



DOC 360
Security Requirements at ULA Facilities

The provisions of this Document shall apply to all CONTRACTORS having access to United Launch Alliance (ULA) owned, leased, or operated real and/or personal properties and shall be in addition to other Contract terms and conditions, as applicable.

I. REQUIREMENTS FOR ALL SITES AND FACILITIES (ULA AND GOVERNMENT)

U.S. PERSONS ONLY ARE ALLOWED TO ENTER ALL SITES AND FACILITIES (ULA AND GOVERNMENT) UNLESS OTHERWISE APPROVED PRIOR TO ARRIVAL.

1. Identification

- (a) To access all sites and facilities, whether ULA or U.S. Government owned or operated, CONTRACTOR, its employees, and, if applicable, sub-tier contractor(s), must provide REAL ID compliant identification, which includes any state specific identification that is compliant with the REAL ID federal law requirements (e.g., STAR ID in Alabama).
- (b) If CONTRACTOR, its employees, and, if applicable, sub-tier contractor(s), does not possess a REAL ID compliant identification, a valid United States Passport or a valid permanent resident card (as applicable) and driver's license issued by a State, territory, possession, or the District of Columbia that is not REAL ID-compliant, must be provided.
- (c) All documents must bear the same name, or a former name as documented on acceptable name change documentation such as a court order, marriage certificate, or divorce decree.

2. Access

- (a) CONTRACTOR, its employees, and, if applicable, sub-tier contractor(s), may be denied access if they are any of the following:
 - i. Any foreign national from a proscribed, sanctioned, or otherwise prohibited country will be denied access.
 - ii. An individual currently debarred from any Federal installation or facility;
 - iii. An individual with active warrants or warrants from Federal, State, local, or other civil law enforcement authorities, regardless of offense or violation;
 - iv. An individual whose name appears on any Federal or State agency's watch list for criminal behavior or terrorist activity;
 - v. An individual whose claimed identity cannot be verified within 48 hours;
 - vi. An individual convicted or found not guilty by reason of insanity of the following offenses:
 - 1. Espionage, sabotage, treason, terrorism, or criminal homicide.
 - 2. Kidnapping, hostage taking, human trafficking, or similar offense.
 - 3. Rape, sexual assault, sexual abuse, indecent exposure, child molestation, child pornography, or similar offense.
 - 4. Registered sex offenders and predators.

- vii. An individual with a felony conviction of arson, aggravated assault, aggravated battery, armed robbery, or similar offense within the past ten (10) years.
 - viii. An individual with a felony conviction within the last seven (7) years involving any of the following offenses:
 - 1. Any firearms or explosives violation.
 - 2. Theft, deception, fraud, misrepresentation, falsehood, extortion, or bribery.
 - 3. Drug possession with intent to sell or drug distribution.
 - ix. An individual with the following misdemeanor conviction within the last five (5) years:
 - 1. Importation, distribution, or manufacture of a controlled substance.
 - 2. Illegal possession or use of drugs/narcotics on more than one occasion.
 - 3. Three (3) or more misdemeanor convictions, excluding minor traffic infractions.
 - x. An individual incarcerated for 12 months or longer within the past seven (7) years, regardless of the offenses.
 - xi. An individual with an open or unknown case, pending final adjudication, where the individual has been arrested of any of the above listed offenses.
- (b) Access may also be denied to CONTRACTOR, its employees, and, if applicable, sub-tier contractor(s), due to other criminal history or another condition not listed above.

II. SECURITY REQUIREMENTS FOR ALL ULA OWNED OR OPERATED FACILITIES

1. General

- (a) The **CONTRACTOR, its employees, and, if applicable, sub-tier contractor(s)** shall comply with all United States Government (U.S.G.) and ULA established security controls and procedures. The CONTRACTOR, further, shall be responsible for compliance with the same by all sub-tier subcontractors of the CONTRACTOR. Under no circumstances, however, shall one contractor act on behalf of another in securing, handling and/or issuing ULA badges or in any other matters pertaining to security unless specifically authorized in writing by the ULA Security & Emergency Services (S&ES). Failure of the CONTRACTOR to comply with ULA security requirements may result in denial of access by CONTRACTOR's personnel to ULA owned, leased, or operated properties and subsequent termination for default of this contract
- (b) Both the CONTRACTOR and, if applicable, sub-tier contractor(s), shall, upon request, be provided the ULA site-specific Security Practices and Procedures. The CONTRACTOR and/or sub-tier contractor employee(s) shall be responsible for strict compliance with the site-specific requirements at all times while conducting business on any ULA owned, leased, or operated properties. Individuals employed or contracted by CONTRACTOR must abide by ULA security policies and procedures and are subject to directions and/or instructions of ULA S&ES whenever on site at ULA owned, leased, or operated properties.
- (c) From time to time, ULA may adopt or alter its security controls and procedures, including in response to new or evolving health, safety, or security threats. New or modified security controls shall be communicated to CONTRACTOR from ULA's Director of Supply Chain, the ULA Procurement Representative, and/or ULA S&ES.

2. Badging and Access Requirements: All Contractors

- (a) Each individual accessing ULA facilities must display the required badge for access while on ULA facilities. CONTRACTOR's employees must register through the respective ULA lobby or security gate to obtain either a Non-Employee Badge or a temporary Visitor Badge/Placard.
- (b) Unless otherwise restricted, badges shall be worn and visible at all times in a manner that allows for the badge to be easily viewed by other personnel. Displaying or wearing ULA badges outside of ULA Facilities is prohibited.
- (c) Many badges have the capability to grant access to various ULA facilities using access control devices. CONTRACTOR shall not grant access to any ULA facility to another person, including ULA employees, who have lost or forgotten their badge/proximity card. Tailgating or holding the door for other personnel is not permitted.
- (d) Swapping/sharing of badges is strictly forbidden.
- (e) Reproduction, alteration, defacement, and/or adding attachments to any ULA badge is prohibited.
- (f) 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.
- (g) Access to ULA facilities by non-employees is restricted to the individual's authorized services and subject to the applicable Contract between CONTRACTOR and ULA. Accessing ULA facilities for personal reasons or permitting the access of any other person as a guest is strictly prohibited unless CONTRACTOR's ULA Point of Contact (POC) (who may be the CONTRACTOR's initial badge sponsor at ULA, CONTRACTOR's Project Manager at ULA, or in some cases the ULA Procurement Representative), authorizes such access. Misuse of the badge will result in the confiscation of the badge and suspension or termination of the non-employee access privileges at ULA facilities.
- (h) CONTRACTOR's 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.
- (i) When the visitor is exiting ULA and is not expected to further access ULA facilities during the remaining dates of their access credential, the visitor, or visitor's ULA point-of-contact, shall return all ULA issued/sponsored badges to the site ULA S&ES representative or ULA POC.
- (j) Lost/stolen badges must be reported immediately to ULA S&ES.
- (k) CONTRACTOR is required to notify the ULA Procurement Representative or the ULA POC in advance to initiate their badging needs. The ULA Procurement Representative will then arrange for CONTRACTOR to obtain long-term badges, referred to as ULA Non-Employee Badges, or a short-term visitor badge/placard. Advance coordination ensures proper and efficient badging and prevents delays. Failure to coordinate visits at least 72 hours in advance will result in denial of access or delays in initiating the visit.

3. ULA Non-Employee Access Badge

- (a) ULA Non-Employee Badges are issued to non-employees having a frequent or continuing need to access ULA owned, leased, or operated properties while in the performance of work. The ULA

site Security Office will determine the criteria for frequency of visits. In order to receive a ULA Non-Employee Badge, individuals must agree to comply with ULA's Visitor Security Agreement, which summarizes ULA's security policies and procedures applicable to non-employees.

- (b) Long-term visitor information must be provided to the ULA Procurement Representative and, in turn, submitted to the applicable ULA Site Security Department on the *ULA Request for Non-Employee Badge* form, which may be obtained from the ULA sponsor.
- (c) ULA Non-Employee Badges are issued for the duration of the applicable contract, or up to three years, whichever is sooner. ULA S&ES may assign a lesser period as appropriate. ULA Non-Employee Badges which have not been used for facility access for 90 days or more will be automatically disabled. Badge reactivation or re-issuance, if authorized, must be accomplished by ULA S&ES.
- (d) Expired badges shall not be used to gain entry and will be confiscated by Security personnel when observed being worn by CONTRACTOR personnel.
- (e) CONTRACTOR shall provide written notification to the ULA Procurement Representative within 24 hours when CONTRACTOR or sub-tier contractor personnel who have been granted a ULA Non-Employee Badge are terminated, transferred, removed or no longer supporting the applicable contract. Such notice shall reference the actual date of personnel termination, transfer, or removal.
- (f) CONTRACTOR shall cooperate with S&ES to ensure the prompt return of ULA access credentials upon termination or leave of absence in excess of five (5) days and shall ensure all badges are returned or accounted for at the time of contract close-out.
- (g) Badges are issued only when required for performance of the applicable contract and shall not be used for unofficial business.

4. Visitors

- (a) For the purposes of this clause, a Visitor is a person who has a legitimate business need to be on ULA premises for a short term and/or infrequent basis. CONTRACTOR employees needing access to ULA owned, leased, or operated properties on an occasional or one-time basis may be issued a ULA Visitor Badge. At ULA's discretion, the ULA Visitor Badge may be issued to CONTRACTOR on an escort required or unescorted basis.
- (b) All Visitors must present a government issued picture ID.
- (c) Unescorted access to ULA facilities will only be allowed for Visitors whose U.S. Person status has been verified by ULA S&ES, and where the individual or individual's company has signed a Non-Disclosure Agreement. There must also be a legitimate business need for the visit before unescorted access to ULA facilities may be granted. ULA Production Operations facilities do not issue unescorted Visitor badges; Visitors to ULA Production Operations facilities are required to be escorted at all times.
- (d) Visitors to ULA facilities who do not meet ULA's requirements for unescorted access will require an escort. All individuals being escorted in a ULA Controlled Area must sign in at the applicable ULA Security Control Center (SCC), Entry Control Point (ECP), or security office and be issued an Escort Required Visitor Badge.

5. Non-US Persons and Representatives of Foreign Interests

- (a) In order to comply with the International Traffic and Arms Regulations (ITAR) requirements concerning the lawful export of technical data, access to ULA owned or controlled facilities by

non-US Persons, including but not limited to those personnel working under a visa or employment authorization access, is prohibited unless prior coordination has occurred, and authorization has been obtained by ULA Global Trade Controls (GTC). A "US Person" is defined in the International Traffic and Arms Regulations (ITAR), 22 C.F.R. § 120.62, as follows: Persons who are US citizens, lawful permanent resident as defined by 8 U.S.C. §1101(a)(20), or who is a protected individual as defined by 8 U.S.C. §1324b(a)(3). Representatives of a Foreign Interest (RFIs - U.S. citizens working for a foreign-controlled company) are considered foreign persons for access control purposes. Collectively non-US Persons and RFIs are considered as Foreign Nationals for the purpose of this clause.

- (b) Visits by Foreign Nationals are required to be limited to essential work that cannot be performed by U.S. Persons. If a CONTRACTOR must have a Foreign National enter ULA facilities, advance notice must be provided to the ULA Procurement Representative at least thirty days prior to the scheduled need for access.
- (c) Foreign Nationals must be escorted at all times by a properly badged and trained ULA employee.
- (d) All Foreign Nationals will receive a Foreign National escort required Visitor badge from ULA S&ES prior to being granted entry into any ULA facility. Badges will need to be reissued daily. Foreign Nationals are not permitted to retain their badge.

6. Escort Requirements for Restricted or Controlled Areas

- (a) Escorts are required in certain ULA or USG restricted areas for CONTRACTOR personnel for safety and security reasons. The CONTRACTOR shall instruct their employees to remain within designated work areas unless under proper escort of a ULA employee or representative.
- (b) ULA may provide escorts if the work effort requires access to controlled/restricted areas. ULA provided escorts must be coordinated in advance through the ULA POC. Escorts are not required when operating within an uncontrolled area unless the individual's Visitor badge/placard is issued for escorted access only or if the individual has not been granted badge access. CONTRACTOR Personnel under escort must ensure they remain in constant visual and verbal contact with their escort official.
- (c) Failure to satisfy escort requirements could result in immediate removal from the restricted area and/or the ULA site as a whole by ULA S&ES, and future access may be denied.
- (d) The CONTRACTOR will be notified in advance when work will be performed in a controlled/restricted area requiring escorting or special access requirements.

7. Other Access Requirements:

CONTRACTORS and visitors may be required to take specialized training to access certain areas prior to access being granted. CONTRACTOR's ULA POC can provide information about any additional training required. This training is available through the ULA training system for those who have a ULA network account. Those without a network account shall have an account created in the Customer Training System (CTS). Requests for CTS accounts shall be submitted by the ULA POC to the ULA Badging Office.

8. Points of Contact:

- (a) Production Operations and Launch Operations Sites (described in Sections III and IV below): The CONTRACTOR shall appoint one of its employees to act as its Security Point of Contact (SPOC). The SPOC shall coordinate all appropriate security matters with the ULA Site Security Representative 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. The assignment of a

CONTRACTOR SPOC shall be made in writing to the ULA Procurement Representative. The ULA Procurement Representative shall provide notification/information pertaining to this procurement to the respective ULA S&ES Representative. The information shall at the minimum detail the purpose of the Contract, period of performance, work location(s), and Contractor SPOC.

- (b) All Other Sites: CONTRACTOR is NOT authorized to submit ULA request forms for either the Non-Employee Badge or the temporary visitor badge/placard. The CONTRACTOR must coordinate with their ULA sponsor/POC for all CONTRACTOR visitor pre-registration and access to ULA facilities required in support of CONTRACTOR operations.

9. Property Protection

- (a) It is essential that CONTRACTORS secure their vehicles and equipment while at ULA owned or operated facilities to prevent theft and pilferage.
- (b) Entry of ULA or USG launch installation property serves as consent to search your person and personal or company vehicle at any time while on such property. Failure to comply with vehicle searches could result in being barred from the site/installation.
- (c) Theft of personal, company, or government property from ULA or government facilities can be a federal offense. Please inform personnel that in addition to any penalties and prosecution imposed by federal authorities, being barred from ULA or government installations could also result.

10. Other Prohibitions

The following are prohibited on ULA property, as well as on ULA and USG facilities at *Cape Canaveral Space Force Station (CCSFS) and/or Vandenberg Space Force Base (VSFB)* while performing duties related to the scope of this Contract. This is not an all-inclusive list. These items may be impounded or confiscated if detected during a vehicle or personal search, and may result in criminal prosecution:

1. Alcoholic Beverages of any kind (with limited exceptions, which must be authorized in advance by ULA Site Management or CONTRACTOR's ULA Procurement Representative)
2. Illegal drugs
3. Fireworks of any kind
4. Explosives of any kind without written authorization and prior coordination with ULA Safety Health & Environmental Affairs
5. Dangerous weapons of any kind, including large knives
6. Firearms of any make or caliber (including air guns, paintball guns, etc.), and ammunition
7. Gambling

11. Photography Policy

- (a) Non-ULA employees who have been issued a ULA Non-Employee Badge are authorized to capture images, video, and/or audio for business purposes, as outlined in the ULA Visitor Security Agreement that badged individuals sign as a condition of being granted a badge. Non-ULA employees who do not possess a Non-Employee Badge, and who have a business requirement to capture images, video and/or audio must be escorted by a badged ULA individual (ULA employee or badged non-employee) to ensure compliance with the process outlined in ULA Corporate Policy CPS-038, Public Release of Non-Public Information.
- (b) Only ULA issued electronic devices can be used to capture images, video, and/or audio of export controlled items unless specific authorization is provided.

- (c) CONTRACTOR shall not release any images, video, and/or audio to any public, media, social networking sites, etc. without first obtaining approval from ULA through the CPS-038 release process. Contact the ULA POC for assistance with this process.
- (d) Contact the on-site ULA S&ES office, the ULA POC, or refer to ULA policy HR-301 for further details on the ULA photography policy. Contact the ULA POC for policy information.

12. SUBCONTRACT FLOWDOWN

The CONTRACTOR agrees to insert in all subcontracts, 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.

13. CONTRACT COMPLETION

- (a) Immediately upon completion of this Contract the CONTRACTOR shall:
 - 1) Return all ULA-related material to the ULA Procurement Representative.
 - 2) Return all ULA Non-Employee Badges to the ULA S&ES department or provide a written statement to same as to the disposition of any badges not returned.
- (b) 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 S&ES requirements or pending reconciliation of the aforementioned badge records.

III. CENTENNIAL SECURITY REQUIREMENTS

The provisions of this Section shall apply to all CONTRACTORs having access to UNITED LAUNCH ALLIANCE (ULA) owned, leased, or operated real and/or personal properties located at Centennial, Colorado, and shall be in addition to other clauses, as applicable.

- (a) Parking: CONTRACTOR employees shall obtain a ULA issued parking permit for their vehicle(s) and shall park in approved parking locations only.
- (b) Special Access Requirements: All access to lab areas shall be processed through the Area Access Request (AAR) system. Access to other restricted areas shall be requested using the *Area Access Request* form, available from the ULA badging office.

IV. PRODUCTION OPERATIONS SECURITY REQUIREMENTS

The provisions of this Section shall apply to all contractors having access to UNITED LAUNCH ALLIANCE (ULA) owned, leased, or operated real and/or personal properties used for Production Operations (Prod. Ops.) location (Decatur, Alabama) and shall be in addition to other terms and conditions, as applicable.

- (a) The CONTRACTOR SPOC shall be provided a security training on Prod. Ops. Security procedures specific to the CONTRACTOR's assigned work location prior to the commencement of any work performed at Prod. Ops. facilities under this Contract. Mandatory attendance is required by the CONTRACTOR's SPOC.
- (b) ULA Prod. Ops. S&ES reserves the right to perform background checks on any individual issued a non-ULA employee badge providing access to Prod. Ops. facilities.

- (c) Badge renewal, if authorized by contract, will be accomplished by ULA Prod. Ops. Security. Expired badges will be confiscated by ULA S&ES personnel when observed being worn by CONTRACTOR personnel. Badges that are lost or unaccounted for will require the CONTRACTOR SPOC to notify ULA Prod Ops S&ES immediately in written or verbal form to have lost or unaccounted badge deactivated.
- (d) CONTRACTOR employees who have not been issued a ULA Non-Employee Badge must register through the ULA Facility Access Center (FAC), or West gate. Visitors who have not been issued a valid Non-Employee Badge and require access to ULA property must have their ULA sponsor process form *HR-PO-029.A ULA Prod Ops Request for Badge and U.S. Person Verification Form*; complete all Prod. Ops. Facility Access Certification courses; and provide Proof of U.S. Person status, identifying the CONTRACTOR personnel needing access. All forms will be submitted to ULA Prod. Ops. Security for processing. The CONTRACTOR will bring their original proof of U.S. Person status to Prod Ops. Security for verification by the ULA Prod. Ops. Security Personnel. Once all of the requirements have been met for access to ULA property, the badge can be fabricated for the CONTRACTOR.
- (e) For all Contractor vehicles requiring access within the main perimeter fence line, each vehicle is required to be properly decalated with their company name to enter the main perimeter. Access to generic parking lots is open to all.

V. CAPE CANAVERAL SPACE FORCE STATION (CCSFS) AND VANDENBERG SPACE FORCE BASE (VSFB) SECURITY REQUIREMENTS

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 Space Force Station (CCSFS), Florida or Vandenberg Space Force Base (VSFB), California and shall be in addition to other clauses, as applicable.

1. General

Both the CONTRACTOR and, if applicable, sub-tier contractor(s), shall upon request be provided access to ULA LSP-SC-001, Baseline Security Plan. The CONTRACTOR, and/or sub-tier contractor employee(s), shall be responsible for strict compliance with these requirements at all times while conducting business on any ULA owned, leased, or operated properties.

2. Installation Access and Procedures

- (a) Every CONTRACTOR employee must carry valid government-issued photo identification while on CCSFS or VSFB, (i.e., installation access credential, driver's license and/or state-issued identification credential, Green Card). In the event of a random badge check, all CONTRACTOR personnel must be cooperative and provide both the badge and appropriate government-issued photo identification as requested.
- (b) Access to both CCSFS and VSFB is controlled by the United States Space Force (USSF) via a Defense Biometric Identification System (DBIDS) badge. Entry to these installations is a privilege which can be denied, suspended or revoked.
- (c) **CCSFS Access Badge**
 - (1) A temporary visitor badge will be requested for visitors not in possession of a DBIDS badge. The visitor badge does not require an escort and will be issued for visits less than 60 days. Visitors requiring frequent access to CCSFS for 60 days or more will be issued a DBIDS badge, which will be issued for the duration of this Contract, not to exceed 1 year. An escort required visitor badge requires continuous escort and will be issued for the duration of the visit only.

- (2) Visitors are required to contact the ULA Procurement Representative to initiate their badging needs. The CSPOC will submit the applicable 45th Security Forces Squadron (45 SFS) badging request form for all badging requests to the ULA Procurement Representative at least 3-duty days prior to the intended start date. The ULA Procurement Representative will make arrangements with ULA S&ES, at least 3-duty days prior to the intended start date, for temporary badging for entry to CCSFS. Advance coordination ensures proper and efficient badging and prevents delays. Failure to coordinate visits in advance can result in denial or delays in access to CCSFS.
- (3) The Space Force (SF) Visitor Control Center (VCC) is located just inside the boundary of CCSFS. The SF VCC hours of operation are Monday – Friday, 0600-1400, excluding Federal Holidays.
- (4) The following visitor information must be provided by the CSPOC on the 45 SFS Badge Request Form which will be obtained from the ULA Procurement Representative:
 - Full Name (no nicknames, abbreviations, etc.)
 - Social Security Number
 - Date of Birth
 - Start and end date (the duration of the contract, not to exceed 1 year)
 - Company Name
 - Citizenship
 - Driver's License Number and State of Issuance
 - Sex/Height/Weight/Eye Color/Hair Color
- (5) The visitor must be prepared to present one of the following forms of identification when being processed for a temporary CCSFS visitor badge:
 - State issued driver's license with a photograph
 - State issued ID card with a photograph
 - US passport (current)
 - 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
 - US birth certificate (original or certified copy)
 - 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
- (6) When the visitor is not expected to further access facilities on CCSFS, the visitor shall return all ULA sponsored/issued badges to ULA S&ES prior to exiting.
- (7) CCSFS SF-issued badges will not be displayed while on CCSFS. However, the CCSFS access credential must be displayed at all times while on Kennedy Space Center (KSC) property.
- (8) Swapping of badges is strictly forbidden and violates SF security policies.
- (9) Lost badges must be reported immediately to ULA S&ES at CCSFS. A new access request must be submitted to the SF VCC before a replacement badge will be issued.

(d) **CCSFS Inoperative Vehicle**

- (1) Notify the CCSFS Base Defense Operations Center (BDOC) (321-853-2121) of the vehicle that is inoperative.

- (2) Provide the vehicle owner's name, company, address, work telephone number, description of the vehicle, location, and nature of the problem.
- (3) Provide the name of the wrecker company and the name of the vehicle operator who will remove the vehicle. Note: The SF reserves the right to call a wrecker service already vetted for access to CCSFS.

(e) **CCSFS Special Requirements**

- (1) 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.
- (2) 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) Only hands-free cell phone use is permitted on CCSFS. Violations will result in a monetary fine and potential suspension of driving privileges on CCSFS, KSC and Patrick Space Force Base (PSFB).
- (4) Radar detectors and dash cameras are prohibited.
- (5) Report motor vehicle accidents or incidents immediately to the CCSFS BDOC (321-853-2121).

(f) **VSFB Access Badge**

- (1) The CONTRACTOR shall submit the following information to the ULA Procurement Representative at least 24 business hours prior to the start of their visit:
 - Full name (as it appears on the driver's license) for each individual requiring access
 - Arrival and departure date (not to exceed the contract end date or 2 years, whichever is sooner)
 - Confirmation of U.S. Person status
- (2) The ULA Procurement Representative will submit the information to ULA S&ES who will in turn submit it to the SF VCC to be processed. The SF VCC is located off of Highway 1 just outside the Main Gate. The SF VCC hours of operation can vary. The CSPOC shall contact ULA S&ES to determine the current hours of operation as/when needed.
- (3) All base access badges must be promptly returned to ULA S&ES when the badge expires or when the need for access no longer exists.
- (4) Lost badges must be reported to ULA S&ES promptly. A new access request must be submitted to the SF VCC before a replacement badge will be issued.
- (5) The CONTRACTOR is required to:
 - Report lost badges immediately to their CSPOC or the ULA Procurement Representative
 - At Contract closeout, ensure all badges are returned to ULA S&ES
 - The provided badges must be worn by CONTRACTOR personnel in assigned work areas at all times.

(g) **VSFB Special Requirements**

Report motor vehicle accidents or incidents immediately to the VSFB BDOC 9-1-1.

3. SF Restricted/ULA Controlled Areas – Specific Requirements

(a) Escort Requirements:

- (1) Escorts may be required whenever a work effort requires access to SF Restricted or ULA Controlled Areas.
- (2) Entry to SF Restricted/ULA Controlled areas, such as the VIF, Atlas V Spaceflight Operations Center (ASOC), Delta IV Operations Center (DOC), Horizontal Integration Facility (HIF), or SLC-3 and -41 requires special badging for entry and escorts for personnel working in these facilities.

(b) Requirements for Unescorted Access

- (1) CONTRACTORS requiring unescorted access to SF Restricted/ULA Controlled Areas, will require, at a minimum, a favorable Tier 1 (T1) background investigation.
 - (i) ULA may process the T1 requests for CONTRACTORS on an as-needed basis. This process must be coordinated through the ULA Procurement Representative.
 - (ii) Requests for T1's may be denied by site ULA S&ES depending on the duration of this Contract, (3 months or less). A T1 can take several months to complete and short duration contracts are often completed before a determination on the investigation has been made.
 - (iii) CONTRACTORS who do not already possess or are not already in process for a T1 will complete the required paperwork (OF 306 and Investigation Request form) and provide it to ULA S&ES within three (3) business days. CONTRACTOR is required to complete the electronic questionnaire within five (5) business days and notify ULA S&ES of completion. If the CONTRACTOR fails or refuses to complete the T1 process, ULA S&ES will cancel the T1 and it will not be reinitiated.
- (2) T1's, or other equivalent favorable eligibilities held by CONTRACTORS, obtained through other government CONTRACTORS or agencies will be accepted by ULA. If ULA S&ES is not able to verify a T1 or equivalent favorable investigation, the CSPOC must submit a Visit Authorization Letter stating the eligibility for each employee in order to obtain unescorted access.
- (3) Safety training requirements are mandated for unescorted access to any SF Restricted/ULA Controlled Areas, excluding certain areas such as the DOC and ASOC office/admin areas. The ULA Procurement Representative will advise if this provision is included as part of the Contract.
- (4) Escort training and testing requirements are mandated by the SF for unescorted access into the following SF Restricted Areas: SLC-3 and VIF; and must be completed annually.

(c) Launch Vehicle on Stand

When the Launch Vehicle is present, additional access limitations may be in place at SF Restricted/ULA Controlled Areas.

4. Base Photography Policies

Photography of the following is prohibited:

1. Personnel displaying or wearing an authorized CCSFS/VSFB badge.
2. Security posts, on duty security personnel, security activities (i.e. response activity or shift change), and staffed entry control points.
3. Into an SF Restricted Area, i.e., Space Launch Complex -3, and the Vertical Integration. Facility (VIF).

VI. CAMP BLANDING SITE SECURITY REQUIREMENTS

CONTRACTOR shall comply with any additional USG or State of Florida requirements for accessing Camp Blanding, which requirements are in addition to other clauses in this Doc 360, as applicable.