# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

| 1. Contract ID Code | Page 1 Of 2 |
|---|---|
| Firm-Fixed-Price | |

| 2. Amendment/Modification No. | 3. Effective Date | 4. Requisition/Purchase Req No. | 5. Project No. (If applicable) |
|---|---|---|---|
| P00004 | 2012FEB28 | SEE SCHEDULE | |

**6. Issued By** Code W52P1J

ROCK ISLAND CONTRACTING CENTER
CCRC-DC
STUART J. HONN (309)782-2997
ROCK ISLAND, IL 61299-8000
BLDGS 60 & 390

EMAIL: STUART.J.HONN@US.ARMY.MIL

**7. Administered By (If other than Item 6)** Code

SCD PAS ADP PT

**8. Name And Address Of Contractor (No., Street, City, County, State and Zip Code)**

ACTIONET, INC.
2600 PARK TOWER DR STE 1000
VIENNA, VA 22180-7370

TYPE BUSINESS: Small Disadvantaged Business Performing in U.S.

Code 1E7A5 Facility Code

☐ **9A. Amendment Of Solicitation No.**

**9B. Dated (See Item 11)**

☒ **10A. Modification Of Contract/Order No.**
W91QUZ-11-D-0001

**10B. Dated (See Item 13)**
2012FEB27

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ **The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers**
☐ **is extended,** ☐ **is not extended.**

**Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendments: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.**

**12. Accounting And Appropriation Data (If required)**

NO CHANGE TO OBLIGATION DATA

**13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS**
**It Modifies The Contract/Order No. As Described In Item 14.**

KIND MOD CODE: 7

☐ **A. This Change Order is Issued Pursuant To: The Changes Set Forth In Item 14 Are Made In The Contract/Order No. In Item 10A.**

☒ **B. The Above Numbered Contract/Order Is Modified To Reflect The Administrative Changes (such as changes in paying office, appropriation data, etc.) Set Forth In Item 14, Pursuant To The Authority of FAR 43.103(b).**

☐ **C. This Supplemental Agreement Is Entered Into Pursuant To Authority Of:**

☐ **D. Other (Specify type of modification and authority)**

**E. IMPORTANT: Contractor** ☒ **is not,** ☐ **is required to sign this document and return _____ copies to the Issuing Office.**

**14. Description Of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

SEE SECOND PAGE FOR DESCRIPTION

Contract Expiration Date: 2016FEB14

**Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.**

| 15A. Name And Title Of Signer (Type or print) | | 16A. Name And Title Of Contracting Officer (Type or print)<br>JEFFREY GOLLON<br>JEFFREY.S.GOLLON@US.ARMY.MIL (309)782-5369 | |
|---|---|---|---|
| 15B. Contractor/Offeror<br>_____<br>(Signature of person authorized to sign) | 15C. Date Signed | 16B. United States Of America<br>By /SIGNED/<br>(Signature of Contracting Officer) | 16C. Date Signed<br>2012FEB28 |

SECTION A - SUPPLEMENTAL INFORMATION
The purpose of this modification is:

1. To update section A. Specifically, section A.2 Governments Contract Administration is hereby revised to read as follows:

A.2 Governments Contract Administration

The basic contract will be administered by the office indicated in SF30, Block 7. Individual orders will be administered as designated in the order.

ACC-RI Contracting Office:

| | |
|---|---|
| Contracting Officer: | Jeffrey S. Gollon |
| E-mail address: | jeffrey.s.gollon.civ@mail.mil |
| Telephone number: | 309-782-5096 |
| Contract Specialist: | Stuart J. Honn |
| E-mail address: | stuart.j.honn.civ@mail.mil |
| Telephone number: | 309-782-2997 |
| Ombudsman: | Amy J. Vansickle |
| E-mail address: | amy.j.vansickle.civ@mail.mil |
| Telephone number: | 309-782-1002 |

Computer Hardware, Enterprise Software and Solutions (CHESS):

| | |
|---|---|
| Contracting Officers Representative: | Sophia D. Scott |
| E-mail address: | sophia.d.scott.civ@mail.mil |
| Telephone number: | 703-806-8439 |

2. To incorporate a revised DD254 dated 09 February 2012, into the contract as Attachment 9. This DD254 replaces the previous DD254 incorporated under Modification P00003 as well as Attachment 5 incorporated under the basic contract.

3. All other terms and conditions of this Basic Contract W91QUZ-11-D-0001 remain unchanged.

*** END OF NARRATIVE A0001 ***

Attachment 9

# DEPARTMENT OF DEFENSE
# CONTRACT SECURITY CLASSIFICATION SPECIFICATION

*(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)*

**1. CLEARANCE AND SAFEGUARDING**

a. FACILITY CLEARANCE REQUIRED: TOP SECRET

b. LEVEL OF SAFEGUARDING REQUIRED: None

**2. THIS SPECIFICATION IS FOR:** *(X and complete as applicable)*

| | | |
|---|---|---|
| X | a. PRIME CONTRACT NUMBER W91QUZ-11-D-0001 | |
| | b. SUBCONTRACT NUMBER | |
| | c. SOLICITATION OR OTHER NUMBER | DUE DATE *(YYYYMMDD)* |

**3. THIS SPECIFICATION IS:** *(X and complete as applicable)*

| | | | |
|---|---|---|---|
| X | a. ORIGINAL *(Complete date in all cases)* | | DATE *(YYYYMMDD)* 20110914 |
| | b. REVISED *(Supersedes all previous specs)* | REVISION NO. | DATE *(YYYYMMDD)* |
| | c. FINAL *(Complete Item 5 in all cases)* | | DATE *(YYYYMMDD)* |

**4. IS THIS A FOLLOW-ON CONTRACT?** [ ] YES [X] NO. If Yes, complete the following:

Classified material received or generated under _____ *(Preceding Contract Number)* is transferred to this follow-on contract.

**5. IS THIS A FINAL DD FORM 254?** [ ] YES [X] NO. If Yes, complete the following:

In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____

**6. CONTRACTOR** *(Include Commercial and Government Entity (CAGE) Code)*

| a. NAME, ADDRESS, AND ZIP CODE | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)* |
|---|---|---|
| ActioNet<br>2600 Park Tower, Suite 1000<br>Vienna, VA 22180 | 1E7A5 | Defense Security Service (IOFCS1)<br>241 18th Street Suite 100-A<br>Arlington, VA 22202<br>Voice: 703-604-3286<br>Fax: 703-602-0533 |

**7. SUBCONTRACTOR**

| a. NAME, ADDRESS, AND ZIP CODE | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)* |
|---|---|---|
| | | |

**8. ACTUAL PERFORMANCE**

| a. LOCATION | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)* |
|---|---|---|
| Site identified in the individual order. | | |

**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**

The Information Technology Services – Small Business (ITS-SB) will include a range of services and solutions necessary for the Army to satisfy its support of the Army enterprise infrastructure and infostructure goals with information technology (IT) services within CONUS. The IT services solutions are categorized in the following task areas; Electronic Product Environmental Assessment Tool (EPEAT), Information Assurance (IA), Independent Verification & Validation (IV&V), Internet Protocol Version 6 (IPv6) Engineering Services, Migration / Integration IT Services, and Warranty and Maintenance.

| 10. CONTRACTOR WILL REQUIRE ACCESS TO: | YES | NO | 11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: | YES | NO |
|---|---|---|---|---|---|
| a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION | X | | a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY | X | |
| b. RESTRICTED DATA | | X | b. RECEIVE CLASSIFIED DOCUMENTS ONLY | | X |
| c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION | | X | c. RECEIVE AND GENERATE CLASSIFIED MATERIAL | | X |
| d. FORMERLY RESTRICTED DATA | | X | d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE | | X |
| e. INTELLIGENCE INFORMATION | | | e. PERFORM SERVICES ONLY | X | |
| (1) Sensitive Compartmented Information (SCI) | X | | f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES | | X |
| (2) Non-SCI | X | | g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER | | X |
| f. SPECIAL ACCESS INFORMATION | | X | h. REQUIRE A COMSEC ACCOUNT | | X |
| g. NATO INFORMATION | X | | i. HAVE TEMPEST REQUIREMENTS | | X |
| h. FOREIGN GOVERNMENT INFORMATION | | X | j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS | | X |
| i. LIMITED DISSEMINATION INFORMATION | | X | k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE | | X |
| j. FOR OFFICIAL USE ONLY INFORMATION | X | | l. OTHER *(Specify)* | | X |
| k. OTHER *(Specify)* | | X | | | |

**12. PUBLIC RELEASE.** Any information *(classified or unclassified)* pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release [ ] Direct [X] Through *(Specify)*

NOT AUTHORIZED FOR RELEASE

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. *(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)*

NOTE: This DD Form 254 does not authorize classified work to be performed.
This DD Form 254 details the scope of classified work that may be performed under individual delivery/task orders,
Each classified delivery/task order will be required to have a DD Form 254 with the appropriate security requirements (i.e. Secret to Top Secret).
Individual classified (Delivery/ Task) Orders shall contain a DD Form 254 outlining the level of classification and instructions applicable to the individual (Delivery/Task) orders. Specific instructions will be provided with each order.

See Attachment 1 Item 13 Security Guidance.

Reference 10e(1): If 10e(1) is marked Yes Block 1(a) should be marked Top Secret and Block 14 should be marked Yes. SCI Access is required. Appendage #3 - U.S. Army SCI Addendum must be completed and attached it provides SCI guidance and responsibilities for SCI TOP SECRET Delivery/Task Orders.
Reference 10e(2): If 10e(2) is marked Yes the following statement is required: Non-SCI Information is not releasable to contractor employees who have not received a clearance at the appropriate security level. Written concurrence from the Contracting Officer is required prior to subcontracting. Access to Intelligence information is required for performance.

Reference 10a: See Appendage #2 - Additional Security Guidelines for COMSEC

FAR 52.204-2 is included as part of the contract.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. [X] Yes [ ] No
*(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)*

Contractors are required to have OPSEC training IAW AR 530-1, chapter 4-2. PEO EIS or another government agency may provide the OPSEC training. If 10e(1) is marked Yes See Appendage #3 - U.S. Army SCI Addendum.

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. [ ] Yes [X] No
*(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)*

**16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.**

| a. TYPED NAME OF CERTIFYING OFFICIAL | b. TITLE | c. TELEPHONE *(Include Area Code)* |
|---|---|---|
| Sharon Godfrey | Industrial Security Manager | (703) 806-3088 |

| d. ADDRESS *(Include Zip Code)* | 17. REQUIRED DISTRIBUTION | |
|---|---|---|
| PEO EIS HQ | X | a. CONTRACTOR |
| 9350 Hall Road, Building 1445 | | b. SUBCONTRACTOR |
| Fort Belvoir, VA 22060-5526 | X | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR |
| e. SIGNATURE 9 FEB 2012 | | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| Sharon Godfrey | X | e. ADMINISTRATIVE CONTRACTING OFFICER |
| | X | f. OTHERS AS NECESSARY |

**Attachment 1**

## Item 13 Security Guidance

Reference DD Form 254 Blocks:

- Contractors will comply with the threat awareness and reporting requirements as specified in AR 381-12, paragraph 1-14 and chapter 3, and the National Industrial Security Program Operating Manual (NISPOM), February 28, 2006 (latest edition)

- Personnel performing on this contract must be U.S. CITIZENS.

- 10(a) When applicable to the delivery order see DD Form 254 block 13 reference 10a.

- 10e (1) When applicable to the delivery order see DD Form 254 block 13 reference 10e(1).

- 10e (2) When applicable to the delivery order see DD Form 254 block 13 referenced 10e(2).

- 10(g) When applicable to the delivery order: Access to NATO Information requires a final U.S. Government Clearance and special briefings.

- 10(j) Projection of For Official Use Only (FOUO) Information, contractual, and Privacy Act information. FOUO information shall be marked and protected IAW AR 25-55 (Freedom of Information Act Program) and Chapter 5, AR 380-5 (DA Information Security Program). See Appendage #1 Safeguarding "For Official Use Only" (FOUO) Information. Personally Identifiable Information (PII) shall be protected IAW the Privacy Act (5 USC 552a), AR 25-1, and DODI 8500.2 Information Assurance (IA) implementation.

- 11(a) Access to classified information is restricted to properly accredited Government activities. The contractor will not be required to have any safeguarding capability at its facility. Secret or Top Secret security clearances are required to access classified information. Security Clearance levels will be indentified in the individual classified orders. The using activities (U.S. government) personnel will provide security classification guidance for the performance of this contract. Classified Material/Information will be protected IAW AR 380-5.

- 11 (e) The ITS-SB contractors will support a range of services and solutions necessary for the Army to satisfy its support of the Army enterprise infrastructure and infostructure goals with information technology.

- Contractor personnel shall be familiar with and comply with all Government requiring activity OPSEC policy and procedures at work locations and visiting sites. Government personnel will provide OPSEC training. See Block 14.

The Government activity will provide classification guidance in the performance of the contract.

**Appendage # 1**

## SAFEGUARDING "FOR OFFICIAL USE ONLY" (FOUO) INFORMATION

1. The "FOR OFFICIAL USE ONLY" marking is assigned to information at the time of its creation in a DOD User Agency. It is not authorized as a substitute for a security classification marking but it is used on official Government Information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.

2. Other non-security markings such as "Limited Official Use" and "Official Use Only" are used by non-DOD User Agencies for the same type of information and should be safeguarded and handled in accordance with instructions received from such agencies.

3. Use of the above markings does not mean that the information cannot be released to the public, only that it must be reviewed by the Government prior to its release, to determine whether a significant and legitimate Government purpose is served by withholding the information portions of it.

4. IDENTIFICATION MARKINGS:

a. An unclassified document containing FOUO information will be marked "For Official Use Only" at the bottom of the front cover (if any), on the first page, on each page containing FOUO information, on the back page, and on the outside of the back cover (if any). No portion marking will be shown.

b. Within a classified document, an individual page that contains FOUO and classified information will be marked at the top and bottom with the highest security classification appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked 'FOUO.'

c. Any "FOR OFFICIAL USE ONLY" information released to a contractor by a DOD User Agency is required to be marked with the following statement prior to transfer:

> THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FOIA. EXEMPTIONS APPLY.

d. Removal of the "FOR OFFICIAL USE ONLY" marking can only be accomplished by the originator or other competent authority. When "FOR OFFICIAL USE ONLY" status is terminated, all known holders will be notified to the extent possible.

5. DISSEMINATION: Contractors may disseminate "FOR OFFICIAL USE ONLY" information to their employees and subcontractors who have a need for the information in connection with a classified contract.

6. STORAGE: During working hours "FOR OFFICIAL USE ONLY" information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During non-working hours, the information shall be stored to preclude unauthorized access. Filing such material with other unclassified records in unlocked files or desks is adequate when internal building security is provided during non-working hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after hours protection or the material can be stored in locked receptacles such as file cabinets, desks or bookcases.

7. TRANSMISSION: "FOR OFFICIAL USE ONLY" information may be sent via first-class mail or parcel post. Bulky shipments may be sent fourth-class mail.

8. DISPOSITION: All Army products containing sensitive, but unclassified information (FOU, Privacy Act Information, etc.) should be destroyed as classified trash. Shredding is the principal method for destruction of such trash.

9. UNAUTHORIZED DISCLOSURE: Unauthorized disclosure of "FOR OFFICIAL USE ONLY" information does not constitute a security violation but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.

**Appendage 2**

**CONTRACT#_____**

## ADDITIONAL SECURITY GUIDELINES FOR COMSEC

Contractor Generated Communications Security (COMSEC) Material: Any material generated by the contractor (including, but not limited to: correspondence, drawings, models, mockups, photographs, schematics, status programs and special inspection reports, engineering notes, computations and training aids) will be classified according to its own content. Classification guidance will be taken from other elements of this Contract Security Classification Specification, DD Form 254, Government furnished equipment or data, or special instructions issued by the Contracting Officer, or his/her duly appointed representative.

REQUIREMENTS:

1. The requirements of DoD 5220.22-M and NSA/CSS Policy Manual 3-16 are applicable to this effort.

2. All contractor personnel to be granted access to classified COMSEC information must be U.S. citizens granted FINAL clearance by the government prior to being given access. Immigrant aliens, interim cleared personnel, or personnel holding a contractor granted CONFIDENTIAL clearance are not eligible for access to classified COMSEC information released or generated under this contract without the express permission of the Director, NSA.

3. Contractor employees or cleared commercial carriers shall not carry classified COMSEC material on commercial passenger aircraft anywhere in the world without the approval of the procuring contracting officer.

4. No contractor generated COMSEC or government furnished material may be provided to the Defense Technical Information Center (DTIC). Contractor generated technical reports will bear the statement "Not Releasable to the Defense Technical Information Center per DoD Directive 5100-38."

5. Classified paper COMSEC material may be destroyed by burning, disintegration, chopping or high security crosscut shredding. Cryptographic key tapes must be "terminally" destroyed (destroyed to the point where it cannot be reconstructed) utilizing devices listed on the Evaluated Products List (EPL) for Punched Tape Destruction Devices or the EPL for High-Security Disintegrators. A listing of EPLs can be found at http://www.nsa.gov/ia/government/mdg.cfm. When a method other than burning is used, all residue must be reduced to pieces 5mm or smaller in any dimension. When classified COMSEC material other than paper is to be destroyed, specific guidance must be obtained from the User Agency.

6. Unclassified COMSEC information released or generated under this contract shall be restricted in its dissemination to personnel involved in the contract. Release in open literature or exhibition of such information without the express written permission of the Director, NSA, is strictly prohibited.

7. Recipients of COMSEC information under this contract may not release information to subcontractors without permission of the User Agency.

8. Additional notices to be affixed to the cover and title or first page of contractor generated COMSEC documents:

a. "COMSEC MATERIAL - ACCESS BY CONTRACTOR PERSONNEL RESTRICTED TO U.S. CITIZENS HOLDING FINAL GOVERNMENT CLEARANCE."

b. "THIS PUBLICATION OR INFORMATION IT CONTAINS MAY NOT BE RELEASED TO FOREIGN NATIONALS WITHOUT PRIOR SPECIFIC APPROVAL FROM THE DIRECTOR, NSA. ALL APPROVALS WILL IDENTIFY THE SPECIFIC INFORMATION AND COPIES OF THIS PUBLICATION AUTHORIZED FOR RELEASE TO SPECIFIC FOREIGN HOLDERS. ALL REQUESTS FOR ADDITIONAL ISSUANCES MUST RECEIVE PRIOR SPECIFIC APPROVAL FROM THE DIRECTOR, NSA."

# Appendage # 3

# U.S. ARMY SCI ADDENDUM

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## U.S. ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

**The Highlighted Items contain specific instructions for preparation of the "U.S. Army SCI Addendum," used in conjunction with the DD Form 254, for all U.S. Army SCI contracts and SCI subcontracts.**

a. The SCI addendum is designed for use with the DD Form 254 on all U.S. Army SCI contractual efforts and their related subcontracts.

**NOTE: The SCI-CM must have an established ACAVS Account. Failure to establish an ACAVS Account will result in the contract remaining as a Collateral (i.e., non-SCI) Contract.**

b. Based on the guidance provided in the DD Form 254 and U.S. Army SCI Addendum for the prime contract, the (prime) contractor is responsible for coordinating with the SCI-CM and CSE for developing and incorporating the U.S. Army SCI Addendum with an appropriate DD Form 254 for all related subcontracts.

This document shall be executed and accompany all DD Forms 254 issued for Request for BID (RFB), Request for Proposal (RFP), Request for Quotation (RFQ), etc., and forwarded with the DD Form 254 to PEO EIS PEO EIS prior to award of an Army SCI contract. Those **items that are pre "X"ed" apply to all Army SCI contracts**/subcontracts.

The Directions above and below should be deleted before the document is submitted.

**Item 1:** Regulations listed that are not marked, are to be marked with an "X "when they apply.

**XXX** (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

**XXX** DoD 5105.21-M-1, SCI Security Manual, Administrative Security
**XXX** Signals Intelligence Security Regulations (SISR) (Available from the CM)
_____ Imagery Policy Series (Available from the CM)

Imagery Policy Series **Applies when the contract/subcontract requires TK level SCI** (i.e. access, documents etc.)

**XXX** DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems

DCID 6/3, Protecting Sensitive Compartmented Information within Information Systems, applies **when AIS processing is involved.**

_____ DCID 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities

DCID 6/9, Physical Security Standards for SCIFs. Required when the contractor is authorized a Sensitive Compartmented Information Facility (SCIF).

**XXX** AR 25-2, Information Assurance

AR 25-2, Information Assurance: Applies **when item 11.l.** of the DD Form 254 **is marked yes**.

**XXX** AR 380-28, DA Special Security System

_____ AR 380-381, Special Access Programs (SAPS).

AR 380-381, Special Access Programs (SAPS): Applies **when item 10.f. of the DD Form 254 is marked yes**.

**XXX** Army Handbook for SCI Contracts.

_____ Other

**Item 2**: An estimated completion date must be annotated. Do not include proposed option years. An option is not official until it is exercised by the government.

**XXX** (2) Contract estimated completion date:

**(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the government.)**

**XXX** (3) The name; official organization address; email address; and telephone number of the designated SCI Contract Monitor (SCI-CM) for the SCI portion of this contract is:

SCI-CM:

**NOTE: The SCI-CM designated must be either military or a DA civilian, who possess the appropriate SCI access to the levels required by the contract. Further, the SCI-CM for the prime contract is always the CM for all related subcontracts.**

Additionally, in this item, identify the Security POC, with telephone number and email address, at the company to be awarded the contract/subcontract (the contractor's/subcontractor's location):

CSSO:

The SCI-CM and the Contractor Special Security Officer (CSSO) **must be registered in the Army Contractor Automated Verification System (ACAVS)** in order to process SCI actions.

**XXX** (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the SCI-CM for approval and then to HQ INSCOM, ACofS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

When a subcontract for a portion of the SCI contract is to be authorized, prior to award of the subcontract, the prime contractor must execute and forward a DD Form 254 for the proposed subcontract **through the prime contract SCI-CM, for his/her approval, and to CSE for concurrence.**

**XXX** (5) The contractor will submit the request for SCI visit certifications through the SCI-CM for approval of the visit. The certification request must arrive at the Contractor Support Element (CSE) at least ten (10) working days prior to the visit. Visit certification requests will be processed through ACAVS.

Cites requirement for SCI visit certifications.

**XXX** (6) The contractor will not reproduce any SCI related material without prior written permission of the SCI-CM.

Identifies the requirement for prior written authority to reproduce SCI and all related material.

_____ (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

Identifies whether or not classification guide(s) or extract(s) exist for this specific contract and how they are to be obtained by the contractor.

**XXX** (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3 and AR 25-2 (Note: Check only if item 11l indicates that a requirement exists for SCI IS processing.)
Cites the requirement to have an accreditation of all electronic processing equipment prior to the processing SCI by the contractor.

_____ (9) This contract requires a contractor SCIF.
Identifies the requirement for the contractor to have their own accredited SCIF or co-utilized SCIF to execute the SCI portion of the contract.

**XXX** (10) This contract requires _(SI) _(TK) _(G) _(HCS) (Add others as required)
Cites the accesses required for execution of the contract, mark what accesses are required for performance on the contract/subcontract.

The estimated number of accesses required:
Further, allows the ***option*** of citing an estimated number of accesses required

**XXX** (11) The contractor will perform SCI work under this contract at the following locations:

Requires identification, in addition to Item 8 of the DD Form 254, of any additional locations where SCI work for this specific contract will be conducted.

_____

_____

_____

_____