# UNCLASSIFIED FOREIGN NATIONAL VISITS AND ASSIGNMENTS (UFNV&A) SUPPORT (FIRM FIXED PRICE)

# CLIN 5 ACTIVITY 4

# PERFORMANCE WORK STATEMENT

## 1. PURPOSE

The objective of this Activity is to provide the U.S. Department of Energy's (DOE) National Energy Technology Laboratory (NETL) with administrative support under the Unclassified Foreign National Visits and Assignments (UFNV&A) program. The types of services required are broad and require diverse skills and capabilities. The services required are inherently non-governmental in nature.

The support services described in this Performance Work Statement (PWS) are primarily for delivery at NETL's three research sites: Albany, OR; Morgantown, WV; Pittsburgh, PA; and the office in Houston, TX. Organizational units from across NETL will utilize the services provided by this contract.

The services are to support current NETL systems, technologies, practices, and strategic plans but must be adaptable to changing practices and priorities, evolving technologies, and future systems. Moreover, the services and work products delivered by the contractor must conform to all Departmental and NETL policies, procedures, directives, standards, and other similar requirements, e.g., publications standards.

Finally, the Government seeks a support services contractor that brings with it a flexible and adaptive workforce so that evolving laboratory operations can be matched optimally.

## 2. SCOPE

### 2.1. Types of Services

*The Contractor shall provide the following types of services under this Activity:*

- Unclassified Foreign National Visits and Assignments (UFNV&A) Administrative Support

### 2.2. Resources

The Contractor shall furnish all personnel, facilities, equipment, materials, and supplies necessary to perform the work under this contract, except for that specifically identified as being provided by the Government, governed by the clause entitled "Government Property."

## 3. SERVICE AREAS

The requirements in this performance work statement are grouped under Service Areas. Most services will be provided to NETL's Morgantown, Pittsburgh, and Albany sites. NETL reserves the right to redefine locations for tasks as needed.

**SERVICE AREA: UNCLASSIFIED FOREIGN NATIONAL VISITS AND ASSIGNMENTS (UFNV&A) ADMINISTRATIVE SUPPORT**

The UFNV&A Program at NETL is based on DOE Order 142.3, *Unclassified Foreign Visits and Assignments Program*. The purpose of the program is to establish a method for approving unclassified foreign national access to the NETL sites, information, technologies, and equipment that is consistent with U.S. and DOE national security and program-specific policies, requirements, and objectives and for documenting and tracking visits and assignments by foreign nationals to NETL sites or involving NETL controlled or protected information, technologies, or equipment. The program must establish a process to deny unauthorized access to information, equipment, or technologies. The Contractor shall provide retention and retrieval services for inactive records at onsite holding areas or offsite records storage locations. This includes preparing records for shipment and using a Government vehicle to deliver and retrieve records between sites and off-site storage.

**Commented [WCM1]:** Not sure this still applies. Everything is electronic.

The Contractor shall provide support for the NETL UFNV&A Program as designated in NETL Order 142.3 Unclassified Foreign National Visits and Assignments (UFNV&A) Program, and the NETL Cyber Security Program as specified in NETL Order 205.2B Foreign National Access to DOE Cyber Systems. The contractor shall provide daily management and analytical oversight of the UFNV&A Program and the Cyber Security Program, including ongoing procedural documentation and project planning. ***U.S. citizenship is required for this activity***.

A. Foreign Access Central Tracking System (FACTS) Entries and Monitoring. The Contractor shall:

   1. Upload the travel Visas/Passport/miscellaneous documents in FACTS. When files are received for approval, check to see if documents in the paper file have been uploaded.

   2. Update the approval details in FACTS for the subject matter experts (SME) signature.

   3. Other entries as required to ensure that NETL work processes stay on track, such as data entry in databases and spreadsheets and uploading document information into CTS for concurrence tracking.

B. Pull monthly assignment expiration report in FACTS, send email reminders to hosts, follow up on questions, and track assignment modifications or closeouts.

C. Recordkeeping and Tracking.

   1. Update the host/alternate host spreadsheets when information is obtained.
   2. Maintain and protect files containing biographical data in accordance with the Privacy Act of 1974 (5 U.S.C. 552a), as amended. Comply with relevant administrative records storage, retention, and disposition instructions, i.e., NETL Order 243.1 Records Management Program.

   3. Obtain close-out reports for necessary assignments and do the data entry for the close-outs.

   4. Send the Front Desk Reports to all Security offices at the end of each day.

   **5.** Obtain visitor information from each site's Receptionist and update the Visitor Spreadsheets with the number of US, FN, and Event visitors monthly. Create a new spreadsheet for each FY.

D. Customer Assistance, Reporting, and Notification.

   1. At the conclusion of a sensitive country person's assignment, ensure that each host is provided NETL Form 142.1-1C, Close-Out Report for Foreign National (FN) Access.

Monitor submissions and advise the UFNV&A Program Manager with non-compliance regarding the requirement for the host to submit a report within 15 days of the conclusion of the assignment. Close out the FACTS record upon receipt.

2. Keep the UFNV&A Program Manager informed of situations that warrant their immediate attention.

**Schedule / Deliverables:**

At a minimum, the following is a list of deliverables:

A. Monthly report.

B. Monthly update and maintenance of spreadsheets, which track:

- Hosts,
- VISA expiration dates,
- Indices expirations,
- Assignment expirations,
- Foreign visitors,
- ORISE appointments for foreign nationals,
- Sensitive assignments,
- Foreign nationals from terror-sponsoring nations at NETL

**Authorized Abbreviations and Brevity Codes**

| | |
|---|---|
| CAIRS | Computerized Accident/Incident Reporting System |
| CBT | Computer Based Training |
| CESER | Office of Cybersecurity, Energy Security, and Emergency Response |
| CTS | Contractor Training Site |
| CTS | Concurrence Tracking System |
| CV | Curriculum Vitae |
| DOE | Department of Energy |
| EDS | Energy Delivery & Security |
| EDX | Energy Data eXchange |
| EE | Energy Efficiency |
| EEO | Equal Employment Opportunity |
| EOTA | Emergency Operations Training Academy |
| EPIC | Energy Power Industry Conference |
| ES&H | Environment, Safety & Health |
| FACTS | Foreign Access Central Tracking System |
| FEMA | Federal Emergency Management Agency |
| FN | Foreign National |
| IPC | Internship Program Coordinator |
| LAN | Local Area Network |
| LN | Learning Nucleus |
| MLEF | Mickey Leland Energy Fellowship |
| NTC | National Training Center |
| OE | Office of Electricity Delivery and Energy Reliability |
| ORISE | Oak Ridge Institute for Science and Education |
| OTS | Organizational Tracking System |
| PDAT | Planning Data for Approving Travel |
| PTS | Personnel Tracking System |
| PWS | Performance Work Statement |
| RA | Research Associate |
| RAD | Research Associate Dashboard |
| SF | Storage Facility |
| SME | Subject Matter Expert |
| STEM | Science, Technology, Engineering, and Mathematics |
| STeMS | Safety Training electronic Management System |
| STRIPES | Strategic Integrated Procurement Enterprise System |
| TAR | Travel Authorization Requests |
| TD | Technical Direction |