

ELY STANDARD OPERATION PROCEDURES

SECURITY:

A cage code must be established before Ely facility can obtain a facility clearance and operate with holding any classified documents. Defense Security Services, (DSS), must be notified for a facility inspection and an FSO, (Facility Security Officer), in place, to maintain a CAGE code and manage the security clearances of employees under this cage code (if applicable) as well as managing the facility security for resident employees and visitors. An account with JPAS, (Joint Personnel Adjudication System), must be established within DSS to maintain and access individual security clearance records, send/receive electronic Visit Authorization Requests (VAR).

Facility Security Officer is responsible for maintaining all Visit Authorizing Requests, entry access for security of the facility, managing classified holdings, etc.

Constant communication with the Government Security Officer is necessary to maintain an updated list of employees and visit requests from both the Government side as well as contractors. All visit requests are forwarded for COR signature (from Fort Huachuca) before forwarding them to the Govt. Security POC.

Contractor Support Representative is necessary for monitoring front door, escorting visitors and assisting FSO when needed.

Contract hours are 0730 – 1615, Monday through Friday (excluding federal holidays); arrangements must be made for facility access outside contract hours.

The Ely facility has an established account with ALARMSMITH, for all security monitoring, alarm systems and access locks within the Ely facility. Upon receiving employee's security clearance and their visit request, each employee receives their access code along with the instructions for the facility. If needed, keys to offices are issued upon request. Upon termination, access is then removed for the facility and if issued, keys are collected.

ELY FACILITY:

The **ELY Real Estate Limited Partnership** leases the facility. A lease with the ELY owners must be established and maintained throughout the life of the contract. A POC (facility manager) must be identified to handle all issues related to the Ely facility. The facility manager will take care of the issue or contact ELY facility owner representatives to resolve the issue. If the issue does not involve the building ownership, then unprogrammed maintenance and repair funds will be used to effect repairs (with government concurrence) and billed back to the government.

POC with Ely Real Estate Limited Partnership is Gillian Green: 301.379.9500

The following invoices are received from ELY Real Estate, and must be processed for payment:

Southern Maryland Electric Corp, (SMECO) for Electric.

Southern Maryland Oil (SMO)

Ely Real Estate Limited Partnership (Lease)

The Alarm Smith invoice comes to the facility on a monthly basis; it is processed for payment by the Facility Manager. Along with having the alarm system, Charles County requires an account with the **FALSE ALARM REDUCTION UNIT**. After 3 false alarm calls, we receive notification and an invoice for each false alarm we have over the initial 3. The Facility Manager or another representative must be available 24/7/365 to respond/react to alarms.

POC: Alarm Smith

PO Box 525

Bryantown MD

301.843.6661

False Alarm Reduction Unit sends us an invoice each year for \$20.00 for this service.

POC: FARU

PO Box 2150

10425 Audie Lane

Laplata MD

301.609.3404

The **Town of Indian Head** sends the invoice for Water and Sewer quarterly. TASC processes this invoice for payment.

4195 Indian Head Hwy

Indian Head Md 20640

Recycling and vending machines are maintained by the base but are coordinated through the facility manager.

The facility manager must maintain contact with the JITC Facilities Division for assignment of workspace within the Ely facility.

The facility manager must be prepared to modify the lease for additional space if required.