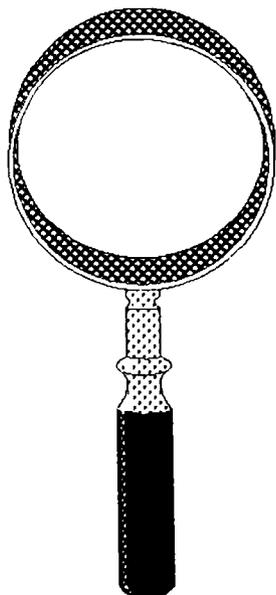




# Just the Facts

94-003-0595

## Security Requirements for Contractor Personnel



- ◆ Security
- ◆ Contractor Personnel
- ◆ Contract Language

This fact sheet describes necessary precautions and contract (Statement of Work) language to ensure proper security integrity when employing contracted services and personnel.

### Background Information

We are responsible for protecting U.S. Government classified and unclassified-sensitive information against unauthorized disclosure. This information may take the traditional form of classified material (i.e., Top Secret, Secret and Confidential) or access to our automated information systems (AIS) or access to Privacy Act information. Just as we monitor military personnel and Government employees, we must also ensure that contractor personnel meet appropriate security guidelines pertaining to background integrity and need-to-know.

### Purpose

There are certain categories of positions or duties at USACHPPM which, if performed by untrustworthy persons or companies, could jeopardize national security or Government interest (i.e., positions in which personnel require access to classified information or access to Government information on AIS). Therefore, for any contract involving these areas, we must include language in the Statement of Work that **contractually binds** the contractor to safeguard information. It must also provide the contractor with the provisions of the Government's security programs that are necessary for safeguarding this information.

### Contract Language

We must review each purchase request (DA Form 3953) for contractor services for security implications. In every case, we must require on the purchase request that contractor personnel in- and out-process through our Security Office:

*"The Contracting Officer's Representative will ensure all contractor personnel in-process with USACHPPM security representatives after the award of the contract*

*and process out through the Security Office as part of the final out-processing procedure upon contract completion. This process allows security representatives to advise each individual on security implications, properly monitor personnel security needs, and ensure accountability of all assigned personnel."*

If security requirements are NOT involved, we must attach the following statement, signed by the division chief or program manager, to the DA Form 3953:

*"This purchase request contains no classified information nor will the contract performance require: (a) access to controlled areas or classified information, or (b) information on classified hardware, or (c) generation, receipt or custody of classified documents or other material, or (d) access to Government automated information systems (computer hardware, software, or firmware)."*

When there are security implications, the Security Manager can provide guidance on Statement of Work language (available also from the Procurement Advocate in the Logistics Division) and the preparation of the DD Form 254, Contract Security Classification Specification. This form is required for proposed classified contracts and proposed contracts requiring contractor security clearances. The DD Form 254 provides contractors with the formal notice of the security classification assigned to the information under the contract. If access is required to process Government information on Government stand-alone, laptop and notebook computers, word processors, multi-user computers, terminals, and networks, the Security Manager can help to identify the security position sensitivity requirements needed for the proposed contract. It is critical to coordinate all matters of security with Security Office representatives.

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