DIA Construction Security Plan Worksheet Guide		
Questions	**Example**	**Guide/Note**

Question #1
Scope of Work:
	Details of the work to be preformed to include:
	• Where will the work take place?
	  o SCIF Contiguous Spaces
	  o SCIF spaces
	  o Both
	• New facility?
	• Existing facility?
	• What is being demolished?
	• What is being installed?
		This question gathers information regarding the entire scope of the project. It requires details on whether the project involves construction contiguous to a SCIF, within SCIF spaces and if it pertains to a new facility or a modification/renovation of an existing facility.
		
		Please answer the question as complete as possible and provide a description of the project in the space provided on the worksheet.

Question #2 Start Date:	Construction Start Date • When will the Contractor mobilize?	An estimated time for the contractors to physically be on site is required. Please provide an estimated time for arrive.
Question #3 Completion Date:	Construction Completion Date • When will the contractor Demobilize?	An estimated time for project completion is required. Please provide an estimated time of completion.
Question #4 Project Cost:	The complete cost of the project to include: • Materials • Labor (do not include per diem)	An estimated cost for the entire project (to include SCIF construction) is required. Please provide the estimated cost for the project.

Question #5
Labor:
	Who will do the work? - (***Check all that apply***):
	• Uncleared Labor
	  o Locally Engaged Staff (LES)
	  o Third Country Nationals (TCN)
	  o Local Contractor (U.S. or Local Nationals)
	
	• Cleared American Worker (CAW) possessing
	  o Clearance level (Secret or Top Secret)
		This question gathers information regarding labor to be used during the entire construction project to include SCIF construction. Multiple sources of labor may be required for the project. The location & scope of the project will ultimately determine the labor requirement however the Accrediting Authority (AO) will have final determination on labor requirements for all projects involving SCIF construction.
		
		Please, **briefly** described in the comments section provided on the worksheet the proposed labor sources.

Question #6 Procurement:	How will the materials be procured? (OCONUS Only) (***Check all that apply):*** • Local Random Procurement • Local random Selection • US Secure Procurement • US Unrestricted Procurement	This question **only** pertains to the procurement of materials destined for use within or contiguous to the SCIF construction. Multiple methods may be used in procurement/selection of materials but OCONUS procurement/selection should be limited, documented and controlled by cleared personnel as much as possible. Projects within the U.S. may not require any procurement restrictions (U.S. Unrestricted Procurement). All procurement or selection methods will be coordinated through the CSA for approval and **briefly** described in the comments section provided on the worksheet.
Question #7 Shipment:	How will the Materials be Shipped to Site? (OCONUS Only) • Courier Escorted • Trapped Container • Diplomatic Secure Pouch • Non-Pro Courier a/o Hand Carried • Unrestricted Shipment	These answers describe common protective measures that are used to securely ship materials for construction within or contiguous to the SCIF. Other methods may be used in lieu of the described methods. Projects within the U.S. may not require a secure shipment method (Unrestricted Shipment). The cost for securely shipping materials can/should be part of the contract award and the responsibility of the contractor. The SSM is responsible for and shall coordinate all shipment methods through the CSA for approval. Please, **briefly** described in the comments section provided on the worksheet the proposed method.

Question #8 Storage:	Where will the Materials be Stored? • Existing SCIF Space • Container on the Compound • Existing Secure Storage Area • Temporary Secure Storage Area (fenced)	All projects are required to have a Secure Storage Area (SSA) designated for materials to be used for construction within or contiguous to the SCIF. The size of the SSA will be determined by the size & scope of the project. The construction of the SSA can/should be part of the contract award. The construction of the SSA should be the contractor's responsibility with cleared U.S. personnel taking control once it is completed. The SSA may change during the life cycle of the project and those costs should be factored into the contract. The SSM shall have final approval of the size, security, and location of the SSA.

Question #9
Project Execution:
	How will the Security be Managed?
	• Will the appointed SSM handle the full-time, day-to-day on site duties?
	• If No, who will handle the day to day duties of the SSM?
	  o Project Manger
	  o SSO
	  o SSR
	  o RSO or SEO
	  o Other
		All projects are required to appoint/ assign a Site Security Manager for the entire duration of the project. This appointee will be the focal point for all **construction** security related questions regarding the project.
		
		This question/answer briefly describes the day to day duties of the SSM and should be used along with the CSP Guidance Message to complete the CSP. The day to day duties can be delegated to U.S. cleared onsite personnel but ultimately the appointed SSM is accountable for the security of the project.
		
		Please provide the name and contact information of the SSM on the worksheet.

Question #10 (Optional)	Are there any other relevant factors, limitations or concerns to be considered with regards to Construction Security?	This is an optional question that gives you the opportunity to describe any relevant information that might pertain to the construction of the SCIF. Please, **briefly** described in the comments section provided on the worksheet any factors that you may consider relevant. The CSP will be developed by the SSM using the CSP Guidance Message provided and approved by the CSA.

With the above information furnished to DAC-2 in the form of the CSP worksheet, we will be able to quickly draft a successful security plan guidance message for your project. We look forward to supporting your projects in the future.