

Classified Reading Room Instructions/Guidelines

- Reading Room Points of Contact: Milesha Grier, (202) 586-8210, milesha.grier@nnsa.doe.gov
- Reading Room Location: DOE Forrestal Building, 1000 Independence Ave., Washington, D.C.
Room 4A-045, 4th Floor, "A" Corridor,
Behind Glass Doors, dial 6-8210
- Reading Room Availability: **By Appointment** - Reading Room will be available until RFP Closes except **(12/5/11 thru 12/16/11, December 23, January 2, 2012 and January 16, 2012).**
- Reading Room Hours: Morning, 9:00 a.m. – 11:30 a.m.; and
Afternoon 1:00 p.m. – 3:30 p.m.
- Reading Room Will Accommodate: Up to 5-6 people

- All personnel must:
 - a. submit a formal Intent to Bid IAW Section L of the RFP, via email to:
SEB1@doeal.gov
ATTN: Daniel J. Saiz
 - b. sign-in
 - c. identify their Company or Firm they work for or are affiliated
 - d. present their "Q" clearance badge, HSPD-12 badge
- Personnel must stay in the **Classified** Reading Room to view documents. The "A" corridor is inside a classified area and all Reading Room visitors must be escorted at all times.
- No electronics are allowed inside the "A" corridor. This includes phones, lap top computers, two way pagers, recording devices, PDAs, etc.
- Visitors cannot make copies of the Reading Room documents.
 - Visitors cannot extract pages or request copies of the Reading Room files.
 - Visitors can take **Unclassified** handwritten notes in the **Classified** Reading Room.
 - a. Visitors are limited to one page (one sided) of unclassified information.
 - b. Notes will be reviewed to determine if classified or unclassified.
 - c. Unclassified notes will be released to visitor.
 - For instructions regarding the Unclassified Reading Room documents, please see separate Unclassified Reading Room Instructions.