

# ATTACHMENT 1

## SITE SECURITY REQUIREMENTS (SSR)

**GUIDANCE:** The Contractor shall comply with the provisions of AFI 31-101 USAF Physical Security Program and all security and law enforcement procedures established at Cape Cod Space Force Station (SFS).

**ESCORT:** The Contractor shall provide escort personnel for Contractor personnel within the Restricted Area (RA) of Cape Cod SFS for the contract period. This includes all Contractor personnel who have not been the subject of a favorable National Agency Check (NAC) or Tier 3 investigation with at least a Secret Security Clearance in the Defense Information System for Security (DISS). to favorable National Agency Check (NAC). A Visit Authorization Request (VAR) must be submitted in DISS for all Escort Officials NLT five (5) duty days prior to work.

**ADMIN:** The Contractor will be required to provide, on a daily basis, their list of escort personnel. The Contractor shall implement necessary security controls as prescribed by the installation commander. The requirements for and responsibilities for escort personnel are addressed herein.

- The Contractor will supply the required number of escorts per day to adequately supply all construction operations and fulfill the station's security escort requirements. One escort is required for every seven (7) Contractor personnel. However, in the event one of the individuals needs a break or must leave the area, the entire work crew must accompany them until they are clear of the restricted area or they are finished with their break. The recommendation is to use a minimum of two escorts. The Contractor is responsible for all costs associated with providing escort personnel. An average of approximately 20 minutes shall be anticipated each time an individual enters the restricted area. This is a routine matter during which the entry controller and escort official search vehicles and hand-carried items and check badges and credentials at the entry control points. Longer times will be experienced if Contractor employees must wait for an escort official. With proper planning and coordination with government project managers, entry into the restricted area IS NOT a time consuming process and rarely exceeds ten (10) minutes. Prior to entry into the restricted area, all visitors and their escorts must be approved by an escort official. It is the escort official that is ultimately responsible for any breach of security. The Contractor must ensure that entry requirements are arranged at least 5 work days in advance to ensure the availability of an escort official. Entry arrangements should be coordinated through the Civil Engineering Liaison, (508) 968-3276 or the Site Support Officer, (508) 3213. Any personal computers, laptop computers, cameras, cell phones, hand held radios or other recording type devices must receive prior approval of the installation commander. The Contractor shall submit the item(s) description, model number, and serial number seventy-two (72) hours prior to required entry. Equipment authorization should be coordinated through the Civil Engineering Liaison, (508) 968-3276 or the Site Support Officer, (508) 968-3213.
- Security Escort Contractor Requirements USAF restricted areas are established to provide special security measures to deter and counteract espionage, sabotage, or theft of Government operational resources. The escort shall ensure all Contractor construction personnel comply with procedures established for circulation control of personnel and materials within the restricted area. Escorts shall not have other duties except escorting. Escort personnel will require unescorted entry into the restricted area. To be escort personnel or to be eligible for unescorted entry to a restricted area, personnel must be United States citizens and the subject of a favorable National Agency Check or Tier 3 investigation to favorable National Agency Check Tier 3 investigation to NAC. Since a NAC or Tier 3 Investigation is also a prerequisite for a secret clearance, personnel

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possessing a secret clearance for access to classified information meet the escort personnel and/or unescorted entry prerequisite. All Contractor escort personnel will enter the restricted area through the established entry control points. After entry to the restricted area, all Contractor escorts will display restricted area badges on their outer garments above the waist in a highly visible area. The restricted area badge shall be removed upon leaving the restricted area. Loss of a restricted area badge shall be reported to the security police at Cape Cod SFS. The station commander will deny entry into the restricted area to any Contractor escort personnel whose NAC is unfavorable or who pose a security risk or who can be considered harmful to national security interests. The deviation from established security procedures by Contractor escort personnel can result in confiscation of restricted area badges and denial of future entry into the restricted area by the station commander. The Contractor escort personnel shall ensure that they and all escorted construction personnel leave the restricted area when directed to do so by the station commander or his representative due to operational requirements or emergencies

- The contractor shall supply escorts as outlined for the entire time they are onsite. The escorts may be from an agency of the contractor's choosing, provided they meet all applicable guidelines. All costs associated with the escorts shall be the responsibility of the contractor.
- Normal working hours at Cape Cod Space Force Station are: 0730-1630 (*excluding weekends and holidays*). All federal holidays are recognized. A one week notice is required to work a weekend or holiday. Work on a weekend or holiday is approved on a case by case basis.

Cape Cod Space Force Station - Visitor Request Sheet						
Last Name	First Name	Middle Initial	Date of Birth	Last 4 of SSN	Drivers Licence Number	State of Issue
XXXXXX	XXXXXX	X	XX/XX/XXXX	XXXX	XXXXXXXX	XX
Cell Phones are not allowed in the restricted area at Cape Cod SFS.						
Camera/Computer	Make/Model	Serial Number				