



DOC 359

Security Requirements at Cape Canaveral, Florida and Vandenberg, California

The provisions of this Contract clause shall apply to all CONTRACTORs having access to UNITED LAUNCH ALLIANCE (ULA) owned, leased, or operated real and/or personal properties located at Cape Canaveral Air Force Station, Florida (CCAFS) or Vandenberg Air Force Base, California (VAFB) and shall be in addition to other clauses, as applicable.

1. General

- 1.1. The CONTRACTOR and its employees shall comply with all U.S. Government (USG) and ULA established security controls and procedures. The CONTRACTOR shall be responsible for compliance with the same by all sub-tier contractors of the CONTRACTOR. Failure of the CONTRACTOR to comply with USG or ULA security requirements may result in denial of access by CONTRACTOR's personnel to USG installations, property or facilities and/or ULA owned, leased, or operated properties and subsequent termination of this Contract for default by the CONTRACTOR.
- 1.2. Security Representative
 - 1.2.1. The CONTRACTOR shall designate a Security Point of Contact (SPOC) in writing to the Procurement Representative. The SPOC will be the CONTRACTOR's point-of-contact to the Procurement Representative for all security matters such as passes, access lists, etc. for the CONTRACTOR and all its sub-tier contractors and shall be the responsible authority for the CONTRACTOR in all matters pertaining to security as required by this Contract and as set forth herein.
 - 1.2.2. The notification letter from the SPOC shall include the Security Representative's:
 - Name
 - Title
 - Telephone Number
 - 1.2.3. Both the CONTRACTOR and if applicable sub-tier contractor(s), shall upon request be provided access to ULA Security Practices and Procedures. The CONTRACTOR and/or sub-tier contractor employee(s) shall be responsible for strict compliance of these requirements, at all times while conducting business on any ULA owned, leased, or operated properties.
 - 1.2.4. The Procurement Representative shall provide notification/information, pertaining to this Contract, to the respective ULA site Security Representative. The information shall at the minimum detail the purpose of the Contract, period of performance, work location(s), and CONTRACTOR SPOC.

2. Badging Requirements

- 2.1. CCAFS Access Badge
 - 2.1.1. A computer generated temporary visitor badge, referred to as a "Machine Pass" (white or pink) will be requested for visitors not in possession of a permanent badge. The white visitor badge does not require an escort and can be issued for up to six (6) months if visits to Cape Canaveral Air Force Station (CCAFS) are on a frequent basis. The pink visitor badge requires continuous escort and will be issued for the duration of the visit only. (Note: the ULA site Security Office and the SPOC will determine the criteria for frequency of visits.)
 - 2.1.2. Visitors are required to notify the Procurement Representative to initiate their badging needs. The Procurement Representative will then arrange with Security for temporary badging for entry to CCAFS. Advance coordination ensures proper and efficient badging and prevents delays. Failure to coordinate visits in advance can result in denial of access or delays in access to CCAFS.
 - 2.1.3. The Pass and Identification (Pass & ID) Badging Office, located at CCAFS (South Gate, Gate 1) is open Monday through Friday from 0600 (6:00 AM) until 1600 (4:00 PM). After normal working hours,

holidays, and on weekends contact the Procurement Representative to make arrangements. A 48 hour pre-advanced notice is required for all temporary badging requests. NOTE: after normal working hours, holidays, and on weekends, a machine pass may be issued at the CCAFS South Gate guard station only if arrangements have been made through the ULA Security Representative.

2.1.4. The following visitor information must be provided to the SPOC and , if applicable, on the ULA form to be obtained from the Procurement Representative

- Full name (no nicknames, abbreviations, etc.)
- Social security number
- Date of birth
- Date of arrival/departure
- Areas to be visited while on CCAFS
- Name of associated company
- Address of company if non-ULA
- Citizenship
- Driver's License Number and State of issuance
- NAC and date granted
- Social Security Number Verification

2.1.5. The visitor must have arranged for badging 48-hours prior to a visit, as described above, and be prepared to present two (2) forms of identification (see list, below) when being processed for a temporary CCAFS visitor badge. Allowable forms of ID are as follows:

2.1.5.1. Primary Form of ID:

- State issued drivers license with a photograph
- State issued ID card with a photograph
- US passport (current or expired)
- Foreign passport
- Department of Defense (DoD), state, county or city government ID with photograph
- Resident alien ID card
- US Coast Guard merchant marine ID card

2.1.5.2. Secondary form of ID:

- US birth certificate
- Certificate of US citizenship
- Certificate of naturalization
- Unexpired temporary resident card
- Voter's registration card
- Native American tribal document
- US Social Security card
- Certificate of birth abroad issued by the State Department

2.1.6. When the visitor is exiting CCAFS, and not expected to further access the facilities during that visit period, the visitor shall deposit any unexpired machine pass in the "drop box" located in the parking lot directly across the highway from the CCAFS Pass & ID office.

2.1.7. Badges must be displayed on the outer garment above the waist at all times while on CCAFS.

2.1.8. Swapping of badges is strictly forbidden and violates Department of Defense (DoD) security rules.

2.1.9. Lost badges must be reported immediately to the ULA Security Representative at CCAFS.

2.1.10. Badges are issued only in performance of this Contract and are not to be used for "unofficial business."

2.2. VAFB Access Badge

2.2.1. When appropriate, ULA security will issue, in bulk, sufficient badges for reissue to CONTRACTOR personnel.

2.2.2. The CONTRACTOR is required to:

- 2.2.2.1. Submit to the ULA security office an access list providing names and social security numbers of all employees assigned to the work effort. This letter of access must be kept up-to-date at all times.
 - 2.2.2.2. Assure turn-in of badges by their employees upon termination or leave of absence in excess of five days.
 - 2.2.2.3. Report lost badges immediately by telephone to the contractor Security Office or the ULA Project Engineer.
 - 2.2.2.4. At Contract closeout, assure all badges are accounted for.
- 2.2.3. The provided badges must be worn by CONTRACTOR personnel in assigned work areas at all times.
- 2.3. ULA Badges
- 2.3.1. CONTRACTOR employees must register through the respective ULA lobby to obtain either a Non-employee Picture Badge or a Temporary Visitors Badge. Unescorted access to ULA facilities is limited to U.S. citizens, lawful permanent residents, commonly referred to as green card holders, and intending citizens lawfully admitted into the United States.
 - 2.3.2. Visits by non-U.S. Persons required by the CONTRACTOR should be limited to essential work that cannot be performed by U.S. Persons. If CONTRACTOR must have a non-U.S. Person enter the USG installation, property, facilities or the ULA facilities, advance notice must be provided to the Procurement Representative at least thirty days prior to the scheduled need for access.
 - 2.3.2.1. Due to strict adherence of the International Traffic and Arms Regulations (ITAR) requirements, concerning the lawful export of technical data, facility access by non-U.S. Persons including but not limited to those personnel working under a Visa or Employment Authorization document, is prohibited.
 - 2.3.2.2. It is the responsibility of the CONTRACTOR to comply with the Immigration Reform and Control Act of 1986 in addition to all other applicable federal, state, and local laws. CONTRACTOR shall also be responsible for completing Forms I-9 for its employees regarding employment eligibility issues before allowing of their personnel on ULA owned, leased, or operated properties.
 - 2.3.2.3. If required, the ULA management sponsor shall complete the International Travel/Meeting Visitor Notification and ULA Notification of Visit by Non U.S. Citizen forms and submit them to ULA Global Trade Controls (GTC) for approval. GTC will review the request. If approved, the ITVM and Notification of Visit forms will be forwarded to the responsible ULA Security department, if applicable.
 - 2.3.2.4. CONTRACTORS requiring “unescorted” access to ULA sites with either a ULA Non-employee picture badge or a temporary visitor pass shall produce acceptable documentation to validate their U.S. Person status, i.e., certified copy of birth, U.S. Passport, military identification, Immigration and Naturalization Service (INS) I-151 (green) card.
 - 2.3.3. Non-employee Picture Badge: CONTRACTOR personnel having a continuing need to access ULA owned, leased, or operated properties while in the performance of contractual work may be issued a dated ULA Non-employee picture badge.
 - 2.3.3.1. The Non-employee picture badge is limited to a specific Contract period of performance (POP) and must be renewed on an annual basis as well as upon the expiration date indicated on the badge.
 - 2.3.3.2. Badge renewal, if authorized by Contract, will be accomplished by ULA Security.
 - 2.3.3.3. Expired badges will be confiscated by Security personnel when observed being worn by CONTRACTOR personnel.
 - 2.3.3.4. Badges that are lost or unaccounted for will require the CONTRACTOR SPOC to make a written and timely notification of the loss to the site ULA Security department.
 - 2.3.3.5. Badges must be worn on the upper left portion of the torso on the outer most garment and in plain view at all times while on ULA owned, leased or operated property.

- 2.3.3.6. If the work being performed is such that the badge becomes a hindrance or safety hazard during the conduct of the work, it may be kept by the CONTRACTOR in a safe but readily accessible location. It shall, however, be easily obtainable if asked for by any ULA personnel.
- 2.3.4. Temporary Visitor Badge: CONTRACTOR employees needing access to ULA owned, leased, or operated properties on an occasional or one-time basis may be issued a temporary visitor badge.
 - 2.3.4.1. The temporary visitor badge may be on an escorted or unescorted basis. For an unescorted temporary visitor badge, the CONTRACTOR employee must comply with the requirements in paragraph 2.3.2.3 above.
 - 2.3.4.2. CONTRACTOR employees, having obtained a ULA picture Visitor badge, must also maintain in their immediate possession while on ULA facilities a valid Government issued photo identification. In the event of a random badge check conducted by ULA contracted guard service or ULA Security Representative, all CONTRACTOR personnel must be cooperative and provide both the badge and appropriate Government issued photo identification as requested.
 - 2.3.4.3. Badges must be worn on the upper left portion of the torso on the outer most garment and in plain view at all times while on ULA owned, leased or operated property.
 - 2.3.4.4. If the work being performed is such that the badge becomes a hindrance or safety hazard during the conduct of the work, it may be kept by the CONTRACTOR in a safe but readily accessible location. It shall, however, be easily obtainable if asked for by any ULA personnel.
- 2.3.5. CONTRACTORS are NOT authorized to process/submit ULA request forms for either the Non-employee picture badge or the Temporary Visitor Badge. The CONTRACTOR must coordinate with their ULA management point of contact (POC) for all CONTRACTOR visitor pre-registration and access to ULA facilities required in support of CONTRACTOR operations.
- 2.4. Every CONTRACTOR employee should carry identification with a picture affixed while on CCAFS or VAFB, e.g., driver's license or state-issued identification credential (issued by the DMV). In the event of a random badge check conducted by ULA contracted guard service or ULA Security Representative, all CONTRACTOR personnel must be cooperative and provide both the badge and appropriate government-issued photo identification as requested.

3. Personal or Company-Owned Vehicle Operation

3.1. CCAFS

3.1.1. Inoperative Vehicle

- 3.1.1.1. Notify the CCAFS Law Enforcement desk sergeant (321-853-2159) that your vehicle is inoperative.
- 3.1.1.2. Provide the vehicle owner's name, company, address, work telephone number, description of the vehicle, location, and nature of the problem.
- 3.1.1.3. Provide the name of the wrecker company and the name of the vehicle operator who will remove the vehicle.

3.1.2. Special Requirements

- 3.1.2.1. Vehicles transporting explosives or dangerous cargo must display a sign indicating the nature of the cargo and coordinate with the Procurement Representative prior to entry.
- 3.1.2.2. Weight limits imposed by the road surfaces on CCAFS is 18,000 pounds per axle, or 87,000 pounds total.
- 3.1.2.3. Only official vehicles with proper company identification will be allowed to park inside controlled restricted areas. Unmarked personal vehicles must be parked outside of these areas.
- 3.1.2.4. Official work vehicles may park as near the work site as possible, ensuring that fire lanes, railroad tracks or traffic is not blocked, and that they are not in violation of any posted restriction.
- 3.1.2.5. Do not pass vehicles being escorted by Security Police unless directed to do so.

- 3.1.2.6. Pull to the right as far as practical and stop for responding emergency vehicles.
 - 3.1.2.7. Drivers should be alert for roadblocks and ensure roadblocks are not by-passed under any circumstances.
 - 3.1.2.8. The maximum road speed on CCAFS is 50 MPH or as posted. Observe all posted speed limits and traffic signs. Be alert for wildlife on the roadway, especially at night.
 - 3.1.2.9. Report motor vehicle accidents or incidents immediately to the CCAFS desk sergeant (321-853-2159)
- 3.2. VAFB
- 3.2.1. CONTRACTOR EMPLOYEE RESPONSIBILITIES
 - 3.2.1.1. Adhere to all traffic control signs and lights.
 - 3.2.1.2. CONTRACTOR personnel are individually responsible for traffic citations and vehicle incidents while on Base.

4. Property Protection

- 4.1. It is essential that CONTRACTORS secure their vehicles and equipment to prevent theft and pilferage.
- 4.2. Removal of government or ULA property from CCAFS requires written approval from ULA Security Manager and the Procurement Representative.
- 4.3. Entry to CCAFS serves as consent to search of your person and personal or company vehicle while on CCAFS. Air Force policy requires their security contractor to conduct no-notice random vehicle searches before departure from CCAFS. Failure to comply with vehicle searches could result in being barred from CCAFS.
- 4.4. Theft of personal, company, or government property on CCAFS can be a federal offense. Please inform personnel that in addition to any penalties and prosecution imposed by federal authorities, being barred from CCAFS also could result.

5. Other Prohibitions

The following are prohibited on CCAFS. These items will be impounded if detected during a vehicle or personal search, and may result in criminal prosecution:

- 5.1. Alcoholic beverages of any kind
- 5.2. Illegal drugs
- 5.3. Fireworks of any kind
- 5.4. Explosives of any kind without written authorization and prior coordination with security officials
- 5.5. Dangerous weapons of any kind, including large knives
- 5.6. Firearms of any make or caliber, ammunition and air gun
- 5.7. Gambling

6. Photography Policy

- 6.1. Photography is generally prohibited on CCAFS and VAFB and within the confines of any ULA leased or licensed facility.
 - 6.1.1. All cameras (to include cell phones with photographic capability) are prohibited inside restricted controlled areas unless:
 - 6.1.1.1. At CCAFS: individuals are issued a letter of authorization for photography. Contact the ULA Security Office for further guidance.
 - 6.1.1.2. At VAFB: individuals approved and issued a valid camera/photo pass.
 - 6.1.2. Unofficial photography of the following is prohibited:
 - 6.1.2.1. Personnel displaying an authorized CCAFS entry badge.
 - 6.1.2.2. Security posts, on duty security personnel, security activities (i.e., response activity or shift change) and staffed entry control points.

6.2. Contact ULA Security Office for further details on the Base Photography policy.

7. **Escort Requirements**

7.1. CONTRACTOR employees are restricted to their immediate assigned work areas. Under no circumstances are CONTRACTOR employees permitted in any area and/or building except those necessary for the performance of work defined under this Contract. All CONTRACTOR employees shall use the most direct route(s) to and from the appropriate work area(s). However, the CONTRACTOR's employees will be permitted access to cafeteria and restroom facilities within their assigned work location.

7.2. Restricted or Controlled Areas – General

7.2.1. Escorts are required in restricted areas for CONTRACTOR personnel for safety and security reasons. The CONTRACTOR shall instruct his employees to remain within designated work areas unless under proper escort of a ULA employee or representative.

7.2.2. ULA will provide escorts whenever a work effort requires access to controlled/restricted areas. ULA provided escorts must be coordinated in advance through the Procurement Representative. Escorts are not required when operating within an uncontrolled area unless the individual's badge is issued for escorted access only. Personnel under escort must ensure they remain in constant visual and verbal contact with their escort official.

7.2.3. Personnel under escort must display the "Escort Required" badge above the waist and on the outer garment at all times.

7.2.4. Failure to satisfy escort requirements could result in immediate removal from the restricted area by the ULA Security management or the Air Force armed security contractor, completion of an Air Force complaint report, and access to the area denied for the employees.

7.2.5. The CONTRACTOR will be notified in advance when work will be performed in a controlled/restricted area requiring escorting or special access requirements.

7.3. Restricted or Controlled Areas at CCAFS

7.3.1. Entry to ULA controlled/restricted areas, such as the Vertical Integration Facility (VIF), Atlas Space Launch Operations Center (ASOC), Horizontal Integration Facility (HIF) or Space Launch Complex (SLC) 37 or 41 requires special badging for entry and escorts for personnel working in these facilities.

7.3.2. Contact the cognizant Procurement Representative to arrange for badging and escorts.

7.3.3. Safety Training requirements are mandated for unescorted access to any ULA controlled/restricted area, excluding certain areas such as the Delta IV Operations Center (DOC) and ASOC office/admin areas. The Procurement Representative will advise if this provision is included as part of your Contract.

7.4. Launch Vehicle at CCAFS

7.4.1. When the Atlas Launch Vehicle is present at CCAFS, additional limitations may be placed on access to restricted areas.

7.4.2. CONTRACTORs requiring unescorted access to ULA controlled/restricted areas will require a National Agency Check/with inquiries (NAC-I).

7.4.3. ULA will process the AF NAC-I requests for CONTRACTORs on an as-needed basis. This process must be coordinated through the cognizant Procurement Representative and the ULA Security Office.

7.4.4. NAC or other clearances held by CONTRACTORs obtained through other Government CONTRACTORs or Agencies will be accepted by ULA. CONTRACTOR must provide proof of the NAC or other clearance for each employee in order to obtain unescorted access.

8. U.S. PERSONS

Government regulations prohibit non-U.S. Persons from conducting business/working in a ULA or Government facility or having access to certain technology without special permission from the government. A "U.S Person" is defined in the International Traffic in Arms Regulation, 22 C.F.R. § 120.15, as follows: Persons who are U.S. Citizens, lawful permanent resident as defined by 8 U.S.C. §1101, or who is a protected individual as defined by 8 U.S.C. §1324b.

9. CONTRACT COMPLETION

9.1. The CONTRACTOR shall, immediately upon completion of this Contract:

9.1.1. Return all ULA-related material to the Procurement Representative.

9.1.2. Return all ULA badges to the ULA Security department or provide a written statement to same as to the disposition of any non-returned badges.

9.2. Final payment to the CONTRACTOR under this Contract may be withheld and offset against any indebtedness created or owed to ULA as a result of the CONTRACTOR's failure to comply with ULA security requirements or pending reconciliation of the aforementioned badge records.

10. SUBCONTRACT FLOWDOWN

The CONTRACTOR agrees to insert in all sub-tier contracts, where access to U.S. Government installations or facilities or ULA owned, leased or operated property(ies) is necessary for Contract performance, provisions which shall conform substantially to the provisions set forth herein.