

CONTRACT SECURITY CLASSIFICATION SPECIFICATION FORM

There is a slight format change between the “official” hard copy of the CSCS form and the way the form appears and is printed from SSIMS. This training presents the SSIMS format and the Safeguards and Security Division prefers this version of the form be used for processing facility clearances through ORO. However, it is important to recognize the “official” version of the form, particularly if processing facility clearances through another operations office. A copy of the “official” version of the form can be found in the appendix. A blank copy of the SSIMS format is also provided in the appendix and can be identified by the word SSIMS next to the form number in the upper left corner. The CSCS form is available on disk from the Safeguards and Security Division. The following is the CSCS form broken down and discussed item by item.

The CSCS number is a number consisting of a Lead Responsible Office component, a two-digit year, and a sequence number assigned by the Safeguards and Security Division. This information will be entered by the Safeguards and Security Division in Item 1 when the facility information is entered in the SSIMS database. If a previous CSCS number exists, the information should be entered by the Procurement Request Originator.

1. CSCS No.:	2. PREVIOUS CSCS No.:
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In Item 3, the Procurement Request Originator will indicate why the form is being initiated. The Procurement Request Originator will either indicate a new interest (add), a change to an active, registered interest (change), or the termination of an active interest (terminate). Remember, when the term “interest” is discussed - think “contract”.

3. REASON FOR ACTION: (Check one) <input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> TERMINATE
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The Procurement Request Originator will indicate in Item 4 whether the interest is a contract or other number (such as MOUs or purchase orders) or a solicitation. If the facility being registered is a subcontractor, the Procurement Request Originator will enter the upper tier contract number in 4c. The system will automatically do the tiering. The Procurement Request Originator will have to wait until the contract is ready to be awarded to complete portions of this Item. End date should include the length of the contract plus all allowed extensions. The length of subcontracts cannot exceed the end date of the upper tier contract.

4. THIS SPECIFICATION IS FOR: (Complete as applicable)	
(Check one)	
a. <input type="checkbox"/> CONTRACT or OTHER NUMBER <input type="checkbox"/> SOLICITATION	
b. NUMBER	End Date (estimated)
c. CONTRACT NUMBER OF UPPER TIER (Complete if registering or soliciting a subcontract)	End Date (estimate)

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The Procurement Request Originator will provide the Original or Revised contract dates (as appropriate) in Item 5. If the facility is nonpossessing, an LOSC must be forwarded to the Safeguards and Security Division. A new nonpossessing facility can be established based on a CSCS, verification of a favorable FOCI determination, and an approved LOSC. If the facility is possessing, a security plan must be forwarded to the Safeguards and Security Division. A new possessing or property protection facility requires a CSCS, a security plan, verification of a favorable FOCI determination and a satisfactory security survey. The Procurement Request Originator will complete Item 5c if the contract is completed.

5. SPECIFICATION IS: (Complete as applicable)	
a. ORIGINAL (Complete date in all cases)	Date
b. REVISED (Supersedes all previous specifications)	Date
c. FINAL CERTIFICATE OF POSSESSION..... RETENTION OF CLASSIFIED MATTER IS AUTHORIZED UNTIL..... CERTIFICATE OF NON- POSSESSION.....	Date
	Date
	Date

The Procurement Request Originator will enter a short unclassified statement describing the scope of work under the contract in Item 6.

6. GENERAL IDENTIFICATION OF THIS PROCUREMENT

The Procurement Request Originator will enter the contractor's or subcontractor's name and full street address in Item 7b. It is important to use the legal name and the legal principal address of the company. The Procurement Request Originator may have to wait to complete this information until the contract is ready to be awarded. The Safeguards and Security Division will complete Items 7a and 7c by entering the facility code and identifying the Lead Responsible Office.

7. CONTRACTOR		
a. FACILITY CODE	b. NAME, ADDRESS, AND ZIP CODE	c. LEAD RESPONSIBLE OFFICE (Name, Address, and Zip Code)

For subcontracts, the Procurement Request Originator will enter the name and address of the

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upper tier contractor in Item 8b. Again, it is important to use the legal name of the company. The Safeguards and Security Division will complete Items 8a and 8c.

8. UPPER TIER CONTRACTOR (Complete if registering or soliciting a subcontract)		
a. FACILITY CODE	b. NAME, ADDRESS, AND ZIP CODE	c. LEAD RESPONSIBLE OFFICE (Name, Address, and Zip Code)

The Procurement Request Originator will enter the location where the work will be performed in Item 9b. Additional locations may be identified on an attachment. The Safeguards and Security Division will complete Items 9a and 9c, if applicable. (For example, there would be no facility code for a location such as work being performed on an air force base.)

9. ACTUAL PLACE OF PERFORMANCE (Attach additional entries as necessary)		
a. FACILITY CODE	b. NAME, ADDRESS, AND ZIP CODE	c. LEAD RESPONSIBLE OFFICE (Name, Address, and Zip Code)

The Procurement Request Originator will identify the level of classified to which facility personnel will require access. In Item 10b, the Procurement Request Originator will identify the level of classified to be stored at the facility. Responses to 10a and 10b should include either Top Secret (TS), Secret (S), Confidential (C), or Unclassified (U). In item 10c, the Procurement Request Originator will indicate the highest level of access authorizations required under the contract.

10. CLEARANCE AND STORAGE	
a. LEVEL OF FACILITY CLEARANCE REQUIRED:	_____
b. LEVEL OF STORAGE REQUIRED:	_____
c. ACCESS AUTHORIZATION REQUIREMENTS:	<input type="checkbox"/> Q <input type="checkbox"/> L

The Procurement Request Originator should not identify a level of access authorization beyond what is required by the contract. L clearances afford access up to and including Secret Formerly

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Restricted Data. Q clearances afford access to all levels and categories of classified information.

	Restricted Data	Formerly Restricted Data	National Security Information
Top Secret	Q	Q	Q
Secret	Q	L	L
Confidential	L	L	L

In Item 11, the Procurement Request Originator will indicate the categories of classified information to which the contractor will require access. It should be noted that marking “Special Access Programs” could potentially classify the CSCS form and classification guidance should be sought.

11. THIS CONTRACT WILL REQUIRE ACCESS TO:

a. RD FRD NSI

b. SCI COMSEC
 OTHER DCI CAVEAT FGI
 SAP NATO
 OTHER: _____

The Procurement Request Originator will also enter the information for Item 12. The first box should be checked if the contractor won’t have access to classified at their own facility (nonpossessing). If the Procurement Request Originator indicates the contractor will receive classified matter or fabricate, modify or store classified items, then Item 10b of the CSCS form must be completed. If the Procurement Request Originator indicates the contractor will generate classified matter, then Item 13 of the CSCS form must be completed. If the contractor is going to perform services that require unescorted access to security areas and clearances are requested just for access to security areas, a cost benefit analysis must be completed to compare the cost of clearances versus the cost of escorting.

12. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:

<input type="checkbox"/> HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR’S FACILITY OR A GOVERNMENT ACTIVITY <input type="checkbox"/> RECEIVE CLASSIFIED MATTER <input type="checkbox"/> GENERATE CLASSIFIED MATTER <input type="checkbox"/> PERFORM SERVICES THAT REQUIRE UNESCORTED ACCESS TO SECURITY AREAS <input type="checkbox"/> FABRICATE, MODIFY, OR STORE CLASSIFIED ITEMS (e.g., HARDWARE OR SUBSTANCES)	<input type="checkbox"/> HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES <input type="checkbox"/> BE AUTHORIZED TO USE THE SERVICES OF THE OFFICE OF SCIENTIFIC & TECHNICAL INFORMATION TO RECEIVE CLASSIFIED <input type="checkbox"/> REQUIRE A COMSEC ACCOUNT <input type="checkbox"/> BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE <input type="checkbox"/> OTHER (Specify)
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The Procurement Request Originator will enter appropriate classification guidance numbers and titles in Item 13. This information will include Safeguards and Security classification guides as well as program classification guidance. If the contractor will be generating classified, they must have

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classification guidance. This includes contractors who will be generating classified at locations other than their own facility. If there isn't a listing in the classification guides (i.e., a new program that is classified) then the Procurement Request Originator should work with the Classification Office to provide guidelines.

13. CLASSIFICATION GUIDANCE

The classification guidance needed for this classified effort is identified below. NOTE: Guidance which is in itself classified should be referenced here and provided under separate cover.

The Contracting Officer will verify appropriate security clauses are included in the contract and note so in Item 14. The contract must contain DEAR 952.204-2 "Security Requirements" and DEAR 952.204-70 "Classification." The contract will also include either DEAR 952.204-73 FOCI (Solicitations) or DEAR 952.204-74 FOCI (Contracts or Agreements).

14. SECURITY REQUIREMENTS

Security requirements are established for this contract and are identified in the following contract clauses.

- | | |
|---|---|
| <input type="checkbox"/> DEAR 952.204-2 Security Requirements | <input type="checkbox"/> DEAR 952.204-73 FOCI (Solicitations) |
| <input type="checkbox"/> DEAR 952.204-70 Classification | <input type="checkbox"/> DEAR 952.204-74 FOCI (Contracts or Agreements) |

The information in Item 15 will be completed by the Safeguards and Security Division representative. The Safeguards and Security Division will identify the surveying office and describe any elements of the contract which are outside the responsibility of the Lead Responsible Office or surveying office. In most cases, the response will be "No" because ORO is the Lead Responsible Office.

15. SURVEYS

DOE surveying office is _____

Elements of this contract are outside the survey responsibility of the lead responsible office and/or the surveying office.

- | | |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes (Identify specific areas and provide explanation/justification for each) |
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The Procurement Request Originator will enter appropriate information, sign and date Item 16.

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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 contract. All questions shall be referred to the official named below:		
a. TYPED NAME OF PROCUREMENT REQUEST ORIGINATOR	b. TITLE and ORGANIZATION	c. TELEPHONE (include Area Code)
d. ADDRESS (include Zip Code)	e. SIGNATURE _____ DATE _____	

The Contracting Officer will sign and date Item 17.

17. CONTRACTING OFFICER SIGNATURE	DATE
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A Classification Officer will sign and date Item 18, concurring with the information in Item 13 of the CSCS form. The responsibility for classification officer may be delegated down to a working level classification officer but that authority must have been properly delegated in writing.

18. CLASSIFICATION OFFICER APPROVAL OF BLOCK 13	DATE
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The Safeguards and Security Division representative will sign and date Item 19 as well as identify the responsible office.

19. a. LOCAL DOE SECURITY OFFICE SIGNATURE OFFICE	DATE	b. RESPONSIBLE
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Item 20 indicates the required distribution of the completed CSCS form.

20. REQUIRED DISTRIBUTION	
<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> ADMINISTRATIVE CONTRACTING OFFICER
<input type="checkbox"/> SUBCONTRACTOR	<input type="checkbox"/> SURVEYING OFFICE IF DIFFERENT THAN LRO
<input type="checkbox"/> LEAD RESPONSIBLE OFFICE	<input type="checkbox"/> OTHERS AS NECESSARY