

Performance Work Statement

Risk Assessment Security Program (RASP) SUPPORT

I. PURPOSE: This contract shall support the National Homeland Security Research Center's (NHSRC) Information Security (INFOSEC) program to ensure the security of NHSRC information.

II. BACKGROUND: The NHSRC is charged with handling and securing both controlled unclassified information (CUI) and classified information. The purpose of the NHSRC INFOSEC program is to ensure that such information is quickly identified and controlled to prevent release to parties that may exploit it for harm to the American people. The NHSRC INFOSEC program identifies, marks, and controls information possessing risk to persons, programs, missions or national security.

III. TASKS:

The contractor shall review and evaluate the potential national security risk in products of the NHSRC. Such evaluation is a continuous review of products to ensure that sensitive, national security information (NSI) is identified accurately and immediately as it is generated by research. The criticality of this function is based on:

- (1) the risk of loss of such information if it is shared or disseminated prior to identification and implementation of protection and control, and
- (2) the utility of the information to a terrorist in carrying out an attack against the American people. Therefore, the reviewer must possess both expertise in the classification of NSI and the scientific knowledge to recognize the emergence of NSI in research efforts.

Task 1. Review Sensitive Documents

The contractor shall be designated by EPA as a designated review authority (DRA) for research products developed by the NHSRC. In this role, the contractor shall utilize the *NHSRC Center-wide Classification Guide* (Draft 2004) and the NHSRC's *Guide for the Management of Sensitive Homeland Security Information* (DRAFT) to assess the sensitivity of information in draft NHSRC products and provide a rating, along with a justification for any rating that entails a restriction in distribution or prohibition of release. Justifications must cite a legal requirement as set forth in Executive Order (EO) 12958, and be based on either of the two documents provided above, or other classification guides issued by a cognizant authority. The types of products requiring a sensitivity review may include articles and papers, slide presentations, speeches, abstracts, brochures, reports, workshop or conference proceedings, computer tools and poster displays. Topical areas shall include:

- A) Threat evaluation and infrastructure vulnerability assessment;
- B) Chemical and biological agent research, including, but not limited to;
- Live biological agents
 - Chemical and biological simulants and synthetic toxins
 - Weaponizing agents and delivery methods
 - Detection technology, assessment and evaluation
 - Modeling and Dispersal
 - Emergency Response Actions
 - Decontamination
 - Disposal
- C) Radiological agent research, including, but not limited to;
- Radiological agents
 - Weaponizing agents and delivery methods
 - Detection technology, assessment and evaluation
 - Modeling and Dispersal
 - Emergency Response Actions
 - Decontamination
 - Disposal

Documents submitted for review will be provided with the attached; RASP form, version 1.6, dated March 2006. The contractor shall conduct the assessment and issue a rating and justification as indicated on the form, and submit the package to the Security Manager's office of the NHSRC.

The contractor shall review NHSRC research products to determine the level of sensitivity, resulting in a recommendation to either **designate** the product, *Unclassified*, or *For Official Use Only (FOUO)*, or to **classify** it as *NSI*, *CONFIDENTIAL*, *SECRET* or *TOP SECRET*. The meanings of these terms are defined in the draft *NHSRC Center-wide Classification Guide*, which will be provided to the contractor by the Environmental Protection Agency (EPA).

The contractor shall review and recommend designation or classification of research products in accordance with the guidance laid down in the draft *NHSRC Center-wide Classification Guide*. These products shall include abstracts, papers, articles, project summaries, reports, slides and slideshows, brochures, one-pagers, posters, computer products. Tasks will include the following:

Evaluate every component of a product in accordance with the requirements set forth in EO 12958 and recommend designation or classification of the product to the NHSRC.

- (1) In the case of a recommendation of UNCLASSIFIED, the contractor shall simply make the recommendation and sign the review form without comment.
- (2) In the case of a FOUO (For Official Use Only), designation, the contractor shall page-mark the product in accordance with accepted practice, utilizing the markings stipulated in the draft *NHSRC Center-wide Classification Guide*. The contractor shall cite the relevant topic in the draft guide, and provide an assessment of why the product fulfills the topic description.
- (3) In the case of a CONFIDENTIAL or SECRET classification recommendation, the contractor shall portion-mark the product in accordance with accepted practice, utilizing the portion-markings stipulated in the draft *NHSRC Center-wide Classification Guide*. The contractor shall mark the cover of the document and the specific pages on which the information appears according to government requirements as temporary classification, pending NHSRC review and authorization. These markings shall also include the statement, "Classification Determination Pending," on the cover, title and all pages containing sensitive information.
- (4) In the event of a document sustaining a designation of "For Official Use Only" or is classified as NSI, the contractor shall set up a document control procedure to track the production and distribution of copies to personnel with a need to know. The contractor shall maintain a log of sensitive and classified materials including working papers so designated/classified and the names of the individuals with these documents and products in their possession. The contractor shall report status on a monthly basis.
- (5) The contractor shall deliver designation/classification recommendations and marked products to the NHSRC Project Officer (PO) or Security Manager within 10 working days.

Estimated Annual Number of Product Designation/Classification Reviews per Year	
ABSTRACTS	60
PAPERS/ARTICLES	125
SLIDESHOWS	90
POSTERS	25
REPORTS/TEST PLANS	70
WORK STATEMENTS	65

Task 2. Update Classification Guidance

The contractor shall support the review and revision of the draft *NHSRC Center wide Classification Guide* in order to ensure that the guidance is up-to-date, reflective of actual program and project activities and non-compliance with standard practices and legal

requirements. The contractor shall review current and planned research activities in the NHSRC and determine what changes need to be made to the topical tables in the guidance to reflect actual efforts underway. The contractor shall seek established guidance in these areas to ensure that classification recommendations are consistent with other Federal decisions on these topics.

The contractor shall support the development of the guidance to ensure content is in compliance with relevant law (Freedom of Information Act), Executive Orders, regulations and Agency directives. The contractor shall format the guidance to fit with the previous related document. The contractor shall prepare for two review cycles for this document and post editorial comments in a manner where the project officer can compare the contractor's recommendation to the original text. The contractor shall also return three hardcopies of the product with the electronic version.

Task 3. Classify Guidance by Project

Where a classification recommendation is made on a project work statement, the contractor shall develop within 10 calendar days relevant guidance in the form of a 6-12 page letter, and be prepared to participate in a kick-off briefing to orient EPA research staff to the security issues and national security risk identified in their plan. Each identified project shall have a classification guidance letter which will be used by the PO, the Security Manager, or the DRA in follow-on RASP evaluations of project deliverables. Such products may include handouts, brochures, information cards, briefing materials, posters, etc. Some content will need to be sanitized to provide a version releasable to the public. In these cases, the contractor shall develop or review sanitized deliverables in order to assure security.

Task 4. Report Out

The contractor shall compile and report findings once per year at a "Report Out" meeting in Cincinnati, Ohio at the conclusion of these tasks. The meeting will be arranged by the NHSRC at the Andrew W. Breidenbach Environment Research Center (AWBERC) and the contractor shall be responsible only for his presentation.

IV. DELIVERABLES: For each task listed above, these deadlines apply:

Task	Product	Draft Due to EPA WAM	Final Due to EPA WAM
1	Designation as a Review Authority	N/A	Within 10 calendar days of contract award
2	Update Classification Guidance	10/08	12/08
3	Classify Guidance by Project	As required	Within 10 calendar days of receipt
4	Report Out	N/A	Yearly after contract award

V. The contractor shall provide written deliverables as follows:

1. 3 Bound hard copies of Reports
2. 1 electronic copy of Reports in Microsoft Word
3. 1 hardcopy and 1 electronic copy of letters and draft protocols in Microsoft Word
4. Photographs shall be electronically copied into a JPEG image.

DRAFT

ATTACHMENT

RISK ASSESSED SECURITY PLAN - RASP WORKSHEET
Version 1.6, March 2006

NHSRC PROJECT NO.		RASP NO.	
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*This section is to be completed by the **Principal Investigator**.*

1. Title			
	Comments:		
2. Submission	<input type="checkbox"/> Statement of Work	<input type="checkbox"/> Product, Deliverable or Presentation	
3. PI Status	<input type="checkbox"/> No Clearance	<input type="checkbox"/> S Clearance	<input type="checkbox"/> TS Clearance
4. Recommendation	<input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> FOUO <input type="checkbox"/> CLASSIFIED		
5. PI Signature			Date:
6. PI Information	Name:		Phone:
	Organization:		Fax:

*As the **Principal Investigator** Submitting this Worksheet, **Stop Here**. You have Completed Your Part of this Form.*

*This section is to be completed by an NHSRC **Designated Review Authority (DRA)**.*

7. Check One	<input type="checkbox"/> WIPD	<input type="checkbox"/> DCMD	<input type="checkbox"/> TCAD	<input type="checkbox"/> NHSRC IO
8. Action Type	<input type="checkbox"/> Project Security Risk Determination		<input type="checkbox"/> Product Designation or Classification	
9. Designation	<input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> FOUO <input type="checkbox"/> REFERRED TO NSI PROGRAM MANAGER			
10. REASON	<i>For CO Referrals, cite the applicable section of the NHSRC Classification Guide.</i>			
11. DRA Signature				Date
12. DRA Name				Phone:

As the DRA, if you have any reason to suspect that this material contains sensitive matter, or National Security Information that should be CLASSIFIED, then this material must be reviewed by the NHSRC CO.

*If referred by the DRA, or if DRA section is not completed, this section is completed by the **NSI Program Manager**.*

RISK ASSESSED SECURITY PLAN - RASP WORKSHEET
Version 1.6, March 2006
INSTRUCTIONS

NHSRC PROJECT NO.	<i>Provided By the Principal Investigator</i>	RASP NO.	<i>Provided By the Designated Review Authority</i>
13. Designation or Classification	<input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> FOUO <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
14. REASON:	<i>Cite the applicable section of the NHSRC Classification Guide.</i>		
15. NSI PM Signature		Date	
16. NSI PM Information:	Kenneth R. Stone National Security Information Program Manager		Phone: 513/569-7474 Fax: 513/487-2555
1. Title	<i>The Principal Investigator (PI) provides the project title or document title</i>		
	<i>The PI provides any relevant comments that may be useful to the DRA or the PI</i>		
2. Submission	<i>The PI identifies whether the action is for an SOW or a product, deliverable or presentation.</i>		
3. PI Status	<i>The PI states whether s/he has a clearance: "S" for SECRET; "TS" for TOP SECRET</i>		
4. PI Signature	<i>The PI signs and dates</i>		
5. Recommendation	<i>The PI recommends that the information is either unclassified, For Official Use Only (FOUO), or represents a risk to National Security (Classified).</i>		
6. PI Information	<i>The PI provides name and organization</i>		<i>PI Phone & fax #s</i>

7. Check One:	<input type="checkbox"/> WIPD	<input type="checkbox"/> DCMD	<input type="checkbox"/> TCAD	<input type="checkbox"/> NHSRC IO
8. Action Type	<i>The Designated Review Authority (DRA) identifies type of action</i>			
9. Recommendation	<i>The DRA determines that the information is either unclassified, For Official Use Only (FOUO), or represents a risk to National Security and refers the matter to the NHSRC NSI Program Manager.</i>			
10. REASON:	<i>The DRA will provide the reason for referring this action to the NSI PM. Referrals should include citation of the relevant topic in the NHSRC Center-wide Classification Guide. <u>No reason is provided when the product is to be designated "UNCLASSIFIED."</u></i>			
11. DRA Signature	<i>The DRA signs and dates</i>			
12. DRA Information:	<i>The DRA provides name and title.</i>			<i>DRA phone number</i>

The DRA may only designate UNCLASSIFIED and FOUO – matter that should be classified as National Security Information must be forwarded to the NHSRC NSI PM for action.

13. Designation or Classification	<i>If the action is determined to contain National Security Information, The NSI PM provides the Temporary Classification level here.</i>	
14. REASON:	<p><i>Cite the applicable section of the NHSRC Classification Guide.</i></p> <p><i>The NSI PM will provide the reason for classification, by citing the relevant topic in the NHSRC classification guide, other department of agency classification guide, or determination by Original Classification Authority.</i></p> <p><i>If the NSI PM determines the project or product is “UNCLASSIFIED,” a reason will be provided here and the action returned to the DRA.</i></p>	
15. NSI PM Signature	<i>The NHSRC NSI PM signs and dates</i>	Date
16. NSI PM Information:	Kenneth R. Stone National Security Information Program Manager	Phone: 513/569-7474 Fax: 513/487-2555