



America's Ride to Space

**DOC 359**  
**Contractor Security Requirements for ULA Launch Operations**

*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 (CCAFS), Florida or Vandenberg Air Force Base (VAFB), California and shall be in addition to other clauses, as applicable.*

**1. General**

1.1. The CONTRACTOR and its employees shall comply with all United States (US) Government (USG) and ULA established security controls and procedures. The CONTRACTOR shall be responsible for compliance 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 CONTRACTORS personnel to USG installations, property, facilities and/or ULA owned, leased, or operated properties and subsequent termination of this Contract for default by the CONTRACTOR.

1.2. CONTRACTOR Security Point of Contact (CSPOC)

1.2.1. The CONTRACTOR shall designate a CSPOC in writing to the Procurement Representative. The CSPOC will be the CONTRACTORS point of contact to the Procurement Representative for all security matters (i.e. badges, 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 CSPOC shall include:

- Name
- Title
- Email address
- Telephone Number

1.2.3. 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 of these requirements at all times while conducting business on any ULA owned, leased, or operated properties.

**2. Installation Access and Procedures**

2.1. Every CONTRACTOR employee must carry valid government issued photo identification while on CCAFS or VAFB, (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.

2.2. **CCAFS Access Badge**

2.2.1. A temporary visitor badge will be requested for visitors not in possession of a Defense Biometric Identification System (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 CCAFS for 60 or more days 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.

2.2.2. Visitors are required to contact the Procurement Representative to initiate their badging needs. The CSPOC will submit the applicable 45<sup>th</sup> Security Forces Squadron (45 SFS) badging request form for all badging requests to the Procurement Representative at least 3-duty days prior to the intended start date. The Procurement Representative will make arrangements with ULA Security, at least 3-duty days prior to the intended start date, 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 or delays in access to CCAFS.

2.2.3. The Air Force (AF) Visitor Control Center (VCC) is located at South Gate, Gate 1. The AF VCC hours of operation can vary. The CSPOC shall contact ULA Security to determine the current hours of operation.

2.2.4. The following visitor information must be provided by the CSPOC on the 45 SFS Badge Request Form which will be obtained from the 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
- Gender/Height / Weight/Eye Color/Hair Color

2.2.5. The visitor must be prepared to present one of the following forms of identification when being processed for a temporary CCAFS visitor badge:

- State issued drivers 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

2.2.6. When the visitor is exiting CCAFS, and not expected to further access the facilities, the visitor shall deposit any unexpired machine pass or DBIDS in the drop box located in the parking lot directly across the highway from the CCAFS VCC.

2.2.7. CCAFS AF-issued badges will not be displayed.

2.2.8. Swapping of badges is strictly forbidden and violates AF security policies.

2.2.9. Lost badges must be reported immediately to ULA Security at CCAFS. A new access request must be submitted to the AF VCC before a replacement badge will be issued.

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

### **2.3. CCAFS Inoperative Vehicle**

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

2.3.2. Provide the vehicle owner's name, company, address, work telephone number, description of the vehicle, location, and nature of the problem.

2.3.3. Provide the name of the wrecker company and the name of the vehicle operator who will remove the vehicle.  
Note: The AF reserves the right to call a wrecker service already vetted for access to CCAFS.

### **2.4 CCAFS Special Requirements**

2.4.1 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.

2.4.2 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.

2.4.3 Only hands-free cell phone use is permitted on CCAFS, violations will result in CCAFS/Kennedy Space Center (KSC) driving privilege suspension and possible a monetary fine.

2.4.4 Radar detectors are prohibited

2.4.5 Report motor vehicle accidents or incidents immediately to the CCAFS BDOC (321-853-2121).

### **2.5 VAFB Access Badge**

2.5.1 The CONTRACTOR shall submit the following information to the 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

- Driver's license information (or other government issued PHOTO ID information i.e. US passport)
  - Arrival and departure date (not to exceed 1 year)
  - Citizenship
- 2.5.2 The Procurement Representative will submit the information to ULA Security who will in turn submit to the AF VCC to be processed. The AF VCC is located off of Highway 1 just outside the Main Gate. The AF VCC hours of operation can vary. The CSPOC shall contact ULA Security to determine the current hours of operation as/when needed.
- 2.5.3 All base access badges must be returned to ULA Security when the badge expires or when the need for access no longer exists.
- 2.5.4 Lost badges must be reported to ULA Security promptly. A new access request must be submitted to the AF VCC before a replacement badge will be issued.
- 2.5.5 The CONTRACTOR is required to:
- Report lost badges immediately to their CSPOC or the Procurement Representative
  - At Contract closeout, assure all badges are returned to ULA Security
- 2.5.6 The provided badges must be worn by CONTRACTOR personnel in assigned work areas at all times.

## **2.6 VAFB Special Requirements**

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

## **2.7 Property Protection**

- 2.7.1 It is essential that CONTRACTORS secure their vehicles and equipment to prevent theft and pilferage.
- 2.7.2 Removal of government or ULA property from CCAFS and VAFB requires written approval from the Procurement Representative.
- 2.7.3 Entry to CCAFS and VAFB serves as consent to search your personal or company vehicle while on the installations. Failure to comply with vehicle searches could result in being barred from the installation.
- 2.7.4 Theft of personal, company, or government property on CCAFS and VAFB can be a federal offense. Please inform personnel that in addition to any penalties and prosecution imposed by federal authorities, barment from the installation could also result from this behavior.

## **2.8 Other Prohibitions**

The following are prohibited on CCAFS and VAFB while performing duties related to the scope of this Contract. These items may be impounded or confiscated if detected during a vehicle or personal search, and may result in criminal prosecution:

- Alcoholic beverages of any kind (CCAFS Only)
- Illegal drugs
- Fireworks of any kind
- Explosives of any kind without written authorization and prior coordination with security officials
- Dangerous weapons of any kind, including large knives
- Firearms of any make or caliber, ammunition and air gun
- Gambling

## **3. Badging Requirements**

### **3.1. ULA Badges**

- 3.1.1. CONTRACTOR employees must register through the respective ULA Security office to obtain either a ULA Non-Employee Badge or a ULA Visitors Badge (escort or no escort required)
- 3.1.2. Unescorted access to ULA facilities is limited to US citizens/persons, lawful permanent residents, commonly referred to as green card holders, and intending citizens lawfully admitted into the US. Any CONTRACTOR requiring unescorted access to ULA sites with either a ULA Non-Employee Badge or a ULA Visitor Badge (no escort required) shall produce acceptable documentation to validate their US citizen/person status (i.e., original or certified copy of birth certificate, current US Passport, Common Access Card (CAC), Immigration and Naturalization Service (INS) I-151 (green) card, etc.), and complete the applicable CCAFS or VAFB Non-Employee Badge Request form.
- 3.1.3. CONTRACTORS are NOT authorized to process/submit request forms for the ULA Non-Employee Badge or the Temporary Visitor Badge. The CONTRACTOR must coordinate with the Procurement Representative for

all CONTRACTOR visitor pre-registration and access to ULA facilities required in support of CONTRACTOR operations.

- 3.1.4. Badges must be worn on the outer most garment, above the waist, and in plain view at all times while on ULA owned, leased, or operated property.
- 3.1.5. 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.

### **3.2. ULA Non-Employee Badge**

- 3.2.1. CONTRACTOR personnel having a continuing need to access ULA owned, leased, or operated properties while in the performance of this Contract may be issued a ULA Non-Employee Badge.
  - 3.2.2. The ULA Non-Employee Badge is limited to this Contract period of performance (POP) and must be renewed upon the expiration date indicated on the badge. Badges may be issued for a period of up to 3 years but will not exceed the POP.
  - 3.2.3. Badge renewal, if authorized by Procurement Representative, will be accomplished by ULA Security. Badge renewals need to follow the same process as in paragraph 3.1.3. above.
  - 3.2.4. Expired badges will be confiscated by Security personnel when observed being worn by CONTRACTOR personnel.
  - 3.2.5. Badges that are lost or unaccounted for will require the CSPOC to make a written and timely notification of the loss to ULA Security.
- 3.3. ULA Visitor Badge: 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. The ULA Visitor Badge may be on an escorted or unescorted basis. For an unescorted ULA Visitor Badge, the CONTRACTOR employee must comply with the requirements in paragraph 3.1.2. above.

## **4. Control of Camera and Recording Enabled Devices**

- 4.1. Non-ULA employees, who have been issued a non-ULA employee photo badge, are authorized to capture images, video, and/or audio for business purposes. Non-ULA employees who do not possess a non-ULA employee photo badge, who have a business requirement to capture images, video, and/or audio must be escorted by a badged ULA individual (employee or non-ULA employee).
  - 4.1.1. CONTRACTOR shall not release of any images, video, and/or audio to any public, media, social networking sites, etc. without first obtaining approval from ULA.
  - 4.1.2. Photography of the following is prohibited:
    - 4.1.2.1. Personnel displaying an authorized CCAFS/VAFB badge.
    - 4.1.2.2. Security posts, on duty security personnel, security activities (i.e. response activity or shift change), and staffed entry control points.
    - 4.1.2.3. Into an AF Restricted Area, i.e., Space Launch Complex -3, -6, -37, and the Vertical Integration Facility (VIF).
- 4.2. Contact ULA Security for further details on the ULA and installation photography policies.

## **5. AF Restricted/ULA Controlled Areas – General Escort Requirements**

- 5.1. 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 CONTRACTORs employees will be permitted access to cafeteria and restroom facilities within their assigned work location.

### **5.2. Escort Requirements**

- 5.2.1. Escorts are required in 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.
- 5.2.2. ULA may provide escorts whenever a work effort requires access to AF Restricted/ULA Controlled 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.

- 5.2.3. Personnel under escort must display the "Escort Required" Visitor Badge above the waist and on the outer garment at all times.
- 5.2.4. Failure to satisfy escort requirements could result in immediate removal from the AF Restricted/ULA Controlled Areas by ULA Security or an AF armed security officer, completion of an incident report, and access to the area denied for the employee(s).
- 5.2.5. The CONTRACTOR will be notified in advance when work will be performed in an area requiring escorting or special access requirements.
- 5.2.6. Entry to AF 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, 6, 37, and 41 requires special badging for entry and escorts for personnel working in these facilities.
- 5.2.7. Contact the Procurement Representative to arrange for badging and/or escorts.

### 5.3. Unescorted Requirements

- 5.3.1. CONTRACTORs requiring unescorted access to AF Restricted/ULA Controlled Areas, will require, at a minimum, a favorable National Agency Check with Inquiries (NAC-I).
  - 5.3.1.1. ULA may process the NAC-I requests for CONTRACTORs on an as-needed basis. This process must be coordinated through the Procurement Representative.
  - 5.3.1.2. Requests for NAC-Is may be denied by site ULA Security depending on the duration of this Contract, (3 months or less). A NAC-I can take several months to complete and short duration contracts are often completed before a determination on the investigation has been made.
  - 5.3.1.3. CONTRACTORs who do not already possess a NAC-I will complete the required paperwork (OF 306 and Investigation Request form) and provided to ULA Security within 3 business days. CONTRACTOR is required to complete the electronic questionnaire within 5 business days and notify ULA Security of completion. If the CONTRACTOR fails or refuses to complete the NAC-I process, ULA Security will cancel the NAC-I and it will not be reinitiated.
- 5.3.2. NAC-I, or other equivalent favorable eligibilities held by CONTRACTORs, obtained through other government CONTRACTORs or agencies will be accepted by ULA. If ULA Security is not able to verify a NAC-I or equivalent favorable investigation, the CSPOC must submit a Visit Authorization Letter stating the eligibility for each employee in order to obtain unescorted access.
- 5.3.3. Safety training requirements are mandated for unescorted access to any AF Restricted/ULA Controlled Areas, excluding certain areas such as the DOC and ASOC office/admin areas. The Procurement Representative will advise if this provision is included as part of the Contract.
- 5.3.4. Escort training and testing requirements are mandated by the AF for unescorted access into the following AF Restricted Areas: SLC-3, -6, and -37, and VIF; and must be completed annually.

### 5.4. Launch Vehicle on Stand

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

## 6. US Citizens/Persons

- 6.1. Government regulations prohibit non-US citizens/persons from conducting business/working in a ULA or government facility or having access to certain technology without special permission from the government. A "US person" is defined in the International Traffic and Arms Regulations (ITAR), 22 C.F.R. § 120.15, as follows: Persons who are US 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.
- 6.2. Visits by non-US citizens/persons required by the CONTRACTOR should be limited to essential work that cannot be performed by US citizen/person as determined by the CONTRACTOR. If the CONTRACTOR must have a non-US citizen/person enter the USG installation, property, facilities, or ULA facilities, advance notice must be provided to the Procurement Representative at least 45 days prior to the scheduled need for access. .
  - 6.1.1. Due to strict adherence of the ITAR requirements, concerning the lawful export of technical data, facility access by non-US citizens/persons including but not limited to those personnel working under a Visa or employment authorization document, is prohibited.

6.1.2. It is the responsibility of 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 (E-Verify; <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>) for its employees regarding employment eligibility issues before allowing of their personnel on ULA owned, leased, or operated properties.

## **7. Contract Completion**

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

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

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

7.2. A portion of final payment to the CONTRACTOR under this Contract may be withheld and offset in the amount of indebtedness created or owed to ULA as a result of the CONTRACTORs willful or negligent failure to comply with ULA Security requirements or pending reconciliation of the aforementioned badge records.

## **8. Subcontract Flowdown**

CONTRACTOR shall insert in all sub-tier contracts, where access to US government installations or facilities or ULA owned, leased or, operated properties is necessary for Contract performance, provisions which shall conform substantially to the provisions set forth herein.