



**Center for Security Forces  
Interservice Non-Lethal  
Weapons Instructor  
Course (INIWIC) Instructor  
Contract**

**To be determined**

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## List of Attachments

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| <b>Attachment A</b> | <b>DoD Directive 3000.3 (Policy for Non-Lethal Weapons)</b>  |
| <b>Attachment B</b> | <b>Section 2, Chapter 2, U. S. Navy Uniform Regulations</b>  |
| <b>Attachment C</b> | <b>DoD Directive 1010.9 (DoD Civilian Employee Drug Abuse Testing Program)</b>   |
| <b>Attachment D</b> | <b>BUMEDINST 6120.20B (Competence for Duty Examinations, Evaluations of Sobriety, and Other Bodily Intrusions by Medical Personnel)</b>            |
| <b>Attachment E</b> | <b>CENSECFORINST 1540.1 (Training Policy and Guidance)</b>   |
| <b>Attachment F</b> | <b>NAVEDTRA 135C (Navy Schools Management Manual)</b>  |
| <b>Attachment G</b> | <b>DoD Regulation 5200.2-R (DoD Personnel Security Program)</b>  |
| <b>Attachment H</b> | <b>SECNAV Manual M-5510.30 (Department of the Navy Personnel Security Program)</b>   |
| <b>Attachment I</b> | <b>DoD 5220-22M (National Industry Security Program Operating Manual) (NISPOM)</b>   |
| <b>Attachment J</b> | <b>DoD Instruction 1000.13 (Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals)</b> |
| <b>Attachment K</b> | <b>DoD Manual 1000.13 (Volume 1) (DoD Identification (ID) Cards: ID Card Life Cycle)</b>   |
| <b>Attachment L</b> | <b>DD 254 (Contract Security Classification Specification) (Solicitation)</b>  |

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## **SECTION 1                      BACKGROUND AND GENERAL INFORMATION**

### **Section 1-1                      Scope**

This Performance Work Statement (PWS) establishes the instructional, administrative, and management services required to deliver Interservice Non-Lethal Weapons Instructor Course (INIWIC) training, and function as the Navy representative to the Joint Non-Lethal Education and Training Center (JNET-C) located at Fort Leonard Wood, MO.

### **Section 1-2                      Purpose**

The purpose of this PWS is to establish a Firm Fixed Price (FFP) Contract.

### **Section 1-3                      Background**

In 1996, the Secretary of Defense signed DoD Directive 3000.3 (Policy for Non-Lethal Weapons), which designated the Commandant of the Marine Corps (CMC) as the Executive Agent for non-lethal (NL) development and technology. Training for the tactical employment of NL technology was assigned to the Non-Lethal Individual Weapons Instructor Course (NIWIC), located at the U.S. Marine Corps Military Police School, Fort McClellan, Alabama. On 12 June 1998, the NIWIC officially began training non-lethal instructors primarily for United States Marine Corps; however, other services also received NIWIC instruction. Subsequently, NIWIC was evaluated by the Inter-service Training Review Organization (ITRO), and was designated as the only Department of Defense (DoD) organization authorized to conduct non-lethal instructor training.

### **Section 1-4                      Period of Performance**

The period of performance associated with this PWS shall be for a twelve (12) month base period, and four (4) twelve (12) month option years to be exercised at the option of the Government.

### **Section 1-5                      Place of Performance**

Work shall be accomplished at the Joint Non-Lethal Education and Training Center located at Fort Leonard Wood, MO.

### **Section 1-6                      Contract Management**

The CENSECFOR Antiterrorism/Navy Security Force Operations (AT/NSF) Course Curriculum Model Manager (CCMM)(N71), under the cognizance of the CENSECFOR Director of Training (DOT), is responsible for technical management of this contract effort. The CENSECFOR Contracting Officer's Representative (COR) (listed in Section 1-6 below) will serve as the Procuring Contracting Officer's (PCO) primary point of contact (POC).

## **SECTION 2                    GENERAL REQUIREMENTS**

### **Section 2-1                    General Background**

The contractor shall provide one (1) instructor to provide instructional, administrative, and technical support to meet specific requirements defined in the respective functional area below. The instructional, management, administrative, and technical support shall meet the competency skill requirements of the services procured under this contract.

### **Section 2-2                    Inter-Service Non-Lethal Individual Weapons (INIWIC) Instructor**

Under a Memorandum of Understanding (MOU) between CENSECFOR and the Joint Non-Lethal Education and Training Center (JNET-C), CENSECFOR is required to provide an instructor to augment the training staff at JNET-C. In addition to training duties, this individual also functions as the Navy Representative for the JNET-C staff.

#### **Section 2-2.1                    Duties and Responsibilities for the INIWIC Instructor**

The INIWIC Instructor typically performs the following duties:

- Serves as training instructor for the INIWIC.
- Serves as subject matter expert (SME) for INIWIC.
- Supervises and counsels students attending these courses, as well as, maintain an open dialogue and liaison with the Navy detachment with regards to the students on all course related issues.
- Prepares and presents doctrine on Marine Corps, Army, Air Force, Navy, and Coast Guard programs, tactics, techniques, and procedures as they relate to non-lethal concepts.
- Coordinates with military, federal, state and local law enforcement agencies to ensure doctrine is consistent and updated with that of other law enforcement agencies.
- Advises the Officer in Charge when programs of instruction and lesson plans need to be revised to address training shortfalls.
- Analyzes requirements and develops training plans in concert with resource constraints.
- Provides appropriate recommendations and solutions to problems, which affect training and doctrine.
- Maintains the JNET-C and associated training areas and other duties or areas as deemed to related training and instruction to include cleanliness and sanitation.
- Provides dynamic, current, and doctrinally sound instruction in a realistic and safe manner during every class.
- Reviews and evaluates course doctrine and training materials on tactics and concepts for non-lethal training every six months.
- Conducts risk assessments every quarter as training evolves and ensures that all safety measures are followed.
- Periodically performs duties as Range Safety Officer when instruction requires the use of live range.



- Requires the operation of military and commercial motor vehicles
- May be required to transport ammunition and/or explosives from Ammunition Supply Point (ASP) to training site.
- Develops training support packages and present material in support of any JNET-C “Concept” or PILOT Course.
- Maintains a database to be submitted quarterly via email to the CENSECFOR N7 on all Navy students that graduate the INIWIC. All information disseminated from this database shall be in accordance with the Privacy Act.

## Section 2-2.2 Personnel Qualifications for INIWIC Instructor

The following qualifications apply to the INIWIC Instructor position:

- Demonstrated ability as an instructor. Successful experience in the cited discipline is the most important factor.
- Be a graduate of INIWIC (or willingness to attend, and graduate, within 15 days of contract award).  
**Note:** If Contractor Personnel are not a graduate of INIWIC, the following certifications, training, and abilities are required:
  - ♦ Riot Control Agent Master Instructor
  - ♦ Tactical Shotgun Master Instructor
  - ♦ Completed Mobile Field Force Training
  - ♦ Possess a minimum of two forms of communication skills such as MOAB, REID, Verbal Judo, Etc.
  - ♦ Be intimately familiar with techniques associated with evaluating crowds and individual behaviors.
  - ♦ Hold Master Instructor Certification in a minimum of three disciplines of Defensive Tactics.
  - ♦ Hold Master Instructor Certification in a minimum of two disciplines of Impact Weapons (Baton).
  - ♦ Be intimately familiar with the M203
  - ♦ Able to demonstrate immediate, remedial action drills, perform functions check, recite, describe and illustrate nomenclature upon command, with no errors.
- Minimum of three (3) years’ work experience involving planning, scheduling, and organizing training activities and be computer literate.
- Minimum of three (3) years’ work experience involving planning, scheduling, and organizing training activities and be computer literate.
- Minimum of five (5) years supervisory experience is desired.
- Must have successfully graduated the Army Instructor Training Course (ITC) or other services equivalent.
- Must be a graduate of the Small Arms Weapons Instructor Course, or an acceptably equivalent civilian “Armorer” Course.
- Must possess a valid Fort Leonard Wood Range Safety Officer Card, or be willing and able to obtain one within 14 days of contract award.
- Must possess a Fort Leonard Wood approved Hazardous Materials Drivers Certification, or be willing and able to obtain one within thirty days of contract award.
- Must possess a Fort Leonard Wood approved Hazardous Materials Drivers Certification, or be willing and able to obtain one within thirty days of contract award.

- Must possess a valid state driver's license to operate vehicles up to and including one-ton truck.
- Must possess a valid commercial driver's license with HAZMAT endorsements or be willing and able to obtain one within 45 days of contract award.
- Possess the capability to perform the following physical requirements:
  - ♦ Daily moderate lifting (15-44 pounds) and carrying of training materials, supplies and equipment within a 250-meter area.
  - ♦ Dexterity, mobility and agility to successfully manipulate training aids, weapons systems or students during specific periods of instruction
  - ♦ Approximately 45 hours of walking over a two-week training evolution. Walking may be up to, or in excess of 250 meters with short intervals of standing incorporated on rough or uneven terrain that may be covered in water, mud, snow, slush or ice.
  - ♦ Approximately 45 hours of standing over a two-week training evolution with approximately 50 minutes of continuous standing, coupled with walking, with a five to ten minute rest in between intervals.
  - ♦ Approximately 4 hours of kneeling over a two-week training evolution.
  - ♦ Approximately 45 hours of repeated bending over a two-week training evolution. Periods of instruction may incorporate repeated bending, standing and walking with approximately 50 minutes of activity and five to ten minutes of rest between intervals.
  - ♦ Use of both legs simultaneously.
- Ability for rapid mental and muscular coordination simultaneously during several phases of instruction. Position requires that the individual demonstrate personal defensive techniques where the contractor rapidly reacts to a student's simulated threat. Position also requires rapid coordination when dealing with live ordnance in live fire static and dynamic settings.
- Ability to maintain control and safety of a static firing line as well as dynamic situational training exercises with live non-lethal munitions and ordnance.
- Ability to accurately judging the distance to a target and successfully engaging the target.
- Ability to distinguish basic and shades of colors when selecting the appropriate munitions, ordnance, inert or live chemical agents that may be color-coded.
- Ability to distinguish between ordnance that has completed its detonation sequence and that which has only partially completed its detonation sequence.
- Requires the contractor to have a Level One (1) exposure certification to a chemical irritant (or provide proof of Level one contamination by an INIWIC graduate). The Contractor will also experience inadvertent Level two and three exposures while conducting training, which may be up to, but not limited to, four hours per evolution.
- Possess, or be able to obtain, a Secret clearance

### **Section 2-2.3 Personnel Requirements for INIWIC Instructor**

The contractor will provide an INIWIC Instructor at the Joint Non-Lethal Education and Training Center (JNET-C), Fort Leonard Wood, MO.

### **Section 2-3 Dress Code and Grooming Standards**

CENSECFOR attracts a significant amount of public attention, and frequently, CENSECFOR sites are visited by VIPs and foreign dignitaries. Additionally, the CENSECFOR personnel

provide technical skill role models to the personnel who attend training. Therefore, it is essential that all contract personnel present themselves in a highly professional manner in appearance and dress (commensurate with the type of duties).

### **Section 2-3.1 Dress Code**

The contractor shall establish and maintain specific guidelines regarding the dress code for their employees. At a minimum, these guidelines should include prohibitions of eccentricities or extremes in dress and hairstyles, apparel in a ragged and frayed condition; tank tops; halter tops; crop tops; sleeveless shirts; mesh and see-thru garments; exposed clothing with obscene or advertising logos or undergarment type shirts worn as exterior clothing. Additionally, these guidelines shall provide for standardization in appearance by their contract personnel.

### **Section 2-3.2 Grooming Standards**

The contractor shall establish and maintain specific guidelines regarding grooming standards for their employees. These standards should be similar to those contained in Section 2, Chapter 2 of the Navy Uniform Regulations (Attachment B), with the exception of the prohibition of facial hair. Beards and mustaches are acceptable, provided they are neatly trimmed.

### **Section 2-4 Drug Free Training Environment**

#### **Section 2-4.1 Urinalysis Screening**

Contract employees must meet the requirements contained in DoD Directive 1010.9 (DoD Civilian Employees Drug Abuse Testing Program) (Attachment C). The contractor is responsible for providing the CENSECFOR COR, designated Technical Assistant (TA) (if applicable), or the respective CENSECFOR Learning Site Director (if applicable) with the general results of a Urinalysis Screening completed within 30 days prior to the employee's reporting for duty. The pre-employment urinalysis screening shall be conducted using an Enzyme Immunoassay (EIA) screening technique or equivalent. This process tests urine samples using an automated chemical analyzer. If the test produces a positive result, the urine sample should be retested. If the second test also produces a positive result, a Gas Chromatography or Mass Spectrometry test will be performed to identify the specific substance. The Government reserves the right upon reason of belief to request a new urinalysis screening on employee(s) to determine "fitness for duty". All urinalysis will be provided by the contractor at no additional cost to the Government. Urinalysis Screening results will be handled in accordance with the provisions provided in section 2-8 of this PWS.

#### **Section 2-4.2 Maintenance of Drug Free Environment**

In order to ensure a safe training environment, the Government requires that contract employees remain drug-free at all times. Therefore, the contractor is responsible for establishing internal procedures as needed to provide this assurance. The results of any urinalysis or blood screenings will be handled in the same methods as discussed in section 2-6.1 above. The contractor is responsible for informing the CENSECFOR COR, designated Technical Assistant (TA) (if applicable), or the respective CENSECFOR Learning Site Director (if applicable) when a contract instructor has been prescribed medications or controlled

substances. This notification shall include the potential consequences of the medication and the anticipated duration of treatment. Over the counter medications which adversely affect the focus of attention, or present any other potential safety hazard must also be reported. If appropriate, the CENSECFOR COR, designated Technical Assistant (TA) (if applicable), or the respective CENSECFOR Learning Site Director may relieve that contract employee until such time as a medical official certifies the individual as fit for duty as outlined in BUMEDINST 6120.20B (Competence for Duty Examinations, Evaluations of Sobriety, and Other Bodily Views and Intrusions by Medical Personnel) (Attachment D).

## **Section 2-5                      Instructor Training Jacket (ITJ)**

The contractor shall create an Instructor Training Jacket (ITJ) for each employee. The ITJ shall use one of the formats prescribed for Instructor Training Jackets (ITJ) as contained in CENSECFORINST 1540.1 (Training Policy and Guidance) (Attachment E) or NAVEDTRA 135C (Navy Schools Management Manual) (Attachment F), and shall provide a ready reference file for maintenance of various qualifications, certifications, and/or other documents relative to their position at CENSECFOR. This ITJ shall be maintained by the contractor at the employee work site, and shall be made available to the CENSECFOR COR, or other CENSECFOR staff for validation, upon request. At a minimum, the ITJ shall contain:

- Qualifications (i.e., Academic Qualification, completed PQS, course completion certificates, etc.)
- Certifications (i.e., Instructor, Core Values Training, etc.)(section 2-7 of this PWS provides additional guidance)
- Proof of Drug Screening (section 2-6 of this PWS provides additional guidance) (See note below for guidance regarding the HIPAA Act)
- Other (i.e., any additional documentation such as any designation letters generated by the work assignment, proof of citizenship, documentation supporting security investigations, etc.)

Note: Due to restrictions imposed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), copies of the Urinalysis screening may not be filed in the ITJ. These documents will be maintained by the contractor for the life of this contract in a central location, such as the contractor's corporate office. In lieu of the actual screening, a letter indicating the date, the screening physician or laboratory, a generalized result, and the location of the actual screening document should be filed in the CTR. If a Site Assessment or other form of inspection takes place and a need for the actual screening documents is determined, the CENSECFOR COR shall officially request that the contractor provide the documents to the inspection site. Upon completion of the inspection, these documents will be returned to the contractor for safekeeping.

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## **SECTION 3                    FACILITIES AND OTHER REQUIREMENTS**

### **Section 3-1                    Equipment and Facilities**

The Government will provide all facilities and equipment as well as the consumable and logistical support necessary to perform the tasks and functions described in the PWS. Space limitations may prohibit the ability to assign each contract employee their own desk or workstation. In addition to office space, each contract employee will be provided with access to government computers and telephones, for official use only. Under no circumstances will contractor-provided personal computers will be connected to the Navy/Marine Corps Intranet (NMCI).

Unless provided by the Government, contract employee will be expected to do light custodial work, (e.g., empty trash, dust, vacuum carpet, sweep floor, etc.) in the space.

### **Section 3-2                    Access to Government Facilities**

Contractor employee is required to access military installations in the performance of the student instruction and administrative services described in this PWS. Additionally, the employee will be required to access DoD computer networks and web sites in connection with his/her daily duties. To ensure access to Government facilities will require the following actions:

#### **Section 3-2.1                    Physical Security and Key Control**

The Government will be responsible for the key security system and, as needed, provide keys to the contractor. The contractor shall safeguard and maintain control over assigned keys. The contractor shall return keys to the JNET-C Officer in Charge that are not needed or upon contractor personnel termination of work under this contract.

### **Section 3-3                    Mishap**

If a mishap involving services under this contract occurs, the contractor shall promptly report the incident within one (1) hour to the CENSECFOR COR and the PCO. If the Navy conducts an investigation of the mishap, the contractor shall cooperate and assist Government personnel until the investigation is complete. Contractors shall include a clause in subcontracts, if any, under this contract to require subcontractor cooperation and assistance in mishap investigations.

### **Section 3-4                    Contractor Responsibility for Safety**

Nothing in this PWS, nor any Government action or failure to act in surveillance of this contract, shall relieve the contractor of its responsibility for the safety of the contractor's personnel, the Government's personnel and property, and the general public.

## **Section 3-5 Privacy Act Compliance**

The contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The contractor shall ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to Department of Defense and Department of the Navy regulations that implement the Privacy Act. Department of Navy policy and procedures implementing the Privacy Act are detailed in SECNAVINST 5211.5E (Department of the Navy Privacy Act (PA) Program), which is available on-line at <http://privacy.navy.mil>. The contractor shall identify and safeguard data, information and reports accordingly. In addition, the contractor shall ensure that contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work.

## **Section 3-6 Proprietary Information**

No data provided to, or developed by, the contractor shall be used for any purpose other than the tasks assigned. All information (data files and hard copy) becomes the property of the Government and the contractor shall return them at the completion of the task. The Government shall not be required to pay royalties, recurring license fees, use tax or similar additional payments for any contractor-developed product or associated software presentation.

## **Section 3-7 Non-Personal Service Statement**

Contractor employees performing services under this contract will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the PWS. Contractor employees will perform their duties independent of, and without the supervision of, any Government official. However, due to the High Risk nature of the training, the CENSECFOR Learning Site Course Manager and/or other Government representative may provide direction and/or guidance within the execution of the training. The tasks, duties, and responsibilities set forth in this contract may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR) <http://farsite.hill.af.mil/vffar1.htm>. The Government will control access to the facility and will perform the inspection and acceptance of completed work.

## **Section 3-8 Station Regulations**

The contractor and his/her employees and subcontractors shall become familiar with, and obey all applicable Federal, State, Local, and Station regulations, including fire, safety, traffic, and security regulations. The contractor shall be required to have all appointments, certifications, or licenses required for each effort. The Contracting Officer may request proof of such certification or licenses at any given time.

## **Section 3-9                      Transition Out Phase**

Should the incumbent contractor not be selected as the follow-on service provider, as applicable, the contractor shall participate in a transition phase to orderly and efficiently transition to a successor. The transition phase shall be considered the last fourteen (14) days prior to the end of the contract period of performance. The transition phase shall consist of phase-in training for the successor and transition of all documentation relevant to the positions specified herein.



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## **SECTION 4 PERSONNEL AND INFORMATION SECURITY REQUIREMENTS**

### **Section 4-1 Citizenship**

Per DOD Regulation 5200.2-R (DOD Personnel Security Program) (Attachment G), SECNAV M-5510.30 (Department of the Navy Personnel Security Program) (Attachment H) and DOD Manual 5220.22-M (National Industry Security Program Operating Manual) (NISPOM) (Attachment I), only U.S. Citizens are eligible for security clearances. Proof of U. S. Citizenship shall be verified by the contractor, and a memorandum which states the date and method of verifying citizenship shall be filed in the ITJ.

### **Section 4-2 Common Access Card (CAC)**

Homeland Security Presidential Directive -12 ([www.dhs.gov/homeland-security-presidential-directive-12#1](http://www.dhs.gov/homeland-security-presidential-directive-12#1)) mandates that a Federal standard for secure and reliable identification be established and implemented. This standard is known as a Common Access Card (CAC), which uses Public Key Infrastructure (PKI) to validate the user.

The Government Contractor CAC card serves as the primary method of identification for the contractor employees, as well as providing PKI access to the Navy/ Marine Corps Intranet (NMCI), and numerous Navy web sites, which may restrict access.

#### **Section 4-2.1 Issuance of CAC card**

DOD Instruction 1000.13 (Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals) (Attachment J) requires a that a favorable background investigation be completed for individuals prior to being issued a CAC card.

DOD Manual 1000.13 Volume 1 (DOD Identification (ID) Cards: ID Card Life Cycle) (Attachment K) expounds that the initial issuance of a CAC requires, at a minimum, the completion of the Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a commensurate background investigation for the position.

Provided that a completed favorable background investigation is on file, the CENSECFOR CSM (or a locally designated trusted agent) must register the contractor in the Trusted Associate Sponsorship System (TASS). Once registered, the contractor shall complete the application for a CAC card and provide to the CENSECFOR CSM (or a locally designated trusted agent), who will review and approve (or deny) the application. If approved, the contract instructor must go to a Real-Time Automated Personnel Identification System (RAPIDS) location for final verification and processing.

For individuals who do not have a background investigation on file, a temporary CAC can be issued upon a successful FBI fingerprint check and submission of the appropriate request for background investigation.

## **Section 4-2.2                    Return of CAC Cards**

The contractor shall be responsible for obtaining any Government issued identification cards from the former employee and to turn those items over to the JNET-C Officer in Charge (or designated representative) within five (5) days of the termination of the employment.

## **Section 4-3                        Access to DOD IT Systems**

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. While the investigation is in process, and after a temporary CAC card has been issued, an interim account may be established allowing access to government computer systems.

All CENSECFOR contract instructors are categorized at the "IT-II" level (defined in detail in SECNAV M-5510.30). Individuals assigned to this category require access to information which is protected by the Privacy Act, to include Protected Health Information (PHI).

Prior to initiating access to the IT system, the new instructor must successfully complete the annual Information Assurance (IA) training. Once this training has been completed, the new instructor may complete and submit a System Authorization Access Request (Navy) (SAAR-N) (OPNAV 5239/14). This form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. As such, the contract site lead is not authorized to sign the SAAR-N; therefore, the CENSECFOR COR shall sign the SAAR-N as the "supervisor".

## **Section 4-4                        Background Investigations**

HSPD-12; DOD Regulation 5200.2-R; and SECNAV M-5510.30 establishes the requirement for a background investigation to be conducted on all contractor personnel. The type of investigation shall be based on the level of access to classified information required by the position, and/or as the basis for determining the loyalty, reliability, and trustworthiness commensurate with the sensitivity of the position.

### **Section 4-4.1                    Access to Classified Information**

This position requires access to Secret information.

### **Section 4-4.2                    Determination of Trustworthiness**

In the event that an investigation is not on file, the process outlined in section 4-5 below shall be initiated.

## **Section 4-5                        Security Process Procedures**

All contract instructors shall in-process with the CENSECFOR CSM (or a locally designated representative) and the CENSECFOR Information Assurance Manager (IAM) (or a locally

designated representative) upon arrival at the learning site, and shall out-process prior to their departure at the completion of the instructor's performance under the contract.

The Contractor Facility Security Officer (FSO) (or security representative) is responsible for verifying that an appropriate investigation has been completed on each instructor.

If a valid investigation is on file, a memorandum shall be filed in the CTJ indicating the level of investigation, date of completion, and the investigating agency. A copy of this memorandum will be provided to the CENSECFOR CSM.

In the event that an investigation is not on file, the process outlined in section 4-5.1 below shall be initiated.

### **Section 4-5.1                      Initiation and Processing of Background Investigations**

The respective contractor determines the hiring process for their new employees. New employees may be in-processed at the corporate headquarters prior to reporting to the respective training location. In some cases, the employee reports directly to the training location and conducts in-processing via the Contract Site Lead (or other designated representative).

When processing is conducted at the corporate site, the Contractor FSO will ensure that two (2) FBI Applicant Fingerprint Cards (FD 258) and necessary personal information (instructor's full name, date of birth, place of birth, and complete SSN) are provided to the CENSECFOR CSM as soon as possible after the hiring process. For those individuals processed at the respective learning site, the Site Lead shall ensure that aforementioned information/documentation is provided to a locally designated CENSECFOR representative, to be forwarded to the CENSECFOR CSM.

Once this information/documentation is received, the CENSECFOR CSM will initiate the investigation process within the Joint Personnel Adjudication System (JPAS). The CENSECFOR CSM will establish an Electronic Questionnaires for Investigation Processing (e-QIP) account for the instructor. At that point, the instructor will be able to access the e-QIP website (<http://www.opm.gov/e-qip/index.asp> or <http://www.dss.mil>) and complete the online questionnaire. A government computer is not required.

When completed, the entire questionnaire package will be reviewed by the CENSECFOR CSM for completeness, accuracy, and suitability prior to submission. If the CENSECFOR CSM is satisfied with the package, it will be forwarded to the Office of Personnel Management (OPM) to perform the investigation.

## **Section 4-5.2 Results of Background Investigation**

Once OPM completes the investigation, the CENSECFOR CSM will be advised of the results. The CENSECFOR CSM will disseminate the results to the CENSECFOR COR, Contractor FSO (or other security representative), and to the respective learning site.

If the results are favorable, the contractor shall ensure that a memorandum is filed in the CTJ indicating the type of investigation, date of completion, and the investigating agency.

In the event that the investigation produces non-favorable results, the CENSECFOR CSM will make a determination as to what corrective options may be available (if any), and advise the CENSECFOR COR as to what requisite steps may be taken to resolve the problem. The investigation results may indicate an issue which has no remedial solution. In that case, the CENSECFOR COR will advise the contractor program manager that the instructor is not suitable.

## **Section 4-5.3 Reinvestigations**

All background investigations are required to be updated on a periodic basis as defined in SECNAV M-5510.30. The CENSECFOR CSM will monitor these dates and will advise the Contractor FSO (or security representative) when updates are necessary.

## **Section 5                      DELIVERABLES**

### **Section 5-1                      Contractor's Quality Assurance Plan**

The contractor shall develop and maintain a quality assurance plan in order to track and maintain the proficiency of their employee. This QA Plan should detail the methodology to be used by the contractor to monitor and ensure that all appropriate qualifications and certifications remain current. At a minimum, the plan will provide the dates and method for the accomplishment of each of the qualifications/certifications for the employee. The contractor shall provide the Initial Quality Assurance Plan to the CENSECFOR COR not later than thirty (30) days following the contract award. An updated plan shall be provided to the CENSECFOR COR not later than the tenth day of each quarter (10 Jan; 10 Apr; 10 Jul; 10 Sep).

### **Section 5-2                      Monthly Status Report**

The contractor shall develop and submit a monthly status report to the COR on company letterhead; submitted not later than the tenth (10<sup>th</sup>) day of each month. This status report should also provide a synopsis of any issues and/or concerns as well as any future objectives to be achieved. Additionally, updates on any qualifications and/or certifications on contract employees will also be provided in the Monthly Status Report.