

DEPARTMENT OF THE ARMY  
Omaha District, Corps of Engineers  
106 South 15th Street  
Omaha, Nebraska 68102-1618

:NOTICE: Failure to acknowledge : Solicitation No. DACA45 03 R 0042  
:all amendments may cause rejec- :  
:tion of the offer. See FAR : Date of Issue: 26 JUN 2003  
:52.215-1 of Section 00100 : **New Date of Receiving Proposals:**  
**01 AUG 2003**

Amendment No. 0001  
14 July 2003

SUBJECT: **Amendment No. 0001** to Request for Proposal Solicitation Package for Design/Build of the Consolidated Space Group Operations Facility, Schriever AFB, Colorado. Solicitation: DACA45-03-R-0042

TO: Prospective Offerors and Others Concerned

1. The specifications and drawings for subject project are hereby modified as follows (revise all specification indices, attachment lists, and drawing indices accordingly).

a. Specifications. (Descriptive Changes.)

1. **Section 00010, Page 00010-1**, delete date and time of receiving proposals shown and substitute **"01 AUG 2003" at "2:00"**.

2. **Section 01002:**

a) Page 1, Para. 1.5, delete "Free" and substitute Construction Site".

b) Page 7, Para. 1.5.1, delete "Free" and substitute Construction Site".

c) Page 7, Para. 1.5.2, delete "Free" and substitute Construction Site".

3. **Section 01330, Page 5:** Para. 1.4.4, line 8, after "...ENVIRONMENTAL PROTECTION)" add ", Operational Security Plan (Section 01510: SPECIAL SECURITY (SCHRIEVER AFB))"

b. Specifications (New and/or Revised and Reissued). Delete and substitute or add specification pages as noted below. The substituted pages are revised and reissued with this amendment.

Pages Deleted	Pages Added or Substituted
Entire Section 01510	Entire Section 01510

b. Drawings (Not Reissued). The following drawings sheets of drawing code AF 610-90-06 are descriptively revised with this amendment as indicated below. These drawings are not reissued with this amendment.

1. Sheet D2.01: For drawing sheet title C1.02, delete "FREE" and substitute "CONSTRUCTION SITE"
2. Sheet C1.02: Title block, delete "FREE" and substitute "CONSTRUCTION SITE"
3. Sheet A2.01: Revise leader arrow locations for materials bubbled in accordance with attached Sketch No. 1. Change applies to all three Wall Sections A, B, & C of this sheet.

2. This amendment is a part of the proposing papers and its receipt shall be acknowledged on the Standard Form 1442. All other conditions and requirements of the request for proposal remain unchanged. If the proposals have been mailed prior to receiving this amendment, you will notify the office where proposals are received, in the specified manner, immediately of its receipt and of any changes in your proposal occasioned thereby.

a. Hand-Carried Proposals shall be delivered to the U.S. Army Corps of Engineers, Omaha District, Contracting Division (Room 301), 106 South 15th Street, Omaha, Nebraska 68102-1618.

b. Mailed Proposals shall be addressed as noted in Item 8 on Page 00010-1 of Standard Form 1442.

**3. Offers will be received until 2:00 p.m., local time at place of receiving proposals, 01 AUG 2003.**

Attachments:

- Spec Pages listed in 1.a. above
- Sketch No. 1 in 1.b. above

U.S. Army Engineer District, Omaha  
 Corps of Engineers  
 106 South 15th Street  
 Omaha, Nebraska 68102-1618

14 July 2003  
 mrp/4413

SECTION TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01510

SPECIAL SECURITY (SCHRIEVER AFB)

PART 1 GENERAL

- 1.1 CONSTRUCTION SITES
  - 1.1.1 Construction Sites Inside the Restricted Area
    - 1.1.1.1 Pre-construction Provisions
  - 1.1.2 Boundary Markings
  - 1.1.3 Construction Site Operations
  - 1.1.4 Escort Procedures Through Portals
  - 1.1.5 Supporting Tasks
  - 1.1.6 Construction Sites Outside the Restricteted Area (Not Used)
- 1.2 CONSTRUCTION SITE ZONE
  - 1.2.1 General
  - 1.2.2 Purpose
  - 1.2.3 Pre-construction provisions
  - 1.2.4 Boundary Markings
  - 1.2.5 Construction Site Zone Operations
  - 1.2.6 Supporting Tasks
- 1.3 PERSONNEL BACKGROUND CHECKS
  - 1.3.1 Contractor Employee Process for Access to Schriever AFB
  - 1.3.2 Employee Access List
  - 1.3.3 Unescorted Access Authorization
- 1.4 SUBMITTALS

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

-- End of Section Table of Contents --

## SECTION 01510

## SPECIAL SECURITY (SCHRIEVER AFB)

## PART 1 GENERAL

Attachment: Application for Personnel and Vehicle Passes to Work Under Air Force Contract

## 1.1 CONSTRUCTION SITES

The intent of a construction site is to monitor movement of personnel, within a defined area that ideally is physically segregated from protection level resources. Where it is impossible to physically segregate the resource, construction personnel will be continuously monitored. This policy provides the normal circulation control measures for construction projects on Schriever AFB.

## 1.1.1 Construction Sites Inside the Restricted Area

## 1.1.1.1 Pre-construction Provisions

This section outlines the tasks that must be completed prior to establishing a construction site. The following procedures will be followed by all agencies associated with contracted projects within Schriever AFB.

a) The contractor shall prepare a written Security Operational Plan on how the construction site will operate in accordance with the criteria provided herein. This will include, but not be limited to, an entire list of employees proposed to work at the site, procedure to verify contractor employee identification, search procedures of carried baggage and vehicles, transport/access into the construction site, control measures while in the construction site, and number of and locations of escorts. The plan will also include procedures to escort contractor vehicles into and out of the construction site and construction site opening and closing procedures.

b) Escorts for construction area employees will be Air Force (active duty/federal service) employees or cleared contractor personnel with a favorable National Agency Check with Local Agency Check and Credit Check (NACLCC). Escorts are permanently badged personnel who have escort authority designated on their badge. Escorted personnel must be brought into and taken out of the construction sites by escort-certified personnel but may be turned over to any permanently badged person once inside the construction area. Escorts will not attempt to monitor more contractor employees than the escorts can continually observe. Generally, the number of employees escorted will not exceed ten, with the final approval being 50 SFS, based on the construction site operation plan and site physical layout. Escorts will make positive visual identification with each escorted contract employee at least once every half-hour.

c) If practical, a corridor to and from the construction site must be established. This corridor must include installation entry, construction site entry, and route of travel within restricted areas. The government construction manager and 50 SFS will survey the area and

propose a corridor. The corridor boundary will be delineated within the restricted area with a barrier equivalent to that of the construction site (eight-foot chain link fence) and coordinated through the 50 SFS.

d) If a controlled corridor from outside the restricted area to the construction site is impossible or impractical to establish, contractor employees will be transported (bus or other vehicle) under escort into the construction site. Contractor vehicles, operated by contractor employees who are not authorized unescorted access, will also be escorted into and out of the construction site.

e) When the construction site is within a restricted area, an entry controller (EC) will be provided by the OPR (can be designated contractor personnel with favorable NAC). Contractor employees will be identified for access by their contractor badge with PIN number, Entry Authorization List (EAL), and a state or federal US-government issued picture identification. The employees will be searched by the designated escort officials for contraband (to include carried bags) before being escorted/transported to the construction site. Control measures for the construction site will be set up to ensure contractor personnel and visitors remain within the designated construction site or only depart under proper escort. Construction site workers will wear their issued construction site or permanent Schriever AFB badges at all times.

f) When the construction site access point penetrates the restricted area perimeter boundary, access will be controlled by armed security force/security force augmentee personnel who will verify identity and search baggage.

g) Contractor vehicles that have a valid need to traverse the restricted area enroute to the established construction site, will be identified in advance by a contractor-issued EAL listing the vehicle by make, model, license number and vehicle identification number. The Pass and Registration Office will issue a vehicle pass after the registration, operator's driver license and insurance documents have been examined. Vehicle operators who do not have unescorted access authorization will be escorted. Privately owned vehicles (POV) (vehicles not used for contract performance) will not be permitted in the restricted area. Vehicles registered in an individual's name (in lieu of company name) but used primarily for business will be treated as contractor vehicles after their need for access has been verified with the government construction manager/program manager. One-time delivery vehicles will be searched and escorted by cleared contractor or government escort personnel. POV parking will be in pre-designated areas outside the restricted area according to the construction site plan.

h) Contract managers may direct repeat deliveries, vendors, and part-time (on-call) contractors to submit required information to Security Forces Administration (SFA) in order to process the requirements for temporary passes. The temporary pass allows for unescorted access into the restricted area. These individuals will require at least a National Agency Check before being considered. SFA will compile an entry authorization list (EAL) and forward it to Security Forces Operations, and it will be maintained at the construction site access post. The sentry at the post will fill out an AF Form 1109 on the individual after confirming the person is

authorized a temporary restricted area badge and vehicle pass per the entry authorization list.

i) Concrete Deliveries: Concrete delivery causes special concerns because of the large quantities normally required, its perishability, and large capacity vehicles used for delivery. The method of concrete delivery, if applicable, will be addressed in the construction plan. The following are possible solutions:

i. On-site mixing plants can be constructed. This would allow timely delivery of concrete while eliminating the need to search vehicles by keeping the operation contained in a secure area.

ii. The concrete company could select employees to undergo processing for unescorted entry and their vehicles would be pre-screened. The cleared employees and their designated vehicles would be placed on an EAL at the Entry Control Point (ECP). The drivers would pick up their temporary badge and vehicle pass at the ECP upon entry and leave them upon departure. A search of the vehicle will still be required.

iii. Permanently badged US government or contractor personnel can inspect the trucks before loading and escort the vehicles from the loading site to the construction site on Schriever AFB.

iv. Pumping units can be used to keep vehicles away from protection level assets contained within the construction area.

#### 1.1.2 Boundary Markings

a) The sizes of construction sites vary based on the protection level of the resources contained within the restricted area and extent of work to be performed.

b) The intent of the construction site perimeter boundary is to provide a measure of delay and requires an intentional, overt act to breach. The construction site perimeter boundary will be an eight-foot high chain-link fence with barbed wire or concertina top guard or equivalent (approved by 50 SFS). The posts will be no more than 10 feet apart and driven into the ground at least 24 inches deep. They need not be encased with concrete. The fence fabric will be at least 9 gauge and extend to within two inches of hard-packed earth or fill where the terrain requires. The fence will be maintained in the original condition until project completion.

c) If it is impractical or impossible to establish a fenced-perimeter construction site (i.e. work performed inside a building or adjoining a priority asset) contractor employees will be continually escorted by permanently badged personnel (meeting unescorted access requirements.)

#### 1.1.3 Construction Site Operations

a) During sustained construction site operations, the following procedures must be adhered to:

i. The contractor will ensure their equipment is not placed within 30 feet on either side of the construction site boundary

unless it is in direct use at the time. No equipment will be left within 30 feet of the boundary when the construction site is closed each day. Waivers or deviations, where the 30 foot clear zone is impossible to maintain will be approved by 50 SFS.

ii. The contractor will ensure that their equipment and vehicles will not remain in the restricted area at the end of the workday unless they are secured within the established construction site. Vehicle keys will be removed and secured by the contractor or representative.

iii. Before digging or trenching in any area supported by sensors, coordination with the NCOIC, Sensors, 50 SFS, (extension 7-5656) and 50 Civil Engineers must be accomplished.

b) Extension of the contract requires coordination between the OPR, responsible contracting office and 50 SFS, no less than 10 days in advance, or as soon as notified of the expiration date. This also includes the extension of the contractor EAL.

c) The installation commander or designee reserves the right to deny base access to any contractor employee when the presence of the employee would not be in the best interest of the US government. 50 SFS will be notified anytime an employee is removed from the site for cause.

#### 1.1.4 Escort Procedures Through Portals

a) The portals and vehicle entrapment area will only be used for routine access into the restricted area if approved in the construction site plan. Prior to entering the entrapment area, all occupants, except the vehicle operator, will exit the vehicle and badge it through the Entry Control Facility. The vehicle operator will drive the vehicle into the entrapment area and badge in via the portal inside the entrapment area. The vehicle will then be searched before access is permitted.

b) Escorts will not attempt to monitor more contractor employees than the escorts can continually observe. Generally, the number of employees escorted will not exceed ten, with the final approval being 50 SFS, based on the construction site operation plan and site physical layout. Procedures are as follows:

i. At a time determined by the escort official, the visitor will arrive at the Pass and Registration facility to verify/complete a National Crime Information Center (NCIC) check and be issued a visitor badge.

ii. The escort official will identify and verify the official need of all visitors and give them the escort briefing prior to taking them into the restricted area.

iii. Prior to entry into the restricted area, the escort official will search hand carried items in possession of escorted personnel. Items identified as not necessary for use within the area must be secured by the escort and will not be left at the Entry Control Facility. At no time will any image producing device (cameras, video recorders, etc.) be taken into the

restricted area without written approval from 50SFS.

iv. The escort official will then notify Central Security Control of the need to enter and how many escortees will enter the portal. The escort official will enter the restricted area first through the Special Portal. The Entry Control System ensures escort authority by the indicator on the Entry Control Card. Each escorted person will then process through the portal, one at a time.

v. Once inside the restricted area, the escort official is responsible for the conduct of the visitor. Permanently badged personnel with escort authority (E) on their badge will accompany escortees into and out of the restricted area, but the escortees may be placed under the control of any permanently badged individual once inside the restricted area. Escortees will never be left unescorted while inside the restricted area.

vi. Personnel being escorted will depart the area through the special portals prior to the escort official. The escort official will contact Central Security Control and inform them of the number of personnel who will be departing. Escorts will further ensure that visitors under their control deposit their badges in the proper boxes.

#### 1.1.5 Supporting Tasks

a) The responsible contracting office will ensure appropriate agencies are notified concerning the extension or cancellation of active contracts.

b) 50 SFS will provide training as required to include training on entry/exit procedures, emergency entry procedures (for fire, security and/or medical), and communications, procedures for alerting SF for assistance and emergency construction site evacuation procedures.

c) 50 SFS will train unit Security Managers as required, on the above construction site procedures. The unit Security Manager for the USAF organization most directly associated with a particular contract will be responsible for providing and documenting this training for all construction site monitors prior to them performing these duties. The responsible contracting officer/Quality Assurance Evaluator (QAE) will coordinate the training with the appropriate contractor.

d) The escort official is responsible for the identification of all contractor employees entering the site. The only exception to this is Entry Control Points (ECP) already manned by security forces through which contractors may pass.

e) At the end of each workday, a joint contractor and security forces end-of-day check will be conducted. The purpose of this check is to ensure all contractor employees have departed, all vehicles and equipment are properly secured, and the boundary has been properly maintained. Security personnel will ensure the work site meets security requirements IAW AFI 31-101 and its subordinate instructions. This check will be documented in the 50 SFS blotter.

f) The contractor will ensure contractor employees are provided with

a security/safety briefing at the beginning of each workday.

g) The escort official will ensure all personnel working within the affected restricted area are advised of the construction site boundary.

Escorts who observe violations of the construction site policy will immediately notify 50 SFS. Any contractor or contractor employee who violates the construction site policy will be escorted off the installation and denied future access. A contractor's disregard or willful non-compliance of the construction site policies will be grounds for barment from the installation in accordance with DoDD 5200.8 and US Code title 50, section 797.

h) The contractor/contract manager will ensure all contractor vehicles and personnel passes and badges are properly accounted for during the project and are turned into Pass and Registration after contract/project is complete.

i) The contractor will ensure that 50 SFS is notified of any work delays or stoppages. These will vary based on the contract.

j) The 50 SFS will provide technical guidance to the contractor/contract manager on construction site security procedures.

#### 1.1.6 Construction Sites Outside the Restricteted Area (Not Used)

### 1.2 CONSTRUCTION SITE ZONE

#### 1.2.1 General

Construction site zones are areas established within a restricted area when construction projects and similar activities of a one-time nature make it inappropriate or impractical to apply circulation control. Normal circulation controls should be applied when possible. The installation commander, in concert with the Installation Security Council (ISC), must approve construction site zones on Schriever AFB in accordance with 50 SWI 31-101, paragraph 4.2.4. This section outlines the basic requirements for owner/user, security and contractor personnel to use in making the construction site zone a workable alternative. The agency most closely associated with a project is normally the owner/end user and is referred to as the Office of Primary Responsibility (OPR).

#### 1.2.2 Purpose

The intent of a construction site zone is to provide free movement of personnel, within a defined area, that is physically segregated from protection level resources, who would not otherwise be authorized access. Specific guidelines are established on how this area is to be marked, controlled, and secured. These guidelines will vary based on the project and will be specifically outlined to the contractor in writing. There will not be any protection level resources inside a construction site zone.

#### 1.2.3 Pre-construction provisions

This section outlines the tasks that must be completed prior to establishing a construction site zone. The following procedures will be followed by all agencies associated with contracted projects within the Schriever AFB restricted area.

- a) The government construction manager and 50 SFS will jointly prepare a written plan, based on requirements specified in this document, on how the construction site zone will operate. This will include the procedure to verify contractor employee identification, search of carried baggage and vehicles, transport/access into the construction site zone, control measures while in the construction site zone, and number of and locations of escorts and Immediate Visual Assessment (IVA) personnel. The plan will also include procedures to escort contractor vehicles into and out of the construction site zone and construction site zone opening and closing procedures.
- b) Escorts for construction site zone employees will be Air Force (active duty/federal service) employees or cleared contractor personnel with a favorable National Agency Check with Local Agency Check and Credit Check (NACLC). The OPR or contracted personnel not associated with the prime contractor will provide all required escorts and Immediate Visual Assessment (IVA) construction site zone monitors.
- c) If practical, a corridor to and from the construction site zone and restricted area boundary must be established. The corridor must include installation entry, construction site zone entry, and route of travel within restricted areas. The government construction manager and 50 SFS will jointly survey the area and determine the feasibility of a corridor. The corridor boundary will be marked with the equivalent barrier of the construction site zone.
- d) If a controlled corridor from outside the restricted area to the construction site zone is impossible or impractical to be established, contractor employees will be transported (bus or other vehicle) under escort into the construction site zone. This includes contractor vehicles operated by contractor employees who are not authorized unescorted access.
- e) When the construction site zone opens to the exterior of a restricted area, an entry controller (EC) will be provided by the OPR. Contractor employees will be identified for access by their construction site zone badge with PIN number, Entry Authorization List (EAL) and a state or federal US-government issued picture identification. The employees will then be searched for contraband (to include carried bags) before being escorted/transported to the construction site zone. Control measures for the construction site zone will be set up to ensure contractor personnel and visitors remain within the designated construction site zone or depart under proper escort. Construction site zone workers will wear their issued construction site zone or permanent Schriever AFB badges at all times.
- f) When the construction site zone access point provides access directly from outside the installation into the restricted area, access will be controlled by armed security force/SF READY augmentees who will verify identity and search baggage.
- g) Contractor vehicles that have a valid need to traverse the restricted area enroute to the established construction site, will be identified in advance by a contractor-issued EAL listing the vehicle by make, model and license number. The Security Forces Administration will issue a vehicle pass after the registration, operator's driver license and insurance documents have been examined. Vehicle operators who do not have unescorted access authorization will be escorted.

Privately owned vehicles (POV) (vehicles not used for contract performance) will not be permitted in the restricted area. Vehicles registered in an individual's name (in lieu of company name) but used primarily for business will be treated as contractor vehicles after their need for access has been verified with the government construction manager/program manager. One-time delivery vehicles will be searched and escorted by cleared contractor or government escort personnel. POV parking will be in pre-designated areas according to the construction site plan.

h) Contract managers may direct repeat deliverers, vendors, and part-time (on-call) contractors to submit required information to Security Forces Administration (SFA) in order to process the requirements for temporary passes. The temporary pass allows unescorted access into the restricted area. These individuals will require at least a National Agency Check before being considered. SFA will compile an entry authorization list (EAL) and forward it to Security Forces Operations, and it will be maintained at the construction site access post. The sentry at the post will fill out an AF Form 1109 on the individual after confirming the person is authorized a temporary restricted area badge and vehicle pass per the entry authorization list.

i) Concrete Deliveries: Concrete delivery causes special concerns because of the large quantities normally required, its perishability, and large capacity vehicles used for delivery. The method of concrete delivery, if applicable, will be addressed in the construction site zone plan. The following are possible solutions:

i. On-site mixing plants can be constructed. This would allow timely delivery of concrete while eliminating the need to search vehicles by keeping the operation contained in a secure area.

ii. The concrete company could select employees to undergo processing for unescorted entry and their vehicles would be pre-screened. The cleared employees and their designated vehicles would be placed on an EAL at the Entry Control Point (ECP). The drivers would pick up their temporary badge and vehicle pass at the ECP upon entry and leave them upon departure. A search of the vehicle will still be required.

iii. Permanently badged US government or contractor personnel can inspect the trucks before loading and escort the vehicles from the loading site to the construction site zone on Schriever AFB.

iv. Pumping units can be used to keep vehicles away from protection level assets contained within the construction site zone.

j) Procedures will be established to provide Immediate Visual Assessment (IVA) of the construction site zone. The OPR is responsible for providing IVA of the construction site zone. This will include observation over entry, exit, and internal movement of contractors and visitors. Issues for consideration are assistance needed from security forces, entry controls and physical barriers to maintain the capability to detect unauthorized entry/exit.

k) The contractor's security requirements will be incorporated into

the Statement of Work (SOW). This is accomplished before starting a project and submitted with the Request for Proposal (RFP) and Invitation to Bid. It must specifically describe construction site zone compliance associated with contract performance, installation and (if required) restricted area entry requirements, and the contractor's responsibilities and penalties for non-compliance. The security requirements, as a minimum, will be coordinated through 50 SFS, OPR commander and the appropriate contracting office. Copies of the requirements must be provided to each coordinating official. The requirements will include:

- i. A brief description of the work to be done. This will include the name of the OPR agency and the reason for the work. Include with the package any work order numbers or other documentation that explains the project.
- ii. An attached map of the exact location and routes of travel to and from the construction site zone. If the construction site zone boundary will be altered as the project progresses, include that information.
- iii. Specific security requirements that the contractor must adhere to and adverse contract performance ramifications associated with non-compliance. This will not include such items as the work to be done. That is the purpose of the contract.
- iv. Specific requirements when the project involves fuel storage facilities where no spark or flame producing devices are allowed. Owner/user and appropriate authorities, i.e., safety, fire department, etc., must approve exceptions to this requirement in writing.
- v.. A notification that intoxicating beverages, weapons, explosives or fireworks are strictly prohibited inside any restricted area or construction site zone per 50 SWI 31-101, para. 6.9.
- vi. Specific responsibilities involved with operation of the construction site zone. This includes not only contractor responsibilities but also those of the OPR and security forces.

#### 1.2.4 Boundary Markings

- a) The sizes of construction site zones vary based on the protection level of the resources contained within the restricted area and extent of work to be performed.
- b) The construction site perimeter boundary will be an eight-foot high chain-link fence with barbed wire or concertina top guard or equivalent (as approved by 50 SFS). The posts will be no more than 10 feet apart and will be driven into the ground at least 24 inches but need not be encased with concrete. The fence fabric will be at least 9 gauge and extend to within two inches of hard-packed earth or fill where the terrain requires. The fence will be maintained in the original condition until project completion. The fence will provide a measure of delay and requires an intentional, overt act to breach.
- c) Use of Restricted Area Signs: The boundary of all construction site zones will be posted with approved restricted area signs. The

signs will face inward toward the contract/construction site zone area. Under some circumstances, it may be necessary to mark the entry control point (ECP).

#### 1.2.5 Construction Site Zone Operations

- a) During sustained construction site zone operations, the following items must be adhered to:
- i. The appropriate contracting officer will ensure the contractor does not place equipment within 30 feet on either side of the construction site zone boundary unless it is in direct use at the time. No equipment will be left within 30 feet of the boundary when the construction site is closed.
  - ii. The appropriate contracting officer will ensure the contractor's equipment and vehicles will not remain in the restricted area at the end of the workday, unless they are secured in an established construction site zone with a constructed fence. Vehicle keys will be removed and secured by the contractor or OPR.
  - iii. Before digging or trenching in any area supported by sensors, coordination with the 50 SFS, Sensors Section, extension 7-5656 and 50 Civil Engineers must be accomplished.
  - iv. Before establishing construction site zone physical barriers, personnel must coordinate their type and location with the OPR, 50 SFS and the responsible contracting office. The contractor will build and place physical barriers upon approval of 50 SFS.
  - v. After duty hours, the construction site zone will be closed and the area secured. Before departing the area, the OPR will contact security forces to conduct a joint purge of the area.
- b) Extension of the contract requires coordination between the OPR, contracting, and security forces, no less than 10 days in advance, or as soon as notified of the expiration date. This also includes the extension of a contractor EAL.
- c) The installation commander or designee reserves the right to deny base access to any contractor employee when the presence of the employee would not be in the best interest of the US government. The 50 SFS will be notified anytime that an employee is removed from the site for cause..

#### 1.2.6 Supporting Tasks

- a) Contracting will ensure appropriate agencies are notified concerning the extension or cancellation of active contracts.
- b) The OPR responsible for the project must provide for escorts as necessary, Immediate Visual Assessment (IVA) of the construction site zone boundary, control entry/exit to the construction site zone area and area security monitor(s). Personnel tasked with escort and area security monitor duties will remain within the immediate vicinity of the contractor. Dedicated construction site zone boundary monitor

(IVA) requirements will be based on individual projects, evaluated by the Chief, Security Forces, and approved by the commander responsible for the area. NOTE: Security forces will not be used as escorts, to control entry/exit to the construction site zone area, or to provide IVA.

c) Escorts and (IVA) personnel will be permanently badged active-duty or federal service employees or escort-authorized contractor personnel.

d) 50 SFS will provide training as required to include training on entry/exit procedures, emergency entry procedures (for fire, security and/or medical), immediate visual assessment procedures, communications, procedures for alerting SF for assistance and emergency construction site zone evacuation procedures.

e) 50 SFS will train all unit Security Managers as required on the above construction site zone procedures. The unit Security Manager for the USAF organization most directly associated with a particular contract that includes construction site zones will provide and document this training for all construction site zone monitors prior to them performing these duties. The responsible contracting officer/Quality Assurance Evaluator (QAE) will coordinate the training with the appropriate contractor.

f) The OPR/construction site zone monitors are responsible for the identification of all contractors entering the site. The only exception to this is Entry Control Points (ECP) already manned by security forces through which contractors enter the site.

g) At the end of each workday, a joint OPR/construction site zone monitor and security forces end-of-day check will be conducted. The purpose of this check is to ensure all contractors have departed, all vehicles and equipment are properly secured and the boundary has been properly maintained. Security personnel will ensure the work site meets security requirements IAW AFI 31-101 and its subordinate instructions. This check will be documented in the 50 SFS blotter.

h) The OPR will ensure contractors are provided with a security/safety briefing at the beginning of each workday.

i) The OPR will ensure the contractors are provided an area for break purposes within the construction site zone.

j) The OPR will ensure all personnel working within the restricted area are advised of the construction site zone boundary. construction site zone monitors who observe violations of the construction site zone policy will immediately notify 50 SFS. Any contractor or contractor employee who violates the construction site zone policy will be escorted off the installation and denied future access. A contractor's disregard or willful non-compliance of the construction site zone policies will be grounds for barment from the installation in accordance with DoDD 5200.88 and US Code title 50, section 797.

k) The OPR will ensure all contractor vehicles and personnel passes are properly accounted for during the project and are turned into Pass and Registration after contract/project is complete.

l) The contractor will ensure the appropriate agencies are notified

of any work delays or stoppages. These will vary based on the contract.

- m) The 50 SFS will provide technical guidance to the OPR/construction site zone monitors on construction site zone security procedures.
- n) The 50 SFS will provide necessary restricted area and warning signs and ensure they are properly positioned.

### 1.3 PERSONNEL BACKGROUND CHECKS

All contractor personnel must have legal United States residency and work authorization status. Contractors will be responsible to verify legal work status of employees in accordance with US Code, Section 274 a. 2., regarding I-9, Employment Eligibility Verification Form. All contractor personnel requiring escorted access to Schriever AFB construction sites or construction sites within the Restricted Area (RA) will submit to a National Crime Information Center (NCIC) criminal history and fingerprint check. This check will be conducted by 50 SFS/SFA (Pass and Registration) at no cost to the contractor. Refusal to submit to the NCIC check, or report of adverse information will result in denial of access of the person. The check will include a scope of ten years. Examples of disqualifying reports are convictions of:

- a) Murder
- b) Assault with intent to Commit Murder
- c) Rape or Aggravated Sexual Abuse
- d) Kidnapping or Hostage Taking
- e) Possession, Distribution or Intent to Distribute a Controlled Substance
- f) Illegal Use, Possession or Manufacture of Weapons or Explosives
- g) Subversion, Espionage, Treason or Disloyalty toward the US
- h) Any Outstanding Wants or Warrants
- i) Felony Involving:
- j) Robbery, Burglary or Theft
- k) Arson
- l) Acts Involving a Threat
- m) Aggravated Assault
- n) Violence at Airports
- o) Conspiracy to commit any of the above.

The preceding is not intended as an all-inclusive list. Historical patterns of behavior that have the potential of interfering with the security, orderly administration and discipline of base operations are also cause for denial of access in accordance with DoDD 5200.8. The Chief of Security Forces, as the 50 SW/CC's agent, will be the final approving authority for base access. Mitigating conditions such as the incident being an isolated event, the incident not being recent, pressure or coercion that is no longer present, age/maturity level at the time of the incident and evidence of rehabilitation will be considered. This may need to be supported with documentation, i.e., police report, court records, etc. before a final decision is made relative to installation access.

#### 1.3.1 Contractor Employee Process for Access to Schriever AFB

- a) The contractor employee will complete an application to work on Schriever AFB, signed by the prime contractor representative and contracting officer/sponsor. The requesting employee will not sign the application until in the presence of a Schriever Pass and Registration member.

- b) The contractor (prime or subcontractor) will provide a completed and signed Form I-9 (Employment Eligibility Verification) for each employee.
- c) The contractor employee will bring the completed application and Form I-9 and sign the application in the presence of a Pass and Registration employee. The contractor employee will present identification documentation from Form I-9, page 3. This will be one document from List A or one document from list B and C. These documents will be copied and are to establish identity and eligibility to work in the US.
- d) The contract employee will complete and sign a criminal history affidavit. A National Criminal Information Center (NCIC) check will be conducted to verify criminal history information. Any employee with active wants or warrants will be detained and turned over to local law enforcement personnel. Access will be denied for disqualifying information IAW paragraph 3.2.
- e) The contractor employee will be fingerprinted and the fingerprints will be electronically transmitted for verification.
- f) Vehicle registration, proof of insurance and driver's license will be presented to acquire AF FM 75, Vehicle Pass. This includes POVs and company-owned vehicles. For company-owned vehicle access into the Restricted Area, a letter listing the vehicle make, model, year and license number will be submitted through the contracting office to SFS/SFA for access approval. POVs will not be permitted into the Restricted Area. Vehicle passes will be issued for the contract duration or one year, whichever is less.
- g) Upon successful completion of the required documents and criminal history check, the contractor employee will be issued a picture Schriever AFB contractor badge. The contractor employee with this badge will be granted unaccompanied access onto the base but will be treated as a visitor inside the Restricted Area, and will require constant escort.

### 1.3.2 Employee Access List

The contractor will provide a list of employees requiring access into the construction site zone upon contract award, but not later than three working days prior to the required access day for 50 employees or less, five days for 50 - 200 employees, and 10 days for over 200 employees. The employee listing will contain the contractor employee's full name, SSN, date of birth and driver's license or ID, state and number. NCIC checks will be conducted at Pass and Registration for walk-in employees, but the government will not be responsible for work delays caused if the employee information is not received within the aforementioned time intervals.

### 1.3.3 Unescorted Access Authorization

Selected contractor personnel, as determined by the OPR construction site plan and operational necessity, may be designated to process for unescorted access. Personnel must meet the investigative requirements of 50 SWI 31-101/AFI 31-501 for unescorted access authorization. Contractor

employees granted unescorted access will not escort employees into or out of the construction site or construction site without prior 50 SFS approval, in addition to the EAL.

#### 1.4 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

##### SD-01 Preconstruction Submittals

Operational Security Plan; G-AO

Submit by Serial Letter (See Section 01330) a comprehensive written security plan for construction site operations addressing all procedures and elements of security required by Section 01510.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

-- End of Section --

# APPLICATION FOR PERSONNEL AND VEHICLE PASSES TO WORK UNDER AIR FORCE CONTRACT

**(INSTRUCTIONS)**

All information must be completed. Spell out first, middle, and last names (no initials). Employees must present INS registration or Social Security Card, Birth Certificate, and Driver's License to be considered a valid form of identification. Vehicle operators will need a copy of vehicle registration and certificate of automobile insurance.

**SECTION I: Contractor must ensure all blocks are complete**

**THRU:** (CONTRACTING OFFICE/SPONSERING ACTIVITY/ADDRESS)      **FROM:** (PRIME CONTRACTOR'S NAME, ADDRESS, PHONE)

**TO:** 50 SFS/SFAP

CONTRACT NUMBER	CONTRACT EXPIRATION DATE	DAYS/HOURS WORKED	PLACE OF DUTY/BLDG
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**Employee Information**

**Vehicle Information**

NAME: (Last, First, Middle)	Social Security No.	Date of Birth	Driver's Lic. No./State	Make/Model/Year	Plate No./State

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001 or other applicable laws and regulations.

**NOTE:** Contractor and employee shall return badge to SF Pass and Registration upon expiration or termination of contract.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PRIME CONTRACTOR'S CERTIFICATION:** Employer certifies that the employee is working on the above contract and that the following documents were checked to verify employee identity and employment eligibility according to INS Form I-9:

Document: \_\_\_\_\_ Date/Expiration: \_\_\_\_\_ Document: \_\_\_\_\_ Date/Expiration: \_\_\_\_\_

PRIME CONTRACTOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

If employee is a sub-contractor employee, complete below:

Sub-contractor Company Name: \_\_\_\_\_

Sub-contractor's Address and Telephone: \_\_\_\_\_

**SECTION II: To be completed by Contracting Office/Sponsoring Activity (Same as Section I THRU block)**

**THIS IS TO CERTIFY:** I have verified that the individual above is performing in an official capacity on referenced contract and/or requires a badge in the performance of their official duties on Schriever AFB in accordance with the contract terms and conditions.

NAME/PHONE No. of contraction Officer/Contract Specialist/Sponsor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION III: To be completed by Security Forces Pass and Registration**

Criminal Check	Badge Area	Badge Type/Number	Date Issued	Date Expires
NCIC Check conducted on: _____ CCIC Check conducted on: _____		Contractor: Vendor: Restricted Area:		

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Section 3101, Title 44, United States Code, AFI 33-332, 5 USC 552A

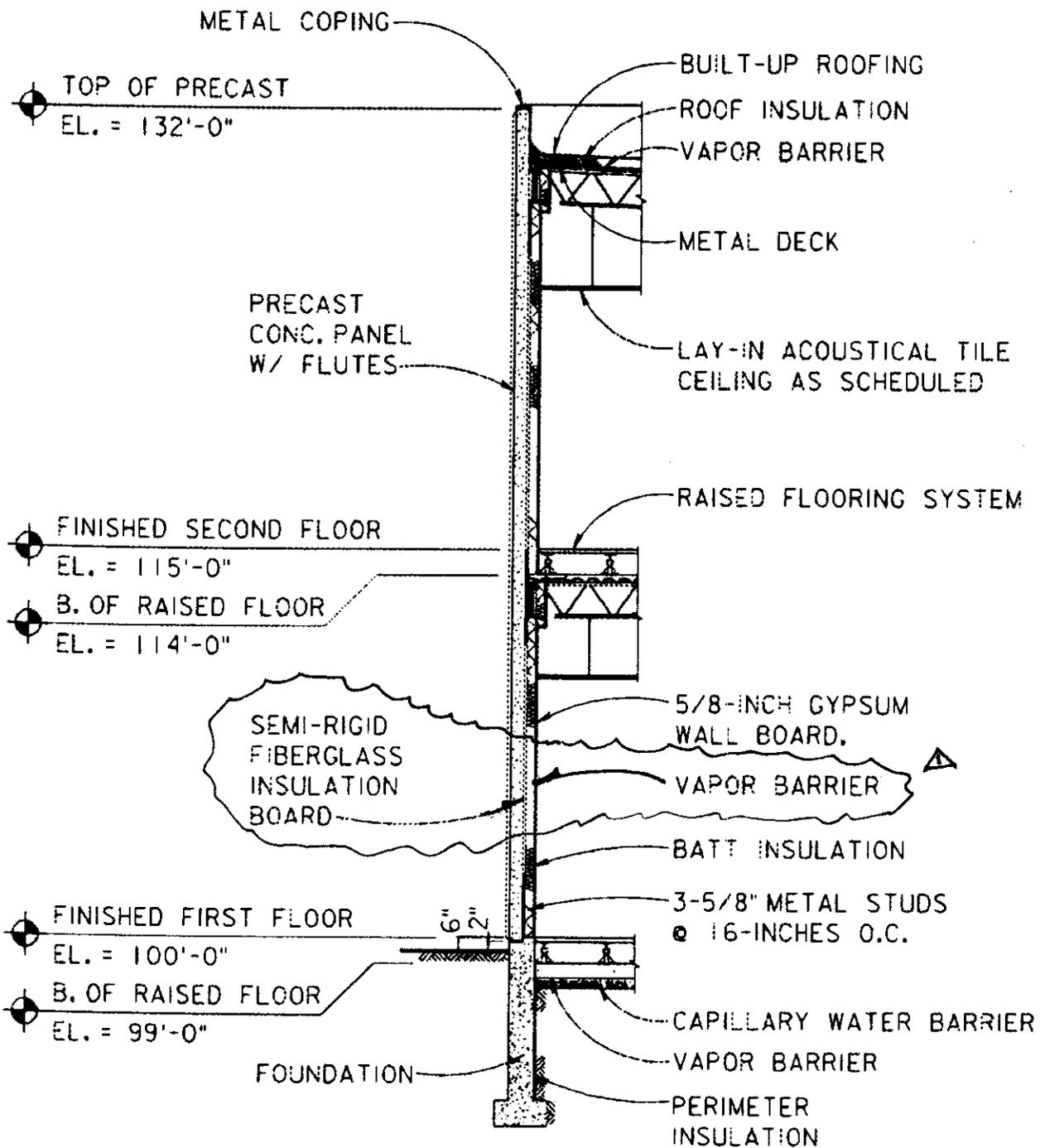
**PRINCIPLE PURPOSE:** The purpose for requesting personal information is to assist security personnel; in developing records to document contractor employee suitability for access to Schriever AFB, Colorado to work under Air Force contracts. The social security number and date of birth are necessary to identify the person and records. The information may be used to determine suitability of persons desiring access to Schriever AFB as well as for other lawful purposes including law enforcement and litigation.

**INTENDED USE:** All contractors, subcontractors, units or Schriever sponsoring activities that have employees requiring regular and frequent access to Schriever AFB in the performance of their official duties.

**DISCLOSURE:** Disclosure of requested information is mandatory. Failure to provide the information will result in access privileges being refused or withdrawn. The Privacy Act Statement will apply throughout the duration of the Air Force contract while serving in the capacity of prime contractor or subcontractor/supplier employee.

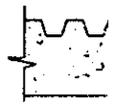
# BUILDING SECTION W/OPTIONAL CRA

SCALE: 1/8 INCH = 1FOOT



TYP. SM

1-1/2"  
1/2"



TYP. FL

## WALL SECTION

SCALE: 1/4 INCH = 1FOOT

B

SKETCH No. 1  
Am#0001