

ATTACHMENT A

Statement of Work (SOW) Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Office of Emerging Threats (OET)

1. GENERAL

a. Background

- (1) According to Presidential Policy Directive 8: National Preparedness (PPD-8), the nation must maintain a level of preparedness for the full spectrum of hazards and threats which face the country. National Preparedness requires efforts to be made across five mission areas: prevention, protection, response, recovery, and mitigation. The Federal Emergency Management Agency's (FEMA) mandate is to build and maintain a capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. Most of the preparedness efforts FEMA conducts are focused on all-hazards preparedness. Regardless of the cause, FEMA maintains the personnel, supplies, authorities, tools, and capabilities to respond to any hazard.
- (2) On February 3, 2022, the FEMA Administrator issued a memo titled "Preparedness Strategy for the Emerging Threat of Cyber Incidents with Physical Consequences." Although cyber-attacks with disruptive and destructive consequences were described, the memo directed the agency "to adopt a more concerted approach to strengthening our own readiness and helping our federal, state, local, tribal, and territorial partners to strengthen theirs." The FEMA Chemical, Biological, Radiological and Nuclear (CBRN) Office within ORR is directed to focus beyond the CBRN enterprise (while still sustaining and enhancing CBRN enterprise) to emerging threats not involving CBRN. The new OET will address unique challenges posed by these threats and associated hazards with an immediate emphasis on cyber incidents with physical consequences.
- (3) An "emerging threat" is defined as one that may be newly recognized; may have been recognized before, but with new or different impacts; or may be an existing threat that has developed new attributes that pose a challenge to existing FEMA and mission partner core capabilities to respond and to recover from such threats and hazards. Examples include cyber-attacks, resurgent nation-state threats, and climate change, among others. Addressing such threats requires close linkages between intelligence, data analytics, and assessed risk to drive FEMA and mission partner response and recovery capability development, planning, and operations.
- (4) The vision of OET is to help FEMA and its mission partners understand and address a wide array of novel emerging threats. OET represents the "bridge" needed to fill the gap between emerging threats identified by the Intelligence

Community (IC) or other information sources, and the risk-informed development, management, and delivery of FEMA and mission partner operational capabilities.

- (5) **Mission:** The mission of OET is to identify, assess, and inform FEMA and its mission partners of emerging threats that may significantly challenge the Nation's core capabilities for incident response and recovery. This mission is consistent with the Administrator's 2022 Annual Planning Guidance and Objective 3.2 ("Posture FEMA to meet current and emerging threats") of the 2022-2026 FEMA Strategic Plan. It is also aligned with FEMA Threat and Hazard Identification and Risk Assessment (THIRA) doctrine.

- (a) **Goal 1:** Develop a collaborative focal point within FEMA to work with multiple entities internal and external to the agency to identify and assess emerging threats and corresponding risks to inform and enable FEMA and its mission partners to respond and recover from such threats.
- (b) **Goal 2:** Using a collaborative partnership approach, translate analysis of threats and related risks into actionable guidance and inform the development of specialized plans, resources, and capabilities to address gaps related to specific emerging threats in coordination with relevant intra and interagency and mission partners.
- (c) **Goal 3:** Enhance FEMA's capabilities to respond to and recover from emerging threats once such threats are actualized effectively and efficiently.
- (d) **Goal 4:** Strengthen partnerships and information sharing between FEMA and mission partners, the private sector, academia, and the R&D community to further enhance awareness and understanding of emerging threats and drive corresponding risk management approaches.

b. **Scope**

- (1) The scope is for the OET to acquire contractor support requiring subject matter experts (SME) and technical staff support to develop new or enhance current CBRN and non-CBRN emerging threat program initiatives. This will include, but not limited to, the following:
 - (a) Support the OET mission functions: emerging threat identification & risk analysis; risk management; and response & recovery support branch activities.
 - (b) Support and as directed, conduct strategic communications with designated FEMA and its Federal partners.
 - (c) Support other FEMA divisions and programs in providing technical staff support and/or SME focused on CBRN and non-CBRN emerging threats

during steady-state, preparatory activities or as directed, response postures, as directed.

c. Objectives

- (1) Provide professional and technical services to the FEMA OET Office in accordance with this SOW to include, but not limited to the following:
 - (a) Policy and plans research and development to develop risk analysis reports on a minimum of a bi-weekly basis
 - (b) Develop or enhance existing planning guidance, operational support tools (e.g., job aids), develop Geospatial Information System (GIS) products, and/or best practice documents to address CBRN and non-CBRN emerging threats
 - (c) Prepare specific briefs, read-ahead documents, and External Affairs-related documents to effectively communicate OET program products, deliverables and/or initiatives (to include training materials).
 - (d) Plan and facilitate meetings with key stakeholders.
- (2) **Security Clearance Requirements.** For performing emerging threat identification and risk analysis, the Contractor will need designated staff to possess a Top Secret/Sensitive Compartmented Information (TS/SCI), while other staff supporting the other two mission functions may achieve Public Trust level clearance. Where Risk Management or Response & Recovery Support Branches, or the OET Management Team, may require contractor staff with TS/SCI, the Contractor may use current TS/SCI-cleared contractor staff to support if the functions of the Emerging Threat and Risk Analysis Branch is still fully supported to accomplish the stated SOW tasks.

d. Applicable Documents.

- (1) The Contractor shall ensure adherence to the following documents while planning and executing SOW tasks.
 - (a) 6 USC § 312 - Subchapter on Nuclear Incident Response Team (NIRT)
 - (b) 6 USC § 313 - Federal Emergency Management Agency
 - (c) 6 USC §314 - Authority and Responsibilities under National Emergency Management - January 7, 2011
 - (d) 40 CFR 300, the National Oil and Hazardous Substances Pollution

Contingency Plan (NCP) -July 1, 2011

- (c) 44 CFR §351.10 establishes the Federal Radiological Preparedness Coordinating Committee (FRPCC), December 10, 2010
 - (f) HR240 (2015): The Interagency Modeling and Atmospheric Assessment Center (IMAAC)
 - (g) Homeland Security Presidential Directive 22- Domestic Chemical Defense (Classified)
 - (h) National Security Presidential Directive 28- US Nuclear Weapons Command and Control, Safety, and Security, Revision, June 2003 (Classified)
 - (i) National Security Presidential Memorandum 36 – Countering Weapons of Mass Destruction
 - (j) Presidential Policy Directive 8 - National Preparedness
 - (k) Federal Emergency Management Agency (FEMA) Administrator’s February 3, 2022, memo titled, “Preparedness Strategy for the Emerging Threats of Cyber Incidents with Physical Consequences,”
 - (l) Design Concept: Office of Emerging Threats and Capabilities (OET) – June 2023
 - (m) Business Plan for the Proposed Office of Emerging Threats and Capabilities within the Office of Response and Recovery, Response Directorate, Federal Emergency Management Agency, June 2023
- (2) These reference document listed below may be helpful for the Contractor in performing the work prescribed in this SOW.
- (a) National Response Framework
 - (b) Response and Recovery Federal Interagency Operations Plans
 - (c) IMAT Procedures Guide and IMAT Reorganization Memo (2010)
 - (d) CBRN Regional Coordinator Memo (2018)
 - (e) Incident Annex for Adversarial Threats (classified)
 - (f) Regional CBRN Coordinator CONOPS
 - (g) Relevant Presidential Policy Directives (NSPM-36, 5, 8, 44, etc.)

- (h) Planning Guidance for Response to a Nuclear Detonation
- (i) Key Response Guidance within the First 72 Hours of a Nuclear Detonation
- (j) Nuclear Radiological Incident Annex (NRIA)
- (k) Key Planning Factors and Considerations for a Response to a Nuclear Attack
- (l) Planning Guidance for Response to a Nuclear Detonation 3rd Edition
- (m) Radiological Dispersal Device (RDD) Response Guidance: Planning for the First 100 Minutes
- (n) Oil and Chemical Incident Annex (OCIA)
- (o) Key Planning Factors and Considerations to a Chemical Response and Recovery
- (p) Planning and Decision Framework for Chemical Incident Consequence Management (CICM)
- (q) Biological Incident Annex (BIA)
- (r) Key Planning Factors and Considerations for Response and Recovery to a Biological Incident

2. PROGRAM SUPPORT

a. OET General Program Support

- (1) Ensure 508 compliance on all contractor developed videos and documents developed for distribution.
- (2) Ensure contract team maintains and uses government provided equipment.

b. Communications and Outreach

- (1) Support in communicating, in a systematic and consistent way, with multiple stakeholders about cross-cutting issues and engaging FEMA Leadership, Public Affairs and Congressional Affairs, as needed and as requested. Support tasks in this area include the following:
 - (a) Create and distribute internal communications on upcoming CBRN policy issues and initiatives to educate FEMA senior leadership.

- (b) Provide support in periodic events and informal meetings.
- (c) Provide support in interagency roundtable events and informal staff meetings on key OET issues.
- (d) Provide support in nongovernmental and academia roundtables, events, and meetings.
- (e) Develop products such as brochures, kiosks, and visuals to help showcase the Office mission.
- (f) Graphics & Messaging: Supports the Office on social and official messaging, graphics development and video projects as needed to further the CBRN Office objectives as related to the FEMA/CBRN mission.
- (g) Support the development and delivery of articles to be published in emergency publications.

c. Research and Analysis

- (1) Support in assessing and analyzing key policy issues, CBRN preparedness, as well as defense and security events, promoting, and protecting FEMA/CBRN equities. Support tasks in this area include the following:
 - (a) Assess the current mission space by analyzing ongoing event/conferences topics related to FEMA/CBRN's mission by conducting research on events taking place internationally and nationally. Domestically, review ongoing activities at laboratories, non-governmental organizations, academia, and interagency organizations.
 - (b) Continue to analyze gaps and identify opportunities where FEMA/CBRN should engage the broader community.
 - (c) Update and publish semi-annually a 12-month schedule for FEMA/CBRN leadership of the most important events and identifying participation and messaging in coordination with the relevant elements of FEMA, i.e., Office of External Affairs, Congressional Affairs, etc.
 - (d) Research, analyze, and develop materials for speeches and testimony to be given by FEMA senior leadership.
 - (e) Draft periodic reports covering relevant events that can be shared broadly across FEMA.
 - (f) Draft and edit key documents such as presentations, brochures, and other materials for internal and external distribution.

d. Policy and Doctrine Support

- (1) Provide SME support to review and provide comments on OET CBRN and non-CBRN policy concerns and issues.
- (2) Develop and update, as directed, an OET Strategic Plan based on Response Directorate, Office of Response and Recovery and FEMA Strategic Plans
- (3) Support the updates of any Incident Annexes to the Response and Recovery Federal Interagency Operational Plans (FIOPs), which includes NRIA, BIA, Oil/Chemical Annex, and any non-CBRN emerging threat incident annexes, as needed.
- (4) Continued support of the OET Office doctrine framework, to include standardized document templates, to include, but not limited to the following: strategic-level documents, program plans, operational plans, and guidance documents.
- (5) Support continued development of the Hazardous Materials Lifeline and any of the other Community Lifelines, as requested.

e. Training and Exercise Program

- (1) The Contractor assist the OET Director, OET Branch Supervisors, and Program Managers in identifying needs, developing, trusted testing, validating, and delivery of training and exercises. Contractor technical support will include, but not be limited to the following:
 - (a) Training.
 - i. In addition to training development described in previous paragraphs, develop, and as directed, provide training related to OET such as OET 101 training provided to the National Response Coordination Staff.
 - ii. As directed, assist in providing training certificates (e.g., National Qualification System (NQS), FEMA Qualification System (FQS)) or other training acknowledgement documentation to training attendees satisfying the specific requirements.
 - iii. As new course material described above are developed and approved by the OET Director, incorporate this training into the FEMA's Learning Content Management System, FEMA Emergency Management Institute's training system (for Independent Study) or other systems, as directed.

(b) Exercise.

- i. Work with FEMA CBRN Program Managers in identifying, planning and executing exercises, as directed.
- ii. Support and coordinate planning meetings; review exercise plans; provide comments and changes to exercise plans; plan and coordinate FEMA OET participation.
- iii. Assist with the development of FEMA OET exercise plans, objectives, scenarios, injects, and evaluation criteria in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). This includes, but not limited to the following:
 - (i) Development of a Situational Manual
 - (ii) Identifying and engaging with FEMA or Federal interagency partners as part of an exercise planning cell
 - (iii) Lead or support exercise Initial Planning Meeting (IPM), Mid Planning Meeting (MPM), and Final Planning Meeting (FPM) conferences.
 - (iv) Lead or support exercise control activities and assist with the coordination of FEMA/CBRN and field exercise planners. Provide technical support to post-exercise critique/hot wash activities, and assist with the development of an AAR, corrective actions, and lessons learned.

3. TASKS

a. **OET Management Team**

- (1) Provide program and project management support, technical support, and planning for all OET programs.
- (2) Provide monthly report activities to the designated Contracting Officer Representative (COR) and OET Director.
- (3) Provide within 30 days of award a Contractor Support Plan on how the performer will plan to execute the SOW tasks over the stated period of performance.
- (4) Set-up and participate in weekly IDIQ meetings with the OET Director, COR and others, if invited, on status of current work in accordance with the SOW tasks.

- (5) Develop briefings, presentations, after action reports, video, and graphics support supporting the OET Director or members of the OET Management Team.
- (6) Develop read-a-heads, point papers, talking points, and other communication material, as requested.
- (7) Capture notes and due outs at meetings, as directed.
- (8) Coordinate and schedule working group meetings in coordination with the OET Administrative Assistant and Executive Officer.
- (9) Maintain, update, and when needed develop, the FEMA OET internal and external website.

b. Emerging Threat Identification and Risk Analysis (ETIRA) Branch.

- (1) This branch, until sufficiently staffed with Federal Full-Time Employees (FTEs), the Contractor will provide most of the qualified staffing to plan and to execute the stated branch activities.
 - (a) Contractor staff, as stated, must have current TS/SCI security clearances.
- (2) Contract staff assigned to this branch must plan and accomplish the following tasks:
 - (a) Identify and assess emerging threats (to include existing CBRN threats) that are likely to challenge FEMA and its mission partners and the delivery of core response and recovery capabilities in novel ways.
 - i. Qualified contractor staff will engage regularly with the FEMA Office of Intelligence and Threat Analysis (OITA) at the FEMA Headquarters Sensitive Compartmented Information Facility (SCIF) as well with appropriate Intelligence Community (IC) agencies, to include DHS Intelligence and Analysis (I&A) (in coordination first with the FEMA OITA).
 - ii. Participate in any OITA threat briefings, typically held on a weekly basis.
 - iii. Establish and sustain C-LAN and HSDN/SIPR e-mail accounts to receive and to send information at the TS or Secret level, respectively.
 - iv. Establish and sustain PKI certification in C-LAN to access DHS, Central Intelligence Agency (CIA) and other IC agency publications.
 - v. Contractor staff will also maintain broad situational awareness of open-source materials of identified threats and determine, using the current (or

enhanced risk analysis process) daily, to determine if they are potential emerging threats worth examining.

- vi. Use the existing OET risk analysis process (based on the current performer's work using two pilots examining potential emerging threats) to identify and assess potential emerging threats
- (b) Conduct new and/or leverage existing gap analyses and inform the establishment of capability targets required to prepare for and achieve effective response to and recovery from identified emerging threats.
 - (c) Develop tailored products developed by others that communicate to FEMA and its mission partners the results of the information collection and analyses process to inform policy, planning, capability development, and strategic resource investments to address identified gaps and support incident response and recovery activities relevant to specific emerging threats. These include, but not limited to the following:
 - i. Fact Sheets defining an emerging threat, rationale for its significance, and potential adverse impacts to FEMA and mission partner response and recovery core capabilities. This shall include on a minimum bi-weekly basis, 2–3-page Fact Sheet of a potential emerging threat (preferably Unclassified/FOUO level, but as appropriate, classified based on current Security Classification Guidelines (SCGs) and/or derivative classification procedures
 - ii. Detailed risk analysis of potentially impacted communities, including susceptible populations or regions referencing community lifelines, required resources, constraints in resource delivery, etc.
 - iii. Gap analysis in current response and recovery core capabilities with recommendations for material and non-material solutions
 - iv. Strategic-level dashboard or similar capabilities to track status of emerging threats to provide advance warning to FEMA and Federal partners of when such threats may be realized.
 - v. Develop appropriate briefing materials and/or read ahead on the products developed.
 - (d) Once either a 2–3-page Fact Sheet or in-depth risk analysis product is published and approved by the OET Director and as appropriate, FEMA Response senior leadership, contractor staff will work collaboratively with the OET Risk Management and Response & Recovery Support Branches in developing products and/or building/enhancing core capabilities to address gaps identified (in the risk analysis) to a given emerging threat(s).

- (c) **Geospatial Information System (GIS) Support.** As directed, for either to support pre-incident risk analysis described or during a crisis, to augment FEMA Response Directorate support for an on-going incident response and support, provide GIS support in providing products that inform the following (but not limited to):
- i. Location information of residences, schools, government facilities, and critical infrastructure supporting each of the nine Community Lifelines (Safety and Security; Food, Hydration, Shelter; Health and Medical; Energy; Communications; Transportation; Hazardous Materials; Water Systems) (*Reference: <https://www.fema.gov/emergency-managers/practitioners/lifelines>*)
 - ii. Cascading impacts directly or indirectly affected by specific threats (e.g., cyber, natural severe weather, space weather)
 - iii. Overlay of the described information onto mapping files published by the Interagency Modeling and Atmospheric Assessment Center (IMAAC) or other CBRN-type modeling products (atmospheric, ground or water dispersion).
 - iv. As directed, coordinate, and collaborate with the FEMA Response Geospatial Office (RGO) in supporting their products.

c. Risk Management Branch

- (1) Contractor staff shall support the Risk Management Branch in accomplishing the following tasks:
- (a) Research, develop, and/or inform the development of policy and planning guidance, with broad stakeholder input, to assist the FEMA and its mission partners in managing the risks associated with specific emerging threats.
 - (b) Identify, develop and/or inform the development of, and sustain threat-specific plans, gap specific tools, resources, best-practices, and other capabilities to address critical gaps in preparedness for and response to emerging threats.
 - (c) Inform the development of and/or engage in national and regional-level preparedness activities, including national and regional level deliberate and crisis action planning, training, and exercises, to strengthen the ability of FEMA and its mission partners to respond to and recover from identified emerging threats.
- (2) Products and services produced by this branch will include, but not limited to, the

following:

- (a) Provide threat-specific subject matter expertise to support risk management capability development.
 - (b) Develop and/or inform threat-specific national- and regional-level policies and plans.
 - (c) Develop and/or inform threat-specific planning guidance for FEMA and mission partners.
 - (d) Develop and/or inform the development and sustainment by others of specialized tools, best practices, and other resources needed to characterize/assess the impacts of emerging threats and otherwise support key decisionmaker needs during real-world incident response and recovery.
 - (e) Inform preparedness activities such as training and exercises focused on specific emerging threats and threat scenarios.
- (3) Federal Radiological Preparedness Coordinating Committee's (FRPCC)
- (a) Adhering to the Federal Advisory Committee Act (FACA), the Contractor shall provide the administrative preparations and facilitations in the quarterly FRPCC in close collaboration with the OET Program Manager under the Risk Management Branch.
 - i. The Contractor shall provide support for the oversight and management of the Federal Radiological Preparedness Coordinating Committee (FRPCC) including Strategic Action Management Plan development, coordination, and tracking.
 - ii. Provide program and project management support, technical support, and planning for the FRPCC.
 - iii. Schedule and prepare FRPCC meetings with such products as agendas as well as capturing meeting minute summaries and due outs.
 - iv. Provide support to the FRPCC sub-committee and workgroups at the directions of the Program Manager in developing documents, briefings, or other required tasks.
 - v. Schedule and manage pre-briefs for leadership.
 - vi. Develop a baseline 2-year FRPCC strategic work plan (2024 through 2026) and establish a mechanism for support of assigned subcommittee activities, including activity tracking and recurring reporting.

- vii. Support FRPCC-led implementation of select recommendations included in partner organization RN studies and analyses (e.g., NUSTL, DOE, CDC, EPA, CRCPD, etc.), as approved by FRPCC member agencies and co-chairs.
- viii. Support engagement of the FRPCC in the planning and conduct of national- and regional-level RN exercise activities and after-action reviews.

(4) Chemical Response Program Management.

- (a) Assist the OET Risk Management Chemical Response Program Manager in the following:
 - i. Assist with development and updating of a Chemical Response Program Plan to address gaps identified by ETIRA's risk analysis of chemical threats (e.g., CWA, Toxic Industrial Chemicals (TICs)) in the form of planning guidance, operational support tools (e.g., job aids), and/or training materials for Federal and SLTT communities.
 - ii. Increase collaboration and possibly, transition programs from the FEMA Technical Hazards Division (THD) Chemical Stockpile Emergency Preparedness Program (CSEPP).
 - iii. Manage the sustainment, technical enhancements, and operational use of the City Planner Resource Tool (CPR) for chemical threats in collaboration with the FEMA National Exercise Division hosting the CPR on the PrepToolKit, and Lawrence Livermore National Laboratory (LLNL) who developed the CPR for FEMA OET.
 - iv. Assist the PM in participating in the EPA-US Coast Guard-led National Response Team (NRT) meetings and any associated committee activities related to oil and hazardous chemical incident planning and response in accordance with the National Oil and Hazardous Substances Contingency Plan (NCP).
 - v. Assist with analyzing the chemical response mission space to fine tune FEMA's role and interagency support to Federal, State, Local, Territorial, and Tribal partners during chemical events.
 - vi. Assist in the implementation of actions outlined in the Chemical Program Plan to close the gaps previously identified in the gap analysis.
 - vii. Develop and update, as needed, the Chemical Key Planning Factors and Considerations (Chem KPFC) document and webbook, and separately,

the Oil/Chemical Incident Annex, which includes the following sub-tasks:

- (i) Sustain the independent study course in coordination with the FEMA Center for Domestic Preparedness and/or Emergency Management Institute (EMI) within the National Emergency Training Center (NETC), as directed.
- (ii) Socialize, through a Socialization Plan, the Chem KPFC with developed and updated slide presentations, Fact Sheets, and other website updates on the FEMA.Gov website to include attendance and presentation at given workshops, conferences, educational seminars, or meetings, as directed.

viii. Develop and update, as needed, the Chemical Incident Consequence Management (CICM) Manual and webbook.

- (i) Develop and sustain the independent study course in coordination with the FEMA Center for Domestic Preparedness and/or Emergency Management Institute (EMI) within the National Emergency Training Center (NETC), as directed.
- (ii) Socialize, through a Socialization Plan, the CICM with developed and updated slide presentations, Fact Sheets, and other website updates on the FEMA.Gov website to include attendance and presentation at given workshops, conferences, educational seminars, or meetings, as directed.

- (b) Work with the Program Manager in updating the FEMA Ready.Gov on chemical incident preparedness, response, and recovery for the general public.

(5) Biological Response Program Management

- (a) Assist the OET Risk Management's Biological Response Program Manager in the following:
 - i. Assist with development and updating of a Biological Response Program Plan to address gaps identified by ETIRA's risk analysis of biological threats (e.g., naturally occurring or deliberate biological threats to human, agriculture, and/or animal health) or in the form of planning guidance, operational support tools (e.g., job aids), and/or training materials for Federal and SLTT communities.
 - ii. Provide technical subject matter expertise on updating the Biological Incident Annex (BIA) or other biological defense strategy, plans,

policies, and directives within FEMA or as part of the Federal interagency, as directed.

- iii. Manage the sustainment, technical enhancements, and operational use of the City Planner Resource Tool (CPR) for biological threats in collaboration with the FEMA National Exercise Division hosting the CPR on the PrepToolKit, and Lawrence Livermore National Laboratory (LLNL) who developed the CPR for FEMA OET.
- iv. Develop and update, as needed, the Biological Key Planning Factors and Considerations (Bio KPFC) document and webbook, and separately, the Oil/Chemical Incident Annex, which includes the following sub-tasks:
 - (i) Sustain the independent study course in coordination with the FEMA Center for Domestic Preparedness and/or Emergency Management Institute (EMI) within the National Emergency Training Center (NETC), as directed.
- v. Develop and sustain a training curriculum for the Biological Key Planning Factors and Considerations (Bio KPFC) document and separately, the BIA, in close collaboration with the assigned Program Manager and given FEMA training center, as directed.
- vi. Socialize, through an approved Socialization Plan, the Bio KPFC and BIA with developed and updated slide presentations, Fact Sheets, and other website updates on the FEMA.Gov website to include attendance and presentation at given workshops, conferences, educational seminars, or meetings, as directed.
- vii. Develop the Biological Incident Consequence Management (BICM) Manual and webbook.
 - (i) Develop and sustain the independent study course in coordination with the FEMA Center for Domestic Preparedness and/or Emergency Management Institute (EMI) within the National Emergency Training Center (NETC), as directed.
- viii. Socialize, through a Socialization Plan, the BICM with developed and updated slide presentations, Fact Sheets, and other website updates on the FEMA.Gov website to include attendance and presentation at given workshops, conferences, educational seminars, or meetings, as directed.
- ix. Work with the Program Manager in updating the FEMA Ready.Gov on biological incident preparedness, response and recovery for the general public.

(6) Radiological/Nuclear Response Programs

- (a) Assist the OET Risk Management's Radiological/Nuclear Response Program Manager in the following:
 - i. Assist with development and updating of a Radiological/Nuclear Response Program Plan to address gaps identified by ETIRA's risk analysis of radiological/nuclear threats in the form of planning guidance, operational support tools (e.g., job aids), and/or training materials for Federal and SLTT communities.
- (b) Provide technical subject matter expertise on updating the Nuclear/Radiological Incident Annex (NRIA) or other radiological/nuclear response strategies, plans, policies, and directives within FEMA or as part of the Federal interagency, as directed.
- (c) Provide technical subject matter expertise in updating any nuclear/radiological planning guidance such as the *Planning Guidance for Response to a Nuclear Detonation*, *Key Response Guidelines within First 72 Hours of a Nuclear Detonation*, *Communicating in the Aftermath of a Nuclear Detonation*, and the *Radiological Dispersal Device Response and Recovery Plan*, and other documents, as assigned, in collaboration with FEMA, Federal and designated SLTT partners.
- (d) Develop the Radiological Planning Guidance (RPG) document and if directed, webbook.
- (e) Develop and sustain a training curriculum for the specific radiological/nuclear planning guidance documents and separately, the NRIA, in close collaboration with the assigned Program Manager and given FEMA training center, as directed.
- (f) Manage the sustainment, technical enhancements, and operational use of the City Planner Resource Tool (CPR) for nuclear threats in collaboration with the FEMA National Exercise Division hosting the CPR on the PrepToolKit, and Lawrence Livermore National Laboratory (LLNL) who developed the CPR for FEMA OET.
- (g) Socialize, through an approved Socialization Plan, the radiological/nuclear planning guidance published and NRIA with developed and updated slide presentations, Fact Sheets, and other website updates on the FEMA.Gov website to include attendance and presentation at given workshops, conferences, educational seminars, or meetings, as directed.
- (h) Work with the Program Manager in updating the FEMA Ready.Gov on radiological/nuclear preparedness, response, and recovery for the general public.

(7) Non-CBRN Emerging Threat Risk Management

- (a) Guided by the ETIRA Risk Analysis of non-CBRN threats (e.g., cyber threats, planetary defense, space weather, climactic changes resulting in more severe weather), support the designated Program Manager in the following:
 - i. Assist with development and updating of a specific emerging threat program plan to address gaps identified by ETIRA's risk analysis of in the form of planning guidance, operational support tools (e.g., job aids), and/or training materials for Federal and SLTT communities.
 - ii. Provide technical subject matter expertise on updating the specific incident annex for that given non-CBRN emerging threat, as directed, and in development and updating of any associated strategy, plans, policies, and directives within FEMA or as part of the Federal interagency, as directed.
 - iii. Based on any developed publications focused on the non-CBRN emerging threat, develop, and sustain a training curriculum for the on these published documents and/or operational support tools (e.g., job aids, planning guidance, key planning factors/considerations documents) in close collaboration with the assigned Program Manager and given FEMA training center, as directed.
 - iv. Socialize, through an approved Socialization Plan, these non-CBRN-specific documents with developed and updated slide presentations, Fact Sheets, and other website updates on the FEMA.Gov website to include attendance and presentation at given workshops, conferences, educational seminars, or meetings, as directed.

(8) CBRN Operational Support Specialists (e.g., Chemical, Biological and Radiological Operational Support Specialist)

- i. Develop, update, and support procedure, policy, training, and operationalization activities with the support of the OSS working groups (WG) and other supporting organizations.
- ii. Support development and sustainment of Qualification Review Board (QRB) for the designated CBRN OSS positions focused first on ROSS and COSS.
- iii. Support the designated CBRN OSS Program Manager work with the FEMA Headquarters programs and Regional Federal Preparedness Coordinators to market and to assist in recruiting and sustaining CBRN OSS-qualified individuals to include ROSS request/deployment in

exercises and trainings to test the Emergency Mutual Assistance Compact (EMAC) system.

- iv. Develop and sustain CBRN OSS training curriculum in collaboration with DOE, FEMA CDP, DHS Science and Technology, and other appropriate training institutions to include coordination with the Federal Radiological Preparedness Coordination Committee (FFRPCC).
- v. Support the designated CBRN OSS Program Manager develop and sustain a governance structure to oversee the various CBRN OSS programs.
- vi. Support the management of the ROSS cadre in coordination with FEMA's Technical Hazard Division's OneResponder Program and Conference of Radiation Control Program Directors (CRCPD) Committee Homeland Security/Emergency Response (HS/ER)-4 ROSS management tool, currently Mission Edge.

d. **Response & Recovery Support Branch**

(1) Nuclear Incident Response Team (NIRT) Program

- (a) Provide program/project management, and technical support as required.
- (b) Update the current NIRT Program Plan, and support the annual NIRT program cycle as needed to include:
 - i. Program Plan review and update based on interagency input and decision.
 - ii. Conduct the annual strategic gap analysis on the NIRT assets and their current capabilities to help inform the NIRT gaps and improvements.
 - iii. Research and draft recommendations that reinforce or expand guidance to emergency responders on agency/department's response policies.
 - iv. Provide final program plan for distribution prior to the annual proposal cycle.
- (c) Assist in developing and updating of NIRT procedures and other documentation.
- (d) Produce draft NIRT executive summary(ies) for the end of proposal cycles and the end of project cycles during this period.
- (e) Support specific NIRT taskings such as the health and safety effort (which

includes the dosimetry tracking efforts), the transfer of NIRT projects to follow-on funding mechanisms, all required exercises, and drills of the NIRT, and NIRT data management efforts.

- (f) Support the NIRT data management and automation line of effort with project management review, technical review, and recommendations. Participate in interagency coordination and when needed lead coordination efforts and meetings.
 - (g) Develop a searchable record of NIRT proposals and projects with the ability to visualize and quickly reference previous projects and proposals. Preferably built in Office 365.
 - (h) Develop a searchable record of NIRT gaps and improvements that enable comment and change tracking and easy visualization of categories and relationships of the gaps and their improvements. Preferably built in Office 365.
 - (i) Explore technical issues in deploying dosimetry for Federal responders.
 - (j) Develop and implement a method for tracking and evaluating gaps, selected projects, and completed projects for relevance to NIRT from other select research and development (R&D) efforts.
- (2) Nuclear/Radiological Incident Task Force (NRITF)
- (a) The Nuclear/Radiological Incident Task Force (NRITF) is an interagency group, comprised of nuclear and radiation SMEs. The NRITF resides in the FEMA National Response Coordination Center (NRCC) and provides standardized radiological, nuclear incident subject matter expertise in support of national level incident planning and whole community core capability delivery following a nuclear, radiological incident.
 - (b) Provide program and project management support, technical support, and planning for the NRITF.
 - (c) Schedule and prepare NRITF meetings with such products as agendas as well as capturing meeting minutes and due outs.
 - (d) Provide support in the development of 2 exercises and exercise scheduling specific to the NRITF interagency group.
 - (e) Coordinate with MWEOC staff to identify, address, and provide ongoing support to NRITF COOP facility requirements; develop NRITF SOP appendix detailing NRITF operations in a MWEOC COOP scenario.

- (f) Plan and conduct internal NRITF TTX based on a nuclear detonation scenario in FY24.
 - (g) Participate in planning and conduct of R/N-focused NLE in FY24 and DOE-NRC Nuclear Power Plant exercise in FY24-25.
 - (h) Update NRITF SOP based on exercise key take-aways and the continued evolution of the federal interagency R/N policy and operating environment, including the outcomes of the ongoing NRIA update.
- e. Interagency Modeling and Atmospheric Assessment Center (IMAAC)
 - (1) Provide administrative and Programmatic support to the IMAAC PM as required throughout the period of performance.
 - (2) Coordinate, schedule, and attend IMAAC meeting.
 - (3) Capability enhancement and IMAAC outreach projects
 - (4) Developing, creating, and updating IMAAC procedures and various documents
 - (5) Updating IMAAC webpages
 - (6) Update IMAAC Program Plan and continue to push tool awareness and stakeholder engagement.
 - (7) Develop and conduct at least two small-level TTXs each year, perhaps on a regional rotation basis, to get everyone in the chain of response to work together for an IMAAC activation, and more TTXs, as directed.
 - (8) Continuing Water Modeling effort, to include updating Water Modeling policies, plans, and other documents as directed.
 - (9) Support Nuclear Hazard Zone Tool, to include updating policies, plans, and other documents as directed.
 - (10) Conduct strategic gap analysis of the IMAAC program and capabilities, as directed: to identify gaps and implementation approaches to continually improve IMAAC.
 - (11) Produce draft IMAAC annual report, to include IMAAC activations, training and exercise support, capabilities enhancement projects, and outreach accomplishments.
- f. Support of FEMA OET Regional Coordinators

- (1) Participate in monthly and ad hoc meetings with the Regional Coordinator PM.
- (2) Maintain a calendar of Regional OET Coordinator taskings and events.
- (3) Participate in and facilitate an Annual Regional /OET Coordinator meeting.
- (4) Prepare a summary report of the Annual Regional OET Coordinator meeting for PM review.
- (5) Assist in the dissemination and concurrence process whenever the CONOPS needs to be sent out for review and approval.
- (6) Assist with Regional OET Coordinator program “Awareness and Utilization” efforts as requested of the PM.
- (7) Assist the PM in maintaining the Regional OET Coordinator internal share point site.
- (8) Coordinate logistics and administrative support for annual OET Regional Coordinator meetings, as directed.

g. Non-CBRN Emerging Threats

- (1) Based on the ETIRA Branch Risk Analysis and Risk Management Branch products for specific non-CBRN emerging threats, design and develop appropriate response and recovery material and/or non-material solutions (based on a analysis of necessary doctrine, organization, training, materiel, leadership and education, personnel, facilities and policy (DOTMLPF-P) to address the core capability gaps.
- (2) Working collaboratively with the other OET branches, FEMA and DHS Components and other Federal partners, analyze and then, support the OET development of these capabilities addressing these gaps to include, but not limited to the following:
 - (a) Planning cells
 - (b) Standing task forces
 - (c) New incident annexes
- (3) Approved planning teams/cells or standing task forces (similar to the NRITF), if directed by OET, will require the Contractor to develop and maintain rosters, standing operating procedures, training and exercise plans and their execution.

4. Government Acceptance Period

- a. The COR will review deliverables prior to acceptance and provide the Contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR will send an e-mail to the Contractor notifying it that the deliverable has been accepted.
- b. The COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.
- c. The COR will have five (5) business days to review deliverables and make comments. The Contractor shall have ten (10) business days to make corrections and redeliver.
- d. All other review times and schedules for deliverables shall be agreed upon by the parties based on the final approved Project Plan. The Contractor shall be responsible for timely delivery to Government personnel in the agreed upon review chain, at each stage of the review. The Contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.

5. Post Award Tasks

- a. Participate in a post award conference to kick off of the Base Period.
- b. Develop a Contractor Support Plan specific to Base Period.
- c. Submit an updated Business Continuity Plan.
- d. Submit a monthly Progress Report on all requirement statuses.

6. Deliverables

- a. These will be adjusted, as necessary, by OET Director, COR and Contracting Officer.

ITEM	SOW REFERENCE	DELIVERABLE/EVENT	DUE BY	DISTRIBUTION
1	1c	Security Clearances at TS/SCI for Risk Analysts assigned to support the Emerging Threats Identification and Risk Analysis Branch	Within 180 days upon award, or sooner.	OET Director, Branch Supervisor, Program Manager, COR
2	1d	Adherence to Applicable Documents	Throughout Period of Performance	OET Director, Branch Supervisor, Program

				Manager, COR
3	2a	OET General Program Support	Throughout Period of Performance, as directed by the OET Director or designee	OET Director, Branch Supervisor, Program Manager, COR
4	2b	Communications and Outreach	Throughout Period of Performance, as directed by the OET Director or designee	OET Director, Branch Supervisor, Program Manager, COR
5	2c	Research and Analysis	Throughout Period of Performance, as directed by the OET Director or designee	Branch Supervisor Program Manager COR
6	2d	Policy and Doctrine Support	Throughout Period of Performance, as directed by the OET Director or designee	Branch Supervisor Program Manager COR
7	2e	Training and Exercise Program	Throughout Period of Performance, as directed by the OET Director or designee	Branch Supervisor Program Manager COR
8	3a	OET Management Team	As directed by OET Director or Executive Officer/COR	COR

ITEM	SOW REFERENCE	DELIVERABLE/EVENT	DUE BY	DISTRIBUTION
9	3b	Emerging Threat Identification and Risk Analysis Branch Support	As directed by OET Director, Executive Officer/COR, or Branch Supervisor	OET Director COR Branch Supervisor
10	3c	Risk Management Branch support	As directed by the Risk Management Branch Supervisor or his/her Program Manager	Branch Supervisor Program Manager COR
11	3d	Response & Recovery Support Branch	As directed by the Response & Recovery Support Branch Supervisor or his/her Program Manager	Branch Supervisor

7. Security

Security Requirements:

Personnel on this contract require access to information up to the Top Secret/SCI level. The Contractor must hold an active Facility Security Clearance (FCL) at or above the level of classified work being performed. If Contractor does not hold an active FCL at the level or classified work being performed, no classified work may be conducted until a final FCL is obtained. Contractor must ensure contractor employees' personnel clearances are commensurate with required clearance prior to entry on duty (EOD). All individuals will be U.S. citizens. The contractor shall follow the standards established within DHS and FEMA policy.

DD254 Information:

Contractor access to classified information is required under contract. Several on site Government locations in which work under the task order is to be performed include areas authorized for materials and information. Contractor personnel working under this contract which specify the need for a Top Secret/SCI clearance, must possess a final U.S. Government clearance based on a current Single Scope Background Investigation.

As an employee of the Federal Government or one of its contractors, licensees, or grantees who occupies a position which requires access to classified information, each employee will be the subject of a personnel security investigation.

Contractors must sign a "Classified Information Nondisclosure Agreement," the SF 312. "All persons with authorized access to classified information shall be required to sign a nondisclosure agreement as a condition of access." This requirement is reiterated in the executive order on classified national security information. The SF 312 is a contractual agreement between the U.S. Government and the cleared employee, in which the employee agrees to never disclose classified information to an unauthorized person. For employees requiring access to TS/SCI; the employee will be required to sign a separate NDA Standard Form 4414.

Deliverables produced under this contract shall be classified in accordance with Security Classification Guidance (SCG) instructions and procedures provided by FEMA OCSO Security Compliance Division and distributed by the COR. A current DD Form 254, Contract Security Classification Specification, must be issued and placed on file with FEMA's Industrial Security. The Contractor shall meet and comply with all 32 CFR Part 117 NISPOM requirements, and applicable physical, personnel, industrial security requirements outlined in:

- a. DD 254, Contract Security Classification Specification
- b. DHS MD 4300A Sensitive Systems Handbook, Version 12.0, November 15, 2015
- c. Federal Information Security Management Act of 2002 (FISMA)

d. NIST Special Publication 800-37 May 2004

e. Homeland Security Presidential Directive/HSPD -7 Critical Infrastructure Identification, Prioritization, and Protection, Dec 17, 2003.

f. FAR 52.204-2 Security Requirements

g. Standard Form 312, Non-Disclosure Agreement

h. Standard Form 4414, TS/SCI Non-Disclosure Agreement (if applicable)

Security Access Requirements:

The contractor will require access to:	YES	NO
COMMUNICATIONS SECURITY INFORMATION {COMSEC}		X
RESTRICTED DATA (RD)		X
CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI)		X
FORMERLY RESTRICTED DATA	X	
INTELLIGENCE INFORMATION -SENSITIVE COMPARTMENTED INFORMATION (SCI)	X	
INTELLIGENCE INFORMATION - NON (SCI)	X	
SPECIAL ACCESS INFORMATION (SAP)		X
NATO INFORMATION (NATO)		X
FOREIGN GOVERNMENT INFORMATION (FGI)		X
ALTERNATIVE COMPENSATORY CONTROL MEASURES INFO (ACCM)		X
FOR OFFICIAL USE ONLY INFORMATION (FOUO)	X	
In performing this task order, the contractor will:	YES	NO
HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT A GOVERNMENT ACTIVITY		X

Unauthorized Disclosure of Classified or Unclassified Information:

Contractors and Subcontractors who are working on this contract shall receive Unauthorized Disclosure of Classified or Unclassified Information training.

Access to the training can be obtained at:

<https://securityawareness.usalearning.gov/disclosure/index.html>

Send the certificate of completion to the FEMA Contracting Officer Representative no later than 30 calendar days after awarded contract. New employees entering the contract must receive the briefing within ten (10) business days of joining the contract.

OPSEC Training:

Contractors and Subcontractors who are working on this contract shall receive the OPSEC Awareness Brief.

Access to the briefing can be obtained at

<https://securityawareness.usalearning.gov/opsec/index.htm>

Send the certificate of completion to the FEMA Contracting Officer Representative no later than 30 calendar days after awarded contract. New employees entering the contract must receive the briefing within ten (10) business days of joining the contract.

Insider Threat Training:

Insider Threat training for Contractors can be found at

<https://securityawareness.usalearning.gov/itawareness/index.htm>

Certificate of training is required for all cleared contractor employees who are working with classified or unclassified information. All certificates must be sent to the assigned FEMA Contracting Officer Representative, before the Contractor or Subcontractor is granted access to classified or unclassified information but no later than 30 calendar days after awarded contract. All cleared contractor personnel are required to recertify Insider Threat training annually thereafter. New employees entering the contract must receive the briefing within ten (10) business days of joining the contract.

For Official Use Only (FOUO) Information:

In accordance with DHS Management Directive 11042.1 contractors, consultants, and others to whom access is granted will abide by 11042.1; DHS policy regarding the identification and safeguarding of sensitive but unclassified information originated within DHS. It also applies to other sensitive but unclassified information received by DHS from other government and non-governmental activities.

The contractor will:

Be aware of and comply with the safeguarding requirements for "For Official Use Only" (FOUO) information as outlined in this directive.

Participate in formal classroom or computer-based training sessions presented to communicate the requirements for safeguarding FOUO and other sensitive but unclassified information.

Be aware that divulging information without proper authority could result in administrative or disciplinary action.

Contractors and Consultants shall execute a DHS Form 11000-6, *Sensitive but Unclassified Information Non Disclosure Agreement (NDA)*, as a condition of access to such information. Other individuals not assigned to or contractually obligated to DHS, but to whom access to information will be granted, may be requested to execute an NDA as determined by the applicable program manager. Execution of the NDA shall be effective upon date of the DHS Policy and not applied retroactively.

Foreign Travel and Government-Issued Equipment:

Per DHS and FEMA IT policy, FEMA employees and contractors are not authorized to take government-issued equipment, including cell phones, computers, or tablets such as iPads, outside of the United States regardless of the reason for travel. If government-issued equipment is required for official foreign travel, FEMA government employees may request a temporary loaner device through the for the duration of their trip. FEMA contractors must contact their contracting officer's representative (COR) for further guidance.

If your device is detected as operating outside of the United States and its territories it will be disabled, and your information will be forwarded to the Office of Professional Responsibility for review.

Background Investigations:

All contractor personnel who require access to DHS or FEMA information systems, routine access to DHS or FEMA facilities, or access to sensitive information, including but not limited to Personally Identifiable Information (PII), shall be subject to a full background investigation commensurate with the level of the risk associated with the job function or work being performed. FEMA's Personnel Security Division (PSD) will determine the risk designation for each contractor position by comparing the functions and duties of the position against those of a same or similar federal position, applying the same standard for evaluating the associated potential for impact on the integrity and efficiency of federal service.

Low Risk without Information System Access

Contractor personnel occupying positions or performing functions with a Low Risk designation and who do not require access to DHS or FEMA information systems may undergo a Tier 1 investigation with a credit check and must receive a favorable adjudication thereof from FEMA PSD prior to performing work under this contract. (also reference Facility Access).

Low Risk with Information System Access

Contractor personnel occupying positions or performing functions with a Low Risk designation and who require access to DHS or FEMA information systems shall undergo a Tier 2 Suitability Background Investigation (T2) and must receive a favorable adjudication thereof from FEMA PSD prior to performing work under this contract.

Moderate Risk

Contractor personnel occupying positions or performing functions with a Moderate Risk designation shall undergo a Tier 2 Suitability Background Investigation (T2) and must receive a favorable adjudication thereof from FEMA PSD prior to performing work under this contract.

High Risk

Contractor personnel occupying positions or performing functions with a High Risk designation shall undergo a Tier 4 Suitability Background Investigation (T4) and must receive a favorable adjudication thereof from FEMA PSD prior to performing work under this contract.

Background Investigation Process

To initiate the request to process contractor personnel, the Contractor shall provide the FEMA Contracting Officer's Representative (COR) with all required information and comply with all necessary instructions to complete Section II of the FEMA Form 121-3-1-6, "Contract Fitness/Security Screening Request." The FEMA COR shall ensure that all other applicable sections of the FEMA Form 121-3-1-6 are complete prior to submitting the form to FEMA PSD for processing. The Contractor shall also provide the FEMA COR with completed OF 306, "Declaration for Federal Employment," forms for all contractor personnel.

Contractor personnel who already have a favorably adjudicated background investigation, may be eligible to perform work under this contract without further processing by FEMA PSD if:

- the investigation was completed within the last five years,
- it meets or exceeds the minimum requirement for the position they will occupy or functions they will perform on this contract,
- the contractor personnel have not had a break in employment since the prior favorable adjudication, and,
- FEMA PSD has verified the investigation and confirmed that no new derogatory information has been disclosed which may require a reinvestigation.

FEMA PSD will notify the COR of the names of the contractor personnel eligible to work based on prior, favorable adjudication. The COR will, in turn, notify the Contractor of the names of the favorably adjudicated contractor personnel, at which time the favorably adjudicated contractor personnel will be eligible to begin work under this contract.

For those contractor personnel who do not have an acceptable, prior, favorable adjudication or who otherwise require reinvestigation, FEMA PSD will issue an electronic notification via email directly to the contractor applicant/personnel that contains the following documents, which are incorporated into this contract by reference, along with a link to the National Background Investigation Services (NBIS) e-Application (eAPP) online system and instructions for submitting the necessary information:

- Standard Form 85P, "Questionnaire for Public Trust Positions"
- Optional Form 306, "Declaration for Federal Employment"
- SF 87, "Fingerprint Card" (2 copies)
- DHS Form 11000-6, "Non-Disclosure Agreement"
- DHS Form 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"

FEMA PSD will only accept complete packages consisting of all of the above documents and Standard Form 85P, which must be completed electronically through the National Background Investigation Services (NBIS) e-Application (eAPP) online system. The Contractor is responsible for ensuring that all contractor personnel timely and properly submit all required background information.

Once contractor personnel have properly submitted the complete package of all required background information, FEMA's Personnel Security Division, at its sole discretion, may grant contractor personnel temporary eligibility to perform work under this contract prior to completion of the full background investigation if the Personnel Security Division's initial review of the contractor personnel's background information reveals no issues of concern. In such cases, FEMA's Personnel Security Division will provide notice of such temporary eligibility to the COR who will then notify the Prime Contractor, at which time the identified contractor personnel will be temporarily eligible to begin work under this contract. Neither the Prime Contractor nor the contractor personnel has any right to such a grant of temporary eligibility. The grant of such temporary eligibility shall not be considered as assurance that the contractor personnel will remain eligible to perform work under this contract upon completion of and final adjudication of the full background investigation.

Upon favorable adjudication of the full background investigation, FEMA's Personnel Security Division will update the contractor personnel's security file and take no further action. In any instance where the final adjudication results in an unfavorable determination FEMA's Personnel Security Division will notify the contractor personnel directly, in writing, of the decision and will provide the COR with the name(s) of the contractor personnel whose adjudication was unfavorable. The COR will then forward that information to the Contractor. Contractor personnel who receive an unfavorable adjudication shall be ineligible to perform work under this contract. Unfavorable adjudications are final and not subject to review or appeal.

Continued Eligibility and Reinvestigation

Eligibility determinations based on a Low Risk T1, Moderate Risk T2S or High Risk T4 are valid for five years from the date that the investigation was completed and closed. Contractor personnel required to undergo a background investigation to perform work under this contract shall be ineligible to perform work under this contract upon the expiration the background investigation

unless and until the contractor personnel have undergone a reinvestigation and FEMA's Personnel Security Division has renewed their eligibility to perform work under this contract.

Exclusion by Contracting Officer:

The Contracting Officer, independent of FEMA's Personnel Security Division, may direct the Contractor be excluded from working on this contract. Any contractor found or deemed to be unfit or whose continued employment on the contract is deemed contrary to the public interest or inconsistent with the best interest of the agency may be removed.

Facility Access:

The Contractor shall comply with FEMA Directive 121-1 "FEMA Personal Identity Verification Guidance," FEMA Directive 121-3 "Facility Access," and FEMA Manual 121-3-1 "FEMA Credentialing Access Manual," to arrange for contractor personnel's access to FEMA facilities, which includes, but is not limited to, arrangements to obtain any necessary identity badges for contractor personnel.

Contractor personnel working within any FEMA facility who do not require access to DHS or FEMA IT systems and do not qualify for a PIV Card may be issued a Facility Access Card (FAC). FACs cannot exceed 180 days; all contractors requiring access greater than 180 days will need to qualify for and receive a PIV card before being allowed facility access beyond 180 days.

Contractor personnel shall not receive a FAC until they have submitted a SF 87, "Fingerprint Card," and an OF306, Declaration for Federal Employment, and receive approval from FEMA PSD. Contractor personnel using a FAC for access to FEMA facilities must be escorted in Critical Infrastructure areas (i.e., server rooms, weapons rooms, mechanical rooms, etc.) at all times.

FEMA may deny facility access to any contractor personnel whom FEMA's Office of the Chief Security Officer has determined to be a potential security threat.

Separation from Contract:

The Contractor shall notify the FEMA COR of all terminations/resignations within five calendar days of occurrence. The Contractor must account for all forms of Government-provided identification issued to contractor employees under a contract (i.e., the PIV cards or other similar badges) must return such identification to FEMA as soon as any of the following occurs:

- When no longer needed for contract performance.
- Upon completion of a contractor employee's employment.
- Upon contract completion or termination.

If an identification card or building pass is not available to be returned, the Contractor shall submit a report to the FEMA COR, referencing the pass or card number, name of the individual to whom it was issued, and the last known location and disposition of the pass or card.

The Contractor or contractor personnel's failure to return all DHS- or FEMA-issued identification cards and building passes upon expiration, upon the contractor personnel's removal from the contract, or upon demand by DHS or FEMA may subject the contractor personnel and the Contractor to civil and criminal liability.