

DIA Construction Security Plan Worksheet

(May be classified when filled in)

Organization Name: _____

Facility Address: _____

DSSCS Message Address: _____

Message Handling Instructions: _____

Assigned SSM Name: _____

Cognizant Security Authority (CSA): _____

SSM e-mail (JWICS): _____

(SIPR): _____

(NIPR): _____

Telephone (COMM): _____

(DSN): _____

(SECURE): _____

(FAX): _____

1. Scope of Work (details of the work to be performed):

a. Where will the work take place?

SCIF Contiguous Spaces

SCIF Spaces

Both

b. Facility Type?

New Facility (Skip to 2.)

Existing Facility

1. What is being modified/demolished?

Walls (drywall, steel/wood studs, blocks)

Electrical (alarms/access control, phone, lights, etc.)

HVAC (duct, fan coils, fan motors, pipes)

Ceiling (drywall, acoustic ceiling tile)

Floor (carpet/ceramic tile, hardwood)

Other _____

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2. What is being installed?

- Walls (drywall, steel/wood studs, blocks)
- Electrical (alarms/access control, phone, lights, etc.)
- HVAC (duct, fan coils, fan motors, pipes)
- Ceiling (drywall, acoustic ceiling tile)
- Floor (carpet/ceramic tile, hardwood)
- Other _____

c. Please provide a brief description of the Scope of Work:

2. Construction Start Date:

When will the Contractor mobilize? _____

3. Construction Completion Date:

When will the Contractor demobilize? _____

4. Estimated Project cost: (The estimated cost of the complete project to include: Materials & Labor – Do not include per diem) \$ _____

5. Labor: Who will do the work? (Check all that apply)

a. Uncleared Labor

- Locally Engaged Staff (LES)
- Third Country Nationals (TCN)
- Local Contractor

b. Cleared American Worker (CAW) Possessing:

- Top Secret Security Clearance
- Secret Security Clearance

Note 1: *Cleared American Escorts (CAE) are recommended and Construction Security Technicians (CST) may be required for Uncleared Labor. Electrical & HVAC escorts should have knowledge of the trade. CAE should be adequately trained for surveillance of LES, TCN & Local Contractor.*

c. Brief description or comments on use of Labor (OPTIONAL)

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

7. Shipment: How will the materials be shipped to the site? (OCONUS ONLY)

- Courier Escorted
- Trapped Container
- Diplomatic Pouch
- Non-Pro Courier a/o Hand Carried
- Unrestricted Shipment

Comments: _____

8. Storage: Where will the materials be stored?

- Existing SCIF Space
- Container on the Compound
- Existing Secure Storage Area
- Temporary Secure Storage Area (fenced)
- Other _____

a. Brief description or comments on Storage area (OPTIONAL)

Note 2: *Secure storage may require GSA approved Locks, Alarms and/or 24/7 CCTV coverage monitored by a cleared American.*

9. Project Execution: How will the Security be managed?

- a. Will the appointed SSM handle the full-time, day-to-day on site duties?
 Yes (Skip to 10.)
 No
- b. If No, who will perform/assist in day-to-day duties of the SSM?
 Project Manager
 SSO
 SSR
 RSO or SEO
 Other _____
- c. Brief description or comments on how security will be managed (to include names/contact information if applicable)

Note 3: *Day-to-day SSM duties must be handled by a Cleared American. Duties include maintaining a CSP log book containing the following information: workers & clearance levels, materials to include details of any random selections a/o procurements, details of the work and work areas, work hours and in particular any anomalies.*

10. Are there any other relevant factors, limitations or concerns to be considered with regard to Construction Security? (OPTIONAL)

CSW Submission Requirements: Complete all required fields in CSW. E-mail completed CSW along with **valid Concept Approval letter** and **completed DD 254** (Contractor facilities only) to DIA Help Desk: (JWICS) diem120@dia.ic.gov or (SIPR) diem120@dia.smil.mil

NOTE: A SCIF ID will not be assigned without all required documents.