



## DOC 354 Security Requirements at Centennial, CO

*The provisions of this Contract clause shall apply to all CONTRACTORS having access to UNITED LAUNCH ALLIANCE (ULA) owned, leased, or operated real and/or personal properties located at Centennial, Colorado, and shall be in addition to other clauses, as applicable.*

### 1. General

- 1.1. The CONTRACTOR and its employees shall comply with all ULA established security controls and procedures. The CONTRACTOR, further, shall be responsible for compliance with the same by all lower tier subcontractors of the CONTRACTOR. Under no circumstances, however, shall one contractor act on behalf of another in securing, handling and/or issuing ULA badges or in any other matters pertaining to security unless specifically authorized by ULA Security. Failure of the CONTRACTOR to comply with ULA security requirements may result in denial of access by CONTRACTOR's personnel to ULA owned, leased, or operated properties and subsequent termination of this contact for default by the CONTRACTOR.
- 1.2. Both the CONTRACTOR and, if applicable, sub-tier contractor(s), shall, upon request, be provided access to ULA Security Practices and Procedures. The CONTRACTOR and/or sub-tier contractor employee(s) shall be responsible for strict compliance of these requirements, at all times while conducting business on any ULA owned, leased, or operated properties.
- 1.3. Security Representative
  - 1.3.1. The Procurement Representative shall provide notification/information, pertaining to this Contract, to the respective ULA site Security Representative. The information shall at the minimum detail the purpose of the Contract, period of performance, and work location(s).

### 2. Badging Requirements

- 2.1. ULA Identification/Access Badge
  - 2.1.1. Visitors are required to notify the Procurement Representative to initiate their badging needs. The Procurement Representative will then arrange for contractors to obtain long-term badges, or short-term visitor placards. Advance coordination ensures proper and efficient badging and prevents delays. Failure to coordinate visits 72 hours in advance can result in denial of access or delays in initiating the visit. The Badging Office is open Monday – Thursday from 8:00 a.m. until 4:00 p.m. and Working Fridays from 8:00 a.m. to 4:00 p.m.
  - 2.1.2. Long-term badges are issued for the duration of the CONTRACTOR and/or Subcontractor contract, or up to three years, whichever is sooner. (Note: the ULA site Security Office will determine the criteria for frequency of visits.)
  - 2.1.3. The following long-term visitor information must be provided to the Procurement Representative and, in turn, submitted to the Security Department on the ULA Request for Non-employee Badge form.
    - Full name (no nicknames, abbreviations, etc.)
    - Date of Birth
    - Social Security Number
    - Name of represented company
    - Citizenship
    - Gender
    - Contract/P.O. number
    - Contract start/end dates

The following information must be submitted to the Procurement Representative for short-term or infrequent visits, and in turn, submitted to the Security Department on the ULA Notification of Business Visit form.

- Full name (no nicknames, abbreviations, etc.)
- Name of represented company

- Citizenship

- 2.1.3.1. All visitors must be prepared to present a government issued picture ID. Those requiring unescorted access must also present proof of U.S. Person status. Acceptable forms of ID for unescorted access include, but are not limited to:
  - US passport
  - Common Access Card (CAC)
  - Resident alien ID card
  - Original or certified copy US birth certificate
  - Certificate of US citizenship
  - Certificate of naturalization
  - Unexpired temporary resident card
  - Certificate of birth abroad issued by the State Department
- 2.1.4. When the visitor is exiting ULA and is not expected to further access ULA facilities during the remaining dates of their access credential, the visitor shall return the Non-employee Badge or visitor placard to S&ES.
- 2.1.5. Swapping of badges is strictly forbidden and violates Department of Defense (DoD) security rules. Expired badges shall not be used to gain entry and will be confiscated by Security personnel when observed being worn by CONTRACTOR personnel.
- 2.1.6. Expired badges shall not be used to gain entry and will be confiscated by Security personnel when observed being worn by CONTRACTOR personnel.
- 2.1.7. Lost badges must be reported immediately to ULA Security.
- 2.1.8. Badges are issued only in performance of this Contract and are not to be used for “unofficial business”.
- 2.1.9. The Procurement Representative shall ensure return of ULA access credentials upon termination or leave of absence in excess of five (5) days, and shall ensure all badges are returned or accounted for at contract close-out.

## 2.2. ULA Visitor Processing

- 2.2.1. CONTRACTOR employees must register through the respective ULA lobby to obtain either a Non-employee Badge or a Temporary Visitor Placard. Unescorted access to ULA facilities is limited to U.S. persons, including U.S. citizens, lawful permanent residents, commonly referred to as green card holders, and intending citizens lawfully admitted into the United States. Individuals considered a Representative of a Foreign Interest (U.S. citizens working for a foreign-controlled company) are considered foreign persons for access control purposes.
- 2.2.2. Visits by Foreign Nationals or those with non-U.S. Person status are required by the CONTRACTOR to be limited to essential work that cannot be performed by U.S. Persons. If a CONTRACTOR must have a Foreign National or non-U.S. Person enter ULA facilities, advance notice must be provided to the Procurement Representative at least thirty days prior to the scheduled need for access.
  - 2.2.2.1. Due to strict adherence of the International Traffic and Arms Regulations (ITAR) requirements, concerning the lawful export of technical data, facility access by non-U.S. Persons including, but not limited to, those personnel working under a Visa or Employment Authorization document, is prohibited.
  - 2.2.2.2. It is the responsibility of the CONTRACTOR to comply with the Immigration Reform and Control Act of 1986 in addition to all other applicable federal, state, and local laws. CONTRACTOR shall also be responsible for completing Forms I-9 for its employees regarding employment eligibility issues before allowing of their personnel on ULA owned, leased, or operated properties.
  - 2.2.2.3. If required, the ULA management sponsor shall complete the International Travel/Meeting Visitor Notification and ULA Notification of Visit by Non U.S. Citizen forms and submit them to ULA Global Trade Controls (GTC) for approval. GTC will review the request. If

approved, the ITVM and Notification of Visit by Non-US Person forms will be forwarded to the responsible ULA Security department.

2.2.3. CONTRACTORS are NOT authorized to submit ULA request forms for either the Non-employee picture badge or the Temporary Visitor Badge. The CONTRACTOR must coordinate with their ULA management point of contact (POC) for all CONTRACTOR visitor pre-registration and access to ULA facilities required in support of CONTRACTOR operations.

2.3. Every CONTRACTOR employee shall carry government issued picture identification, e.g., driver's license or state-issued identification credential at all times while on ULA property. In the event of a badge check conducted by ULA contracted guard service or ULA Security Representative, all CONTRACTOR personnel must be cooperative and provide both the badge and appropriate government-issued photo identification as requested.

### **3. Property Protection**

3.1. It is essential that CONTRACTORS secure their vehicles and equipment to prevent theft and pilferage.

3.2. Entry of ULA property serves as consent to search your person and personal or company vehicle.

3.3. Theft of personal, company, or government property from ULA can be a federal offense. Please inform personnel that in addition to any penalties and prosecution imposed by federal authorities, being barred from ULA could also result.

### **4. Other Prohibitions**

The following are prohibited on ULA property; however, this is not an all-inclusive list. These items will be impounded if detected during a vehicle or personal search, and may result in criminal prosecution:

- 4.1. Alcoholic beverages of any kind
- 4.2. Illegal drugs
- 4.3. Fireworks of any kind
- 4.4. Explosives of any kind without written authorization and prior coordination with security officials
- 4.5. Dangerous weapons of any kind, including large knives
- 4.6. Firearms of any make or caliber (including air guns, paintball guns, etc.), and ammunition
- 4.7. Gambling

### **5. Photography Policy**

5.1. Photography is generally prohibited on ULA property and within the confines of any ULA leased or licensed facility.

5.1.1. All cameras (to include cell phones with photographic capability) are prohibited from use inside restricted/controlled areas unless individuals have been issued a letter of authorization for photography or a ULA Camera Permit. Contact the on-site ULA Security office for further guidance.

5.2. Refer to policy HR-301 for further details on the Camera Use policy.

### **6. Escort Requirements**

6.1. CONTRACTOR employees are restricted to their immediate assigned work areas. Under no circumstances are CONTRACTOR employees permitted in any area and/or building except those necessary for the performance of Work defined under this Contract. All CONTRACTOR employees shall use the most direct route(s) to and from the appropriate Work area(s). However, the CONTRACTOR's employees will be permitted access to cafeteria and restroom facilities within their assigned work location.

6.2. Restricted or Controlled Areas – General

6.2.1. Escorts are required in restricted areas for CONTRACTOR personnel for safety and security reasons. The CONTRACTOR shall instruct his employees to remain within designated work areas unless under proper escort of a ULA employee or representative.

6.2.2. ULA may provide escorts whenever a work effort requires access to controlled/restricted areas. ULA provided escorts will be coordinated in advance through the Procurement Representative. Escorts are not required when operating within an uncontrolled area unless the individual's badge is issued for escorted access only. Personnel under escort must ensure they remain in constant visual and verbal contact with their escort official.

- 6.2.3. Personnel under escort must display the ULA "Escort Required" badge above the waist and on the outer garment at all times.
- 6.2.4. Failure to satisfy escort requirements could result in immediate removal from the restricted area by ULA Security, and access to the area denied for the employees.
- 6.2.5. The CONTRACTOR will be notified in advance when work will be performed in a controlled/restricted area requiring escorting or special access requirements.

**7. CONTRACT COMPLETION**

- 7.1. The CONTRACTOR shall, immediately upon completion of this Contract:
  - 7.1.1. Return all ULA-related material to the Procurement Representative.
  - 7.1.2. Return all ULA badges to the ULA Security department or provide a written statement to same as to the disposition of any non-returned badges.
- 7.2. Final payment to the CONTRACTOR under this Contract may be withheld and offset against any indebtedness created or owed to ULA as a result of the CONTRACTORs failure to comply with ULA security requirements or pending reconciliation of the aforementioned badge records.

**8. SUBCONTRACT FLOWDOWN**

- 8.1. The CONTRACTOR agrees to insert in all subcontracts, where access to U.S. Government installations or facilities or ULA owned, leased or operated property(ies) is necessary for Contract performance, provisions which shall conform substantially to the provisions set forth herein.