

Section J - List of Documents, Exhibits and Other Attachments**J.1 LIST OF ATTACHMENTS**

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05220 - Motor Vehicle Mechanic Helper	14.82
05250 - Motor Vehicle Upholstery Worker	16.81
05280 - Motor Vehicle Wrecker	17.82
05310 - Painter, Automotive	18.82
05340 - Radiator Repair Specialist	17.82
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	19.80
07000 - Food Preparation And Service Occupations	
07010 - Baker	17.23
07041 - Cook I	13.97
07042 - Cook II	15.66
07070 - Dishwasher	9.89
07130 - Food Service Worker	10.88
07210 - Meat Cutter	17.51
07260 - Waiter/Waitress	12.54
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.54
09040 - Furniture Handler	13.45
09080 - Furniture Refinisher	20.54
09090 - Furniture Refinisher Helper	16.17
09110 - Furniture Repairer, Minor	18.34
09130 - Upholsterer	20.54
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.95
11060 - Elevator Operator	11.95
11090 - Gardener	16.89
11122 - Housekeeping Aide	13.41
11150 - Janitor	16.03
11210 - Laborer, Grounds Maintenance	12.77
11240 - Maid or Houseman	9.88
11260 - Pruner	11.97
11270 - Tractor Operator	15.28
11330 - Trail Maintenance Worker	12.77
11360 - Window Cleaner	18.02
12000 - Health Occupations	
12010 - Ambulance Driver	16.83
12011 - Breath Alcohol Technician	17.22
12012 - Certified Occupational Therapist Assistant	23.78
12015 - Certified Physical Therapist Assistant	24.27
12020 - Dental Assistant	16.96
12025 - Dental Hygienist	43.92
12030 - EKG Technician	26.27
12035 - Electroneurodiagnostic Technologist	26.27
12040 - Emergency Medical Technician	16.83
12071 - Licensed Practical Nurse I	15.49
12072 - Licensed Practical Nurse II	17.33
12073 - Licensed Practical Nurse III	19.33
12100 - Medical Assistant	14.85
12130 - Medical Laboratory Technician	16.01
12160 - Medical Record Clerk	13.99
12190 - Medical Record Technician	15.65
12195 - Medical Transcriptionist	17.58
12210 - Nuclear Medicine Technologist	36.58
12221 - Nursing Assistant I	10.06
12222 - Nursing Assistant II	11.31
12223 - Nursing Assistant III	12.34
12224 - Nursing Assistant IV	13.85
12235 - Optical Dispenser	17.33
12236 - Optical Technician	16.27
12250 - Pharmacy Technician	15.67
12280 - Phlebotomist	13.85
12305 - Radiologic Technologist	26.57
12311 - Registered Nurse I	29.51
12312 - Registered Nurse II	36.10
12313 - Registered Nurse II, Specialist	36.10
12314 - Registered Nurse III	43.68
12315 - Registered Nurse III, Anesthetist	43.68

21030 - Material Coordinator	26.54
21040 - Material Expediter	26.54
21050 - Material Handling Laborer	13.19
21071 - Order Filler	13.22
21080 - Production Line Worker (Food Processing)	14.88
21110 - Shipping Packer	13.22
21130 - Shipping/Receiving Clerk	13.22
21140 - Store Worker I	11.35
21150 - Stock Clerk	16.17
21210 - Tools And Parts Attendant	14.88
21410 - Warehouse Specialist	14.88
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.78
23021 - Aircraft Mechanic I	24.50
23022 - Aircraft Mechanic II	25.78
23023 - Aircraft Mechanic III	27.31
23040 - Aircraft Mechanic Helper	17.80
23050 - Aircraft, Painter	22.96
23060 - Aircraft Servicer	20.21
23080 - Aircraft Worker	21.45
23110 - Appliance Mechanic	22.36
23120 - Bicycle Repairer	14.44
23125 - Cable Splicer	34.15
23130 - Carpenter, Maintenance	22.89
23140 - Carpet Layer	20.37
23160 - Electrician, Maintenance	30.09
23181 - Electronics Technician Maintenance I	26.22
23182 - Electronics Technician Maintenance II	28.08
23183 - Electronics Technician Maintenance III	29.95
23260 - Fabric Worker	20.20
23290 - Fire Alarm System Mechanic	24.83
23310 - Fire Extinguisher Repairer	18.63
23311 - Fuel Distribution System Mechanic	25.43
23312 - Fuel Distribution System Operator	19.09
23370 - General Maintenance Worker	19.13
23380 - Ground Support Equipment Mechanic	24.50
23381 - Ground Support Equipment Servicer	20.21
23382 - Ground Support Equipment Worker	21.45
23391 - Gunsmith I	18.63
23392 - Gunsmith II	21.74
23393 - Gunsmith III	24.83
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.57
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.70
23430 - Heavy Equipment Mechanic	25.42
23440 - Heavy Equipment Operator	23.61
23460 - Instrument Mechanic	26.61
23465 - Laboratory/Shelter Mechanic	23.29
23470 - Laborer	12.28
23510 - Locksmith	20.45
23530 - Machinery Maintenance Mechanic	25.56
23550 - Machinist, Maintenance	22.78
23580 - Maintenance Trades Helper	16.87
23591 - Metrology Technician I	26.61
23592 - Metrology Technician II	28.00
23593 - Metrology Technician III	29.66
23640 - Millwright	30.04
23710 - Office Appliance Repairer	22.32
23760 - Painter, Maintenance	19.88
23790 - Pipefitter, Maintenance	29.30
23810 - Plumber, Maintenance	27.84
23820 - Pneudraulic Systems Mechanic	24.83
23850 - Rigger	24.83
23870 - Scale Mechanic	21.74
23890 - Sheet-Metal Worker, Maintenance	25.26
23910 - Small Engine Mechanic	19.59

30086 - Engineering Technician VI	38.46
30090 - Environmental Technician	22.34
30210 - Laboratory Technician	23.90
30240 - Mathematical Technician	22.36
30361 - Paralegal/Legal Assistant I	17.77
30362 - Paralegal/Legal Assistant II	22.02
30363 - Paralegal/Legal Assistant III	26.94
30364 - Paralegal/Legal Assistant IV	32.59
30390 - Photo-Optics Technician	22.36
30461 - Technical Writer I	22.20
30462 - Technical Writer II	27.15
30463 - Technical Writer III	32.85
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or	(see 2) 20.55
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 20.75
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.43
31030 - Bus Driver	16.99
31043 - Driver Courier	12.52
31260 - Parking and Lot Attendant	10.69
31290 - Shuttle Bus Driver	13.65
31310 - Taxi Driver	11.88
31361 - Truckdriver, Light	13.65
31362 - Truckdriver, Medium	14.80
31363 - Truckdriver, Heavy	21.02
31364 - Truckdriver, Tractor-Trailer	21.02
99000 - Miscellaneous Occupations	
99030 - Cashier	10.64
99050 - Desk Clerk	9.81
99095 - Embalmer	24.57
99251 - Laboratory Animal Caretaker I	12.19
99252 - Laboratory Animal Caretaker II	13.28
99310 - Mortician	24.57
99410 - Pest Controller	21.01
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	16.23
99711 - Recycling Specialist	19.82
99730 - Refuse Collector	14.49
99810 - Sales Clerk	12.30
99820 - School Crossing Guard	14.43
99830 - Survey Party Chief	23.63
99831 - Surveying Aide	14.85
99832 - Surveying Technician	20.32
99840 - Vending Machine Attendant	16.41
99841 - Vending Machine Repairer	20.45
99842 - Vending Machine Repairer Helper	16.41

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.81 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 10 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present

contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do

not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that

Attachment 2

CLS Schedule, Delivery and Pick-up Points

Company/Organization	Day of Week	Delivery Points	Pick-up Points	Regulated	Non-reg	Face Piece
FH "B" Plant	Monday	225-B	225-B	X	X	X
200 Area LET facility		2025-E	2025-E	X	X	X
FH Rigging loft		6290	6920		X	
Vehicle Maintenance		2711-E	2711-E		X	
CHG Vent and Balance		2101-M	2101-M		X	
FH Electrical Utilities		2101-M	2101-M		X	
FH carpenters/refrigeration		274-E	274-E		X	
Hanford Patrol		MO-386	MO-386		X	
Hanford Patrol		2721-E	2721-E		X	
FH Fire Systems Maint.		2721-EA	2721-EA		X	
East Tank Farms				241-AW*	X	
East Tank Farms				204-AR*	X	
East Tank Farms				AP Farm*	X	
East Tank Farms				AY-1	X	
East Tank Farms				AY-2	X	
East Tank Farms				AN-Farm*	X	
East Tank Farms				241-A Lift*	X	
East Tank Farms			701-A*	X		
East Tank Farms			C-Farm	X		
East Tank Farms			B-Farm	X		
East Tank Farms			BX-Farm	X		
East Tank Farms			BY-Farm	X		
East Tank Farms			Dean Dome*	X		
	Tuesday					
FH Fabrication services		2707-W	2707-W		X	
FH PFP		234-5 PFP	234-5 PFP	X	X	X
FH "T" Plant		221-T	221-T	X	X	
FH "T" Plant		271-T	271-T			X
Fluor Hanford		WRAP-1	WRAP-1	X	X	X
West Tank Farms		272-WA	272-WA		X	X
West Tank Farms		242-S		X		
West Tank Farms			S farm	X		
West Tank Farms			SX farm	X		
West Tank Farms			SY farm	X		
West Tank Farms			U farm	X		
West Tank Farms			TX farm*	X		
FH		222-S	222-S	X	X	X
East Tank Farms		2715-AW	2715-AW	X	X	X
East Tank Farms		272-AW	272-AW			X
FH		M0-406 TWC*	M0-406 TWC*	X	X	X
Hanford Fire Dept.		609-A	609-A			X
Hanford Fire Dept.		MO-011	MO-011		X	
Mask Fit at Hammer		Al Alm 25-D	Al Alm 25-D			X
FH		233-S*	233-S *	X		
FH			271-U *	X	X	
FH		M0-412 Rugs*	M0-412 Rugs*		X	
Company/Organization	Day of Week	Delivery Points	Pick-up Points	Regulated	Non-reg	Face Piece

Attachment 2

CLS Schedule, Delivery and Pick-up Points

Hanford Fire Department	Thursday	609	609		X	
East Tank Farms		2715-AW	2715-AW	X		X
K Basins		105-KW	105-KW	X	X	
K Basins		105-KE	105-KE	X	X	X
K Basins		CVD bldg	CVD bldg	X	X	
Mask Fit at Hammer		Al Alm 25-D	Al Alm 25-D			X
ERC		1723-N	1723-N	X	X	X
ERC			105-B	X		
ERC			100-N	X		
ERC			105-D	X		
ERC			105-F	X		
ERC			105-H	X		
ERC		1120-N rugs *	1120-N rugs*		X	
FH Ground Water		N-Springs	N-Springs	X	X	X
East Tank Farms			241-AW*	X		
East Tank Farms			204-AR*	X		
East Tank Farms			AP Farm*	X		
East Tank Farms			AY-1	X		
East Tank Farms			AY-2	X		
East Tank Farms			AN-Farm*	X		
East Tank Farms			241-A Lift*	X		
East Tank Farms			701-A*	X		
East Tank Farms			C-Farm	X		
East Tank Farms			B-Farm	X		
East Tank Farms			BX-Farm	X		
East Tank Farms			BY-Farm	X		
East Tank Farms			Dean Dome*	X		
Items marked with * are on an as needed basis only. Not serviced each week.						

* Note-as needed

**ATTACHMENT 3
SAMPLE SHIPPING FORM**

Radioactive Protective Clothing

Date Ordered:			Delivery Date:		
Phone Number:			Ordered By:		
Type Item:	Item code	Number in bag	Number of bags	Quantity Filled Number of Items	Notes
Surgical Caps	R-100	500 ea.			
Hoods	R-101	100 ea.			
Canvas Gloves (Wrex)	R-102	340 ea.			
Rubber Gloves	R-103	200 ea.			
Canvas Shoecovers	R-104	150 ea.			
Canvas Boots	R-105	120 ea.			
Rubber Knee Boots	R-106	30 ea.			
Rubber Shoes X Large	R-107	70 ea.			
Large	R-108	70 ea.			
Small	R-109	70 ea.			
Coveralls 4X Large	R-110	15 ea.			
3X Large	R-111	15 ea.			
2X Large	R-112	15 ea.			
X Large	R-113	15 ea.			
Large	R-114	15 ea.			
Medium	R-115	15 ea.			
Small	R-116	15 ea.			
Laboratory Coats 2 X Large	R-117	24 ea.			
X Large	R-118	24 ea.			
Large	R-119	24 ea.			
Medium	R-120	24 ea.			
Small	R-121	24 ea.			
Flame Resistant / Frham Tex					
Coveralls 4X Large	R-122	15 ea.			
3X Large	R-123	15 ea.			
2X Large	R-124	15 ea.			
X Large	R-125	15 ea.			
Large	R-126	15 ea.			
Medium	R-127	15 ea.			
Small	R-128	15 ea.			
Hoods	R-129	75 ea.			
Canvas Boots	R-130	100 ea.			
Laundry Bags	R-131	20 ea.			

Number of bags Delivered:

Delivered To:

**ATTACHMENT 3
SAMPLE SHIPPING FORM**

Misc.	R-132			
Misc.	R-133			

**ATTACHMENT 3
SAMPLE SHIPPING FORM**

Non-regulated Clothing

Date Ordered:			Delivery Date:		
Phone Number:			Ordered By:		
Type Item:	Item code	Number in bag	Number of bags	Quantity Filled Number of Items	Notes
Coverall Long Sleeve 4X Large	N-200	15 ea.			
3X Large	N-201	15 ea.			
2X Large	N-202	15 ea.			
X Large	N-203	15 ea.			
Large	N-204	15 ea.			
Medium	N-205	15 ea.			
Small	N-206	15 ea.			
Coverall Short Sleeve 4X Large	N-207	15 ea.			
3X Large	N-208	15 ea.			
2X Large	N-209	15 ea.			
X Large	N-210	15 ea.			
Large	N-211	15 ea.			
Medium	N-212	15 ea.			
Small	N-213	15 ea.			
Laboratory Coats X Large	N-214	24 ea.			
Large	N-215	24 ea.			
Medium	N-216	24 ea.			
Small	N-217	24 ea.			
Flame Resistant Coveralls					
4X Large	N-218	15 ea.			
3X Large	N-219	15 ea.			
2X Large	N-220	15 ea.			
X Large	N-221	15 ea.			
Large	N-222	15 ea.			
Medium	N-223	15 ea.			
Small	N-224	15 ea.			
Hoods	N-225	100 ea.			
Canvas Gloves	N-226	340 ea.			
Rubber Shoes	N-227	70 ea.			
Towels	N-228	40 ea.			
Towel Rags	N-229	40 ea.			
Laundry Bags	N-230	20 ea.			

Number of bags Delivered:

Delivered To:

**ATTACHMENT 3
SAMPLE SHIPPING FORM**

Misc.	N-231			
Misc.	N-232			

**ATTACHMENT 3
SAMPLE SHIPPING FORM**

Respirator Face Pieces

Date Ordered:			Delivery Date:			
Phone Number:			Ordered By:			
Type Item:	Item code	Number in bag	Number of bags	Quantity Filled Number of Items	Notes	
MSA Ultra Twin APR"S						
Large	M-300	12				
Medium	M-301	12				
Small	M-302	12				
MSA Ultra-Vue PAPR						
Large	M-303	12				
Medium	M-304	12				
Small	M-305	12				
MSA 1/2 face Masks						
Large	M-306	16				
Medium	M-307	16				
Small	M-308	16				
Scott AV-2000 SCBA						
X Large	M-309	8				
Large	M-310	8				
Small	M-311	8				
Scott AV-2000 with Filter "T"						
X Large	M-312	8				
Large	M-313	8				
Small	M-314	8				
Scott-O-Vista Scba						
X Large	M-315	8				
Large	M-316	8				
Small	M-317	8				
Scott-O-Vista with Filter "T"						
X Large	M-318	8				
Large	M-319	8				
Small	M-320	8				
Other						
	M-321					
	M-322					
	M-323					
	M-324					

Number of bags Delivered:

Delivered To:

**ATTACHMENT 3
SAMPLE SHIPPING FORM**

	M-325			
	M-326			

U.S. DEPARTMENT OF ENERGY
Richland Operations Office

ELECTRONIC FUNDS TRANSFER FORM (EFTF)

31 U.S.C. 3332 requires the Department of Energy to make payments by electronic funds transfer. The information requested herein concerning your organization's financial institution will be used to make payments by use of electronic funds transfer:

1. Business Name:
2. Address:
3. Contact Person for Billings and Payments:
4. Telephone Number:
5. Name of Financial Institution:
6. Address of Financial Institution:
7. Financial Institution's 9-digit American Banker's Association (ABA) Identifying Number for Routing Transfer of Funds:
8. Account Number at your Financial Institution to be Credited with Payments:
9. Organization's Tax Identification Number (TIN):
10. Organization's Data Universal Numbering System (DUNS) number:
(This is a 9-character number identifying the business establishment or individual receiving the award. A number can be obtained by calling Dun & Bradstreet, Inc. at 1-800-234-3867.)
11. Name and Title of Contractor's Authorizing Official: _____
12. Signature of Authorizing Official: _____

Remittance advice should be: (please check one)

- mailed to contact person identified OR
- transmitted via e-mail to contact person identified
Email address:

Non-Possessing Security Plan

This plan summarizes the safeguards and security responsibilities of:

with its principal office and place of business at:

doing business covered by this plan at the following location:

The provisions of our contract with the Department of Energy (DOE) and/or with a DOE contractor do not authorize our company to receive, store, transmit, or originate classified information within our facility(ies). However, performance of work under this contract will require at least some of our personnel to hold DOE access authorizations for access to classified information and/or special nuclear material (SNM) at other approved DOE facilities. We understand that our company is responsible for ensuring that all personnel involved in this contract — including company managers, employees, and direct consultants, as well as any lower-tier subcontractors whose employees require DOE access authorizations — comply with all applicable DOE security requirements, including the following:

Security Training

DOE O 470.4B, CRD –
Attachments 3 and 5

- Arrange for the Facility Security Officer (FSO) to complete training, as necessary, to implement the requirements of this plan, as well as other provisions in the underlying DOE directives.
- Identify other company and subcontractor personnel who assist the FSO in implementing this plan, and arrange training as necessary to ensure compliance with DOE requirements
- Ensure that individuals are trained to investigate and report Incidents of Security Concern.
- Ensure that all company and subcontractor personnel — regardless of clearance status — receive initial security briefings prior to being allowed unescorted access to any DOE security area(s) under the company's control.
- Ensure that all cleared company and subcontractor personnel receive comprehensive security briefings and execute SF-312, *Classified Information Nondisclosure Agreement*, before receiving access to classified information.
- Ensure that all cleared company and subcontractor personnel receive annual security refresher briefings within the time frames prescribed by the DOE or prime contractor's Security Awareness Coordinator.
- Ensure that cleared company and subcontractor personnel receive security termination briefings and complete DOE F 5631.29, *Security Termination Statement*, when their DOE access authorizations are terminated.
- Maintain records of initial, comprehensive, refresher, and termination security briefings in a manner that the dates on which company and subcontractor personnel received these briefings.
- Coordinate with RL Security and Emergency Services Division on applicable training that may be necessary.

Access Authorizations

DOE O 472.2, 4.u. -
Reporting Responsibilities
and Requirements

- Obtain access authorizations as soon as possible for all Key Management Personnel (KMPs) identified in the Foreign Ownership, Control or Influence (FOCI) determination at the same level as the company's facility clearance.
- Obtain other access authorizations only as required to perform work involving access to classified information and/or SNM, and only at the level required by each individual.
- Handle and submit access authorization requests and maintaining personal clearance-related documentation about individuals in accordance with the Privacy Act of 1974.
- Maintain current information about all active access authorizations, including each cleared individual's name, DOE file number, date of clearance notification, and the classified contract(s) for which an access authorization is held.
- Ensure cleared individuals are aware of their responsibility to directly notify DOE of potentially relevant information — e.g., arrests, bankruptcies, garnishments, name changes, marriage/cohabitation, etc.
- Notify DOE within two working days after the company becomes aware of a cleared individual's mental health treatment or any other condition that might cause a significant defect in judgment or reliability.
- Notify DOE through established channels as soon as possible — but no later than two working days— when an individual no longer requires an access authorization (e.g., termination of employment or transfer to unclassified work).

Non-Possessing Security Plan

**Physical Program
Operations Security/
Security Badges**
DOE O 473.3, Chapter XI,
II

- Ensure that any visitor, temporary, and/or other local site-specific (LSSO) badges used by the company comply with DOE requirements, including restrictions relating to foreign nationals.
- Ensure that all individuals who receive a DOE security badge are aware of the requirement to report lost or stolen badges to the issuing Badge Office within 24 hours.
- Ensure employees are trained regarding prohibited and controlled articles.

Information Security
DOE O 471.6 – CRD

- Access to classified matter must be limited to persons who possess appropriate access authorization and who have a need to know.
- The originator of any matter that may be classified must ensure matter is reviewed for classification by a derivative classifier.
- Protection of Classified Matter – caveat – temporarily unattended classified matter process that the Order allows does not apply at RL.

Facility Clearance
DOE O 470.4B,
Attachment 3 - Section 1

- Ensure that any solicitations for lower-tier contracts or other agreements with other companies that require their personnel to obtain access authorizations contain the notice at DEAR 952.204.72, *Facility Clearance*.
- Submit a DOE F 470.1, *Contract Security Classification Specification (CSCS)*, through appropriate channels and obtaining DOE approval before awarding a lower-tier agreement that requires access authorizations to another company.
- Ensure that any lower-tier agreements awarded to other companies that will require access authorizations contain the clauses at DEAR 952.204-2, *Security*, and DEAR 952.204-70, *Classification/Declassification*.
- Submit a CSCS form to DOE through appropriate channels if significant changes occur in a previously registered agreement — e.g., the extension of the contract end date or the termination of work requiring access authorizations.

FOCI
DOE O 470.4B,
Attachment 3, Section 2

- Notify DOE immediately of any actual or anticipated changes in FOCI that might affect the company's current FOCI status — e.g., a change from "No" to "Yes" in an item on SF-328, *Certificate Pertaining to Foreign Interests*.
- Provide annual certifications to DOE if no significant changes have occurred in the company's ownership; its officers, directors, and executive personnel; or the information in the company's last full FOCI certification.

Classification Guidance
CRD O 475.2A, CRD-
Attachment 6,
Classification Education
Program

- Ensure that any company personnel certified as Authorized Derivative Classifiers (ADCs) for work at other facilities receive all required training, including Classified Matter Protection and Control (CMPC) requirements.
- Ensure that any company personnel whose work involves generating matter at other facilities that might be classified receive CMPC training and are aware of the procedures for obtaining ADC reviews.

**Incidents of Security
Concern**
DOE O 470.4B, CRD –
Attachment 5

- Ensure that all company personnel who are authorized access to classified information, sensitive unclassified information and/or SNM at other facilities are aware of the requirements and procedures for reporting security infractions or incidents.
- Establish an incident management program that provides for appropriate disciplinary measures if DOE determines that company personnel have committed security infractions or incidents.

Non-Possessing Security Plan

Personally Identifiable Information (PII)

CRD O 205.1B, DOE Cyber Security Program
DOE O 206.1, DOE Privacy Program

Appendix L, Rules of Behavior, in the Program Cyber Security Plan (PCSP), Rev 1.2 for unclassified systems

Appendix B of the PCSP – for classified systems

Civil Penalties Clause

- Ensure that actions are taken to address data breaches of PII that is collected, processed or maintained on paper records, stored and/or transmitted through DOE computer systems, and sensitive data owned by DOE that is properly stored on non-DOE computer systems.
- Ensure that data breaches that involve the suspected or conformed loss of PII are immediately reported to the DOE
- Ensure employees complete the Annual Privacy Training and sign the completion certificate acknowledging their responsibility for maintaining and protecting Privacy Act information prior to being authorized access to all information systems.
- Ensure that employees receive training for the rules of behavior prior to accessing DOE systems.

A violation of the provisions of the CRD relating to the safeguarding of security of Restricted Data or other classified information may result in a civil penalty pursuant to subsection a. of section 234B of the Atomic Energy Act of 1954 (42 U.S.C. 228b.) The procedures for the assessment of civil penalties are set forth in Title 10, Code of Federal Regulations (CFR), Part 824, Procedural Rules of the Assessment of Civil Penalties for Classified Information Security Violations, (10 CFR Part 824).

Official Use Only (OUO)

DOE O 471.3, Admin Change 1

- Ensure that documents determined to contain OUO information are marked and protected as described in DOE O 471.3, Admin Change 1.
- Ensure that documents determined to no longer warrant protection as OUO have their markings removed.
- Ensure that access to (a) documents marked as containing OUO information or (b) OUO information from such documents is only provided to those persons who need to know the information to perform their jobs or other DOE-authorized activities.

Our company will develop internal procedures as needed to implement all applicable DOE security requirements and inform company and subcontractor personnel of their individual responsibilities for implementing these requirements. In addition, company and subcontractor personnel will comply with applicable security procedures at the sites where work involving classified information and/or SNM is performed.

Our company understands that, at least every five years, designated DOE representatives must inspect our facilities compliance with all applicable DOE safeguards and security requirements. Upon request, company personnel will provide DOE with documentation for these reviews. If DOE notifies our company in writing that its security procedures and/or practices do not comply with DOE security requirements, we will submit an appropriate corrective action plan to DOE within 30 working days and provide at least quarterly progress reports until DOE determines that all deficiencies are corrected.

Non-Possessing Security Plan

CERTIFICATIONS

As the designated Facility Security Officer, I accept lead responsibility for ensuring company compliance with all applicable DOE security requirements, including those highlighted in this plan.

_____ Typed Name _____ Signature
_____ Telephone Number _____ Date

The undersigned management representative certifies that the Facility Security Officer has been given the authority, resources, and other management support needed to ensure company compliance with all applicable DOE security requirements. If a new Facility Officer is appointed, the company also agrees to immediately notify DOE and to execute a new Non-Possessing Plan.

_____ Typed Name _____ Signature
_____ Official Title _____ Date