



OSY Industrial Security Intake Form

The Department is covered by the National Industrial Security Program (NISP) when a classified acquisition as defined under the Federal Acquisition Regulation (FAR) 2.101 is proposed. The Contracting Officer (CO), in coordination with the requiring office/project manager and Security Office, are responsible for determining whether access to Classified National Security Information (CNSI) will be required during contract performance. Contract language shall address elements expected in the Performance Work Statement (PWS), Statement of Work (SOW) or Statement of Objectives (SOO) and complete DD-254, items 10 and 11. When access to CNSI is required by the contractor during contract performance, COs shall forward a copy of the draft requirements document (i.e., SOW, SOO or PWS), draft DD-254 to OSY_IndustrialSecurity@doc.gov

NOTE: Items identified with asterisks are not required to be completed at the time of Solicitation.

| (1) Procurement Information | | |
|--|--|---|
| Requisition Number: | | Solicitation, Award, Task Order, or Other Number: |
| Contracting Officer Rep. (COR)/POC First Name: | Middle: | Last Name: |
| Activity Address Code (AAC) of Contracting Office: | | |
| Telephone Number: | | Email: |
| **Company Name: | | **Street Address: |
| **City: | **State: | **Zip Code: |
| **Commercial and Government Entity (CAGE) Code: | | |
| **Unique Entity Identifier (UEI): | | |
| (2) Period of Performance | | |
| Identify Period of Performance (Base Award date, Option, Extension Period(s) and effective period of Inter-Agency Agreement as applicable identifying beginning and ending dates of each respectively). | | |
| Note: The option period(s) will vary based upon contract requirements. | | |
| Ordering Period | Period of Performance (MM/DD/YYYY to MM/DD/YYYY) | |
| Base Year: | to | |
| Option Period 1 (When Applicable): | to | |
| Option Period 2 (When Applicable): | to | |
| Option Period 3 (When Applicable): | to | |
| Option Period 4 (When Applicable): | to | |
| Extension Period (When Applicable): | to | |
| (3) Place of Performance | | |
| When contract performance will be at the contractor facility(ies), the company name(s), addresses(s) and CAGE code(s) must be identified. When the Department /Bureau is the place of performance enter Department i.e., Department of Commerce/Name of Bureau, government location(s) throughout the National Capital Region. | | |
| Note: During the solicitation phase, only indicate place of performance will occur at the contractor facility. | | |
| Will contract performance require access to a government location and/or contractor location? | | |
| Yes/Government Location | Yes/Contractor Location | No |



If yes, skip to section 4.

Company Name/Bureau:

| | | |
|--------------------------|-------------------------------------|-----------------|
| **Street Address: | **City: | **State: |
| **Zip Code: | **CAGE Code (if applicable): | |

If more than one Place of Performance, enter below with same information as above:

(4) Program Office

Name of Supporting Program Office:

| | |
|--|--------------------------------------|
| Program Manager Name: | Telephone Number: |
| Is this a follow-on Contract/Task Order? | Yes No |
| If so, provide the following information: | **Contract/Task Order Number: |
| Company Name: | Street Address: |
| City: | State: |
| Zip Code: | |

(5) CNSI Access

| | | |
|-----------|--|--|
| a. | Identify the number of contract positions and access level required for each: | |
| | SECRET TOP SECRET SCI | |
| b. | Will storage of CNSI be required at the contractor's location? | Yes No |
| c. | Will contractors require access to classified systems at the contract facility? | Yes No |
| d. | If yes, identify which access level: | Secret Top Secret |
| e. | Will contractors need access to the following? (Check all that apply) | SCI NATO RD SAP COMSEC |

(6) Facility Clearance

| | | |
|-----------|--|--------------------|
| a. | Does the vendor possess a Secret or Top-Secret Facility Security Clearance (FCL) required and Safeguarding Level Secret or Top Secret if applicable, granted by the Defense Counterintelligence and Security Agency (DCSA) at the time of proposal? | Yes No |
| b. | Will a Sensitive Compartmented Information Facility (SCIF) be required at the contractor location? | Yes No |
| c. | Does the vendor(s) have Foreign Ownership and or under a Special Security Agreement? | Yes No |

(7) Required Security Clauses (FAR Clause 52.204-2 Security Requirements)

| | | |
|-----------|---|--------------------|
| a. | Is government approval required prior to release of unclassified information about the contract? | Yes No |
| b. | Will government employees handle CNSI while working in a contractor owned or controlled workspace? | Yes No |
| c. | Will contractor employees be cleared for access to TS, SAP, or SCI? | Yes No |



| | | | |
|----|--|-----|----|
| d. | Will the contractor be required to use secure communications? (Secure phone i.e., vIPer) | Yes | No |
| e. | Will classified contractors require access to Critical Nuclear Weapon Design Information? | Yes | No |
| f. | Will classified contractors require access to Foreign Government Information? | Yes | No |
| g. | Will classified contractors require access to Alternative Compensatory Control Measures (ACCM)? | Yes | No |
| h. | Will classified contractors require access to Controlled Unclassified Information (CUI)? | Yes | No |
| i. | Will classified contractors have access to classified information only at another cleared Contractor's facility or other government activity? | Yes | No |
| j. | Will classified contractors receive and store classified documents only? | Yes | No |
| k. | Will classified contractors receive, store and generate classified information and or material? | Yes | No |
| l. | Will classified contractors fabricate, modify, or store classified hardware? | Yes | No |
| m. | Will classified contractors perform services only? (<i>Not expected to produce a deliverable item in accordance with the Contract</i>) | Yes | No |
| n. | Will classified contractors have access to CNSI outside the U.S., Puerto Rico, U.S. Possessions and Trust Territories? | Yes | No |
| o. | Will classified contractors be authorized to use the services of Defense Technical Information Center or other secondary distribution center? | Yes | No |
| p. | Will classified contractors require a COMSEC Account? | Yes | No |
| q. | Will classified contractors have a TEMPEST Requirement? (<i>When work will be performed from a SCIF located at a contractor facility</i>) | Yes | No |
| r. | Will classified contractors be authorized to use Defense Courier Service? | Yes | No |
| s. | Will classified contractors receive, store, or generate CUI? | Yes | No |

(8) Comments

Insert any extra locations or remarks here: