

Statement of Work

November 18, 2016

Classification/Declassification Subject Matter Expertise and Technical Support

Background

Pacific Northwest National Laboratory (PNNL) is funded by the National Nuclear Security Administration (NNSA), Office of the Associate Administrator for Defense Nuclear Security (DNS) to provide safeguards and security (S&S) expertise to NNSA/DNS programs and site offices in the conduct of programmatic operations and related activities. PNNL has provided support to NNSA/DNS (formally under DOE as Defense Programs) since 1988. Activities include providing operational and technical support in the areas of vulnerability assessments, modeling and simulation; risk management; balanced protection strategies; program planning; classification/declassification; survey, self-assessment and programmatic reviews; management and integration; performance testing and systems analysis; policy development, implementation, sustainability, and oversight; cost/benefit analysis; and related records management and program documentation. In order to conduct this specialized support, NNSA scope requires PNNL to supplement its team with subcontracted individuals. The subcontractors will have unique access, knowledge and/or capability not found in-house and is likely needed for a specific project or defined effort.

Scope of Work

PNNL requires S&S expertise (see attachment A) not available with current staff to support activities across the DOE/NNSA enterprise in the area of classification and declassification in conducting reviews and assessments of NNSA's Classification Programs, and providing expert input to management processes. Although PNNL has expertise and influence in many security disciplines, to support the NNSA classification and declassification efforts, PNNL requires specific expertise from SMEs who have been assigned in senior positions within the Federal Government as senior classification analysts and designated Classification Officers. This level of expertise is required due to the complexity of programs across the NNSA Enterprise and the continuously evolving classification policy. The Contractor will take direction from the Project Manager or Project Team Lead.

Office space and conference room availability in order to conduct daily classified operations as work scope requires, a classified network with connections to the Enterprise Secure Network, and storage of classified up to and including Secret Restricted Data.

Minimum Requirement: A DOE/NNSA certified Vault-Type Room or DSS approved classified work area in which Top Secret/Restricted Data may be handled, stored, processed and discussed. Secure Connectivity with DOE/NNSA, to include existing secure, accredited computer networks to exchange classified email and files with DOE/NNSA Headquarters and field locations. Must be capable of sending and receiving classified material up to Secret/Restricted Data.

Travel to DOE HQ and NNSA field sites will be required to perform reviews and surveys. It is expected that review/survey requests will require two people, 40 hours each for document reviews and preparation and these same two people 40 hours each for on-site work. The expectation is that each NNSA site, Pantex, Y-12, Savannah River Site, Sandia (both NM and CA), Los Alamos, Kansas City, Nevada, will be visited each year.

Additionally, it is anticipated that two special activities will occur each year. These will be covered by specific task orders when the work scope is identified.

The SMEs must hold a U.S. DOE “Q” clearance.

Since performance of the work scope will provide access to internal information concerning NNSA site specific program plans and operations, an evaluation will be conducted to determine if the contractor can perform the work without a potential conflict of interest.

Deliverables

Specific deliverables will be outlined in individual task orders. Anticipated deliverables include survey/review reports and monthly overview reports.

Attachment A

Labor Categories, Responsibilities, and Personnel Qualifications

Subject matter expertise is required in the following category:

Principle Derivative Classifier/Declassifier

Qualified individuals will have the following:

- DOE/NNSA classification officer type experience with broad authorities across all classification guidances, and extensive programmatic and technical expertise.
- Demonstrated classification/declassification knowledge of nuclear security enterprise production capabilities.
- Exhibit practical experience in the following areas:
 - Weapons Science, Stockpile Stewardship, nonproliferation, material science, material forensics, and inertial confinement fusion
 - Comprehensive understanding of DOE/NNSA policies and procedures on the identification of classified information.
 - Ability to conduct policy and procedure development, classification/declassification reviews, guidance development, and policy analysis as it pertains to a DOE/NNSA Site Office or its contractors.
 - Ability to perform classification assessments and reviews throughout the DOE/NNSA complex and provide expert input to management processes.
 - Derivative classifier training for new and experienced classifiers in accordance with DOE Orders; training to include specific modules on technical areas within the DOE/NNSA areas of interest.
 - Documented experience in large scale classification/declassification review projects both at DOE/NNSA production and laboratory sites. Examples include classification/declassification support for legal actions and FOIA requests.
 - Ability to perform Derivative Classification reviews of DOE/NNSA documents.

Normal qualifications for these positions (minimum of 2) require 20 years of experience in a DOE/NNSA nuclear weapons design, production or manufacturing environment with a minimum of 15 years of demonstrated experience as a derivative classifier for DOE/NNSA nuclear weapons related activities (to include safeguards and security topical areas). Individuals must be a qualified or formerly qualified DOE Classification Officer (as defined by DOE Order 475.2B). An advanced degree in an engineering, science or cyber related discipline is also required.

It is anticipated that the following project staff/category will be required to support the SMEs:

Project/Program Manager

The project/program manager must have experience in managing projects for DOE/NNSA clients. Demonstrated ability of communicating client expectations to the project technical team plus expert skills in managing project scope and team integration is required. Must also have the ability to work within defined guidelines and strategic objectives.

Minimum qualifications are a Bachelor's degree plus 10 years of experience, or an advanced degree plus 8 years of experience. Six or more years of experience relevant to project management and depth of knowledge in methods needed to meet project deliverables.