



ATTACHMENT 10 – DD-254 FORM

|  |                                 |          |              |  |   |              |               |
|--|---------------------------------|----------|--------------|--|---|--------------|---------------|
| <b>DEPARTMENT OF DEFENSE</b><br><b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b><br><i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>   |                                 |          |              | <b>1. CLEARANCE AND SAFEGUARDING</b>                                   |   |              |               |
|  |                                 |          |              | a. FACILITY CLEARANCE REQUIRED   |   |              |               |
|  |                                 |          |              | <b>TOP SECRET</b>  |   |              |               |
|  |                                 |          |              | b. LEVEL OF SAFEGUARDING REQUIRED                                      |   |              |               |
|  |                                 |          |              | <b>TOP SECRET</b>  |   |              |               |
| <b>2. THIS SPECIFICATION IS FOR:</b> <i>(x and complete as applicable)</i>   |                                 |          |              | <b>3. THIS SPECIFICATION IS:</b> <i>(x and complete as applicable)</i> |   |              |               |
| <input checked="" type="checkbox"/>  | a. PRIME CONTRACT NUMBER        |          |              | <input checked="" type="checkbox"/>                                    | a. ORIGINAL (Complete date in all cases)                          |              | DATE          |
|  | NAMA-04-C-0007                  |          |              |  |   |              | 040803        |
| <input type="checkbox"/>   | b. SUBCONTRACT NUMBER           |          |              | <input type="checkbox"/>   | b. REVISED (Supersedes all previous specs)                        | Revision No. | DATE (YYMMDD) |
|  |                                 |          |              |  |   |              |               |
| <input checked="" type="checkbox"/>  | c. SOLICITATION OR OTHER NUMBER | DUE DATE |              | <input type="checkbox"/>   | c. FINAL (Complete Item 5 in all cases)                           |              | DATE (YYMMDD) |
|  | NAMA-03-R-0018                  | 040211   |              |  |   |              |               |
| <b>4. THIS IS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following:<br>_____<br>Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.              |                                 |          |              |  |   |              |               |
| <b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following:<br>_____<br>In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____ |                                 |          |              |  |   |              |               |
| <b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>   |                                 |          |              |  |   |              |               |
| a. NAME, ADDRESS, AND ZIP CODE   |                                 |          | b. CAGE CODE |  | c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> |              |               |
| Lockheed Martin Corporation<br>Transportation and Security Solutions 869<br>9211 Corporate Blvd.<br>Rockville, MD 20850  |                                 |          | 23892        |  | Kay Mehner<br>700 North Frederick Ave.<br>Gaithersburg, MD 20879  |              |               |
| <b>7. SUBCONTRACTOR</b>  |                                 |          |              |  |   |              |               |
| a. NAME, ADDRESS, AND ZIP CODE   |                                 |          | b. CAGE CODE |  | c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip code)</i> |              |               |
|  |                                 |          |              |  |   |              |               |
| <b>8. ACTUAL PERFORMANCE</b>   |                                 |          |              |  |   |              |               |
| a. LOCATION  |                                 |          | b. CAGE CODE |  | c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> |              |               |
| 6251 Ammendale Road<br>Beltsville, MD 20705  |                                 |          | 23892        |  | Kay Mehner<br>700 North Frederick Ave.<br>Gaithersburg, MD 20879  |              |               |



**NARA Electronic Records Archives (ERA)  
Original Contract**

**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**

**Design, develop, operate, maintain, and deploy the Electronic Records Archives.**

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

**12. PUBLIC RELEASE.** Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the iNISPOM 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  Through (*Specify*):

**Public Release of any information received or generated under this contract must be submitted for approval to NARA Public Affairs, the COR, and the Branch of Security Management (NASS) to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.**



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Original Contract

\*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.)

NISPOM 5220.22-M, with changes 1 and 2. (http://www.dss.mil/isec/nispom.pdf)

NARA Information Technology Security Handbook, March 2002

NARA Information Security Manual, 1994

Executive Order 12958, Classified National Security Information

Executive Order 13292, Amendment to EO 12958

DoD 5105.21-M-1, Sensitive Compartmented Information Administrative Security Manual, August 1998

The contractor will comply with NARA security policies and procedures when contract performance occurs at a NARA installation or NARA facility in accordance with the Visitor Group Security Agreement, Attachment 1.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to NISPOM requirements, are established for this contract. (If Yes, identify the [ ] Yes [X] No pertinent contractual clauses in the contract document itself, or provide any 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.)

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

The NASS (Branch of Security Mgmt.) retains security oversight responsibility for all SCI and other forms of information not under the cognizant authority of DSS. Joyce A. Thornton, NASS is designated as the Information Security Program Manager (ISPM) and NASS retains security oversight responsibility when contract performance occurs on a NARA installation or within a NARA controlled facility.

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.

Table with 3 columns: a. TYPED NAME OF CERTIFYING OFFICIAL (Joyce A. Thornton), b. TITLE (Information Security Manager), c. TELEPHONE (301) 837-0296. Below table: d. ADDRESS (National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740) and 17. REQUIRED DISTRIBUTION (a. CONTRACTOR [X], b. SUBCONTRACTOR [ ]).



**NARA Electronic Records Archives (ERA)**  
**Original Contract**

|              |   |
|--------------|---|
| e. SIGNATURE | <input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR<br><input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION<br><input checked="" type="checkbox"/> e. ADMINSTRATIVE CONTRACTING OFFICER<br><input type="checkbox"/> f. OTHERS AS NECESSARY |
|--------------|---|

DD FORM 254 Reverse



**DD254 ATTACHMENT 1, NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
VISITOR GROUP SECURITY AGREEMENT**

1. **Contractual Agreement:** This agreement between the Archivist, The National Archives and Record Administration (NARA) and Lockheed Martin Corporation, CAGE number 23892, is to be performed at NARA, College Park, MD (Archives II), under the provisions of DoD 5220-22-R, *Industrial Security Regulation*, Section I, Part 1. Lockheed Martin Corporation, hereafter referred to as a "visitor group," will be performing on a classified contract, DD Form 254, **DoD Classified Contract Security Specification, (insert contract number)** at Archives II. This Visitor Group Security Agreement (VGSA) prescribes specific actions to be taken by the visitor group and the NARA COR, and the program manager, to properly protect classified information involved in this on-site contract. Under the terms of this agreement, The Branch of Security Management (NASS) is responsible for providing security program oversight, control, and supervision.

**NOTE:** As used in the agreement, the terminology visitor group, contractor, company, and Home Office Facility (HOF) are synonymous.

- a) All parties, i.e.; the, program managers, contracting officer, staff agencies, visitor group, and their subcontractor (if applicable), and NASS will comply with the provisions of this agreement without exception or deviation.
- b) **Contractor Security Supervision:** The visitor group's HOF will provide the NASS with formal written notice the names of persons (primary and alternate) at their HOF and on-site operations that are responsible for visitor group management and security administration of their operations. The designated on-site visitor group security representative shall complete the Department of Defense (DoD) Industrial Security Management Course, offered by the DoD Security Institute (DODSI), within one year of assumption of security responsibilities.
- c) **Standard Practice Procedures (SPP):** This agreement deletes need for the visitor group to publish an addendum/annex or supplement to the HOF SPP for this on-site company activity.
- d) **Access and Accountability of Classified Information:**
  1. All on-site access to and/or possession of classified material and hardware in the custody of the visitor group at Archives II, will be under the control of the visitor group.
  2. If the visitor group finds unattended or unsecure classified material or hardware on-site, they will secure the material, immediately notify the visitor group security representative, program manager, and/or NASS/Security Control Center at extension 301-837-2900. Material(s) will be turned over to NASS for safeguarding if the designated primary or alternate classified safe custodian cannot be contacted. NASS will be notified no later than the close of business or the next duty day with a follow-on formal Administrative Inquiry report no later than fifteen (15) days from date of the security incident; i.e., per DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), Chapter 1 Section 3.



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3. The visitor group shall establish an information management system to control the classified information in their possession IAW NISPOM, Chapter 5, Section 2. The disposition and retention of classified material will be in accordance with NISPOM, Chapter 5, Section 7.
4. Dual access to the visitor group's GSA approved classified security containers or containers' combinations, is prohibited. In addition, the visitor group is prohibited from using security containers that require lock bar type devices. The visitor group cannot have access to government classified storage containers, nor can the government have sponsor access to the visitor group's containers. However, if an emergency type situation dictates, the contracting officer, in coordination with the program management and NASS may approve temporary dual access and/or storage.

### e. **Storage of Classified Material:**

1. The visitor group is authorized to store classified material and/or hardware necessary for contract performance. GSA approved containers, per DoD 5220.22-M, Chapter 5, Section 3, will be furnished by the government; providing the contract calls for Government Furnished Equipment (GFE).
2. Under the terms of this agreement, government furnished security containers will be under the control of the visitor group. The responsibility for setting the storage container combination(s) rests with the contractor. The visitor group will not use a government or private locksmith to set the combination. SF Form 700, **Security Container Information**, or the equivalent visitor group form, will be used to identify authorized persons having knowledge of the combination(s), to include their telephone number.

This form will be posted inside the locking drawer of each security container. Classified safe combination number(s) will be on the "2A" portion of the SF Form 700.

**NOTE:** If the combination is recorded, it must be secured in another GSA-approved safe.

### f. **Transmission of Classified Material:**

Classified material must be transmitted through the U.S. Post Office, via registered mail, for the Confidential and Secret levels. All other classified information must be transmitted through the Defense Courier Service. Follow packaging requirements in accordance with NARA Information Security Manual, Info Sec 202. Consent is granted by the program manager as stipulated by signature of this agreement.

### g. **Disposition of Classified Material:**

The visitor group will return to the program manager or designated government classified custodian all classified material furnished by the government; to include, surrendering all classified material duplicated by the visitor group in connection with the contract program or project when the classified material is no longer required, unless retention is granted by the contracting officer in conjunction with NASS.

### h. **Reproduction of Classified Material:**

The visitor group is not authorized to reproduce classified material without the consent and/or approval of the program manager. If approval for reproduction is granted, must be on GSA approved copier.



**i. Security Education and Awareness Training:**

The visitor group will:

1. On a recurring basis, but not less than annually (calendar year), brief all on-site cleared visitor group personnel on their responsibilities for safeguarding classified information per DoD 5220.22-M, Chapter 3, Section 1. These briefings need not include all provisions of the NISPOM, but should be tailored to operational classified and unclassified duties. Awareness training should include, contents of this agreement, applicable Department of Defense (DoD) form(s) and security discrepancies noted during the most recent reviews conducted by the NASS and reporting requirements per DoD 5220.22-M, Chapter 1, section 3.
2. Conduct initial and refresher briefings and debriefings per DoD 5220.22-M, Chapter 3, Section 1. Certification of accomplishment of the Standard Form 312, **Classified Nondisclosure Agreement (NDA)** will be included in the classified Visit Authorization Letter (VAL).
3. Insure participation of all on-site contractor personnel in security awareness orientation/education sessions conducted or scheduled by the visitor group security representative.

**j. Personnel Security Clearance (PCL):**

The visitor group's HOF will submit VALs (classified and unclassified) annually (not later than August 30) to NARA's Personnel Security Manager, NASS for their on-site personnel per DoD 5220.22-M, Chapter 6, Section 1. In addition, a copy of the VAL will be provided to the visitor group's on-site security representative.

**NOTE:** A copy of each VAL will be retained at the contractor's on-site operating location. The contracting activity (NARA) serves as sponsor for the visit. The government must approve "need-to-know" certification for all incoming visit requests.

1. For Critical Sensitive position sensitivity designations (access to national security classified information), the contractor will be responsible for obtaining the appropriate investigation prior to the contractor reporting for duty. Industry can request background investigations through the Defense Industrial Security Clearance Office (DISCO), located in Columbus, Ohio. DISCO processes, issues and maintains industrial security program facility clearances and industrial security personnel security clearances. The DISCO Customer Service number is 888-282-7682. For the next several months, industry will continue to submit clearance requests via the Electronic Personnel Security Questionnaire (EPSQ) and follow existing procedures for submitting signed releases and fingerprint cards. The EPSQ program can be downloaded from the <http://www.dss.mil> web site.
2. Upon termination of a contract employee with access to classified information, the visitor group's HOF will ensure a national security classified information debriefing is conducted.

**k. Reports:**

The visitor group must immediately submit, in writing, to the NASS, a preliminary inquiry report required per DoD 5220.22-M, Chapter 1, Section 3. Paragraphs 1-301, 1-302, 1-303 and 1-304. The visitor group must also keep the Defense Investigative Service Clearance Office (DISCO), and NASS advised on any reports made per DoD 5220.22-M, Chapter 1, Section 3, Paragraphs 1-301 and 1-302.

1. NASS will conduct investigations within their purview as required and coordinate their investigation with the program manager and/or contractor security representative, as appropriate.



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2. The visitor group's HOF will advise the NASS of any changes in ownership or management.

### l. **Identification and Building Pass/Badge:**

To gain unescorted entry into NARA Controlled Area(s), Restricted or controlled area badges will be issued only upon the request of the program manager or designated representative by completing the NARA interim form Contractor/Agency Reviewer Identification Badge Authorization. The Contractor shall make their personnel available for photo identification badges on a schedule to be determined by the Contracting Officer's Representative (COR). The badges will be made by the Government utilizing supplies, materials and equipment provided by the Government. Each Contractor employee shall sign the appropriate badge at the time of photographing.

1. To obtain an ID and building pass, at a minimum a National Agency Check and Inquiries (NACI) investigation will be conducted. The contractor will be responsible for providing the SF 85, Questionnaire for Non-sensitive Positions, the FD258, Fingerprint Card (NASS staff will take the fingerprints), and the OF 306, Declaration for Federal Employment to NASS on the first day the contractor will be reporting to NARA. For positions at the High Risk position sensitivity designation (such as computer administrator) NASS will work with the contractor to obtain the appropriate background investigation.
2. The Contractor is responsible for ensuring that each of his/her employees performing work under this contract display their photo-identification badges at all times they are present on-duty in the building. Refusal or repeated neglect to display the photo-identification may result in an unsuitable determination in accordance with NARA directives.
3. Upon termination, resignation or other event leading to a contract employee leaving duty under this contract, the Contractor is responsible for returning all Government identification, building passes, keys, and other Government property issued to that employee. Failure on the part of the Contractor may result in the Contractor's liability for all costs associated with correcting the resultant breach in building security.
4. The Contractor shall notify the COR when the employee badges are lost. It may be the responsibility of the Contractor to pay for replacement badges at the current replacement cost per badge.
5. The requirements of this clause are applicable to and shall be followed by all subcontractors who will work at the NARA facility(ies), under this contract.
6. Request for badge issuance must be supported by a valid VAL. Visitor group employees must wear, or have in their immediate possession, a company photo badge and/or wallet size identification that reflects the complete company name of the visitor's group, employee's name and photograph, and prominently reflected on the face of the identification credential and any additional data deemed appropriate by the visitor group management.

### m. **End-of-Day Security Checks:**

At the close of each working day, the visitor group will perform physical security checks within their assigned on-site work and/or operating locations per DoD 5220.22-M, Chapter 5, Section 1. The supervisor of the visitor group will designate, in writing, individuals to perform the end-of-day security checks to ensure:

1. All classified material has been properly stored.





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2. Wastebaskets, routing baskets, typewriters, desk surface litter, classified computer systems, and any other work surfaces are void of classified material; i.e., "clean desk policy".
3. Bag or boxes used to segregate classified waste are properly safeguarded in an approved container or classified waste bin.
4. All classified containers have been properly secured by the designated company employee, checked by another individual, and both checks are recorded on SF 702, **Security Container Check Sheet**, or equivalent contractor form.
5. Checks of the area and the security container will be recorded on SF Form 701, **Activity Security Checklist**, or equivalent contractor form.

### n. **Emergency Protection:**

In the event of a natural disaster, major accident, or civil disturbance, the visitor group will make every effort to secure all classified material in a GSA-approved container. If unable to properly secure classified information, the visitor group will maintain constant surveillance of the affected area, if possible. If the work area is evacuated, upon termination of the emergency condition, the visitor group will inventory exposed classified holdings to verify no compromise or loss has occurred. In the event of such an occurrence, the discovering visitor group employee will immediately notify their on-site security representative, the program manager and the NASS.

### o. **Protection of Government Resources:**

Visitor group will comply with applicable NARA activity's physical security and resource protection requirements, directives, and/or procedures.

### p. **Clarification of Security Requirements:**

Visitor group submit a request for clarification on security requirements as follows:

1. For clarification of NARA facility or activity procedures or applicable DD Form 254 program requirements; submit to the program manager or designee, who, in turn, coordinates with the governing contracting office and NASS.
2. Visitor Group's request for exceptions, deviations and/or waiver of security requirements of DoD 5220.22-M, NISPOM and this agreement will be submitted in writing to the NASS.

q. **Contract and associated DD Form 254:** The visitor group will maintain on file a copy of the contract, Statement of Work (SOW)/Statement of Objectives (SOO), Performance Work Statement (PWS), Contract Data Requirements List (CDRL), associated DD Forms 254, and/or revisions, to include any related correspondence.

## 2. **Reviews:**

- a) The NASS will conduct security reviews of the on-site visitor group's operation at periodic intervals to ensure compliance with applicable provisions of DoD 5220.22-M, NARA directives, instructions, and this agreement. Written results of the security review will be provided to the visitor group and program manager. The visitor group is not required to acknowledge receipt or respond unless so directed in the report e.g.; Letter of Requirements (LOR) for serious review discrepancies.
- b) The visitor group shall conduct formal self-inspections at intervals consistent with risk management principals. A written record of these self-inspections will be maintained on file (until next self-inspection is completed) at the on-site facility, and is subject to NASS review.



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**3. Expenditures of Funds for Security:** This agreement is not an authorization for payment of funds for associated security expenditures. Nothing in this agreement shall be construed to impose any liability on the part of the U.S. Government for damage or modification to the property of the contractor, or its subcontractors, nor shall anything in this agreement be construed to modify the provisions of existing contract(s).

**4. Review of this Agreement:** All parties must review this agreement at least annually, upon program changes, concept of operations, etc. The program manager or designee is responsible for the review and keeps a record of the last review. If changes are necessary, report them in writing, to the contracting officer.

**5. Visitor Register:** The visitor group shall maintain a record of all classified and unclassified visits to their on-site operating facilities for no less than one year. The register will reflect as a minimum:

1. the visitor's last name, first name, and middle initial;
2. the name of the company or agency he/she represents;
3. the visitor record need not indicate whether the visitor actually did or did not have access to classified information, but it must distinguish between a "classified" and "unclassified" visit;
4. the date(s) of his/her arrival and departure from the facility. Records of all such visits shall be maintained in accordance with Information Security Manual, Info Security 202.

**6. Other:** The program manager or designee (normally the contracting officer) will furnish all government forms to the visitor group required under the terms of this agreement.

**7. Communication Security (COMSEC):** The visitor group will use secure communications (STU III or STE) when discussing sensitive-unclassified information pertaining to this contract, when made available under the terms of this contract by the NARA activity.

**8. Computer Security (COMPUSEC):** Automated information systems, i.e., computers, word processors, networks and stand-alones, etc., used in the processing of classified and unclassified-sensitive information in support of this contract must be certified and operated per DoD 5220.22-M, Chapter 8, Sections 1 thru 4 or NARA 804, Information Technology Security Program. Submit AIS certification and/or approval requests to the NARA/NH, L. Reynolds Cahoon, Designated Approval Authority (DAA), prior to commencement of classified operations. Address Emission Security (EMSEC) concerns to NARA/NH via the COR.

**9. Operations Security (OPSEC):** The visitor group will:

1. Protect critical or sensitive-unclassified operational information.
2. Not engage in any illegal or unethical conduct, or any activity which would constitute a conflict of interest.
3. Not reveal or use information received in confidence during a professional assignment without proper authorization.
4. Report all information obtained during the course of an assignment accurately and completely.



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10. Foreign Involvement: Under the terms of this agreement, the visitor group is required to notify NASS, the COR and the contracting office, prior to any foreign involvement, regardless of access requirements or sensitivity of information to be disclosed (classified or unclassified).

11. Key NARA Point of Contacts (POCs):

Table with 4 columns: Name, Title, Address, Phone. Rows include Kenneth Thibodeau (Program Director), Thomas McAndrew (Project Manager/Contracting Officer Representative), and Joyce Thornton (Information Security Manager).

12. Other: Nothing in this agreement shall be construed to impose any liability on the part of the US government for injury to the agents, employees of the contractor, its subcontractors, assignees, or other individuals acting for or on behalf of the contractor.

Handwritten signature of Joyce Thornton

Contractor Program Manager

Kenneth Thibodeau
Program Director, ERA

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Thomas McAndrew
Contracting Officer Representative

Kevin A. McCoy
Chief, Security Management Branch

Date: \_\_\_\_\_

Date: \_\_\_\_\_