



Statement of Work

Title: SAS Physical Access Control System Program Manager

Revision Number: 0

Date: September 19, 2016

1.0 INTRODUCTION / BACKGROUND

The Subcontractor is required to provide staff augmentation support as set forth herein: Provide support as the Program Manager for the implementation, operation, maintenance, and administration of the Safeguards and Security (SAS) Physical Access Control System (PACS), including supporting systems and processes. The Program Manager will be the system owner and direct/oversee programmer support staff. The Program Manager will ensure that the systems are functionally aligned to support the missions of the workgroup and those of the U.S. Department of Energy, Richland Operations Office (RL) and other Hanford Site contractors. In addition to supporting the ongoing processes, the individual will develop and implement proposals that leverage technology in support of enhanced work processes and improved efficiencies.

2.0 OBJECTIVE

SAS Security Operations must upgrade from the Personnel Security Clearance Records Plus (PSCR+) software to incorporate many changes for Hanford's federal credentials and associated access control systems per the Homeland Security Presidential Directive (HSPD)-12.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor will:

- Serve as the Physical Access Control System (PACS) system owner;
- Perform the role of Technical Authority for all PACS-related procedures;
- Establish processes and policy to ensure proper handling of controlled use information;
- Coordinate and direct work of the information technology software engineer and programmer/analyst support team;
- Develop plans, requirements documents, procedures, training, and other associated documentation as required in support of the systems and solutions assigned;
- Coordinate assessments and documentation for the PACS and other systems assigned;



- Provide training and oversight of the use of the assigned systems and solutions to Security Operations team, facility administrators, and throughout the Hanford Site as applicable;
- Understand all Security Operations requirements drivers, functions, and operations to correlate those with opportunities to leverage existing or new technologies in support of effective and efficient completion of the workgroup's responsibilities;
- Act as functional expert of all assigned application systems and solutions. Fully understand capabilities beyond those already implemented and support/suggest possible enhancement implementations to improve mission execution;
- Attend DOE, MSA, and other Hanford contractor (OHC) meetings on a variety of identity, credential, and access management issues and challenges; and
- Ensure RL and MSA management are aware of significant issues impacting current and future operations.

4.0 QUALIFICATIONS

Subcontractor shall ensure that personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

Minimum Qualifications:

- BA/BS in Project Management or Business plus eight years' related experience or equivalent combination of education and experience;
- Proficiency in Structured Query Language (SQL) and ad hoc reporting tools;
- An "L" security clearance with the ability to process to "Q" upon assignment or equivalent DoD clearance that can be transferred to DOE; and
- Strong interpersonal skills, leadership, and demonstrated ability to define and implement process improvement opportunities to improve work processes.

Desired Qualifications:

- SQL Server administration and database design;
- Experience interfacing Smart Cards with operating systems;
- Experience related to the Hanford Safeguards and Security requirements and operations;



- Proven leadership skills working with developers to implement software applications; and
- Security program administration, technical writing/editing, and customer service.

5.0 REQUIREMENTS

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA-controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

5.1 Environmental, Safety, & Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford Site commensurate with the risk and complexity of the work.



6.0 PERSONNEL REQUIREMENTS

6.1 Training

- A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer’s Technical Representative (BTR).
- B. The following types of training qualifications are required:
 - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
 - Other site specific training may be required as determined during performance of this scope of work.

6.2 Security and Badging Requirements

- A. For any on-site work, see Special Provisions – On-Site Services for details.
- B. Subcontractor will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.
- C. Subcontractor will be required to hold an “L” security clearance at the time of assignment and ultimately upgrade to a “Q” to access the existing and new badging computer programs and systems.

6.3 Work Location/Potential Access Requirements

Subcontractor will work at 1979 Snyder, Suite 203, though may be required to work at other facilities onsite over the period of performance.

6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with 30 minutes designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

7.0 MEETINGS/SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer’s Technical Representative (BTR).



Subcontractor shall submit reports, procedures, and other documents as required by the BTR during the contract period.

8.0 SCHEDULE REQUIREMENTS

The period of performance will begin October 1, 2016 and all work will be completed and documents will be submitted no later than September 30, 2018. Include an option year for 2019.