

ACCESS (SCI) DEPARTMENT OF STATE ONLY

DS SPECIAL SECURITY OPERATIONS DIVISION

This contract involves access to National Security and Sensitive Compartmented Information (SCI). The highest level of access for this contract is TOP SECRET/SCI. Access to SCI will take place only at Department of State (DOS) facilities or as authorized by DS/IS/SSO. No SCI is to be provided to the contractor's facility.

At the request of the COR or DOS Project Manager, the Industrial Security Division, DS/IS/IND, will process all access authorization requests for SCI under this contract upon receipt of the following documents from the contractor:

- Letter from company stating employee has been nominated by COR for SCI access (Company Letterhead);
- Contractor SCI Request Form from COR;
- Visit authorization request (VAR);

The contractor shall comply with the National Industrial Security Program Operating Manual (NISPOM) and Intelligence Community Directives (ICDs) regarding the safeguarding of SCI information, automated systems, and networks.

All contractor personnel who require SCI access must have had a Single-Scope Background Investigation (SSBI) conducted by the U. S. Government within the last five years (from the last investigation date). If contractor personnel presently hold SCI access with another U.S. Government agency, this should be reflected on the JPAS Person Summary Sheet and will be verified by DS/IS/SSO. Investigative criteria for SCI access is set forth in ICD 704.

Contractor personnel not possessing a current SSBI (issued within the last five years) and/or not presently holding SCI access are required to be processed for an SSBI. All requests for SSBIs are to be submitted directly to the Defense Security Service.

Investigations conducted by government agencies other than the Department of Defense may also be accepted. In instances where there is an investigation conducted by an agency other than DOD, if this information is not reflected on the JPAS Person Summary Sheet, the contractor must provide DOS with the name of the agency that conducted the SSBI.

Investigations on contractor personnel that have been conducted within the past five years, which meet the investigative requirements and adjudicative standards, set forth in ICD 704 may serve as a basis for granting access approval. They will be acceptable provided there has been no break in the individual's access to classified information under the National Industrial Security Program greater than 24 months.

The Contractor is responsible for reporting any and all information that could adversely affect the security clearance status of an employee working under this contract requiring access to SCI, to the Special Security Office (DS/IS/SSO). Questionable or suspicious incidents that might indicate hostile intelligence collection activity must also be reported.

The Contractor shall not release classified information to any activity or individual of the contractor's organization not directly engaged in providing services under the contract. SCI security violations and suspected/possible compromises will be reported as follows: The contractor will make an immediate telephonic notification to the Department of State of any incident or violation of the requirements of these security provisions, the NISPOM, ICDs, or DCIDs, regardless of the contractor's judgment as to whether or not a compromise or possible compromise has occurred. If secure voice capability is not available, the contractor will make an unclassified telephone notification to the Department of State, DS/IS/SSO, by calling (202) 647-8863. Follow-up reports will be required.

Reproduction of SCI to include any and all types of mediums will only occur at the Department of State with the authorization of the Special Security Office.

Any information generated by the contractor including but not limited to correspondence, drawings, models, mock-ups, photographs, schematics, status, progress, special inspection reports, engineer notes, computations, training and manufacturing aids shall be controlled according to classification guidance taken from other source documents and is not authorized for release without prior approval of DS/IS/SSO.

The contractor shall not divulge to any individual, organization or other U.S. Government agencies any information classified or unclassified pertaining to this contract without prior written approval from the Department of State. All questions concerning the SCI requirements for this contract are to be directed to the Department of State, DS/IS/SSO, (202) 647-8863.

The contractor is responsible for notifying the Department of State, Special Security Office, (202) 647-8863, prior to the reassignment or separation of all SCI indoctrinated contractor personnel so required debriefings can be administered. The contractor must also cancel any visitor authorization requests previously submitted to DS/IS/IND.