



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2  
1000 ARMY PENTAGON  
WASHINGTON, DC 20310-1000

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APR 2 2013

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Changes to Sensitive Compartmented Information (SCI) Security Administration for Contractors**

**1. References.**

- a. Army Regulation (AR) 380-28 (C), Department of the Army Special Security System, 1 Sep 91.
- b. Department of Defense Manual (DoDM) 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), 28 Aug 06.
- c. Intelligence Community Directive (ICD) 704, Personnel Security Standards and Procedures Governing Eligibility for Access to SCI and Other Controlled Access Program Information, 1 Oct 08.
- d. Department of Defense Manual (DoDM) 5105.21-V1 thru V3, Sensitive Compartmented Information (SCI) Administrative Security Manual, 19 Oct 12.

**2. Purpose.** Streamline business practices and establish procedures which allow Contractor Special Security Officers (CSSO) greater oversight and management of contractor personnel performing on a valid Army SCI Contract. These changes include procedures for granting CSSOs indoctrination authority, approval to issue courier cards and eliminates the requirements for sending Visit Requests and Permanent Certifications.

**3. Applicability.** These changes are effective immediately and apply to government and industry personnel responsible for ensuring regulatory compliance for security in support of Army SCI contracts.

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4. Administrative changes.

a. CSSO Nomination and Request for SCI Indoctrination Authority.

(1) Senior Corporate Officers responsible for the SCI security program will endorse CSSO nominations to INSCOM Contractor Support Element (CSE) for approval. Nominations may be sent via ACAVS or its replacement system and must include the following: Nominee's name, last four of SSN, Company name, Cage Code and User Agency Contract Monitor.

(2) Requests for CSSO SCI Indoctrination Authority will be forwarded to INSCOM CSE for approval. Prior to approval, INSCOM CSE will ensure the following: Validation of SCI Facility where indoctrinations and other related security functions will be administered and CSSOs appointment and registration in ACAVS or its replacement system.

b. Courier Authorization.

(1) CSSOs are authorized to issue courier orders upon approval from the User Agency Contract Monitor IAW the DD 254, Contract Security Classification Specification, or if a consultant, a statement of work (SOW). Courier orders may be issued as a letter or designated company card and will be controlled to ensure accountability of program.

(2) IAW DoDM 5105.21-V1, SCI Administrative Security Manual, individuals serving as couriers for classified information will be specifically designated and required to acknowledge their security responsibilities.

c. Visit Requests/Permanent Certifications.

(1) The Joint Personnel Adjudication System (JPAS) will be used to verify personnel security clearances and accesses in lieu of sending Visit Authorization Letters and Certifications for personnel whose access level and Security Management Office (SMO) affiliation are accurately reflected in the system.

(2) JPAS is the DoD Personnel Security Management System of record and intended for use by Security Managers, Special Security Officers and Contractor Security Officers for the reciprocal acceptance of clearances throughout DoD.



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(3) Additionally, Scattered Castles is the Intelligence Community's security clearance repository and may also be used for verification of clearances and accesses.

5. These administrative changes represent a modification to the existing business practices and upon implementation will improve timeliness and effectiveness of contractual requirements for both the Army and Contracting Corporations.

6. The Office of the Deputy Chief of Staff, G-2 points of contact are Mr. Cliff McCoy, (703) 695-3041, e-mail: clifford.mccoy.civ@mail.mil and Ms. LaTonia Garrett, (301) 677-6982, e-mail: latonia.c.garrett.civ@mail.mil.



PATRICIA P. STOKES  
Senior Security Advisor, DISL

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