



Appendix 1 – Fort Meade, MD Security Requirements

Restricted Access Areas

The areas listed below generally require more intensive security procedures to access. Subcontractor and its lower-tier subcontractors will be required to obtain separate badging to access these areas:

- x NSA Area
- x AWG Compound

Subcontractor and its lower-tier subcontractors will be restricted in secure areas and during times when the post is secured due to threat or alert. The Government may limit or restrict the right of access granted for any reason considered to be necessary (e.g., national security, public safety).

Limited Access

Fort Meade is a closed post and access may be limited at times with controlled gate openings and closures. Gate operating times and procedures are published by the Provost Marshal's Office. Unscheduled gate closures by the Military Police may occur at any time, and personnel entering or exiting Fort Meade may experience a delay due to vehicle inspection, registrations, wearing of seat belts, etc. When an unforeseen closure of Fort Meade occurs during normal duty hours, Subcontractor shall reschedule the work. The exact date and time will be coordinated with AW. Emergency work shall continue regardless of closure of Fort Meade.

Subcontractor shall prepare and provide a roster of all employees of Subcontractor as well as its lower-tier subcontractors to AW prior to performing any work under a subcontract, for dissemination to Fort Meade's Installation Security Office. Subcontractor shall provide an updated roster to AW in advance of any personnel change.

National Agency Check (NAC) and National Agency Check, Local Agency Check, and Credit Check (NACLIC).

Subcontractor and its lower-tier subcontractors shall receive at a minimum a National Agency Check. A favorable NAC is required to work on Fort Meade. Subcontractor shall provide AW with a personnel roster as stated above.

Subcontractor personnel shall report any information or circumstances of which they are aware may pose a threat to the security of Fort Meade to include, DoD personnel, AW personnel, Subcontractor personnel, resources, and classified or unclassified defense information, to AW.

The Subcontractor shall comply with AR 190-5, Motor Traffic Vehicle Supervision, and Fort Meade Policy Memorandum 190-16-01, Installation Access Control Policy.

All personnel or Subcontractor and its lower-tier subcontractors shall undergo and complete a MILES background check, without derogatory information, in order to obtain access to the Installation. In the event access control procedures change during the life of the subcontract, the Subcontractor shall remain in compliance with AR 190-5 and Fort Meade Policy Memorandum 190-16-01, Installation Access Control Policy.

Subcontractor will experience delays such as those associated with obtaining digging permits, working in secured areas, elevated FPCON, or locating customers. Subcontractor and its lower-tier subcontractors shall expect approximately a 30 minute delay when accessing the NSA campus. The Subcontractor and its lower-tier subcontractors shall coordinate with AW in order to obtain access to buildings, tenant areas, yards, fenced enclosures, and any other area, and to arrange for the facilities and areas to be opened and closed.

NSA Security Requirements

1.1 GENERAL REQUIREMENTS

All persons requiring access within the boundaries of the Government Project site or restricted access areas therein must comply with all security regulations established under this contract. All persons must be U.S. citizens. The Government will require proof of citizenship. Acceptable forms of citizenship are a birth certificate, passport, or certificate of naturalization.

- A. Subcontractor agrees on behalf of his company and all of its lower-tier subcontractors that the following security regulations will be observed while on the Government project site. The Subcontractor must make it a specific provision of all lower-tier subcontracts that these regulations are accepted. The Subcontractor shall submit proof to AW, for subsequent coordination with the Government Security Representative that each of his lower-tier subcontractors has been provided with a copy of these regulations; i.e., a letter to each lower-tier subcontractor.
- B. At the commencement of work under any subcontract the security requirements and procedures described below will be initiated.

1.2 IDENTIFICATION INFORMATION

- A. Subcontractor must provide information to AW regarding its personnel (including the personnel of its lower-tier subcontractors) who will require access to the site. Subcontractor will have each employee complete, sign, and submit to AW, one typed copy of Form G1819, Red Picture Badge Application; a P1613A, Privacy Act of 1974 notice; Form G7608A, Authority for Release of Information; and proof of U.S. citizenship. Two original fingerprint cards must be submitted. The forms packet may be obtained by contacting AW. The completed forms must be submitted ten working days before an employee reports to the site for work when access will exceed 30 days total. If this information is not received within the first 30 days of access, the access may be discontinued until the Government Security Representative receives the information.
- B. Police checks may be conducted on any visitor and will be conducted on repeat visitors. If sufficient negative information is obtained, future access will be denied.
- C. Additional processing for Red Corridor Access Badge (RCA) may be required by some subcontracts. If unescorted access beyond CONFIRM is required, an RCA is warranted. This will require police checks as well as a counterintelligence and criminal issues polygraph. RCAs are also required for subcontracts when the un-cleared subcontractor has access to critical infrastructures at NSA facilities. Refer to specific subcontract to determine requirements for processing.
- D. AW will provide the required forms to Subcontractor. All completed forms become Government property and will be retained by the Government.

1.3 CONTRACTOR JOB SITE ROSTER/IDENTIFICATION BADGE

- A. Subcontractor will maintain a job site roster alphabetically identifying all persons requiring access to the site in performance of the subcontract. Blank copies of the roster are available from AW. The roster will be updated weekly to reflect changes, if any. A copy of the roster and all updates will be provided to AW.
- B. In the event that the site is located entirely within a restricted access area, the access list will serve as the job site roster and Government badges will be issued.

1.4 RESTRICTED AREA ACCESS – PEDESTRIANS/VEHICLES

- A. Subcontractor and its lower-tier subcontractors requiring access to a restricted access area must be processed through the appropriate security control point. Entry to restricted access areas may require an escort as deemed necessary by the Government Security Representative. All personnel of Subcontractor and its lower-tier subcontractors will be required to wear and display, at all times, an appropriate identification badge which will be issued by the Government at the appropriate security control point. The badge must be surrendered to a Government Security Representative or to a member of the NSA Police Force upon leaving the area. Each person requiring access must be a U.S. citizen and must be announced to AW by Subcontractor, at least ten working days in advance of the proposed access. This announcement is accomplished by an access list, which must adhere to specific parameters.

1.5 INSPECTIONS - PEDESTRIANS/VEHICLES

- A. All items being carried into and out of the project site as well as items brought onto NSA controlled property are subject to physical inspection at any time.
- B. All delivery vehicles owned by Subcontractor and/or its lower-tier subcontractors must be inspected prior to entering the NSA campus. Drivers should be prepared to show a current vehicle registration card indicating company ownership. Delivery vehicles will require an official bill of lading.
- C. Vehicle inspections will be conducted at the Vehicle Cargo Inspection Facility (VCIF). The VCIF is a 24 hour, 7 day a week operation, located on Perimeter Road on the southside of the NSA campus.
- D. Vehicle access through a Vehicle Control Point will be permitted if all of the following conditions are satisfied:
 - 1. The vehicle displays a valid window plaque issued at the vehicle inspection station.
 - 2. The driver and passengers have Government-issued badges. Badges will be issued at Visitor Control Center #2 (VCC2) which is located next to the VCIF. To receive a badge, the person must be on the Badge Log or, for delivery drivers, present an official bill of lading.
 - 3. Less than ten minutes have elapsed since the vehicle was inspected. If more than ten minutes have passed, the vehicle must be re-inspected.



- E. Vehicles that enter a restricted access area in connection with a construction project may not be routinely parked within the area except while being unloaded and loaded. Vehicles, which must remain in the area in direct support of the work, i.e., vehicle mounted compressors, and front loaders, etc. must receive prior approval from the COR and the Headquarters Security Division. Vehicle mounted two-way radios and cellular telephones will be turned off and will not be used within 50 feet of any NSA building or structure. Vehicle plaques and badges must be surrendered when exiting the Vehicle Control Point.

1.6 NSA CAMPUS PROHIBITED ITEMS

- A. The following items are prohibited on any NSA campus without prior approval from a Government Security Representative:
 - 1. Firearms and ammunition.
 - 2. Explosives or incendiary devices (except explosive powered tools) or highly volatile substances. (See: Safety, 1.9D, Permits/License, Certifications).
 - 3. Cameras or photographic equipment or any other equipment capable of recording intelligible images. Unprocessed film of any kind.
 - 4. Processed film including movie films, TV kinescopes, photographic slides, filmstrips, microfilm, and microfiche.
 - 5. Transmitting or recording equipment (except when authorized in writing by the Government for limited usage in vehicles) microphones.
 - 6. Sound recording equipment including magnetic tape, magnetic wire, and speakers.
 - 7. Computers or other electronic equipment and media (except as approved by the COR and Government Security Representative).

1.7 NSA CAMPUS UTILITY ACCESS

- A. The Subcontractor must coordinate all requirements for utility connections within the confines of any NSA campus with AW, who will in turn coordinate same with the NSA Facilities Division. This coordination will facilitate establishment of necessary security arrangements for breaching or tunneling under the security fence line, power outages for security systems, etc. This coordination must be effected no less than two weeks before the planned installation. Drawings of such utility work may be required for approval by the COR in coordination with the Headquarters Security Division before the commencement of work.

1.8 ACCESS TO BUILDINGS OR STRUCTURES (NOT USED) 1.9

STORAGE

- A. The Subcontractor and its lower-tier subcontractors will be prohibited from storing supplies or equipment on the NSA campus unless approved in writing by the CO, COR and the Headquarters Security Division.

1.10 APERTURES

(NOT USED) 1.1 1

FENCES

- A. The Subcontractor will, as the first item of work, install a temporary construction fence around the site to isolate the construction area. The construction fence and any gates must be at least eight feet high and of substantial construction, i.e., nine gauge chain link. All gates must be capable of being locked with a chain and padlock.
- B. The Subcontractor shall be responsible for the relocation of any security fences as shown on contract drawings. Any new fencing must be the same type of construction and must be completed prior to the removal of any existing security fence.
- C. Modifications to a security fence must be coordinated with AW, who will in turn coordinate same with the CO, COR, and the Headquarters Security Division.

1.12 OBSTRUCTION

- A. Access roads between perimeter security fences and buildings must be kept clear and free from obstructions at all times.

1.13 FINAL WALK-THROUGH OF PROJECT SITE

- A. The CO, or the COR, will coordinate the final walk-through of the project site with the Headquarters Security Division.

1.14 PERSONNEL REMOVAL

- A. The Government reserves the right to exclude or remove from the project site any employee of the Subcontractor or its lower-tier subcontractors. Violation of any of the aforementioned requirements is cause for removal.

1.15 GOVERNMENT SURVEILLANCE

- A. During construction, the Government may maintain security surveillance of the construction site. This surveillance may include radio controlled vehicular patrols, CCTV, Government Security Representatives maintaining visual coverage of the site, illumination of the construction site, or by other means at the option of the Government.
- B. This security protection is not designed to prevent pilferage of Subcontractor building supplies and/or equipment. The Government is not responsible for any such losses.

1.16 CONTRACTOR CONVENIENCES

- A. Un-cleared personnel of Subcontractor or its lower-tier subcontractors will not have access to operational areas, hallways, lavatory facilities, or Non-appropriated Fund concessions to include the Cafeteria.

1.17 CONTROL OF CONTRACT DRAWINGS, SPECIFICATIONS AND DOCUMENTATION

- A. The contract drawings, specifications, and documentation are "Property of the United States Government" and "FOR OFFICIAL USE ONLY". All drawings, specifications, and documentation including any copies made or provided to Subcontractor and its lower-tier subcontractor must be returned as part of the contract closeout or destroyed. A letter certifying the return or destruction of these materials must be forwarded to AW within 30 days of contract closeout.
1. Any company requesting documentation must:
 - a. Be a wholly owned and operated US company
 - b. Have an established requirement for the information
 - c. Maintain accurate records, subject to US Government review, of company personnel having access to this documentation
 2. All documentation concerning this project remains the property of the United States Government.
 3. All lower-tier subcontractors must also abide by the aforementioned policies.
 4. All documentation provided by the Government is for official use only (FOUO) and is accountable. It is non-releasable. Duplicate copies may not be made. All necessary copies will be requested from and provided by the Government. All requested copies must be returned at the end of the contract or upon request of the Government. A written testament by a designated company official must accompany all returned documentation certifying all copies were returned.