

ATTACHMENT B



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 155TH AIR REFUELING WING (AMC)
2420 WEST BUTLER AVE, LINCOLN, NE 68524-1888

15 July 2019

MEMORANDUM FOR: Primary Contractor and Subcontractor Employees

FROM: 155th Security Forces Squadron (SFS)

SUBJECT: Contractor Security Requirements for the Lincoln Air National Guard Base

1. PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL. Contractors shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201. The Primary Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to the Lincoln Air National Guard Base.

2. ENTRY AUTHORITY LISTS: The primary contractor will be given a copy of an Entry Authority List (EAL) by the Contracting Officer or Contracting Officer Representative to complete. This will be accomplished by email and the primary contractor needs to provide a current email address. EALs must be provided to the Contracting Officer or Contracting Officer Representative within three days prior to the start of any contractor employees arriving on the installation for work. These three days allows the 155th Security Forces Squadron enough time to complete background checks (refer to section 3).

2.1. The following information will be provided by contractors for all primary and subcontractor employees requiring access to the installation via inclusion on an EAL:

- 2.1.1. Employer / Company Name
- 2.1.2. Project start and end dates
- 2.1.3. Employee work schedule (days/hours)
- 2.1.4. Last, First and Middle Initial of all employees who require access to the installation.
- 2.1.5. Date of Birth for each employee
- 2.1.6. Driver's License Number (or VALID State Identification Card Number or Resident Alien Card should any employee have one of these forms of identification), state of issuance, and expiration date.
- 2.1.7. Make, model, color, license plate number, and state of issuance of each vehicle contractors will be operating on the installation. Privately-owned vehicles must be listed next to the corresponding employee. Company-owned vehicles may be included at the end of the EAL or next to contractors who will be operating them on the installation.
- 2.1.8. Specific location of where contractors will be working on the installation and the on-base Point of Contact (POC) and phone number
- 2.1.9. Project Information to include: Project Details (what work is actually being done), Company contact numbers, Site Superintendent and contact numbers, and other information which may be needed for security reasons (access to roofs, controlled areas, etc.)

2.2. Contractors will provide photocopies of driver's licenses, State ID cards, Social Security Cards or Resident Alien Cards upon request from installation personnel for employees submitted for installation access. These documents will then be provided to the 155th Security Forces Squadron to complete background checks.

2.2.3. EAL Points of Contact.

- 2.2.3.1. Contracting Officer or Contracting Officer Representative
- 2.2.3.2. 155 Security Forces BDOC, 402-309-1552, usaf.ne.155-arw.mbx.sfs-bdoc@mail.mil
- 2.2.3.3. SMSgt Jon D. Quissell , 402-309-1559, jon.d.quissell2.mil@mail.mil

3. BACKGROUND CHECKS. Background checks will be conducted by the 155th Security Forces Squadron on contractor and subcontractor personnel. Background checks will include, but not be limited to the following: criminal history, want/warrants checks, citizenship/immigration status and/or Terrorist Screening Center checks. Installation Security, on behalf of the Wing Commander, will deny access to any contractor or contractor employee found to have a disqualifying factor as listed below, or for any reason that raises a security or anti-terrorism concern.

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3.1. Any one of the following will/could be justification for denial of entry (this is not an all-inclusive list):

3.1.1. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

3.1.1. The installation is unable to verify the individual's claimed identity.

3.1.3. There is a reasonable basis to believe the individual has submitted fraudulent information concerning his or her identity.

3.1.4. There is a reasonable basis to believe the individual will attempt to gain unauthorized access to classified documents, information protected by the Privacy Act, information that is proprietary in nature, or other sensitive or protected information.

3.1.5. There is a reasonable basis to believe the individual will unlawfully or inappropriately use an access credential outside the workplace.

3.1.6. There is a reasonable basis to believe, based on an individual's criminal or dishonest history, that issuance of an access credential poses an unacceptable risk to the installation/mission.

3.1.7. The individual has/had been barred from entry/access to a Federal installation or facility.

3.1.8. The individual is wanted by Federal or civil law enforcement authorities, regardless of offense or violation.

3.1.9. The individual has been incarcerated within the past ten years, regardless of offense/violation, unless released on proof of innocence.

3.1.10. The individual has any conviction for espionage, sabotage, treason, terrorism, or murder.

3.1.11. The individual's name appears on any Federal or State agency's "watch list" or "hit list" for criminal behavior or terrorist activity.

3.1.12. The individual has been convicted of a firearms or explosive violation within the past ten years.

3.1.13. The individual has been convicted of sexual assault, armed robbery, rape, child molestation, child pornography, trafficking in humans, drug possession with intent to sell or drug distribution.

3.1.14. There is a reasonable basis to believe, based on the individual's material, intentional false statement, deception, or fraud in connection with Federal or contract employment, that issuance of an access credential poses an unacceptable risk to the installation/mission.

3.1.15. There is a reasonable basis to believe, based on the nature or duration of the individual's alcohol abuse without evidence of substantial rehabilitation, that issuance of an access credential poses an unacceptable risk to the installation/mission.

3.1.16. There is a reasonable basis to believe, based on the nature or duration of the individual's illegal use of narcotics, drugs, or other controlled substances without evidence of substantial rehabilitation, that issuance of an access credential poses an unacceptable risk to the installation/mission.

3.1.17. A statutory or regulatory bar prevents the individual's contract employment; or would prevent Federal employment under circumstances that furnish a reasonable basis to believe that issuance of a access credential poses an unacceptable risk to the installation/mission.

3.1.18. The individual has knowingly and willfully engaged in acts or activities designed to overthrow the U.S. Government by force.

3.2. The contractor should be knowledgeable of and relay to installation security personnel all company screening procedures conducted in the company hiring process.

4. IDENTIFICATION/CREDENTIALS. All contractor and subcontractor employees must have a picture ID (driver's license or state ID) with them at all times. Contractor employees operating vehicles will have a valid driver's license and proof of insurance.

5. PROHIBITED ITEMS: Except as necessary to accomplish a contract/project, contractors may not bring or possess any of the following items while on the Lincoln Air National Guard Base.

5.1. WEAPONS. In the interest of public safety the items listed below are considered dangerous weapons.

5.1.1. Weapons include, but are not limited to, firearms, paint ball guns, pellet guns, BB guns, blowguns, bows and arrows, underwater spear guns, hunting slingshots, and throwing spears.

5.1.2. Knives in excess of 3 inches, spring-loaded knives (switchblades), swords, blackjacks, metal knuckles, "Nunchaku" fighting sticks, kung-fu stars, boomerangs, chains (wrapped), and billy clubs. Possession of these items is expressly prohibited at all times, except when they are in use as part of the bearer's lawful "tools of the trade," such as craftsmen (electricians, carpenters, or other such trades). Carry Concealed permits not allowed on the installation.

5.2. EXPLOSIVE MATERIAL. Consists of explosives, ammunition, gunpowder, firecrackers, and similar items.

5.3. NARCOTICS/DRUGS. Narcotics or drugs are prohibited in any quantity except for those prescription drugs issued by a licensed pharmacist based on written prescription from a licensed medical doctor for health care purposes. Drug paraphernalia is also strictly prohibited.

5.4. ALCOHOL. Alcohol (liquor, wine, beer, etc.) which includes beer in open containers no matter what the quantity, is strictly prohibited from being consumed on the base and/or job site.

6. VEHICLE SEARCHES. All individuals and vehicles entering or departing the installation are subject to search at any time. The 155th Security Forces Squadron conducts both Random Vehicle Inspections and Random Antiterrorism Measures at the Main Gate. Contractors are required to abide by the directions given by Security Forces at the Main Gate. Vehicles larger than a standard size pickup truck will be searched each time when entering the installation.

7. DELIVERIES. All deliveries to the base will be coordinated through the Base Defense Operations Center a.k.a. "BDOC" at 309-1552 or the other numbers provided in section 20. In addition, you may advise Security Forces personnel at the Main Gate of a scheduled delivery.

8. ON-BASE MOVEMENT REQUIREMENTS. Contractors will stay in their immediate work areas. There is no "sight-seeing" at other locations on the installation. The contractor will ensure all contractor personnel and subcontractors remain within designated use areas. Movement through, or presence in, other areas must be coordinated with the Contracting Officer Representative. Failure to remain within designated use areas may result in removal from the installation and/or barring of the individual from the installation.

9. PHOTOGRAPHY/VIDEO-RECORDING. Contractors will coordinate any photography or videotaping with their assigned Contracting Officer Representative. The requested photography and/or videotaping must be associated with the work being done on the installation. Photography or videotaping by contractor employees is not permitted, unless prior coordinated with Public Affairs and the 155th Security Forces Squadron.

10. LOST/STOLEN PROPERTY. The government assumes NO responsibility for lost or stolen material, equipment, or tools. The security of these items lies solely with the contractor. Any theft or damage of tools and/or equipment must be immediately reported to Security Forces and the contracting officer's representative.

11. SUSPICIOUS ACTIVITY REPORTING. Contractors who witness any suspicious activity or a security incident are required to immediately report the event to Security Forces at the numbers provided in section 20 or make contact with any Security Forces personnel.

11.1. EAGLE EYES PROGRAM. History has shown that most terrorist attacks are preceded by observable planning and preparation activities including surveillance, inquiring about shift schedules, acquiring supplies, conducting dry runs, and so on. Contractors and subcontractors can play an integral role in the detection of these potential activities. The installation runs an awareness and reporting program called Eagle Eyes with the aim to educate all base employees, whether military, civilian or contractor, on what to look for and what to report. Contractors and sub-contractors will post Eagle Eyes flyers provided by the 155 ARW in conspicuous locations around the worksite and distribute them to employees.

On base, report all suspicious activity to the 155th Security Forces Squadron at 402-309-1552 or 402-309-1551. Off base, report suspicious activity to the Lincoln Airport Authority Communications Center at 402-458-2480 or to local civilian law enforcement as dictated by location.

12. ROOFTOP WORK. Contractors who will be working on roofs will call BDOC before going onto a roof.

13. ANTITERRORISM/FORCE PROTECTION. The installation may be required to adjust or increase its security posture while contractors are working on site.

13.1. NON-MISSION ESSENTIAL WORK. Contractor employees may be asked to leave the base at any time depending on Force Protection Condition level changes, security incidents, and potential threats if work is deemed to be non-mission essential. This will be done in a timely manner. Contracts will then be adjusted upon review/approval by the Contracting Officer.

13.2. MISSION ESSENTIAL WORK. Contractor employees whose project is deemed to be mission essential will be allowed access to the installation during Force Protection Conditions Charlie and Delta. Contractors should consider identifying their non-essential personnel and direct the non-essential personnel to leave the installation. Contractors allowed access will adhere to increased entry requirements, escort policies, etc. as necessary based on the security environment. The contractor is responsible for providing any required personal protective equipment (PPE) that may be required by contractor and its employees to safely complete contract requirements in the operating environment. The Contracting Officer Representative will inform the contractor of the impending or actual threat or crisis and what recommend what types of PPE may be required. If appropriate, the contractor will develop and implement a continuity of operations plan.

14. OPERATIONS SECURITY (OPSEC). Contractors will not disclose any details of the installation's infrastructure, operations, personnel staffing or specifics of their project on the installation.

15. ADHERENCE TO REQUIREMENTS. Breach of security or antiterrorism requirements noted herein may impact eligibility or awarding of future contract.

16. OPTIONAL TRAINING. Antiterrorism and Operations Security Training is available to contractors at no expense.

16.1. ANTITERRORISM AWARENESS LEVEL TRAINING. Antiterrorism Awareness level training consistent with Air Force training curriculum, is available to the contractor, subcontractors, and their employees. Training material includes Force Protection Conditions, recognizing and reporting suspicious activity, personal protective actions in event of a terrorist attack, etc. If this training is desired, it will be provided at no cost to the contractor and will be accomplished within normal project hours. Anticipated duration of training is 60 minutes. The Contracting Officer Representative will coordinate the training.

16.2. OPERATIONS SECURITY (OPSEC) AWARENESS LEVEL TRAINING. The Air Force Operations Security Program aims to reduce the vulnerability of Air Force missions to information collection and exploitation by adversarial groups or individuals. Contractor, subcontractors, and their employees can actively participate in Operational Security (OPSEC) by refraining from asking questions about or publically repeating knowledge of the following base information or activities: movement and capabilities of forces, personnel and equipment present; operations of the base in general, to include timing or positioning of aircraft; manning or operations of security posts; aircraft or personnel schedule information; and/or personally identifiable information such rank, names, phone numbers, etc. Operations Security training, consistent with Air Force OPSEC training curriculum, is available to the contractor, subcontractors, and their employees. If this training is desired, it will be provided at no cost the contractor and will be accomplished within normal project hours. Anticipated duration of training is 30 minutes. The Contracting Officer Representative will coordinate the training.

17. TRAFFIC/SAFETY REGULATIONS. Nebraska State Motor Vehicle Law applies to all drivers and is enforced on the Lincoln Air National Guard Base.

17.1. The speed limit on the Nebraska Air National Guard Base streets is twenty-five (25) miles per hour unless otherwise posted. Posted traffic signs (speed limit, stop signs, etc.) on the base will be obeyed by contractors. A four-way stop is located at 24th and West Furnas Avenue.

17.2. Contractor employees are responsible for maintaining current registration requirements. Thus, state vehicle registration, driver's license, vehicle insurance, etc., must be up to date at all times.

17.3. All vehicle occupants (exceptions - special purpose vehicles) will wear seat belts.

17.4. Passengers riding in vehicles not equipped with proper seating (i.e., rear of trucks) must be seated on the floor while the vehicle is in motion.

17.5. Contractors must pay special attention to Foreign Object or Debris (FOD). All streets or roadways must be kept clean so base or contractor vehicles do not track FOD onto the flightline. Contractors are required to complete FOD inspections prior to entering the aircraft parking ramp on the installation.

17.6. Contractors are prohibited from using cellular telephones while they operate vehicles on the installation in accordance with Department of Defense guidance. Contractors may use their cellular phones when a vehicle is stopped. Contractors found to be operating vehicles while talking on cellular telephones will be stopped by 155th Security Forces personnel or other installation personnel and briefed accordingly.

18. MEDICAL EMERGENCIES. If an employee is injured or has a medical emergency, call **911**, then notify the Base Defense Operations Center (BDOC) by dialing 309-1552 or 309-1551. Contractors may also make contact with any Security Forces patrols (vehicles/foot) at any time.

19. SEVERE WEATHER. Severe weather watches/warnings and safety instructions are announced over the installation public address system. Contractors are required to listen to these announcements and to follow the directions made over the public address system, made by the contracting officer's representative, or by Security Forces members.

20. INSTALLATION SECURITY POINTS OF CONTACT.

20.1. Base Defense Operations Center (BDOC), 402-309-1552, 402-309-1551 or 402-309-1550,

usaf.ne.155-arw.mbx.sfs-bdoc@mail.mil

20.2. Main Gate, 402-309-1568

20.3. SMSgt Jon D. Quissell, 402-309-1559, jon.d.quissell2.mil@mail.mil

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