergency Preparedness	6
3.6 Written Directives	6
IV. OPERATIONS REQUIREMENTS	7
4.1 Duty Post	7
4.2 Post & Access Control.....	8
4.3 Security Awareness.....	8
4.4 Environment, Safety, and Health Reporting.....	8
V. PERSONNEL QUALIFICATIONS STANDARDS	9
5.1 Qualifications of Personnel	9

Argonne National Laboratory – Statement of Work for Protective Force Services

5.2	Uniforms / Equipment / Operations.....	11
5.3	Pre-Employment Screening/Background Checks	13
5.4	Termination.....	14
5.5	Resignation.....	14
VI.	TRAINING REQUIREMENTS	14
6.1	General Training.....	14
6.2	Fermilab Site Specific Training Program (SSTP) Curriculum Requirements.....	15
6.2	DOE Refresher Training Requirements.....	16
6.3	Special Services.....	16

I. GENERAL

Fermi Research Alliance, LLC (hereinafter referred to as FRA), is the operator of Fermi National Accelerator Laboratory (hereinafter referred to as Fermilab), desires to contract for uniformed SITEWIDE UNARMED SECURITY GUARD SERVICES. The Fermilab Site, located on a 6,800-acre site (10 square miles) about 42 miles west of Chicago. All services and activities performed under the terms of this Subcontract must meet or exceed State of Illinois, United States Department of Energy (DOE), and FRA requirements, including, but not limited to, *Chapter 111 of the Illinois Revised Statutes*, State of Illinois Security Subcontractor and guard licensing requirements, and all applicable *DOE Directives as stated in section 3.6 to include DOE O 473.3A Protection Program Operations*.

FRA requires security guard services on a temporary basis to supplement a current security guard subcontract that would provide the duty posts, optional services, and special services as requested. These services are found in paragraph IV. OPERATIONS REQUIREMENTS 4.1 Duty Posts.

The Subcontractor shall provide personnel, and services necessary to operate, manage, and maintain an unarmed uniformed security guard, hereinafter referred to as "Security Officers" or "SO" as described in the Statement of Work (SOW). The term Security Officers encompasses all persons assigned to, or working, under this Subcontract.

The Subcontractor will provide qualified personnel to staff the requested Security positions for protecting DOE safeguards and security interests from theft, diversion, industrial sabotage, radiological sabotage, toxicological sabotage, espionage, unauthorized access, loss, compromise, and other hostile acts, which may cause unacceptable adverse impacts on national security, program continuity, the environment, or the health and safety of employees and the public, while maintaining order and deterring criminal activity in and around the Fermilab site and otherwise doing all activity necessary for, or incident to, the performance of the work as described herein.

II. DEFINITION OF PREMISES AND PROPERTY TO BE PROTECTED

The services provided under this contract will be performed at Fermilab, which is located 42 miles west of Chicago in Batavia, Illinois on a 6,800-acre site located in DuPage and Kane counties. Fermilab is managed by the FRA for the U.S. Department of Energy's Office of Science. FRA employs approximately 1,750 personnel and approximately 2,300 scientific users who carry out a world-leading program of discovery at the three interrelated frontiers of particle physics: Energy Frontier, Intensity Frontier, and Cosmic Frontier.

Fermilab consists of approximately 360 buildings consisting of science and research areas, child care center, residential village, facility services to support site operations, and utility infrastructure. FRA personnel includes employees, Subcontractors, users, and visitors, who occupy the site during normal business hours (8:00 a.m. – 5:00 p.m.). The nighttime population is fluid based upon the operations on-site and occupancy census in the village area.

FRA's Security Officer Services are detailed in Duty Posts & Positions Description in Section IV.

III. ADMINISTRATIVE REQUIREMENTS

The Subcontractor will perform administrative activities in support of the SO mission which are consistent with FRA guidance, applicable DOE directives, local, state, and federal laws, and good business practice. These administrative activities include, but are not limited to:

3.1 Subcontractor Start-Up/Transition Review

Within 30 workdays after award of the Subcontract and prior to performance, the Subcontractor's representative, FRA's Security Chief or his/her designated representative, and the Procurement Administrator shall make an in-depth review of all requirements described herein to include but not necessarily limited to the following:

1. The general type of work performed by FRA.
2. Each Guard Post Order and required staffing level.
3. Policy and specific procedures for responding to emergency alarms, bomb threats, thefts, or other suspected threats in each facility being protected.
4. Requirements for Subcontractor's guard eligibility such as 10 CFR 1046 requirements which includes all the required docs that we look at (PPMD cert/Psychological, MMPI) for physical and mental eligibility fingerprint charts, medical certificates, personal history statements, and training requirements.

3.2 Human Resources

The Subcontractor will ensure efficient and effective human resource activities through the implementation of and compliance with DOE directives, applicable local, state, and federal laws, regulations, and guidelines as well as established business practices.

The Subcontractor will remove any employee assigned to this subcontract that the FRA deems, in its sole discretion, to be contrary to the best interest of Fermilab. Examples of said instances may include, without limitation, where a Subcontractor employee violates the Subcontract between the FRA and the Subcontractor (including without limitation to this SOW), any DOE policies or directives, any laws or regulations, any DOE or FRA safety requirements, policies or standards, the employee engages in any behavior that is harassing or threatening, or there is credible evidence that the employee presents a threat to safety or security. In the event the Subcontractor fails to take action and remove such an employee, the FRA Procurement may make written request to the Subcontractor to have the employee removed from this Subcontract and from the Fermilab site.

The above section will not be interpreted to interfere with the Subcontractor's employer/employee relationship with its employees. Moreover, the employer may remove any employee for a violation of the Subcontractor's rules and regulations or law without the consent of the Security Chief.

The expected Standards of Conduct from all personnel working at Fermilab is stated in Section 6.2, Fermilab Site Specific Training Program (SSTP). This information is addressed during Site Specific Training for new Sitewide Unarmed Security Guard employees.

3.3 Quality Assurance

The Subcontractor will develop and implement a Quality Assurance Program specific to the requirements of this Contract. In addition, the Subcontractor will maintain the Quality Assurance

Program for continued surveillance of functional areas affecting the quality of contract operations, focusing on activities with the highest potential for having an adverse impact on mission accomplishment.

3.4 Management Program

The Subcontractor will maintain a management program to ensure timely, and effective completion of Subcontract requirements for the following. The Subcontractor shall provide the following reports:

REPORT	DUE
Incident Report Exception Report	As applicable per policy and procedure Within 12 Hrs. of initiating event
OSHA Report	Annually
Monthly Report	10 days after the end of the Month

The Monthly Report contains the following information:

EXECUTIVE SUMMARY

OPERATIONS

- a. Calls for Service & Incident Report Statistics
- b. Patrol Alerts
- c. Traffic & Parking Enforcement
- d. Event Coverage
- e. Patrol Vehicle Maintenance Log
- f. Post Inspections

TRAINING

- a. Personnel Training Hours Log
- b. Daily Roll Call Training Topics per Month

SAFETY

- a. Accidents & Injuries (to include OSHA recordable incidents)
- b. Safety Observation Reports
- c. Safety Awards & Recognition

ADMINISTRATION

- a. Personnel Status (New Hires, Resignations, Terminations, Etc.)
- b. Subcontract Coverage
- c. Exception Reports
- d. Strength Report
- e. Monthly Accomplishments (Awards & Recognition)

EXHIBITS

- a. Diversity Chart
- b. Project Organization Chart

3.5 Emergency Preparedness

The Subcontractor will support FRA's Emergency Management program as delineated in Security Officer (SO) Post Orders, Emergency Response Procedures, or as directed by the FRA's Security Management. These tasks will be coordinated, as applicable, with the Emergency Manager, the Fermilab Fire Department, and/or Fermilab's Incident Command authority.

Subcontractor Emergency Management Program functions will include, but are not limited to, the following:

- a. Ensure SO personnel are knowledgeable of Emergency Response Procedures, including participation in FRA's Emergency Management Program.
- b. Participation in drills and exercises in support of FRA's Emergency Management Program to include any site emergency exercises.

3.6 Written Directives

The Subcontractor will implement, maintain, and comply with all procedures, regulations, orders, and written directives applicable to this Subcontract as of the date of the Subcontract award, or as subsequently modified (refer to A-N below). FRA will develop, issue, and periodically revise General, Post, and Emergency Response Procedures, and other written directives as necessary. The Security Chief will approve implementation of all procedures, regulations, orders, and written directives and will review them annually to ensure accuracy. The Subcontractor shall ensure that Key Personnel, designated posts, and all patrol vehicles maintain an updated copy of the General Orders, Post Orders, and Emergency Response Procedures. The following are applicable to this Subcontract.

- a. DOE N 206.2 - Identity, Credential, and Access Management
- b. DOE O 231.1B Change 1 - Environment, Safety, and Health Reporting
- c. DOE O 232.2 A - Occurrence Reporting and Processing of Operations Information
- d. DOE O 470.4B Change 2 - Safeguards and Security Program
- e. DOE O 471.6 Change 2 - Information Security
- f. DOE O 473.3A Change 1 - Protection Program Operations
- g. 10 CFR 1046 Physical Protection of Security Interests; Subpart A-B; General & Protective Force Personnel
- h. 10 CFR Part 707 Substance Abuse Programs at DOE Sites
- i. 10 CFR 851 Worker Safety and Health Program
- j. FERMILAB Environmental Safety and Health (ES&H) Manual (Hard Copy required)
- k. FERMILAB Site Access Policy
- l. FERMILAB Traffic Safety (FESHM Chapter 10160)
- m. FERMILAB Site Security Plan (SSP)

n. FERMLAB Unarmed Security Force General Orders, Post Orders, Emergency Response Procedures

(The preceding DOE documents (A - F) are electronically available at the following URL:

<http://www.directives.doe.gov>)

IV. OPERATIONS REQUIREMENTS

The Subcontractor will meet all State of Illinois requirements for the Security Subcontractor Agency license. The Subcontractor will, in accordance with applicable time frames within this Subcontract, deploy fully qualified, appropriately cleared and trained personnel to the positions identified in **Duty Posts & Position Description, 4.1**. Additional operational requirements include, but are not limited to, the following:

4.1 Duty Posts

Assume two post (control point) and a Lieutenant (Manager) to be staffed 448 hours per week.

Control 1	112 Hrs./week/7 Days 16 Hrs./day	0600 – 2200 hours
Control 3	168 Hrs./week/7 Days, 24 Hrs./day	Continuous
Lieutenant (Manager)	168 Hrs./week/7 Days, 24 Hrs./day	Continuous

If the Subcontractor permits a Security Officer to work in excess of 12 hours in any 24-hour period or more than 60 hours in a workweek except in a temporary emergency situation, or when approved by the Security Chief, the Subcontractor shall submit a report on the occurrence to FRA Security Chief within 24 hours (IAW DOE O 473.3A, Attachment 2, Section 2 Allocation of Personnel Resources).

<u>Optional Services (as ordered by FRA)</u>	<u>Optional Service Hours</u>
Security Control	Hours of Operation
Control 2	52.5 Hrs./week/Mon-Fri 10.5Hrs./day 0600 – 1630 hours
Security Beats	Hours of Operation
Beat 11	24 Hrs./365 days /168Hrs./week
Beat 12	M-F 16Hrs. day/Sat-Sun 24Hrs /128Hrs./week
Special Services (as ordered by FRA)	Special Services - Hours
Security Beat	Hours of Operation
Beat 10	24 Hrs./365 days /168Hrs./week
	Total 168 hours / week
Security Control	Hours of Operation
Control 1	+3.5 Hrs./week/Mon-Sun +3.5 Hrs./day
	Total 3.5 hours / week

Security Beat	Hours of Operation
Beat 12	M-F +8 Hrs. day
	Total 40 hours / week
Security Beat	Hours of Operation
Beat 18	24 Hrs./365 days /168Hrs./week
	Total 168 hours / week

4.2 Post & Access Control

The Subcontractor will assign SOs who are knowledgeable of access control procedures at the posts. SOs must be thoroughly familiar with site access procedures, consistent with FRA policy and DOE orders. SO personnel must also be knowledgeable of proper actions to be taken in the event of an attempted or gate run, security breach, or unauthorized access.

4.3 Security Awareness

The Subcontractor will ensure that all applicable personnel adhere to the Safeguards and Security Awareness Program under DOE Order 470.4B Safeguards and Security Program listed under **Written Directives, 3.5.**

4.4 Environment, Safety, and Health Reporting

The Subcontractor will submit, as part of the RFP submission, an internal safety awareness program known as the Experience Modification Rate (EMR) from the National Council on Compensation Insurance (NCCI), to include their OSHA logs for the last three years, to the Security Chief for approval within 90 days of Subcontract award. The program must be specific to FRA’s Security Officer operations and must address safety issues that include: accident and injury prevention, workplace violence, and safe vehicle operations. Once approved, the Subcontractor will implement and use the Safety Awareness Program for the duration of the Subcontract in accordance with all policies, regulations, and orders listed under **Written Directives, 3.5.**

The Subcontractor will participate in FRA’s ES&H safety programs, including FRA’s Integrated Safety Management System (ISMS), which is in accordance with applicable DOE directives and OSHA standards.

All SO personnel will be required to comply with training requirements as identified in the Individual Training and Needs Assessment (ITNA). Health, Safety, and Environment required training shall be provided to SO personnel based upon the job requirements for each position. The Subcontractor will also adhere to the Fermilab Worker Safety and Health Program, details of which can be found at <https://eshq.fnal.gov/worker-safety-health-for-subcontractors/>.

The Subcontractor is responsible for reporting all accidents and injuries to the Security Chief immediately and is responsible for tracking and trending all related data. The Subcontractor shall investigate all accidents and injuries and administer corrective and/or disciplinary action. The Subcontractor shall work in coordination with the SSA to administer remedial training when necessary.

The Subcontractor must submit its Fitness for Duty Examination Plan in writing to FRA's Procurement Specialist. In addition, the Subcontractor must submit their Fitness for Duty Examination Plan in writing to the Security Chief for approval within 30 days of award of the Subcontract. If an outside vendor is used, the vendor must be in compliance with FRA requirements and training prior to responding to conduct testing. In the event an SO employee is deemed the driver responsible for a motor vehicle accident while operating a government or Subcontractor vehicle within an official capacity, the Subcontractor shall ensure that the employee undergoes a Fitness for Duty Examination (10-panel drug test) within one hour of the occurrence of the accident. The Subcontractor shall cover the full cost of the Fitness for Duty Examination, and the responsible driver will be suspended from driving until the drug testing results have been submitted to the Security Chief for review.

V. PERSONNEL QUALIFICATIONS STANDARDS

5.1 Qualifications of Personnel

Except to the extent prohibited by law, the following requirements apply.

All SO personnel must be citizens of the United States of America and have reached the age of 21 years at the time of employment under this Subcontract. The age requirement may be waived for exceptionally qualified personnel after evaluation of a written request submitted to the Security Chief.

Each SO candidate must submit to and pass a 10-panel drug screening test prior to employment. In addition, each SO employee is subject to random 10-panel drug testing during the course of employment and must be tested at least once every 12 months. Failure to comply with, or positive drug test results (other than a medical waiver from their medical provider), will result in immediate removal of the employee or disqualification of the candidate from this Subcontract.

The Subcontractor will ensure that all SO personnel assigned to this Subcontract, prior to employment, pass all Security Officer training, drug testing, medical, and psychological requirements as defined by *10 CFR Part 1046*.

Each employee under this Subcontract must possess a valid Illinois driver's license within 90 days of employment. Until that time, the employee must have a valid out-of-state license. At the Subcontractor's expense, the Subcontractor will conduct an electronic inquiry from a reputable vendor in May and November of each year to ensure all SO employees possess a valid driver's license. Results of these checks shall be forwarded to the Security Chief.

All SO personnel will make application for State of Illinois requirements for contract security guards (PERC) prior to applying for the subcontract position and will maintain a valid PERC for the duration of their employment. IAW 6.1.a., the valid Illinois state-issued PERC is required when applying for a position at Fermilab.

Employees must possess the capacity to acquire and retain competent working knowledge of all duty requirements under Subcontract, to include periodic testing of this knowledge.

All SO personnel must always be professionally uniformed and well groomed.

- a. The wearing of wigs or hairpieces to cover natural baldness or a physical disfiguration caused by accident or medical procedure is allowed. The wig or hair-piece must conform to the standards described below.
- b. For the purpose of uniformity, while on duty, medical I.D. bracelets, wristwatches, more than one finger ring, and religious medals under the shirt are the only type of jewelry that may be worn. Body piercing shall not be visible to the public at any time, including tongue piercing.
- c. Hair will be of a natural color, and well groomed. Hair shall be arranged in such a way so it does not extend past the top of the uniform collar. Hair may be pinned securely against the head to meet this requirement. No ribbons or ornaments shall be worn in the hair. Non-decorative, inconspicuous bobby pins, barrettes, clips, or hair bands may be used to meet this standard. The hair will be clipped at the edges of the side and back and will not fall below the top of the uniform collar. Hair will be styled in a manner so as not to interfere with the proper wearing of the uniform hat. While wearing a uniform hat, hair will not be visible below the visor.
- d. Sideburns will not extend below the bottom of the earlobe and will not be styled to taper or flare. The sideburn hair will not be excessively bushy.
- e. The face will be clean-shaven, except that a mustache may be worn. When worn, a mustache will be neatly trimmed and not be excessively bushy, rolled, or curled. Requests for exemption from the requirements of Section 5.1.e above by individuals claiming a legally mandated religious exemption will also be evaluated on a case-by-case basis, as authorized by the Security Chief.
- f. Beards or goatees will not be allowed for uniformed personnel.
- g. Individuals having a documented case of Pseudofolliculitis barbae (SOB) will be evaluated on a case-by-case basis and must be authorized by the Security Chief.
- h. All tattoos must not be visible to the public at any time. All clothing worn to cover up the tattoos must be in compliance with the uniform policy.

All SO personnel must be free from physical disability or limiting physical capacity which would prevent them from completing or cause an inability to complete or meet the physical demands while on duty as an SO.

All SO personnel will possess, at a minimum, a high school diploma or equivalent.

All SO personnel will have an adequate command of both the oral and written English language to properly communicate with employees, co-workers, and the general public in a polite and tactful manner as well as to execute their job duties.

All SO personnel will demonstrate the ability to read, understand, and apply printed rules, detailed orders, instructions, and training material, including the ability to compose concise and detailed short paragraphs, written reports, traffic violations, and other reports in the English language as required.

All SO personnel will demonstrate the ability to maintain poise and self-control under stressful and/or adverse conditions.

All SO personnel must not have been convicted of any felony or misdemeanor offenses as defined by criminal statute. Exceptions for juvenile and misdemeanor convictions must be approved by the Security Chief for hire or continued employment under this Subcontract.

If SO personnel or candidates have prior military service, they must have received nothing other than an honorable discharge from any military service.

5.2 Uniforms / Equipment / Operations

If a Security Officer is permitted to report for work who is not wearing the prescribed uniform and/or related equipment, the Subcontractor shall not allow this Security Officer to staff a post at Fermilab. The Subcontractor shall take immediate actions to staff the vacancy.

All Security Officers shall be in uniform and ready to begin work promptly at the start of their shift and shall remain on the job on site and in full uniform until the end of their full tour of duty. Each shift begins with a 30-minute paid Guard Mount. Security Officers scheduled to work 7.5 continuous hours or longer are authorized a 30-minute unpaid meal period beginning no later than 5 hours after the start of the shift. Guard Mount for employees scheduled to work less than 5 continuous hours shall be conducted on post (during the scheduled work period). (This clarifies the paid roll call and unpaid lunch, for billing purposes.)

All uniforms shall be furnished and maintained by the Subcontractor and shall be approved by the Security Chief prior to issuing to the Security Officers. They will be adequate to protect employees for the following range of weather conditions: -65 chill factor to 100 F above, encountered over the years at Fermilab. Only issued uniform items will be worn while on duty. All uniform items shall be new, not previously issued, unless specifically waived in writing by the Security Chief.

The Subcontractor shall provide the Security Chief an itemized list of uniform items to be issued each employee. Uniforms shall indicate the rank through insignia and style (e.g., shift supervisors should have different colored shirts). The minimum uniform items are as follows:

ITEM	QUANTITY		ITEM	QUANTITY
Badges, cloth or metal	*		Parka, winter (heavy)	1 each
Belt keepers	4 each		Rain suit, safety orange	1 each
Belt, Nylon Web or Leather, Utility	1 each		Rank insignia	*
Belt, trouser	1 each		Shirt, long sleeve	5 each
Boots, overshoe	1 pair each		Shirt, short sleeve	5 each
Cap insignia	*		Shoulder patches	*
Cap, baseball type or hat	1 each		Sweater (optional)	1 each
Flashlight holder	1 each		Ties, male or female	2 each

Handcuffs, metal, with key	**		Trousers, all weather	5 pair
Handcuff Case (fully enclosed)	1 per Lieutenant		Trousers, Arctic "bib" snow	1 pair each
Hat, winter (trooper style)	1 each		Safety Shoes	1 pair each
Jacket, windbreaker	1 each			
Key holder	1 each			

*Quantity to match number of shirts, hats, and coats, specified in the above table, as appropriate.

** To be issued to trained on-duty Lieutenant only.

Uniform Requirements:

- a. The Subcontractor shall furnish flashlights and batteries (D-cell) for each post.
- b. The Subcontractor shall provide safety shoes for all security guards assigned to Fermilab. All safety shoes must be black in color and meet ANSI Standards.
- c. The Subcontractor shall provide metal handcuffs, with fully enclosed case to match above utility belt for the Lieutenant’s post. Handcuffs will be issued and retrieved on each shift, along with radios and keys, per procedures.
- d. The Subcontractor shall provide ‘Oleoresin Capsicum’ spray, with case suitable for attachment to the above utility belt, for each post. The provided canister shall be the type that dispenses the contents in stream mode. The OC spray canisters will be issued and retrieved on each shift, with radios and keys, per procedures. Detailed inspection and inventory will be conducted at the end of each shift. Discrepancies will be reported immediately.
- e. All Subcontractors' personnel will wear short-sleeve shirts commencing the 15th of April each year (summer schedule) unless waived in writing by the Security Chief or his/her designated representative.
- f. All Subcontractors' personnel will wear long-sleeve shirts commencing the 15th of October each year (winter schedule) unless waived in writing by the Security Chief or his/her designated representative.
- g. All guards shall report for Category II training in a complete uniform appropriate for the season.
- h. Shoulder patches shall display the Subcontractor’s corporate name/logo on all outerwear. It shall not contain the word “Nuclear” or “Fermilab” or their logical derivatives and must be approved by FRA.

If any vehicle furnished by the Subcontractor under this Subcontract becomes inoperative for any reason, a suitable substitute shall be provided within four hours; this substitute may be a rental of similar make and model.

Operation Requirements:

If the Subcontractor permits a Security Officer to work in excess of 12 hours in any 24-hour period or more than 60 hours in a work week except in a temporary emergency situation, or when approved by the Security Chief, the Subcontractor shall submit a report on the occurrence to the FRA Security Chief within 24 hours. (IAW DOE O 473.3A, Attachment 2, Section 2 Allocation of Personnel Resources)

The Security Chief shall be responsible for the authorization of billable overtime. No overtime cost shall be paid unless supported by written approval of the Security Chief.

The Subcontractor shall ensure that a Monthly Security Report is prepared. The report shall have as a minimum two main components: a Security Officer roster containing last name, first name, Fermilab ID number, pay classification, anniversary date, and pay classification eligibility change date; and, a Security Officer requirements report containing last name, first name, hire date, medical expiration date, PERC expiration date, DL expiration date, First Aid expiration date, Blood borne Pathogens expiration date, and CPR expiration date. The report should also comment on any additional training conducted, post checks made, and recruitment/staffing issues. The report shall be submitted to the Security Chief by the seventh working day of the month.

Security Officer turnover at Fermilab is a concern. The Security Chief will review turnover rates with the Subcontract quarterly. Fermilab expects to have a stable and reliable Security Service Subcontract. If the Security Chief determines the turnover rate is excessive and/or adversely effects the Protective Force Program at Fermilab during any one quarter, the Subcontractor shall submit written proposals acceptable to the Security Chief and the Procurement Administrator specifying its plans to reduce the turnover rate or FRA has the option to reduce or terminate Option years of the Subcontract.

The Subcontractor shall be responsible for developing and maintaining written policies and procedures, which ensure satisfactory standards of employee conduct, integrity, competence, and appearance. The Subcontractor shall be responsible for establishing and administering disciplinary action procedures, employee recognition programs, and promotion procedures to its employees. Upon award, current versions of these procedures shall be submitted to the FRA Security Chief with revisions submitted throughout the Subcontract, as they occur.

5.3 Pre-Employment Screening/Background Checks

Except to the extent prohibited by law, the following requirements apply.

The Subcontractor will conduct pre-employment background checks (local and national) of all SO personnel prior to employment under this Subcontract. The Subcontractor will obtain approval from the Security Chief for the vendor utilized to conduct pre-employment checks, and the vendor must be Fair Credit and Reporting Act (FCRA) compliant. The results of the pre-screen employment check will be maintained by the Subcontractor. The Subcontractor must verify the employment eligibility of all applicants via E-Verify, prior to attending any security officer training.

The Subcontractor will submit to the Security Chief the below detailed documents for all personnel proposed for employment. All candidates are required to produce two forms of official government identification from the I-9 list described in *DOE N 206.4, Personal Identity Verification*, one of which must be Federal or State issued. Unfavorable background results may disqualify an applicant from being allowed to work on the Fermilab site. The pre-employment background check will include, as a minimum:

- a. Verification of previous employment for the past 10 years
- b. Interviewing a minimum of three-character references
- c. Criminal history search & driving record abstract
- d. A minimum of three letters of reference from professional sources

- e. Verification of education
- f. Credit check, where permitted by law
- g. Verification of citizenship – birth certificate/registration, naturalization papers
- h. Suitability determination summary – to be completed by the Subcontractor
- i. Military – Separation of Duty document (DD Form 214)
- j. Verification of a valid driver's license
- k. Medical/Psychological/Drug Testing

The Subcontractor shall assure compliance with clause titled "Employment Eligibility Verification," found in **Appendix A**, Terms and Conditions, of the Subcontract.

5.4 Termination

If during the application process or during employment, DOE or FRA receives an unfavorable report on any employee or finds a prospective/current employee to be unsuitable or unfit for duty under the terms of the Subcontract, the Subcontractor will be advised immediately that such employee will not be assigned to work under this Subcontract. The Subcontractor will notify the FRA Procurement in writing and within 24 hours of the dismissal, termination, or permanent transfer of any SO employee. The Subcontractor, upon employee termination, shall submit a written plan within three business days to be approved by the FRA Security Chief, detailing its plan for any adjustments that may be necessary or warranted to ensure that performance requirements of this Subcontract are met at all times.

5.5 Resignation

If an SO resigns their employment from the Subcontractor, the Subcontractor will notify the Security Chief in writing within 24 hours of the resignation. Rehires after resignation will be evaluated by the Security Chief. The Subcontractor, upon employee termination, shall submit a written plan within three business days to be approved by the FRA Security Chief, detailing its plan for any adjustments that may be necessary or warranted to ensure that performance requirements of this Subcontract are met at all times.

VI. TRAINING REQUIREMENTS

6.1 General Training

Any candidate applying for a position at Fermilab as a Sitewide Unarmed Security Guard MUST meet the mandated training standards and successfully complete the requirements prior to being officially assigned to a duty position under this Subcontract, as a Sitewide Unarmed Security Guard Officer. The mandated training standards and requirements are below:

- a. A candidate seeking a position at Fermilab as a Sitewide Unarmed Security Guard Officer must have completed the 20 Hour Unarmed Security-Investigator Training Course which was provided by an official Illinois state-approved instructor. The 20 Hour Unarmed Security-Investigator Training Course Certificate and the valid Illinois state issued PERC (Permanent Employee Registration Card) is required when applying for a position at Fermilab.
- b. Candidates must successfully complete the mandated Department of Energy (DOE) approved Category II Training Program (a mandatory 80-hour course involving Site Specific Training Program (SSTP), **SSTP, 6.2**), 40 hours of classroom, and 40 hours of On-

the-Job Training (OJT). The SSTP and OJT encompasses mandated DOE and site-specific training subjects which MUST be successfully met prior to any assignment as a Sitewide Unarmed Security Guard Officer. See **Written Directives, 3.5**, for related DOE Orders.

- c. Candidates who fail to successfully complete any portion of the mandated training, deemed appropriate in supporting the best interests of DOE and Fermilab, will not be provided a position at Fermilab.
- d. DOE and FRA reserve the right to change any portion of the training curriculum as deemed appropriate to meet the mandated DOE Orders and FRA policies, supporting the best interests of DOE and FRA.

6.2 Fermilab Site Specific Training Program (SSTP) Curriculum Requirements

Course Curriculum	Hours
1. Introduction & Orientation to Fermilab/Overview	
Standards of Conduct	00.5
Introduction to FNAL	00.5
Introduction to FNAL Security Organization, purpose, and philosophy	00.5
Site Tour Video	00.5
Total	02.0
2. FNAL Requirements	
Subcontractor Safety Orientation	01.0
Security Stand Down/Basic Computer Security	01.0
General Employee Radiation Training	01.0
Oxygen Deficiency Hazards	01.0
Total	04.0
3. Legal Policies & Procedures	
Introduction to Legal	00.5
Use of Force	01.0
Total	01.5
4. Communications	
Introduction to Tactical Radio Communications/FCC Rules	01.0
Total	01.0
5. Response Operations	
Techniques of Observation	00.5
Patrol Techniques and Tactics (building checks/vehicle stops)	01.5
Site-Wide Emergencies & Alarm Responses	01.5
Total	03.5
6. Post Operations	

	Prohibited Articles/MC&A (vehicle Searches)	01.0
	Bomb Threat Recognition/WMD Awareness	01.0
	Site Access Facilitation Control/Post Operations	01.5
	Report Writing	05.0
	Defensive Driving/Vehicle Operations	01.0
	Human & Public Relations/Enforcing Security Rules	00.5
	Extreme Weather Exposure Awareness (seasonal)	00.5
	Fire Prevention/Reporting Fires	00.5
	Command Presence	01.0
	Unusual Occurrence Management	00.5
	Total	12.5
7.	Intermediate Force	
	Basic Skills Information for Intermediate Force	01.0
	Intermediate Force/Safety Briefing (Weaponless Self-Defense Training)	12.0
	Total	13.0
8.	Training Administrative Time	
	Exams	02.0
	Reviews	01.0
	Critiques (performed during breaks)	00.0
	On-the-Job Training	00.5
	Total	03.5
	Total Hours	41.0

The above listed topics will be presented to the listed trainee during the FNAL Site Specific Training Program.

6.2 DOE Refresher Training Requirements

All SOs and Supervisors may be provided a minimum of 24 hours of annual refresher training. Subject material for the annual training will include a refresher of previously provided training and areas of weakness within the SO as identified by the Subcontractor, FRA, or DOE.

6.3 Special Services

During the term of this Subcontract, special events and assignments (additional beats and control points) are anticipated, which require staffing above what is denoted in **Duty Posts & Position Description, 4.1**. These events include but are not limited to: Fermilab Open House, VIP visits, public events, significant events, additional beat requirements, etc. Such staffing must be ordered and approved in advance in writing by the FRA Security Chief and will be assigned to the Subcontractor for staffing.