



**Department of Energy**  
Washington, DC 20585

June 7, 2021

Rose Santos  
FOIA Group, Inc.

Via email:

RE: HQ-2021-00214-F [FGI #20-71319G]

Dear Ms. Santos:

This is a final response to the request for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. You requested:

a copy of the following documents identified to GS00Q14OADS134 Task Order 89303020FET400017: Copy of the Task Order title page (1st page only) and CURRENT Statement of Work/Performance Work Statement (SOW/PWS)

Your request was assigned to DOE's Office of Procurement Services (MA-64) to conduct a search of its files for responsive records. MA-64 started its search on December 26, 2020, which is the cut-off date for responsive records. MA-64 has completed its search and identified two (2) documents responsive to your request. The documents are being released in their entirety, as described in the accompanying index.

The adequacy of the search may be appealed within 90 calendar days from your receipt of this letter pursuant to 10 C.F.R. § 1004.8. Appeals should be addressed to Director, Office of Hearings and Appeals, HG-1, L'Enfant Plaza, U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, D.C. 20585-1615. The written appeal, including the envelope, must clearly indicate that a FOIA appeal is being made. You may also submit your appeal to [OHA.filings@hq.doe.gov](mailto:OHA.filings@hq.doe.gov), including the phrase "Freedom of Information Appeal" in the subject line (this is the preferred method by the Office of Hearings and Appeals). The appeal must contain all of the elements required by 10 C.F.R. § 1004.8, including a copy of the determination letter. Thereafter, judicial review will be available to you in the Federal District Court either: 1) in the district where you reside; 2) where you have your principal place of business; 3) where DOE's records are situated; or 4) in the District of Columbia.



You may contact DOE's FOIA Public Liaison, Alexander Morris, FOIA Officer, Office of Public Information, at 202-586-5955, or by mail at MA-46/Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

The FOIA provides for the assessment of fees for the processing of requests. *See* 5 U.S.C. § 552(a)(4)(A)(i); *see also* 10 C.F.R. § 1004.9(a). In our December 29, 2020, letter, you were informed your request was placed in the "commercial" category for fee purposes. Requesters in this category are charged fees for search, review, and duplication costs. The cost for review of the enclosed documents is \$xxx. This amount is based on xxx hours of FOIA analyst review time at \$34.34 per hour and xxx hours of legal review time at \$42.34, and 16% overhead costs. Although DOE's costs for search and review time exceeded \$45.00, since we did not contact you, your fees have been capped at \$45.00. You will receive a separate bill for this amount.

If you have any questions about the processing of the request or this letter, you may contact Ms. Rosa Vazquez at:

MA-46/ Forrestal Building  
1000 Independence Avenue, S.W.  
Washington, DC 20585  
(202) 586-5955

I appreciate the opportunity to assist you with this matter.

Sincerely,

**Alexander C. Morris** Digitally signed by  
Alexander C. Morris  
Date: 2021.06.07  
09:28:32 -04'00'

Alexander C. Morris  
FOIA Officer  
Office of Public Information

Enclosures

## INDEX

Request #: HQ-2021-00214-F

**Final response to request from Ms. Rose Santos for:**

**a copy of the following documents identified to GS00Q14OADS134 Task Order 89303020FET400017: Copy of the Task Order title page (1st page only) and CURRENT Statement of Work/Performance Work Statement (SOW/PWS)**

DOE has located two (2) documents responsive to your request.

- Two (2) documents are *being released in their entirety*.

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>			1. REQUISITION NUMBER 20ET000117		PAGE OF 1 35	
2. CONTRACT NO. GS00Q140ADS134		3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER 89303020FET400017		5. SOLICITATION NUMBER	
6. SOLICITATION ISSUE DATE		7. <b>FOR SOLICITATION INFORMATION CALL</b>		a. NAME Blake Clemmer	b. TELEPHONE NUMBER (No collect calls) 202-586-4064	8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY CODE 893030 Headquarters Procurement Services U.S. Department of Energy MA-64 Forrestal Building 1000 Independence Avenue, SW Washington DC 20585			10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR:  <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> SMALL BUSINESS PROGRAM <input type="checkbox"/> 8(A)      NAICS: 541611 SIZE STANDARD: \$16.5			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS NET 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		15. DELIVER TO CODE		16. ADMINISTERED BY CODE 00112 Office of HQ PS (HQ) U.S. Department of Energy Office of Headquarters Procurement Services MA-64 1000 Independence Ave., S.W. Washington DC 20585		
17a. CONTRACTOR/OFFEROR CODE 809019180    FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE 00162 HQ - Washington U.S. Department of Energy P.O Box 23478 Washington DC 20026-3478		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		
19. ITEM NO. 00001		20. SCHEDULE OF SUPPLIES/SERVICES DUNS Number: 809019180 Award for Red Rover Two (Technical, Analytical, and Management Support Services) Period of Performance: 10/16/2020 to 10/15/2022  Base Year - Red Rover Two Technical, Analytical, and Management Support Services Line item value is: \$17,592,373.60 Incrementally Funded Amount: \$825,825.00 Continued ... <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>		21. QUANTITY	22. UNIT	23. UNIT PRICE
24. AMOUNT 17,592,373.60		25. ACCOUNTING AND APPROPRIATION DATA See schedule		26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$89,575,782.68		
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.		27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4. FAR 52 212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.		28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED. <input checked="" type="checkbox"/>		
29. AWARD OF CONTRACT: _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: <input type="checkbox"/>		30a. SIGNATURE OF OFFEROR/CONTRACTOR Jennifer Harris, Controller		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <b>Katharine Lindner</b> Digitally signed by Katharine Lindner Date: 2020.08.21 14:26:04 -04'00'		
30b. NAME AND TITLE OF SIGNER (Type or print) <b>Jennifer Harris</b> Digitally signed by Jennifer Harris DN: cn=Jennifer Harris, o, ou, potomacwave.com, c=US Date: 2020.08.21 14:18:25 -04'00'		30c. DATE SIGNED 08/21/2020	31b. NAME OF CONTRACTING OFFICER (Type or print) Katharine N. Lindner		31c. DATE SIGNED	



## **PERFORMANCE WORK STATEMENT (PWS)**

Technical, Analytical and Management Support Services  
RED ROVER TWO

U.S. DEPARTMENT OF ENERGY

OFFICE OF INTELLIGENCE AND COUNTERINTELLIGENCE

## **1.0 GENERAL**

This requirement is to obtain management, organizational and administrative support services to augment the support provided by the U.S. *Department of Energy (DOE)*, Office of *Intelligence and Counterintelligence (IN)*. IN performs critical functions that directly support the DOE, and the *U.S. Intelligence Community (USIC)*. DOE has stewardship of vital national security capabilities – from nuclear weapons to leading-edge research and development projects. These capabilities and related DOE programs are important, not only to the national security of the United States, but within the framework of international cooperation to lessen global threats to nuclear security.

IN supports U.S. national security policymakers by providing timely and actionable strategic intelligence analysis; cultivating and encouraging the intelligence capabilities and contributions of DOE's technical, analytical, and research expertise applicable to the nation's most difficult technical intelligence challenges. IN also performs critical functions supporting the Intelligence Community (IC). The *Director of National Intelligence (DNI)* has identified three (3) priorities: (1) integrate new perspectives into our analysis (both current and strategic) and develop methods to improve its relevance and reliability; (2) pursue initiatives that help achieve the goal of creating an integrated intelligence community, improving information sharing, and enhancing cooperation; and (3) ensure optimal allocation of resources vis-à-vis threats, collection capabilities, analytic requirements, and customer needs. IN requires a contract for ongoing technical, analytical and management support to meet its assigned national security mission.

Scope: The Contractor shall provide all personnel, equipment, tools, materials, supervision, and *Quality Control (QC)* necessary, except as specified in Paragraph 3.0 (Government Furnished Equipment), to perform the functions and services associated with the execution of this contract as further detailed in this PWS. These services will include technical, analytical and management support services to be provided to the DOE. In providing these services, all applicable Federal laws and regulations must be complied with including all DOE orders, Manuals, *Intelligence Community Directives (ICDs)*, and applicable *Director of Central Intelligence Directives (DCIDs)* that govern the protection, dissemination, and control of classified matter. The contractor shall provide all the material, supplies, and qualified personnel required to perform the following Task Areas, as further specified in this PWS.

### **1.1. Place and Performance of Services:**

a. The primary place of performance on this contract is at the DOE Headquarters Building at 1000 Independence Avenue, S.W., Washington DC, 20585. Additionally, some of the work will be required at DOE/National Nuclear Security Administration sites nationwide or the National Geospatial Agency (NGA). All classified work shall be performed on government site in sensitive compartmented information facility. When approved in advance by the COR, the Contractor may be authorized to perform unclassified work at the Contractor's facility.

b. The Contractor shall provide routine services between the hours of 6:00am – 6:00pm, Monday through Friday, except on recognized U.S. holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or other Government-directed facility/installation closings.

c. The Contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility/installation is not closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings.

d. The Contractor shall, when approved by the COR, provide overtime when necessary to address requirements outside of the normal workday. The Contractor shall perform all duties, so far as practicable, without using overtime, particularly as regular employment practice, except when lower overall cost to the government will result when it is necessary to meet urgent program needs as referred in FAR 52.222-1, Payment of Overtime Premiums.

**1.2. Work Schedules and Hours of Duty:** Consistent with the operational requirements of the office being supported, the normal scheduling period included arrival and departure times is between 6:00am and 6:00pm, Monday through Friday.

*1.2.1. Alternate Work Schedule:* At the discretion of the Task/Technical Monitor (TM) a contract employee may be allow to have a non-work day during the week or pay period by working other than a standard eight hour schedule. There are two variations in which an individual may request to work. Under the 5/4-9 schedule, each pay period (a two week, 10 work day period) you work nine hours a day for eight days, eight hours for another day, and have the tenth day off. Under the 4-10 schedule, you work ten hours a day for four days each week (eight ten hour days in a pay period). Work days for either work schedule will commence no earlier than 6:00 a.m. and end no later than 6:00 p.m.

The use of AWS is subject to meeting the business needs of the office. AWS schedule may be denied if the position being occupied requires that the contract employee be present every day, or denial of a particular day off because of work requirements or the absence of other employees/contractors on the same day.

Participation in AWS is also based on acceptable performance and attendance. Contract employees may be denied participation in an AWS program if performance rating is less than 'Satisfactory'. Further, a contract employee may be removed from AWS for documented attendance problems.

*1.2.2.* This Task Order will require overtime for exempt and non-exempt contract employees. Overtime rates for non-exempt labor categories is required. Overtime is required to respond to power outages, national security operational requirements, building infrastructure requirements, network outages, physical security and continuity of

operations responses in restricted access areas that occur on the weekend or evenings. Overtime requires the prior approval by the Contracting Officer's Representative.

**1.3. Security Requirements:** Contractor and all associated subcontractor employees shall comply with applicable installation, facility access and local security policies and procedures (provided by government representative).

*1.3.1. COMSEC/IT Security.* All communications with DOE organizations are subject to *Communications Security (COMSEC)* review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DOE has authorized departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DOE organizations. Therefore, the Contractor is advised that any time Contractor place or receive a call they are subject to COMSEC procedures. The Contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with IN information. The Contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

Contract employees shall:

b. Mark and safeguard files, output products, and storage media per classification level and disseminate them only to individuals authorized to receive them with a valid need to know.

c. Practice safe network and Internet operating principles and take no actions that threaten the integrity of the system or network.

*1.3.2. Active Shooter.* All Contractor employees shall complete the Active Shooter course annually per DOE Policy 444.1 The Contractor shall submit certificates of completion for each affected Contractor and Subcontractor employee, to the COR, or to the CO if a COR is not assigned, within 15 calendar days after completion of training.

*1.3.4. Annual Security Refresher Briefing.* All Contractor employees shall complete the DOE Annual Security Refresher Briefing with an access authorization ("Q" or "L" badge) annually. The Contractor shall submit certificates of completion for each affected Contractor and Subcontractor employee, to the COR, or to the CO if a COR is not assigned, within 15 calendar days after completion of training.

*1.3.5. Continuity of Operations Training (COOP).* All Contractor employees shall complete the DOE COOP training annually. The Contractor shall submit certificates of completion for each affected Contractor and Subcontractor employee, to the COR, or to the CO if a COR is not assigned, within 15 calendar days after completion of training.



1.3.6. *Insider Threat Awareness.* In accordance with DOE Order 470.5, *Insider Threat Program (ITP)*, the Contractor shall complete annual ITP training no later than November 15 of the contract year and annually thereafter. The Contractor will provide proof of training to the COR within 15 days of completion.

1.3.7. *Cyber Security Program (CSP).* In accordance with DOE Order 205.1B, Cyber Security Program, the Contractor shall complete annual CSP training no later than second quarter of the contract and annually thereafter. The Contractor will provide proof of training to the COR within 15 days of completion.

## **2.0 DEFINITIONS AND ACRONYMS**

### **2.1. Definitions**

2.1.1. *CONTRACTOR.* A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. *CONTRACTING OFFICER (CO).* A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. *CONTRACTING OFFICER'S REPRESENTATIVE (COR).* An employee of the U.S. Government designated by the CO to monitor Contractor performance. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. *DEFECTIVE SERVICE.* A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. *DELIVERABLE.* Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.6. *KEY PERSONNEL.* Contractor personnel designated in the position descriptions as integral to contract performance whose replacement requires Contracting Officer's Representative approval.

2.1.7. *PHYSICAL SECURITY.* Actions that prevent the loss or damage of Government property.

2.1.8. *QUALITY ASSURANCE*. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. *QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)*. An organized written document specifying the surveillance methodology to be used for surveillance of Contractor performance.

2.1.10. *QUALITY CONTROL*. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. *SUBCONTRACTOR*. One that enters into a contract with a prime Contractor. The Government does not have privies of contract with the Subcontractor.

2.1.12. *WORK DAY*. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.13. *WORK WEEK*. Monday through Friday, unless specified otherwise.

## 2.2. Acronyms

ASD	Analytic Support Division
AOR	Area of Responsibility
ARC	Analytic Resources Catalog
ATWG	Analytic Transformation Working Group
AU	Associate Under Secretary for Environment, Health, Safety and Security
AUP	Acceptable Use Policy
CAP	Corrective Action Plan
CFR	Code of Federal Regulation
CI	Counterintelligence
CM	Contract Manager
COMSEC	Communications Security
COOP	Continuity of Operations
COR	Contracting Officer Representative
CPCI	Central Personnel Clearance Index
CSP	Cyber Security Program
CT	Counterterrorism
DNI	Director of National Intelligence
DCID	Director of Central Intelligence Directive
DOD	Department of Defense
DOE	Department of Energy
DOE HQ	Department of Energy Headquarters
IN	DOE Office of Intelligence and Counterintelligence
DRO	Departmental Requirements Officer

Source Selection Information – See FAR 2.101 and 3.104

EO	Executive Order
FI	Foreign Intelligence
FIE	Field Intelligence Elements
FNPD	Foreign Nuclear Program Division
FPCON	Force Protection Condition
FOCI	Foreign Ownership Control and Influence
FOIA	Freedom of Information Act
FTR	Federal Travel Regulation
FY	Fiscal Year
GEOINT	Geospatial Intelligence
GFP/M/E/S	Government Furnished Property, Material, Equipment and Services
GETS	Government Emergency Telephone System
HSSO	Head of Special Security Office
HUMINT	Human Intelligence
IC	Intelligence Community
ICD	Intelligence Community Directive
ID	Identification Card
IS	Information Systems
ISD	Intelligence Security Directive
ITP	Insider Threat Program
IW	Intelligence Work
NFO	Nevada Field Office
MSR	Monthly Status Report
NARA	National Archives and Records Administration
NVIC	Nevada Intelligence Center
NNSA	National Nuclear Security Administration
NSC	National Security Council
NNSS	Nevada National Security Site
NDA	Non-Disclosure Agreement
NMIP	Nuclear Materials Information Program
ODNI	Office of the Director of National Intelligence
OCI	Organizational Conflicts of Interests
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
PD	Position Descriptions
PII	Personally Identifiable Information
POC	Point of Contact
PPSMT	Personal Property and Supply Management Team
PoP	Period of Performance
PWS	Performance Work Statement
QA	Quality Assurance
QC	Quality Control
QASP	Quality Assurance Surveillance Plan
RD	Restricted Data

Source Selection Information – See FAR 2.101 and 3.104

SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
SIO	Senior Intelligence Officer
SOP	Standard Operating Procedure
SSBI	Single Scope Background Investigation
SSO	Special Security Officer
STE	Secure Telephone Equipment
SWO	Senior Watch Officer
TS/SCI	Top Secret/Sensitive Compartmented Information
UNWTOP	Underground Nuclear Weapons Testing Orientation Program
USIC	U.S. Intelligence Community
VTC	Video Tele Conference
VWS	Variable Work Schedule
WPS	Wireless Priority Service

### **3.0. GOVERNMENT FURNISHED PROPERTY, MATERIAL, EQUIPMENT AND (GFP/M/E/S)**

The Government will provide, incidental to services being provided, the facilities, equipment, materials, and/or services listed below:

**3.1. Facilities:** The Government will furnish the necessary workspace for the Contractor staff to provide the support outlined in this PWS to include desk space, telephones (to include any and all forms of communication devices), computers and other items necessary to maintain an office environment.

**3.2. Utilities:** All utilities in the facility will be available for the contractor's use in the performance of this contract. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

*3.2.1.* Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the Contractor shall furnish everything required to perform these services as indicated in Paragraph 5.

### **4.0. CONTRACTOR REQUIREMENTS**

All positions support the Department of Energy, Office of Intelligence and Counterintelligence. IN represents and oversees the intelligence and counterintelligence activities of the entire DOE complex, including seventeen (17) DOE and national laboratory facilities nationwide. DOE's mission is to protect, enable, and represent the vast scientific brain trust resident in DOE's laboratories, plants, and offices. IN plays an integral role in supporting the national security mission by responding to foreign and domestic threats against U.S. national security interests, including risks and threats to U.S. energy security

(nuclear and non-nuclear) resources in terms of infrastructure, supply chains, availability, and distribution channels.

**4.1. Task 1: Executive-Level Support:** Provides administrative and secretarial support to IN senior leadership. Advises IN managers; provides guidance in policy development, planning, implementation, execution and coordination of various activities; and provides support regarding compliance with applicable USIC national security laws, executive orders, policies, procedures and guidelines.

*4.1.1. Work Area 1A:* This work area provides mid and/or senior level secretarial office management by performing secretarial and administrative duties. Supports a wide range of office management functions, including maintaining office file systems; updating excel spreadsheet data; answering and referring calls; preparing, editing, copying, and filing correspondence; providing security escort duties in secure facilities; and entering information into office databases. Responsible for creating and delivering news and other information to both internal and external customers and entities. This may include widely distributed emails, official announcements, memorandums, press releases, and other official written documentation designed to inform members of the Office of Intelligence and Counterintelligence, DOE enterprise wide individuals and entities, and other outside organizations to include the Office of the Director of National Intelligence (ODNI) and OMB.

This work area also provides a definitive source of knowledge, technique, or expertise in a specific subject area, such as business management, information technology, analysis, process engineering. Providing expertise to support IN's vision and strategic direction. Advises managers in policy development, planning, implementation, execution and coordination of various IN activities. Provides support regarding compliance with applicable USIC national security laws, executive orders, policies, procedures and guidelines; and participates in/conducts briefings in support of the IN's mission, goals, and objectives. Collaborates and coordinates policy with the DOE's Office of General Council (OGC), Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) to support leadership in fulfilling the mission of the IN program consistent with all applicable laws, Executive Orders, DOE Orders and applicable guidelines.

*4.1.2. Work Area 1B:* This work area provides program management oversight over the entire contractual program vehicle, including the planning, managing, and execution of the program. This work area manages the overall contractual effort to ensure responsiveness to IN requirements as outlined in this document. Supports the overall contract plan by monitoring project team performance and outcomes relative to established tasks goals/measurements.

**4.2. Task 2: Facility Support Division:** The Facility Support Division is located within the Support Division, IN-2 providing office space allocation and management. The Facilities Division assists staff with matters related to seat assignment, space allocation, property accountability, telephones, office furniture, maintenance, office moves, heating

and air conditioning, electricity and custodial support. Planning and execution of IN's Continuity of Operation Plan (COOP) is another key responsibility.

This work area provides for the execution and coordination of daily support operations, including property management, facility management, phone service management, supply and inventory management, and Continuity of Operations (COOP). Implements best practices for the utilization of office and administrative spaces; conducting facility related surveys and inventories; escorting technicians performing various services into secured facilities; and coordinating and ensuring renovation, repair, and preventative maintenance work in the facility; and coordinating facility requirements for inter-office relocation of assigned and reception of newly assigned personnel.

The position supports activities for facility management, space management, continuity planning, and other activities as assigned by the Facilities Division Director. Oversee the development of specifications for construction and repair contracts and the monitoring of contract performance, as assigned. This work area also provides management coordination and facilitation with construction, renovation, and maintenance projects. This work area manages network and telecommunication projects on behalf of IT operations.

**4.3. Task 3: Security Division:** The Security Division, IN-23 is located in the Counterintelligence Directorate, IN-20 and is responsible for intelligence security oversight for the Department of Energy. The Division ensures a secure environment for intelligence information in support of DOE and other National Security Programs and policies; manages the Director for National Security (DNI) Sensitive Compartmented Information (SCI) programs within the DOE; and provides overall security support to the IN intelligence complex.

*4.3.1. Work Area 3A:* This work area provides assistance with the development, documentation, and recommendation of policies regarding sensitive security issues. Participates in program and project planning efforts to evaluate the need for security requirements and recommend equipment, methods, procedures, and systems. Supports physical security functions mainly but also support personnel security functions, as required. Provides assistance with the coordination of logistical, administrative and operational matters with various staff offices on a routine basis to ensure the modifications affecting programs are understood, disseminated and implemented. Assists with surveying on-site inspections of construction for facilities open/closed storage, Secured Working Environments (SWE), and Sensitive Compartmented Information Facilities (SCIF). Provides authoritative representation for all issues related to the security, coordination, control, and distribution of special products.

This work area requires the Headquarters Special Security Officer (HSSO) to ensure timely, effective, and professional responsiveness to customers and perform those duties associated with a Special Security Officer. Provides mid to senior level advisory and consulting support to the Security Division Director and senior leadership. Provides support to the security, coordination, control, and distribution of special products and classified documentation.

4.3.2. *Work Area 3B:* This work area provides subject matter expert advice and counsel to the Director, Office of Intelligence and Counterintelligence (IN), the Deputy Director, Counterintelligence Directorate, and the Directors Field Intelligence Elements concerning all matters of the Sensitive Source Reporting Program (SSRP), Control Access Point (CAP) Special Access Program (SAP), and NATO security. Provides insights and leadership and coordination within the DOE complex in the development and implementation of classified guidance for compartmented activities concerning SSRP, CAP/SAP, and NATO.

4.3.3. *Work Area 3C:* This work area provides reviews and evaluates completed reports of investigations for adequacy and completeness, and identifies any questionable or derogatory information, in accordance with the (OPM) Office of Personnel Management Adjudication Guidelines. Manages, generates and reconciles reports of personnel without a record of investigation on file. Updates personnel security databases with the requisite information when investigations meeting the requirements of EO 10450 and HSPD 12 are identified.

4.3.4. *Work Area 3D:* This work area supports the implementation and maintenance of the physical security program that utilizes active and passive security measures and management protocol designed to prevent unauthorized access to personnel, equipment, material, and documents. Responsible for implementing and managing physical security plans for secured, knowledge of the variety of different systems, tools and products that comprise a physical security solution, and experience in overseeing installation and testing of these physical security tools.

4.3.5. *Work Area 3E:* This work area provides operation and maintenance of IN's customized Access Control System that integrates the physical security, badge readers, closed-circuit television; and associated software of multiple facilities into once centralized monitoring system. Provides operation & maintenance (O&M) and enhancements to the Access Control System; O&M of software and hardware; maintenance and enhancement of the Closed Circuit Television (CCTV) head-end; and physical alterations support to additions and enhancements to SCIFs and other Restricted Office Areas.

Responsible for monitoring and maintaining database tables located on the local interoperability server (IS). Performs upgrades/improvements, and expansion to the ACS as necessary to maintain compliance with the IC. Provides Independent Verification & Validation (IV&V) and configuration file management of systems logs/documents and end products.

4.3.6. *Work Area 3F:* This work area provides mid-level secretarial office management by performing secretarial and administrative duties. Supports a wide range of office management functions, including maintaining office file systems; updating excel spreadsheet data; answering and referring calls; preparing, editing, copying, and filing correspondence; providing security escort duties in secure facilities; and entering information into office databases

**4.4. Task 4: Intelligence Analysis Directorate:** The Intelligence Analysis Directorate, IN-10 provides leading edge scientifically-based and technically-sound intelligence analysis that enables U.S. policymakers to take action against threats to U.S. nuclear, energy, and technology security. The Intelligence Analysis Directorate provides tailored intelligence support the U.S. national security policymaking process and the United States Intelligence Community (USIC) in areas of foreign nuclear programs, proliferation of nuclear materials to state or non-state actors, and nuclear and energy-related security. IN-10 elicit and makes available the unmatched technical expertise of the DOE national laboratories and our own in-house intelligence analysis and subject matter experts.

*4.4.1. Work Area 4A:* This work area supports national-level collection requirement systems expertise and support related to GEOINT, HUMINT, SIGINT, MASINT, or OSINT collection depending upon the individual assignment. Responsible for assisting in the planning and organizing of INT-specific integrated collection requirement strategies using complex, coherent and systematic intelligence collection campaigns employing national, theater and tactical assets against nuclear and energy-related targets world-wide.

*4.4.2. Work Area 4B:* This work area supports national subject matter expertise and the necessary analytical effectiveness support to improve analysis and analytical tradecraft for all of IN. Responsible for assisting in the planning, organizing and day to day operations of the analytic effectiveness group. Develops and maintains department level programs to improve analytic effectiveness across IN. This work area also provides support in editing, disseminating, and archiving IN finished intelligence products; servicing the entire analytic production line across all IN directorates; and assisting division directors, analysts, and the Field Intelligence Elements (FIEs) at the national laboratories and provides editorial oversight of all finished intelligence products. This work area supports the design, production and delivery of moderately complex graphic products including participating in customer review meetings to guide project revisions and direct and define project requirements and plans.

*4.4.3. Work Area 4C:* Provides mid and senior level analysis and intelligence research support. Produces and disseminates written technical intelligence products and provides customized briefings and assessments to senior DOE and NNSA policymakers, and interfaces with other members of the USIC and the DOE National Laboratories. Depending upon the specific need of the office, the analyst will focus on topics related to the nuclear fuel cycle, nuclear weapons, nuclear or radiological material security, nuclear proliferation technology, nuclear terrorism and/or energy security.

*4.4.4. Work Area 4D:* This work area provides mid and/or senior level administrative support functions required by the activity and assist with the day-to-day program support activities, including budget planning and tracking, program briefing, and report development. Shall possess the capacity to work independently without significant guidance and be able to exercise good judgment, taking the initiative when necessary. Collaborates to develop a clear understanding of how processes function, while providing recommendations for improvements. Identifies trends, atypical situations, or other issues



that may require special consideration or procedures shall conduct research, analyze, evaluate, and interpret complex data.

*4.4.5. Work Area 4E:* This work area provides IN and staff at national laboratories with technical program coordination and knowledge management, including the review of program requirements and preparing, integrating, and disseminating mission materials. Assists government personnel with the execution of M&O contract development, administering the Division's foreign liaison functions, managing foreign travel for the division, producing regular metric reports, and other ad hoc intelligence support requirements. This work area provides the analytic divisions with managing the submission and coordination of information declassification/downgrade/release activities in accordance with all applicable disclosure policies and regulations.

**4.5. Task 5: Information Classification Management Division:** The Classification Management Division (ICM) is responsible for providing Derivative Classifier training, record management, dissemination of FOIA and Privacy Act cases and FOIA inquiry request. ICM is responsible for Foreign Disclosure & Release Classification policy development and training, developing classification guidance, classification oversight and appraisals, and classification policy support and interpretation.

This work area provides technical expertise to support IN's records management and classification management programs. Provides expert knowledge on the National Archives and Records Administration (NARA) guidelines and compliance standards, record retention requirements in new electronics systems, and Record Management lifecycles.

**4.6. Task 6: Strategic Intelligence Partnerships (SIPP):** SIPP is responsible for conducting basic and advance research in a broad range of fields through an extensive network of government-owned, contractor-operated laboratories and facilities. SIPP assists IC agencies accomplish goals that may otherwise be unattainable; provides access for other IC agencies to highly specialized or unique facilities, services, or technical expertise, and increases opportunities to transfer technology that originates in DOE facilities for further development or commercialization.

*4.6.1. Work Area 6A:* This work area manages a diverse portfolio of non-DOE funded intelligence and intelligence-related work matters and deals directly with DOE field offices, laboratory program management, and project sponsor officials within the IC. Provides DOE field intelligence elements, IC departments and agencies with advice, detailed guidance, and assistance with regard to Departmental policies and procedures for requesting and conducting SIPP. Provides classification review and analysis of Sponsor work packages to be performed at various DOE Labs, as well as conducting classification assessments of field offices. Conducts assessments at IN Field Intelligence Elements and Counterintelligence Offices

This work area also provides technical authority on *intelligence* projects and maintains a current understanding of project activities to advise "work for others" participants on status

of work approved, issues between DOE and project sponsors, and compliance with DOE policies, procedures, and guidance.

*4.6.2. Work Area 6B:* This work area provides mid-level program management functions assisting with the day-to-day program support activities, including budget planning and tracking, program briefing, and report development. Provides senior level management consulting support for multiple tasks including Field Intelligence Element (FIE) policy and guidance; oversight and management of intelligence and intelligence-related work (IW) activities; start-up of new lines of business within IN; reimbursable and advance funding processes and implementation for interagency acquisitions (IA); refinement and implementation of recommendations for full cost recovery model; operational security for IA processes and implementation of recommendations, and other duties as assigned.

**4.7. Task 7: Nevada Intelligence Center:** The Nevada Intelligence Center (NVIC) is a division within the Intelligence Analysis Directorate (IN-10) and is co-located with the National Nuclear Security Administration, Nevada Field Office (NNSA/NFO) where it supports the mission of the NFO and the Nevada National Security Site (NNSS) by providing oversight of intelligence activities within the NNSA/NFO area of responsibility. NVIC manages and operates a federal SCIF support the IN GEOINT Mission; manages technical collection on the NNSS; and designs and conducts training programs benefiting the IC, DOD, and the DOE's Nuclear Weapons Complex.

*4.7.1. Work Area 7A:* This work area supports management of the DOE/HQ program that provides access to classified foreign intelligence and the specialized security programs. Conducts geospatial intelligence analysis; reviews all collection taskings; and serves as the interagency coordinator for projects requiring Geospatial products and services on the Nevada National Security Site (NNSS).

*4.7.2. Work Area 7B:* This work area supports the conduct of intelligence operations and the specialization of Special Security, to include security programs for intelligence, intelligence-related information, and classified computer network systems.

**4.8. Task 8: Cyber Directorate:** The Cyber Directorate, IN-40 is responsible for providing Information Technology (IT) infrastructure, capabilities, and technical support of IN's workforce. In addition, IN-40 is also responsible for providing technical and analytic expertise to the IN workforce and to the DOE senior leadership for cyber research cyber security, and cyber policy.

*4.8.1. Work Area 8A:* This work are provides mid-level program management supporting cyber intelligence. Supports all administrative support functions required by the activity and assist with the day-to-day program support activities, including budget planning and tracking, program briefing, and report development.

Provides mid to senior-level administrative support functions required by the cyber intelligence mission and assist with the day-to-day program management activities, including strategic planning, budget planning and tracking, program briefing and report development. Collaborates to develop a clear understanding of how processes function, while providing recommendations for improvements.

**5.0. MONTHLY STATUS REPORTS (MSRs)**

**5.1.** The Contractor shall draft a *Monthly Status Report (MSR)* (Technical Exhibit #3) that shall be provided to the COR at the Post-Award Meeting. The MSR shall describe activities of those assigned to the contract, including at a minimum: (1) the report shall also contain a summary of financial data of the itemized monthly costs; (2) summary of tasks accomplished, (3) critical action issues, (4) problems encountered, and (5) actual or recommended corrective actions; as well as any other information provided under this contract.

**5.2.** The Contractor shall deliver the MSR no later than five (5) days after the first of the following month to the COR.

**6.0. AD HOC REPORTS**

The Contractor shall provide the Government with ad hoc reports. The ad-hoc reports are data driven reports or narrative reports using information relating from the above tasks. Any specific report requiring more than eight (8) hours to complete shall be negotiated with the CO prior to work being done on such report. Historically, only less than five minor reports have been requested a month and have been provided to the COR via email within 24 hours.

**7.0. APPLICABLE PUBLICATIONS**

Publications applicable to this PWS are listed below:

Publication (Chapter/Pag e)	Date of Publication	Mandatory or Advisory	Website
Insider Threat Awareness, DOE Order 470.5	May 2001	Mandatory	<a href="https://contractortraining.energy.gov/">https://contractortraining.energy.gov/</a>
Active Shooter, DOE Policy 444.1	June 2014	Mandatory	<a href="http://energy.gov/ea/articles/active-shooter-training-workshop">http://energy.gov/ea/articles/active-shooter-training-workshop</a>

Annual Security Refresher Briefing, DOE Order 470.4B	February 15, 2013	Mandatory	<a href="http://energy.gov/ehss/services/security">http://energy.gov/ehss/services/security</a>
Continuity of Operations Training (COOP), DOE Order 150.1	September 2015	Mandatory	<a href="http://energy.gov/hc/events/2015-coop-continuity-operations-awarenes/">http://energy.gov/hc/events/2015-coop-continuity-operations-awarenes/</a>
National and Homeland Security Presidential Directive 48	August 06, 2006	Mandatory	<a href="https://fas.org/irp/offdocs/nspd/">https://fas.org/irp/offdocs/nspd/</a>
National and Homeland Security Presidential Directive 17	December 11, 2002 (unclassified) September 14, 2001 (classified)	Mandatory	<a href="https://fas.org/irp/offdocs/nspd/">https://fas.org/irp/offdocs/nspd/</a>
Privacy Act of 1974, as amended at Title 5 United States Code (U.S.C.) 552a, Section 208 of the E Government Act of 2002, and Office of Management and Budget directives		Mandatory	<a href="https://www.directives.doe.gov/directives-documents/200-series/0206.1-BOrder">https://www.directives.doe.gov/directives-documents/200-series/0206.1-BOrder</a>
Personnel Security Activities, DOE Order 472.1b	March 24, 1997	Mandatory	<a href="https://www.directives.doe.gov/directives-documents/400-series/0472.1-BOrder-b">https://www.directives.doe.gov/directives-documents/400-series/0472.1-BOrder-b</a>

Federal Substance Abuse Testing Program, DOE 10 C.F.R. Part 707	July 22, 1992	Mandatory	<a href="https://energy.gov/ehss/contractor-workplace-substance-abuse-program-doe-sites-10-cfr-707">https://energy.gov/ehss/contractor-workplace-substance-abuse-program-doe-sites-10-cfr-707</a>
Polygraph Examination, DOE 10 C.F.R. Parts 709, 710 and 711	December 17, 1999	Mandatory	<a href="https://fas.org/sgp/othergov/polygraph/polyreg.html">https://fas.org/sgp/othergov/polygraph/polyreg.html</a>
Intelligence Community Standard 500-27	April 4, 2008	Mandatory	<a href="http://www.do-cu-cu.com/view/62914f7d6af300fed376b81c21350a90/INTELLIGENCE-COMMUNITY-STANDARD-NUMBER.pdf">http://www.do-cu-cu.com/view/62914f7d6af300fed376b81c21350a90/INTELLIGENCE-COMMUNITY-STANDARD-NUMBER.pdf</a>
DOE Cyber Security Program, DOE 205.1B	May 16, 2011	Mandatory	<a href="https://www.directives.doe.gov/directive-s-documents/200-series/0205.1-BOrder-b">https://www.directives.doe.gov/directive-s-documents/200-series/0205.1-BOrder-b</a>

**TECHNICAL EXHIBIT 1  
Deliverables Schedule**

<b>PWS Reference/ Deliverable Title</b>	<b>Frequency</b>	<b># of Copies</b>	<b>Medium / Format</b>	<b>Submit to</b>
1.3.4. Annual Security Refresher Briefing	Provide within 30 days of contract award and within 30 days of new employee commencing performance / Annual thereafter	1	Electronic Submission	COR
1.3.5. Continuity of Operations Training (COOP)	Provide within 30 days of contract award and within 30 days of new employee commencing performance / Annual thereafter	1	Electronic Submission	COR
1.3.7. Cyber Security Program	Provide within 30 days of contract award and within 30 days of new employee commencing performance / Annual thereafter	1	Electronic Submission	COR

Source Selection Information – See FAR 2.101 and 3.104

4.10. Monthly Status Report	Provide within 30 days of contract award and subsequently on a monthly basis	1	Electronic or Hardcopy Submission	COR
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**TECHNICAL EXHIBIT 2  
Monthly Status Report (example)**

Department Of Energy  
Office of Intelligence, Counterintelligence  
ATTN: Sandra A. Johnson  
1000 Independence Ave, S.W.  
Washington, DC 20585

Date:

SUBJECT: [Contract Name]

**CONTRACT SUMMARY**

Contract #:

Reporting Period:

Start Date:

Date:

Monthly Invoice: \$

Acuminated Invoice: \$

End

**Contracting Officer:**

**COR:** Sandra A. Johnson, IN 2.1

**Background:** Scope of the work – Once written should not change.

**Accomplishments for:** [Insert month/year]

- Bullet format

**Support:**

- Bullet format

**Concerns/Areas of Improvement:**

- Bullet format

**Contractor Signature block**