NNSXXXXXXX

STENNIS SPACE CENTER PROTECTIVE SERVICES CONTRACT

TRAINING REQUIREMENTS

Attachment J-12

ATTACHMENT J-12 – TRAINING REQUIREMENTS

1.0 General

The Contractor shall provide the following security and safety training functions and services:

1.1 Ensure all security officers meet the physical agility and firearms proficiency requirements within 6 months of contract start date.

1.2 Schedule range use and provide for remedial firearms training.

1.3 Conduct firearms familiarization and proficiency training, safety training, and qualifications to include instruction in: general firearms safety, proper handling, loading and unloading of weapons, proper cleaning of weapons, and deployment and capability of weapons. Enforce range safety rules and conduct live-fire weapons proficiency tests. Call all courses of fire at range IAW NPG 1620.1A.

1.4 Provide a Security Training Plan (DRD MA-05). This plan must be approved by the COTR.

1.5 Assume responsibility for all expenses associated with training to include, but not limited to state fees, license fees, certification fees, and transportation and lodging fees.

1.6 Ensure all contract employees take the following required training (within 30 days of employment):

a. Sensitive But Unclassified Awareness Training
b. IT Security
c. New Employee Safety and Health Orientation Training
d. Area Access training (only for employees needing access to the test complex)
e. Asbestos in the Workplace
f. Electrical Safety Awareness
g. SSC Hazard Communications for Office Workers
h. SSC Office Ergonomics

1.7 Administer viewing of the SSC Safety and Security Orientation via DVD (which is provided by NASA), to all personnel obtaining either a permanent badge, a test complex unescorted badge, or a temporary badge in excess of 14 days. Data input into the NASA electronic database is required, along with a monthly report documenting training to the Office of Human Capital. They are also responsible for documenting training in the badging system.

2.0 NASA Protective Services Training Academy (NPSTA)

The contractor shall qualify all security personnel by completion of firearms qualification and training as required IAW the NPR-1600.1 prior to such officers assuming any armed duties associated with this contract. The contractor shall qualify all Management and Supervisory personnel by completion of the FAA Course, and all remaining security officers by completion of the Security Officer Fundamentals Certification Course (SOFCC). (The Training Academy is located at Kennedy Space Center. Courses may be scheduled by contacting the Lead Instructor at 321-861-5804.)

2.1 NPSTA Curriculum

The approximate hourly breakdown for each course represents the time required to complete the core curriculum training. This may vary due to the number of students and added site-specific logistical and administrative topics as well as changing weather conditions that delay or cause adjustments to the training schedule. The hours do not include the time required for student practice, written and performance testing, and logistical matters associated with the training.

2.2 FAA Basic Course:

This course (approx. 152 hours) provides students with the framework to perform duties in a position where they shall reasonably be expected to affect an arrest or use varying degrees of physical force in performance of Federal Arrest Authority (FAA) as outlined in CFR Title 42 Section 2456a.

2.3 FAA Refresher Course:

This course (approx. 40 hours) provides students with training to maintain proficiency and update standards as applicable to NASA Federal Law Enforcement.

2.4 Security Officer Fundamentals Certification Course (SOFCC) Basic Course:

This course (approx. 80 hours) provides students with the framework to perform duties in a position where they function as armed security personnel without the FAA prescribed in CFR Title 42 Section 2456a.

2.5 SOFCC Refresher Course:

This course (approx. 24 hours) occurs every two years for officers who have previously attended the SOFCC Basic Course. The course provides students with a refresher to the SOFCC as well as updated material.

2.6 SOFCC Instructor Certification:

This course (approx. 40 hours) provides Instructor Certification. The Training Officer must complete the SOFCC Instructor Certification Course and be certified as a NASA Instructor within 18 months of the contract start date.

3.0 Security Clearance Training

The Contractor shall develop, implement and maintain a program to ensure that all personnel granted a security clearance are trained to comply with EO 12958 and are aware of the penalties associated with non-compliance.

4.0 Emergency Management

4.1 The Contractor shall participate in activities designed to test, train and exercise emergency management and continuity capabilities essential to demonstrate, evaluate, and ultimately improve the ability to execute the planned capabilities.

4.2 Security officers and management personnel shall be certified as an Emergency Response Official (ERO). Certification is obtained by completing the following courses as required through the Federal Emergency Management Agency's (FEMA) Independent Study Program (ISP) located at http://training.fema.gov/IS/crslist.asp .

a. IS 100.LEb, *Introduction to the Incident Command System (ICS 100) for Law Enforcement*
b. IS-200.b, *ICS for Single Resources and Initial Action Incidents*
c. **(Management personnel only) -** IS-700.a, *National Incident Management System (NIMS) An Introduction*
d. (Management personnel only) - IS-800.b, *National Response Framework, An Introduction*

5.0 NCIC Training

5.1 The Terminal Agency Coordinator (TAC) shall be trained and certified through the State/MJIC (approx. 24 hours).

5.2 After the initial training, a recertification is required every two years (approx. 1 hour, online).

5.3 Each NCIC user shall be trained and certified by the TAC. The initial certification consists of approx. 3 hours of training plus a 1 to 1-1/2 hour test (online).

5.4 Each NCIC user must be recertified every two years (approx. 1 hour, online.)

5.5 The TAC is responsible for issuing certificates and maintaining them on file.

6.0 Passport Agent Training

6.1 Contract employees responsible for issuing passports shall be certified by the U.S. Department of State.

7.0 Adjudications Training

7.1 Contract employees responsible for performing adjudications shall be trained in accordance with NPR 1600.1.

7.2 In addition to adjudication training, personnel shall attend Personnel Security and Interviewing Techniques training.

8.0 Armory Training

8.1 Contract employees assigned armorer duties shall be qualified to perform all duties.

9.0 GPO Only

9.1 GPO assigned contractor employees shall be required to take the 8-hour GPO initial training.

9.2 Each year of the contract, one (1) hour of refresher training shall be provided to the PM and supervisor semi-annually. For officers, three (3) hours of refresher training shall be provided semi-annually.