STATE OF ALASKA REQUEST FOR INFORMATION (RFI)

Department of Public Safety
Division of Administrative Services

OFFICE REMODEL, DPS - AKCIC

ISSUED November 17, 2020

THE ALASKA DEPARTMENT OF PUBLIC SAFETY (DPS), DIVISION OF ADMINISTRATIVE SERVICES (DAS) IS SEEKING INFORMATION FROM QUALIFIED AND EXPERIENCED CONTRACTORS TO PROVIDE AN ESTIMATED PROJECT BUDGET FOR OUR OFFICE REMODEL DESCRIBED IN THE BODY OF THIS RFI.

ISSUED BY:

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ADMINISTRATIVE SERVICES

PRIMARY CONTACT:
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Introduction:

The Department pf Public Safety (DPS) is seeking qualified and experienced contractors to provide estimated project budget for an office remodel at our Alaska Bureau of Investigation (ABI) building located at 5500 E Tudor Rd., Anchorage, Alaska.

Background Information:

DPS is working to relocate our Alaska Criminal Intelligence Center (AKCIC) office from DPS headquarters to ABI building. As such, DPS has identified a space in our ABI building that needs remodel work to accommodate the AKCIC office. There shall be approximately 20 employees working in the new AKCIC office space.

The following notes provide some measure of the amount of remodel required for the new AKCIC office space. See the attached "before" and "after" diagrams that show intended layout to be achieved after the remodel. In the "before" diagram, rooms have been numbered for reference. This remodel must meet State, Local, and Tribal (SLT) Security Construction Standard for Open Storage Areas (SCSOSA) as described in the enclosed Appendix – 3. Please note the direction of North is at the top of the page. This section addresses physical construction concerns, mainly walls and doors.

- In room #1, on the southeast corner, the doorway to the previous evidence freezer must be walled off. This area will be enclosed as part of the SLT-SCSOSA and must meet the requirements of the SLT-SCSOSA construction code. In all likelihood, the freezer unit will have to be removed to meet the security code for the SLT-SCSOSA IT Room. This walled off doorway is indicated by an "O" on the diagram.
- In room #1, the future SLT-SCSOSA IT Room, a new doorway must be constructed into an existing rear west side wall of the evidence freezer in order to access the main SLT-SCSOSA area. Construction of this inner SLT-SCSOSA door does not access the exterior area of the SLT-SCSOSA, however it will have to meet security rating requirements. This doorway provides access from room #1 to room #2 and it is referred to on the diagram with a "D".
- In room #2, on the southwest corner of the secure area, there is a doorway which must be walled off. This area will be enclosed as part of the SLT-SCSOSA and must meet the requirements of the SLT-SCSOSA construction code. This walled off doorway is referred to on the diagram with an "O".
- In room #2, the future SLT-SCSOSA security door must access the SLT-SCSOSA through an inward opening security door from within the secure area of the AKCIC. This doorway will be constructed through the north wall of the SLT-SCSOSA, this doorway construction through the existing wall is referred to on the diagram with a "D".
- Room #3 is currently a storage room. The existing storage room door must be removed, and a wall must be built to enclose the future PLX Room. This walled off door is referred to on the diagram with an "O".
- Room #3 requires a door access from the existing north wall because the PLX room (#3) must be accessed from within the secure area of AKCIC. The doorway construction will connect room #3 to room #4, which is planned as a future small conference room. This doorway construction through the existing wall is referred to on the diagram with a "D".
- In room #5, the entire north wall of this room must be removed. This wall runs east and west and measures approximately 15'. Removal of this wall will connect room #5 and room #6. This wall

removal is referred to on the diagram with an “X”. There are currently 4 electrical outlets, 1 light switch, 1 thermostat, 4 communication drop lines affected by the removal of this wall. The removal of this wall includes the removal of a doorway which currently connects room #5 to another room, room #7. This wall continues up several feet to meet the roof through the drop ceiling tiles.

- In room #6, the entire east wall, which separates room #6 from room #7, must be removed. This wall contains a doorway, which is to be removed as well. This wall/door removal is referred to on the diagram with an “X”. This wall runs north and south and measures approximately 25.5’. This section of wall does not extend all the way up to the roof, it stops just above the drop ceiling tiles. This wall contains 17 electrical outlets, zero light switches and 10 computer or phone lines.
- In room #6, the entire north wall/door which separates room #6 from the existing hallway labeled room #8, must be removed. This wall runs east and west and measures approximately 11’. This wall/door removal is referred to on the diagram with an “X”. This wall contains zero electrical outlets, 2 light switches, 4 thermostats, and zero phone or computer drop lines. There is also an old alarm panel mounted on this wall. This wall continues up several feet to meet the roof above the drop ceiling tiles.
- In room #7, the entire north wall/door which separates room #7 from the existing hallway labeled room #8, must be removed. This wall/door removal is referred to on the diagram with an “X”. This wall runs east and west and measures approximately 17’. This wall contains 4 electrical outlets 1 light switch, 2 thermostats, and 2 computer or phone lines. This wall continues up several feet to meet the roof above the drop ceiling tiles.
- In room #8 (actually a hallway), the entire north wall/door which separates room #8 from room #9, must be removed. This wall/door removal is referred to on the diagram with an “X”. This wall runs east and west and measures approximately 17.5’. This wall contains 3 electrical outlets 1 light switch, zero computer or phone lines, and 2 thermostats. This wall continues up several feet to meet the roof above the drop ceiling tiles.
- On the west side of room #8 (actually a hallway), a wall must be constructed, which includes a security access doorway. The current opening, which must be walled off, measures approximately 6.5’. The construction of a new wall and a doorway in this area is referred to on the diagram with a “NW/D”. This wall/doorway runs north and south. It should be noted that the north and south running west walls of rooms #6 and #10 extend up several feet above the drop ceiling tiles to meet the roof.
- On the east side of room #8 (actually a hallway), a wall must be constructed, which includes a security access doorway. The current opening, which must be walled off, measures 6.5’. The construction of a new wall and a doorway in this area is referred to on the diagram with a “NW/D”. This wall/doorway runs north and south. It should be noted that the north and south running east walls of rooms #7 and #9 extend up several feet above the drop ceiling tiles to meet the roof.
- Room #11 and Room #12 shall also be included as “secured access area” of AKCIC. The inclusion of this area in AKCIC allows for an administrative assistant to occupy the front desk area of room #12. It also allows for the plotter, printer, scanner/fax, shredder, and office supplies to centrally located. This area in room (passageway) #11 is currently being used for this same purpose. On the north wall of room #9, a doorway must be cut into the existing wall to allow access from Room #9 to the passageway (room #11) and the Admin area of room #12. This is illustrated on the diagram with an “X”. This passageway will measure approximately 6’ wide and will be the standard height for interior passageways. No door or door frame will be mounted in this passageway. The north wall of room #9 extends several feet above the drop ceiling, all the way to the roof.

- Installation of a security access card reading door locking mechanism on the existing door on the east wall of room #11 is required. The diagram illustrates this with a “D”.
- Installation of a wall and a security access card reading door locking mechanism on the west side of room (passageway) #11 is required. This wall/security doorway is located to allow access to the ABI server room, room #13, by non-AKCIC personnel outside of the secured area. This wall/security card reading door construction is illustrated on the diagram with a NW/D in the room (passageway) #11. This wall is approximately 5’ wide.
- No modifications required for Room #10.

The following is an itemized list, room by room of electrical, internet, telephone, and LAN upgrade requirements for the AKCIC workspace. Please refer to the “before” diagram regarding workspace areas.

- Room #1 requires the addition of 10 electrical outlets, light switches, a cooling system and thermostat to keep the SLT-SCSOSA servers from overheating, and overhead lighting. Communication lines associated with the SLT-SCSOSA and the SLT-SCSOSA IT room are classified and are intentionally not included in this document.
- Room #2 (the SLT-SCSOSA) requires the addition of 10 electrical outlets, 0 light switches, 9 U/C internet computer lines, and 2 STE telephone lines. This small area has a lot electronic equipment operating such as secure video conferencing, scanners, and shredders.
- Room #3 (the PLX room) requires the addition of 6 electrical outlets, 1 light switch, 1 telephone line, and 1 LAN line, and 3 U/C internet computer drop lines.
- Room #4 (the small conference room) may require some electrical rewiring with the addition of a door on the south wall. Room #4 requires 1 more additional electrical outlet. There appears to be 2 telephone lines, and 2 computer drop lines, in this room. A U/C internet computer line is needed in this room.
- In the workspace where room #5 existed, the space requires the addition of 5 electrical outlets on the west wall as well as the installation of 2 additional phone lines, 2 additional LAN Lines, and 7 U/C computer internet lines. Note: there are some telephone and LAN drops already in this workspace, one of the drops is currently on the north wall, that wall is to be removed. We request it be reinstalled on the west wall. Additionally, the electrical outlet and the communications drop on the south wall of room #5 must be removed as this wall is shared by the SLT-SCSOSA on the other side and cannot have any outlets on the exterior. This workspace is slated for the FBI TFO, the DHS TFO, the ATF TFO, and where the MatCom CAD computer is to be located. The reason for the high number of U/C internet lines is because TFO’s are already using a U/C internet computer line to connect with their home agency system, so if they are to actually have a dedicated U/C internet computer line, they need a second one.
- In the workspace where room #6 existed, the space requires the addition of 6 additional electrical outlets on the west wall. This workspace will have 6 cubicles installed for HIDTA/DEA analysts. There are currently 3 electrical outlets on the west wall. The light switch for this area is on a wall that is to be removed, so the light switch for this area will have to be rearranged on the west wall (preferably by the new door installed on the Room #8 west wall). Room #6 currently has 5 telephone/computer drops, however 3 of those drops are installed on walls that will be removed during renovation. It is requested that those 3 drops be relocated on the west wall with the addition of 1 more telephone/LAN drop and 6 new U/C internet computer line drops on the west

wall. This general area will also be where the fax/scanner, the printer, and the plotter are located. Drop lines for these devices are also requested to drop from the ceiling in a bundle.

- In the workspace where room #7 existed, the space requires the addition of 6 additional electrical outlets on the east wall, as this east wall will be home to 4 AST analyst cubical workspaces. There appears to be enough telephone and LAN drops in the workspace (6 existing) however, 2 of them are installed on walls that will be removed during renovation. This area needs 4 U/C internet computer lines dropped on the east wall. The light switch in room #7 is mounted on the north wall, which will be removed during renovation. It is requested that this light switch be installed on the east side wall, near the new security door location (Room #8 east side wall).
- In the workspace where room #8 existed (a former hallway), the space requires zero electrical outlets and 2 light switches which were previously mentioned to activate the overhead lights in room #6 and room #7 respectively. It is requested that the light switches are mounted on the inside of the inward opening security card access doors on east and west sides of the AKCIC area (room #8 on the diagram). Zero telephone lines, zero LAN computer drop lines, and zero U/C internet computer drop lines are requested for this area.
- In the workspace where room #9 existed, there will be six analyst/TFO cubicles for Border Patrol and DOC as well as an APD TFO. This space requires the addition of 4 additional electrical outlets, as several outlets were lost with the removal of the south wall/door in this workspace. The light switch in this workspace was also mounted to the south wall, which was removed. The light switch should be mounted on the west wall of room #9 near the entrance. There are currently 4 telephone/LAN computer line drops in room #9. This space requires 2 more telephone/LAN computer line drops (1 on the east wall and 1 on the west wall). This workspace also requires 6 U/C internet computer line drops. Because the wall on the north side of room #9 has a wall penetration/passageway planned, it may be necessary to rewire some of the 3 electrical outlets on the north wall.
- In the workspace of room #10 there are more than enough telephone/LAN line drops and electrical outlets. It will be necessary to drop 1 U/C internet computer line in this workspace. This workspace is designated as the AKCIC Director's office. The excess area in this room will be utilized for large meetings with a conference table and chairs.
- The workspace in room #12 requires the installation of a U/C internet computer line.
- Room #13 is not planned as part of AKCIC. It is the ABI Server room and it is only numbered for reference purposes. This room requires zero upgrades.

Attachments:

1. Proposed Remodel Layout.
2. Appendix – 3: State, Local, and Tribal (SLT) Security Construction Standard for Open Storage Areas.

Response Information:

The Department of Public Safety requests any interested contractor to provide the following information in all RFI responses:

- A narrative of required remodel work that is necessary to be performed in accordance with the scope of work described in the RFI.
- An estimated budget for the proposed remodel work.

DPS will use estimates only for its own budgeting purposes and not as bids. Any responses including the pricing information received for this RFI will be held confidential. Any public record requests related to this RFI response will be redacted and offered.

Note: If the State issues a solicitation related to this RFI, the vendors providing a response to this RFI will not be held to suggested prices.

Deadlines and Procurement Officer contact information

The deadline for questions is November 23, 2020 at 4:30 p.m. Alaska Time. All questions must be directed to the person listed below writing via email. The Department of Public Safety will consider all inquiries but is not required to provide responses.

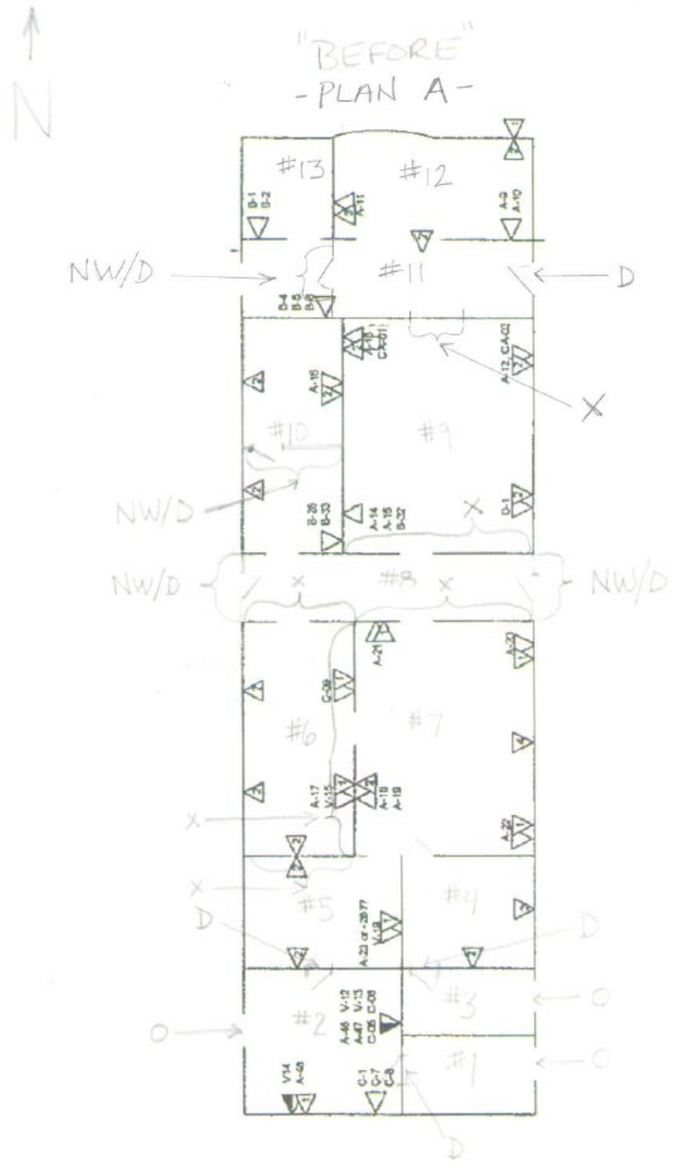
Interested parties must submit a written or electronic response by November 27, 2020, at 4:30 p.m. Alaska Time. Responses may be sent by U.S. mail or e-mail to the address listed below. It is the submitting vendor's responsibility to confirm delivery.

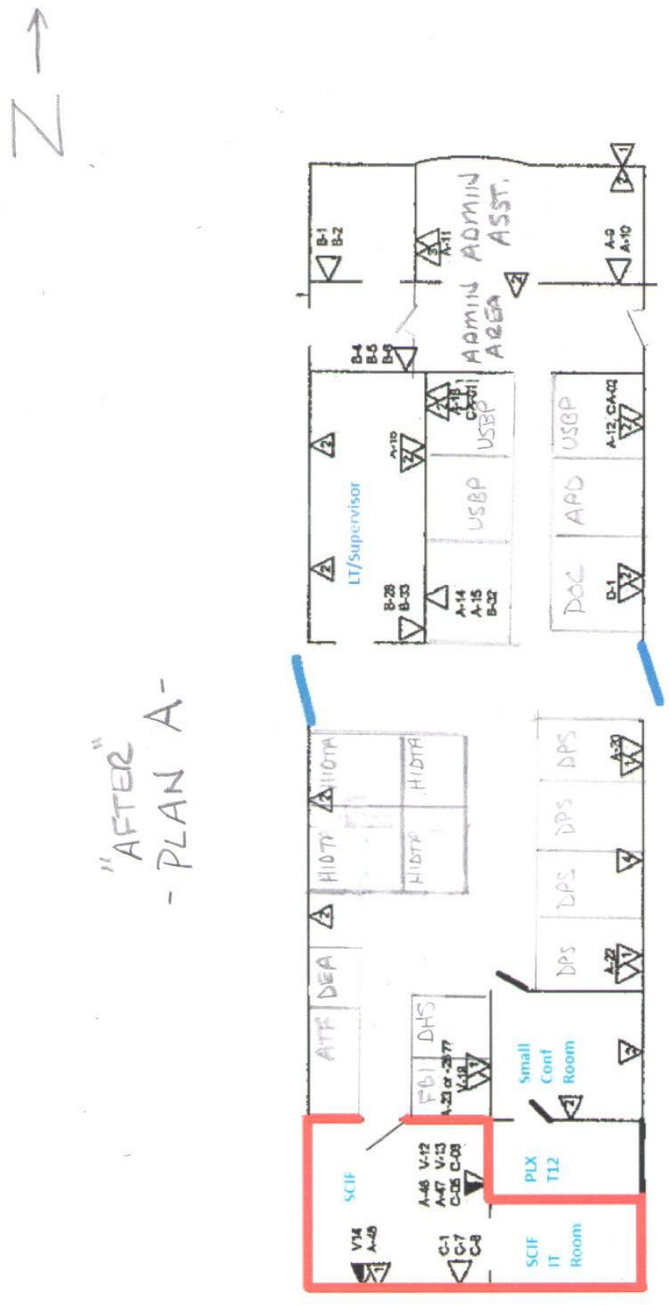
Responses should be marked "Response to Request for Information: Office Remodel, DPS - AKCIC" and sent to:

Department of Public Safety
Attention: Benhur Kothapalley, Building Management Specialist
Address: 5700 E Tudor Rd, Anchorage, Alaska 99507
Phone: (907) 269-0599
Email: benhur.kothapalley@alaska.gov

Important Notice: This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase of any goods or services, nor will the state be financially responsible for any costs associated with the preparation of any response for the requested information. This RFI is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a purchase, contract, or solicitation in the future.

ATTACHMENT 1 - PROPOSED REMODEL LAYOUT





ATTACHMENT 2 - APPENDIX 3

State, Local, and Tribal (SLT) Security Construction Standard For Open Storage Areas

I. General Policy

A. U.S. Government classified information and systems shall be secured under conditions adequate to prevent access by unauthorized persons. The requirements specified in this State, Local, and Tribal (SLT) Security Construction Standard for Open Storage Areas, represents the minimum standards acceptable for the construction of a secure area that contains U.S. Government SECRET-level classified information systems. This standard is designed to ensure consistency in the application of security standards and the protection and efficient deployment of classified systems, equipment and information.

B. Certification/accreditation of an SLT open storage area constructed in accordance with this directive and issued by DHS SLTPS/SMD, or a delegated Federal Agency that has entered into an security agreement with DHS, shall be reciprocally accepted by all Federal agencies unless the open storage approval was granted with a waiver or exception. In this instance, it is at the discretion of the applicable Federal agency as to whether the open storage certification/accreditation shall be accepted.

C. The DHS SLTPS/SMD shall provide security guidance, inspection, certification, accreditation, and oversight for SLT open storage areas. When a security agreement with another Federal agency is in place the delegated Federal agency shall retain responsibility for inspection, certification, accreditation, and oversight of SLT owned and operated facilities for which it is the primary sponsor.

D. Portable Electronic Devices (PEDs) shall not be introduced into an open storage area. Exceptions shall only be made with written approval from the DHS SLTPS/SMD, or delegated Federal agency in consultation with DHS SLTPS/SMD, the cognizant Information Systems Security Manager and SL. Approvals shall be considered only when the risks associated with the use of such equipment are clearly identified and sufficiently mitigated.

E. Photographic, video, and audio recording are prohibited within the open storage area. DHS SLTPS/SMD, or the delegated Federal agency as applicable, may authorize the use of such equipment for official purposes on a case-by-case basis.

F. Changes affecting the security posture of the open storage area, either physically or operationally, shall be immediately reported by the SL to the DHS SLTPS/SMD or the delegated Federal agency, to include any corrective or mitigating actions taken. If it is determined that the integrity of the open storage area has or will be adversely impacted, certification/accreditation may be suspended or revoked.

II. Waivers

A. SLT requests for waivers to this Standard shall be submitted through the applicable Federal agency sponsor to the DHS SLTPS/SMD. The request shall specify in writing whether it is a request for a waiver or exception, the reason why it is impractical or unreasonable to comply with the

applicable requirement, the duration that a waiver is to remain in force, and appropriate alternative measures to achieve the same result as stipulated in this directive.

B. Federal agency requests for waivers to this standard shall be submitted directly from the agency to the DHS SLTPS/SMD. The request shall specify in writing the reason why it is impractical or unreasonable to comply with the applicable requirement, the duration that a waiver is to remain in force, and appropriate alternative measures to achieve the same result as stipulated in this directive.

III. Certification/Accreditation

A. SLT open storage areas shall be approved based on operational requirements and not for convenience. Where SLT open storage areas are requested to satisfy the installation of one or more classified systems, unless otherwise justified and approved, the secure area authorization shall be limited to the systems and systems connectivity only. All classified documents and removable media shall otherwise require closed storage in an appropriate GSA-approved security container.

B. SLT open storage areas shall have a Standard Operating Procedure (SOP), approved by DHS SLTPS/SMD or the sponsoring Federal agency, that describes operating procedures and established courses of action as a condition for certification/accreditation.

C. When certified and accredited, the DHS SLTPS/SMD or delegated Federal agency as applicable, shall prepare a memorandum citing the specific location, building, room number, level of classified information authorized, restrictions, and any other information deemed appropriate. The DHS SLTPS/SMD shall be the Office of Record for all certifications/accreditations. Delegated Federal agencies shall provide copies of all open storage certifications/accreditations to the DHS SLTPS/SMD.

D. If certification/accreditation is denied, the DHS SLTPS/SMD or the delegated Federal agency as applicable, shall prepare a memorandum citing the reasons for denial and corrective actions necessary to obtain approval.

IV. Open Storage Area Construction Requirements

A. An SLT open storage area shall meet or exceed the construction requirements contained in this standard and have an intrusion detection system (IDS) installed that meets the standards cited herein. These criteria apply to all new construction, reconstruction, alterations, equipment modifications, and repairs of existing areas. This standard shall also be used in evaluating existing areas not previously approved for Secure Video Teleconference (SVTC) operations.

B. The area shall be supported by security-in-depth consisting of a minimum of two additional layers of security. Examples of methods for achieving security-in-depth are:

1. Military installations, embassy compounds, or contractor compounds with a dedicated response force of U.S. persons. A memorandum of understanding or agreement (MOU/MOA) shall be executed outlining response requirements for these facilities.

2. Enclosed vestibule outside of the secure area entrance equipped with an approved high security lock and UL listed alarm equipment installed in accordance with manufacturer's instructions.

3. Separate building access controls/alarms along with elevator controls (e.g., after hours card reader with audit capability) required to gain access to building or elevator.

4. Fenced, alarmed compound with access controlled vehicle gate and/or pedestrian gate.

C. Doors

1. Routine entrance/exit doors shall be kept to an absolute minimum. Where possible, only one single door shall be used for routine entry/exit.

2. Doors shall be constructed of wood, metal, or other solid materials. When doors are used in pairs or a gap exposes the latching mechanism, an astragal (overlapping molding) shall be installed where the doors meet or exposure occurs. Hinges are preferred to be on the secure side of the door. Hinge pins that are exposed to the outer perimeter of the area shall be pinned, brazed, have set screws installed, or be spot-welded to preclude removal. All doors must meet the following criteria:

a. Solid core wood, minimum 1 3/4" thick, or 16 gauge metal cladding over wood or composition material, installed in welded steel frame assembly mounted to 20-gauge or greater metal studs. Knock-down [collapsible jam and header] frame or aluminum frame is not acceptable.

b. Doors and frames shall meet or exceed a Sound Transmission Class (STC) 45 equivalent rating in processing areas. Doors and frames shall meet or exceed an STC 50 equivalent rating in areas where there will be amplified sound. Doors shall have adjustable acoustical gasket around the door with an automatic threshold seal installed in these instances.

c. Doors with windows, louvers, baffle plates, or similar openings are only authorized to be used in areas with no processing or discussion. They shall be secured with 18-gauge expanded metal securely fastened on the inside. If visual access is a factor, the windows shall be covered.

3. Doors shall be equipped with an industrial Grade 1 automatic door closer.

4. For new construction or renovation, entrance doors shall be secured with a GSA-approved, built-in combination lock meeting Federal Specification FF-L-2740-A. The use of a GSA approved, built-in combination lock not meeting Federal Specification FF-L-2740-A is approved for existing locations unless otherwise modified until October 2012, at which time such locks must be replaced with one meeting the proper specification. Other high security locks may be used on a case-by-case basis with the approval of DHS SLTPS/SMD or delegated Federal agency in consultation with DHS SLTPS/SMD. Other doors shall be secured from the inside with a panic bolt (which can be actuated by an alarmed panic bar); a dead bolt; a rigid wood or metal bar (that shall preclude "springing"), which shall extend across the width of the door and be held in position by solid clamps, preferably on the door casing; or by other means approved by DHS

SLTPS/SMD or delegated Federal agency in consultation with DHS SLTPS/SMD, consistent with relevant fire and safety codes.

5. Routine entrance/access doors shall be equipped with a supplemental access control device (e.g., storage room key lock leverset, card reader, cipher lock, etc.,) to control access into the area during working hours. Supplemental access control devices are for access control purposes only and do not provide sufficient security for an unattended open storage area.

6. All door hardware shall meet Grade 1 standards.

7. All key locks shall meet UL 437 standards.

D. Windows. Every effort should be made to construct open storage areas without windows. Windows shall be covered by opaque window film, or by blinds turned to no more than a 45 degree angle, permanently fastened at top and bottom, and not adjustable by the user. The ability to open the window shall be eliminated by either permanently sealing it or installing a locking mechanism on the inside. Windows that open and are less than 18 feet from grade or adjacent roofs, less than 14 feet from other structures, trees, or horizontal openings, or less than 3 feet from openings on the same wall that are not part of the open storage space shall require one of the following:

1. Vertical round iron or steel bars, a minimum of ½" diameter spaced 6" on center. The bars may be mortised into the masonry, built into the frame, or equipped with horizontal crossbars for added strength and support.

2. Vertical flat iron or steel bars, a minimum of 1 ½" x 3/8" spaced 6" on center. The bars may be mortised into the masonry, built into the frame, or equipped with horizontal crossbars for added strength and support.

Note: All fasteners must be welded or specially manufactured to prevent removal.

E. All vents, ducts, and similar openings in excess of 96 square inches (11" diameter for circular ducts) that enter the open storage area must be protected with either bars, or grills, or commercial metal duct sound baffles that meet appropriate sound attenuation class. If one dimension of the duct measures less than six inches, or the duct is less than 96 square inches, bars are not required; however, all ducts must be treated to provide sufficient sound attenuation. If bars are used, they must be 1/2 inch diameter steel welded vertically and horizontally six (6) inches on center; if grills are used, they must be of 18-gauge expanded steel; if commercial sound baffles are used, the baffles or wave forms must be metal permanently installed and no farther apart than six (6) inches in one dimension. A deviation of l/2 inch in vertical and/or horizontal spacing is permissible. An access port to allow visual inspection of the protection in the vent or duct should be installed inside the secure perimeter of the open storage area. If the inspection port must be installed outside the perimeter of the open storage area, it must be locked with a locking device meeting UL 437 standards.

F. Walls.

1. Walls, true floor, and true ceiling shall be permanently constructed and attached to each other. To provide visual evidence of attempted entry, all construction, to include above the false

ceiling and below a raised floor, be done in such a manner as to provide visual evidence of unauthorized penetration. Walls, true floors, and true ceilings shall be uniformly painted to show evidence of unauthorized penetration.

2. Construction shall be of plaster, gypsum wallboard, metal panels, hardboard, wood, plywood, or other materials offering resistance to, and evidence of, unauthorized entry into the area. If insert-type panels are used, a method shall be devised to prevent the removal of such panels without leaving visual evidence of tampering.

3. The perimeter walls of the open storage area shall be true floor to ceiling, or, sufficiently modified to represent a secure enclosure. When wall barriers do not extend to the true ceiling and a false ceiling is created, walls shall be permanently constructed to extend above the false ceiling to the true ceiling using the same building materials as the existing walls.

4. If there is a threat of forced entry (to include high crime areas) as determined by the physical security representative, walls shall be reinforced, slab-to-slab, with 18-gauge expanded metal. The expanded metal shall be spot welded, or fastened by an SLTPS SME approved method every 6 inches to vertical and horizontal metal supports of 20-gauge or greater thickness that has been solidly and permanently attached to the true floor and true ceiling.

V. Associated Equipment Required for Certification/Accreditation

A. SLT open storage area procedures require that classified information not under the personal control and observation of an authorized person shall be stored in a GSA-approved security container equipped with a lock meeting Federal Specification FF-L-2740A. Federal classified system hard-drives that are not designed for routine removal are the only exception to this rule.

B. Open storage areas that maintain a printer connected to a classified system or a secure fax machine must have an NSA approved cross-cut shredder for the destruction of classified information within close proximity to the classified device – within the same room, in an adjacent room, or within an area that precludes the classified from transitioning beyond a controlled environment. Printers shall be dedicated to the classified computer(s) and not routed through a network. The printer shall be physically located within the open storage area. The NSA/CSS Evaluated Products List (EPL) for High Security Crosscut Paper Shredder is available at: http://www.nsa.gov/ia/government/mdg.cfm?MenuID=10.3.1.

VI. Acoustical Security

A. Acoustic controls are designed to protect conversations from being overheard outside the SLT open storage area. Acoustic controls are not intended to prevent a positive audio attack. SLT open storage area perimeter walls, doors, windows, floors, and ceilings, as well as all openings such as vents and ducts, must provide sufficient acoustic control measures to preclude inadvertent disclosure of conversation. This can be achieved through structural enhancements or sound masking if construction or budget restraints prevent structural enhancements from being feasible.

B. The ability of an SLT open storage area to retain sound within the perimeter is rated using a descriptive value, the STC. All SLT open storage areas shall meet the equivalent of Sound Group III –

STC of 45 or better. STC Group IV – STC of 50 or better is required for amplified sound (e.g. secure video teleconferencing, speaker phone).

1. Sound Group III – STC of 45 or better. Loud speech can be faintly heard but not understood. Normal speech is unintelligible.

2. Sound Group IV – STC of 50 or better. Very loud sounds, such as loud singing, brass musical instruments or a radio at full volume can be heard only faintly or not all.

C. In certain cases, there may be a sufficient stand-off distance between a perimeter wall and the operational area, to prevent sound from carrying beyond the perimeter wall. The DHS SLTPS/SMD may waive the STC construction requirement if the STC-45 equivalent rating can be achieved through stand-off distance. The stand-off distance must be subject to inspection, and the area be designated as a no-discussion area. Areas containing amplified sound must be built out to an STC-50 equivalent sound rating.

D. Examples of sound masking include installation of a CD or audio tape player with separate speakers; white noise generators; or other vibrating or noise generating systems that can be installed along the inside perimeter of the area. Where sound traverses through vents, ducts, and other similar openings, install music speakers in or near the opening; or white noise generators in or near the opening. When planning a retrofit, sound masking may be the most cost effective option to meet the acoustic control requirements.

E. Examples of structural enhancements include the use of sound deadening high-density materials in wall construction; use of extra layers of drywall for wall construction; and use of door gaskets for doorframes. Where sound traverses through vents, ducts, and other similar openings, consider installing commercial sound baffles or waveforms. The installation of Z ducts is an effective method of protecting HVAC systems. When planning new construction, structural enhancements should be used to meet the acoustic control requirements.

F. Installation of Equipment and Sound Sources. The sound masking noise generation control source shall be placed within the perimeter of the open storage area and/or in any manner that precludes tampering or evidence thereof. Speakers should be located outside of the area to effectively mask sound and shall be sufficiently protected to prevent manipulation.

G. A functional test to determine appropriate sound attenuation shall be conducted by the inspecting official prior to a room being accredited for open storage of classified. Open storage areas shall be tested for STC in the following manner:

1. With all open storage area doors and windows closed, all perimeter walls and openings, e.g., air ducts – entry and returns, doors, windows, ceiling, etc., shall be tested, along multiple points, to ensure either the Sound Group III or IV is met.

2. Audio test sources shall have a variable sound level output. The output frequency range shall include normal speech audio as well as amplification.

3. Test speakers shall be placed in accordance with manufacturer specifications, and testing shall only be performed by personnel authorized to do so by the DHS SLTPS/SMD.

4. Audio gain of the test source, as directed by the inspecting official, shall produce "loud and/or very loud speech" as defined by Sound Group III and IV levels respectively; or,

5. A "hearability" sound test may be performed by security specialists performing the open storage survey, if electronic testing is not available.

VII. Intrusion Detection System (IDS)

A. The IDS shall be connected to, and monitored by an Underwriters Laboratory (UL) certified central monitoring station. Alarm system installation shall conform to the requirements herein and the standards for IDS approved by the Information Security Oversight Office (ISOO) and using the UL "National Industrial Security System Certificate" with criteria as specified in the UL "National Industrial Security Alarm Description Worksheet." The worksheet is prepared by the UL Certified Alarm Company installing the IDS and the systems operating elements are confirmed by the DHS SLTPS/SMD or delegated Federal agency security office.

B. Evidence of compliance with the requirements of this directive shall consist of a valid UL certificate for the appropriate category of service. This certificate will have been issued to the protected facility by UL, through the alarm installing company. The certificate serves as evidence that the alarm installing company is:

1. Listed as furnishing security systems of the category indicated;

2. Authorized to issue the certificate of installation as representation that the equipment is in compliance with requirements established by UL for the category of service;

3. Subject to the UL Field Counter Check Program, whereby periodic inspections are made of representative alarm installations by UL-certified personnel to verify the correctness of installation practices.

C. IDS requirements:

1. Independent Equipment: When many alarmed areas are protected by one monitoring station, open storage area zones must be clearly distinguishable from the other zones to facilitate a priority response. All sensors shall be installed within the protected area.

2. Premise Control Unit (PCU): No capability should exist to allow changing the access status of the IDS from a location outside the protected area without prior approval of the approval authority. All PCUs (alarm panel) must be located inside the open storage area. Assigned personnel should initiate all changes in access and secure status. Operation of the PCU shall be restricted by use of a keypad and or procedure that verifies authorized use. In the secure mode, any unauthorized entry into the space shall cause an alarm to be transmitted to the monitor station.

3. Backup Power: Emergency backup electrical power shall be provided by battery, generator or both. If batteries are used, then they shall provide a minimum of 24 hours of backup power. An indication shall be sent to the monitoring station when the systems changes to backup power.

4. Keypads: All alarm keypads shall be located inside the open storage area next to the primary entry/exit door.

5. Motion Detection Protection: Motion Detectors shall be a UL 639 listed device. Open storage areas that reasonably afford access to the container or area where classified data is stored shall be protected with motion detection sensors (i.e., ultrasonic, passive infrared, etc.) Use of dual technology is authorized when one technology transmits an alarm condition independently from the other technology. A failed detector shall cause an immediate and continuous alarm condition.

6. Protection of Perimeter Doors: Each perimeter door shall be protected by a UL 634 listed Level 2, High Security Switch (HSS). The HSS removal tamper shall be monitored 24 hours a day regardless if the system is in the access or secure mode of operation.

7. Protection of Emergency Exit-Doors: Each perimeter Emergency Exit-Door shall be protected by a UL 634 listed Level 2, High Security Switch (HSS) and be monitored 24 hours a day regardless if the system is in the access or secure mode of operation.

8. Entrance Door Delay: Entrance door sensors shall have an initial time delay to allow for change in alarm status, but shall not exceed 30 seconds.

9. Windows: All readily accessible windows below 18 feet shall be protected by an appropriate intrusion detection unit installed to signal breakage or penetration of the window or movement of an intruder near the window. Additionally a High Security Switch shall be used on windows that are movable.

10. False and/or Nuisance Alarm: Any alarm signal transmitted in the absence of a detected intrusion, or identified as a nuisance alarm, is a false alarm. A nuisance alarm is the activation of an alarm sensor by some influence for which the sensor was designed but which is not related to an intrusion attempt. All alarms shall be investigated and the results documented. The maintenance program for the IDS should ensure that incidents of false alarms should not exceed one (1) in a period of thirty (30) days per zone.

11. The IDS shall be tested annually to provide assurance that the IDS system is in conformance with this directive. US citizens shall accomplish all IDS testing.

12. IDS PIN codes are For Official Use Only (FOUO) or otherwise sensitive but unclassified, and require additional protection from disclosure. They shall not be transmitted over unsecure phone lines or unencrypted/password protected email. Individual PIN codes shall be assigned to each user. Shared PIN codes are not authorized.

D. The DHS SLTPS/SMD or delegated Federal agency as applicable shall approve contingency protection procedures in the event of an IDS malfunction, power outages, or defective components impairing functional reliability set forth under UL criteria. Contingency procedures shall be described in the SOP. The contingency procedures are approved in conjunction with the certification/accreditation of the open storage area.

E. Contingency measures include:

1. A 24-Amp Hour (equivalent) backup battery or combination of batteries.

2. Emergency generator supplying uninterrupted power to the IDS upon loss of normal power.

3. Implementation of 24-hour continuous protection by personnel maintaining a security clearance on file with the DHS SLTPS/SMD and at the level commensurate with the SLT open storage area until the alarm system malfunction or power outage is corrected.

4. Relocation of all classified materials to another Federally approved open storage area. Coordination with the alternate location should be conducted in advance and the site shall be identified in the SOP.

5. Temporarily terminate classified connectivity.

F. Central Monitoring Station. The central monitoring station may be located at the facility of a UL-listed activity such as:

1. Contractor Monitoring Station, formerly called a proprietary central station (e.g., Honeywell, Tracor, or Johnson Controls);

2. Cleared commercial central station (e.g. ADT, Brinks, or Armor);

3. Protective signal service station (e.g., State Police, County Sheriff's Office, City Police Department or Fire Department having dispatch responsibilities for law enforcement);

4. Alarm monitors shall be in attendance at the alarm monitoring station at all times when the IDS is in operation.

5. The central monitoring station is required to indicate whether or not the system is in working order and to indicate tampering with any element of the systems. Repairs shall be made as soon as possible when the IDS is not fully operational and/or in compliance with UL 2050 standards. Cleared employee(s) shall visually monitor the open storage area on a continuous basis until the alarm system is again fully functional and/or meeting UL 2050 Standards.

6. The IDS shall be activated any time the open storage area is not manned by [authorized] cleared personnel possessing the appropriate security clearance. A record shall be maintained to identify each person activating and deactivating the IDS with the use of Standard Form 702 or through automated means. Such records shall be maintained for one year. These records are sensitive and shall be protected as such, and destroyed by a cross-cut or strip shredder at the end of the one-year period. Every failure of activation or deactivation shall be reviewed by the central monitoring station and upon appropriate determination, be referred to the appropriate security official for investigation when positive confirmation of attempted user is unknown.

7. Records shall be maintained for one year. The record shall indicate time of alarm activation; name(s) of responding personnel; time dispatched to facility area; time responding guard force or law enforcement activity personnel arrived; nature of alarm; and what follow-up actions were accomplished. These records are sensitive and shall be protected as such, and destroyed by a

cross-cut or strip shredder. Continued false alarms shall be reported to the activity having cognizant jurisdiction.

G. Investigative Response to Alarms

1. The following resources may be used when responding to an activated alarm and determining a potential breach: sufficient number of trained security guard personnel, central station guards, municipal, county, or state police, or contracted guard services. Unless, the responding personnel maintain the appropriate security clearance, the responding personnel shall remain outside the open storage area until a responsible party for the area arrives on scene.

2. When the IDS is in an operational mode, designated personnel, cleared to the appropriate level, shall be available at all times to be immediately dispatched to investigate each alarm. On-site emergency response personnel in a full-time functional capacity 24-hours a day and 7 days a week, fulfill this requirement.

3. For a commercial central station, protective monitoring service or residential monitoring station, response personnel dispatched shall have an appropriate security clearance if they have the responsibility and authority to access the area.

4. Guards without a security clearance may be dispatched by a monitoring service or residential monitoring station to the alarm. However, developed response plans shall include notification to a cleared representative of the affected facility for each alarm annunciation. The cleared representative shall be appropriately identified by full name plus a secondary code word, number, or other method. The guards or other response force without security clearances shall remain on the premises and maintain surveillance until a designated, cleared representative of the facility arrives or as instructed by the cleared facility representative.

5. If the alarm activation does not reset or a physical breach of the room is observed, a cleared response team with security clearances must be dispatched. Members of the cleared response team should be identified on a designated list or within a Standard Operating Procedure. The initial response team not maintaining a security clearance (i.e. local law enforcement personnel) must stay on station until relieved by the cleared response team.

6. Contracted guards must be under contract with either the central monitoring station or the facility management entity. However, this does not permit guards to enter the area unless possessing a security clearance in conjunction with a classified contract as associated with a Contract Security Classification Specification, DD-254; as coordinated through DHS SLTPS/SMD.

7. SLT open storage areas require a 30 minute or less alarm response time. Arrangements shall be made with the monitoring station to immediately notify a cleared representative of the facility on receipt of an activated alarm. The representative is required to go immediately to the facility to investigate the alarm and to take appropriate measures to secure the classified material or equipment. The cleared facility representative shall confirm the response time of the investigating guard service, police department, etc.

H. Alarm Installation. Installation of an IDS at a facility, area, or room shall be performed by a UL listed alarm company. When a UL listed alarm company is not available for a specified region, the DHS SLTPS/SMD can waive this requirement under exceptional circumstances on a case-by-case basis. When connected to a commercial central station, Contractor Monitoring Station protective monitoring service, or a residential monitoring station, the service provided shall include line security (i.e., the connecting lines are electronically supervised to detect evidence of tampering or malfunction). If line security is not available, then two independent means of transmitting the alarm signal from the alarmed area to the monitoring station shall be provided. Evidence of line supervision shall be provided to the DHS SLTPS/SMD or the delegated Federal agency security office.

1. Compliance with the requirements set forth in this standard shall meet the respective UL 2050 rating for an intrusion detection system (IDS). NOTE: UL 2050 is a standard that describes the monitoring; signal processing, investigation, servicing, and operation of alarms systems for which a national industrial security systems certificate has been issued by UL in meeting Federal Government criteria. The alarm company certifying the system must also be certified by UL as a listed company for the installation of National Industrial Security Systems. The UL listed alarm company installing the IDS shall provide UL Certification for the required level and an alarm system certificate, which describes the UL rated components, signal process, and alarm monitoring service company, etc. The National Industrial Security System Certificate shall be issued to the protected site by UL, through the alarm certifying company and retained within the approved secure room, area, or facility. All alarm annunciations, responding activities, investigating officials, and reporting of events, and contingencies shall be described within the respective Standard Operating Procedure.

2. Exceptional Cases. If the requirements set forth above cannot be met due to extenuating circumstances, the sponsored organization shall request approval in writing, through the DHS SLTPS/SMD, for an alarm system that is:

a. Monitored by a central control station but responded to by a municipal, county or state law enforcement organization.

b. Connected to alarm receiving equipment located in a municipal, county, or state police station or public emergency services dispatch center. Although the alarm system is activated and deactivated by employees of the sponsored organization, the alarm is monitored and responded to by local law enforcement or a contract security guard force. Police Department alarm response may be requested only when: (1) the facility is located where central control station services are unavailable, and/or (2) a contract security force response cannot be achieved within the required 30 minute time limit.

c. Installation of these type systems must use UL listed equipment and be accomplished by an alarm installation company certified by UL for any of the following categories: National Industrial Security Systems; Proprietary Alarm Systems; Central Station Burglar Alarm Systems; or Police Station Connected Burglar Alarm Systems.

3. When installation of an IDS is proposed that does not meet the requirements set forth in this standard, an installation proposal, explaining how the system will operate, shall be submitted to the DHS SLTPS/SMD or the delegated Federal agency for review. The proposal must include sufficient justification for granting a waiver, if required, and the full name and address of the

police department that will monitor the system and provide the required investigative response upon alarm activation. The name and address of the UL listed/UL certified company that will install the system, inspect, maintain, and repair the equipment shall also be furnished.

4. A 30 minute investigative response time from the police department or other responding force is required, for all SLT open storage areas. A Memorandum of Agreement or letter shall specify that the police department or other monitoring service, immediately notify a cleared representative of the protected site on receipt of an alarm in the open storage area. The representative is required to respond immediately, investigate the alarm, and take appropriate measures to secure the classified material and collect all necessary information regarding the circumstances for reporting as required. This function shall also be addressed within the respective site's Standard Operating Procedure.

5. In exceptional cases where a central station monitoring service is available, but no proprietary security force of the central station or subcontracted guard response is available and where the police department does not agree to respond to alarms and no other manner of investigative response is available, the DHS SLTPS/SMD approval authority may approve cleared employees as the sole means of response. This exceptional function shall be annotated within the respective site's Standard Operating Procedure.