

Program:	391-s									
Term:	Date of Award to March 31, 2023									
Title:	Mid-Year Mailer (MYM) OCR Forms Notices									
	National Change of Address (NCOA) Notices									
	Step Parent Notices									
	Fee Adjustment Notices									
	1099/1042 and T2 COLA Large Print Notices									
				<b>AMSIVE</b>	<b>BMS DIRECT, INC.</b>	<b>NPC, INC.</b>	<b>CURRENT CONTRACTOR</b>			
				Greenville, SC	Lynchburg, VA	Claysburg, PA	Pinnacle Data Solutions			
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>
<b>I.</b>	<b>COMPOSITION:</b>									
(a)	Notices and Notices with Scannable Forms....									
	.....per page.....	218	100.00	21,800.00	20.00	4,360.00	50.00	10,900.00		
(b)	Envelopes.....per envelope.....	16	50.00	800.00	10.00	160.00	50.00	800.00		
<b>II.</b>	<b>PREPRODUCTION TESTS:</b>									
(a)	Transmission Test.....per test.....	1	100.00	100.00	N/C	0.00	N/C	0.00		
(b)	Preproduction Validation Test.....per test.....	1	10,000.00	10,000.00	N/C	0.00	N/C	0.00	<i>Due to changes in program number and specification, current contractor prices cannot be shown</i>	
<b>III.</b>	<b>PROOFS:</b>									
(a)	Digital Color Content Proof:									
1.	Notices and Notices with Scannable Forms.....									
	.....per trim/page-size unit.....	1308	10.00	13,080.00	20.00	26,160.00	1.50	1,962.00		
2.	Envelopes.....per envelope.....	48	10.00	480.00	10.00	480.00	1.50	72.00		
(b)	PDF Soft Proof:									
1	Notices and Notices with Scannable Forms.....									
	.....per trim/page-size unit.....	436	10.00	4,360.00	N/C	0.00	5.00	2,180.00		
2.	Envelopes.....per envelope.....	16	10.00	160.00	N/C	0.00	5.00	80.00		
<b>IV.</b>	<b>PRINTING/IMAGING, BINDING, AND CONSTRUCTION:</b>									
(a)	*Makeready/setup charge.....	15	2,500.00	37,500.00	75.00	1,125.00	431.83	6,477.45		
	<i>* Contractor will be allowed only one (1) makeready/setup charge per order. Shall include materials and operations necessary to makeready and/or set up the contractor's equipment for that run. Invoices submitted with more than one makeready/setup charge per order will be disallowed.</i>									
(b)	Notices and Notices with Scannable Forms:									
	Printing in black.....per 100 leaves.....	40609	6.00	243,654.00	0.80	32,487.20	1.14	46,294.26		
(c)	CRM and BRM Envelopes:									
	Printing in black, including construction.....									
	.....per 100 envelopes.....	4749	2.00	9,498.00	5.75	27,306.75	1.57	7,455.93		
(d)	Mail-out Envelopes (6-1/4 x 9-1/2") With One Window: Printing in black, including									

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		BASIS OF	Greenville, SC		Lynchburg, VA		Claysburg, PA		Pinnacle Data Solutions		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
	construction.....per 100 envelopes.....	7118	3.00	21,354.00	6.34	45,128.12	2.22	15,801.96			
(e)	Mail-out Envelopes (6-1/4 x 9-1/2") With Two Windows: Printing in black, including construction.....per 100 envelopes.....	4878	3.00	14,634.00	6.34	30,926.52	2.03	9,902.34			
<b>V.</b>	<b>PAPER:</b>										
	Notics and Scannable Forms: A charge will be allowed for each page-size leaf. CRM and BRM Envelopes: One leaf will be allowed for each envelope. Mail-out Envelopes: One leaf will be allowed for each envelope.										
(a)	Notics with Scannable Forms (Mailers 1 through 4): White Optical Character Recognition (OCR) Bond (20-lbs.).....	16245	1.50	24,367.50	2.00	32,490.00	0.68	11,046.60			
(b)	Notics (Mailers 5 through 13): White Uncoated Text (50-lbs.).....	24364	1.50	36,546.00	2.00	48,728.00	0.65	15,836.60			
(c)	CRM and BRM Envelopes: White Writing Envelope (20-lbs.); or at contractor's option, White Uncoated Text (50-lbs.).....	4749	1.88	8,928.12	5.75	27,306.75	1.57	7,455.93			
(d)	Mail-out Envelope: (6-1/4 x 9-1/2"): White Writing Evelope 24-lbs.); or at contractor's option, White Uncoated Text (60-lbs.).....	11996	2.63	31,549.48	6.34	76,054.64	2.14	25,671.44			
<b>VI.</b>	<b>INSERTING AND MAILING:</b>										
	<u>Per 100 Mailers</u>										
	Mailers.....per 100 mailers.....	11996	5.50	65,978.00	2.00	23,992.00	5.81	69,696.76			
	<b>CONTRACTOR TOTALS</b>			<b>\$544,789.10</b>		<b>\$376,704.98</b>		<b>\$231,633.27</b>			
	<b>DISCOUNT</b>		<b>0.00%</b>	<b>0.00</b>		<b>0.00</b>	<b>0.25%</b>	<b>\$579.08</b>			
	<b>DISCOUNTED TOTALS</b>			<b>\$544,789.10</b>		<b>\$376,704.98</b>		<b>\$231,054.19</b>			
								<b>AWARDED</b>			

U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Mid-Year Mailer (MYM) OCR Forms Notices**  
**National Change of Address (NCOA) Notices**  
**Step Parent Notices**  
**Fee Adjustment Notices**  
**1099/1042 and T2 COLA Large Print Notices**

As requisitioned for the U.S. Government Publishing Office (GPO) by the

Social Security Administration (SSA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **March 31, 2023**, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**SSA to transmit test files, and conduct preproduction testing and validation, from Date of Award through June 30, 2022. Actual production begins July 1, 2022.**

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on **January 21, 2022**, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the GPO physical office will NOT be open. Based on this, bidders must submit email bids to [bidapsdc@gpo.gov](mailto:bidapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Program 391-S and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.***

**BID RESTRICTIONS:** Due to time constraints, bidders must possess an SSA installed/active data connection between the exact location specified by the bidder and SSA's National Computer Center (NCC). SSA must have security-cleared the bidder's physical location(s) used for production of materials for this contract, and all employees have passed Final Suitability (for same locations) prior to bid submission in order to be eligible for award of this contract. NOTE: If bidder does not have these requirements completed prior to bid submission, then the bidder will be declared non-responsible.

**BIDDERS, PLEASE NOTE:** *This program was formerly Program 856-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding with particular attention to the following:

- 100% ACCOUNTABILITY
- SECURITY REQUIREMENTS
- 1099/1042 and T2 COLA Large Print Notices
- SECTION 3. – DETERMINATION OF AWARD
- SECTION 4. – SCHEDULE OF PRICES

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Starr Thompson at [sthompson@gpo.gov](mailto:sthompson@gpo.gov) or (202) 512-0307.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**PREDOMINANT PRODUCTION FUNCTIONS:** The predominant production functions are the printing of notices, the laser/ion deposition printing/imaging of data at a minimum of 600 x 600 dpi for the notices from electronically transmitted files (inkjet is not allowed), folding, inserting, the presorting, mailing, and disposal of waste materials. Any bidder who cannot perform these functions of this contract will be declared non-responsible.

**SUBCONTRACTING:** The contractor may subcontract the printing and manufacturing of the envelopes.

The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

If the contractor needs to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor must submit new subcontractor's information to the Government for approval 30 calendar days prior to the start of production at that facility.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.
- (c) Transparent, low-gloss, poly-type window material, covering the envelope window, must pass readability test with a rejection rate of less than 1/4 of 1% when run through a United States Postal Service (USPS) OCR Scanner.
- (d) Exception: ANSI X3.17 "Character Set for Optical Character Recognition (OCR A)" shall apply to these specifications. The revisions of this standard that are effective as of the date of this contract are those which shall apply.
- (e) Exception: The Data Matrix 2D barcodes must be in accordance with the requirements of ANSI MH 10.8.3M unless otherwise specified.

ANSI Standards may be obtained from the American National Standards Institute, 25 West 43<sup>rd</sup> Street, 4<sup>th</sup> Floor, New York, NY 10036.

NOTE: Forms require precision spacing, printing, trimming, and folding to guarantee proper processing. The scannable forms produced under these specifications must be guaranteed to function properly when processed through the WBD0C Integrated Based Data Capture System (IIB0CS). The barcoding must be readable by all standard barcode scanning devices regardless of the contractor’s method of reproducing the codes. SSA’s current equipment is: WDR Reader – Worthington Data Solutions and High-Speed Scanners.

All printing, folding, and insertion of the product are to be done by mechanical means. Fold variances that exceed plus or minus 1/16” shall be cause for rejection

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheet
P-8. Solid and Screen Tint Color Match	O.K. Press Sheet

Special Instructions: In the event the inspection of press sheets is waived by the Government, the following list of alternative standards (in order of precedence) shall become the Specified Standards:

- P-7. O.K. Preproduction Test Samples; O.K. Proofs; Electronic Media; Camera Copy; Manuscript Copy.
- P-8. Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period as may be mutually agreeable to GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period (s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** to **March 31, 2023**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **December 31, 2021** called the base index. The percentage increase or decrease against the total price of variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursement postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

***NOTE: For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual live production begins July 2022.***

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **June 2022** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month, which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{_____} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid price(s) for Item V., “PAPER” in the “SCHEDULE OF PRICES” and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**SECURITY REQUIREMENTS:** Clause 2352.224-1 Protection of Confidential Information (Dec 2008):

- (a) “Confidential information,” as used in this clause, means information or data, or copies or extracts of information or data, that is: (1) provided by the Social Security Administration (SSA) to the contractor for, or otherwise obtained by the contractor in, the performance of this contract; and (2) of a personal nature about an individual, such as name, home address, and social security number, or proprietary information or data submitted by or pertaining to an institution or organization, such as employee pay scales and indirect cost rates.
- (b) The Contracting Officer and the contractor may, by mutual consent, identify elsewhere in this contract specific information or categories of information that the Government will furnish to the contractor or that the contractor is expected to generate which are confidential. Similarly, the Contracting Officer and the contractor may, by mutual consent, identify such confidential information from time to time during the performance of the contract. The confidential information will be used only for purposes delineated in the contract; any other use of the confidential information will require the Contracting Officer’s express written authorization. The Contracting Officer and the contractor will settle any disagreements regarding the identification pursuant to the “Disputes” clause.
- (c) The contractor shall restrict access to all confidential information to the minimum number of employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined in conference between SSA's Contracting Officer, Contracting Officer’s Technical Representative, and the responsible contractor official. Upon request, the contractor will provide SSA with a list of “authorized personnel,” that is, all persons who have or will have access to confidential information covered by this clause.
- (d) The contractor shall process all confidential information under the immediate supervision and control of authorized personnel in a manner that will: protect the confidentiality of the records; prevent the unauthorized use of confidential information; and prevent access to the records by unauthorized persons.
- (e) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act.

When the contractor employees are made aware of this information, they will be required to sign the SSA-301, “Contractor Personnel Security Certification.” (See Exhibit A.)

A copy of this signed certification must be forwarded to: Social Security Administration, Attn: Jamey Cunningham, DMIM, 3-B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, or email to: Jamey.cunningham@ssa.gov. A copy must also be forwarded to: U.S. Government Publishing Office, 732 North Capitol Street, NW, CSAPS, APS DC, Attn: Contracting Officer, Room C-838, Washington, DC 20401 (email address to be provided after award). (See paragraph (f) below regarding the minimum standards that the safeguards must meet.)

- (f) Whenever the contractor is storing, viewing, transmitting, or otherwise handling confidential information, the contractor shall comply with the applicable standards for security controls that are established in the [Federal Information Security and Management Act \(FISMA\)](#). (These standards include those set by the National Institute of Standards and Technology (NIST) via the Federal Information Processing Standards (FIPS) publications and NIST Special Publications, particularly [FIPS 199](#), [FIPS 200](#), and [NIST Special Publications - 800 series](#).)

- (g) If the contractor, in the performance of the contract, uses any information subject to the Privacy Act of 1974, 5 U.S.C. 552a, and/or section 1106 of the Social Security Act, 42 U.S.C. 1306, the contractor must follow the rules and procedures governing proper use and disclosure set forth in the Privacy Act, section 1106 of the Social Security Act, and the Commissioner's regulations at 20 C.F.R. Part 401 with respect to that information.
- (h) For knowingly disclosing information in violation of the Privacy Act, the contractor and contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C. Section 552(i)(1) to the same extent as employees of SSA. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the contractor and contractor employees may be subject to the criminal penalties as set forth in that provision.
- (i) The contractor shall assure that each contractor employee with access to confidential information is made aware of the prescribed rules of conduct, and the criminal penalties for violations of the Privacy Act and/or the Social Security Act.
- (j) Whenever the contractor is uncertain how to handle properly any material under the contract, the contractor must obtain written instructions from the Contracting Officer addressing this question. If the material in question is subject to the Privacy Act and/or section 1106 of the Social Security Act or is otherwise confidential information subject to the provisions of this clause, the contractor must obtain a written determination from the Contracting Officer prior to any release, disclosure, dissemination, or publication. Contracting Officer instructions and determinations will reflect the result of internal coordination with appropriate program and legal officials.
- (k) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be confidential and may not be disclosed without the written permission of the SSA Contracting Officer. For willfully disclosing confidential tax return information in violation of the IRC, the contractor and contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (l) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of and security arrangements for confidential information and adherence to the terms of this clause.
- (m) The contractor must include this clause in all resulting subcontracts whenever there is any indication that the subcontractor(s), engaged by the contractor, and their employees or successor subcontractor(s) and their employees might have access to SSA's confidential information.
- (n) The contractor must assure that its subcontractor(s) and their employees or any successor subcontractor(s) and their employees with access to SSA confidential information are made aware of the prescribed rules of conduct. For knowingly disclosing SSA's confidential information, any subcontractor(s) and their employees or successor subcontractor(s) and their employees may be subject to criminal penalties as described in section 1106 of the Social Security Act (42 U.S.C. 1306) and the Privacy Act (5 U.S.C. 552a).

**SSA EXTERNAL SERVICE PROVIDER SECURITY REQUIREMENTS:** This resource identifies the basic information security requirements related to the procurement of Information Technology (IT) services hosted externally to SSA's Network.

**The following general security requirements apply to all External Service Providers (ESP):**

- a. The solution must be located in the United States, its territories, or possessions.



*NOTE: "United States" means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, and Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act (43 U.S.C. 1331, et seq.), but does not include any other place subject to U.S. jurisdiction or any U.S. base or possession within a foreign country (29 CFR 4.112).*

- b. Upon request from the SSA Contracting Officer Technical Representative (COTR), the ESP shall provide access to the hosting facility to the U.S. Government or authorized agents for inspection and facilitate an on-site security risk and vulnerability assessment.
- c. The solution must meet Federal Information Processing Standards (FIPS) and guidance developed by the National Institute of Science and Technology (NIST) under its authority provided by the Federal Information Security Modernization Act (FISMA) to develop security standards for federal information processing systems, and Office of Management and Budget's (OMB) Circular A-130 Appendix III.
- d. ESPs classified as Cloud Service Providers (CSP) must be FedRAMP authorized. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements, CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO).
- e. The ESP shall submit to the SSA COTR documentation describing how the solution implements security controls in accordance with the designated categorization (FIPS 199) and the Minimum Security Requirements for Federal Information and Information Systems (FIPS 200) which requires the use of NIST SP 800-53 Rev 4 before SSA provides data.
- f. All ESPs that process or store Personally Identifiable Information (PII) are considered a Moderate impact categorization. If PII or sensitive data (defined by the COTR) is stored or processed by the ESP, then the ESP shall provide a Security Assessment Package (SAP) created by an independent assessor. The SAP should include a System Security Plan (SSP), Security Assessment Report (SAR), Risk Assessment Report (RAR), and Plan of Action & Milestone Report (POA&M). The SAP must be reviewed by SSA before the SSA transfers data to the ESP. Refer to NIST SP 800-37 for more information on the Security Authorization Package.

*NOTE: PII is any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.*

*NOTE: Independent assessor is any individual or group capable of conducting an impartial assessment of security controls employed within or inherited by an information system.*

- g. SSA will consider a self-assessment of security controls for solutions that do not involve sensitive information or PII.

For additional security requirements and NIST 800-53, REV 4 organization defined parameters, refer to "ESP Additional Security Requirements" document.

**References - Refer to most up to date revision:**

- Federal Information Security Modernization Act (P.L. 113-283), December 2014.  
<https://www.govinfo.gov/app/details/PLAW-113publ283>

- Clinger-Cohen Act of 1996 also known as the “Information Technology Management Reform Act of 1996.”
- Privacy Act (P.L. 93-579), December 1974.  
<https://www.govinfo.gov/app/details/STATUTE-88/STATUTE-88-Pg1896>
- Homeland Security Presidential Directive (HSPD-12), “Policy for a Common Identification Standard for Federal Employees and Contractors,” August 27, 2004.  
<https://www.dhs.gov/homeland-security-presidential-directive-12>
- Revision of OMB Circular No. A–130, “Managing Information as a Strategic Resource,” July 28, 2016.  
<https://www.govinfo.gov/content/pkg/FR-2016-07-28/pdf/2016-17872.pdf>
- OMB Memorandum M-04-04, “E-Authentication Guidance for Federal Agencies,” December 16, 2003.  
<https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/memoranda/fy04/m04-04.pdf>

and

ITL BULLETIN FOR DECEMBER 2011 REVISED GUIDELINE FOR ELECTRONIC AUTHENTICATION OF USERS HELPS ORGANIZATIONS PROTECT THE SECURITY OF THEIR INFORMATION SYSTEMS.

<https://csrc.nist.gov/csrc/media/publications/shared/documents/itl-bulletin/itlbul2011-12.pdf>

- FIPS PUB 199, National Institute of Standards and Technology Federal Information Processing Standards Publication 199, Standards for Security Categorization of Federal Information and Information Systems, February 2004.  
<https://doi.org/10.6028/NIST.FIPS.199>
- FIPS PUB 200, National Institute of Standards and Technology Federal Information Processing Standards Publication 200, Minimum Security Requirements for Federal Information and Information Systems, March 2006.  
<https://doi.org/10.6028/NIST.FIPS.200>
- FIPS 140-3 Security Requirements for Cryptographic Modules, March 22, 2019.  
<https://csrc.nist.gov/publications/detail/fips/140/3/final>
- NIST Special Publication 800-18, Guide for Developing Security Plans for Federal Information Systems, February 2006.  
<https://doi.org/10.6028/NIST.SP.800-18r1>
- NIST SP 800-30, Guide for Conducting Risk Assessments, September 2012.  
<https://doi.org/10.6028/NIST.SP.800-30r1>
- ITL Bulletin Contingency Planning for Information Systems NIST Special Publication (SP) 800-34, Rev. 1.  
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- NIST SP 800-37 Revision 2, Risk Management Framework for Information Systems and Organizations - A System Life Cycle Approach for Security and Privacy, December 2018.  
<https://csrc.nist.gov/publications/detail/sp/800-37/rev-2/final>

- NIST SP 800-47, National Institute of Standards and Technology Special Publication 800-47, Security Guide for Interconnecting Information Technology Systems, August 2002.  
<https://csrc.nist.gov/publications/detail/sp/800-47/final>
- NIST SP 800-53 Revision 4, Security and Privacy Controls for Federal Information Systems and Organizations, April 2013.  
<https://csrc.nist.gov/publications/detail/sp/800-53/rev-4/final>
- NIST SP 800-53A Revision 4, Assessing Security and Privacy Controls in Federal Information Systems and Organizations: Building Effective Assessment Plans, December 2014.  
<https://csrc.nist.gov/publications/detail/sp/800-53a/rev-4/final>
- NIST SP 800-60 Volume 1 Revision 1, Guide for Mapping Types of Information and Information Systems to Security Categories, August 2008.  
<https://csrc.nist.gov/publications/detail/sp/800-60/vol-1-rev-1/final>

and

NIST SP 800-60 Volume 2 Revision 1, Guide for Mapping Types of Information and Information Systems to Security Categories: Appendices, August 2008.

<https://csrc.nist.gov/publications/detail/sp/800-60/vol-2-rev-1/final>

- [OMB M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information.](#)

See Exhibit B, “SSA External Service Provider Additional Security Requirements” for complete details regarding this requirement.

Templates for Required Security Documents:

- Exhibit C: Security Assessment Report (SAR) Template
- Exhibit D: Risk Assessment Report (RAR) Template
- Exhibit E: Externally Hosted Information System Plan (ESP) Template FY17

**PHYSICAL SECURITY:** Contractor’s facilities storing SSA assets and information are required to meet the Interagency Security Committee’s standard for Federal facilities. This information can be found in the “Facility Security Plan: An Interagency Security Committee Guide,” dated February 2015, 1<sup>st</sup> Edition. SSA reserves the right to inspect contractor facilities to ensure compliance with the ISC guidelines. If facilities are found deficient, the contractor must implement corrective actions within 45 calendar days of notification. Requirements can include, but not be limited to, the physical security countermeasures, such as access control systems, closed circuit television systems, intrusion detection systems, and barriers.

Contractor must pass all External Service Provider Security and Physical Security requirements as specified above before the Government can award this contract. Any bidder who cannot obtain approval for any of these security requirements within 60 calendar days of approval of production plans and physical security inspection will be declared non-responsible.

**SECURITY WARNING:** “Personally identifiable information” (PII) means information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other information that is linked or linkable to a specific individual. The PII may range from common data elements such as names, addresses, dates of birth, and places of employment, to identity documents, Social Security numbers (SSN) or other Government-issued identifiers, precise location information, medical history, and biometric records.

**All employees working on this contract must:**

- Be familiar with current information on security, privacy, and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed, and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.
- Be prohibited from having any mobile devices or cameras in sensitive areas that contain any confidential materials, including areas where shredding and waste management occurs.

**Contractor’s managers working on this contract must:**

- Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact the security officer within 24 hours whenever a systems security violation is discovered or suspected.

**Applicability:** The responsibility to protect PII applies during the entire term of this contract and all option year terms if exercised. All contractors must secure and retain written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard PII. These policy provisions include, but are not limited to, the following:

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor’s facility without express permission from the Government.
- Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor’s facility.

**The following list provides examples of situations where PII is not properly safeguarded:**

- Leaving an unprotected computer containing Government information in a non-secure space (e.g., leaving the computer unattended in a public place, in an unlocked room, or in an unlocked vehicle).
- Leaving an unattended file containing Government information in a non-secure area (e.g., leaving the file in a break-room or on an employee’s desk).
- Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) that other people have access to (not password-protected).

This list does not encompass all failures to safeguard PII but is intended to act as an alert to the contractor's employees to situations that must be avoided. Misfeasance occurs when an employee is authorized to access Government information that contains sensitive or personally identifiable information and, due to the employee's failure to exercise due care, the information is lost, stolen, or inadvertently released.

**Clause 2352.224-2A Protecting and Reporting the Loss of Personally Identifiable Information (May 2019)**

(a) *Definitions.*

The following terms are defined for the purposes of this clause:

“Agency” means the Social Security Administration (SSA).

“Breach” means the loss of control, compromise, unauthorized disclosures, unauthorized acquisition, or any similar occurrence where: (1) a person other than an authorized user accesses or potentially accesses personally identifiable information (PII); or (2) an authorized user accesses or potentially accesses personally identifiable information for another than authorized purpose. A breach is not limited to an occurrence where a person other than an authorized user potentially accesses PII by means of a network intrusion, a targeted attack that exploits website vulnerabilities, or an attack executed through an email message or attachment. A breach may also include the loss or theft of physical documents that include PII and portable electronic storage media that store PII, the inadvertent disclosure of PII on a public website, or an oral disclosure of PII to a person who is not authorized to receive that information. It may also include an authorized user accessing PII for other than an authorized purpose. Often, an occurrence may be first identified as an incident, but later identified as a breach once it is determined that the incident involves PII, as is often the case with a lost or stolen laptop or electronic storage device.

Some common examples of a breach include:

- A laptop or portable storage device storing PII is lost or stolen;
- An email containing PII is inadvertently sent to the wrong person;
- A box of documents with PII is lost or stolen during shipping;
- An unauthorized third party overhears agency employees discussing PII about an individual seeking employment or Federal benefits;
- A user with authorized access to PII sells it for personal gain or disseminates it to embarrass an individual;
- An information technology system that maintains PII is accessed by a malicious actor; or
- PII that should not be widely disseminated is posted inadvertently on a public website.

“Employee(s)” means individual(s) under a direct employee-employer relationship with the contractor, where the contractor has the power or right to control and direct the individual in the material details of how work is to be performed.

“Handling of PII” or “handle(s) PII” means accessing, using, creating, collecting, processing, storing, maintaining, disseminating, disclosing, disposing, or destruction of PII, as defined in this clause.

“Incident” means an occurrence that (1) actually or imminently jeopardizes, without lawful authority, the integrity, confidentiality, or availability of information or an information system or (2) constitutes a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies.

“Personally identifiable information” (PII) means information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other information that is linked or linkable to a specific individual. The PII may range from common data elements such as names, addresses, dates of birth, and places of employment, to identity documents, Social Security numbers (SSN) or other government-issued identifiers, precise location information, medical history, and biometric records. Within this clause, “PII” shall specifically mean PII that is made or becomes available to the contractor, including its employees, as a result of performing under this contract.

“Primary agency contact” means the SSA Contracting Officer’s Representative (COR) who is the Contracting Officer’s Technical Representative (COTR) or, for indefinite delivery contracts with individual orders issued against the contract, e.g., task-order contracts, the order’s Task Manager, if one has been assigned. The COR may have one or more designated alternates to act for the COR when the COR is unavailable. If neither the COR nor the designated alternate is available, the alternate shall be considered a responsible agency manager in the office.

“Secure area” or “Secure duty station” means, for the purpose of this clause, either of the following, unless the agency expressly states otherwise on a case-by-case basis: (1) a contractor employee’s official place of work that is in the contractor’s established business office in a commercial setting, or (2) a location within the agency or other Federal- or State-controlled premises. A person’s private home, even if it is used regularly as a “home office” (including that of a contractor management official), shall not be considered a secure area or duty station.

“Suspected breach” means PII that, among other possibilities, has been lost or stolen, or accessed in an unauthorized fashion, but it is not yet confirmed that the PII has been compromised to meet the level of a breach.

“Transport(ing)” or “transported” means the physical taking or carrying of PII from one location to another. For the purpose of this clause, the term does not include shipping by a common or contract carrier (as defined in Federal Acquisition Regulation (FAR) section 47.001), shipping by the U.S. Post Office, or electronic transmission. See “FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS” specified herein for information regarding electronic transmission. SSA will review and approve the Material Handling and Inventory Control plans (see “PREAWARD PRODUCTION PLANS, *Materials Handling and Inventory Control*”). The plans shall describe in detail how the contractor will transport PII.

(b) *Responsibility for Safeguarding PII.*

- (1) The contractor shall comply with applicable limitations on use, treatment, and safeguarding of PII under the Privacy Act of 1974 (5 U.S.C. § 552a); the Federal Information Security Management Act of 2002 (44 U.S.C. § 3541, et seq.), as amended by the Federal Information Security Modernization Act of 2014 (Pub. L. 113-283); related National Institute of Standards and Technology guidelines; the Paperwork Reduction Act, 44 U.S.C. § 3501-3521; the E-Government Act of 2002, 44 U.S.C. § 3501 note; Office of Management and Budget (OMB) guidance relating to handling of PII, including OMB Memorandum M-17-12, “Preparing for and Responding to a Breach of Personally Identifiable Information”; SSA privacy and security policies and procedures relating to handling of PII; and other Federal laws governing handling of PII.
- (2) The contractor shall establish, maintain, and follow its own policies and procedures to protect the confidentiality of PII (PII policies and procedures) in accordance with the laws, policies, and requirements referenced in this clause and elsewhere in the contract. The contractor’s PII policies and procedures shall include safeguards to protect PII from loss, theft, or inadvertent disclosure and breach procedures.

- (3) The contractor shall restrict handling of PII to only those authorized employees who need it in connection with the performance of work under this contract.
- (4) Unless authorized by this contract or otherwise in writing by SSA, the contractor shall not publish, disclose, release, or otherwise disseminate PII, internally or externally.
- (5) The contractor shall inform its employees who will or may handle PII of their individual responsibility to safeguard it. In addition, the contractor shall educate and train employees as required by FAR 24.301 and enforce employees' compliance with the contractor's PII policies and procedures and other requirements relating to handling of PII in this contract. SSA may require the contractor to provide evidence of the performance of training and the content of the training.
- (6) Additional policies, procedures, and requirements involving the handling of PII may be prescribed elsewhere in this contract, including but not limited to information security policies. The contractor shall follow all such policies, procedures, and requirements. If contract performance calls for the contractor handling of PII in a manner not addressed in this clause or elsewhere in the contract that may cause a security question or concern, the contractor shall seek clarification and direction from the agency, prior to commencing the handling of PII in question.

(c) *Safeguarding Requirements.*

- (1) The contractor is responsible for safeguarding PII at all times. The contractor shall ensure that PII remains under the immediate supervision and control of authorized employees in a manner that will protect the confidentiality and integrity of PII. Examples of proper safeguarding include, but are not limited to: maintaining the confidentiality of each employee's individual password (by not sharing the password with any other individual or entity and not writing it down); verifying the identity of individuals before disclosing information to them; preventing others in the area from viewing PII on one's computer screen; consistently locking or logging off one's workstation when one is away; and ensuring that PII is appropriately returned or, upon receiving the agency's approval, destroyed when no longer needed. The contractor may use its internal policies and practices, non-disclosure agreements, system security requirements or any other means to accomplish its safeguarding responsibilities.

(2) *Transporting PII Outside a Secure Area/Secure Duty Station.*

- (i) The contractor shall safeguard equipment, files, or documents containing PII when transporting information from a secure area/secure duty station. The contractor shall ensure that the laptops and other electronic devices/media being used to transport PII are encrypted and password protected. The contractor shall ensure that the encryption and password protection are in accordance with any agency-prescribed standards or policies, which shall be communicated separately from this clause. The contractor shall use reasonable protection measures when transporting PII, e.g., storing files in a locked briefcase, not leaving files and/or equipment in plain view.

(ii) The contractor shall ensure that its PII policies and procedures address transporting PII outside a secure area and emailing PII to and from non-SSA email addresses. The contractor shall provide employees, upon or immediately prior to their commencing work on the contract, with contact information and instructions relating to PII breaches and incidents, based on the contractor's security/PII loss incident policy and procedures. (If the preceding requirement is introduced to the contract under a contract modification, the contractor shall ensure employees are provided this information and instructions within 10 working days of the modification.) The contractor shall periodically remind employees of the foregoing information and instructions per the regular training requirements at (d)(1) below. (NOTE: Agency-prescribed contact information and instructions for reporting lost or possibly lost PII are discussed in paragraph (d) below.) SSA may require that the contractor present evidence of compliance with these provisions.

(iii) *Tracking PII-containing material (files, documents, etc.).*

(A) Unless the PII is being transported for disposal pursuant to the contract per (c)(3) below, or SSA grants an exception per (c)(2)(iii)(D) below, the contractor shall take appropriate and necessary action to ensure that the PII-containing material, such as file(s) or document(s) being physically transported or transmitted electronically outside the secure area/secure duty station, are tracked through a log. The PII-containing material shall be logged out prior to transport as well as logged back in upon return. The contractor can establish any mechanism for tracking as long as the process, at a minimum, provides for the following information to be logged:

- (1) first and last name of the employee taking/returning the material;
- (2) the identification of the PII-containing material, such as the name of the file(s) or document(s) containing PII;
- (3) the media used to transport the PII (e.g., electronic, such as laptop, portable drive, compact disc/digital versatile disc (CD/DVD), or email—be as specific as possible; paper, such as paper file folders or printouts);
- (4) the reason he/she intends to transport the PII-containing material;
- (5) the date he/she transported the PII-containing material from the secure area/secure duty station;
- (6) the date the PII-containing material is due to be returned to the secure area/duty station. See subparagraph (c)(2)(iii)(B) immediately below.
- (7) the approver's name and phone number.
- (8) the actual return date of the PII-containing material.

(B) Materials shall be returned or, when authorized by paragraph (c)(3), documented as destroyed, within 90 calendar days of removal from the office or have contractor supervisory approval for being held longer.

(C) The log shall be maintained in a secure manner. Upon request by the agency, the contractor shall provide the information from the log in a format (e.g., electronic or paper) that can be readily accessed by the agency. The contractor shall retain the log in accordance with General Records [Schedule 4.2, Information Access and Protection Records](#), Item 40 (disposition authority DAA-GRS-2016-0002-0004). (See Exhibit F.)



(D) SSA may relieve the contractor of having to comply with these logging requirements for certain transmissions when the contractor is engaged in routine and secure transmission of PII, and SSA determines that there are appropriate security controls in place to track the data through other means.

(3) *Return and/or Disposal of PII.* The contractor shall return and/or dispose of the PII when the PII is no longer required for performance of this contract, e.g., upon contract completion, per agency direction and requirements. The marked statement(s) below apply to this contract:

(i) This contract entails the return of PII.

(ii) This contract entails the disposal of PII. The contractor shall follow the procedures described in "Disposal of Waste Materials" (see 'PREAWARD PRODUCTION PLANS, *Disposal of Waste Materials*').

(4) *Emailing PII.* The contractor's corporate or organizational email system is deemed not to be secure. Therefore, the contractor shall put policies and procedures in place to ensure that its employees email PII using only the following procedures in (i) and (ii), below:

(i) *Sending from an SSA email address.* If employees have been given access to the SSA email system, they may use it to send email messages containing PII in the body or in an unencrypted attachment but only to other SSA email addresses (which contain the "name @ssa.gov" format) or to email addresses belonging to an SSA-certified email system. Email directed to any other address(es) may contain PII only if the PII is entirely contained in an encrypted attachment. The contractor shall encrypt PII in accordance with OMB Circular A-130, Managing Information as a Strategic Resource (July 28, 2016).

(ii) *Sending from a non-SSA email system.* If employees are using the contractor's own or any other non-agency email system (e.g., Yahoo!, Gmail), they may send email messages transmitting PII only if the PII is entirely contained in an encrypted attachment, per OMB Circular A-130; none of the PII may be in the body of the email itself or in an unencrypted attachment. When emailing from such systems, this procedure applies when emailing PII to any email address, including but not limited to, an SSA email system address. Unless specifically noted otherwise, the contractor and its employees are expected to conduct business operations under this contract using the contractor's own email system, i.e., in accordance with the foregoing rules for transmitting PII.

SSA may grant written exceptions to compliance with the email requirements in paragraph (c)(4) above when the contractor's corporate or organizational email system has been deemed by SSA to be secure.

(d) *Procedures for Reporting PII Breach or Incident.* The agency has its own reporting requirements for PII breaches or incidents. The purpose of the following paragraphs is to ensure that the contractor meets the requirements and shares breach or incident information appropriately. The contractor's report of a breach or incident will not, by itself, be interpreted as evidence that the contractor failed to provide adequate safeguards for PII.

- (1) *Contractor Responsibility.* In addition to establishing and implementing its own internal procedures referenced in paragraph (b) above, the contractor shall provide regular training (at least annually and when new employees commence work) for contractors on how to identify and report a breach or incident and take reasonable actions to implement agency-prescribed procedures described in paragraph (d)(3) below for reporting PII breaches or incidents. These include training employees handling PII about these procedures, including how to identify and report a PII breach or incident, and otherwise taking appropriate and necessary steps to enforce their compliance in carrying them out. The contractor shall cooperate and exchange information with agency officials, as determined necessary by the agency, in order to report and manage a suspected or confirmed breach or incident effectively. The contractor shall maintain capabilities to determine what agency information was or could have been accessed and by whom, be able to construct a timeline of user activity, determine methods and techniques used to access agency information, and identify the initial attack vector. The contractor shall allow for an inspection, investigation, forensic analysis, and any other action necessary to ensure compliance with OMB memorandum M-17-12 and agency guidance and breach procedures to assist with responding to a breach or incident. SSA may require evidence of compliance with this guidance.
- (2) *Potential Need for Immediate, Direct Reporting by the Employee.* The agency recognizes that contractor employees will likely make the initial discovery of a PII breach or incident. When an employee becomes aware or suspects that PII has been lost or compromised, he/she is required to follow the contractor's established security/PII breach/incident reporting process (see paragraph (d)(1), above). The contractor's reporting process, along with the agency's (see paragraph (d)(3) below), shall require the contractor, and not necessarily the employee, in such circumstances to notify the agency of the breach or incident. However, the contractor shall inform each employee handling or potentially handling PII that he/she must be prepared to notify outside authorities directly and immediately as described in paragraph (d)(3)(v) below, if, shortly following the breach or incident or discovery of the breach or incident, he/she finds it evident that neither an appropriate contractor nor the agency manager/contact can be reached. The contractor shall emphasize to the employee that timeliness in reporting the incident is critical.
- (3) *Procedures.*
  - (i) When a contractor employee becomes aware of or suspects a PII breach or incident, the contractor, in accordance with its incident reporting process, shall provide immediate (as soon as possible and without unreasonable delay) notification of the breach or incident to the primary agency contact. If the primary agency contact is not readily available, the contractor shall immediately notify the contact's alternate. (See the worksheet in agency-specific clause 2352.224-2B (Exhibit G), for the identity of the designated primary and alternate agency contacts.) The contractor shall act to ensure that each employee, prior to commencing work on the contract, has been given information as to who the primary and alternate agency contacts are and how to contact them. In addition, the contractor shall act to ensure that each employee promptly receives any updates on such information, as they are made available. Whenever the employee removes PII from a secure area/secure duty station, he/she shall comply with the contractor's security policies, including having on hand the current contact information for the primary agency contact and at least one alternate.
  - (ii) The contractor shall provide the primary agency contact or the alternate, as applicable, updates on the status of the reported PII loss or compromise as they become available but shall not delay the initial report.

- (iii) The contractor shall provide complete and accurate information about the details of the PII breach or incident to assist the agency contact/alternate, including the following information:
  - (A) Contact information;
  - (B) A description of the PII breach or incident (i.e., nature of the breach, scope, number of files or records, type of equipment or media, etc.) including the approximate time and location of the loss;
  - (C) A description of safeguards used, where applicable (e.g., locked briefcase, redacted personal information, password protection, encryption, etc.);
  - (D) An identification of agency components (organizational divisions or subdivisions) contacted, involved, or affected;
  - (E) Whether the contractor or its employee has contacted or been contacted by any external organizations (i.e., other agencies, law enforcement, press, etc.);
  - (F) Whether the contractor or its employee has filed any other reports (i.e., Federal Protective Service, local police, and agency reports); and
  - (G) Any other pertinent information.
- (iv) The contractor may use the worksheet following this clause to gather and organize information quickly about the incident. The contractor shall ensure that each employee with access to PII under the contract, prior to accessing the PII, has a copy of the worksheet with its instructions (see agency-specific clause 2352.224-2B (Exhibit G)), and particularly when transporting PII from a secure duty station.
- (v) There may be rare instances (e.g., outside of business hours) when the contractor is unable to reach either the primary agency contact or the alternate immediately. In such a situation, the contractor shall immediately call the agency's National Network Service Center (NNSC) toll-free at 1-877-697-4889 to file the initial report directly, providing the information in (d)(3)(iii) above and as requested by the NNSC (again, the worksheet in agency-specific clause 2352.224-2B (Exhibit G) may be used to collect and organize the information prior to (and/or during) the call). Overall, during this time, the contractor shall cooperate as necessary with the NNSC or any of the other external organizations described in (d)(3)(iii) above.
- (vi) If the contractor makes a direct report to the NNSC, the contractor shall document the call with the Change, Asset, and Problem Reporting System (CAPRS) number, which the NNSC will assign. The contractor shall provide the CAPRS number to the primary agency contact, or, if unavailable, his/her alternate.
- (vii) Subparagraphs (v) through (vi) apply to all contractor employees. The contractor shall ensure its internal procedures and PII breach/incident training make clear to employees these responsibilities. Reports to the NNSC should not be delayed because an employee could not reach the contractor's management.

(viii) The contractor and its employee(s) shall limit disclosures about PII involved in a breach or incident to only those SSA and contractor employee(s) with a need for the information in order to respond to and take action to prevent, minimize, or remedy the breach or incident. The contractor may disclose breach or incident information to Federal, state, or local law enforcement agencies and other third parties with a need for the information; however, information about the specific PII involved may only be disclosed to such authorities and third parties as Federal law permits. The contractor shall not, without SSA approval, publicly disclose information about PII involved in a breach or incident or SSA's involvement in a breach or incident. The contractor shall not, without SSA approval, notify individuals affected by the PII breach or incident. The contractor's PII breach and incident reporting process shall ensure that disclosures are made consistent with these requirements. As used in this paragraph, the term PII references only PII covered by this clause.

(e) *Additional Contractor Responsibilities When There Is a Suspected or Confirmed Breach.*

- (1) The contractor shall have a formal security/PII breach or incident reporting process in place that outlines appropriate roles and responsibilities, as well as the steps that must be taken, in the event of a security/PII breach or incident. The plan shall designate who within the contractor's organization has responsibility for reporting the PII breach or incident to the agency.
- (2) In the event of a PII breach or incident, the contractor shall take immediate steps to address consequential security issues that have been identified, including steps to minimize further security risks to those individuals whose personal information was lost, compromised, or potentially compromised.
- (3) The contractor shall confer with SSA personnel in reviewing the actions the contractor has taken and plans to take in dealing with the breach or incident. Additionally, the contractor shall provide any documentation requested by SSA.
- (4) The contractor shall bear the cost for any data breach or incident: (1) occurring outside of SSA-controlled facilities, systems, or environments when the affected PII was in the possession or control of the contractor or its employees, agents, or representatives; or (2) resulting from the contractor or its employees, agents, or representatives' failure to properly safeguard PII or facilities, systems, or other environments containing PII in accordance with this contract's requirements. In addition, as SSA requires, the contractor shall be responsible for or shall assist SSA in taking preventative and remedial actions that SSA determines are necessary to address such a breach or incident. Preventative and remedial actions may include notification to individuals potentially affected by the breach and other countermeasures to mitigate the risk of harm or to protect PII (e.g., operating call centers and providing resources for potentially affected individuals). SSA will notify the contractor when SSA determines that preventative or remedial action(s) are necessary and instruct the contractor on whether the action(s) will be effectuated by the contractor or SSA. SSA may choose to effectuate the action(s) at the agency's discretion. The contractor shall be responsible for the cost of all preventative or remedial action(s), including those actions effectuated by SSA, resulting from the breaches and incidents covered by this paragraph. Note: Nothing in this paragraph affects the contractor's obligations in paragraph (e)(2) above to take immediate steps to address identified security issues.

(f) *Subcontractor(s).*

- (1) The contractor shall include this clause in all resulting subcontracts whenever there is any indication that the subcontractor(s) and their employees, or successor subcontractor(s) and their employees, will or may handle PII. When this clause is included in a subcontract, all references to "contractor" in paragraphs (a) through (e) and (h) shall be read to apply to the subcontractor(s).

- (2) The contractor shall take appropriate and necessary action to ensure its subcontractor(s) and their employees, or any successor subcontractor(s) and their employees, comply with this clause.
- (3) *Notification of Subcontractor Handling of PII.* If the contractor engages a subcontractor under this contract whose employee(s) will actually or potentially handle PII, the contractor shall do the following:
  - (i) Notify the SSA COR-COTR and the Contracting Officer of this arrangement in advance of providing access to PII, providing the subcontractor name(s) and address(es) and, upon request, a description of the nature of the PII to which the employee(s) will actually or potentially be given/have access (e.g., phone numbers, SSN); and
  - (ii) Provide the agency's COR-COTR the names of the subcontractor employee(s) who will actually or potentially be assigned and/or have access to the PII. The contractor may satisfy this requirement when submitting the name(s) of the subcontractor employee(s) to the agency's COR-COTR for the requisite security background check described in paragraph (g) below.
- (g) *Security & Suitability Requirements Clause.* For each contractor employee handling PII, the contractor shall fulfill the requirements of the Security & Suitability Requirements Clause, found elsewhere in this contract, to ensure that any such individual has the appropriate background checks.
- (h) The contractor shall permit the agency to conduct security reviews and inspections to ensure that the contractor maintains adequate safeguards and security measures for PII in accordance with the terms of this contract. At SSA's request, the contractor shall grant SSA, and its auditors, access to all systems, facilities, equipment, locations, and other environments that create, collect, use, process, store, maintain, disseminate, disclose, or dispose of PII for such reviews and inspections. The contractor is not required to provide SSA access to parts of those systems, facilities, equipment, locations, and other environments that are not impacted by such reviews and inspections

**Clause 2352.204-1 – Security and Suitability Requirements (MAR 2018)**

**(a) Acronyms and Definitions – As used in this clause –**

*NOTE: For the purposes of this contract, the Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) is the SSA representative/Program Lead. The terms "vendor" and "contractor" are used interchangeably throughout this contract. Additionally, the terms "business days" and "workdays" are used interchangeably throughout this contract.*

"Access to a facility, site, system, or information" means physical access to any Social Security Administration (SSA) facility or site, logical access to any SSA information system, or access to programmatic or sensitive information.

"CO" means Contracting Officer.

"Contractor" means any entity having a relationship with SSA because of this contract. This term includes, but is not limited to, corporations, limited liability partnerships, and sole proprietorships.

"Contractor personnel" means employees of the contractor, employees of the subcontractor, any consultant retained by the contractor or subcontractor, any volunteer or intern of the contractor or subcontractor, and if the contractor or subcontractor is a sole proprietorship, it refers to the sole proprietorship.

“CPOC” means company point of contact as specified by the contract.

“CSPS” means Center for Suitability and Personnel Security.

“e-QIP” means Electronic Questionnaire for Investigations Processing.

“PIV” means Personal Identity Verification.

“Subcontractor” means any entity having a relationship with SSA’s contractor because of this contract. This term includes, but is not limited to, corporations, limited liability partnerships, and sole proprietorships

**(b) Purpose**

This clause provides SSA’s policies and procedures concerning the conduct of background investigations (i.e. suitability determinations) of contractor personnel. A background investigation is required any time contractor personnel requires any type of access to a facility, site, system, or information, whether or not a PIV credential is required. Contractor personnel may be subject to periodic reinvestigation per SSA policy. The purpose of these investigations is to determine the suitability of contractor personnel needing access to a SSA facility, site, system, or information. If applicable, the clause also describes the process to obtain a PIV credential.

**(c) PIV Credentials**

- (1) A PIV credential is required for contractor personnel requiring access to an SSA information system or routine, unescorted access to a SSA facility or site for a period of six months or more. (See paragraph (k) for more information.)
- (2) A PIV credential is not required for:
  - (i) Contractor personnel requiring escorted access to an SSA facility or site for less than six months;  
or
  - (ii) Contractor personnel requiring infrequent escorted access to an SSA facility or site, even if the access may be longer than six months (e.g., contractor personnel who provide infrequent facilities or equipment maintenance or repair, or who conduct onsite shredding, etc.).

**(d) Authorities**

- (1) Homeland Security Presidential Directive 12  
(<http://www.dhs.gov/homeland-security-presidential-directive-12>).
- (2) Office of Management and Budget Memorandum M-05-24  
(<https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/memoranda/fy2005/m05-24.pdf>).
- (3) The Crime Control Act of 1990, Public Law 101-647, subtitle E, as amended by Public Law 102-190 (for childcare center security requirements)  
(<http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/pdf/USCODE-2010-title42-chap132-subchapV-sec13041.pdf>).

- (4) Executive Orders 13764 and 12968  
(<https://www.hsdl.org/?abstract&did=798174>) and  
(<https://www.gpo.gov/fdsys/pkg/FR-1995-08-07/pdf/95-19654.pdf>)
- (5) Title 5, Code of Federal Regulations (CFR), Parts 731, 736, and 1400 (for positions assigned a “National Security” designation)  
([http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title05/5cfr731\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title05/5cfr731_main_02.tpl),  
[http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title05/5cfr736\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title05/5cfr736_main_02.tpl), and  
[http://www.ecfr.gov/cgi-bin/text-idx?SID=ea8d9b7f129b58c4b512ea9d68a44761&mc=true&node=pt5.3.1400&rgn=div5%23se5.3.1400\\_1201](http://www.ecfr.gov/cgi-bin/text-idx?SID=ea8d9b7f129b58c4b512ea9d68a44761&mc=true&node=pt5.3.1400&rgn=div5%23se5.3.1400_1201))

**(e) Suitability Process**

The background investigation and adjudication processes are compliant with 5 CFR 731 or equivalent. Any new vendor personnel (i.e., those who have not previously received a suitability determination under this contract) requiring access to an SSA facility, site, information, or system, must complete and submit, through the COR-COTR, the documents listed in (a)(1) at least 30 workdays prior to the date vendor personnel are to begin work. The suitability process cannot begin until the vendor submits, and SSA receives, accurate and complete documents.

**(1) Suitability Document Submission**

- a. Immediately upon award, the Company Point of Contact (CPOC) must provide to the Center for Suitability and Personnel Security (CSPS) and a copy to the Contracting Officer’s Representative (COR) for all vendor personnel requesting a suitability determination using a secured/encrypted email\* with a password sent separately to [dchr.ope.suitability@ssa.gov](mailto:dchr.ope.suitability@ssa.gov):
  - (i) An e-QIP [applicant listing](#) including the names of all vendor personnel requesting suitability;
  - (ii) Completed [Optional Form \(OF\) 306, Declaration for Federal Employment. \(See Exhibit H\)](#);
  - (iii) Fair Credit Reporting Act (FCRA) Authorization Form (Exhibit I);
  - (iv) Additional Questions for Public Trust Positions Branching (Exhibit J); and,
  - (v) Work authorization for non-United States (U.S.) born applicants, if applicable.
- b. The e-QIP applicant listing must include the vendor name, the Social Security Administration (SSA) vendor number, the CPOC’s name, the CPOC’s contact information, the COR’s name, the COR’s contact information, and the full name, Social Security Number, date of birth, place of birth (must show city and state if born in the U.S. OR city and country if born outside of the U.S.), and a valid email address for all vendor personnel requesting suitability. All spelling of names, email addresses, places, and numbers must be accurate and legible.

**(2) e-QIP Application**

- a. Once SSA receives all completed documents, listed in (a)(1), the Center for Suitability and Personnel Security (CSPS) will initiate the e-QIP process using the e-QIP applicant listing. CSPS will email the e-QIP notification to the CPOC and COR inviting vendor personnel to the e-QIP website to electronically complete the background investigation form (Standard Form (SF) 85P, Questionnaire for Public Trust Positions). (See Exhibit K.)

- b. Vendor personnel will have up to 10 business days to complete the e-QIP application. The 10-day timeframe begins the day CSPS sends the invitation to the CPOC and COR. Vendor personnel must electronically sign the signature pages before releasing the application in e-QIP. Signature pages include the Certification, Release, and Medical Release pages for the SF 85P. Find information about the e-QIP process in the e-QIP Quick Reference Guide for e-QIP Applicants at <https://nbib.opm.gov/e-qip-background-investigations/>.
- c. If vendor personnel need assistance with e-QIP logon and navigation, they can call the e-QIP Hotline at 1-844-874-9940.

(3) Fingerprinting

- a. The e-QIP notification email also provides vendor personnel with instructions to obtain electronic fingerprinting services. Vendor personnel must report for fingerprint services immediately upon completion and release of the e-QIP application and within 10 business days from the day CSPS sends the invitation.
- b. If vendor personnel cannot report to the designated fingerprint locations (in the notification email), CSPS will accept completed Field Division (FD) 258 fingerprint cards. (See Exhibit L.) The COR can provide the FD 258, if required. Vendor personnel must complete all fields on the FD 258. Incomplete fields may delay suitability processing.
- c. If the vendor needs to mail completed FD 258 fingerprint cards, the vendor can send them, via certified mail, along with a completed Vendor Personnel Suitability Cover Sheet to: Social Security Administration Center for Suitability and Personnel Security, Attn: Suitability Program Officer, 6401 Security Boulevard, 2246 Annex Building, Baltimore, MD 21235.

(4) Status Check

If vendor personnel have completed each of the steps in (e) in their entirety and do not receive a suitability determination within 15 business days of their last submission, call 1-844-874-9940 to determine suitability status.

**(f) Suitability Determination**

- (1) CSPS uses a Federal Bureau of Investigation fingerprint check as part of the basis for making a suitability determination.

This determination is final unless information obtained during the remainder of the full background investigation, conducted by the Office of Personnel Management, is such that SSA would find the vendor personnel unsuitable to continue performing under this contract. CSPS will notify the CPOC and the COR of the results of these determinations.

- (2) SSA will not allow vendor personnel access to a facility, site, information, or system until CSPS issues a favorable suitability determination. A suitability determination letter issued by CSPS is valid only for performance on the vendor specified in the letter.
- (3) If personnel have been cleared at a previous contractor's facility and are to perform work under a new vendor, the CPOC must submit a fully completed, legible [Contractor Personnel Rollover Request Form](#) to the COR. (See Exhibit M.) CSPS will notify the CPOC, COR, and Contracting Officer (CO) of suitability to work under the new vendor.



**(g) Vendor Personnel Previously Cleared by SSA or Another Federal Agency**

If vendor personnel previously received a suitability determination from SSA or another Federal agency, the CPOC should include this information next to the vendor personnel's name on the initial applicant listing (see paragraph (a)(1)(b)) along with the OF 306. CSPS will review the information. If CSPS determines another suitability determination is not required, it will provide a letter to the CPOC and the COR indicating the vendor personnel were previously cleared under another Federal contract and do not need to go through the suitability determination process again.

**(h)** A contractor is not entitled to an equitable adjustment of the contract because of an unfavorable suitability determination(s). Additionally, if SSA determines that the number or percentage of unfavorable determinations make successful contract performance unlikely, SSA may terminate the contract for cause or default.

**(i) Unsuitable Determinations**

- (1) The vendor must notify the contractor personnel of any unsuitable determinations as soon as possible after receipt of such a determination.
- (2) The vendor must submit requests for clarification for unsuitable determinations in writing within 30 calendar days of the date of the unsuitable determination to the email mailbox or address listed below. Vendor personnel must file their own requests; vendor may not file requests on behalf of vendor personnel.

[dchr.ope.suitclarify@ssa.gov](mailto:dchr.ope.suitclarify@ssa.gov)

OR

Social Security Administration; Center for Suitability and Personnel Security, Attn: Suitability Program Officer, 6401 Security Boulevard, 2246 Annex Building, Baltimore, MD 21235

**(j) Vendor Notification to Government**

The vendor shall notify the COR and CSPS within one business day if any vendor personnel are arrested or charged with a crime, or if there is any other change in the status of vendor personnel (e.g., leaves the company, no longer works under the vendor, the alien status changes, etc.) that could affect their suitability determination.

The vendor must provide in the notification as much detail as possible, including, but not limited to: name(s) of vendor personnel whose status has changed, SSA vendor number, the type of charge(s), if applicable, date of arrest, the court date, jurisdiction, and, if available, the disposition of the charge(s).

**(k) Obtaining a Credential**

- (1) This section applies only if contractor personnel will have access to a SSA information system or routine or unescorted access to a SSA facility or site for a period of six months or more as described in paragraph (c)(1).

- (2) Once the contractor personnel receive notification of an acceptable suitability determination, but prior to beginning work under the contract, the contractor personnel must appear at the respective Regional Security Office or SSA Headquarters Parking and Credentialing Office to begin the credentialing process. The contractor must contact the COR-COTR to arrange for credentialing. Once the COR-COTR makes the appointment, the COR-COTR must contact the contractor to inform the contractor of the credentialing appointment(s). The COR-COTR will also arrange for the contractor personnel to be escorted (by either the COR-COTR or a COR-COTR's representative) to the appropriate credentialing office at the time of this appointment. The contractor personnel must present the suitability determination letter and two forms of identification at this meeting. At least one of the forms of identification must be a Government-issued photo identification (ID) (for acceptable forms of ID, see List of Acceptable Documents on OAG's [website](#)). For SSA Headquarters access, a completed Form SSA-4395, Application for Access to SSA Facilities, signed by the contractor personnel and the COR-COTR is also required. The COR-COTR will provide the SSA-4395 Form to the contractor personnel when applicable.
- (3) Credentialing appointments last approximately 15 minutes. Depending on a contractor's scheduling needs and availabilities, contractor personnel may be scheduled for credentialing all in one day (this process may take a few hours to complete, depending on the number of contractor personnel that need to be credentialed) or they may come in at separate times convenient to the contractor personnel's and the COR-COTR's schedules.
- (4) Contacts
  - a. SSA Headquarters' Parking and Credentialing Office representatives can be reached at [Parking.and.Credentialing@ssa.gov](mailto:Parking.and.Credentialing@ssa.gov) or 410-965-5910.
  - b. Research Triangle Park Parking and Credentialing Office representatives can be reached at [SSC.Parking.and.Credentialing@ssa.gov](mailto:SSC.Parking.and.Credentialing@ssa.gov) or 877-586-6650, extensions 25206 or 25207.
  - c. Regional Security Office contact information is in the Appendix at the end of this clause.

**(l) Contractor Return of PIV Credential**

The contractor must account for and ensure that all forms of Government-provided identification (PIV credential) issued to contractor personnel under this contract are returned to SSA's Headquarters' Parking and Credentialing Office or Regional Security Office, as appropriate, as soon as any of the following occur: when no longer needed for contract performance; upon completion of any contractor personnel employment; or upon contract completion or termination.

**(m) Government Control**

The Government has full control over and may grant, deny, or withhold access to a facility, site, system, or information and may remove contractor personnel, or require the contractor to remove contractor personnel from performing under the contract for reasons related to conduct even after contractor personnel are found suitable to work on the contract (see paragraph (n) below).

**(n) Removal From Duty**

The CO, in coordination with the COR-COTR and CSPS, may remove a contractor, or request the contractor immediately remove any contractor personnel from working under the contract based on conduct that occurs after a favorable suitability determination. This includes temporarily removing contractor personnel arrested for a violation of law pending the outcome of any judicial proceedings. The contractor must comply with these requests to remove any contractor personnel. The Government's determination may be made based on, but not limited to, these incidents involving the misconduct or delinquency:

- (1) Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3. This includes any local credentialing requirements.
- (2) Neglect of duty, including sleeping while on duty; unreasonable delays or failure to carry out assigned tasks; conducting personal affairs while on duty; and refusing to cooperate in upholding the integrity of SSA's security program.
- (3) Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents, records, or Government property or concealment of material facts by willful omissions from official documents or records.
- (4) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also, participating in disruptive activities that interfere with the normal and efficient operations of the Government.
- (5) Theft, vandalism, or any other criminal actions.
- (6) Selling, consuming, possessing, or being under the influence of intoxicants, drugs, or substances that produce similar effects.
- (7) Improper use of official authority or credentials.
- (8) Unauthorized use of communications equipment or Government property.
- (9) Misuse of weapon(s) or tools used in the performance of the contract.
- (10) Unauthorized access to areas not required for the performance of the contract.
- (11) Unauthorized access to SSA's employees' personal property.
- (12) Violation of security procedures or regulations.
- (13) Prior contractor personnel unsuitability determination by SSA or another Federal agency.
- (14) Unauthorized access to, or disclosure of, agency programmatic or sensitive information, or Internal Revenue Service Tax Return information.
- (15) Failure to ensure the confidentiality of or failure to protect from disclosure, agency information entrusted to them. Certain provisions of these statutes and regulations apply to Federal employees, and apply equally to contractor personnel: The Privacy Act of 1974, The Tax Reform Act of 1976 and the Taxpayer Browsing Protection Act of 1997, SSA regulation 1, The Computer Fraud and Abuse Act of 1986, and Section 1106 of the Social Security Act.

(16) Being under investigation by an appropriate authority for violating any of the above.

- (o) The contractor is required to include the substance of this clause in any subcontract requiring the subcontractor to access a SSA facility, site, system, or information. However, the contractor must obtain, review, and submit to SSA all of the completed and required forms (see paragraph (e) from the subcontractor. SSA will not accept completed forms from anyone other than the contractor.

**Regional Security Offices and Regional Credentialing Contacts for Contractor Personnel:**

*Region 1 – Boston*

Management and Operations Support, Wilson Osorio, (617) 565-2840

*Region 2 – New York*

Center for Materiel Resources, Physical Security and Safety Team, Emmanuel Fernandez, (212) 264-2603

*Region 3 – Philadelphia*

For Mid-Atlantic Social Security Center occupants: Center for Materiel Resources, Kevin Wiley, (215) 597-1627

For all others: Center for Automation, Security and Integrity, (215) 597-5100

*Region 4 – Atlanta*

Center for Security and Integrity

Willie Martin, (404) 562-1761

Charlene C. Jones, (404) 562-1432

Glen Gaston, (404) 562-1871

Dennis Loewer, (404) 562-1340

*Region 5 – Chicago*

Management and Operations Support, Building Services Unit

Sharon Young, (312) 575-4150

Evelyn Principe, (312) 575-6342

Sofia Luna, (312) 575-5762

Carlton Brown, (312) 575-5957

Colleen Carrington, (312) 575-5242

*Region 6 – Dallas*

Center for Materiel Resources, Employee Relations, Veronica Drake, (214) 767-2221

*Region 7 – Kansas City*

Center for Automation Security Integrity, General Office Line, (816) 936-5555

*Region 8 – Denver*

Center for Security and Integrity, Phil Mocon, (303) 844-4016

*Region 9 – San Francisco*

Center for Security and Integrity, Cassandra Howard, (510) 970-4124

*Region 10 – Seattle*

Center for Security and Integrity

Mary Bates, (206) 615-2105

Lisa Steepleton, (206) 615-2183

**Clause 2352.204-2 Federal Information Security Modernization Act (FISMA) and Agency Privacy Management (MAY 2021)**

(a) Definitions

Terms defined for this clause:

“Agency” means the Social Security Administration (SSA).

“COR-COTR” means Contracting Officer’s Representative-Contracting Officer’s Technical Representative.

“Electronic Personnel Enrollment and Credentialing System (EPECS)” means the system supporting the Homeland Security Presidential Directive-12 credentialing process at SSA.

“OAG” means the Office of Acquisition and Grants at SSA.

“PIV Credential” means personal identity verification credentials required for contractor personnel requiring unescorted access to an SSA facility or access to SSA information systems.

(b) Agency Responsibility Related to FISMA Training Requirements

(1) The Federal Information Security Management Act of 2002 (44 U.S.C. § 3541, et seq.), as amended by the Federal Information Security Modernization Act of 2014 (Pub. L. 113-283) (collectively, “FISMA”), and the Office of Management and Budget Circular No. A-130 (published July 28, 2016) require all agency contractor and subcontractor personnel working under agency contracts who will have access to any kind of SSA information, receive periodic training in information technology (IT) security awareness and accepted IT security practice. This includes training for contractor personnel who do not have access to electronic information systems. The training level and content is tailored to the contractors’ assigned roles and responsibilities and the risk and magnitude of harm related to the required activities.

(2) SSA requires contractor personnel to read and sign the Security Awareness Contractor Personnel Security Certification (CPSC) form, SSA-222. The SSA-222 is on OAG’s internet site (see paragraph (c)(3)(i) below) or contractors can ask the COR-COTR for a copy. This training does not preclude any additional role-based information security or privacy training specified elsewhere in this contract.

(c) Contractor Responsibilities Related to FISMA Training Requirements

(1) Contractor Personnel Requiring an SSA-issued PIV Credential and Access to SSA’s Network

(i) Following contract award, the agency mandates contractor personnel requiring a PIV credential and access to SSA’s network to take security awareness training by reading and electronically signing the CPSC form, SSA-222, during the PIV credentialing process. This requirement also applies to contractor personnel requiring a PIV credential and access to SSA’s network subsequently added to the contract. If contractor personnel receive a PIV credential, contractors are not required to send an email per paragraph (c)(3)(iii).

- (ii) For each successive year of the contract, contractor personnel shall take annual security awareness training via a video on demand on an SSA-managed website. Contractor personnel with a valid SSA email address will receive an email to take this training at the appropriate time. Additionally, contractor personnel must electronically attest to the CPSC form, SSA-222, within EPECS. The COR-COTR will email this invitation to contractor personnel initiating this action.
- (2) Contractor Personnel Requiring an SSA-issued PIV Credential but Not Access to SSA's Network:
- (i) Following contract award, the agency mandates contractor personnel requiring a PIV credential to take security awareness training by reading and electronically signing the CPSC form, SSA-222, during the PIV credentialing process. This requirement also applies to contractor personnel subsequently added to the contract and requiring a PIV credential. For contractor personnel receiving a PIV credential, contractors are not required to send an email per paragraph (c)(3)(iii) for the first year of the contract.
  - (ii) For each successive year of the contract, the contractor shall repeat the processes described in paragraphs (c)(3)(i) through (iii), below, on an annual basis. The contractor must submit the information in paragraph (c)(3)(iii), below, within 45 calendar days of the date the option was renewed, or the anniversary of the contract award date, whichever comes first.
- (3) Contractor Personnel Not Requiring an SSA-issued PIV Credential and No Access to SSA's Network:
- (i) Following contract award, the contractor shall ensure that all contractor personnel performing under this contract take the security awareness training by reading and signing the CPSC form, SSA-222. This requirement also applies to contractor personnel subsequently added to the contract. A copy of this form is on OAG's Internet website (<http://www.socialsecurity.gov/oag/acq/SSA-222.pdf>) (See Exhibit N.)
  - (ii) The contractor must receive signed copies of the form from each contractor personnel working under the contract within 30 calendar days following contract award, or within 30 calendar days after a contractor personnel begins working under the contract, whichever comes first.
  - (iii) The contractor shall send an email to the COR-COTR, within 45 calendar days following contract award. Similarly, the contractor shall send such email notification 45 calendar days of when new contractor personnel are added to perform work under the contract. The contractor will attach each signed form, completed per paragraph (c)(3)(ii), above, to the email along with a list of the names (first, middle initial, and last) of the contractor personnel who signed the form and the contract number they are working under.
  - (iv) For each successive year of the contract, the contractor shall repeat the processes described in paragraphs (c)(3)(i)-(iii), above, on an annual basis. The contractor must submit the information in paragraph (c)(3)(iii), above, within 45 calendar days of the date the option was renewed, or the anniversary of the contract award date, whichever comes first.
- (4) The contractor shall retain copies of signed CPSC forms, SSA-222, mentioned in paragraphs (c)(2) and (3) above for potential future SSA audits for a period of three years after final payment (per FAR, Section 4.703).

- (d) Applicability of this Clause to Subcontractor Personnel. The contractor is required to include a clause substantially the same as this in all subcontracts awarded under the prime contract. This clause shall require the subcontractors to follow the instructions in paragraph (c) of this clause. For subcontractor personnel following paragraphs (c)(2) and (3), the subcontractor shall submit the signed forms to the contractor and the contractor will be responsible for submitting this information to SSA per paragraph (c)(3)(iii). The subcontractor shall be responsible for maintaining its signed forms as detailed in paragraph (c)(4).

### **Email Procedures**

For the contractor's convenience, SSA has included the following instructions to send emails with sensitive documentation or messages containing personally identifiable information (e.g., SSNs, etc.) securely to an SSA email address. Contractor is to consult their local information technology staff for assistance. If the contractor utilizes an alternate secure method of transmission, it is recommended that the contractor contact the recipient to confirm receipt.

### **To Encrypt a File using WinZip**

- i. Save the file to contractor's hard drive.
- ii. Open Windows Explorer and locate the file.
- iii. Right click on the file.
- iv. Select "WinZip."
- v. Select "Add to Zip File."
- vi. An Add box pops up. Near the bottom of the box is an "Options" area.
- vii. Click the "Encrypt added files" checkbox.
- viii. Click the "Add" button.
- ix. Check the "Hide Password" checkbox if not already checked.
  - a. Enter a string of characters as a password composed of letters, numbers, and special characters (minimum 8 characters – maximum 64 characters).
  - b. Select the 256-Bit AES encryption radio button.
  - c. Click "OK."
- x. The file has been encrypted successfully, and the new Zip file can now be attached to an email.

### **Providing the Recipient with the Password**

Send the password to the intended recipient in a separate email message prior to sending the encrypted file or after sending the encrypted file. Do not send the password in the same email message to which the encrypted file is attached.

If possible, it is recommended to provide the password to the COR-COTR by telephone or establish a predetermined password between the contractor and the COR-COTR.

The COR-COTR should also submit the password in a separate email from the documentation when submitting to ^DCHR OPE Suitability. Due to the large volume of submissions, the COR-COTR must always provide the password to ^DCHR OPE Suitability in a separate email, even if it is a pre-established password for a contract.

### **Sending an encrypted Zip File via email**

1. Compose a new message.
2. Attach the Zip File.
3. Send message.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one (1) or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet(s)
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government.

Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

Additionally, the preaward survey will include a review of all subcontractors involved, along with their specific functions, and the contractor's/subcontractor's backup facility, quality control/recovery program, computer system, mail, material, personnel, production, and security control plans as required by this specification.

Contractor must have all necessary equipment installed and fully functional at time of award.

If the Government, during the Preaward survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the contractor will be declared non-responsive.

**PREAWARD PRODUCTION PLANS:** The contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

Five (5) additional workdays will be permitted to provide a Security Assessment Package (SAP) as required. The contractor, at SSA's discretion, may be granted three (3) additional workdays if additional information is required for the Security Authorization Package. The workday after notification to submit will be the first day of the schedule.

**These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.**

If the contractor intends to change processes described in the production plans during the term of the contract, they must provide updated plans to SSA and GPO for review and approval prior to implementing any changes.

*Option Years:* For each option year that may be exercised, the contractor will be required to review their plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval and must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.



NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

**Information Sheet** – If the contractor is currently producing on other GPO contracts, they must submit an information sheet specifying how the workload(s) on this contract will fit into the pre-existing Government production without hampering the production/delivery schedules for all the contracts. (NOTE: This is a requirement of this program due to the legislated nature of certain GPO contracts.)

At a minimum, the information sheet must include a list of the contracts currently held and the production/delivery schedules for each of those contracts. The sheet must also specify which of those contracts would run concurrently with the projected schedule for this contract.

**Backup Facility** – The failure to deliver these notices in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, national emergencies, pandemics, etc.) the contractor is unable to perform at said locations for a period longer than 24 hours, the contractor must have a backup facility with the capability of producing the notices.

Plans for their contingency production must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility.

Part of the plan must also include the transportation of Government materials from one facility to another and the transfer of notice files. SSA has the option to install a data connection into the backup facility.

NOTE: All terms and conditions of this contract will apply to the backup facility. Transfer of production to the backup facility must be approved by SSA. Due to the time-sensitive nature of the notices produced on this contract, the contractor must maintain the original schedule set forth in this contract.

**Quality Control Plan** – The contractor shall provide and maintain, within their own organization, an independent quality assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection, and acceptance provisions specified herein are met. The contractor shall perform, or have performed, the process controls, inspections, and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The contractor shall describe in detail their quality control/quality assurance and recovery plans describing how, when, and by whom the plans will be performed.

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control inspections performed on each run. Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The quality control plan must account for the number of pieces mailed daily and must also cover the security over the postage meters as well as the controls for the setting of the meters (if meters will be used).

**Quality Control Sample Plan** – The plan must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production run, provide for backup and re-running in the event of an unsatisfactory sample, and contain control systems that will detect defective, missing, or mutilated pieces.

The plan should include the sampling interval the contractor intends to utilize. The contractor will be required to create two (2) control samples every 4,000 notices.

The samples are to be drawn from the production stream at the same time:

- One (1) sample will be drawn, inspected, and retained as part of the contractor's quality assurance records.
- One (1) sample will be drawn for the Social Security Administration and packed with the remaining samples associated with each task order and shipped to: SSA, Attn: Jamey Cunningham, DMIM, 3-B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

NOTE: Mailers with low volumes (less than 4,000) will require at least one (1) set of samples to be produced.

The plan shall detail the actions to be taken by the contractor when defective, missing, or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

The plan shall monitor all aspects of the job including material handling and mail flow to assure that the production and delivery of these notices meet specifications and Government requirements. This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

The contractor must maintain quality control samples, inspection reports, and records for a period of no less than 210 calendar days subsequent to the date of the check tendered for final payment by the Government Publishing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

**Computer System Plan** – This plan must include a detailed listing of the contractor's operating software platform and file transfer system necessary to interface with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA. The plan must also include the media type on which files from SSA will be received to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor's production facility.

The system plan shall demonstrate the contractor's ability to provide complete hardware and software compatibility with SSA's existing network (see "FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS" and "PREPRODUCTION TESTS, *Transmissions Test*" for additional information). The contractor must complete a Computer System Plan (see Exhibit O).

Included with the Computer System Plan shall be a resume for each employee responsible for the monitoring and the programming of the contractor's computer system and file transmissions. If the contractor plans to use a consultant, a resume must still be included. This plan must show that the programmer(s) is skilled in the handling of record specifications and programming of the Advanced Function Presentation (Fully Composed) resources and files.

**Mail Plan** – This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve multi-level USPS automated presort postal discounts as outlined in the contract.

**Material Handling and Inventory Control** – This plan should explain in detail how the following materials will be handled: incoming raw materials; work-in-progress materials; quality control inspection materials; USPS inspection materials; and all outgoing materials cleared for USPS pickup/delivery.

**Personnel Plan** – In conjunction with the required applicant listing (see “SECURITY AND SUITABILITY REQUIREMENTS FOR GOVERNMENT PRINTING (NOV 2018)”), this plan should include a listing of all personnel who will be involved with this contract. For any new employees, the plan should include the source of these employees and a description of the training programs the employees will be given to familiarize them with the requirements of this program.

**Production Plan** – The contractor is to provide a detailed plan of the following:

- List of all production equipment and equipment capacities to be utilized on this contract;
- The production capacity currently being utilized on this equipment;
- Capacity that is available for these workloads; and,
- If new equipment is to be utilized, documentation of the purchase order, source, delivery schedule, and installation dates are required.

The contractor must disclose in their production plan their intentions for the use of any subcontractors. The plan must include the same information required from the contractor for all items contained under “SECURITY REQUIREMENTS” and “PREAWARD SURVEY.” If a subcontractor for any operation is added at any time after award, the contractor must submit the subcontractor’s proposed plans which are subject to review and approval by the Government.

The subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor has 30 calendar days prior to production to submit to the Government the new subcontractor’s information.

**Security Control Plan** – The contractor shall maintain in operation an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-Government business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- How Government files (data) will be secured to prevent disclosure to a third party.
- How the disposal of waste materials will be handled.
- How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).
- How contractors classified as Cloud Service Providers (CSP) will adhere to additional FedRAMP security control requirements. CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO), (see Exhibit M); additional information is also available at: <http://www.gsa.gov/portal/category/102371>.
- The contractor shall submit a System Security Plan which documents how the solution implements security controls in accordance with the designated FIPS 199 security categorization and the Minimum Security Requirements for Federal Information and Information Systems which requires the use of NISTSP 800-53, or the contractor shall provide a Security Assessment Package (SAP) completed by either an independent assessor or another Federal agency (see Exhibit C).

**Materials** – The contractor is required to explain how all accountable materials will be handled throughout all phases of production.

***Production Area Plan*** – The contractor must provide a secure area(s) dedicated to the processing and storage of data for all notices produced on this contract, either a separate facility dedicated to these products or a walled-in limited access area within the contractor’s existing facility. Access to the area(s) shall be limited to security-trained employees involved in the production of all notices.

Part of the Production Area Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.

Contractor must have, in place, a building security system that is monitored 24 hours a day, seven (7) days a week, and a badging/keypunch system that limits access to Government materials (data processing center/production facility and other areas where Government materials with PII are stored or are accessible) that is only accessible by approved personnel. Contractor must present this information, in detail, in the production area plan.

***Disposal of Waste Materials*** – The contractor is required to demonstrate how all waste materials used in the production of sensitive SSA records will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed one-quarter inch. All documents to be destroyed cannot leave the security of the building, must be destroyed at contractor’s printing site, and cannot be subcontracted. The contractor must specify the method planned to dispose of the material.

**UNIQUE IDENTIFICATION NUMBER:** Unique identification numbers will be used to track each individual notice, thereby providing 100% accountability. This enables the contractor to track each notice through completion of the project. The contractor will be required to create two (2) test samples every 4,000 notices. These samples must have unique numbers and must be produced on each notice. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, the unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced.

The contractor may create their own sequence number and run date to facilitate their presorting and inserting process but must maintain the original SSA identification number.

**RECOVERY SYSTEM:** A recovery system will be required to ensure that all defective, missing, or mutilated pieces detected are identified, reprinted, and replaced. The contractor’s recovery system must use the unique alpha/numeric identifiers assigned to each piece (including quality control samples) to aid in the recovery and replacement of any defective, missing, or mutilated pieces. Contractor must be capable of tracking and/or locating any individual piece of mail from the time it leaves the press, up to and including when it is off-loaded at the USPS facility. An explanation of the contractor’s sequential numbering system is required to understand the audit trail required for each notice.

**100% ACCOUNTABILITY OF PRODUCTION AND MAILING:** Contractor must have a closed loop process\* to determine that the data from the original print file is in the correct envelope with the correct number of pages. Notices requiring print regeneration must be reprinted from their original print image with the original job ID and piece ID remaining unchanged as each mail piece continues through the inserting life cycle. This process will repeat itself (since subsequent reprint runs may yield damages) until all mail pieces from the original print run have been inserted and accounted for.

**\*Closed Loop Processing** – A method for generating a plurality of mail pieces including error detection and reprinting capabilities. The method provides a mail handling process which tracks processing errors with the use of a first and second scan code which obtain information regarding each mail piece, diverts mail pieces in response to error detection, transmits such errors to a processor, and automatically generates a reconfigured print file to initiate reprints for the diverted mail pieces.

Contractor will be responsible for providing a unique identifying number that will be used to track each individual notice, thereby providing 100% accountability and validating the integrity of every notice produced in all phases of printing, inserting, and mailing, and to ensure all notices received from SSA were correctly entered into the U.S. Postal System.

NOTE: Contractor must have all hardware, programming, and finalized reports in place to meet this requirement and arrive at least 90 calendar days prior to the start of live production on or near **July 1, 2022**. Contractor must submit a sample of their proposed Audit and Summary reports with the required Preaward Production Plans for approval. The Government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not complying with any part of this requirement.

Notice integrity shall be defined as follows:

- Each notice shall include all pages (and only those pages) intended for the designated recipient as contained in the print files received from SSA.
- The contractor's printing process must have automated systems which can detect all sync errors, stop printing when detected, and identify, remove, and reprint all effected notices.

Mailing integrity shall be defined as follows:

- All notices received from SSA for each file date were printed, inserted, and entered correctly into the U.S. Postal System.

The contractor is responsible for providing the automated inserted notice tracking/reporting systems and processes required to validate that 100% of all notices received from SSA were printed, all pages for each notice are accounted for, inserted, and mailed correctly.

The contractor's inserting equipment must have automated systems that include notice coding and scanning technology capable of:

- (a) Uniquely identifying each notice and corresponding notice leaves within each individual file by mailer number and file date.
- (b) Unique identifier to be scanned during insertion to ensure all notices and corresponding notice leaves are present and accounted for.
- (c) *Entrance Scanning*: A camera system must electronically track and scan all leaves of each mail piece as the inserting equipment pulls them into the machine to ensure each mail piece was produced and inserted. If there is any variance on a mail piece or if a mail piece is not verified that all leaves are present, that piece and the piece prior to and immediately following must be diverted and sent back for reprint. All instances of variance must be logged.
- (d) *Touch and Toss*: All spoilage, diverted, mutilated, or mail pieces that are acted upon directly by a human hand prior to sealing must be immediately recorded, discarded, properly destroyed, and automatically regenerated in a new print file for reprint.

- (e) *Exit Scanning:* A camera system must be mounted just aft of the inserting equipment. This camera system must read a unique code through the window of each mail piece and be capable of identifying and reporting all missing notices that were lost or spoiled during production for each individual file by mailer number and file date. This system must ensure that no missing mail pieces have been inadvertently inserted into another mail piece. The equipment must check the mail pieces after insertion, verify that all leaves are accounted for, and divert any suspect product. During exit scanning, if a sequence number is missing, the notice prior to and immediately after must be diverted. The equipment must divert all products that exhibit missing or out of order sequence numbers and any other processing errors. All diverted pieces are to be automatically recorded and regenerated in a new print file for reprint.
- (f) *Reconciliation:* All notices and the amount of correct finished product must be electronically accounted for after insertion through the use of the audit system that is independent of the inserting equipment as well as independent of the operator. The sequence numbers for each file must be reconciled, taking into account any spoilage, duplicate, or diverted product. If the reconciliation yields divergent results, corrective action must be taken to locate the mail pieces that are causing any difference between the input and outputs of the inserting process. Therefore, all finished mail for that sequence run must be held in an accessible area until this reconciliation is complete.
- (g) Generate a new production file for all missing, diverted, or mutilated notices (reprint file).
- (h) Contractor must generate an automated audit report from the information gathered from scanning for each mailer number, file date, and each notice (manual inputs are not allowed). This audit report will contain detailed information for each notice as outlined below for each individual file by mailer number and file date. Contractor must maintain this information for 210 calendar days after mailing.
- (i) Audit report must contain the following information:
  - 1. Job name
  - 2. Mailer number, file date, and mail date(s)
  - 3. Machine ID
  - 4. Date of production with start and end date and time for each phase of the run (i.e., machine ID)
  - 5. Start and end sequence numbers in each run
  - 6. Status of all sequence numbers in a run
  - 7. Total volume in run
  - 8. Status report for all incidents for each sequence number and cause (e.g., inserted, diverted, and reason for divert such as missing sequence number, missing leaves, mutilated, duplicate, pulled for inspection).
  - 9. Bottom of audit report must contain total number of records for that run, quantity sent to reprint, number of duplicates, duplicates verified and pulled, and total completed.
  - 10. Audit report must contain the same information for all the reprints married with this report as listed above showing that all pieces for each mailer number and file date are accounted for with corresponding date stamp of completion of each.
- (j) Contractor must generate a final automated 100% accountability summary report for each individual file by mailer number and file date. This information must be generated directly from the audit report. Manual inputs are not allowed. The summary report must contain the following:
  - 1. Job information - Job name, file date, mailer number, piece quantity, sequence start and end number, if multiple batches for a single file include number of batches and batch number (i.e., 1 of 4, due date, etc.).
  - 2. Job start time and job end time
  - 3. Volume of sequence numbers associated with an individual file by mailer number and file date that were inserted and date completed.

4. Volume of reprints that were inserted for each file date and when completed.
5. Total volume inserted for each file date and final date and time that each batch was completed.

A PDF copy of the summary report(s) and matching USPS Certificate of Bulk Mailing, USPS 3607R, and/or GPO 712 form(s) must be submitted to Jamey Cunningham at [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov) within two (2) workdays of mailing.

Contractor must submit a sample of their Audit and Summary reports (see Exhibit Q) with the required Preaward Production Plans for Government review and approval. The audit team must approve the audit and summary reports prior to award. During the term of the contract, NO changes are to be made to the approved audit and summary reports without prior approval from the audit team. The contractor must submit in writing a request to make changes to the audit and summary reports, along with samples of the proposed audit and summary reports for review and approval.

Contractor must generate an automated audit report when necessary showing the tracking of all notices throughout all phases of production for each mail piece. This audit report will contain all information as outlined in item (i) above. Contractor is required to provide any requested Summary and/or Audit reports within one (1) hour of a request via email in an MS Word, MS Excel, or PDF file to Jamey Cunningham at [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov).

NOTE: The Government reserves the right to conduct an audit at any time during the term of the contract. The audit team will provide the contractor a minimum of a 24-hour notice prior to audit. If the contractor produces multiple SSA contracts, the audit team will provide a list of contracts and print orders they will require full audit reports, summary reports, and postal documentation for during the audit.

The contractor must provide the required audit reports within one (1) hour of request; the audit team will grant one (1) hour for each report to be pulled. The audit team may request a full tour and demonstration of the accountability process at the time of the audit. A wrap-up meeting will occur at the conclusion of the audit. The audit team will review their findings with the contractor at this time. The contractor will need to provide in writing responses to all findings, questions, and concerns within one (1) week of the wrap-up meeting. If corrections are required to the contractor's audit reports, the Government may grant the contractor 60 calendar days to complete the changes. The audit team must approve the audit and summary report changes prior to the contractor implementing the changes. Once the new report is approved, the contractor must update the sample of the audit and summary provided with the production plans. The Government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not in compliance with any part of this requirement.

All notice tracking/reporting data must be retained in electronic form for 210 calendar days after mailing and must be made available to SSA for auditing of contractor performance upon request.

NOTE: The Government will not routinely request that the contractor produce individual pieces in transit within the plant. However, the contractor must demonstrate that they will have an audit trail established that has the ability to comply with this type of request when and if the need arises.

**REQUEST FOR NOTICES PULLS FROM PRODUCTION:** Due to the sensitivity of notices in this contract, the Government may request that the contractor remove individual notices from the production stream. When this occurs, the Government will supply the contractor with a list of notices to be pulled. The contractor must be able to run a sort to find and eliminate the notice from the production run. If the list is provided after the notice has been produced, the contractor must be capable of identifying the notice and pulling it from the production floor.

**ON-SITE REPRESENTATIVES:** One (1) or two (2) full-time Government representatives may be placed on the contractor's premises on a limited basis or throughout the term of the contract.

The contractor will be required to provide one (1) private office of not less than 150 square feet, furnished with at least one (1) desk, two (2) swivel arm chairs, secure internet access for Government laptop computers, a work table, and two (2) 4-drawer letter-size file cabinets with combination padlock, Pendaflex file folders, or equal.

On-site representative(s) may be stationed at the contractor's facility to: provide project coordination in receipt of wire transmissions; verify addresses; monitor the printing, imaging, folding, inserting, mail processing, quality control, sample selections, and inspections; and monitor the packing and staging of the mail.

These coordinators will not have contractual authority and cannot make changes in the specifications or in contract terms, but will bring all defects detected to the attention of the company Quality Control Officer. The coordinators must have full and unrestricted access to all production areas where work on this program is being performed.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration (SSA), 6401 Security Boulevard, Baltimore, MD, 21235 immediately after award. At the Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**PREPRODUCTION MEETING:** A preproduction meeting covering the printing, imaging, folding, inserting, and mailing shall be held at the contractor's facility after award of the contract to review the contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the Government Publishing Office, Social Security Administration, and the U.S. Postal Service. The contractor shall present and explain their final plan for the printing, imaging, folding, inserting, and mailing. NOTE: At the Government's option, the preproduction meeting may be held via teleconference. The Government reserves the right to waive the preproduction meeting.

The contractor shall meet with SSA and USPS representatives to present and discuss their plan for mailing. The preproduction meeting will include a visit to the contractor's mailing facility where the contractor is to furnish specific mail flow information.

In addition, the contractor shall be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc. The contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover the work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.



**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **March 31, 2023**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled “ORDERING.” The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government’s requirements for the items set forth herein do not result in orders in the amounts or quantities described as “estimated,” it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the “ORDERING” clause of this contract.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS

### PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual;

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of mailing packages from seven (7) identified workloads consisting of a personalized English or Spanish notice (which may include a personalized scannable form as part of the notice) and any combination of, a Courtesy Reply Mail (CRM) envelope, a Business Reply Mail (BRM) envelope, and a mail-out envelope, which require such operations as the receipt and processing of files; composition; printing/imaging; binding; construction; inserting and packing; and, distribution.

**TITLE:** Mid-Year Mailer (MYM) OCR Forms Notices, National Change of Address (NCOA) Notices, Step Parent Notices, Fee Adjustment Notices, and 1099/1042 and T2 COLA Large Print Notices.

The seven (7) identified workloads are as follows:

1. Mid-Year Mailer OCR Form Notices
2. National Change of Address Notices
3. Step Parent Notices
4. Fee Adjustment Notices
5. 1099/1042 Initial Large Print Notices (hereinafter referred to as 1099/1042 Initial Notices)
6. 1099/1042 Supplemental Large Print Notices (hereinafter referred to as 1099/1042 Supplemental Notices)
7. T2 COLA Large Print Notices (hereinafter referred to as T2 COLA Notices)

*Future Workloads (during term of contract):* During the term of this contract, the Government expects to develop new notice workloads with the same requirements as the seven (7) notice workloads described by these specifications. All terms and conditions in this specification will apply to these future notice workloads. It is estimated that approximately one (1) to three (3) new notice workloads may be added during the term of this contract.

### **FREQUENCY OF ORDERS:**

A print order will be issued for each transmission of files. More than one mailer's transmission may be ordered on the same print order.

A separate print order will be issued after award for composition, proofs, and preproduction tests.

Below is the anticipated transmission schedule. Delays and changes to the schedule may occur. Contractor must be prepared to receive files 24/7/365.

*Mid-Year Mailer Notices:* 6 orders per year. The orders will transmit in June, August, September, and October of each contract year, with the majority of the quantity transmitting in June.

*NCOA Notices:* 4 orders per year. The orders will transmit in March, June, September, and December of each contract year. NOTE: During the course of the contract, the NCOA notice frequency may increase from 4 orders per year to 5 orders per year. Contractor will be notified of the month for the 5<sup>th</sup> order.

*Step Parent Notices:* 1 order per year. The order will transmit in December of each contract year.

*Fee Adjustment Notices:* 1 order per year. The order will transmit in November of each contract year.

*1099/1042 Initial Notices:* 1 order per year. The order will transmit in December of each contract year.

*1099/1042 Supplemental Notices:* 1 order per year. The order will transmit in January of each contract year.

*T2 COLA Notices:* 1 order per year. The order will transmit the Friday prior to Thanksgiving each contract year.

**QUANTITY:** Combined total for all seven (7) workloads will be approximately 1,199,605 notices per year.

The Government reserves the right to increase or decrease the quantity by up to 20% for the total number of notices ordered annually. This 20% includes the additional notices occasioned by the one (1) to three (3) new notice workloads that may be added during the term of this contract.

The figures indicated under “MAKE-UP OF NOTICE MAILERS” are estimates only based on historical data of past production runs. Exact quantities will not be known until each run is electronically transmitted to the contractor. **NO SHORTAGES WILL BE ALLOWED.**

**NUMBER OF PAGES:**

Notices: 1 to 9 printed pages (1 to 5 leaves) per notice.

All Envelopes: Face and back (after manufacturing).

NOTE: The notices for Mailers 1 through 4 will contain scannable form pages as part of the notice. The scannable form portion will range from 1 to 3 pages.

**TRIM SIZES:**

Notices: 8-1/2 x 11”.

Scannable Forms: 8-1/2 x 11”.

CRM Return Envelope: 5-3/4 x 8-3/4”, plus flap. (There are six (6) different versions.)

BRM Return Envelope: 5-3/4 x 8-3/4”, plus flap. (There is only one (1) version.)

Mail-Out Envelopes: 6-1/4 x 9-1/2”, plus flap with one window. (There are eight (8) different versions.)

Mail-Out Envelopes: 6-1/4 x 9-1/2”, plus flap with two windows. (There is only one (1) version)

**FOR QUALITY CONTROL AND AUDITING PURPOSES:** The contractor must not merge file dates and mailers during processing, printing, and mailing. All files transmitted by SSA will be physical sequential. Any alteration of the notice content in the file is not permitted.

**MAKE-UP OF NOTICE MAILERS:** Combined total for the Mid-Year Mailer (MYM) OCR Notices, NCOA Notices, Step Parent Notices and Fee Adjustment Notices, 1099/1042 Initial Notices, 1099/1042 Supplemental Notices, and T2 COLA Notices will be approximately 1,199,605 notices per year. All quantities and page numbers listed below are approximate. Actual quantities and page numbers are not known until files are delivered.

*Mid-Year Mailers:* Mid-Year Mailer OCR Notices workload has four (4) mailers consisting of 12 different mail packages, each consisting of a combination of components listed below:

- Personalized English or Spanish notice
- Personalized OCR scannable form
- CRM envelope
- BRM envelope
- Mail-out envelope (6-1/4 x 9-1/2” envelope with one window)

All Mailer 1 notices receive a BRM containing PO Box 13100.

All Mailer 2 notices receive a CRM containing PO Box 9790.

Each Mailer 3 and Mailer 4 notice receive a different CRM for each form type –

- if inserting form 9778, the CRM PO Box will be 9778
- if inserting form 9779, the CRM PO Box will be 9779
- if inserting form 9781, the CRM PO Box will be 9781
- if inserting form 9784, the CRM PO Box will be 9784
- if inserting form 9785, the CRM PO Box will be 9785

<u>Mailer/Notice</u>	<u>Transmits</u>	<u>Quantity</u>	<u>Leaves</u>	<u>Printed Pages</u>
Mailer 1 (M1) –				
M1 - SSA-131-SM-SUP	June	55,000	2	3
M1- SSA-131-SM-SUP	Oct	2,000	2	3
Total Yearly Quantities for M1		57,000		

Mailer 2 (M2) –				
M2 – SSA-L9790	June	72,000	3	4
M2 – SSA-L9790	Oct	5,000	3	4
Total Yearly Quantities for M1		77,000		

<u>Mailer 3 (M3) –</u>				
M3 – SSA-L9778-SM-SUP	June	47,000	4	7
SSA-L9779-SM-SUP	June	100,000	4	8
SSA-L9781-SM-SUP	June	80,000	3	5
SSA-L9784-SM-SUP	June	2,000	3	6
SSA-L9785-SM-SUP	June	8,000	4	8
M3 –SSA-L9781-SM-SUP				
	Aug	30,000	4	8
	Sep	30,000	4	8
	Oct	30,000	4	8
Total Yearly Quantities for M3:		327,000		

<u>Mailer/Notice</u>	<u>Transmits</u>	<u>Quantity</u>	<u>Leaves</u>	<u>Printed Pages</u>
Mailer 4 (M4) –				
M4 – SSA-L9778-SM-SUP-SP	June	2,000	4	7
SSA-L9779-SM-SUP-SP	June	8,000	4	8
SSA-L9781-SM-SUP-SP	June	2,000	3	5
SSA-L9784-SM-SUP-SP	June	100	3	6
SSA-L9785-SM-SUP-SP	June	300	4	8
M4 – SSA-L9781-SM-SUP-SP				
	Aug	500	4	8
	Sep	500	4	8
	Oct	500	4	8
Total Yearly Quantities for M4:		13,900		

*National Change of Address Notices:* NCOA Notices workload has one (1) mailer consisting of two (2) different mail packages, each consisting of a personalized English or Spanish notice and a mail-out envelope (6-1/4 x 9-1/2” envelope with one window).

<u>Mailer/Notice</u>	<u>Transmits</u>	<u>Quantity</u>	<u>Leaves</u>	<u>Printed Pages</u>
Mailer 5 (M5) –				
M5 – SSA-L294-SM	Mar	3,500	1	1
SSA-L294-SM-SP	Mar	100	1	1
SSA-L294-SM	Jun	3,500	1	1
SSA-L294-SM-SP	Jun	100	1	1
SSA-L294-SM	Sep	3,500	1	1
SSA-L294-SM-SP	Sep	100	1	1
SSA-L294-SM	Dec	3,500	1	1
SSA-L294-SM-SP	Dec	100	1	1

Total Yearly Quantities for M5: 14,400

*Step Parent Notices:* Step Parent Notices workload has three (3) different mail packages, each consisting of a personalized English or Spanish notice and a mail-out envelope (6-1/4 x 9-1/2” envelope with one window).

<u>Mailer/Notice</u>	<u>Transmits</u>	<u>Quantity</u>	<u>Leaves</u>	<u>Printed Pages</u>
Mailer 6 (M6) -				
M6 - SSA-L253-SM	Dec	500	1	1
Mailer 7 (M7) –				
M7 - SSA-L253-SM-SP	Dec	30	1	1
Mailer 8 (M8) –				
M8 - SSA-L253-SM-F	Dec	5	1	1

Total Yearly Quantities for M6, M7, and M8: 535

*Fee Adjustment Notices:* Fee Adjustment Notices workload has two (2) different mail packages, each consisting of a personalized English or Spanish notice and a mail-out envelope (6-1/4 x 9-1/2” envelope with one window).

\*This notice will not occur in years when there is no Cost of Living Adjustment (COLA) announced. The number shown is an estimate if COLA is provided.

<u>Mailer/Notice</u>	<u>Transmits</u>	<u>Quantity</u>	<u>Leaves</u>	<u>Printed Pages</u>
Mailer 9 (M9) –				
M9 - SSA-L251-SM*	Nov	2,000	1	1
Mailer 10 (M10) –				
M10 - SSA-L252-SM	Nov	220,000	1	1

Total Yearly Quantities for M9 and M10: 222,000

*1099/1042 Initial Notice:* 1099/1042 Initial notices workload has one (1) mailer consisting of eight (8) different mail packages, each consisting of a contractor-generated cover page containing outgoing and return address for dual window mail-out envelope, personalized English, English Foreign, Spanish, or Spanish Foreign notice and a mail-out envelope (6-1/4 x 9-1/2” envelope with two windows).

<u>Mailer/Notice</u>	<u>Transmits</u>	<u>Quantity</u>	<u>Leaves</u>	<u>Printed Pages</u>
Mailer 11 (M11) -				
M11 – 1042 Initial English	Dec	10	4	7
1042 Initial English Foreign	Dec	60	4	7
1042 Initial Spanish	Dec	30	5	8
1042 Initial Spanish Foreign	Dec	50	5	8
1099 Initial English	Dec	250,000	5	9
1099 Initial English Foreign	Dec	350	5	9
1099 Initial Spanish	Dec	17,000	5	9
1099 Initial Spanish Foreign	Dec	200	5	9
Total Yearly Quantities for M11		267,700		

*1099/1042 Supplemental Notice:* 1099/1042 Supplemental notices workload has one (1) mailer consisting of four (4) different mail packages, each consisting of a contractor-generated cover page containing outgoing and return address for dual window envelope, personalized English, English Foreign, Spanish, or Spanish Foreign notice and a mail-out envelope (6-1/4 x 9-1/2” envelope with two windows).

<u>Mailer/Notice</u>	<u>Transmits</u>	<u>Quantity</u>	<u>Leaves</u>	<u>Printed Pages</u>
Mailer 12 (M12) -				
M12 – 1042 Supplemental English	Jan	10	4	7
1042 Supplemental English Foreign	Jan	60	4	7
1099 Supplemental English	Jan	5,500	5	9
1099 Supplemental English Foreign	Jan	50	5	9
Total Yearly Quantities for Mailer 12		5,620		

*T2 COLA Notice:* T2 COLA Large Print notices workload has one (1) mailer consisting of 6 different mail packages, each consisting of a contractor-generated cover page containing outgoing and return address for dual window envelope, personalized English, English Foreign, Spanish, or Spanish Foreign notice and a mail-out envelope (6-1/4 x 9-1/2” envelope with two windows).

<u>Mailer/Notice</u>	<u>Transmits</u>	<u>Quantity</u>	<u>Leaves</u>	<u>Printed Pages</u>
Mailer 13 (M13) -				
M13 – RE- Retirement English	Nov	105,000	4	6
RS – Retirement Spanish	Nov	12,000	4	7
DE – Disability English	Nov	90,000	4	6
DS – Disability Spanish	Nov	7,000	5	8
FE – Foreign English	Nov	300	3	5
FS – Foreign Spanish	Nov	150	4	6
Total Yearly Quantities for Mailer 13		214,450		



*Certified and Registered Mail Mailers:* Mailers 1 through 10, when required, will have a duplicate, separate file transmitted at the same time as each of the above-named mailers. The contractor must process these files separately as certified mail files or in the case of foreign mail as registered mail files, in accordance with the Special Mailing Requirements section of this contract. Certified and registered mail is anticipated to be less than 2% of total annual contract quantity.

**GOVERNMENT TO FURNISH:**

Manuscript copy for all 37 notices (including notices with scannable forms) and 16 envelopes.

Camera copy for the recycled paper logo and legend (English and Spanish).

PS Form 3615, Mailing Permit Application and Customer Profile.

Vendor Record Specifications

SSA will provide an Official Government Postage Meter head only. (NOTE: SSA will not provide the meter mail machine. All meter equipment and supplies must be borne by the contractor.)

CASS Certification and NCOA Certificate.

A data connection between the contractor's specified location and the nearest available location or SSA's National Computer Center in Baltimore, MD.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the furnished electronic files or furnished copy, must not print on the finished product.

**EXHIBITS:**

- Exhibit A: Form SSA-301, Contractor Personnel Security Certification
- Exhibit B: SSA External Service Provider Additional Security Requirements
- Exhibit C: Security Assessment Report (SAR) Template
- Exhibit D: Risk Assessment Report (RAR) Template
- Exhibit E: Externally Hosted Information System Plan ((ESP) Template FY17
- Exhibit F: General Records Schedule 4.2, Information Access and Protection Records
- Exhibit G: Clause 2352.224-2B: Worksheet for Reporting Loss or Suspected Loss of Personally Identifiable Information (May 2019)
- Exhibit H: Declaration for Federal Employment (Optional Form 306)
- Exhibit I: Fair Credit Reporting Act (FCRA) Authorization Form
- Exhibit J: Additional Questions for Public Trust Positions Branching
- Exhibit K: Questionnaire for Public Trust Positions (SF85P)
- Exhibit L: Fingerprint Card (FD-258)
- Exhibit M: Contractor Personnel Rollover Request Form
- Exhibit N: Form SSA-222
- Exhibit O: Computer System Plan
- Exhibit P: 3PAO-Obligations-and-Performance-Guide v1.0
- Exhibit Q: Audit and Summary Reports
- Exhibit R: Record Specifications
- Exhibit S: MVRP Request letter
- Exhibit T: Detailed Meter Report
- Exhibit U: Postage Meter Activity log

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

**Secure File Transfer Protocols (SFTP) Site:** Contractor is required to set up, establish, and maintain an SFTP site that multiple users at SSA can access for passing PDF notice validation samples containing PII to SSA and back. Appropriate log-on instructions and protocol must be provided at time of award.

DATA SET NAME\*

The file name may be in the following formats (“vendor” would be an SSA-assigned vendor identifier):

OLBG.BTO.filename.vendor.RYYMMDD

\*The actual data set names will be provided to the contractor at the postaward meeting, or shortly thereafter.

**TRANSMISSIONS:** Upon award of this contract, the Government will determine the connectivity method between SSA and the contractor. Internet Protocol (IP) will be the connection protocol for the transmissions. At the Government’s option, the Government will either place an order for a dedicated circuit data connection to be installed (within 60 calendar days) between the contractor’s location(s) and SSA’s network interface location or the connectivity method will be through the Internet using an encrypted VPN tunnel. The connection method is at the sole discretion of the Government. The Government shall not be responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc., which are conditions beyond the control of the Government.

If the Government selects a VPN Internet connection method, the contractor must have an Internet ready VPN IP security (IPsec) capable device. The Government will not be responsible for any cost associated with the VPN Internet connection that the contractor may incur.

If the Government selects a dedicated circuit transmission, SSA will determine the appropriate bandwidth for the connection. The cost of this connection will be borne by the Government. The contractor shall immediately provide a complete delivery address with nearest cross-street, contact name, and phone number for installation of data transmission services and equipment. The contact person at the contractor’s site will be available for delivery of services at the specified location. The Government shall not be responsible for incorrect or lack of address information, nor for non-availability of contact person at the delivery site. SSA will provide the necessary dedicated data connection, including a router, modem, and firewall at the contractor’s specified location(s).

The contractor shall provide adequate rack space for securing the router and firewall and a dedicated analog dial-up line within eight (8) feet of the router. This dedicated analog dial-up line will be used for router management and access for troubleshooting. The line must be in place and active prior to the installation of the circuit/router and equipment.

The contractor must provide capability to utilize the capacity of the connection(s) to fulfill the intended purposes of this contract. The contractor shall provide a suitable environment for installation of the equipment. Power specifications for the router(s) are: AC Power Dissipation (280W maximum) and AC input voltage (100 to 240VAC). The cabinet specifications are: 36U enclosure; frame (72” H x 24” W x 36” D); 23-19 inch appropriate Revsa rails (10-32 tapped); louvered side panels; plexiglas locking front door; solid locking rear door; heavy duty lockable dual width casters; top fan assembly (4 fans); 10- or 12-outlet 20-amp power strip; 19” width slide-out shelf; cable management (wire loops); appropriate cabinet grounding for installation; or equivalent to previous specifications.

Any reprogramming and/or reformatting of data supplied by transmission or VPN Internet transmission necessitated due to the contractor's method of production shall be the responsibility of the contractor (at no cost to the Government). *It is solely the contractor's responsibility to ensure proper printing and inserting in their environment.*

**FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS:** The contractor shall provide the capability to interface with SSA's National File Transfer Management System (FTMS) for electronic transmission of notice files from SSA to the production facility. SSA will provide the necessary data connection into the contractor's location. At the discretion of SSA, the line speed may be either increased or decreased depending on utilization. The contractor must provide, at their expense, the equipment and operating software platform and the file transfer software required at their location. The contractor assumes all responsibility for configuration, maintenance, and troubleshooting of their equipment and software.

SSA utilizes, and the contractor must provide compatibility with, Managed File Transfer software from TIBCO. The contractor may implement the Managed File Transfer Platform Server that has embedded software encryption capable of being enabled. The personal computers/servers must have the capability to run Managed File Transfer software with encryption enabled using IP protocols on Windows, UNIX (i.e., IBM's AIX, SUN or HP), or z/OS platforms.

SSA will not permit any private class A, B, or C IP addresses (i.e., 10.xxx.xxx.xxx type IP addresses) from external users on its network. At connection time to SSA, the contractor will be provided a suitable IP address for access to SSA's network via a firewall. SSA will provide the necessary subnet(s) for connection at the remote site. The contractor will be responsible for their own name/address translation to fulfill the intended purpose of data transfers. SSA will provide Managed File Transfer node information to the contractor as required to accomplish file transfer.

The contractor may determine the media type on which files from SSA will be received to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor's production facility. Simultaneous multiple transmission sessions must be possible on the contractor's equipment. All files transmitted by the SSA will be written as Physical Sequential or "flat" files at the contractor's location and will be distinguished with a "run date" in the contractor's file name. Virtual Storage Access Method files and Generation Data Groups, supported by IBM/MVS or IBM z/OS operating systems, are not permitted under this contract. The contractor's storage format must not preclude the availability of the Managed File Transfer software Checkpoint/Restart feature.

*NOTE: The contractor may not use VM/VSE/ESA on a mainframe system as this hampers automated file transmission.*

The contractor's FTMS software shall be operational for the receipt of data files 24 hours per day, seven (7) days per week, unless otherwise specified by the Government. The communications protocol between SSA and the contractor shall be the Internet Protocol (IP). The contractor must specify the type of Local Area Network (LAN) connection that will be used at the location where the SSA connection is to be installed. The contractor is responsible for providing complete hardware and software compatibility with SSA's existing network. Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security. The contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The contractor must have sufficient capacity to support the number of concurrent transmission file sessions as dictated by SSA.

The above will apply regardless of the number of SSA contracts/workloads transmitted to the contractor daily. If the contractor is awarded multiple SSA contracts, there must be sufficient capacity at the contractor's production facility to accept transmission of all files according to their schedules.

It is the contractor's responsibility to notify SSA when systems or data line problems arise and transmission(s) cannot take place. SSA's first point of contact for systems or data line problems shall be the HELP DESK at 877-697-4978.

All data provided by the Government or duplicates made by the contractor or their representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract.

Any duplicate data and any resultant printouts must be destroyed by the contractor. Data provided to the contractor must be retained for 21 workdays after mailing.

**PREPRODUCTION TESTS:** Prior to the commencement of production of orders placed under this contract, the contractor will be required to demonstrate their ability to perform the contract requirements by performing the following tests –

- Transmission Test
- Preproduction Validation Test

The Government will furnish electronic test files at the postaward conference, or shortly thereafter, to be used in performing the Transmission Test and the Preproduction Validation Tests.

The contractor will be required to have all material necessary to perform these tests. All composition and proofing must be completed prior to these tests, as applicable for each test (see "COMPOSITION" and "PROOFS" specified herein).

Failure by the contractor to perform any of the tests listed above to the satisfaction of the Government may be cause for default.

The Government reserves the right to waive the requirements of any or all of these tests. The contractor will be notified at the postaward conference if any test(s) will be waived.

NOTE: All PDF's containing PII must be sent via SFTP.

**Transmission Test:** After the appropriate data connection has been installed, the contractor will be required to receive within one (1) workday approximately 475,000 notices (Mailers 1 through 13).

The contractor will be required to perform a Record Count Verification and a Coding Accuracy Support System (CASS) certification within one (1) workday after the complete transmission of the test files.

The contractor will be required to copy the files to their own system and email [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov) with the exact counts received (broken down by dataset name) before proceeding with any other processing.

SSA will respond within one (1) workday of receipt for verification.

The contractor will be required to run the test file through their CASS certification system to ensure there are no problems with the reading of the address file. The contractor will be required to report to SSA with the test results.

**Preproduction Validation Test:** Prior to commencement of production of orders placed under this contract, the Government will furnish electronic test files (will use the files utilized for the transmission test) shortly after the postaward conference to be used in performing the Preproduction Validation Test.

The Government will issue a print order for the preproduction validation tests (see “FREQUENCY OF ORDERS” for more information).

Within five (5) workdays after receipt of “O.K. to Print” on proofs for Mailers 1 through 13, the contractor must perform a validation test and furnish 1,225 printed samples as follows for validation. Forms must be complete and include all variable data from the Government furnished test files.

- *Mailers 1 through 13* – Contractor to submit 25 printed test samples (925 total printed samples) of each different notice (to include scannable form, if applicable) (inserts and mail-out envelopes not required). Contractor to submit the samples to: SSA, Attn: Jamey Cunningham, DMIM, 3-B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.
- *Mailers 1 through 4* – Contractor to submit 25 duplicate test samples (300 total printed samples) of each different notice (to include scannable form, if applicable; inserts and mail-out envelopes not required). Contractor to submit samples to: Social Security Administration Wilkes-Barre Direct Operations Center (WBDOC), Attn: Patrice Gallagher/Analyst Office 1150 East Mountain Drive Wilkes-Barre PA 18711.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor.

If the Government disapproves the samples, the Government at its option may require the contractor to submit additional samples for inspection and testing, in the time under the terms and under the terms and conditions specified in the notice of rejection. Additional samples must be furnished and necessary changes made at no additional cost to the Government.

In the event the Government disapproves the additional samples, the contractor may be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default. A notice of disapproval shall state the reasons thereof.

Contractor to submit revised samples, if necessary, due to author’s alterations (AA’s) by the Government, within three (3) workdays after receipt of notification and furnished materials. The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of receipt thereof.

Using the Government furnished test files, the contractor is required to furnish one (1) complete set of PDF files of the notices (to include scannable form, if applicable) validation test samples. The PDF samples are to be uploaded to the SFTP site. The contractor must email [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov) once the upload is complete.

Upon completion of all validation test requirements, the contractor will be reimbursed for all applicable costs in accordance with “SECTION 4. - SCHEDULE OF PRICES.” If the contractor fails to meet all validation test requirements, they will not be reimbursed for any associated costs.

The contractor must perform the preproduction validation tests in their facilities and on their equipment using their personnel.

**COMPOSITION:** The contractor will be required to set type for all components (notices, OCR scannable forms, and envelopes) of each of the mailers.

Contractor will be required to set type for 16 envelopes in Helvetica or similar typeface.

Contractor to set type for 37 notices and scannable OCR form (approximately 218 pages), flushed left, and ragged right. The laser imaging must not be conspicuously different in quality from images produced by photocomposition and must have a minimum resolution of 300 x 300 dpi.

- *Mailers 1 through 12* – Contractor to set type in Century Schoolbook, Times Roman, or similar Serif typeface (at contractor's option). Contractor to use the largest typesize possible for the space available.
- *Mailers 11 through 13* – Contractor to set type in Times New Roman or Century Schoolbook (at contractor's option), 18 pt.

No alternate typefaces will be allowed; however, manufacturers' generic equivalents will be accepted for the above typefaces.

For the OCR scannable forms, exact spacing and locations of scan boxes and variable data must be maintained for readability of preprogrammed scanning equipment. The spacing and page layout of the form must be consistent between each English and Spanish form version although the contractor may vary font size between the English and Spanish form to fit available space.

Image position of all variable and/or static type matter, and data on the OCR scannable forms must meet GPO Quality Assurance Level III requirements. Form work will be defined as matter set in all sizes, and will include vertical, horizontal, and diagonal rules, box-heads, numbered lines, checkboxes, arrows, type matter, manuscripts, etc., positioned in the proper location to provide spaces for information to be filled in individually.

Mailers 11 through 13 contain overlays. The contractor must update the overlays.

The contractor must also create a standard print notice cover page which contains the mailing and return address to show through the envelope windows.

Font for Intelligent Mail Barcode is required.

**PROOFS:** Proofs will be required with the initial order for each mailer type and any time that a copy change is required during the term of the contract.

Three (3) sets of digital content proofs of all components (scannable OCR form without variable data, scannable OCR form with variable data, personalized notices without variable data, personalized notices with variable data, and envelopes) will be required. Proofs must be created using the Raster Image Processor (RIP) that will be used to produce all products. Proofs must be collated with all elements in their proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. Proofs must also indicate margins.

One (1) press quality Adobe Acrobat (most current version) PDF soft proof (for content only – showing all elements) of all components (scannable OCR form without variable data, scannable OCR form with variable data, personalized notices without variable data, personalized notices with variable data, and envelopes) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

For the envelopes, the PDF proofs must show all margins and dimensions, indicate trim marks, show flap, and window size and placement, as applicable.

SSA reserves the right to make changes to all proofs. The Government may require one (1) or more sets of revised proofs before rendering an "O.K. to Print."

The contractor will be responsible for performing all necessary proofreading to ensure that the proofs are in conformity with the copy submitted.

If any contractor's errors are serious enough in the opinion of the GPO to require revised envelope proofs, the revised envelope proofs are to be provided at no additional expense to the Government. No extra time can be allowed for this reproofing operation; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to Print."

**PRIOR TO PRODUCTION SAMPLES (All Orders):** Prior to the commencement of the contract production quantity, the contractor shall submit not less than 25 printed/bound samples and 25 PDF samples of the notice or notice with scannable form, as ordered (envelopes are not required). The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers.

All samples shall be printed and bound, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials.

All samples must be printed on the paper required, as specified herein.

***Samples must contain the variable data. Contractor to provide samples for the first 25 files in the furnished production data for both the printed/bound samples and the PDF samples.***

- *Mailers 1 through 13* – Contractor to furnish 25 PDF samples to: Jamey Cunningham at [jamey.cunningham@ssa.gov](mailto:jamey.cunningham@ssa.gov).
- *Mailers 1 through 4* – Contractor to furnish 25 printed/bound hard copy samples to: Social Security Administration, Wilkes-Barre Direct Operations Center (WBDOC), Attn: Patrice Gallagher/Analyst Office, 1150 East Mountain Drive, Wilkes-Barre PA 18711.

Contractor must email the PDF samples within 24 hours of receipt of production files and furnish the hard copy samples within three (3) workdays of receipt of production files.

The Government will approve, conditionally approve, or disapprove the samples within two (2) or five (5) workdays (as applicable to the mailer) of the receipt thereof (see "SCHEDULE, Production Schedules"). Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the samples is NOT allowed. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

**PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All paper used in each copy must be of a uniform shade.

**Notices with Scannable Forms (Mailers 1 through 4):** White Optical Character Recognition (OCR) Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-25.

**Notices (Mailers 5 through 13):** White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**CRM and BRM Envelopes (5-3/4 x 8-3/4):** White Writing Envelope, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20; or, at contractor's option, White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**Mail-out Envelope (4-1/8 x 9-1/2):** White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20; or at contractor's option, White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**Mail-Out Envelopes (6-1/4 x 9-1/2):** White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20; or, at contractor's option, White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**PRINTING/IMAGING:** Contractor will be required to convert furnished data for either laser or ion deposition printing. All printing/imaging shall have a minimum resolution of 600 x 600 dpi. The notices and scannable forms contain both static text matter and variable data. NOTE: Inkjet printing is NOT allowed.

The Government reserves the right to make changes to the envelopes or the format(s)/text of the notices/scannable form at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the contractor to allow for the change and submit proofs to the Government. Therefore, the contractor is not to preprint or maintain more than a 90-calendar day surplus/inventory of any of the components required on this contract. The Government shall not be required to purchase from the contractor the surplus/inventory of any component remaining on hand in excess of what was authorized when an envelope or format/text change to notices/scannable forms is implemented.



**Notices:** Print face only or face and back, head-to-head, in black ink only. NOTE: Contractor shall be responsible for dating all notices. The date to be used is the date notices mail.

**Scannable Forms:** Print in black ink only.

**All Envelopes:** Print face and back (after manufacture) in black ink. Printing shall be in accordance with the requirements for the style of envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

All envelopes require a security tint printed on the inside (back - before manufacture) in black ink (lining is acceptable). The contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein. NOTE: Inside of CRM and BRM envelopes must contain a clear area (no pantograph design), approximately 3-1/2 x 5/8" in size, behind the barcode to ensure the readability of the bar code by the U.S. Postal Service equipment.

**BRM Envelopes:** Face of envelopes to be in BUSINESS REPLY FORMAT. Print Facing Identification Marks (FIM) and Intelligent Mail Barcodes (IMB) using the camera copy provided for each envelope. Contractor is responsible for placing the FIM and IMB on the mailing piece according to the current U.S. Postal Service Domestic Mail Manual.

**CRM Envelopes:** Face of envelopes to be in COURTESY REPLY FORMAT. Print Facing Identification Marks (FIM) and Intelligent Mail Barcodes (IMB) using the camera copy provided for each envelope. Contractor is responsible for placing the FIM and IMB on the mailing piece according to the current U.S. Postal Service Domestic Mail Manual.

**RECYCLED PAPER LOGO AND LEGEND:** See Government Paper Specification Standards No. 13 for recycled content requirements. If recycled paper is used, the recycled paper logo and legend must be printed in black ink as follows:

**Notices/Scannable Forms:** The recycled paper logo and legend prints on the face of the first page of the notice/scannable form in the bottom left-hand corner.

**Envelopes:** The English recycled paper logo and legend prints on the back (side with seams) of all envelopes in the bottom left-hand corner. If the envelope is bilingual, then the Spanish recycled paper logo and legend must print on the back in the bottom right-hand corner.

**CRITERIA FOR DATA IMAGING:** Currently, all variable data fill-in requirements for the Mid-Year Mailer, NCOA, Step Parent, Fee Adjustment, 1099/1042 Initial, 1099/1042 Supplemental, and T2 COLA notice workloads are to be extracted from the files utilizing the Record Specifications for each workload. (See Exhibit R, Record Specifications.) At any point during the term of the contract, the Government reserves the right to move the data from record specific to AFP Fully Composed.

The 1099/1042 Initial, 1099/1042 Supplemental, and T2 COLA notice workloads will contain overlays. It is the contractor's responsibility to update the overlays annually.

NOTE: Record Specifications are subject to change for each run during the term of the contract.

**PDF417 (Portable Data File) 2-D Barcodes:** A 2D barcode will be required on all pages of all scannable forms, at least 1/4" margins (quiet zone) are required top, bottom, left, and right of each 2D barcode. Minimum resolution of 300 dpi, with 4.41 code words per inch. Height is 1/2", plus or minus 1/16"; length/width is 1-1/4", plus or minus 1/16". Data columns are to be preceded and followed by the standard PDF417 stop/start patterns, left row indicator, and right row indicator. The 2D barcodes to be imaged on the scannable forms should contain the following data elements:

<u>Field Name</u>	<u>Field Size</u>
Form Number	17
Page Number	2 (contractor to insert)
Print Date	7 (MMCCYY)
SSN	10
BIC	3
First Name	16
Middle Name	2
Last Name	21
DOE	5
FRA	5
Earnings	7
Selection Date	7
PSC	2
DOB	7
Starting Month	10 (e.g., SEPTEMBER)
Language Indicator	1 (E for English and S for Spanish)
End Character	1
Applicant Suffix	4

The PDF417 2-D barcodes must be in accordance with the requirements of ANSIMH 10.8.3M, unless otherwise specified. All data elements contained in the barcode must begin in the specified positions. Data elements can be filled with blanks if necessary to begin the next element in the proper position.

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

*Viewing Light:* Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**MARGINS:** Margins for the scannable forms must be a minimum of 1/4" on all sides. Unless otherwise indicated, contractor is to follow margins in the furnished copy or furnished electronic file. NOTE: Notices must appear exactly as approved during validation. Absolutely no deviation will be accepted.

**BINDING (Notices and Notices with Scannable Forms):** Trim each leaf four sides.

**CONSTRUCTION (Envelopes):**

***CRM and BRM Return Envelopes:*** Envelope must be open side, with gummed, fold-over flap for sealing and contain side seams or high-cut diagonal seams, at contractor's option. Flap depth must be 1-1/2". Flap must be coated with suitable remoistenable glue that will securely seal the return envelope for mailing. Adhesive must not adhere to the contents of the envelope.

***Mail-out Envelopes With One Window:*** Envelopes must be open side, with gummed, fold-over flap for sealing and contain side seams or high-cut diagonal seams, at contractor's option. Flap is at the contractor's option but must meet all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, permit easy opening by the recipient, and not permit resealing of the envelope.

Face of envelope to contain one (1) die-cut address window (1-1/2 x 4-1/4" in size) with slightly rounded corners. Die-cut window is to be located 2" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope). The contractor has the option to adjust the size and position of the window opening (subject to Government approval), providing the visibility of the computer-generated mailing address, keyline above the address field, and the IMB barcode on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

***Mail-out Envelopes with Two Windows*** – Envelopes must be open side, with gummed, fold-over flap for sealing and contain side seams or high-cut diagonal seams, at contractor's option. Flap is at the contractor's option but must meet all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, permit easy opening by the recipient, and not permit resealing of the envelope.

Face of envelope to contain two (2) die-cut windows as follows:

- ***Return Address Window*** – One die-cut window (1-1/4 x 3-1/4" in size) with rounded corners. Die-cut window is to be located 4-3/8" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope).

The contractor has the option to adjust the size and position of the return address window opening (subject to Government approval), providing the visibility of the return address on the notice or contractor-generated cover letter is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

- ***Mailing Address Window*** – One die-cut window (1-5/8 x 4-1/4" in size) with rounded corners. Die-cut window is to be located 1-3/8" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope).

The contractor has the option to adjust the size and position of the mailing address window opening (subject to Government approval), providing the visibility of the computer-generated mailing address, keyline above the address field, and the IMB barcode on the notice or contractor-generated cover letter is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

All windows are to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standards/requirements.

NOTE: The Government reserves the right to make changes to the size and position of mail-out envelope window openings during the term of the contract to comply with the USPS new Intelligent Mail Barcode. Notification of a proposed change will be given sufficient time for the contractor to allow for the change and submit proofs to the Government. Therefore, the contractor should not preprint or maintain more than a 90-day surplus/inventory of any of the mail-out envelopes required on this contract. The contractor is to bill for surplus/inventory within 90 workdays of completion of workload otherwise the Government shall not be required to purchase from the contractor the surplus/inventory of any component. The Government shall not be required to purchase from the contractor the surplus/inventory of any of the mail-out envelopes remaining on hand in excess of what was authorized when an envelope change is implemented.

**GATHERING AND INSERTING:**

*Notices:* Gather the appropriate number of leaves per the notice in numerical sequence (leaves are to be nested together with all faces forward) and fold from a flat size of 8-1/2 x 11” to 8-1/2 x 5-1/2”, title out.

*Notices with Scannable Forms:* Gather the appropriate number of leaves per the notice in numerical sequence (leaves are to be nested together with all faces forward) and fold from a flat size of 8-1/2 x 11” to 8-1/2 x 5-1/2”, title out.

NOTE: For notices requiring a contractor-generated cover letter, the cover letter is counted as one of the notice leaves and is to fold with the notice.

Mailers 1 through 10 – Insert folded notice or notice/scannable form, as applicable, into the mail-out envelope (with one window) with the mailing address on first page facing out for visibility through envelope window.

Mailers 11 through 13 – Insert folded notice or notice scannable form, as applicable, into the mail-out envelope (with two windows) with the return address and mailing address on the contractor-generated cover page facing out for visibility through the envelope windows.

It is the contractor's responsibility to assure that only the computer-generated address and IMB on the notice or contractor-generated cover letter, as applicable, will be visible through the window in the envelope with only one notice or notice/scannable form, as applicable, inserted into mail-out envelope and that only one copy of each required insert (CRM envelope and/or BRM envelope) are inserted in the mail-out envelope.

It is the contractor's responsibility to ensure that the correct material for each mailer will be matched with the correct notices or notices/scannable forms (which contains a 2-D barcode with personalized data) for the same beneficiary and be inserted correctly into the envelope.

NOTE: The following equipment will be used for extracting the OCR scannable forms from the CRM or BRM envelopes: OPEX MPE 7.5 Multiple Purpose Extractor.

**PRODUCTION INSPECTION:** Production inspection(s) may be required at the contractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of notices, notices/scannable forms, and/or envelopes, the imaging, folding, inserting and mailing is being accomplished in accordance with contract quality attributes and requirements. A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run. When a production inspection is required, the Government will notify the contractor.

NOTE: A production inspection(s) may be required at the contractor/subcontractor's plant before production begins on any new workloads.

**DISTRIBUTION:**

- Deliver f.o.b. destination (on the first order and any order that requires a significant change to the language, format, or appearance of the notice) 25 complete sample mailers of each type of notice (along with any required insert(s)) inserted into the appropriate mail-out envelope. (DO NOT SEAL ENVELOPES.) Samples must be delivered to: SSA, Attn: Jamey Cunningham, DMM, 3-B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.
- Deliver f.o.b. destination all required quality control samples to: SSA, Attn: Jamey Cunningham, DMM, 3-B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.
- Deliver f.o.b. destination (on the first order and any order that requires a copy change) 10 printed samples of the CRM envelope and/or BRM envelope to: SSA, Attn: Jamey Cunningham, DMM, 3-B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.
- Mail f.o.b. contractor's city each individual mailer. (The contractor is responsible for all costs incurred in transporting this product to the U.S. Postal Service facility).

All mailing shall be made at the First Class rate.

The contractor is cautioned that the "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

***Domestic First-Class Letter-Size Mail:*** The contractor is required to prepare domestic First-Class letter-size mail in accordance with appropriate USPS rules and regulations including the USPS Domestic Mail Manual and Postal Bulletins in effect at the time of the mailing.

When volumes warrant, SSA requires the use of Permit Imprint. The contractor must use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia printed on each mail piece. Each mail piece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mail pieces. Permit imprint mailings must contain at least 200 pieces or 50 pounds.

The contractor is cautioned that the mailing permit imprint may be used only for the purpose of mailing material produced under this contract.

Contractors are strongly encouraged to apply for an exception in the Domestic Mail Manual section 604.5.1.2 called the Minimum Volume Reduction Provision (MVRP) through their local BMEU (see Exhibit S, MVRP Request Letter, for local BMEU).

The MVRP provides an exception to the "200 pieces or 50 pounds" rule for Permit Imprint mailings (including certified and foreign mail). With the MVRP exception, contractors will be allowed to mail pieces under the 200 pieces or less than 50 pounds on a permit imprint eliminating metering (this includes certified and foreign mail). Mailers must submit USPS postal paperwork electronically, including piece level barcode information. Contractor will be required to contact USPS, prior to any MVRP expiration date (if specified by USPS) all MVRP agreements must be current.

This contract workload contains various weight pieces. The contractor is strongly encouraged to use manifest mail when postal regulations allow. The contractor must have a Manifest Mailing System (MMS) for First-Class Mail, which has been approved by USPS to document postage charges for this mailing. Each mail piece must be identified with a unique identification number or with a keyline containing a unique identification number and rate information about the piece. Requirements for the MMS are contained in Publication 401 "USPS Guide to the Manifest Mailing System" in effect at the time of the mailing.

NOTE: A copy of the USPS approval for the MMS must be presented at the Postaward Conference.

***If a Government Meter Is Required:*** All meter equipment and supplies must be borne by the contractor. SSA will provide an Official Government Postage Meter head only, but will not supply the meter mail machine. SSA will fund the postage for meters through the USPS' Official Mail Accounting System (OMAS).

The contractor is responsible for the security of the Government postage meters and access is to be restricted to authorized personnel only. The contractor is to advise all staff there is a penalty for the private use of official Government postage meters (39USC3203).

Contractors should always maintain sufficient postage on the Government meter. The contractor should contact SSA if they are not sure of how much postage to load or the frequency.

The contractor is required to submit spoiled postage/postage error envelope(s)/meter strip(s) and prepare a Postal Service Form 3533, Application for Refund of Fees, Products and Withdraw of Customer Accounts. Forms are not obtainable from the USPS website since they contain a barcode making each form unique. Contractor will go to local Post Offices, postal retail units, or Bulk Mailing Units to obtain the hard copy version of the revised PS Form 3533. USPS will credit the postage refund to SSA through the Official Mail Accounting System (OMAS). SSA requires the contractor to submit a copy of Form 3533 along with the associated print order in which the spoilage occurred and all other postal documentation to the SSA Program Lead.

The contractor must have approval from SSA's Postage Meter Accountability Team for turn-in of postage meter(s) to the meter manufacturer (e.g., excess meter, defective meter, etc.). If the contractor requires a replacement postage meter, USPS credits any remaining postage to SSA through the USPS' Official Mail Accounting System, or the meter manufacturer may transfer the remaining postage from the old meter to the new meter. The contractor is to document the last meter reading (postage remaining amount) before the meter is checked out of service. The contractor may receive a PS Form 3601-C, Postage Meter Activity Report, from the meter manufacturer. The contractor is to forward a copy of this report to SSA within three (3) workdays of the transaction.

The Government reserves the right to request the contractor to upload funds at any time. These uploads are in addition to any routine meter replenishments. As a result of the postage uploads, the contractor may receive a Postage Meter Reset Activity Report Statement from the meter manufacturer. If received, the contractor should retain this documentation for 12 months.

Contractor is not to relocate any Government postage meter containing SSA postage funds to any other building. Contractor is required to contact the SSA Program Lead before any movement of a Government postage meter containing SSA postage funds.

The contractor is required to prepare all metered mail in accordance with the rules and regulations in USPS's Domestic Mail Manual and International Mail Manual.

Contractors should not receive invoicing for meter rentals. If received, contractor is to contact the SSA Program Lead immediately.

***Contractor Sites Using "Official Government" Postage Meters with Automated Reporting Capability (Detailed):*** Postage meters with "Detailed Account Reporting" are capable of providing detailed meter usage reports (Exhibit T). If contractor utilizes meters with the detailed account reporting, they will be required to provide copies of detailed meter usage reports to SSA with each print order. The detailed report must be contract/print order specific.

NOTE: If the contractor produces multiple SSA contracts, they must submit a separate detailed report for each contract and each print order.

When setting up the detail report for SSA, contractor must set up the meter to record usage via contract program number, mailer number, and file date. The contractor may have to utilize the account and sub-account feature in order to capture the contract program number, mailer number, and file date. If contractor utilizes detailed reporting, they will be required to utilize the postage meter account feature for each SSA print program. If a contractor requires assistance with setup and operating the “accounting” features of the postage meters, they are to contact SSA along with the meter manufacturer.

***Contractor Sites Using an SSA Postage Meter Activity Log (Manual Process):*** If contractor uses mailing equipment that cannot support a postage meter with an internal accounting feature and/or is not capable of providing SSA with the detailed reporting, they will be required to complete an SSA Postage Meter Activity Log (Exhibit U). Contractor must submit a copy of the Postage Meter Activity Log to SSA with each print order. The Postage Meter Activity log must be contract/print order specific.

NOTE: If the contractor produces multiple SSA contracts, they must submit a separate SSA Postage Meter Activity Log for each contract and each print order.

Every field must contain an entry or an N/A if the field does not apply. SSA will return incomplete or incorrect activity logs to the contractor for correction. NOTE: If a primary meter fails and a back-up or replacement meter is needed to complete the workload, the contractor will need to document the primary meter log in the note field (i.e., meter failed and create a new activity log (documenting the necessary fields)) to use with the backup or replacement meter.

The contractor is required to obtain the maximum USPS postage discounts possible in accordance with the USPS First-Class Domestic Mail automated and non-automated mail discount structure in effect at the time of mailing: (a) Automation (5-digit); (b) Automation (3-digit); (c) Automation (AADC); (d) Automation (Mixed AADC); (e) Non-automation (Presorted); and, (f) Non-automation (Single Piece).

Mail addressed to United States possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, U.S. Virgin Islands, and Wake Island) and Military Overseas Addresses (APO/FPO mail) is Domestic Mail, not International Mail, and should be included in the discount sorting above.

To maximize automation discounts, Intelligent Mail Barcode barcoding, delivery address placement and envelopes used for the mailing are among the items that must comply with USPS requirements for automation-compatible mail in effect at the time of the mailing.

Contractor will be required to produce and use a USPS Intelligent Mail Barcode Full-Service option and achieve the maximum postage discounts available with this option. The contractor will be required to comply with USPS requirements and place the IMB on all mail pieces of this contract workload. The contractor is required to be capable of achieving the postage discounts available with the Full-Service option of the IMB program. The Full-Service option requires the contractor to use Postal One.

SSA will provide the contractor with a 6-digit Mailer Identifier (MID) for the mailing. The Mailer Identifier (MID) is a field within the Intelligent Mail barcode that is used to identify the owner of the mail.

USPS has instituted a verification procedure called a “tap” test. This test is used to screen all mailings with barcoded inserts for proper barcode spacing within the envelope window. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125 (1/8) inch between the barcode and the left and right edges of the window and at least 0.028-inch clearance between the Intelligent Mail Barcode and the top and bottom edges of the window.

All letters in a mailing must pass the “tap” test in order to obtain the maximum postal discounts for the agency. The contractor will be responsible for payment of any additional postage resulting from a loss of postage discounts due to failure to pass the “tap” test because of inaccuracy or failure to conform to USPS specifications.

The contractor should be aware that USPS uses the Mail Evaluation Readability Look-up Instrument (MERLIN) to evaluate barcodes. If MERLIN is in effect in the contractor’s geographic area, the contractor must ensure that all barcoded mail meets the new barcode standards. The contractor will be responsible for payment of any additional postage resulting from a loss of such discounts due to failure of the contractor-generated barcodes to pass the MERLIN test because of inaccuracy or failure to conform to USPS specifications.

***National Change of Address (NCOA) and Coding Accuracy Support System (CASS):*** The contractor shall run all addresses through NCOA and CASS software for address accuracy. The contractor cannot change the addresses, but if an address fails CASS or NCOA or requires a NCOA move update, the contractor shall sort those pieces into a separate file and mail at the non-automated presort rate or full postage rate as to avoid any USPS fines for failure to meet address accuracy rules imposed by USPS. If contractor fails to meet this requirement, the Government will not reimburse for any USPS imposed fines.

**IMPORTANT:** Contractor CANNOT at any time perform move updates or address corrections on the notice address.

***USPS Certified Mail:*** During the term of this contract, when required, Mailers 1 through 13 will have a separate file requiring the file to be produced as certified mail, or in the case of foreign mail, as registered mail files, in accordance with the USPS regulations contained in the Domestic Mail Manual (DMM) under section 503.3.0, Certified Mail. Notices associated with the certified mail file shall be inserted into envelopes and processed as certified mail. The contractor must place the current U.S. Postal Service 20-digit certified number and barcode on the envelope. The contractor must prepare the file as a separate permit imprint mailing of identical weight pieces using the appropriate U.S. Postal Service mailing statement.

***International Mail:*** The mail pieces included in these mailings may be required to be mailed using USPS International Registered Mail. The contractor will prepare these mail pieces according to USPS regulations contained in the International Mail Manual (IMM) under Section 330, Registered Mail.

Notices associated with the registered mail file shall be inserted into envelopes and processed as international registered mail. The contractor must place the current Postal Service Form 3806 (Receipt for Registered Mail) and PS Label 200 (13-digit registered number and barcode) on the envelope.

***International First Class Mail:*** All items mailed must conform to the appropriate USPS International Mail Manual (IMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing.

Permit Imprint is to be used for International Mail providing the mailing consists of at least 200 pieces. Permit imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered and any Permit Imprint must be covered/concealed by a meter strip. The contractor will be reimbursed for the metered postage by submitting a properly completed Postal Service form (or equivalent). All meter supplies must be borne by the contractor.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with USPS rules and regulations in effect at the time of the mailing. Contractor must prepare mail pieces in accordance with the shape-based requirements of First Class Mail International service listed in the USPS International Mail Manual (IMM) and the additional requirements for IPA as specified in the most recent IMM. The contractor is required to sort the mail to achieve the maximum postage discounts available with the IPA program. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 15. Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items.



The complete address of the sender, including ZIP Code and country of origin, should be shown in the upper left corner of the address side of the envelope. International Mail return addresses must show as the last line of the address "UNITED STATES OF AMERICA," or "USA," all in upper-case letters. All International Mail must be endorsed "PAR AVION" or "AIR MAIL" as described in the USPS IMM. The contractor may use a rubber stamp to meet these requirements.

NOTE: International mail cannot contain a presort endorsement.

Mail addressed to United States possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palua, Puerto Rico, Virgin Islands, and Wake Island), and Military Overseas addresses (APO/FPO mail) is Domestic Mail, NOT International Mail.

***Certificate of Conformance:*** When using Permit Imprint Mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement(s) supplied by the USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

***Mailing Documentation:*** The contractor must provide SSA with complete copies of all documents used by USPS to verify and accept the mail (e.g., computer records of presort ZIP+4, barcode breakdown, press runs) including USPS 3600, 3607R, and/or GPO's Form 712 (Certificate of Conformance), and/or Certificate of Bulk mailing, etc., noted with file date and mailer number. The contractor must place the number that is on top of the GPO Form 712 (the number that starts with "A") in the space provided on the USPS mailing statements. If no space is provided on the mailing statement, place the number in the upper right margin of the mailing statement.

The contractor will use Federal Agency Cost Code 276-00038 on all postal mailing documents.

Within 24 hours of completing the mailing, the contractor must provide PDF copies of the mail documentation, USPS 3600, 3607R, GPO's Form 712 (Certificate of Conformance), and/or Certificate of Bulk mailings, etc., along with a copy of corresponding 100% Accountability Summary reports to Jamey Cunningham at: [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov). All copies must be legible and include both obverse and reverse side.

Upon completion of this contract, the contractor must return all furnished material (as applicable) to: Social Security Administration, Attn: Jamey Cunningham, DMIM, 3B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

All expenses incidental to picking up and returning materials (as applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the print order (GPO Form 2511), as applicable.

In the event that it becomes necessary for the contractor to deviate from the specified mail out date or the quantity to be mailed, SSA must be notified immediately.

When required, furnished material must be picked up from and returned to: SSA, Attn: Jamey Cunningham, DMIM, 3-B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

When hard copy proofs are ordered, contractor to deliver to and pick up from:

- Two (2) Sets: Social Security Administration, Attn: Jamey Cunningham, DMIM, 3-B-10-F Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

- One (1) Set: Social Security Administration, Wilkes-Barre Direct Operations Center (WBDOC), Attn: Patrice Gallagher/Analyst Office, 1150 East Mountain Drive, Wilkes-Barre PA 18711.

When PDF soft proofs are ordered, contractor to email to: [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov), or uploaded to the SFTP site. (Email must be encrypted and must include program and print order numbers plus return name and email address.)

### **Proof Schedule:**

The following schedule begins the workday after notification of the availability of the print order and furnished material. The workday after notification will be the first workday of the schedule.

- When ordered, the contractor must submit all required PDF soft proofs for the envelopes, and all required hard copy proofs for the notices (without variable data), and notices with scannable forms (without variable data) within seven (7) workdays after receipt of furnished materials.
- Proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until they are made available for pickup for hard copy proofs or changes/corrections/"O.K. to Print" is provided for via email for PDF soft proofs. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If necessary due to author's alterations, contractor to submit revised proofs without variable data within three (3) workdays of ordering agency's changes.
- Revised proofs without variable data will be withheld no more than three (3) workdays from their receipt at the ordering agency until the ordering agency provides changes/corrections/"O.K. to Print" via email. (NOTE: The first workday after receipt of revised proofs at the ordering agency is day one (1) of the hold time.)
- When ordered, contractor must submit all required hard copy proofs of notices (with variable data) and notices with scannable forms (with variable data) within two (2) workdays of "O.K. to Print" on proofs for notices/scannable forms without variable data.
- Proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until they are made available for pickup for hard copy proofs or changes/corrections/"O.K. to Print" is provided for via email for PDF soft proofs. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If necessary due to author's alterations, contractor to submit revised proofs with variable data within three (3) workdays of ordering agency's changes.
- Revised proofs with variable data will be withheld no more than three (3) workdays from their receipt at the ordering agency until the ordering agency provides changes/corrections/"O.K. to Print" via email. (NOTE: The first workday after receipt of revised proofs at the ordering agency is day one (1) of the hold time.)

### **Preproduction Test Schedules:**

Prior to receiving transmission of live production data files, the contractor will be required to perform the below tests. (The transmission tests will begin after the Government is notified of the availability of the system.)

In order for proper arrangements to be made, notification must be given at least 72 hours prior to all tests.

NOTE: Failure of the contractor to perform any of the below tests satisfactorily may be cause for default. The Government reserves the right to waive the requirements of these tests. The contractor will be notified at the Postaward Conference if any test(s) will be waived.

*Transmission Test:*

- This test is to be performed within one (1) week of the data connection being installed.
- The contractor will be required to receive within one (1) workday approximately 475,000 notices.
- The contractor will be required to perform a record count verification and perform the CASS certifications the within one (1) workdays after receipt of the complete transmission of the test file and must provide SSA with the exact counts and the CASS certification.
- SSA will respond within one (1) workday of receipt thereof.

*Preproduction Validation Test:*

- Within five (5) workdays after receipt of “O.K. to Print” on proofs for Mailers 1 through 13, the contractor must perform a validation test.
- Contractor to submit 25 printed test samples for Mailers 1 through 13 and 25 duplicate test samples for Mailers 1 through 4 (a total of 1,225 printed test samples).
- The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of receipt thereof.
- If required due to AAs, contractor to submit revised printed samples within three (3) workdays of notification.
- The Government will approve, conditionally approve, or disapprove the revised samples within three (3) workdays of receipt thereof.

**Production Schedules:**

*Workday* - The term “workday” is defined as Monday through Friday\* each week, exclusive of the days on which Federal Government holidays are observed.

Federal Government Holidays are as follows: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

\*The contractor’s FTMS software shall be operational for the receipt of data files 24 hours a day, seven (7) days a week, unless otherwise specified by the Government. (See “FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS” for additional information).

NOTE: Any or all mailers can include certified or registered mail files. These specific files will mail only when required and will mail with any of the print orders. The contractor is to adhere to the corresponding mail schedule for the print order in which the certified mail files occur.

The following schedule begins the workday after notification of the availability of the print order and furnished material. The workday after notification will be the first workday of the schedule.

***Mid-Year Mailers:***

Furnished production files transmit as follows:

- Mailers 1 and 2: Transmit in June with a second transmission to occur in September.
- Mailers 3 and 4: Transmit in June, August, September, and October. Transmissions in August, September, and October will only include L9781-SM-SUP and L9781-SM-SUP-SP.
- Within 24 hours of receipt of the production files for Mailers 1 through 4, the contractor to submit 25 PDF samples (with variable data) of the output for approval (see “PRIOR TO PRODUCTION SAMPLES”).
- Within three (3) workdays of receipt of production files for Mailers 1 through 4, the contractor must submit 25 printed/bound hard copy samples (with variable data) for approval (see “PRIOR TO PRODUCTION SAMPLES”).
- The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt of hard copy samples.
- All Mid-Year Mailers must mail within five (5) workdays of receipt of “O.K. to Print” on hard copy samples.

***NCOA Mailers:***

- Mailer 5: Furnished production files transmit in March, June, September, and December.
- Within 24 hours of receipt of the production files, the contractor to submit 25 PDF samples (with variable data) of the output for approval (see “PRIOR TO PRODUCTION SAMPLES”).
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- All NCOA Mailers must mail on or before the last day of each month.

***Step Parent Mailers:***

- Mailers 6, 7, and 8: Furnished production files transmit in December.
- Within 24 hours of receipt of the production files, the contractor to submit 25 PDF samples (with variable data) of the output for approval (see “PRIOR TO PRODUCTION SAMPLES”).
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- All Step Parent Mailers must mail on or before December 31<sup>st</sup> of each contract year.

***Fee Adjustment Mailers:***

- Mailers 9 and 10: Furnished production files transmit in November.
- Within 24 hours of receipt of the production files, the contractor to submit 25 PDF samples (with variable data) of the output for approval (see “PRIOR TO PRODUCTION SAMPLES”).
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- All Fee Adjustment Mailers must mail on or before December 1<sup>st</sup> of each contract year.

***1099/1042 Initial Notices:***

- The order will transmit in December of each contract year.
- Within 24 hours of receipt of the production files, the contractor to submit 25 PDF samples (with variable data) of the output for approval (see “PRIOR TO PRODUCTION SAMPLES”).
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- All 1099/1042 Initial Notice Mailers must mail on or before December 31<sup>st</sup> of each contract year.

***1099/1042 Supplemental Notices:***

- The order will transmit in January of each contract year.
- Within 24 hours of receipt of the production files, the contractor to submit 25 PDF samples (with variable data) of the output for approval (see “PRIOR TO PRODUCTION SAMPLES”).
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- All 1099/1042 Supplemental Notice Mailers must mail on or before January 31<sup>st</sup> of each contract year.

***T2 COLA Notices:***

- The order will transmit the Friday prior to Thanksgiving each contract year.
- Within 24 hours of receipt of the production files, the contractor to submit 25 PDF samples (with variable data) of the output for approval (see “PRIOR TO PRODUCTION SAMPLES”).
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- All T2 COLA Notice Mailers must mail on or before the 3<sup>rd</sup> Friday of December.

The contractor must notify the GPO and SSA of the date and time the press sheet or production inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection(s). Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542, and SSA at [jamey.cunningham@ssa.gov](mailto:jamey.cunningham@ssa.gov). Telephone calls to GPO will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e) (1), Inspections and Tests in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

NOTE: If the backup facility is used for the production of these notices, the Government will require a press sheet inspection. Prior to production, notification must be given at least 72 hours in advance of production startup.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and products ordered for mailing f.o.b. contractor's city must be delivered to the USPS.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I. (a) 218  
(b) 16

II. (a) 1  
(b) 1

III. (a) 1. 1,308  
2. 48  
(b) 1. 436  
2. 16

IV. (a) 15  
(b) 40,609  
(c) 4,749  
(d) 7,118  
(e) 4,878

V. (a) 16,245  
(b) 24,364  
(c) 4,749  
(d) 11,996

VI. 11,996

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination for deliveries and f.o.b. contractor’s city for all mailing.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that is inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government. All invoices submitted to the GPO shall be based on the most economical method of production.

All billing invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

Contractors billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

Cost of all required paper must be charged under Item V., “PAPER.”

**I. COMPOSITION:** Prices offered must include the cost of all operations and materials necessary for the notices, notices with scannable forms, six (6) CRM return envelopes, one (1) BRM return envelope, and nine (9) mail-out envelopes.

(a) Notices and Notices with Scannable Forms ..... per page.....\$ \_\_\_\_\_

(b) Envelopes .....per envelope.....\$ \_\_\_\_\_

**II. PREPRODUCTION TESTS:** Prices offered must include all costs incurred in performing the tests as specified in these specifications. These costs shall cover but are not limited to: machine time, personnel, all required materials, transmissions, electronic prepress, paper, printing, imaging, collating, inserting, mail preparation, and any other operations necessary to produce the required quantities of the product in the time specified and in accordance with specifications.

(a) Transmission Test..... per test.....\$ \_\_\_\_\_

(b) Preproduction Validation Test..... per test.....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**III. PROOFS:**

(a) Digital Color Content Proof:

- 1. Notices and Notices with Scannable Forms..... per trim/page-size unit .....\$ \_\_\_\_\_
- 2. Envelopes.....per envelope .....\$ \_\_\_\_\_

(b) PDF Soft Proof:

- 1. Notices and Notices with Scannable Forms..... per trim/page-size unit .....\$ \_\_\_\_\_
- 2. Envelopes.....per envelope .....\$ \_\_\_\_\_

**IV. PRINTING/IMAGING, BINDING, AND CONSTRUCTION:** Prices offered must include the cost of all materials and operations (including prior to production samples) necessary for the complete printing/imaging, binding, and construction of the product listed in accordance with these specifications.

(a) \*Makeready/setup charge.....\$ \_\_\_\_\_

\*Contractor will be allowed only one (1) makeready/setup charge per order. This combined charge shall include all materials and operations necessary to makeready and/or set up the contractor’s equipment for that run. Invoices submitted with more than one makeready/setup charge per order will be disallowed.

(b) Notices and Notices with Scannable Forms:

Printing in black ..... per 100 leaves .....\$ \_\_\_\_\_

(c) CRM and BRM Envelopes:

Printing in black, including construction..... per 100 envelopes .....\$ \_\_\_\_\_

(d) Mail-out Envelopes (6-1/4 x 9-1/2”) With One Window:

Printing in black, including construction..... per 100 envelopes .....\$ \_\_\_\_\_

(e) Mail-out Envelope (6-1/4 x 9-1/2”) With Two Windows:

Printing in black, including construction..... per 100 envelopes .....\$ \_\_\_\_\_

**V. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual task order/print order, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Notices and Scannable Forms: A charge will be allowed for each page-size leaf.

CRM and BRM Envelopes: One leaf will be allowed for each envelope.

Mail-out Envelopes: One leaf will be allowed for each envelope.

\_\_\_\_\_  
(Initials)

Per 100 Leaves

- (a) Notices with Scannable Forms (Mailers 1 through 4):  
White Optical Character Recognition (OCR) Bond (20-lb.).....\$\_\_\_\_\_
- (b) Notices (Mailers 5 through 13):  
White Uncoated Text (50-lb.).....\$\_\_\_\_\_
- (c) CRM and BRM Envelopes: White Writing Envelope (20-lb.);  
or, at contractor's option, White Uncoated Text (50-lb.) .....\$\_\_\_\_\_
- (d) Mail-out Envelope: (6-1/4 x 9-1/2"): White Writing Envelope (24-lb.);  
or, at contractor's option, White Uncoated Text (60-lb.) .....\$\_\_\_\_\_

**VI. INSERTING AND MAILING:** Prices offered must include the cost of all required materials and operations necessary for the mailing of the notices including cost of collating notices (single or multiple leaves) in proper sequence and folding to required size in accordance with these specifications, insertion of notice(s) and any inserts (if required) into appropriate mail-out envelope; and, mailing in accordance with these specifications.

Per 100 Mailers

Mailers ..... per 100 mailers .....\$\_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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EXHIBIT A

**CONTRACTOR PERSONNEL SECURITY CERTIFICATION**

Purpose: This form is used for contractor personnel to certify that they understand SSA's security and confidentiality requirements.

I understand the SSA security and confidentiality requirements and agree that:

1. I will follow all SSA rules of conduct and security policy/privacy rules/regulations.
2. I agree not to construct and maintain, for a period of time longer than required by the contract, any file containing SSA data unless explicitly agreed to by SSA in writing as part of the task documentation.
3. I agree to safeguard SSA information, whether electronic or hardcopy, in secured and locked containers during transportation.
4. I will use all computer software according to Federal copyright laws and licensing agreements.
5. I agree to keep confidential any third-party proprietary information which may be entrusted to me as part of the contract.
6. I will comply with systems security requirements contained in the SSA Systems Security Handbook.
7. I will not release or disclose any information subject to the Privacy Act of 1974, the Tax Return Act of 1976, SSA Regulation 1 and section 1106 of the Social Security Act to any unauthorized person.
8. I understand that disclosure of any information to parties not authorized by SSA may lead to criminal prosecution under Federal law.

----- Contractor	----- Date
----- Contractor Employee	----- Date
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**EXHIBIT A** – Page 2

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EXHIBIT B

# EXHIBIT B

## SSA External Service Provider Additional Security Requirements

All External Service Providers (ESP) are subject to the following security requirements:

- J All ESPs are subjected to SSA's Security Authorization Process, which will entail security testing and evaluation of the in-place security controls. For more information, see NIST SP 800-37, Revision 2 - Risk Management Framework for Information Systems and Organizations - A System Life Cycle Approach for Security and Privacy, December 2018.
- J ESPs must follow NIST SP 800-53 Revision 4 *Recommended Security Controls for Federal Information Systems and Organizations* for protecting Low or Moderate impact level information as categorized by FIPS 199 for the information system. Note: Systems that contain Personally Identifiable Information (PII) are considered "Moderate".
- J ESPs must document all deployed (applicable) and planned controls for an information system in a System Security Plan that is in NIST-compliant format. SSA will provide the SSP template to be completed.
- J ESPs classified as Cloud Service Providers (CSP) must adhere to additional FedRAMP security control requirements. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements, CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO).
- J Upon request from SSA, the ESP shall provide the following network security information and documentation for review and audit purposes:
  - All information security control artifacts required to support the Security Assessment and Authorization (SA&A) process.
  - Intrusion Detection Systems (IDS) configuration.
  - Network firewall configuration.
  - Server and network device patching schedules and compliance.
  - Server, network device, and security logs.
  - Detailed hardware inventory including servers, network devices, and storage.

ESPs are required to adhere to NIST 800-53 Rev 4 security control framework based on their assigned categorization. The following sections outline additional security controls and SSA organizational defined parameters for NIST 800-53, Rev 4. Security requirements below are applicable to low and moderately categorized systems unless otherwise designated. For additional information or supplement guidance for these controls, refer to Appendix F - SECURITY CONTROL CATALOG in NIST 800-53, Rev 4.

## Account Management Requirements

The purpose of the following is to address requirements for **account and session management** for External Service Providers (ESPs).

### SSA Additional Requirements for ESPs:

- J **AC-2** - ESPs must employ individual account types on external service provider systems. The use of group, anonymous or temporary accounts is strictly prohibited.
- J **AC-2** - ESPs must demonstrate the implementation of an approval process that describes how system accounts are created, deleted, disabled, or modified. The process should account for roles in the system and the appropriate authorizations to grant access. Public-facing systems may use a registration process in place of the approval process.
- J **AC-2(3)** - A deactivation process is required to manage inactive accounts. The process must describe how the system identifies and deactivates inactive accounts that have not been in use for 90 days or more. ESPs must *automatically* disable inactive accounts after 90 days and then remove these disabled accounts after 1 year.
- J **AC-2(4)** - ESPs must provide the capability to produce a record of all account management activities that occur on the system and develop an automated method to submit these records in the form of a report to SSA.
- J **AC-6** - ESP administrator accounts and privileged user accounts must be customized to only allow access to specific roles and functions on the system. ESP must provide a list of these functions to the Contract Officer Technical Representative (COTR). **(Moderate and High categorized systems only).**
- J **AC-7** - ESPs must enforce a limit of 3 consecutive invalid login attempts by a user during a 20-minute period and automatically lock the account/node for 30 minutes when the maximum number of unsuccessful attempts is exceeded. The account shall remain locked for 30 minutes. **(Moderate and High categorized systems only).**
- J **AC-8** - ESPs providing services to SSA internal users must display the internally used and approved warning banner.
  - J The SSA internal banner is as follows:
    - Only authorized users can access the system.
    - The system is a U.S. Government computer system subject to Federal law.
    - Unauthorized attempts to access or modify any part of SSA's systems are prohibited and subject to disciplinary, civil action or criminal prosecution.

If the system is serving the public as its user base, the system must display a warning banner containing language that is appropriate to the application. The SSA COTR must approve the public warning banner language prior to implementation.

- J **AC-11** - ESPs must enforce termination of user sessions after 30 minutes of inactivity. Users must authenticate again after sessions are terminated in order to continue using the application. **(Moderate and High categorized systems only).**
- J **AC-17(4)** - ESPs must restrict remote access to approved administrative functions and accounts.

## Awareness and Training Requirements

The purpose of the following is to address requirements for **awareness and training** for External Service Providers (ESPs).

### SSA Additional Requirements for ESPs:

- ) **AT-2** - ESP contractors and their employees or sub-contractors must complete SSA provided security awareness training at least annually.
- ) **AT-3** - ESPs must provide role-based training to all employees who fulfill special roles or duties in regards to SSA data or systems.
- ) **AT-4** - ESPs must retain and produce records of role based training completions for 3 years.

## Auditing Requirements

The purpose of the following is to address requirements for **auditing** for External Service Providers (ESPs).

### SSA Additional Requirements for ESPs:

- ) **AU-2** - ESPs must maintain an audit log of transactions create, modify, or delete SSA information.
- ) **AU-2** - ESPs must maintain an audit log of the following events: Logon/logoff events, account management, privilege or role changes, and administrator activity.
- ) **AU-5** - ESPs must report any failure of audit processing that occurs to the SSA COTR within 24 hours.
- ) **AU-6** - ESPs must review and analyze information system audit record for indications of inappropriate or unusual activity and report those findings to SSA COTR within 24 hours. ESPs must support monitoring and review of the system for unusual or inappropriate activity daily. This activity must be provided to the COTR immediately for review.
- ) **AU-6** - ESPs must provide user and transaction log reports to SSA when requested.
- ) **AU-7(1)** - ESPs must allow for scoping of audit criteria for efficient reporting capability.
- ) **AU-11** - ESPs must retain online audit logs for 90 days.
- ) **AU-11** - ESPs must retain audit records for seven (7) years.

## Security Assessments and Authorization Requirements

The purpose of the following is to address requirements for **security assessments and authorization** for External Service Providers (ESPs).

### SSA Additional Requirements for ESPs:

- ) **CA-2** - ESPs must develop an assessment plan that includes:
  - o Annual assessment of a subset of controls

- Triennial comprehensive assessment (full scope)
  - Assessments as needed when a significant change occurs on the system.
- J **CA-2** - ESP and COTR must define what a significant change is and require a new assessment whenever a significant change occurs. *Significant change is defined in NIST Special Publication 800-37 Revision 1, Appendix F.*
- J **CA-3** - The contractor shall document in the SSA security plan, all connections to contractor resources made to external information systems, and applications. Examples of connections would include: connections to subcontractor sites, connections used for remote administration, connections made to contractor's company/corporate networks, etc. These connections shall be reviewed and monitored on an ongoing basis, at least annually to determine the need for ongoing use by the contractor management. **(Moderately categorized systems only).**
- J **CA-5** - For any security reports issued to the contractor, including internal independent reviews, the contractor is responsible for developing a POA&M that identifies corrective actions and/or mitigating controls for any identified vulnerabilities. Contractors shall report to COTR POA&M progress at least monthly. In addition, the contractor must provide artifacts to update POA&M items at least 7 days prior to milestone completion date to ensure SSA has sufficient time to review.
- J **CA-7** - ESP must monitoring the effectiveness of its security controls on a continual basis and take appropriate corrective actions as necessary to ensure SSA data is protected from unauthorized access, modification or disclosure.

### Configuration Management Requirements

The purpose of the following is to address requirements for **configuration management** for External Service Providers.

#### SSA Additional Requirements for ESPs:

- J **CM-2(3)** - ESPs must define and deploy an approved device configuration on each device used to provide services to SSA at least annually.
- J **CM-6** - ESPs must periodically scan the device configuration of each device used to provide services to SSA and identify deviations from the approved device configuration. Deviations shall be logged and corrected within 24 hours. The ESP shall submit device scan reports to SSA upon request.
- J **CM-8** - ESPs must maintain an inventory all IT assets that store, process, or transmit SSA data and provide to SSA upon request.
- J **CM-9** - The contractor shall maintain a configuration management plan that addresses the roles, responsibilities, processes, and procedures to manage inventory throughout the lifecycle.

### Contingency Planning Requirements

The purpose of the following is to address requirements for **contingency planning** for External Service Providers.

#### SSA Additional Requirements for ESPs:

- J **CP-2** - ESP must submit a contingency plan that will support and meet the SSA supplied recovery objectives and must be maintained, reviewed and, if necessary updated at least annually.
- J **CP-9** - ESPs must encrypt all Media used for backup and archiving purposes using Federal Information Processing Standard (FIPS) 140-2 compliant solutions. (Moderate and High categorized systems only).

### Identification and Authentication Requirements

The purpose of the following is to address requirements for **identification and authentication** for External Service Providers (ESPs).

#### SSA Additional Requirements for ESPs:

- J **IA-2(12)** - Identity, Authorization and Access Management (IdAAM) - The External Service Providers must seamlessly integrate with the SSA's Federation Service. This service is based on OAuth and SAML (Security Assertion Markup Language) 2.0 standards and enables SSA to meet its two factor authentication requirements as specified in Homeland Security Presidential Directive (HSPD)-12, dated August 12, 2004. This service enables SSA to leverage an internal Microsoft's Active Directory to create a single SSA-Wide directory of all users. Currently, SSA users are required to authenticate using their SSA HSPD-12 PIV Smart Card at the workstation. In certain acceptable instances, users can revert to user name and password, while the Department is transitioning to HSPD-12 PIV Smart Card Authentication. The External Service Providers must support both authentications methods.
- J **IA-6** - ESPs must mask all fields on a system that has a logon screen that requires credentials, to prevent unauthorized exposure.
- J **IA-7** - The ESP must encrypt credentials used for e-authentication. The encryption solution must be compliant with FIPS 140-2. (Moderate and High categorized systems only).

### Incident Response Requirements

The purpose of the following is to address requirements for **incident response** for External Service Providers.

#### SSA Additional Requirements for ESPs:

- J **IR-6** - ESPs will receive the incident response capability timeframe and reporting requirements from the SSA COTR.
- J **IR-6** - ESPs Incident Response plan must require all security incidents of US CERT categories 1,2,3,4 and 6 must be reported to SSA COTR.
- J **IR-7** - ESPs are responsible for notifying the appropriate SSA COTR when there is a security incident that has been categorized 1,2,3,4 or 6 per US CERT regulations. The COTR is authorized to issue orders to take down external systems or components to perform IR, forensics, further loss of data, etc.

### Maintenance Requirements

The purpose of the following is to address requirements for **maintenance** for External Service Providers.

### SSA Additional Requirements for ESPs:

- ) **MA-2** - ESP must retain records of maintenance activities performed on IT devices used to provide services to SSA. Maintenance activity logs must be made available upon request.
- ) **MA-2** - IT equipment and media used to provide services to SSA must be sanitized prior to removal from the ESP's facility for maintenance or disposal purposes. The ESP must maintain a log as evidence that the IT equipment or media was sanitized prior to removal. Logs must be made available upon request. Refer to NIST SP 800-88 for more information on media sanitization.

### Media Protection Requirements

The purpose of the following is to address requirements for **media protection** for External Service Providers.

### SSA Additional Requirements for ESPs:

- ) **MP-2** - Removable media used to store SSA data must be encrypted using a FIPS 140-2 compliant encryption solution.
- ) **MP-3** - ESP must label or mark (human readable) all media containing PII or other sensitive SSA data as "SSA Confidential Unclassified Information". **(Moderate and High categorized systems only).**
- ) **MP-4** - ESP must have a documented process describing how IT equipment and media are controlled to ensure the security and confidentiality of SSA data.
- ) **MP-5** - ESP must maintain chain of custody for IT equipment and media during transport outside of controlled-access facilities. Authorized personnel must perform transport of media outside of controlled areas.

### Planning Requirements

The purpose of the following is to address requirements for the **planning** for External Service Providers (ESPs).

### SSA Additional Requirements for ESPs:

- ) **PL-2** - ESP must develop a System Security Plan (SSP) compliant with NIST SP 800-18. The SSP shall be submitted to the SSA COTR.
- ) **PL-2** - ESP must conduct an annual security review of the solution used to provide services to SSA. The System Security Plan (SSP) must be updated to reflect changes affecting the security of SSA data.
- ) **PL-4** - The SSA COTR will provide the SSA Rules of Behavior (within the SSA Information System Security Handbook) for ESP systems that support internal users providing services to SSA. The rules of behavior ensure users are familiar with information security, privacy, and confidentiality practices.

### Personnel Security Requirements

The purpose of the following is to address requirements for **personnel security** for External Service Providers.

### SSA Additional Requirements for ESPs:

- J **PS-4** - ESP must terminate employee and sub-contractor access to the solution used to provide services to SSA immediately upon reassignment or separation.
- J **PS-6** - ESP personnel who are granted access to IT equipment, media or data used to provide services to SSA must agree and sign a non-disclosure agreement prohibiting unauthorized disclosure of SSA data encountered in the performance of their duties.
- J **PS-7** - ESP sub-contractors are bound to the same security requirements as employees.
- J **PS-8** - ESP must inform the SSA project officer of any violation of security requirements within 24 hours.

### Risk Assessment Requirements

The purpose of the following is to address requirements for **risk assessment** for External Service Providers (ESPs).

#### SSA Additional Requirements for ESPs:

- J **RA-3** - ESPs shall conduct a risk assessment to assess the risk and magnitude of harm that could result from the unauthorized access, use, disclosure, disruption, modification, or destruction of sensitive SSA information. The risk assessment should be reviewed annually and updated every three years or when a significant change occurs.
- J **RA-5** - ESP must scan IT equipment used to provide services to SSA for security vulnerabilities at least monthly. The contractor must use a commercially available scanning tool. The scanning must include vulnerabilities identified in DHS national vulnerability database. Vulnerability scan reports must be retained for 12 months and submitted to the SSA COTR upon request.

### System and Communication Requirements

The purpose of the following is to address requirements for **system and communications** for External Service Providers (ESPs).

#### SSA Additional Requirements for ESPs:

- J **SC-4** - ESP must logically or physically segregate SSA data from that of other customer if a multi-tenant environment is used to provide services to SSA. **(Moderate and High categorized systems only).**
- J **SC-7(1)** - ESPs shall physically allocate publicly accessible information system components to separate subnetworks with separate physical network interfaces.
- J **SC-7(4)** - ESPs must provide traffic flow policy for each managed interface to SSA COTR for review and approval prior to implementation.
- J **SC-8** - ESP must encrypt PII and other sensitive SSA data when stored on persistent storage devices, or when transmitted over approved system interconnections, using a FIPS 140-2 compliant encryption solution **(Moderate and High categorized systems only).**
- J **SC-10** - ESPs must terminate user sessions automatically after 15 minutes of inactivity. **(Moderate and High categorized systems only).**
- J **SC-15** - ESPs use of collaborative computing devices (e.g., networked whiteboards, cameras, and microphones) on systems hosting /processing/ shall have their remote activation capability removed/disabled.



- J **SC-17** - For all ESPs, who manage information systems, the information system shall utilize automated mechanisms with supporting procedures in place for digital certificate generation, installation, and distribution. Subscriber key pairs are generated and stored using FIPS 140-2 Security Level 2 or higher cryptographic modules. The same public/private key pair is not to be used for both encryption and digital signature. Private keys are protected using, at a minimum, a strong password. A certificate is revoked if the associated private key is compromised; management requests revocation; or the certificate is no longer needed. (Moderate and High categorized systems only).
- J **SC-18** - Mobile code is software that is executed from a host machine to run scripts on a client machine, including animation scripts, movies, etc. Mobile code is a powerful computing tool that can introduce risks to the user's information system. Whenever an ESP is developing or deploying the mobile code technology, this shall be identified in the ESP's security plan to SSA. Contractors, who use mobile code, shall be subject to a source code review by SSA personnel to ensure that there is no potential risk in introducing malicious code into the contractor/user's environment. (Moderate and High categorized systems only).

### System and Information Integrity Requirements

The purpose of the following is to address requirements for **system and information integrity** for External Service Providers.

#### SSA Additional Requirements for ESPs:

- J **SI-2** - ESPs will remediate discovered flaws in the information system according to a process that is approved by the COTR.
- J **SI-3** - ESP must submit alerts on malicious code detection and actions performed on malicious code to the SSA COTR for review.
- J **SI-4** - The ESP shall employ tools and techniques to monitor events on the information system to detect attacks, vulnerabilities, and detect, deter, and report on unauthorized use of the information system. Whenever there is an elevated security level, the monitoring efforts shall be increased as necessary to enable deterrence, detection, and reporting to take place so that corrective actions shall be made to the networked environment.
- J **SI-5** - ESPs must receive advisories (from US CERT) on a regular basis and take appropriate actions as necessary.
- J **SI-11** - The information system shall identify security relevant error conditions and handle error conditions in an expeditious manner. (Moderate and High categorized systems only).

EXHIBIT C

# Security Assessment Report



## Social Security Administration (SSA)

**<System Name> (<Acronym>)**

Security Categorization: <Enter Categorization>

<DRAFT/FINAL> Version <x.x>

<Month DD, YYYY>

Prepared by

---

**VERIS GROUP**

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8229 Boone Blvd., Suite 750

Vienna, VA 22182

<INSTRUCTIONS: Orange, bracketed text indicates instructions on how a section should be completed or sample text, which should be replaced with project specific information or removed. Ensure sample text is turned from orange to black where necessary (e.g., headings shall be changed to the standard heading color), and all instructions are removed (including this paragraph). Remove the template ID (e.g., TMP V1.3 FY17) from the footer before publishing. All black text shall remain unchanged.>

## Assessment Summary

This document describes the Federal Information Security Modernization Act (FISMA) Security Assessment Report (SAR) for Social Security Administration (SSA). The primary purpose of this document is to deliver the independent security assessment findings for <System Name> (hereafter known as <System Acronym>). These findings will lead to the initiation of corrective actions or for making risk-based decisions. This independent security assessment supports the U.S. Government's mandate that all U.S. Federal information systems comply with FISMA of 2014.

The assessment took place between <MM DD, YYYY> and <MM DD, YYYY>. The independent security assessment followed the approved the Security Assessment Plan (SAP). All deviations from the approved SAP are located in Table 7.

The table below represents the aggregate risk identified from the independent security assessment.

**Table 1: Executive Summary of Risks**

Risk Category	Total	% of Total Risks
High	<# high risks>	<% of total risks>
Moderate	<# moderate risks>	<% of total risks>
Low	<# low risks>	<% of total risks>
<b>Total Risks</b>	<b>&lt;Sum of all H, M, L risks&gt;</b>	<b>100%</b>

 **NOTE:** Total is the sum of high, moderate, and low risks with operationally required risks being represented as a subset of this total.

## Document Revision History

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Version	Date	Description	Author
1.0	<10/02/2015>	Initial release	Coalfire
<1.1>	<10/26/2015>	<Final template updates FY17>	Coalfire
<1.2>	<10/24/2017>	<Template updates for FY17>	Coalfire

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# 1 Introduction

This SAR document for <System Acronym> is required by the National Institute of Standards and Technology (NIST) 800-53 Revision 4 (Rev 4) document. This SAR contains unbiased and factual security findings by an independent security assessment team. This SAR contains the <System Acronym> system specific security controls tested as per the Security Assessment Plan (SAP) approved by SSA Office of Information Security (OIS), the <System Acronym> Security Authorization Manager (SAM), and the Coalfire (formally Veris Group) Project Manager (PM). The implementation status of these controls identify the residual risk (risk remaining after controls have been implemented). These controls are required per NIST 800-53 Rev. 4 to address known information system vulnerabilities. The results are in support of SSA Security Authorization program goals, efforts, and activities necessary to achieve compliance with FISMA security requirements.

## 1.1 Applicable Laws and Regulations

- Computer Fraud and Abuse Act [Public Law (PL) 99-474, 18 U.S. Code (USC) 1030]
- E-Authentication Guidance for Federal Agencies [Office of Management and Budget (OMB) M-04-04]
- FISMA of 2014 [PL 113-283]
- Freedom of Information Act (FOIA) As Amended in 2002 [PL 104-232, 5 USC 552]
- Guidance on Inter-Agency Sharing of Personal Data – Protecting Personal Privacy [OMB M-01-05]
- Homeland Security Presidential Directive(HSPD)-7, Critical Infrastructure Identification, Prioritization and Protection [HSPD-7]
- Internal Control Systems [OMB Circular A-123]
- Management of Federal Information Resources [OMB Circular A-130]
- Management’s Responsibility for Internal Control [OMB Circular A-123, Revised 12/21/2004]
- Privacy Act of 1974 as amended [5 USC 552a]
- Protection of Sensitive Agency Information [OMB M-06-16]
- Records Management by Federal Agencies [44 USC 31]
- Responsibilities for the Maintenance of Records About Individuals by Federal Agencies [OMB Circular A-108, as amended]
- Security of Federal Automated Information Systems [OMB Circular A-130, Appendix III]

## 1.2 Applicable Standards and Guidance

- A NIST Definition of Cloud Computing [NIST SP 800-145]
- Computer Security Incident Handling Guide [NIST SP 800-61, Revision 2]
- Contingency Planning Guide for Federal Information Systems [NIST SP 800-34, Revision 1]
- Engineering Principles for Information Technology Security (A Baseline for Achieving Security) [NIST SP 800-27, Revision A]
- Assessing Security and Privacy Controls in Federal Information Systems and Organizations [NIST SP 800-53A, Revision 4]

- Security and Privacy Controls for Federal Information Systems and Organizations [NIST SP 800-53, Revision 4]
- Guide for Developing Security Plans for Federal Information Systems [NIST SP 800-18, Revision 1]
- Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach [NIST SP 800-37, Revision 1]
- Guide for Mapping Types of Information and Information Systems to Security Categories [NIST SP 800-60, Revision 1]
- Guide for Security-Focused Configuration Management of Information Systems [NIST SP 800-128]
- Information Security Continuous Monitoring for Federal Information Systems and Organizations [NIST SP 800-137]
- Managing Information Security Risk: Organization, Mission, and Information System View [NIST SP 800-39]
- Minimum Security Requirements for Federal Information and Information Systems [FIPS Publication 200]
- Personal Identity Verification (PIV) of Federal Employees and Contractors [FIPS Publication 201-2]
- Recommended Security Controls for Federal Information Systems [NIST SP 800-53, Revision 4]
- Guide for Conducting Risk Assessments [NIST SP 800-30, Revision 1]
- Security Considerations in the System Development Life Cycle [NIST SP 800-64, Revision 2]
- Security Requirements for Cryptographic Modules [Federal Information Processing Standard (FIPS) Publication 140-2]
- Standards for Security Categorization of Federal Information and Information Systems [FIPS Publication 199]
- Technical Guide to Information Security Testing and Assessment [NIST SP 800-115]

## 1.3 Purpose

The purpose of this document is to provide the System Owner (SO) and the SSA Authorization Official (AO) with a detailed level of the residual risk for <System Acronym>. An independent security assessment team conducted a test for each system specific security control implemented by SSA stakeholders. These tests include a combination of interviews, document examinations, and actual technical testing of controls when applicable. These controls each had implementation statements listed in the <System Acronym> System Security Plan (SSP). These statements identified how the controls are in place and the assessment team tested the controls based on that criteria. Additionally, the testing ensures the controls are in compliance with the FISMA baseline security control requirements as defined in NIST 800-53 Rev 4. FISMA mandates that all Federal Agencies will comply with the NIST 800-53 Rev. 4 standards. Assessors from the independent security assessment team are members of contracted Coalfire Federal Services (formally Veris Group).

The system specific security controls for this assessment are in section 2.1

## 2 Scope

### 2.1 Applicable Security Controls

The applicable security controls as listed in the <System Acronym> SAP are in Table 2 of this <System Acronym> SAR. The security control assessment authorized by OIS and the <System Acronym> SAM gives authority to the Coalfire Independent Security Assessment team to assess the listed controls.

**Table 2: Identified Security Controls Assessed**

Security Control Family	Security Control
Access Control	AC-2, AC-2(2), AC-2(3), AC-2(4)
Awareness and Training	
Audit and Accountability	AU-7(1)
Security Assessment and Authorization	CA-5, CA-6
Configuration Management	CM-9
Contingency Planning	
Identification and Authentication	IA-2, IA-(3), IA-5, IA-5(1)
Planning	PL-2, PL-2(3), PL-8
Personnel Security	PS-4, PS-5
Risk Assessment	RA-2, RA-3
System and Services Acquisition	SA-3, SA-4(9), SA-5, SA-8, SA-9, SA-9(2), SA-11
System and Communications Protection	SC-4, SC-39
System and Information Integrity	SI-10, SI-11, SI-16

### 2.2 System Name/Title

The <System Acronym> system unique identifier and system acronyms are in Table 3. Due to the number of applications located within <System Acronym>, <only two of the subsystems> fall within the scope of this assessment. The authority to use a representative sample is located within NIST 800-53 Rev 4 Guide for Assessing the Security Controls in Federal Information Systems and Organizations.

**Table 3: Information System Name and Title**

Information System Name:	<System Name>
Information System Acronym:	<System Acronym>
Information System Identifier	<System Identifier>
Security Categorization: (High, Moderate, Low)	<Categorization>
PII data: (Yes/No)	<Yes/No>
e-Authentication Application: (Yes/No)	<Yes/No>
Production Data Used In Development/Test Environment (Yes/No)	<Yes/No>

Federal Tax Information (Yes/No)	<Yes/No>
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## 2.3 Assessment Documentation

Documentation used by the independent assessment team to perform the assessment of the <System Acronym> subsystems include the following:

- <System Acronym> System Security Plan (SSP)
- <System Acronym> Security Assessment Plan (SAP)
- Security Operation Division (SOC) Nessus scanner with McAfee, McAfee ePolicy Orchestrator (EPO) instance scan statistic reports
- SSA Information Security Policy (ISP)
- The <System Acronym> Boundary Scope Memo (BSM)
- The <System Acronym> Information System Contingency Plan (ISCP)
- The <System Acronym> Federal Information Processing Standards Publication (FIPS) 199

## 2.4 Location of Components Tested

The physical locations of all the different functional components supporting the testing of the <System Acronym> information system is in Table 4.

**Table 4: Location of Components**

System Physical Location and Addresses		
Production Environment Site Name	Address	Description of Components
<EXAMPLE: National Computer Center (NCC)>	6401 Security Blvd Baltimore, MD 21235	Production Environment (i.e., hardware ) (Primary Support)
Development/Test Environment Site Name	Address	Description of Components
<EXAMPLE: National Support Center (NSC)>	3500 Campus Drive, Suite 106 Urbana, MD 21704	Development and Testing Environment (Integration Testing)
Disaster Recovery Environment Site Name	Address	Description of Components
<EXAMPLE: Secondary Support Center (SSC)>	3004 Tower Blvd Durham, NC 27707	Production Environment (i.e., hardware) (Secondary/Failover Support)
Contractor Owned Environment Site Name	Address	Description of Components

## 2.5 Subsystems, Users and Interfaces

The <System Acronym> system contains the following subsystems, users and interfaces that were tested as part of this assessment. They are contained within the embedded **Error! Reference source not found..**

<Complete the embedded spreadsheet with system specific information.>

**Table 5: Users and Interfaces**



T2 Internet - Users  
and Interfaces.doc

<Embed the applicable system's Users and Interface, EXAMPLE attached.>

## 2.6 Assessment Inventory

The <System Acronym> hardware and software inventories provided by the SO's are in Table 6.

<Complete the embedded spreadsheet with system specific information.>


**Table 6: Hardware and Software Inventory**



T2 Internet -  
HW-SW Inventory.xl

<Embed the applicable system's Hardware and Software Inventory, EXAMPLE attached.>

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 **NOTE:** Any changes to the scope of the Authorization Boundary after the Boundary Scope Meeting and finalization of the Boundary Scope Memo (BSM) may impact the overall Independent Verification and Validation (IV&V) schedule.

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## 3 System Overview

### 3.1 Security Categorization

The FIPS 199 *Security Categorization of a Federal Information and Information System* publication determines the risk impact level of data vulnerability exploitation. The identified impact level sets the security control baseline that needs to be tested. The categorization for <System Acronym> determined by the FIPS 199 publication is a Moderate baseline. The NIST 800-53 Rev 4. <Moderate> baseline of controls are assessed during the security assessment.

### 3.2 System Description and Purpose

<In the sections below, insert a general description of the information system. Use a description that is consistent with the description found in the SSP. The description must only differ from the description in the SSP if additional information is going to be included that is not available in the SSP or if the description in the SSP is not accurate.>

## 4 Assessment Methodology

A summary of the assessment methodologies used to conduct the security assessment for the <System Acronym> subsystems are in the following steps:

- Perform tests on the listed controls in the <System Acronym> SAP and record the results
- Identify vulnerabilities related to <System Acronym>
- Identify known threats and determine which threats are associated with the cited vulnerabilities
- Analyze risks based on vulnerabilities and associated threats after mitigating controls are implemented
- Recommend corrective actions for controls that are not satisfied (other than satisfied)
- Document all security assessment results, which include identified unmitigated risks, mitigated risks, and recommend corrective actions.

### 4.1 Perform Tests

Coalfire Federal Services performed security tests on the <System Acronym> subsystems, which concluded on <MM DD, YYYY>. The results of the tests are documented within the Security Risk Traceability Matrix (SRTM) in Appendix B. The SRTM serves as input to this SAR.

#### 4.1.1 Assessment Deviations

Table 7 contains any deviations from the SAP if applicable. Coalfire Federal Services did not deviate from the testing plan.

**Table 7: List of Assessment Deviations**

Deviation ID	Deviation Description	Justification

### 4.2 Identification of Vulnerabilities

Coalfire Federal Services conducts an assessment to identify vulnerabilities for <System Acronym> subsystems. These vulnerabilities should have controls in place to mitigate the risk of exploitation.

A vulnerability is an inherent weakness in an information system that can be exploited by a threat or threat agent, resulting in an undesirable impact on the protection of the confidentiality, integrity, or availability of the system (application and associated data). A vulnerability may be due to a design flaw or error in a configuration that makes the network or a host on the network, susceptible to malicious attacks from local or remote users. Vulnerabilities can exist in multiple areas of the system or facilities, such as in firewalls, application servers, Web servers, operating systems, or fire suppression systems.

Whether or not a vulnerability has the potential to be exploited by a threat depends on a number of variables including (but not limited to):

- The strength of the security controls in place
- The ease at which a human actor could purposefully launch an attack
- The probability of an environmental event or disruption in a given local area

An environmental disruption is usually unique to a geographic location. Depending on the level of the risk exposure, the successful exploitation of a vulnerability can vary from disclosure of information about the host to a complete compromise of the host. Risk exposure to organizational operations can affect the business mission, functions, and/or reputation of the organization.

### 4.3 Consideration of Threats

A threat is an adversarial force or phenomenon that could affect the availability, integrity, or confidentiality of an information system, its networks, and the facility that houses the hardware and software. A threat agent is an element that provides the delivery mechanism for a threat. An entity that initiates the launch of a threat agent is referred to as a threat actor.

A threat actor might purposefully launch a threat agent (e.g., a terrorist igniting a bomb). A threat actor could also be a trusted employee that acts as an agent by making an unintentional human error (e.g., a trusted employee clicks on a phishing email that downloads malware). Threat agents may also be environmental in nature with no purposeful intent (e.g., a hurricane). Threat agents working alone, or in concert, exploit vulnerabilities to create incidents. FISMA categorizes threats using a threat origination taxonomy of purposeful (P), unintentional (U), or environmental (E) type threats as described in Table 8.

**Table 8: Threat Categories and Type Identifiers**

Threat Origination Category	Type Identifier
Threats launched purposefully	P
Threats created by unintentional human or machine error	U
Threats caused by environmental agents or disruptions	E

Threat actors for a variety of reasons launch purposeful threats and the reasons may never be fully known. Curiosity, monetary gain, political gain, social activism, revenge or many other driving forces could motivate threat actors. It is possible that some threats could have more than one threat origination category.

Some threat types are more likely to occur than others are. FISMA considers threat types to help determine the likelihood that a vulnerability could be exploited. The threat table shown in

Table 9 describes typical threats to information systems; these threats have been considered for <System Acronym>.



**Table 9: Potential Threats**

ID	Threat Name	Type Identifier	Description	Typical Impact to Data or System		
				Confidentiality	Integrity	Availability
T-1.	Alteration	U, P, E	Alteration of data, files, or records.		Modification	
T-2.	Audit Compromise	P	An unauthorized user gains access to the audit trail and could cause audit records to be deleted or modified, or prevents future audit records from being recorded, thus masking a security relevant event.		Modification or destruction	Unavailable accurate records
T-3.	Bomb	P	An intentional explosion.		Modification or destruction	Denial of service
T-4.	Communications Failure	U, E	Cut fiber optic lines, trees falling on telephone lines.			Denial of service
T-5.	Compromising Emanations	P	Eavesdropping can occur via electronic media directed against large scale electronic facilities that do not process classified National Security Information.	Disclosure		
T-6.	Cyber Brute Force	P	Unauthorized user could gain access to the information systems by random or systematic guessing of passwords, possibly supported by password cracking utilities.	Disclosure	Modification or destruction	Denial of service
T-7.	Data Disclosure Attack	P	An attacker uses techniques that could result in the disclosure of sensitive information by exploiting weaknesses in system design or configuration.	Disclosure		
T-8.	Data Entry Error	U	Human inattention, lack of knowledge, and failure to cross-check system activities could contribute to errors becoming integrated and ingrained in automated systems.		Modification	
T-9.	Denial of Service Attack	P	An adversary uses techniques to attack a single target rendering it unable to respond; could cause denial of service for users of the targeted information systems.			Denial of service

ID	Threat Name	Type Identifier	Description	Typical Impact to Data or System		
				Confidentiality	Integrity	Availability
T-10.	Distributed Denial of Service Attack	P	An adversary uses multiple compromised information systems to attack a single target; could cause denial of service for users of the targeted information systems.			Denial of service
T-11.	Earthquake	E	Seismic activity can damage the information system or its facility. Refer to the following document for earthquake probability maps <a href="http://pubs.usgs.gov/of/2008/1128/pdf/OF08-1128_v1.1.pdf">http://pubs.usgs.gov/of/2008/1128/pdf/OF08-1128_v1.1.pdf</a> .		Destruction	Denial of service
T-12.	Electromagnetic Interference	E, P	Disruption of electronic and wire transmissions could be caused by high frequency (HF), very high frequency (VHF), and ultra-high frequency (UHF) communications devices (jamming) or sun spots.			Denial of service
T-13.	Espionage	P	The illegal, covert act of copying, reproducing, recording, photographing or intercepting sensitive information.	Disclosure	Modification	
T-14.	Fire	E, P	Fire can be caused by arson, electrical problems, lightning, chemical agents, or other unrelated proximity fires.		Destruction	Denial of service
T-15.	Floods	E	Water damage caused by flood hazards can be caused by proximity to local flood plains. Flood maps and base flood elevation must be considered.		Destruction	Denial of service
T-16.	Fraud	P	Intentional deception regarding data or information about an information system could compromise the confidentiality, integrity, or availability of an information system.	Disclosure	Modification or destruction	Denial of service
T-17.	Hardware Equipment Failure	E	Hardware or equipment may fail due to a variety of reasons.			Denial of service
T-18.	Hardware Tampering	P	An unauthorized modification to hardware that alters the proper functioning of equipment in a manner that		Modification	Denial of service

ID	Threat Name	Type Identifier	Description	Typical Impact to Data or System		
				Confidentiality	Integrity	Availability
			degrades the security functionality provided by the asset.			
T-19.	Hurricane	E	A category 1, 2, 3, 4, or 5 land falling hurricane could impact the facilities that house the information systems.		Destruction	Denial of service
T-20.	Malicious Software	P	Software that damages a system such a virus, Trojan, or worm.		Modification or destruction	Denial of service
T-21.	Phishing Attack	P	Adversary attempts to acquire sensitive information such as usernames, passwords, or SSNs, by pretending to be communications from a legitimate/trustworthy source. Typical attacks occur via email, instant messaging, or comparable means; commonly directing users to Web sites that appear to be legitimate sites, while actually stealing the entered information.	Disclosure	Modification or destruction	Denial of service
T-22.	Power Interruptions	E	Power interruptions may be due to any number of reasons such as electrical grid failures, generator failures, uninterruptable power supply (UPS) failures (e.g. spike, surge, brownout, or blackout).			Denial of service
T-23.	Procedural Error	U	An error in procedures could result in unintended consequences.	Disclosure	Modification or destruction	Denial of service
T-24.	Procedural Violations	P	Violations of standard procedures.	Disclosure	Modification or destruction	Denial of service
T-25.	Resource Exhaustion	U	An errant (buggy) process may create a situation that exhausts critical resources preventing access to services.			Denial of service

ID	Threat Name	Type Identifier	Description	Typical Impact to Data or System		
				Confidentiality	Integrity	Availability
T-26.	Sabotage	P	Underhanded interference with work.		Modification or destruction	Denial of service
T-27.	Scavenging	P	Searching through disposal containers (e.g., dumpsters) to acquire unauthorized data.	Disclosure		
T-28.	Severe Weather	E	Naturally occurring forces of nature could disrupt the operation of an information system by freezing, sleet, hail, heat, lightning, thunderstorms, tornados, or snowfall.		Destruction	Denial of service
T-29.	Social Engineering	P	An attacker manipulates people into performing actions, divulging confidential information, or providing access to computer systems or facilities.	Disclosure		
T-30.	Software Tampering	P	Unauthorized modification of software (e.g., files, programs, database records) that alters the proper operational functions.		Modification or destruction	
T-31.	Terrorist	P	An individual performing a deliberate violent act could use a variety of agents to damage the information system, its facility, and/or its operations.		Modification or destruction	Denial of service
T-32.	Theft	P	An adversary could steal elements of the hardware.			Denial of service
T-33.	Time and State	P	An attacker exploits weaknesses in timing or state of functions to perform actions that would otherwise be prevented (e.g., race conditions, manipulation of user state).	Disclosure	Modification	Denial of service
T-34.	Transportation Accidents	E	Transportation accidents include train derailments, river barge accidents, trucking accidents, and airline accidents. Local transportation accidents typically occur when airports, sea ports, railroad tracks, and major trucking routes occur in close proximity to systems facilities. Likelihood of HAZMAT cargo must		Destruction	Denial of service

ID	Threat Name	Type Identifier	Description	Typical Impact to Data or System		
				Confidentiality	Integrity	Availability
			be determined when considering the probability of local transportation accidents.			
T-35.	Unauthorized Facility Access	P	An unauthorized individual accesses a facility which may result in compromises of confidentiality, integrity, or availability.	Disclosure	Modification or destruction	Denial of service
T-36.	Unauthorized Systems Access	P	An unauthorized user accesses a system or data.	Disclosure	Modification or destruction	
T-37.	Volcanic Activity	E	A crack, perforation, or vent in the earth's crust followed by molten lava, steam, gases, and ash forcefully ejected into the atmosphere. For a list of volcanoes in the U.S. see: <a href="http://volcanoes.usgs.gov/about/volcanoes/volcanolist.php">http://volcanoes.usgs.gov/about/volcanoes/volcanolist.php</a> .		Destruction	Denial of service

## 4.4 Perform Risk Analysis

NIST identifies risk assessment as the first process in the risk management methodology. Organizations use the risk assessment to determine the extent of the potential threat and the risk associated with an information system. NIST defines **Risk** as “a function of the likelihood of a given threat-source’s exercising a particular vulnerability and the resulting impact of the adverse event on the organization”. The outcome of performing risk analysis yields risk exposure metrics that can be used to make risk-based decisions.

The FISMA risk analysis process is a qualitative risk analysis. In qualitative risk analysis, the risk level of exploiting a threat may be subjective and the justification for each risk is explained in terms of probability. The following tables have probabilities associated with the likelihood and the impact level of the risk. For example, when a system is easy to exploit, it has a “Very High” likelihood that a threat could exploit the vulnerability. Likelihood definitions and probabilities are in Table 10.

**Note:** The likelihood levels should not be confused or used interchangeably with the security categorization of the system even though they use the some of the same terminology. The security categorization is determined by the sensitivity of the data residing on the information system and is in the FIPS 199 publication.

**Table 10: Likelihood Definitions from NIST 800-30 Rev. 1 Publication**

Likelihood Probability Level	Description
Very Low	If the threat event is initiated or occurs, it is <b>almost certain</b> to have adverse impacts.
Low	If the threat event is initiated or occurs, it is <b>unlikely</b> to have adverse impacts.
Moderate	If the threat event is initiated or occurs, it is <b>somewhat likely</b> to have adverse impacts.
High	If the threat event is initiated or occurs, it is <b>highly likely</b> to have adverse impacts.
Very High	If the threat event is initiated or occurs, it is <b>almost certain</b> to have adverse impacts.

Impact refers to the magnitude of potential harm to the information system (or its data) by successful vulnerability exploitation. Definitions for the impact are in Table 11. Since exploitation has not yet occurred, these values are perception values based on available information system information if the exploitation of a vulnerability can cause significant loss to a system (or its data) then the impact is “Very High”.

**Table 11: Impact Definitions from NIST 800-30 Rev. 1 Publication**

Impact Probability	Description
Very Low	The threat event could be expected to have a <b>negligible</b> adverse effect on organizational operations, organizational assets, individuals other organizations, or the Nation.
Low	The threat event could be expected to have a <b>limited</b> adverse effect on organizational operations, organizational assets, individuals other organizations, or the Nation. A limited adverse effect means that, for example, the threat event might: (i) cause a degradation in mission capability to an extent and duration that the organization is able to perform its primary functions, but the effectiveness of the functions is noticeably reduced; (ii) result in minor damage to organizational assets; (iii) result in minor financial loss; or (iv) result in minor harm to individuals

Moderate	The threat event could be expected to have a <b>serious</b> adverse effect on organizational operations, organizational assets, individuals other organizations, or the Nation. A serious adverse effect means that, for example, the threat event might: (i) cause a significant degradation in mission capability to an extent and duration that the organization is able to perform its primary functions, but the effectiveness of the functions is significantly reduced; (ii) result in significant damage to organizational assets; (iii) result in significant financial loss; or (iv) result in significant harm to individuals that does not involve loss of life or serious life-threatening injuries.
High	The threat event could be expected to have a <b>severe or catastrophic</b> adverse effect on organizational operations, organizational assets, individuals, other organizations, or the Nation. A severe or catastrophic adverse effect means that, for example, the threat event might: (i) cause a severe degradation in or loss of mission capability to an extent and duration that the organization is not able to perform one or more of its primary functions; (ii) result in major damage to organizational assets; (iii) result in major financial loss; or (iv) result in severe or catastrophic harm to individuals involving loss of life or serious life-threatening injuries.
Very High	The threat event could be expected to have <b>multiple severe or catastrophic</b> adverse effects on organizational operations, organizational assets, individuals, other organizations, or the Nation.

The combination of the Likelihood Probability and the Impact Probability creates the risk exposure. The risk exposure matrix shown in Table 12 presents the same likelihood and impact severity ratings as those found in *NIST SP 800-30 Rev. 1 Risk Management Guide for Information Technology Systems*.

**Table 12: Risk Exposure Ratings from NIST 800-30 Rev. 1 Publication**

Likelihood	Impact				
	Very Low	Low	Moderate	High	Very High
Very High	Very Low	Low	Moderate	High	Very High
High	Very Low	Low	Moderate	High	Very High
Moderate	Very Low	Low	Moderate	Moderate	High
Low	Very Low	Low	Low	Low	Moderate
Very Low	Very Low	Very Low	Very Low	Very Low	Very Low

Using Table 12 as a reference, Coalfire Federal Services reviewed all identified vulnerabilities and assigned a risk exposure located in the <System Acronym> SRTM in Appendix B.

Documenting the results of security control testing creates a record of the security posture for the system at a given moment in time. The record can be used by the AO to make risk-based decision and to create plans of action to mitigate unacceptable residual risks.

FISMA requires that a Plan of Action and Milestones (POA&M) be developed. The POA&M is a mitigation plan designed to address specific residual security risks and includes information on costing, resources, and target dates for remediation efforts resolving the identified security weaknesses. The plan is utilized as the primary mechanism for tracking all the residual risks and other issues. SSA will leverage the SAR to create a POA&M for <System Acronym>.

## 5 Security Assessment Results

This section describes all security risks found during assessment. The following elements for each security risk are reported.

- Identifier
- Name
- Source of Discovery
- Description
- Affected internet protocol (IP) Address/Hostname/Database
- Applicable Threats
- Likelihood (before mitigating controls/factors)
- Impact (before mitigating controls/factors)
- Risk Exposure (before mitigating controls/factors)
- Risk Statement
- Mitigating Controls/Factors
- Likelihood (after mitigating controls/factors)
- Impact (after mitigating controls/factors)
- Risk Exposure (after mitigating controls/factors)
- Recommendation

Below is a description of the SAR security risk elements.

- **Identifier:** All weaknesses are assigned a vulnerability identifier (ID) in the form of V#-Security Control ID. For example, the first vulnerability listed would be reported as V1-AC-2(2) if the vulnerability is for control ID AC-2(2). If there are multiple vulnerabilities for the same security control ID, the first part of the vulnerability ID must be incremented, for example V1-AC-2(2), V2-AC-2(2).
- **Name:** A short, unique name for each vulnerability.
- **Source of Discovery:** The source of discovery refers to the method that was used to discover the vulnerability (e.g., web application scanner, manual testing, security test procedure workbook, interview, document review). References must be made to scan reports, security test case procedure IDs, staff that were interviewed, manual test results, and document names. All scans reports are attached in Appendix C, Appendix D, Appendix E, and Appendix F. Results of manual tests can be found in Appendix G. If the source of discovery is from one of the security test procedure workbooks, a reference must point to the workbook name, the sheet number, and the cell number. Workbook tests results are found in Appendix B. If the source of discovery is from an interview, the date of the interview and the people who were present at the interview are named. If the source of discovery is from a document, the document must be named.



- **Description:** All security weaknesses must be described in enough detail to be reproduced by the stakeholder, the Information System Security Officer (ISSO), or the AO. If a test was performed manually, the exact manual procedure and any relevant screenshots must be included. If a test was performed using a tool or scanner, a description of the reported scan results for that vulnerability must be included along with the vulnerability identifier (e.g., Common Vulnerabilities and Exposures (CVE), Common Vulnerability Scoring System (CVSS), Nessus Plugin ID) and screenshots of the particular vulnerability being described. If the tool or scanner reports a severity level, that level must be reported in this section. Any relevant login information and role information must be included for vulnerabilities discovered with scanners or automated tools. If any security weaknesses affect a database transaction, a discussion of atomicity violations must be included.
- **Affected IP Address/Hostname(s)/Database:** For each reported vulnerability, all affected IP addresses/hostnames/databases must be included. If multiple hosts/databases have the same vulnerability, list all affected hosts/databases.
- **Applicable Threats:** The applicable threats describe the unique threats that have the ability to exploit the security vulnerability. (Use threat numbers from **Error! Reference source not found.**)
- **Likelihood (before mitigating controls/factors):** Very High, High, Moderate, Low, or Very Low (see **Error! Reference source not found.**).
- **Impact (before mitigating controls/factors):** Very High, High, Moderate, Low, or Very Low (see **Error! Reference source not found.**).
- **Risk Exposure (before mitigating controls/factors):** Very High, High, Moderate, Low, or Very Low (see **Error! Reference source not found.**).
- **Risk Statement:** Provide a risk statement that describes the risk to the business. (See examples in **Error! Reference source not found.**). Also indicate whether the affected machine(s) is/are internally or externally facing.
- **Mitigating Controls/Factors:** Describe any applicable mitigating controls/factors that could downgrade the likelihood or risk exposure. Also indicate whether the affected machine(s) is/are internally or externally facing. Include a full description of any mitigating factors and/or compensating controls if the risk is an operational requirement.
- **Likelihood (after mitigating controls/factors):** Moderate or Low (see **Error! Reference source not found.**) after mitigating control/factors have been identified and considered.
- **Impact (after mitigating controls/factors):** Moderate or Low (see **Error! Reference source not found.**) after mitigating control/factors have been identified and considered.
- **Risk Exposure (after mitigating controls/factors):** Moderate or Low (see **Error! Reference source not found.**) after mitigating controls/factors have been identified and considered.
- **Recommendation:** The recommendation describes how the vulnerability should be resolved. Indicate if there are multiple ways that the vulnerability could be resolved or recommendation for acceptance of operational requirement.

## 5.1 Security Assessment Summary

<Two (2) vulnerabilities, (0 high, zero moderate, 2 low)> have been discovered as part of the manual security assessment testing. Vulnerability scans provided did not provide enough information to provide analysis of scan vulnerability to assessment result.

The vulnerabilities summary is contained in the following embedded file:

**Table 13: Risk Exposure**



T2 Risk Exposure  
Table.xlsx

<Embed applicable system's Risk Exposure table, EXAMPLE attached.>

## 6 Non-conforming Controls

In some cases, the initial risk exposure to the system has been adjusted due to either corrections that occurred during testing or to other mitigating factors. Additional detail is provided in the following sections.

### 6.1 Risks Corrected During Testing

Any risks that were discovered during the testing of the <System Acronym> subsystems and subsequently mitigated prior to authorization are listed in Table 14. Coalfire Federal Services verified risks corrected during testing. The verification method used to determine correction is noted in the right-hand column of Table 14.

**Table 14: Summary of Risks Corrected During Testing**

Identifier	Description	Source of Discovery	Initial Risk Exposure	Remediation Description	Date of Remediation	Verification Statement/Testing Procedures

### 6.2 Risks with Mitigating Factors

Risks that have had their severity levels changed due to mitigating factors are summarized in Table 15. The factors used to justify changing the initial risk exposure rating are noted in the right-hand column of the table. See Table 13 for more information on these risks.

**Table 15: Summary of Risks with Mitigating Factors**

Identifier	Description	Source of Discovery	Initial Risk Exposure	Current Risk Exposure	Description of Mitigating Factors

### 6.3 Risks Remaining Due to Operational Requirements

Risks that reside in the <system acronym> that cannot be corrected due to operational constraints are summarized in **Error! Reference source not found.** An explanation of the operational constraints and risks are included in **Error! Reference source not found.** as well as in the appropriate security assessment test cases and SSP. Because these risks will not be corrected, they are not tracked in the POA&M. See **Error! Reference source not found.** for more information on these risks.

**Table 16: Summary of Risks Remaining Due to Operational Factors**

Identifier	Description	Source of Discovery	Current Risk Exposure	Operational Requirements Rationale

## 7 Risks Known for Interconnected Systems

Inherent relationships between the system and other interconnected systems may affect the overall system security posture. A summary of the risks known for systems that connect to <System Acronym> is provided in Table 17.

**Table 17: Risks from Interconnected Systems**

System	Authorization Date/Status	Date of POA&M	Control Family Identifier

## 8 Recommendations

<System Acronym> subsystem risks that were discovered during the assessment have an impact on the security posture of the SSA Federal Agency as a whole. These risks must be mitigated and Coalfire Federal Services has made recommendations in the Risk Exposure section, Table 14. These recommendations should be addressed by the SAM, system owners, OIS, and other stakeholders that have a responsibility for the controlling the overall risk of <System Acronym>.

## Appendix A. Acronyms and Terms

Acronyms and terms used throughout this SAR are defined in Table 18.

**Table 18: Acronyms and Terms**

Acronym/Term	SAR Acronym Definitions
AC	Associate Commissioner
AC	Access Control
AO	Authorizing Official
ARB	Architecture Review Board
ART	Analysis and Reporting Tool
AU	Audit and Accountability
BRI	Benefit Rate Increase
BSM	Boundary Scope Memo
CA	Security Assessment and Authorization
CCB	Configuration Control Board
CIC	Customer Information Control System
CM	Configuration Management
CMP	Contingency Management Plan
COTR	Contract Officer's Technical Representative
CSAM	Cyber Security Assessment & Management
CSO	Component Security Officer
CVE	Common Vulnerabilities and Exposures
CVSS	Common Vulnerability Scoring System
DCS	Deputy Commissioner for Systems
DSPP	Division of Security Policy & PII
EPECS	Electronic Personal Enrollment Credential System
EPO	ePolicy Orchestrator
FIPS	Federal Information Processing Standard
FISMA	Federal Information Security Modernization Act
FOIA	Freedom of Information Act
HRMIS	Human Resources Management Information System
HRODS	Human Resources Operational Data Store
HSPD	Homeland Security Presidential Directive
IA	Identification and Authentication
ID	Identification

IP	Internet Protocol
ISCP	Information System Contingency Plan
ISO	Information Security Officers
ISP	Information Security Policy
ISSO	Information System Security Officer
LIS	Low Income Subsidy
NIST	National Institute of Standards and Technology
NSC	National Support Center
OIS	Office of Information Security
OMB	Office of Management and Budget
OSOHE	Office of Systems Operations and Hardware Engineering
OTSO	Office of Telecommunications and Systems Operations
PAM	Payment Application Modernization
PCCB	Project Configuration Control Board
PIN	Personal Identification Number
PIV	Personal Identification Verification
PL	Public Law
PL	(Control) Planning
PM	Program Manager
POA&M	Plan of Action and Milestones
PRIDE	Project Resource Guide
PS	(Control) Personnel Security
P, U, E	Purposeful, Unintentional, Environmental
SA	System and Services Acquisition
SAM	Security Authorization Manager
SAP	Security Assessment Plan
SARA	Security Administration Report Application (User Guide)
SAR	Security Assessment Report
SC	Systems and Communications Protection
SDLC	System Development Life Cycle
SI	System and Information Integrity
SMACS	Security Management Access Control Systems
SO	System Owner
SOC	Security Operation Division

SP	Special Publication
SRC	System Release Certificate
SRTM	Security Requirements Traceability Matrix
SSA	Social Security Administration
SSC	Secondary Support Center
SSP	System Security Plan
SVR	Security Violations Report
Threat	An adversarial force or phenomenon that could affect the availability, integrity, or confidentiality of an information system, its networks, and the facility that houses the hardware and software.
Threat Actor	An entity that initiates the launch of a threat agent is referred to as a threat actor.
Threat Agent	An element that provides the delivery mechanism for a threat.
UPS	uninterruptable power supply
USC	United States Code
Vulnerability	An inherent weakness in an information system that can be exploited by a threat or threat agent, resulting in an undesirable impact in the protection of the confidentiality, integrity, or availability of the system (application and associated data).

## Appendix B. Security Risk Traceability Matrix (SRTM)

The Security Risk Traceability Matrix (SRTM) with test results and test procedures are within the following embedded document in Table 19.

**Table 19: Security Test Procedure Workbook**



T2 SRTM  
Worksheet.xlsx

<Embed the applicable system's Security Risk Traceability Matrix (SRTM), EXAMPLE attached.>



## Appendix C. Infrastructure Scan Results

The Nessus scanner along with the McAfee ePolicy Orchestrator (EPO) deployed by the SOC was used to scan SSA servers. Associated Windows Database servers that have the EPO agent deployed within the <System Acronym> boundary were scanned. The other <System Acronym> servers did not have any vulnerability scanning tools available, which allowed for scanning of mainframe or storage hardware, and therefore were not scanned.

### Infrastructure Scans: Inventory of Items Scanned

Table 20 provides an inventory of infrastructure items scanned during this assessment.

**Table 20: Inventory of Items Scanned**



T2 Scanned  
Inventory Items.xlsx

<Embed the applicable system's Inventory of Items Scanned, EXAMPLE attached.>

### Infrastructure Scans: Raw Scan Results

Table 21 has the <System Acronym> raw scan results:

**Table 21: Raw Scan Results**



T2 Raw Scan  
Results.xlsx

<Embed the applicable system's Raw Scan Results, EXAMPLE attached.>

### Infrastructure Scans: False Positive Reports

Table 22 provides a list of false positive reports collected during infrastructure scans if applicable.

**Table 22: Infrastructure Scans: False Positive Reports**

ID#	IP Address	Scanner Severity Level	Finding	False Positive Explanation

## Appendix D. Database Scan Results

Database scan results are included in this appendix.

### Database Scans: Inventory of Databases Scanned

Table 23 provides an inventory of any databases scanned during this assessment if applicable.

**Table 23: Inventory of Databases Scanned**

IP Address	Hostname	Software and Version	Function	Comment

### Database Scans: False Positive Reports

Table 24 provides a list of false positive reports collected during database scans if applicable.

**Table 24: Database Scans: False Positive Reports**

ID#	IP Address	Scanner Severity Level	Finding	False Positive Explanation

## Appendix E. Web Application Scan Results

Web application scan results are included in this appendix.

### Web Application Scans: Inventory of Web Applications Scanned

Table 25 provides an inventory of all web applications scanned during this assessment if applicable.

**Table 25: Inventory of Web Applications Scanned**

Login URL	IP Address of Login Host	Function	Comments

### Web Application Scans: False Positive Reports

Table 26 provides a list of false positive reports collected during web application scans if applicable.

**Table 26: Web Application Scans: False Positive Reports**

ID#	IP Address	Scanner Severity Level	Finding	False Positive Explanation


## Appendix F. Assessment Results

Assessment results are summarized in Table 27.

**Table 27: Summary of System Security Risks from FISMA Testing**

Risk Level	Assessment Test Cases	Total
High	<# high risks>	<% of total risks>
Moderate	<# moderate risks>	<% of total risks>
Low	<# low risks>	<% of total risks>
Operationally Required	<# operationally required high risks>	<% of total risks>
<b>Total</b>	<Sum of all H, M, L risks>	100%

---

 **NOTE:** Total is the sum of high, moderate, and low risks with operationally required risks being represented as a subset of this total.

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## Appendix G. Penetration Test Report

<Update the text below to reflect actual penetration test results for this assessment. Embed the penetration test report as appropriate.>

Coalfire Federal Services is not authorized as per the Statement of Work (SOW) to perform a formal Penetration Test for the <System Acronym> Batch and Internet Services subsystems. Therefore, no data from a penetration test is available for this assessment.

## Appendix H. Security Assessment Report Signature

Table 28: SAR Signatures

Acceptance and Signature	
I have read the above Security Assessment Report prepared by the third party assessment organization, Coalfire Federal Services. I acknowledge the assessment was completed as per the <System Acronym> SAP and understand the findings detailed herein.	
<b>Security Authorization Manager/ &lt;SAM&gt;:</b>	
<b>OIS Division of Compliance and Assessments Director: &lt;DD&gt;</b>	

EXHIBIT D

# Social Security Administration (SSA)

Security Categorization: <Enter Categorization>



## Risk Assessment Report (RAR)

FOR

<System Name> (<Acronym>)

<DRAFT/FINAL> Version <x.x>

<Month DD, YYYY>

Prepared by



Office of Information Security



<INSTRUCTIONS: Orange, bracketed text indicates instructions on how a section should be completed or sample text, which should be replaced with project specific information or removed. Ensure sample text is turned from orange to black where necessary (e.g., headings shall be changed to the standard heading color), and all instructions are removed (including this paragraph). All black text shall remain unchanged.>

## Document Revision History

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Revision History	Date	Summary of Changes	Author
1.0	<Month DD, YYYY>	Initial release	<name>
<x.x>	<Month DD, YYYY>	<description>	<name>
<x.x>	<Month DD, YYYY>	<description>	<name>

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# 1 Risk Assessment Report (RAR) Background

The Office of Management and Budget (OMB) directive requires the Social Security Administration (SSA) to assess and re-authorize its major information technology (IT) systems at least once every three years and in the event of a major change, when that change occurs. This information must be reported in the annual Federal Information Security Modernization Act (FISMA) report to OMB and Congress during the fourth quarter (Q4) of each year. OMB has directed Chief Information Officers (CIO) of Federal agencies to follow the guidance found in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-37 Revision 1, *Guide for Applying the Risk Management Framework to Federal Information Systems*, to assess and re-authorize their information systems. This security authorization process contains subordinate efforts including performing risk-based reviews of the systems, developing/updating system security plans (SSP), and assessing and testing the security controls implemented for SSA's information systems.

## 2 RAR Executive Summary for <System Name>

The Office of Information Security (OIS) contracted with Coalfire Federal Services, a third party assessment organization (3PAO), to conduct a system specific risk assessment on <system name> (<ACRONYM>). The acting Director of the Division of Compliance and Assessments, and the Security Authorization Manager (SAM) of <SYSTEM ACRONYM> approved the controls selected for this risk assessment. Thirty-two (32) controls were tested over eleven (11) different NIST 800-53 Rev 4 control families. These controls were selected out of the <system categorization> baseline due to <SYSTEM ACRONYM> being categorized as a <system categorization> system as per the FIPS 199. During the assessment, there were <55 manual tests conducted, 62 interviews, and 84 document examinations>. Each of these is a requirement of a specific control. At the conclusion of the assessment, two controls were identified as "not implemented". It should be noted that these controls have since been identified as common and should be added to the common control list. The controls that were not implemented, identified as PS4 (personnel termination), and PS 5 (personnel transfer), requires the SSA Information Security Policy (ISP) to document specific exit interview security debrief policies and procedures and the defined time period in which these must be carried out. Please refer to Table 5 for specific details. The likelihood of these vulnerabilities being exploited combined with the potential system impact is considered an overall **LOW** risk to the system. It is recommended that the <system name> assigned representative from the Security Assessment and Authorization Branch (SAAB) work with the System Authorization Manager (SAM) to mitigate these risks. Due to the overall identified risk being LOW, it is recommended that this be considered an acceptable risk and the system be given an authority to operate (ATO) for the next three years.

## 3 <system name> System Purpose

The <system name> (<ACRONYM>) system, has a <system categorization> Security Categorization. The boundaries are designed to aid SSA in the accomplishment of its mission to provide cost-effective and reliable services to other Federal agencies, and the public at large.

<Insert detailed information>

Coalfire Federal Services' objective is to provide IT Independent Verification and Validation (IV&V) Support Services for <SYSTEM ACRONYM>.

### 3.1 System Name/Title/Unique Identifier

System/Application Name: <system name> (<SYSTEM ACRONYM>)

Unique Identifier : <016-00-SSA/DCS-M-001>

## 3.2 Responsible Organization

Table 1: <SYSTEM ACRONYM> Points of Contact



Title II Batch  
POCs.xlsx



Title II Internet  
Applications POCs.xls

<Embed the applicable system's POCs, EXAMPLE attached.>

## 3.3 Security Categorization

This authorization boundary has been categorized as <system categorization> risk according to FIPS 199. Refer to Table 5 below for supporting documentation regarding the determination of the application’s security categorization.

**Table 2: <System Name> Security Categorization**

Information Type	Confidentiality	Integrity	Availability
<b>Accounting</b> <i>Mission Area:</i> Financial Management Explanation: Selected risk values derived from NIST SP-800-60, and FIPS 199, considering SSA business case.	L	M	L
<b>Payments</b> <i>Mission Area:</i> Financial Management Explanation: Selected risk values derived from NIST SP-800-60, and FIPS 199, considering SSA business case.	L	M	L
<b>Reporting &amp; Information</b> <i>Mission Area:</i> Financial Management Explanation: Based on the protection requirements for confidentiality, integrity and availability, the overall system sensitivity is <SYSTEM CATEGORIZATION>. The loss, misuse or unauthorized access to Agency data can be expected to have a serious adverse effect on SSA operations and assets.	L	M	L
<b>Entitlement Event Information</b> <i>Mission Area:</i> General Government Explanation: Selected risk values derived from NIST SP-800-60, and FIPS 199, considering SSA business case.	M	M	M
<b>Personal Identity and Authentication</b> <i>Mission Area:</i> General Government	M	M	M
<b>Information Sharing</b> <i>Mission Area:</i> Information and Technology Management Explanation: Selected risk values derived from NIST SP-800-60, and FIPS 199, considering SSA business case.	N/A	N/A	N/A
<b>Overall</b>	<b>M</b>	<b>M</b>	<b>M</b>

## 4 Risk Assessment Approach

### 4.1 Risk Assessment Purpose

The purpose of this Risk Assessment Report (RAR) is to summarize the residual risk identified during the security assessment of <SYSTEM ACRONYM>. Risk is a factor derived from a vulnerability that can be exploited and the likelihood that it will be exploited. Please see Appendix A for the NIST 800-60 Volume II publication for the definition of risk.

### 4.2 Risk Assessment Objective

The objective of the risk assessment is to identify any controls that are not fully implemented as required by FISMA. Controls that are not implemented pose a measureable risk to SSA and that risk must be mitigated in a timely manner based on the level or risk the non-implemented control creates. For example, a low risk may only require an update to a policy or a POA&M that the system’s SAM must execute. Another example is a High risk that must have immediate action taken by the SAM and other stakeholders in order to prevent a threat actor(s) from exploiting the discovered risk.

## 4.3 Risk Assessment Scope

The previous system specific risk assessment was conducted on <SYSTEM ACRONYM> in <date>. The residual risk was identified and submitted to the SSA's CIO. This submission was in accordance with OMB and FISMA guidelines to present the risk level of <SYSTEM ACRONYM> and ask for the ATO <SYSTEM ACRONYM> for the next three years. The CIO granted the ATO on <Month DD, YYYY> and allowed <SYSTEM ACRONYM> to operate from <Month DD, YYYY> to <Month DD, YYYY>.

A new risk assessment is required by OMB and FISMA in order to identify the current residual risk and any risks associated with controls that are not fully implemented. The assessed controls were selected based on the <SYSTEM ACRONYM> Security Assessment Plan (SAP) approved by the OIS Director and the <SYSTEM ACRONYM> SAM.

In addition to the controls selected, SSA uses the Nessus scanner along with the McAfee ePolicy Orchestrator (EPO) deployed by the SOC to look for signature based vulnerabilities in accordance with the SSA ISP. Associated Windows Database servers that have the EPO agent deployed within the <SYSTEM ACRONYM> boundary were scanned. The other <SYSTEM ACRONYM> servers did not have any vulnerability scanning tools available that could scan mainframe or storage hardware, and therefore were not scanned.

The risk assessment was performed in accordance with all applicable laws, regulations, rules and orders of all governmental agencies and authorities. A complete list of referenced publications and regulations can be found in [Appendix A](#). All risks associated with <SYSTEM ACRONYM> that were identified during the assessment and the potential impact of those risks are documented in this RAR.

The RAR complies with the following SSA guidance:

- SSA [ISP](#)

## 4.4 Limitations

The <SYSTEM ACRONYM> subsystems, which reside within the National Support Center (NSC), rely on the Office of Systems Operations and Hardware Engineering (OSOHE) for hardware, software, and maintenance support. Additionally, user access and user profile provisioning for <SYSTEM ACRONYM> subsystems residing on the mainframe, are provided by CA Top Secret, and managed by the Office of Systems Operations and Hardware Engineering (OSOHE), not by <SYSTEM ACRONYM>. Therefore, some access controls specific to <SYSTEM ACRONYM> are tested during an enterprise level common control assessment, and not during the <SYSTEM ACRONYM> system specific assessment reported within this RAR.

This assessment was limited to the 32 system specific controls as listed in the approved SAP.

## 4.5 Risk Assessors

The participants in this risk assessment included the following Coalfire Federal Services personnel:

**Table 3: Assessment Team Points of Contact**

Name	Role	Contact Information
<TJ Crews>	Program Manager	< <a href="mailto:Tj.crews@ssa.gov">Tj.crews@ssa.gov</a> >
<Kenneth Free>	Lead Assessor (Senior Analyst)	< <a href="mailto:kenneth.free@ssa.gov">kenneth.free@ssa.gov</a> >
<Gregory Bonham>	Junior Assessor	< <a href="mailto:gregory.bonham@ssa.gov">gregory.bonham@ssa.gov</a> >
<Thomas G. Volpe, Sr.>	Lead Assessor (Surge Support)	< <a href="mailto:Thomas.G.Volpe@ssa.gov">Thomas.G.Volpe@ssa.gov</a> >



The following techniques and NIST/FIPS publications were used to gather information relevant to the <SYSTEM ACRONYM>:

- **NIST SP 800-60 Volume II Revision 1/ and FIPS 199.** The Risk Assessment (RA) Team utilized the <SYSTEM ACRONYM> Security Categorization, dated February 16, 2017 to determine associated system security categorization for the <SYSTEM ACRONYM>. System security categorization determines which recommended set of minimum (baseline) security controls from NIST SP 800-53 Revision 4 must be implemented.
- **NIST SP 800-53 Revision 4.** The RA Team utilized NIST SP 800-53 Revision 4 to determine the recommended set of minimum-security controls. The security controls (management, operational, and technical safeguards or countermeasures) were reviewed to ensure they adequately protect the confidentiality, integrity, and availability of the <SYSTEM ACRONYM>, and that the selected security controls have been implemented, or there is a plan for future implementation.
- **Interviews.** Interviews were conducted on-site with the SAM, System Administrator, and Database Administrator by the RA Team to collect useful information about the <SYSTEM ACRONYM>. Follow-up communications were conducted via email and by telephone to collect additional information about the <SYSTEM ACRONYM>.
- **Examination/Document Reviews.** The RA Team reviewed documentation from the SSA for <SYSTEM ACRONYM>, such as policy and implementation guidance. POA&M, and the prior Security Assessment and Authorization (SA&A) Package, including the previous SSP, Risk Assessment, and the Security Control Assessment (SCA) Plan were reviewed.
- **Testing of Systems.** Testing and Evaluation of security controls for <SYSTEM ACRONYM> was based on System Specific and Hybrid security controls defined by the OIS Rev4 SSA Control Inheritance Structure Worksheet with a <SYSTEM CATEGORIZATION> Baseline. Using the NIST Guidance from NIST SP 800-53A Revision 4, the RA Team tested and evaluated these controls for specified conditions that compare actual with expected behavior, the results of which are used to support the determination of security control existence, functionality, correctness, completeness, and potential for improvement over time.

## 4.6 Results

The overall risk level of the <SYSTEM ACRONYM> was determined to be **Low**, which is the combination of the likelihood of identified threats being able to exploit known system vulnerabilities and the potential the impact to <SYSTEM ACRONYM>.

Low risk indicates that corrective actions are needed and a plan must be developed to incorporate these actions within a reasonable period of time. The preliminary review of security measures for the protection of the <SYSTEM ACRONYM> identified two low threat-vulnerability pairs (risks) in the overall risk assessment as summarized below in Table 2.

**Table 4: Overall Risk Level**

Risk Rating	Control Category			
	Management	Operational	Technical	Total
Very High	0	0	0	0
High	0	0	0	0
Moderate	0	0	0	0
Low	2	0	0	2
Very Low	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

## 4.7 Recommendation

It is the recommendation from the Office of Information Security that an issuance of an Authority to Operate (ATO) for <system name> (<ACRONYM>) be given. This recommendation comes from the assessment findings from the 3PAO that conducted a system specific security assessment. The overall security categorization of <SYSTEM ACRONYM> is <system categorization> and the findings have an overall risk of **LOW**.

## 5 Summary of Findings

Table 5: <SYSTEM ACRONYM> Results Summary

Item No.	Finding (In Order by Control Family)	Threat Source	Likelihood Level	Impact Level	Risk Level	Recommended Corrective Action(s)
V-1	<p><b>PS-4.c.1</b> <b>PS-4.c.2</b></p> <p><b>Personnel Termination</b>            SSA ISP does not define the security debrief topics or policy to discuss with separating employees. In addition, the SSA ISP has no policy, guidelines for including the security debrief actions, or SSA specific information security topics during the exit interview as defined in PS-4.c.1 and PS-4.c.2.</p>	<p>Insider Threat with Intent (e.g., Poorly Trained, Disgruntled, Malicious, Negligent, Dishonest, or Terminated Employees)</p> <p>Insider Threat without Intent or Knowledge</p> <p>Computer Crime/Hackers</p> <p>Espionage (e.g., Companies, Foreign Governments, or Other Government Interests)</p>	Low	Low	Low	<p>This is an agency requirement that must be reflected in the SSA ISP and is the responsibility of Division of Security Customer Service (DSCS). The Security Authorization Manager (SAM) is not responsible for updating policy. The SSA ISP should be updated to include a requirement that employees sign a Non-Disclosure Agreement (NDA), and have a security debrief to discuss the importance of not disclosing knowledge of specifics pertaining to the SSA information system environment. The ISP section 2.1.1.3 should be updated to reflect this. In addition, section 2.1.1.3 should be updated to reflect that a security debrief must be included as part of the exit interview. Exit interview guidance is currently located here: <a href="http://personnel.ba.ssa.gov/OPE/cpps/exitprocedures.html">http://personnel.ba.ssa.gov/OPE/cpps/exitprocedures.html</a></p>

Item No.	Finding (In Order by Control Family)	Threat Source	Likelihood Level	Impact Level	Risk Level	Recommended Corrective Action(s)
V-2	<p><b>PS-5.b.1</b> <b>PS-5.b.2</b></p> <p><b>Personnel Transfer</b> SSA ISP does not define what security actions are to be taken when an employee is transferred or reassigned. The SSA ISP also does not specify the time period in which security actions that are defined in must occur.</p>	<p>Insider Threat with Intent (e.g., Poorly Trained, Disgruntled, Malicious, Negligent, Dishonest, or Terminated Employees)</p> <p>Insider Threat without Intent or Knowledge</p>	Low	Low	Low	This is an agency requirement that must be reflected in the SSA ISP and is the responsibility of DSCS. The ISP section 2.4 should be updated to define what security actions need to occur, in what period of time and what personnel or role is to be identified to be notified when an employee is transferred or reassigned.

## Authority To Operate (ATO) Recommendation

Acceptance and Signature	
<p>As the Security Authorization Manager (SAM) for &lt;system name&gt;, I hereby certify that this Risk Assessment Report provides an accurate representation of the system and its subsystems that were assessed. I also certify that it is my recommendation based on the findings that the SSA Chief Information Officer (CIO) grant an Authority to Operate (ATO) for &lt;system name&gt; for the next three (3) years.</p>	
<p><b>Security Authorization Manager:</b> &lt;name&gt;</p>	
<p>As the Acting Director of the Division of Compliance and Authorization (DCA) in the Office of Information Security (OIS), I hereby certify that this Risk Assessment Report provides an accurate representation of the system and its subsystems that were assessed. I also certify that it is my recommendation based on the findings that the SSA Chief Information Officer (CIO) grant an Authority to Operate (ATO) for &lt;system name&gt; for the next three (3) years.</p>	
<p><b>Division of Compliance and Assessments Director</b> Steven Harkness (Acting)</p>	

**Table 6: Acronym List**

Acronym	Definition
AO	Authorizing Official
BSM	Boundary Scope Memorandum
CET	Customer Engagement Tool
CICS	Customer Information Control System
CIO	Chief Information Officer
CSO	Component Security Officer
DCA	Division of Compliance and Authorization
DCS	Deputy Commissioner for Systems
EPO	McAfee ePolicy Orchestrator
FIPS	Federal Information Processing Standard
FISMA	Federal Information Security Modernization Act
FOUO	For Official Use Only
ISA	Interconnection Security Agreement
ISP	Information Security Policy
IT	Information Technology
IV&V	Independent Verification and Validation
L2TP	Layer 2 Tunneling Protocol
LAN	Local Area Network
LIS	Low Income Subsidy
MKS	Mortise Kern Systems
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NDA	Non-disclosure Agreement
NSC	National Support Center
NIST	National Institute of Standards and Technology
OIS	Office of Information Security
OMB	Office of Management and Budget
OSOHE	Office of Systems Operations and Hardware Engineering
OTSO	Office of Telecommunications and System Operations
PII	Personally Identifiable Information
POA&M	Plan of Action and Milestones
PSC	Program Service Centers
RA	Risk Assessment or Risk Assessor

Acronym	Definition
RAR	Risk Assessment Report
RSDI	Retirement, Survivor, or Disability Insurance
SA&A	Security Assessment and Authorization
SAM	Security Authorization Manager
SAP	System Assessment Plan
SBU	Sensitive But Unclassified
SCA	Security Control Assessment
SO	System Owner
SP	Special Publication
SSA	Social Security Administration
SSP	System Security Plan
VPN	Virtual Private Network
3PAO	Third Party assessment Organization

## APPENDIX A. REFERENCE DOCUMENTS


The following documents were reviewed during the risk assessment process of the SSA's security controls:

- Federal Information Processing Standard (FIPS) 199
- NIST Special Publication 800-30 Rev. 1, "Guide for Conducting Risk Assessments"
- Office of Management and Budget (OMB) Circular A-130.
- NIST Special Publication 800-39
- NIST Special Publication 800-60 Revision 1, Volumes 1&2
- NIST Special Publication 800-53 Revision 4
- SSA Information Security Policy (ISP)

EXHIBIT E

# Social Security Administration (SSA)

Security Categorization: <Enter Categorization>

 **NOTE:** The Security Categorization for the system may not be available at the time of the development of this document if the system is a newly developed system or has undergone a major change which has augmented the data types processed by the system. Additional information on completing the security categorization of the information system can be found on the DSPP website at: <http://sharepoint.ba.ssa.gov/DCS/OIS/DSPP/Veris%20TO14%20IVV%20and%20OA/Forms/AllItems.aspx?RootFolder=%2fDCS%2fOIS%2fDSPP%2fVeris%20TO14%20IVV%20and%20OA%2fIVV%2fTEMPLATES%2fOIS%20TEMPLATES%20FY16&FolderCTID=0x0120003BC3DC1169B0CE47BB662BC248F5B5EE>.



**<Document Name>**

**FOR**

**<Externally Hosted Information System Name>**

**<(Acronym)>**

<DRAFT/FINAL> Version <X.X>

<Month DD, YYYY>

Prepared by

**[COMPANY LOGO]**

**[COMPANY STREET ADDRESS]**

**[COMPANY CITY, STATE ZIP]**



## Document Revision History

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Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V[X.X]	MM/DD/YYYY	All/Page No.	[E.g. Initial Draft, Annual Review, etc.]	[Company/Agency Name: Contact Name]

## **PREFACE**

---

To carry out its wide-ranging responsibilities, the Social Security Administration (SSA), and its employees and managers have access to diverse and complex automated information systems, which includes, file servers, local and wide area networks (LANs/WANs) running on various platforms, and telecommunications systems. The components and offices within the SSA depend on the confidentiality, integrity, and availability (as defined by the Federal Information Processing Standard (FIPS) 199) of these systems and their data in order to accomplish day-to-day operations.

In accordance with Office of Management and Budget (OMB) Circular A-130, Appendix III, all federal systems have value and require some level of protection. The generic term “system” is used to mean either a general support system or a major application. (See NIST Special Publication 800-18, *Guide for Developing Security Plans for Federal Information Systems* for additional information).

## EXECUTIVE SUMMARY

---


The SSA relies on its information technology (IT) systems, including the [Enter SYSTEM NAME (Acronym)], to accomplish its undertaking of providing cost-effective and reliable services to the SSA, other Federal agencies, and the public at large. Since this externally hosted information system is part of an SSA security authorization boundary, it is subject to meet some or all of the SSA specific security requirements depending upon the information it processes and the services it provides for the SSA.

[Provide an EXECUTIVE SUMMARY and overview of the information system. This summary should describe what the information system is, what its importance is to SSA, who is in the user audience, and any additional subsystems that is encompassed in the system.]

The purpose of this system security plan is to provide an overview of the security requirements of the [ENTER SYSTEM NAME HERE] system and describe the controls in place or planned for meeting those requirements. The system security plan also delineates responsibilities and expected behavior of all individuals who access the system.

The SSP documents the structured process of planning adequate, cost-effective security protection for a system. It shall reflect input from various managers/stakeholders with responsibilities concerning the system from the hosting company and from the SSA component for which the system provides services.

---

 [Note: This SSP template shall be used to document an external hosted Information Systems that "IS" associated with one of the existing SSA Security Authorization Boundaries.

---

As part of the development of this SSP document, the external system ISO or designee along with the SSA SAM and the Office of Information Security (OIS) will need to follow the instructions to determine which new application/system/sub-system should be included or associated with SSA. See section 1.1 below for more details related to this process.] ← DELETE THESE INSTRUCTIONS UPON COMPLETION

## SYSTEM SECURITY PLAN AGREEMENT SUMMARY

This SSP documents a formal agreement among the organizational officials approving the security controls designed to meet the security requirements for the [SYSTEM NAME]. These officials are the SSA System Owner (SO), (External Contractor) Information System Security Officer (ISSO), SSA Security Authorization Manager (SAM) and the SSA Authorizing Official (AO).

Each organizational official has signed this agreement summary for the reasons identified below and has concurred with the security category of this Controlled Unclassified Information (CUI) system to be [LOW/MODERATE]. See Executive Order 13556 for more information on CUI.

 [Check the box below that is applicable ← DELETE]

- Initiation of the System Security Plan (including FIPS 199 security categorization)<sup>1</sup>**
- Annual Update of the System Security Plan (no significant changes)**

Acceptance and Signature	
As the Designated Representative(s) for <System Name>, I hereby certify that the <System Acronym> System Security Plan described in this document provides an accurate representation of the <System Acronym> and its subsystems.	
<b>SSA Security Authorization Manager</b> [ENTER NAME OF SAM ← DELETE]	<Insert digital signature>
<b>SSA DSP Director</b> [ENTER NAME OF DSP DIRECTOR] ← DELETE	<Insert digital signature>

---

<sup>1</sup> When there are no significant changes, the System Owner, Information System Security Officer and SSA Security Authorization Manager must sign the agreement summary for an annual update. The Authorizing Official is not required to sign if there are no significant changes affecting the security posture of the system requiring reauthorization. Reauthorization is addressed via a formal memorandum approving the security plan and authorizing the system to operate for a specified period of time.

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# 1 Information System Identification

## 1.1 Determination of System

**Table 1: System Name/Identifier**

System Name/Title:	System ID No:
<System name: external information system name> ( short name-subsystem short name)	

## 1.2 Responsible Organization

**Table 2: Responsible Organization**

Organization	Address

## 1.3 Information System Categorization

Security categorizations are to be performed as the first step in the security authorization process as required by Federal Information Processing Standard (FIPS) 199 in order to select appropriate system security controls to be addressed throughout the rest of the security authorization. FIPS 199 categories are derived according to the potential impact on the agency that would occur if its Confidentiality, Integrity, or Availability were compromised. FIPS 199 category definitions are as follows:

- **High Impact:** The loss of confidentiality, integrity, or availability could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.
- **Moderate Impact:** The loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals. (At SSA, the highest security categorization is currently Moderate)
- **Low Impact:** The loss of confidentiality, integrity, or availability could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.

Based on the system categorization of this externally hosted system the [SYSTEM ACRONYM] system has been categorized as a [LOW/MODERATE] system according to FIPS 199.

 [Enter an "X" in the applicable section] ← DELETE

**Table 3: Security Categorization**

Low	<input type="checkbox"/>
Moderate	<input type="checkbox"/>

## 1.4 General Description of Information Sensitivity

Sensitive information is defined by the Computer Security Act (section 552a of Title 5, United States Code) as any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of federal programs, or the privacy to which individuals are entitled. The National Institute of Standards and Technology (NIST) Special Publication 800-122 *Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)* further defines the requirements for Personal Identity Information (PII) which SSA follows with regard to protecting its sensitive PII.

FIPS 199 defines security categories for information systems based on potential impact on organizations, assets, or individuals should there be a breach of security—that is, a loss of confidentiality, integrity, or availability. FIPS 199 security categories play an important part in defining information system security boundaries by partitioning the agency's information systems according to the criticality or sensitivity of the information and information systems and the importance of those systems in accomplishing the agency's mission. This is particularly important when there are various FIPS 199 impact levels contained in one information system. The FIPS 199 requirement to secure an information system to the high watermark or highest impact level must be applied when grouping minor applications/subsystems with varying FIPS 199 impact levels into a single general support system or major application unless there is adequate boundary protection, e.g., firewalls and encryption, around those subsystems or applications with the highest impact level. Additionally, there must be assurance that the shared resources, i.e., networks, communications, and physical access within the whole general support system or major application, are protected adequately for the highest impact level. Having the ability to isolate the high impact systems will not only result in more secure systems, but will also reduce the amount of resources required to secure many applications/systems that do not require that level of security. NIST SP 800-53 provides three security control baselines, i.e., low, moderate, and high (high is not addressed by this SSP), that are associated with the three FIPS 199 impact levels; as the impact level increases, so do the minimum assurance requirements. For reporting purposes, i.e., FISMA annual report, when an information system has varying FIPS 199 impact levels, that system is categorized at the highest impact level on that information system.

## 1.5 Impact Level for Information Types

The following tables identify the information types that are input, stored, processed, and/or output from **[System Acronym]**. The selection of the information types is based on guidance provided by OMB Federal Enterprise Architecture Program Management Office Business Reference Model 2.0 (<http://www.whitehouse.gov/omb/e-gov/fea>), and the FIPS 199, *Standards for Security Categorization of Federal Information and Information Systems*, and NIST Special Publication (SP) 800-60, *Guide for Mapping Types of Information and Information Systems to Security Categories*. SP 800-60 includes two volumes: Volume I is a basic guideline and Volume II contains appendices. Users should review the guidelines provided in Volume I, then refer to only the material from the appendices that is applicable. NIST SP 800-60 is available for download at <http://csrc.nist.gov/publications/>.

The potential impact is **LOW** if—

The loss of confidentiality, integrity, or availability could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.

A limited adverse effect means that, for example, the loss of confidentiality, integrity, or availability might: (i) cause a degradation in mission capability to an extent and duration that the organization is able to perform its primary functions, but the effectiveness of the functions is noticeably reduced; (ii) result in minor damage to organizational assets; (iii) result in minor financial loss; or (iv) result in minor harm to individuals.

The potential impact is **MODERATE** if—

The loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.

A serious adverse effect means that, for example, the loss of confidentiality, integrity, or availability might: (i) cause a significant degradation in mission capability to an extent and duration that the organization is able to perform its primary functions, but the effectiveness of the functions is significantly reduced; (ii) result in significant damage to organizational assets; (iii) result in significant financial loss; or (iv) result in significant harm to individuals that does not involve loss of life or serious life threatening injuries.

The potential impact is **HIGH** if—

The loss of confidentiality, integrity, or availability could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.

A severe or catastrophic adverse effect means that, for example, the loss of confidentiality, integrity, or availability might: (i) cause a severe degradation in or loss of mission capability to an extent and duration that the organization is not able to perform one or more of its primary functions; (ii) result in major damage to organizational assets; (iii) result in major financial loss; or (iv) result in severe or catastrophic harm to individuals involving loss of life or serious life threatening injuries.

 [List the different information types per NIST SP 800-60 and indicate provisional impact level. Add or modify information types if necessary]. This information can be copy/pasted from the SSA Parent System FIPS199 Security Categorization Review documentation, Section 4. ← DELETE THESE INSTRUCTIONS UPON COMPLETION

**Table 4: Impact Level for Information Types**

NIST Information Type	NIST SP 800-60, Volume II Reference	NIST Recommended Provisional Impact Levels			System Owner Selected Impact Levels			Comments
		Confidentiality	Integrity	Availability	Confidentiality	Integrity	Availability	
		<b>EXAMPLE:</b> Personal Identity and Authentication Information Type	C.2.8.9	M	M	M	M	

## 1.6 System Points of Contact

<Complete the attached spreadsheet with system specific information.>

**Table 5: <System Name> Points of Contact**



SSP-Point of  
Contacts.xlsx

## 1.7 Assignment of Security Responsibility

**Table 6: [System Acronym] (Contractor) Information System Security Officer (ISSO)**

<b>Name:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Responsibility:</b>	Individual with assigned responsibility for maintaining the appropriate operational security posture for an information system or program. Information System Security Officer (ISSO).

**Table 7: SSA Security Authorization Manager (SAM)**

<b>Name:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Responsibility:</b>	SSA Security Authorization Manager

## 1.8 System Operational Status

The [SYSTEM ACRONYM] and its component systems are in the [INITIATION, ACQUISITION/DEVELOPMENT, IMPLEMENTATION, OPERATIONAL/MAINTENANCE] phase of their System Development Life Cycles (SDLC).

 [Enter an "X" in the applicable section] ← DELETE

**Table 8: Information System Operational Status**

Initiation	Development	Implementation	Operational

## 1.9 Information system Type

 [Enter an "X" in the applicable section below] ← DELETE


**Table 9: Information System Type**

Subsystem/Application	Major Application	General Support System

## 1.10 Security Status

[SECURITY AUTHORIZATION ACRONYM/ EXTERNAL INFORMATION SYSTEM ACRONYM] received a full Authority to Operate (ATO) on [Enter DATE of ATO].

## 1.11 General Description and Purpose

 [This section should contain a detailed general description and overall purpose for the information system. It should identify the system's purpose, capabilities, users, arrangements for hosting, connection and/or interface to SSA, and information data flow; discuss the hardware, software and firmware implemented in support of the information system] ← DELETE

## 1.12 Data Types

**Table 10: NIST SP 800-60 Vol 2. Information Data Types**

NIST Information Type	NIST SP 800-60, Volume II Reference	Data Type Description
<b>EXAMPLE:</b> Personal Identity Information Type	C.2.8.9	Personal identity and authentication information includes that information necessary to ensure that all persons who are potentially entitled to receive any federal benefit are enumerated and identified so that Federal agencies can have reasonable assurance that they are paying or communicating with the right individuals. This information include individual citizen's Social Security Numbers, names, dates of birth, places of birth, parents' names, etc.

## 1.13 Information System Boundary

The [SYSTEM ACRONYM] system architecture, environment and agreement boundary is described below.

## 1.14 System Architecture/Environment

[Provide a description of the information system architecture/environment, explaining where and by whom it is hosted, whether it is a web-based (or cloud, etc.) application, what Software (SW) it is utilizing, what SW sits on the front end, back end, OS, how many users access the system, describe user interfaces, and designate whether connectivity to SSA and/or the outside is through VPN or WAN, etc.] ← DELETE



[INSERT a diagram of the information system architecture, including its connections/interfaces/other relationships to SSA]. ← DELETE

Figure 1: [System Acronym] Architecture Diagram

## 1.15 Security Authorization Boundary

[Provide information of where the information system is located; where backups and restores are conducted, and specifically where databases are housed. Provide an explanation of where the servers are located (company facility, datacenter, etc.), personnel, public access or not, how the systems are connected, how remote users can connect and how in and outbound internet connections are secured and maintained]. ← DELETE



[INSERT a diagram of the information security authorization boundary showing its connections/interfaces/other relationships to SSA.] ← DELETE

Figure 2: [System Acronym] Accreditation Boundary

## 1.16 System Inventory

The hardware (HW) and software (SW) components included in the externally hosted, non-SSA [System Acronym] boundary are listed in the tables below. <System acronym> consists of multiple technologies. Table 11 contains a listing of technologies (hardware, software, technologies and platforms) that reside within the <system acronym> authorization boundary. Technology is listed per system and subsystem:

<Complete the embedded spreadsheet with system specific information.>

Table 11: Inventory: List of Technologies



Table 6\_Inventory -  
List of Technologies -

**NOTE:** Any changes to the scope of the Authorization Boundary after the Boundary Scope Meeting and finalization of the BSM may impact the overall IV&V schedule.

## 1.17 System Interconnections

The externally hosted [SYSTEM ACRONYM] requires that written agreements (e.g., Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), Interconnection Security Agreements (ISAs), etc., on the security controls to be enforced on interconnecting systems and must be obtained prior to connecting and/or sharing sensitive data/information. Table 18 shows the status of these agreements between [SYSTEM ACRONYM] and the external systems that share its information. [SYSTEM ACRONYM] [Has /does not have] external communications requiring MOUs or ISAs.

**Table 12: [System Acronym] System Interconnections**

Information System	Organization	Type (GSS/MA)	Agreement (ISA/MOU/MOA)	Date	FIPS 199 Category	C&A Status	DAA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



## 2 [System Acronym] NIST SP 800-53 - Rev 4 MINIMUM SECURITY CONTROLS

The minimum security control baseline for [LOW/MODERATE]-impact systems from NIST SP 800-53 Revision 4 is documented below. Specifically, this section provides a description of how all the minimum-security controls in the baseline are being implemented, planned, and compensated or how they will be implemented in the future. The table contains: (1) the NIST SP Publication and revision number (2) the security control family and specific control with applicable enhancements; (3) if the security control is a common control, hybrid or system specific (4) the implementation statement; how the security control is being implemented or how it will be implemented (5) the implementation status to determine whether the control is in place, not in place, compensated or not applicable and (6) comments to capture specific notes about the control's implementation. (Note: if not in place, an explanation will need to be provided under this section). Implementation statements of controls identified as common will reference the system and/or SSP that the control is inherited from.

### 2.1 Security Controls

Organizations employ security controls in federal information systems and the environments in which those systems operate in accordance with FIPS Publication 199, FIPS Publication 200, and NIST Special Publications 800-37 and 800-39. Security categorization of federal information and information systems, as required by FIPS Publication 199, is the first step in the risk management process. Next, organizations select an appropriate set of security controls for their information systems by satisfying the minimum-security requirements set forth in FIPS Publication 200. Appendix D includes three security control baselines that are associated with the designated impact levels of information systems as determined during the security categorization process. After baseline selection, organizations tailor the baselines by: (i) identifying/designating common controls; (ii) applying scoping considerations; (iii) selecting compensating controls, if needed; (iv) assigning control parameter values in selection and assignment statements; (v) supplementing the baseline controls with additional controls and control enhancements from the security control catalog; and (vi) providing additional information for control implementation.

#### 2.1.1 Access Control (AC)

##### 2.1.1.1 AC-1 Access Control Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
- b. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
- c. Procedures to facilitate the implementation of the access control policy and associated access controls; and
- d. Reviews and updates the current:
- e. Access control policy [Assignment: organization-defined frequency]; and
- f. Access control procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-1</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.1.2 AC-2 Account Management

The organization:

- a. Identifies and selects the following types of information system accounts to support organizational missions/business functions: [*Assignment: organization-defined information system account types*];
- b. Assigns account managers for information system accounts;
- c. Establishes conditions for group and role membership;
- d. Specifies authorized users of the information system, group and role membership, and access authorizations (i.e., privileges) and other attributes (as required) for each account;
- e. Requires approvals by [*Assignment: organization-defined personnel or roles*] for requests to create information system accounts;
- f. Creates, enables, modifies, disables, and removes information system accounts in accordance with [*Assignment: organization-defined procedures or conditions*];
- g. Monitors the use of, information system accounts;
- h. Notifies account managers:
  1. When accounts are no longer required;
  2. When users are terminated or transferred; and
  3. When individual information system usage or need-to-know changes;
- i. Authorizes access to the information system based on:
  1. A valid access authorization;
  2. Intended system usage; and
  3. Other attributes as required by the organization or associated missions/business functions;
- j. Reviews accounts for compliance with account management requirements [*Assignment: organization-defined frequency*]; and
- k. Establishes a process for reissuing shared/group account credentials (if deployed) when individuals are removed from the group.

**(1) ACCOUNT MANAGEMENT | AUTOMATED SYSTEM ACCOUNT MANAGEMENT**

The organization employs automated mechanisms to support the management of information system accounts.

**(2) ACCOUNT MANAGEMENT | REMOVAL OF TEMPORARY / EMERGENCY ACCOUNTS**

The information system automatically [Selection: removes; disables] temporary and emergency accounts after [Assignment: organization-defined time period for each type of account].

**(3) ACCOUNT MANAGEMENT | DISABLE INACTIVE ACCOUNTS**

The information system automatically disables inactive accounts after [Assignment: organization-defined time period].

**(4) ACCOUNT MANAGEMENT | AUTOMATED AUDIT ACTIONS**

The information system automatically audits account creation, modification, enabling, disabling, and removal actions, and notifies [Assignment: organization-defined personnel or roles].

<b>NIST SP 800-53</b>	<b>Access Controls</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b> AC-2</p>		
<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		
<p><b>Comments:</b></p>		
<p><b>Control Enhancement AC-2(1)</b></p> <p><b>Implementation Statement:</b></p>		
<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		

<p><b>Comments:</b></p>
<p><b>Control Enhancement AC-2(2)</b></p> <p><b>Implementation Statement:</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AC-2(3)</b></p> <p><b>Implementation Statement:</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AC-2(4)</b></p> <p><b>Implementation Statement:</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>

### 2.1.1.3 AC-3 Access Enforcement

The information system enforces approved authorizations for logical access to information and system resources in accordance with applicable access control policies.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-3</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

#### 2.1.1.4 AC-4 Information Flow Enforcement

The information system enforces approved authorizations for controlling the flow of information within the system and between interconnected systems based on [Assignment: organization-defined information flow control policies].

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-4</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

<b>Comments:</b>
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### 2.1.1.5 AC-5 Separation of Duties

The organization:

- a. Separates [Assignment: organization-defined duties of individuals];
- b. Documents separation of duties of individuals; and
- c. Defines information system access authorizations to support separation of duties.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-5</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.1.6 AC-6 Least Privilege

The organization employs the principle of least privilege, allowing only authorized accesses for users (or processes acting on behalf of users) which are necessary to accomplish assigned tasks in accordance with organizational missions and business functions.

Control Enhancements:

#### (1) LEAST PRIVILEGE | AUTHORIZE ACCESS TO SECURITY FUNCTIONS

The organization explicitly authorizes access to [Assignment: organization-defined security functions (deployed in hardware, software, and firmware) and security-relevant information].

**(2) LEAST PRIVILEGE | NON-PRIVILEGED ACCESS FOR NONSECURITY FUNCTIONS**

The organization requires that users of information system accounts, or roles, with access to [Assignment: organization-defined security functions or security-relevant information], use non-privileged accounts or roles, when accessing nonsecurity functions.

**(5) LEAST PRIVILEGE | PRIVILEGED ACCOUNTS**

The organization restricts privileged accounts on the information system to [Assignment: organization-defined personnel or roles].

**(9) LEAST PRIVILEGE | AUDITING USE OF PRIVILEGED FUNCTIONS**

The information system audits the execution of privileged functions.

**(10) LEAST PRIVILEGE | PROHIBIT NON-PRIVILEGED USERS FROM EXECUTING PRIVILEGED FUNCTIONS**

The information system prevents non-privileged users from executing privileged functions to include disabling, circumventing, or altering implemented security safeguards/countermeasures.

<b>NIST SP 800-53</b>	<b>Access Controls</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-6</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement AC-6(1)</b> <b>Implementation Statement:</b>		

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AC-6(2)</b></p> <p><b>Implementation Statement:</b></p>    <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AC-6(5)</b></p> <p><b>Implementation Statement:</b></p>    <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AC-6(9)</b></p> <p><b>Implementation Statement:</b></p>    <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>



<p><b>Control Enhancement AC-6(10)</b></p> <p><b>Implementation Statement:</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.1.7 AC-7 Unsuccessful Logon Attempts

The information system:

- a. Enforces a limit of [Assignment: organization-defined number] consecutive invalid logon attempts by a user during a [Assignment: organization-defined time period]; and
- b. Automatically [Selection: locks the account/node for an [Assignment: organization-defined time period]; locks the account/node until released by an administrator; delays next logon prompt according to [Assignment: organization-defined delay algorithm]] when the maximum number of unsuccessful attempts is exceeded.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>AC-7</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.1.8 AC-8 System Use Notification

The information system:

- a. Displays to users [*Assignment: organization-defined system use notification message or banner*] before granting access to the system that provides privacy and security notices consistent with applicable federal laws, Executive Orders, directives, policies, regulations, standards, and guidance and states that:
  - 1. Users are accessing a U.S. Government information system;
  - 2. Information system usage may be monitored, recorded, and subject to audit;
  - 3. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties; and
  - 4. Use of the information system indicates consent to monitoring and recording;
- b. Retains the notification message or banner on the screen until users acknowledge the usage conditions and take explicit actions to log on to or further access the information system; and
- c. For publicly accessible systems:
  - 1. Displays system use information [*Assignment: organization-defined conditions*], before granting further access;
  - 2. Displays references, if any, to monitoring, recording, or auditing that are consistent with privacy accommodations for such systems that generally prohibit those activities; and
  - 3. Includes a description of the authorized uses of the system.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> AC-8		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.1.9 AC-11 Session Lock

The information system:

- a. Prevents further access to the system by initiating a session lock after [*Assignment: organization-defined time period*] of inactivity or upon receiving a request from a user; and
- b. Retains the session lock until the user reestablishes access using established identification and authentication procedures.

**Control Enhancements:**

**(1) SESSION LOCK | PATTERN-HIDING DISPLAYS**

The information system conceals, via the session lock, information previously visible on the display with a publicly viewable image.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-11]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-11</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Implementation Statement:</b> <b>AC-11(1)</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

**2.1.1.10 AC-12 Session Termination**

The information system automatically terminates a user session after [Assignment: organization-defined conditions or trigger events requiring session disconnect].

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-12]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-12</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.1.11 AC-14 Permitted Actions without Identification or Authentication

The organization:

- a. Identifies [Assignment: organization-defined user actions] that can be performed on the information system without identification or authentication consistent with organizational missions/business functions; and
- b. Documents and provides supporting rationale in the security plan for the information system, user actions not requiring identification or authentication.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-14]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-14</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		

**Comments:**

### 2.1.1.12 AC-17 Remote Access

The organization:

- a. Establishes and documents usage restrictions, configuration/connection requirements, and implementation guidance for each type of remote access allowed; and
- b. Authorizes remote access to the information system prior to allowing such connections.

**Control Enhancements:**

**(1) REMOTE ACCESS | AUTOMATED MONITORING / CONTROL**

The information system monitors and controls remote access methods.

**(2) REMOTE ACCESS | PROTECTION OF CONFIDENTIALITY / INTEGRITY USING ENCRYPTION**

The information system implements cryptographic mechanisms to protect the confidentiality and integrity of remote access sessions.

**(3) REMOTE ACCESS | MANAGED ACCESS CONTROL POINTS**

The information system routes all remote accesses through [Assignment: organization-defined number] managed network access control points.

**(4) REMOTE ACCESS | PRIVILEGED COMMANDS / ACCESS**

The organization:

- (a) Authorizes the execution of privileged commands and access to security-relevant information via remote access only for [Assignment: organization-defined needs]; and
- (b) Documents the rationale for such access in the security plan for the information system.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-17]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement:**

**AC-17**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement AC-17(1)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement AC-17(2)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement AC-17(3)**

**Implementation Statement:**

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AC-17(4)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.1.13 AC-18 Wireless Access

The organization:

- a. Establishes usage restrictions, configuration/connection requirements, and implementation guidance for wireless access; and
- b. Authorizes wireless access to the information system prior to allowing such connections.

**Control Enhancements:**

#### (1) WIRELESS ACCESS | AUTHENTICATION AND ENCRYPTION

The information system protects wireless access to the system using authentication of [Selection (one or more): users; devices] and encryption.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-18]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>AC-18</b></p>          		

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)              <input type="checkbox"/> Planned (Not in Place)              <input type="checkbox"/> Compensated              <input type="checkbox"/> Not Applicable              <input type="checkbox"/> Scoped         </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AC-18(1)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)              <input type="checkbox"/> Planned (Not in Place)              <input type="checkbox"/> Compensated              <input type="checkbox"/> Not Applicable              <input type="checkbox"/> Scoped         </p> <p><b>Comments:</b></p>

### 2.1.1.14 AC-19 Access Control for Mobile Devices

The organization:

- a. Establishes usage restrictions, configuration requirements, connection requirements, and implementation guidance for organization-controlled mobile devices; and
- b. Authorizes the connection of mobile devices to organizational information systems.

**(5) ACCESS CONTROL FOR MOBILE DEVICES | FULL DEVICE / CONTAINER-BASED ENCRYPTION**

The organization employs [Selection: full-device encryption; container encryption] to protect the confidentiality and integrity of information on [Assignment: organization-defined mobile devices].

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-19]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>AC-19</b></p>          		



<p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AC-19(5)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>

### 2.1.1.15 AC-20 Use of External Information Systems

The organization establishes terms and conditions, consistent with any trust relationships established with other organizations owning, operating, and/or maintaining external information systems, allowing authorized individuals to:

- a. Access the information system from external information systems; and
- b. Process, store, or transmit organization-controlled information using external information systems.

#### Control Enhancements:

##### (1) USE OF EXTERNAL INFORMATION SYSTEMS | LIMITS ON AUTHORIZED USE

The organization permits authorized individuals to use an external information system to access the information system or to process, store, or transmit organization-controlled information only when the organization:

- (a) Verifies the implementation of required security controls on the external system as specified in the organization's information security policy and security plan; or
- (b) Retains approved information system connection or processing agreements with the organizational entity hosting the external information system.

##### (2) USE OF EXTERNAL INFORMATION SYSTEMS | PORTABLE STORAGE DEVICES

The organization [Selection: restricts; prohibits] the use of organization-controlled portable storage devices by authorized individuals on external information systems.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-20]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-20</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement AC-20(1)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement AC-20(2)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		

<b>Comments:</b>
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### 2.1.1.16 AC-21 Information Sharing

The organization:

- a. Facilitates information sharing by enabling authorized users to determine whether access authorizations assigned to the sharing partner match the access restrictions on the information for [Assignment: organization-defined information sharing circumstances where user discretion is required]; and
- b. Employs [Assignment: organization-defined automated mechanisms or manual processes] to assist users in making information sharing/collaboration decisions.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-21]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-21</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.1.17 AC-22 Publicly Accessible Content

The organization:

- a. Designates individuals authorized to post information onto a publicly accessible information system;
- b. Trains authorized individuals to ensure that publicly accessible information does not contain nonpublic information;

- c. Reviews the proposed content of information prior to posting onto the publicly accessible information system to ensure that nonpublic information is not included; and
- d. Reviews the content on the publicly accessible information system for nonpublic information [Assignment: organization-defined frequency] and removes such information, if discovered.

<b>NIST SP 800-53</b>	<b>Access Control</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AC-22]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AC-22</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

## 2.1.2 Awareness and Training (AT)

### 2.1.2.1 AT-1 Security Awareness and Training Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  1. A security awareness and training policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  2. Procedures to facilitate the implementation of the security awareness and training policy and associated security awareness and training controls; and
- b. Reviews and updates the current:
  1. Security awareness and training policy [Assignment: organization-defined frequency]; and
  2. Security awareness and training procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Awareness and Training</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[AT-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> AT-1		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.2.2 AT-2 Security Awareness Training

The organization provides basic security awareness training to information system users (including managers, senior executives, and contractors):

- a. As part of initial training for new users;
- b. When required by information system changes; and
- c. [Assignment: organization-defined frequency] thereafter.

**Control Enhancements:**

### (2) SECURITY AWARENESS | INSIDER THREAT

The organization includes security awareness training on recognizing and reporting potential indicators of insider threat.

<b>NIST SP 800-53</b>	<b>Awareness and Training</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[AT-2]</b>	
<b>Implementation Statement:</b> AT-2		

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement AT-2(2)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.2.3 AT-3 Role-Based Security Training

The organization provides role-based security training to personnel with assigned security roles and responsibilities:

- a. Before authorizing access to the information system or performing assigned duties;
- b. When required by information system changes; and
- c. [Assignment: organization-defined frequency] thereafter.

<b>NIST SP 800-53</b>	<b>Awareness and Training</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AT-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>AT-3</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		

<b>Comments:</b>
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### 2.1.2.4 AT-4 Security Training Records

The organization:

- a. Documents and monitors individual information system security training activities including basic security awareness training and specific information system security training; and
- b. Retains individual training records for [Assignment: organization-defined time period].

<b>NIST SP 800-53</b>	<b>Awareness and Training</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AT-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AT-4</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

## 2.1.3 Audit and Accountability (AU)

### 2.1.3.1 AU-1 Audit and Accountability Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  1. An audit and accountability policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and

2. Procedures to facilitate the implementation of the audit and accountability policy and associated audit and accountability controls; and
  - b. Reviews and updates the current:
    1. Audit and accountability policy [*Assignment: organization-defined frequency*]; and
    2. Audit and accountability procedures [*Assignment: organization-defined frequency*].

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AU-1</b>          <b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>          		

### 2.1.3.2 AU-2 Audit Events

The organization:

- a. Determines that the information system is capable of auditing the following events: [*Assignment: organization-defined auditable events*];
- b. Coordinates the security audit function with other organizational entities requiring audit-related information to enhance mutual support and to help guide the selection of auditable events;
- c. Provides a rationale for why the auditable events are deemed to be adequate to support after-the-fact investigations of security incidents; and
- d. Determines that the following events are to be audited within the information system: [*Assignment: organization-defined audited events (the subset of the auditable events defined in AU-2 a.) along with the frequency of (or situation requiring) auditing for each identified event*].

**Control Enhancements:**

### (3) AUDIT EVENTS | REVIEWS AND UPDATES

The organization reviews and updates the audited events [*Assignment: organization-defined frequency*].



<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> AU-2		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement AU-2(3)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.3.3 AU-3 Content of Audit Records

The information system generates audit records containing information that establishes what type of event occurred, when the event occurred, where the event occurred, the source of the event, the outcome of the event, and the identity of any individuals or subjects associated with the event.

#### Control Enhancements:

#### (1) CONTENT OF AUDIT RECORDS | ADDITIONAL AUDIT INFORMATION

The information system generates audit records containing the following additional information: [Assignment: organization-defined additional, more detailed information].

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>AU-3</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		
<p><b>Control Enhancement AU-3(1)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

### 2.1.3.4 AU-4 Audit Storage

The organization allocates audit record storage capacity in accordance with [Assignment: organization-defined audit record storage requirements].

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control

<p><b>Implementation Statement:</b></p> <p><b>AU-4</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.3.5 AU-5 Response to Audit Processing Failures

The information system:

- a. Alerts [Assignment: organization-defined personnel or roles] in the event of an audit processing failure; and
- b. Takes the following additional actions: [Assignment: organization-defined actions to be taken (e.g., shut down information system, overwrite oldest audit records, stop generating audit records)].

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>AU-5</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.3.6 AU-6 Audit Review, Analysis, and Reporting

The organization:

- a. Reviews and analyzes information system audit records [*Assignment: organization-defined frequency*] for indications of [*Assignment: organization-defined inappropriate or unusual activity*]; and
- b. Reports findings to [*Assignment: organization-defined personnel or roles*].

**Control Enhancements:**

**(1) AUDIT REVIEW, ANALYSIS, AND REPORTING | PROCESS INTEGRATION**

The organization employs automated mechanisms to integrate audit review, analysis, and reporting processes to support organizational processes for investigation and response to suspicious activities.

**(3) AUDIT REVIEW, ANALYSIS, AND REPORTING | CORRELATE AUDIT REPOSITORIES**

The organization analyzes and correlates audit records across different repositories to gain organization-wide situational awareness.

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AU-6</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement AU-6(1)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>		

Scoped  <b>Comments:</b>
<b>Control Enhancement AU-6(3)</b> <b>Implementation Statement:</b>        <b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped  <b>Comments:</b>

### 2.1.3.7 AU-7 Audit Reduction and Report Generation

The information system provides an audit reduction and report generation capability that:

- a. Supports on-demand audit review, analysis, and reporting requirements and after-the-fact investigations of security incidents; and
- b. Does not alter the original content or time ordering of audit records.

**Control Enhancements:**

**(1) AUDIT REDUCTION AND REPORT GENERATION | AUTOMATIC PROCESSING**

The information system provides the capability to process audit records for events of interest based on [Assignment: organization-defined audit fields within audit records].

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
<b>Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4.</b>		<input type="checkbox"/> System Specific Control
<b>AU-7</b>		

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Implementation Statement:</b></p> <p><b>AU-7(1)</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>

### 2.1.3.8 AU-8 Time Stamps

The information system:

- a. Uses internal system clocks to generate time stamps for audit records; and
- b. Records time stamps for audit records that can be mapped to Coordinated Universal Time (UTC) or Greenwich Mean Time (GMT) and meets [Assignment: organization-defined granularity of time measurement].

**Control Enhancements:**

#### (1) TIME STAMPS | SYNCHRONIZATION WITH AUTHORITATIVE TIME SOURCE

The information system:

- (a) Compares the internal information system clocks [Assignment: organization-defined frequency] with [Assignment: organization-defined authoritative time source]; and
- (b) Synchronizes the internal system clocks to the authoritative time source when the time difference is greater than [Assignment: organization-defined time period].

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>AU-8</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement AU-8(1)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.3.9 AU-9 Protection of Audit Information

The information system protects audit information and audit tools from unauthorized access, modification, and deletion.

**Control Enhancements:**

**(4) PROTECTION OF AUDIT INFORMATION | ACCESS BY SUBSET OF PRIVILEGED USERS**

The organization authorizes access to management of audit functionality to only [Assignment: organization-defined subset of privileged users].

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[AU-9]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>AU-9</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		
<p><b>Control Enhancement AU-9(4)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

### 2.1.3.10 AU-11 Audit Record Retention

The organization retains audit records for [Assignment: organization-defined time period consistent with records retention policy] to provide support for after-the-fact investigations of security incidents and to meet regulatory and organizational information retention requirements.

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[AU-11]</b>	



<p><b>Implementation Statement:</b></p> <p><b>AU-11</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.3.11 AU-12 Audit Generation

The information system:

- a. Provides audit record generation capability for the auditable events defined in AU-2 a. at [Assignment: organization-defined information system components];
- b. Allows [Assignment: organization-defined personnel or roles] to select which auditable events are to be audited by specific components of the information system; and
- c. Generates audit records for the events defined in AU-2 d. with the content defined in AU-3.

<b>NIST SP 800-53</b>	<b>Audit and Accountability</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[AU-12]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>AU-12</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.4 Security Assessment and Authorization (CA)

### 2.1.4.1 CA-1 Security Assessment and Authorization Policies and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  - 1. A security assessment and authorization policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the security assessment and authorization policy and associated security assessment and authorization controls; and
- b. Reviews and updates the current:
  - 1. Security assessment and authorization policy [Assignment: organization-defined frequency]; and
  - 2. Security assessment and authorization procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Security Assessment and Authorization</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CA-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> CA-1		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
		<input type="checkbox"/> Not Applicable
<b>Comments:</b>		

### 2.1.4.2 CA-2 Security Assessments

The organization:

- a. Develops a security assessment plan that describes the scope of the assessment including:
  - 1. Security controls and control enhancements under assessment;
  - 2. Assessment procedures to be used to determine security control effectiveness; and
  - 3. Assessment environment, assessment team, and assessment roles and responsibilities;
- b. Assesses the security controls in the information system and its environment of operation [Assignment: organization-defined frequency] to determine the extent to which the controls

are implemented correctly, operating as intended, and producing the desired outcome with respect to meeting established security requirements;

- c. Produces a security assessment report that documents the results of the assessment; and
- d. Provides the results of the security control assessment to [Assignment: organization-defined individuals or roles].

**Control Enhancements:**

**(1) SECURITY ASSESSMENTS | INDEPENDENT ASSESSORS**

The organization employs assessors or assessment teams with [Assignment: organization-defined level of independence] to conduct security control assessments.

<b>NIST SP 800-53</b>	<b>Security Assessment and Authorization</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[CA-2]</b>	
<p><b>Implementation Statement:</b> CA-2</p> <p><b>Implementation Status:</b> Status (check all that apply):  <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement CA-2(1)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):  <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>		

### 2.1.4.3 CA-3 System Interconnections

The organization:

- a. Authorizes connections from the information system to other information systems through the use of Interconnection Security Agreements;
- b. Documents, for each interconnection, the interface characteristics, security requirements, and the nature of the information communicated; and
- c. Reviews and updates Interconnection Security Agreements [Assignment: organization-defined frequency].

**Control Enhancements:**

#### (5) SYSTEM INTERCONNECTIONS | RESTRICTIONS ON EXTERNAL SYSTEM CONNECTIONS

The organization employs [Selection: allow-all, deny-by-exception; deny-all, permit-by-exception] policy for allowing [Assignment: organization-defined information systems] to connect to external information systems.

<b>NIST SP 800-53</b>	<b>Security Assessment and Authorization</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CA-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CA-3</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement CA-3(5)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>		

Scoped
<b>Comments:</b>

#### 2.1.4.4 CA-5 Plan of Action and Milestones

The organization:

- a. Develops a plan of action and milestones for the information system to document the organization’s planned remedial actions to correct weaknesses or deficiencies noted during the assessment of the security controls and to reduce or eliminate known vulnerabilities in the system; and
- b. Updates existing plan of action and milestones [*Assignment: organization-defined frequency*] based on the findings from security controls assessments, security impact analyses, and continuous monitoring activities.

<b>NIST SP 800-53</b>	<b>Security Assessment and Authorization</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[CA-5]</b>	
<b>Implementation Statement:</b>		
<b>CA-5</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
Scoped		
<b>Comments:</b>		

#### 2.1.4.5 CA-6 Security Authorization

The organization:

- a. Assigns a senior-level executive or manager as the authorizing official for the information system;
- b. Ensures that the authorizing official authorizes the information system for processing before commencing operations; and
- c. Updates the security authorization [*Assignment: organization-defined frequency*].

<b>NIST SP 800-53</b>	<b>Security Assessment and Authorization</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CA-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CA-6</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.4.6 CA-7 Continuous Monitoring

The organization develops a continuous monitoring strategy and implements a continuous monitoring program that includes:

- a. Establishment of [Assignment: organization-defined metrics] to be monitored;
- b. Establishment of [Assignment: organization-defined frequencies] for monitoring and [Assignment: organization-defined frequencies] for assessments supporting such monitoring;
- c. Ongoing security control assessments in accordance with the organizational continuous monitoring strategy;
- d. Ongoing security status monitoring of organization-defined metrics in accordance with the organizational continuous monitoring strategy;
- e. Correlation and analysis of security-related information generated by assessments and monitoring;
- f. Response actions to address results of the analysis of security-related information; and
- g. Reporting the security status of organization and the information system to [Assignment: organization-defined personnel or roles] [Assignment: organization-defined frequency].

#### Control Enhancements:

#### (1) CONTINUOUS MONITORING | INDEPENDENT ASSESSMENT

The organization employs assessors or assessment teams with [Assignment: organization-defined level of independence] to monitor the security controls in the information system on an ongoing basis.

<b>NIST SP 800-53</b>	<b>Security Assessment and Authorization</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[CA-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CA-7</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement CA-7(1)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.4.7 CA-9 Internal System Connections

The organization:

- a. Authorizes internal connections of [*Assignment: organization-defined information system components or classes of components*] to the information system; and
- b. Documents, for each internal connection, the interface characteristics, security requirements, and the nature of the information communicated.

<b>NIST SP 800-53</b>	<b>Security Assessment and Authorization</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[CA-9]</b>	

<p><b>Implementation Statement:</b></p> <p><b>CA-9</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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## 2.1.5 Configuration Management (CM)

### 2.1.5.1 CM-1 Configuration Management Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  - 1. A configuration management policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the configuration management policy and associated configuration management controls; and
- b. Reviews and updates the current:
  - 1. Configuration management policy [Assignment: organization-defined frequency]; and
  - 2. Configuration management procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>CM-1</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		



**Comments:**

### 2.1.5.2 CM-2 Baseline Configuration

The organization develops, documents, and maintains under configuration control, a current baseline configuration of the information system.

**Control Enhancements:**

**(1) BASELINE CONFIGURATION | REVIEWS AND UPDATES**

The organization reviews and updates the baseline configuration of the information system:

- (a) [Assignment: organization-defined frequency];
- (b) When required due to [Assignment organization-defined circumstances]; and
- (c) As an integral part of information system component installations and upgrades.

**(3) BASELINE CONFIGURATION | RETENTION OF PREVIOUS CONFIGURATIONS**

The organization retains [Assignment: organization-defined previous versions of baseline configurations of the information system] to support rollback.

**(7) BASELINE CONFIGURATION | CONFIGURE SYSTEMS, COMPONENTS, OR DEVICES FOR HIGH-RISK AREAS**

The organization:

- (a) Issues [Assignment: organization-defined information systems, system components, or devices] with [Assignment: organization-defined configurations] to individuals traveling to locations that the organization deems to be of significant risk; and
- (b) Applies [Assignment: organization-defined security safeguards] to the devices when the individuals return.

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement:**

**CM-2**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement CM-2(1)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement CM-2(3)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement CM-2(7)**

**Implementation Statement:**

<b>Implementation Status:</b> Status (check all that apply):				
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated	<input type="checkbox"/> Not Applicable	<input type="checkbox"/>
<b>Comments:</b>				

### 2.1.5.3 CM-3 Configuration Change Control

The organization:

- a. Determines the types of changes to the information system that are configuration-controlled;
- b. Reviews proposed configuration-controlled changes to the information system and approves or disapproves such changes with explicit consideration for security impact analyses;
- c. Documents configuration change decisions associated with the information system;
- d. Implements approved configuration-controlled changes to the information system;
- e. Retains records of configuration-controlled changes to the information system for [Assignment: organization-defined time period];
- f. Audits and reviews activities associated with configuration-controlled changes to the information system; and
- g. Coordinates and provides oversight for configuration change control activities through [Assignment: organization-defined configuration change control element (e.g., committee, board)] that convenes [Selection (one or more): [Assignment: organization-defined frequency]]; [Assignment: organization-defined configuration change conditions]].

**Control Enhancements:**

#### (2) CONFIGURATION CHANGE CONTROL | TEST / VALIDATE / DOCUMENT CHANGES

The organization tests, validates, and documents changes to the information system before implementing the changes on the operational system.

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4. CM-3</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place)	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
		<input type="checkbox"/> Not Applicable <input type="checkbox"/>

Scoped  <b>Comments:</b>
<b>Control Enhancement CM-3(2)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

#### 2.1.5.4 CM-4 Security Impact Analysis

The organization analyzes changes to the information system to determine potential security impacts prior to change implementation.

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CM-4</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.5.5 CM-5 Access Restrictions for Change

The organization defines documents, approves, and enforces physical and logical access restrictions associated with changes to the information system.

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CM-5</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.5.6 CM-6 Configuration Settings

The organization:

- a. Establishes and documents configuration settings for information technology products employed within the information system using [*Assignment: organization-defined security configuration checklists*] that reflect the most restrictive mode consistent with operational requirements;
- b. Implements the configuration settings;
- c. Identifies, documents, and approves any deviations from established configuration settings for [*Assignment: organization-defined information system components*] based on [*Assignment: organization-defined operational requirements*]; and
- d. Monitors and controls changes to the configuration settings in accordance with organizational policies and procedures.

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control

**Implementation Statement:**

**CM-6**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

### 2.1.5.7 CM-7 Least Functionality

The organization:

- a. Configures the information system to provide only essential capabilities; and
- b. Prohibits or restricts the use of the following functions, ports, protocols, and/or services:  
[Assignment: organization-defined prohibited or restricted functions, ports, protocols, and/or services].

#### Control Enhancements:

##### (1) LEAST FUNCTIONALITY | PERIODIC REVIEW

The organization:

- (a) Reviews the information system [Assignment: organization-defined frequency] to identify unnecessary and/or nonsecure functions, ports, protocols, and services; and
- (b) Disables [Assignment: organization-defined functions, ports, protocols, and services within the information system deemed to be unnecessary and/or nonsecure].

##### (2) LEAST FUNCTIONALITY | PREVENT PROGRAM EXECUTION

The information system prevents program execution in accordance with [Selection (one or more): [Assignment: organization-defined policies regarding software program usage and restrictions]; rules authorizing the terms and conditions of software program usage].

##### (4) LEAST FUNCTIONALITY | UNAUTHORIZED SOFTWARE / BLACKLISTING

The organization:

- (a) Identifies [Assignment: organization-defined software programs not authorized to execute on the information system];

- (b) Employs an allow-all, deny-by-exception policy to prohibit the execution of unauthorized software programs on the information system; and
- (c) Reviews and updates the list of unauthorized software programs [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CM-7</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement CM-7(1)</b>		
<b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement CM-7(2)</b>		
<b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		

<b>Comments:</b>
<b>Control Enhancement CM-7(4)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

### 2.1.5.8 CM-8 Information System Component Inventory

The organization:

- a. Develops and documents an inventory of information system components that:
  - 1. Accurately reflects the current information system;
  - 2. Includes all components within the authorization boundary of the information system;
  - 3. Is at the level of granularity deemed necessary for tracking and reporting; and
  - 4. Includes [*Assignment: organization-defined information deemed necessary to achieve effective information system component accountability*]; and
- b. Reviews and updates the information system component inventory [*Assignment: organization-defined frequency*].

#### Control Enhancements:

##### (1) INFORMATION SYSTEM COMPONENT INVENTORY | UPDATES DURING INSTALLATIONS / REMOVALS

The organization updates the inventory of information system components as an integral part of component installations, removals, and information system updates.

##### (3) INFORMATION SYSTEM COMPONENT INVENTORY | AUTOMATED UNAUTHORIZED COMPONENT DETECTION

The organization:

- (a) Employs automated mechanisms [*Assignment: organization-defined frequency*] to detect the presence of unauthorized hardware, software, and firmware components within the information system; and



- (b) Takes the following actions when unauthorized components are detected: [Selection (one or more): disables network access by such components; isolates the components; notifies [Assignment: organization-defined personnel or roles]].

**(5) INFORMATION SYSTEM COMPONENT INVENTORY | NO DUPLICATE ACCOUNTING OF COMPONENTS**

The organization verifies that all components within the authorization boundary of the information system are not duplicated in other information system inventories.

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CM-8</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement CM-8(1)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement CM-8(3)</b> <b>Implementation Statement:</b>		

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement CM-8(5)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.5.9 CM-9 Configuration Management Plan

The organization develops, documents, and implements a configuration management plan for the information system that:

- a. Addresses roles, responsibilities, and configuration management processes and procedures;
- b. Establishes a process for identifying configuration items throughout the system development life cycle and for managing the configuration of the configuration items;
- c. Defines the configuration items for the information system and places the configuration items under configuration management; and
- d. Protects the configuration management plan from unauthorized disclosure and modification.

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-9]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
<b>Implementation Statement:</b>		<input type="checkbox"/> System Specific Control
<p><b>CM-9</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		

Scoped  <b>Comments:</b>
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### 2.1.5.10 CM-10 Software Usage Restrictions

The organization:

- a. Uses software and associated documentation in accordance with contract agreements and copyright laws;
- b. Tracks the use of software and associated documentation protected by quantity licenses to control copying and distribution; and
- c. Controls and documents the use of peer-to-peer file sharing technology to ensure that this capability is not used for the unauthorized distribution, display, performance, or reproduction of copyrighted work.

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-10]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CM-10</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.5.11 CM-11 User-Installed Software

The organization:

- a. Establishes [*Assignment: organization-defined policies*] governing the installation of software by users;
- b. Enforces software installation policies through [*Assignment: organization-defined methods*]; and

- c. Monitors policy compliance at [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Configuration Management</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CM-11]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>CM-11</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

## 2.1.6 Contingency Planning (CP)

### 2.1.6.1 CP-1 Contingency Planning Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  1. A contingency planning policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  2. Procedures to facilitate the implementation of the contingency planning policy and associated contingency planning controls; and
- b. Reviews and updates the current:
  1. Contingency planning policy [Assignment: organization-defined frequency]; and
  2. Contingency planning procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CP-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement:**

**CP-1**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

### 2.1.6.2 CP-2 Contingency Plan

The organization:

- a. Develops a contingency plan for the information system that:
  1. Identifies essential missions and business functions and associated contingency requirements;
  2. Provides recovery objectives, restoration priorities, and metrics;
  3. Addresses contingency roles, responsibilities, assigned individuals with contact information;
  4. Addresses maintaining essential missions and business functions despite an information system disruption, compromise, or failure;
  5. Addresses eventual, full information system restoration without deterioration of the security safeguards originally planned and implemented; and
  6. Is reviewed and approved by [*Assignment: organization-defined personnel or roles*];
- b. Distributes copies of the contingency plan to [*Assignment: organization-defined key contingency personnel (identified by name and/or by role) and organizational elements*];
- c. Coordinates contingency planning activities with incident handling activities;
- d. Reviews the contingency plan for the information system [*Assignment: organization-defined frequency*];
- e. Updates the contingency plan to address changes to the organization, information system, or environment of operation and problems encountered during contingency plan implementation, execution, or testing;
- f. Communicates contingency plan changes to [*Assignment: organization-defined key contingency personnel (identified by name and/or by role) and organizational elements*]; and
- g. Protects the contingency plan from unauthorized disclosure and modification.

**Control Enhancements:**

#### (1) CONTINGENCY PLAN | COORDINATE WITH RELATED PLANS

The organization coordinates contingency plan development with organizational elements responsible for related plans.

**(3) CONTINGENCY PLAN | RESUME ESSENTIAL MISSIONS / BUSINESS FUNCTIONS**

The organization plans for the resumption of essential missions and business functions within [Assignment: organization-defined time period] of contingency plan activation.

**(8) CONTINGENCY PLAN | IDENTIFY CRITICAL ASSETS**

The organization identifies critical information system assets supporting essential missions and business functions.

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[CP-2]</b>	
<p><b>Implementation Statement:</b> CP-2</p> <p><b>Implementation Status:</b> Status (check all that apply):  <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement CP-2(1)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):  <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement CP-2(3)</b></p> <p><b>Implementation Statement:</b></p>		

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement CP-2(8)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.6.3 CP-3 Contingency Training

The organization provides contingency training to information system users consistent with assigned roles and responsibilities:

- a. Within [Assignment: organization-defined time period] of assuming a contingency role or responsibility;
- b. When required by information system changes; and
- c. [Assignment: organization-defined frequency] thereafter.

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CP-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>CP-3</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		

**Comments:**

### 2.1.6.4 CP-4 Contingency Plan Testing

The organization:

- a. Tests the contingency plan for the information system [Assignment: organization-defined frequency] using [Assignment: organization-defined tests] to determine the effectiveness of the plan and the organizational readiness to execute the plan;
- b. Reviews the contingency plan test results; and
- c. Initiates corrective actions, if needed.

**Control Enhancements:**

#### (1) CONTINGENCY PLAN TESTING | COORDINATE WITH RELATED PLANS

The organization coordinates contingency plan testing with organizational elements responsible for related plans.

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CP-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement:**  
 CP-4

**Implementation Status:** Status (check all that apply):

Implemented (In Place)   
  Planned (Not in Place)   
  Compensated   
  Not Applicable   
  Scoped

**Comments:**

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**Control Enhancement CP-4(1)**  
**Implementation Statement:**



<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.6.5 CP-6 Alternate Storage Site

The organization:

- a. Establishes an alternate storage site including necessary agreements to permit the storage and retrieval of information system backup information; and
- b. Ensures that the alternate storage site provides information security safeguards equivalent to that of the primary site.

**Control Enhancements:**

**(1) ALTERNATE STORAGE SITE | SEPARATION FROM PRIMARY SITE**

The organization identifies an alternate storage site that is separated from the primary storage site to reduce susceptibility to the same threats.

**(3) ALTERNATE STORAGE SITE | ACCESSIBILITY**

The organization identifies potential accessibility problems to the alternate storage site in the event of an area-wide disruption or disaster and outlines explicit mitigation actions.

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CP-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>CP-6</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		

<b>Comments:</b>
<b>Control Enhancement CP-6(1)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>
<b>Control Enhancement CP-6(3)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

### 2.1.6.6 CP-7 Alternate Processing Site

The organization:

- a. Establishes an alternate processing site including necessary agreements to permit the transfer and resumption of [*Assignment: organization-defined information system operations*] for essential missions/business functions within [*Assignment: organization-defined time period consistent with recovery time and recovery point objectives*] when the primary processing capabilities are unavailable;
- b. Ensures that equipment and supplies required to transfer and resume operations are available at the alternate processing site or contracts are in place to support delivery to the site within the organization-defined time period for transfer/resumption; and
- c. Ensures that the alternate processing site provides information security safeguards equivalent to that of the primary site.

**Control Enhancements:**

**(1) ALTERNATE PROCESSING SITE | SEPARATION FROM PRIMARY SITE**

The organization identifies an alternate processing site that is separated from the primary processing site to reduce susceptibility to the same threats.

**(2) ALTERNATE PROCESSING SITE | ACCESSIBILITY**

The organization identifies potential accessibility problems to the alternate processing site in the event of an area-wide disruption or disaster and outlines explicit mitigation actions.

**(3) ALTERNATE PROCESSING SITE | PRIORITY OF SERVICE**

The organization develops alternate processing site agreements that contain priority-of-service provisions in accordance with organizational availability requirements (including recovery time objectives).

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CP-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>CP-7</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		
<p><b>Control Enhancement CP-7(1)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		

<b>Comments:</b>
<b>Control Enhancement CP-7(2)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>
<b>Control Enhancement CP-7(3)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

### 2.1.6.7 CP-8 Telecommunications Services

The organization establishes alternate telecommunications services including necessary agreements to permit the resumption of [Assignment: organization-defined information system operations] for essential missions and business functions within [Assignment: organization-defined time period] when the primary telecommunications capabilities are unavailable at either the primary or alternate processing or storage sites.

#### Control Enhancements:

##### (1) TELECOMMUNICATIONS SERVICES | PRIORITY OF SERVICE PROVISIONS

The organization:

(a) Develops primary and alternate telecommunications service agreements that contain priority-of-service provisions in accordance with organizational availability requirements (including recovery time objectives); and

(b) Requests Telecommunications Service Priority for all telecommunications services used for national security emergency preparedness in the event that the primary and/or alternate telecommunications services are provided by a common carrier.

**(2) TELECOMMUNICATIONS SERVICES | SINGLE POINTS OF FAILURE**

The organization obtains alternate telecommunications services to reduce the likelihood of sharing a single point of failure with primary telecommunications services.

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CP-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>CP-8</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		
<p><b>Implementation Statement:</b>  <b>CP-8(1)</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

**Implementation Statement:**  
**CP-8(2)**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)   
  Planned (Not in Place)   
  Compensated   
  Not Applicable   
  Scoped

**Comments:**

### 2.1.6.8 CP-9 Information System Backup

The organization:

- a. Conducts backups of user-level information contained in the information system [*Assignment: organization-defined frequency consistent with recovery time and recovery point objectives*];
- b. Conducts backups of system-level information contained in the information system [*Assignment: organization-defined frequency consistent with recovery time and recovery point objectives*];
- c. Conducts backups of information system documentation including security-related documentation [*Assignment: organization-defined frequency consistent with recovery time and recovery point objectives*]; and
- d. Protects the confidentiality, integrity, and availability of backup information at storage locations.

**Control Enhancements:**

#### (1) INFORMATION SYSTEM BACKUP | TESTING FOR RELIABILITY / INTEGRITY

The organization tests backup information [*Assignment: organization-defined frequency*] to verify media reliability and information integrity.

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CP-9]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

<p><b>Implementation Statement:</b></p> <p><b>CP-9</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement CP-9(1)</b></p> <p><b>Implementation Statement:</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.6.9 CP-10 Information System Recovery and Reconstitution

The organization provides for the recovery and reconstitution of the information system to a known state after a disruption, compromise, or failure.

**Control Enhancements:**

**(2) INFORMATION SYSTEM RECOVERY AND RECONSTITUTION | TRANSACTION RECOVERY**

The information system implements transaction recovery for systems that are transaction-based.

<b>NIST SP 800-53</b>	<b>Contingency Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[CP-10]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement:**

**CP-10**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Implementation Statement:**

**CP-10(2)**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

## **2.1.7 Identification and Authentication (IA)**

### **2.1.7.1 IA-1 Identification and Authentication Policy and Procedures**

The organization:

- a. Develops, documents, and disseminates to [*Assignment: organization-defined personnel or roles*]:
  1. An identification and authentication policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  2. Procedures to facilitate the implementation of the identification and authentication policy and associated identification and authentication controls; and
- b. Reviews and updates the current:
  1. Identification and authentication policy [*Assignment: organization-defined frequency*]; and
  2. Identification and authentication procedures [*Assignment: organization-defined frequency*].



<b>NIST SP 800-53</b>	<b>Identification and Authentication</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IA-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> IA-1		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.7.2 IA-2 Identification and Authentication

The information system uniquely identifies and authenticates organizational users (or processes acting on behalf of organizational users).

**Control Enhancements:**

**(1) IDENTIFICATION AND AUTHENTICATION | NETWORK ACCESS TO PRIVILEGED ACCOUNTS**

The information system implements multifactor authentication for network access to privileged accounts.

**(2) IDENTIFICATION AND AUTHENTICATION | NETWORK ACCESS TO NON-PRIVILEGED ACCOUNTS**

The information system implements multifactor authentication for network access to non-privileged accounts.

**(3) IDENTIFICATION AND AUTHENTICATION | LOCAL ACCESS TO PRIVILEGED ACCOUNTS**

The information system implements multifactor authentication for local access to privileged accounts.

**(8) IDENTIFICATION AND AUTHENTICATION | NETWORK ACCESS TO PRIVILEGED ACCOUNTS - REPLAY RESISTANT**

The information system implements replay-resistant authentication mechanisms for network access to privileged accounts.

**(11) IDENTIFICATION AND AUTHENTICATION | REMOTE ACCESS - SEPARATE DEVICE**

The information system implements multifactor authentication for remote access to privileged and non-privileged accounts such that one of the factors is provided by a device separate from the system gaining access and the device meets [Assignment: organization-defined strength of mechanism requirements].

**(12) IDENTIFICATION AND AUTHENTICATION | ACCEPTANCE OF PIV CREDENTIALS**

The information system accepts and electronically verifies Personal Identity Verification (PIV) credentials.

<b>NIST SP 800-53</b>	<b>Identification and Authentication</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IA-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>IA-2</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement IA-2(1)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement IA-2(2)</b></p> <p><b>Implementation Statement:</b></p>		

**Implementation Status:** Status (check all that apply):

Implemented (In Place)    Planned (Not in Place)    Compensated    Not Applicable     
Scoped

**Comments:**

**Control Enhancement IA-2(3)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)    Planned (Not in Place)    Compensated    Not Applicable     
Scoped

**Comments:**

**Control Enhancement IA-2(8)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)    Planned (Not in Place)    Compensated    Not Applicable     
Scoped

**Comments:**

**Control Enhancement IA-2(11)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)    Planned (Not in Place)    Compensated    Not Applicable     
Scoped

<b>Comments:</b>  
<b>Control Enhancement IA-2(12)</b> <b>Implementation Statement:</b>  
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

### 2.1.7.3 IA-3 Device Identification and Authentication

The information system uniquely identifies and authenticates [Assignment: organization-defined specific and/or types of devices] before establishing a [Selection (one or more): local; remote; network] connection.

<b>NIST SP 800-53</b>	<b>Identification and Authentication</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IA-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>IA-3</b>  		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.7.4 IA-4 Identifier Management

The organization manages information system identifiers by:

- a. Receiving authorization from [Assignment: organization-defined personnel or roles] to assign an individual, group, role, or device identifier;
- b. Selecting an identifier that identifies an individual, group, role, or device;
- c. Assigning the identifier to the intended individual, group, role, or device;
- d. Preventing reuse of identifiers for [Assignment: organization-defined time period]; and
- e. Disabling the identifier after [Assignment: organization-defined time period of inactivity].

<b>NIST SP 800-53</b>	<b>Identification and Authentication</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IA-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> IA-4		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.7.5 IA-5 Authenticator Management

The organization manages information system authenticators by:

- a. Verifying, as part of the initial authenticator distribution, the identity of the individual, group, role, or device receiving the authenticator;
- b. Establishing initial authenticator content for authenticators defined by the organization;
- c. Ensuring that authenticators have sufficient strength of mechanism for their intended use;
- d. Establishing and implementing administrative procedures for initial authenticator distribution, for lost/compromised or damaged authenticators, and for revoking authenticators;
- e. Changing default content of authenticators prior to information system installation;
- f. Establishing minimum and maximum lifetime restrictions and reuse conditions for authenticators;
- g. Changing/refreshing authenticators [Assignment: organization-defined time period by authenticator type];
- h. Protecting authenticator content from unauthorized disclosure and modification;
- i. Requiring individuals to take, and having devices implement, specific security safeguards to protect authenticators; and

- j. Changing authenticators for group/role accounts when membership to those accounts changes.

**Control Enhancements:**

**(1) AUTHENTICATOR MANAGEMENT | PASSWORD-BASED AUTHENTICATION**

The information system, for password-based authentication:

- a. Enforces minimum password complexity of [Assignment: organization-defined requirements for case sensitivity, number of characters, mix of upper-case letters, lower-case letters, numbers, and special characters, including minimum requirements for each type];
- b. Enforces at least the following number of changed characters when new passwords are created: [Assignment: organization-defined number];
- c. Stores and transmits only encrypted representations of passwords;
- d. Enforces password minimum and maximum lifetime restrictions of [Assignment: organization-defined numbers for lifetime minimum, lifetime maximum];
- e. Prohibits password reuse for [Assignment: organization-defined number] generations; and
- f. Allows the use of a temporary password for system logons with an immediate change to a permanent password.

**(2) AUTHENTICATOR MANAGEMENT | PKI-BASED AUTHENTICATION**

The information system, for PKI-based authentication:

- a. Validates certifications by constructing and verifying a certification path to an accepted trust anchor including checking certificate status information;
- b. Enforces authorized access to the corresponding private key;
- c. Maps the authenticated identity to the account of the individual or group; and
- d. Implements a local cache of revocation data to support path discovery and validation in case of inability to access revocation information via the network.

**(3) AUTHENTICATOR MANAGEMENT | IN-PERSON OR TRUSTED THIRD-PARTY REGISTRATION**

The organization requires that the registration process to receive [Assignment: organization-defined types of and/or specific authenticators] be conducted [Selection: in person; by a trusted third party] before [Assignment: organization-defined registration authority] with authorization by [Assignment: organization-defined personnel or roles].

**(11) AUTHENTICATOR MANAGEMENT | HARDWARE TOKEN-BASED AUTHENTICATION**

The information system, for hardware token-based authentication, employs mechanisms that satisfy [Assignment: organization-defined token quality requirements].

<b>NIST SP 800-53</b>	<b>Identification and Authentication</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[IA-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>IA-5</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement IA-5(1)</b>		
<b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement IA-5(2)</b>		
<b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

<p><b>Control Enhancement IA-5(3)</b></p> <p><b>Implementation Statement:</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement IA-5(11)</b></p> <p><b>Implementation Statement:</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.7.6 IA-6 Authenticator Feedback

The information system obscures feedback of authentication information during the authentication process to protect the information from possible exploitation/use by unauthorized individuals.

<b>NIST SP 800-53</b>	<b>Identification and Authentication</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[IA-6]</b>	
<p><b>Implementation Statement:</b></p> <p><b>IA-6</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		



Scoped
<b>Comments:</b>

### 2.1.7.7 IA-7 Cryptographic Module Authentication

The information system implements mechanisms for authentication to a cryptographic module that meet the requirements of applicable federal laws, Executive Orders, directives, policies, regulations, standards, and guidance for such authentication.

<b>NIST SP 800-53</b>	<b>Identification and Authentication</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[IA-7]</b>	
<b>Implementation Statement:</b> IA-7		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.7.8 IA-8 Identification and Authentication (Non-Organizational Users)

The information system uniquely identifies and authenticates non-organizational users (or processes acting on behalf of non-organizational users).

**Control Enhancements:**

**(1) IDENTIFICATION AND AUTHENTICATION | ACCEPTANCE OF PIV CREDENTIALS FROM OTHER AGENCIES**

The information system accepts and electronically verifies Personal Identity Verification (PIV) credentials from other federal agencies.

**(2) IDENTIFICATION AND AUTHENTICATION | ACCEPTANCE OF THIRD-PARTY CREDENTIALS**

The information system accepts only FICAM-approved third-party credentials.

**(3) IDENTIFICATION AND AUTHENTICATION | USE OF FICAM-APPROVED PRODUCTS**

The organization employs only FICAM-approved information system components in [Assignment: organization-defined information systems] to accept third-party credentials.

**(4) IDENTIFICATION AND AUTHENTICATION | USE OF FICAM-ISSUED PROFILES**

The information system conforms to FICAM-issued profiles.

<b>NIST SP 800-53</b>	<b>Identification and Authentication</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[IA-8]</b>	
<b>Implementation Statement:</b> <b>IA-8</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement IA-8(1)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		

<p><b>Comments:</b></p>
<p><b>Control Enhancement IA-8(2)</b></p> <p><b>Implementation Statement:</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement IA-8(3)</b></p> <p><b>Implementation Statement:</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement IA-8(4)</b></p> <p><b>Implementation Statement:</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)   <input type="checkbox"/> Planned (Not in Place)   <input type="checkbox"/> Compensated   <input type="checkbox"/> Not Applicable   <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>

## 2.1.8 Incident Response (IR)

### 2.1.8.1 IR-1 Incident Response Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  - 1. An incident response policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the incident response policy and associated incident response controls; and
- b. Reviews and updates the current:
  - 1. Incident response policy [Assignment: organization-defined frequency]; and
  - 2. Incident response procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Incident Response</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IR-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> IR-1		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.8.2 IR-2 Incident Response Training

The organization provides incident response training to information system users consistent with assigned roles and responsibilities:

- a. Within [Assignment: organization-defined time period] of assuming an incident response role or responsibility;
- b. When required by information system changes; and
- c. [Assignment: organization-defined frequency] thereafter.

<b>NIST SP 800-53</b>	<b>Incident Response</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IR-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control

<p><b>Implementation Statement:</b></p> <p><b>IR-2</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.8.3 IR-3 Incident Response Testing

The organization tests the incident response capability for the information system [Assignment: organization-defined frequency] using [Assignment: organization-defined tests] to determine the incident response effectiveness and documents the results.

**Control Enhancements:**

**(2) INCIDENT RESPONSE TESTING | COORDINATION WITH RELATED PLANS**

The organization coordinates incident response testing with organizational elements responsible for related plans.

<b>NIST SP 800-53</b>	<b>Incident Response</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IR-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b> Does not apply to Low systems according to NIST SP 800-53 Rev 4.</p> <p><b>IR-3</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		

<b>Comments:</b>
<b>Control Enhancement IR-3(2)</b>
<b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply):
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

### 2.1.8.4 IR-4 Incident Handling

The organization:

- a. Implements an incident handling capability for security incidents that includes preparation, detection and analysis, containment, eradication, and recovery;
- b. Coordinates incident handling activities with contingency planning activities; and
- c. Incorporates lessons learned from ongoing incident handling activities into incident response procedures, training, and testing/exercises, and implements the resulting changes accordingly.

**Control Enhancements:**

#### (1) INCIDENT HANDLING | AUTOMATED INCIDENT HANDLING PROCESSES

The organization employs automated mechanisms to support the incident handling process.

<b>NIST SP 800-53</b>	<b>Incident Response</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IR-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
IR-4		
<b>Implementation Status:</b> Status (check all that apply):		

<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>
<b>Control Enhancement IR-4(1)</b>
<b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply):
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

### 2.1.8.5 IR-5 Incident Monitoring

The organization tracks and documents information system security incidents.

<b>NIST SP 800-53</b>	<b>Incident Response</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IR-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
<b>IR-5</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.8.6 IR-6 Incident Reporting

The organization:

- a. Requires personnel to report suspected security incidents to the organizational incident response capability within [Assignment: organization-defined time period]; and
- b. Reports security incident information to [Assignment: organization-defined authorities].

**Control Enhancements:**

**(1) INCIDENT REPORTING | AUTOMATED REPORTING**

The organization employs automated mechanisms to assist in the reporting of security incidents.

<b>NIST SP 800-53</b>	<b>Incident Response</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IR-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b> IR-6</p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement IR-6(1)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		



### 2.1.8.7 IR-7 Incident Response Assistance

The organization provides an incident response support resource, integral to the organizational incident response capability that offers advice and assistance to users of the information system for the handling and reporting of security incidents.

#### Control Enhancements:

#### (1) INCIDENT RESPONSE ASSISTANCE | AUTOMATION SUPPORT FOR AVAILABILITY OF INFORMATION / SUPPORT

The organization employs automated mechanisms to increase the availability of incident response-related information and support.

<b>NIST SP 800-53</b>	<b>Incident Response</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IR-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>IR-7</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement IR-7(1)</b>		
<b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.8.8 IR-8 Incident Response Plan

The organization:

- a. Develops an incident response plan that:
  - 1. Provides the organization with a roadmap for implementing its incident response capability;
  - 2. Describes the structure and organization of the incident response capability;
  - 3. Provides a high-level approach for how the incident response capability fits into the overall organization;
  - 4. Meets the unique requirements of the organization, which relate to mission, size, structure, and functions;
  - 5. Defines reportable incidents;
  - 6. Provides metrics for measuring the incident response capability within the organization;
  - 7. Defines the resources and management support needed to effectively maintain and mature an incident response capability; and
  - 8. Is reviewed and approved by [Assignment: organization-defined personnel or roles];
- b. Distributes copies of the incident response plan to [Assignment: organization-defined incident response personnel (identified by name and/or by role) and organizational elements];
- c. Reviews the incident response plan [Assignment: organization-defined frequency];
- d. Updates the incident response plan to address system/organizational changes or problems encountered during plan implementation, execution, or testing;
- e. Communicates incident response plan changes to [Assignment: organization-defined incident response personnel (identified by name and/or by role) and organizational elements]; and
- f. Protects the incident response plan from unauthorized disclosure and modification.

<b>NIST SP 800-53</b>	<b>Incident Response</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[IR-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> IR-8		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.9 Maintenance (MA)

### 2.1.9.1 MA-1 System Maintenance Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  - 1. A system maintenance policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the system maintenance policy and associated system maintenance controls; and
- b. Reviews and updates the current:
  - 1. System maintenance policy [Assignment: organization-defined frequency]; and
  - 2. System maintenance procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Maintenance</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MA-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
<b>MA-1</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
<input type="checkbox"/> Not Applicable <input type="checkbox"/>		
<b>Comments:</b>		

### 2.1.9.2 MA-2 Controlled Maintenance

The organization:

- a. Schedules, performs, documents, and reviews records of maintenance and repairs on information system components in accordance with manufacturer or vendor specifications and/or organizational requirements;
- b. Approves and monitors all maintenance activities, whether performed on site or remotely and whether the equipment is serviced on site or removed to another location;
- c. Requires that [Assignment: organization-defined personnel or roles] explicitly approve the removal of the information system or system components from organizational facilities for off-site maintenance or repairs;

- d. Sanitizes equipment to remove all information from associated media prior to removal from organizational facilities for off-site maintenance or repairs;
- e. Checks all potentially impacted security controls to verify that the controls are still functioning properly following maintenance or repair actions; and
- f. Includes [Assignment: organization-defined maintenance-related information] in organizational maintenance records.

<b>NIST SP 800-53</b>	<b>Maintenance</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MA-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>MA-2</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.9.3 MA-3 Maintenance Tools

The organization approves, controls, and monitors information system maintenance tools.

**Control Enhancements:**

**(1) MAINTENANCE TOOLS | INSPECT TOOLS**

The organization inspects the maintenance tools carried into a facility by maintenance personnel for improper or unauthorized modifications.

**(2) MAINTENANCE TOOLS | INSPECT MEDIA**

The organization checks media containing diagnostic and test programs for malicious code before the media are used in the information system.

<b>NIST SP 800-53</b>	<b>Maintenance</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MA-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)

	<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>MA-3</b>	
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped	
<b>Comments:</b>	
<b>Control Enhancement MA-3(1)</b>	
<b>Implementation Statement:</b>	
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped	
<b>Comments:</b>	

#### 2.1.9.4 MA-4 Nonlocal Maintenance

The organization:

- a. Approves and monitors nonlocal maintenance and diagnostic activities;
- b. Allows the use of nonlocal maintenance and diagnostic tools only as consistent with organizational policy and documented in the security plan for the information system;

Employs strong authenticators in the establishment of nonlocal maintenance and diagnostic sessions;

Maintains records for nonlocal maintenance and diagnostic activities; and terminates session and network connections when nonlocal maintenance is completed.

**Control Enhancements:**

(2) **NONLOCAL MAINTENANCE | DOCUMENT NONLOCAL MAINTENANCE**

The organization documents in the security plan for the information system, the policies and procedures for the establishment and use of nonlocal maintenance and diagnostic connections.

<b>NIST SP 800-53</b>	<b>Maintenance</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MA-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>MA-4</b></p> <p><b>Implementation Status:</b> Status (check all that apply):  <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement MA-4(2)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):  <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>		

### 2.1.9.5 MA-5 Maintenance Personnel

The organization:

- a. Establishes a process for maintenance personnel authorization and maintains a list of authorized maintenance organizations or personnel;
- b. Ensures that non-escorted personnel performing maintenance on the information system have required access authorizations; and
- c. Designates organizational personnel with required access authorizations and technical competence to supervise the maintenance activities of personnel who do not possess the required access authorizations.

<b>NIST SP 800-53</b>	<b>Maintenance</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MA-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>MA-5</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

### 2.1.9.6 MA-6 Timely Maintenance

The organization obtains maintenance support and/or spare parts for [Assignment: organization-defined information system components] within [Assignment: organization-defined time period] of failure.

<b>NIST SP 800-53</b>	<b>Maintenance</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MA-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>MA-6</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

## 2.1.10 Media Protection (MP)

### 2.1.10.1 MP-1 Media Protection Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  - 1. A media protection policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the media protection policy and associated media protection controls; and
- b. Reviews and updates the current:
  - 1. Media protection policy [Assignment: organization-defined frequency]; and
  - 2. Media protection procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Media Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MP-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> MP-1		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.10.2 MP-2 Media Access

The organization restricts access to [Assignment: organization-defined types of digital and/or non-digital media] to [Assignment: organization-defined personnel or roles]

<b>NIST SP 800-53</b>	<b>Media Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MP-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)



<b>NIST SP 800-53</b>	<b>Media Protection</b>	<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>MP-2</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.10.3 MP-3 Media Marking

The organization:

- a. Marks information system media indicating the distribution limitations, handling caveats, and applicable security markings (if any) of the information; and
- b. Exempts [*Assignment: organization-defined types of information system media*] from marking as long as the media remain within [*Assignment: organization-defined controlled areas*].

<b>NIST SP 800-53</b>	<b>Media Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[MP-3]</b>	
<b>Implementation Statement:</b> <b>MP-3</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.10.4 MP-4 Media Storage

The organization:

- a. Physically controls and securely stores [Assignment: organization-defined types of digital and/or non-digital media] within [Assignment: organization-defined controlled areas]; and
- b. Protects information system media until the media are destroyed or sanitized using approved equipment, techniques, and procedures.

<b>NIST SP 800-53</b>	<b>Media Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MP-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>MP-4</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.10.5 MP-5 Media Transport

The organization:

- a. Protects and controls [Assignment: organization-defined types of information system media] during transport outside of controlled areas using [Assignment: organization-defined security safeguards];
- b. Maintains accountability for information system media during transport outside of controlled areas;
- c. Documents activities associated with the transport of information system media; and
- d. Restricts the activities associated with the transport of information system media to authorized personnel.

**Control Enhancements:**

#### (4) MEDIA TRANSPORT | CRYPTOGRAPHIC PROTECTION

The information system implements cryptographic mechanisms to protect the confidentiality and integrity of information stored on digital media during transport outside of controlled areas.

<b>NIST SP 800-53</b>	<b>Media Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[MP-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b> MP-5</p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement MA-5(4)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.10.6 MP-6 Media Sanitization

The organization:

- a. Sanitizes [Assignment: organization-defined information system media] prior to disposal, release out of organizational control, or release for reuse using [Assignment: organization-defined sanitization techniques and procedures] in accordance with applicable federal and organizational standards and policies; and
- b. Employs sanitization mechanisms with the strength and integrity commensurate with the security category or classification of the information.

<b>NIST SP 800-53</b>	<b>Media Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[MP-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b> MP-6</p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

### 2.1.10.7 MP-7 Media Use

The organization [*Selection: restricts; prohibits*] the use of [*Assignment: organization-defined types of information system media*] on [*Assignment: organization-defined information systems or system components*] using [*Assignment: organization-defined security safeguards*].

**Control Enhancements:**

**(1) MEDIA USE | PROHIBIT USE WITHOUT OWNER**

The organization prohibits the use of portable storage devices in organizational information systems when such devices have no identifiable owner.

<b>NIST SP 800-53</b>	<b>Media Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[MP-7]</b>	
<p><b>Implementation Statement:</b> MP-7</p>   <p><b>Implementation Status:</b> Status (check all that apply):</p>		

<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>
<b>MP-7(1) Control Enhancement</b>
<b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply)
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

## 2.1.11 Physical and Environmental Protection (PE)

### 2.1.11.1 PE-1 Physical and Environmental Protection Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  - 1. A physical and environmental protection policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the physical and environmental protection policy and associated physical and environmental protection controls; and
- b. Reviews and updates the current:
  - 1. Physical and environmental protection policy [Assignment: organization-defined frequency]; and
  - 2. Physical and environmental protection procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PE-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

<p><b>Implementation Statement:</b></p> <p><b>PE-1</b></p>    <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.11.2 PE-2 Physical Access Authorizations

The organization:

- a. Develops, approves, and maintains a list of individuals with authorized access to the facility where the information system resides;
- b. Issues authorization credentials for facility access;
- c. Reviews the access list detailing authorized facility access by individuals [*Assignment: organization-defined frequency*]; and
- d. Removes individuals from the facility access list when access is no longer required.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-2]</b>	
<p><b>Implementation Statement:</b></p> <p><b>PE-2</b></p>    <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.11.3 PE-3 Physical Access Control

The organization:

- a. Enforces physical access authorizations at [Assignment: organization-defined entry/exit points to the facility where the information system resides] by;
  - 1. Verifying individual access authorizations before granting access to the facility; and
  - 2. Controlling ingress/egress to the facility using [Selection (one or more): [Assignment: organization-defined physical access control systems/devices]; guards];
- b. Maintains physical access audit logs for [Assignment: organization-defined entry/exit points];
- c. Provides [Assignment: organization-defined security safeguards] to control access to areas within the facility officially designated as publicly accessible;
- d. Escorts visitors and monitors visitor activity [Assignment: organization-defined circumstances requiring visitor escorts and monitoring];
- e. Secures keys, combinations, and other physical access devices;
- f. Inventories [Assignment: organization-defined physical access devices] every [Assignment: organization-defined frequency]; and
- g. Changes combinations and keys [Assignment: organization-defined frequency] and/or when keys are lost, combinations are compromised, or individuals are transferred or terminated.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-3]</b>	
<b>Implementation Statement:</b>		
<b>PE-3</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.11.4 PE-4 Access Control for Transmission Medium

The organization controls physical access to [Assignment: organization-defined information system distribution and transmission lines] within organizational facilities using [Assignment: organization-defined security safeguards].

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PE-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>PE-4</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.11.5 PE-5 Access Control for Output Devices

The organization controls physical access to information system output devices to prevent unauthorized individuals from obtaining the output.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PE-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>PE-5</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		



### 2.1.11.6 PE-6 Monitoring Physical Access

The organization:

- a. Monitors physical access to the facility where the information system resides to detect and respond to physical security incidents;
- b. Reviews physical access logs [*Assignment: organization-defined frequency*] and upon occurrence of [*Assignment: organization-defined events or potential indications of events*]; and
- c. Coordinates results of reviews and investigations with the organizational incident response capability.

**Control Enhancements:**

**(1) MONITORING PHYSICAL ACCESS | INTRUSION ALARMS / SURVEILLANCE EQUIPMENT**

The organization monitors physical intrusion alarms and surveillance equipment.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-6]</b>	
<b>Implementation Statement:</b> <b>PE-6</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement PE-6(1)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply):		

<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated	<input type="checkbox"/> Not Applicable	<input type="checkbox"/>
<b>Comments:</b>				

### 2.1.11.7 PE-8 Visitor Access Records

The organization:

- a. Maintains visitor access records to the facility where the information system resides for [Assignment: organization-defined time period]; and
- b. Reviews visitor access records [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-8]</b>	
<b>Implementation Statement:</b> PE-8		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) Scoped <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
<b>Comments:</b>		

### 2.1.11.8 PE-9 Power Equipment and Cabling

The organization protects power equipment and power cabling for the information system from damage and destruction.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-9]</b>	

<p><b>Implementation Statement:</b></p> <p><b>PE-9</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.11.9 PE-10 Emergency Shutoff

The organization:

- a. Provides the capability of shutting off power to the information system or individual system components in emergency situations;
- b. Places emergency shutoff switches or devices in [*Assignment: organization-defined location by information system or system component*] to facilitate safe and easy access for personnel; and
- c. Protects emergency power shutoff capability from unauthorized activation.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-10]</b>	
<p><b>Implementation Statement:</b></p> <p><b>PE-10</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.11.10 PE-11 Emergency Power

The organization provides a short-term uninterruptible power supply to facilitate [Selection (one or more): an orderly shutdown of the information system; transition of the information system to long-term alternate power] in the event of a primary power source loss.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-11]</b>	
<b>Implementation Statement:</b> PE-11		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.11.11 PE-12 Emergency Lighting

The organization employs and maintains automatic emergency lighting for the information system that activates in the event of a power outage or disruption and that covers emergency exits and evacuation routes within the facility.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-12]</b>	

<p><b>Implementation Statement:</b></p> <p><b>PE-12</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.11.12 PE-13 Fire Protection

The organization employs and maintains fire suppression and detection devices/systems for the information system that are supported by an independent energy source.

**Control Enhancements:**

**(3) FIRE PROTECTION | AUTOMATIC FIRE SUPPRESSION**

The organization employs an automatic fire suppression capability for the information system when the facility is not staffed on a continuous basis.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-13]</b>	
<p><b>Implementation Statement:</b></p> <p><b>PE-13</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		

<b>Comments:</b>
<b>Control Enhancement PE-13(3)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

### 2.1.11.13 PE-14 Temperature and Humidity Controls

The organization:

- a. Maintains temperature and humidity levels within the facility where the information system resides at [*Assignment: organization-defined acceptable levels*]; and
- b. Monitors temperature and humidity levels [*Assignment: organization-defined frequency*].

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-14]</b>	
<b>Implementation Statement:</b> <b>PE-14</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		

<b>Comments:</b>
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### 2.1.11.14 PE-15 Water Damage Protection

The organization protects the information system from damage resulting from water leakage by providing master shutoff or isolation valves that are accessible, working properly, and known to key personnel.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PE-15]</b>	
<b>Implementation Statement:</b> PE-15		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.11.15 PE-16 Delivery and Removal

The organization authorizes, monitors, and controls [Assignment: organization-defined types of information system components] entering and exiting the facility and maintains records of those items.

<b>NIST SP 800-53</b>	<b>Physical and Environmental</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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	<b>Protection</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
<b>Revision 4</b>	<b>[PE-16]</b>	<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>PE-16</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

### 2.1.11.16 PE-17 Alternate Work Site

The organization:

- a. Employs [Assignment: organization-defined security controls] at alternate work sites;
- b. Assesses as feasible, the effectiveness of security controls at alternate work sites; and
- c. Provides a means for employees to communicate with information security personnel in case of security incidents or problems.

<b>NIST SP 800-53</b>	<b>Physical and Environmental Protection</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PE-17]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>PE-17</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		



## 2.1.12 Planning (PL)

### 2.1.12.1 PL-1 Security Planning Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [*Assignment: organization-defined personnel or roles*]:
  - 1. A security planning policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the security planning policy and associated security planning controls; and
- b. Reviews and updates the current:
  - 1. Security planning policy [*Assignment: organization-defined frequency*]; and
  - 2. Security planning procedures [*Assignment: organization-defined frequency*].

<b>NIST SP 800-53</b>	<b>Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PL-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> PL-1		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
<input type="checkbox"/> Not Applicable		
<b>Comments:</b>		

## 2.1.12.2 PL-2 System Security Plan

The organization:

- a. Develops a security plan for the information system that:
  1. Is consistent with the organization's enterprise architecture;
  2. Explicitly defines the authorization boundary for the system;
  3. Describes the operational context of the information system in terms of missions and business processes;
  4. Provides the security categorization of the information system including supporting rationale;
  5. Describes the operational environment for the information system and relationships with or connections to other information systems;
  6. Provides an overview of the security requirements for the system;
  7. Identifies any relevant overlays, if applicable;
  8. Describes the security controls in place or planned for meeting those requirements including a rationale for the tailoring and supplementation decisions; and
  9. Is reviewed and approved by the authorizing official or designated representative prior to plan implementation;
- b. Distributes copies of the security plan and communicates subsequent changes to the plan to [Assignment: organization-defined personnel or roles];
- c. Reviews the security plan for the information system [Assignment: organization-defined frequency];
- d. Updates the plan to address changes to the information system/environment of operation or problems identified during plan implementation or security control assessments; and
- e. Protects the security plan from unauthorized disclosure and modification.

### Control Enhancements:

#### (1)SYSTEM SECURITY PLAN | PLAN / COORDINATE WITH OTHER ORGANIZATIONAL ENTITIES

The organization plans and coordinates security-related activities affecting the information system with [Assignment: organization-defined individuals or groups] before conducting such activities in order to reduce the impact on other organizational entities.

<b>NIST SP 800-53</b>	<b>Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PL-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
PL-2		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place)	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>

Scoped  <b>Comments:</b>
<b>Control Enhancement PL-2(1)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped
<b>Comments:</b>

### 2.1.12.3 PL-4 Rules of Behavior

The organization:

- a. Establishes and makes readily available to individuals requiring access to the information system, the rules that describe their responsibilities and expected behavior with regard to information and information system usage;
- b. Receives a signed acknowledgment from such individuals, indicating that they have read, understand, and agree to abide by the rules of behavior, before authorizing access to information and the information system;
- c. Reviews and updates the rules of behavior [*Assignment: organization-defined frequency*]; and
- d. Requires individuals who have signed a previous version of the rules of behavior to read and resign when the rules of behavior are revised/updated.

#### Control Enhancements:

#### (1) RULES OF BEHAVIOR | SOCIAL MEDIA AND NETWORKING RESTRICTIONS

The organization includes in the rules of behavior, explicit restrictions on the use of social media/networking sites and posting organizational information on public websites.

<b>NIST SP 800-53</b>	<b>Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PL-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

<p><b>Implementation Statement:</b></p> <p><b>PL-4</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)    <input type="checkbox"/> Planned (Not in Place)    <input type="checkbox"/> Compensated    <input type="checkbox"/> Not Applicable    <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement PL-4(1)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)    <input type="checkbox"/> Planned (Not in Place)    <input type="checkbox"/> Compensated    <input type="checkbox"/> Not Applicable    <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>

#### 2.1.12.4 PL-8 Information Security Architecture

The organization:

- a. Develops an information security architecture for the information system that:
  - 1. Describes the overall philosophy, requirements, and approach to be taken with regard to protecting the confidentiality, integrity, and availability of organizational information;
  - 2. Describes how the information security architecture is integrated into and supports the enterprise architecture; and
  - 3. Describes any information security assumptions about, and dependencies on, external services;
- b. Reviews and updates the information security architecture [*Assignment: organization-defined frequency*] to reflect updates in the enterprise architecture; and
- c. Ensures that planned information security architecture changes are reflected in the security plan, the security Concept of Operations (CONOPS), and organizational procurements/acquisitions.

<b>NIST SP 800-53</b>	<b>Planning</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[PL-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4.</b> <b>PL-8</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

## 2.1.13 Personnel Security (PS)

### 2.1.13.1 PS-1 Personnel Security Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [*Assignment: organization-defined personnel or roles*]:
  1. A personnel security policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  2. Procedures to facilitate the implementation of the personnel security policy and associated personnel security controls; and
- b. Reviews and updates the current:
  1. Personnel security policy [*Assignment: organization-defined frequency*]; and
  2. Personnel security procedures [*Assignment: organization-defined frequency*].

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[PS-1]</b>	
<b>Implementation Statement:</b> <b>PS-1</b>		

<b>Implementation Status:</b> Status (check all that apply):				
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated	<input type="checkbox"/> Not Applicable	<input type="checkbox"/>
<b>Comments:</b>				

### 2.1.13.2 PS-2 Position Risk Designation

The organization:

- a. Assigns a risk designation to all organizational positions;
- b. Establishes screening criteria for individuals filling those positions; and
- c. Reviews and updates position risk designations [*Assignment: organization-defined frequency*].

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PS-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
<b>PS-2</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
<input type="checkbox"/> Not Applicable	<input type="checkbox"/>	
<b>Comments:</b>		

### 2.1.13.3 PS-3 Personnel Screening

The organization:

- a. Screens individuals prior to authorizing access to the information system; and
- b. Rescreens individuals according to [*Assignment: organization-defined conditions requiring rescreening and, where rescreening is so indicated, the frequency of such rescreening*].

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PS-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> PS-3		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

#### 2.1.13.4 PS-4 Personnel Termination

The organization, upon termination of individual employment:

- a. Disables information system access within [Assignment: organization-defined time period];
- b. Terminates/revokes any authenticators/credentials associated with the individual;
- c. Conducts exit interviews that include a discussion of [Assignment: organization-defined information security topics];
- d. Retrieves all security-related organizational information system-related property;
- e. Retains access to organizational information and information systems formerly controlled by terminated individual; and
- f. Notifies [Assignment: organization-defined personnel or roles] within [Assignment: organization-defined time period].

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PS-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> PS-4		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>		

Scoped  <b>Comments:</b>
--------------------------------

### 2.1.13.5 PS-5 Personnel Transfer

The organization:

- a. Reviews and confirms ongoing operational need for current logical and physical access authorizations to information systems/facilities when individuals are reassigned or transferred to other positions within the organization;
- b. Initiates [*Assignment: organization-defined transfer or reassignment actions*] within [*Assignment: organization-defined time period following the formal transfer action*];
- c. Modifies access authorization as needed to correspond with any changes in operational need due to reassignment or transfer; and
- d. Notifies [*Assignment: organization-defined personnel or roles*] within [*Assignment: organization-defined time period*].

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PS-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>PS-5</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.13.6 PS-6 Access Agreements

The organization:

- a. Develops and documents access agreements for organizational information systems;



- b. Reviews and updates the access agreements [Assignment: organization-defined frequency]; and
- c. Ensures that individuals requiring access to organizational information and information systems:
  - 1. Sign appropriate access agreements prior to being granted access; and
  - 2. Re-sign access agreements to maintain access to organizational information systems when access agreements have been updated or [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PS-6]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> PS-6		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.13.7 PS-7 Third-Party Personnel Security

The organization:

- a. Establishes personnel security requirements including security roles and responsibilities for third-party providers;
- b. Requires third-party providers to comply with personnel security policies and procedures established by the organization;
- c. Documents personnel security requirements;
- d. Requires third-party providers to notify [Assignment: organization-defined personnel or roles] of any personnel transfers or terminations of third-party personnel who possess organizational credentials and/or badges, or who have information system privileges within [Assignment: organization-defined time period]; and
- e. Monitors provider compliance.

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PS-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control

<p><b>Implementation Statement:</b></p> <p><b>PS-7</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.13.8 PS-8 Personnel Sanctions

The organization:

- a. Employs a formal sanctions process for individuals failing to comply with established information security policies and procedures; and
- b. Notifies [*Assignment: organization-defined personnel or roles*] within [*Assignment: organization-defined time period*] when a formal employee sanctions process is initiated, identifying the individual sanctioned and the reason for the sanction.

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[PS-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>PS-8</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.14 Risk Assessment (RA)

### 2.1.14.1 RA-1 Risk Assessment Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [*Assignment: organization-defined personnel or roles*]:
  - 1. A risk assessment policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the risk assessment policy and associated risk assessment controls; and
- b. Reviews and updates the current:
  - 1. Risk assessment policy [*Assignment: organization-defined frequency*]; and
  - 2. Risk assessment procedures [*Assignment: organization-defined frequency*].

<b>NIST SP 800-53</b>	<b>Risk Assessment</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[RA-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> RA-1		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.14.2 RA-2 Security Categorization

The organization:

- a. Categorizes information and the information system in accordance with applicable federal laws, Executive Orders, directives, policies, regulations, standards, and guidance;
- b. Documents the security categorization results (including supporting rationale) in the security plan for the information system; and
- c. Ensures that the security categorization decision is reviewed and approved by the authorizing official or authorizing official designated representative.

<b>NIST SP 800-53</b>	<b>Risk Assessment</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[RA-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> RA-2		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.14.3 RA-3 Risk Assessment

The organization:

- a. Conducts an assessment of risk, including the likelihood and magnitude of harm, from the unauthorized access, use, disclosure, disruption, modification, or destruction of the information system and the information it processes, stores, or transmits;
- b. Documents risk assessment results in [*Selection: security plan; risk assessment report; Assignment: organization-defined document*];
- c. Reviews risk assessment results [*Assignment: organization-defined frequency*];
- d. Disseminates risk assessment results to [*Assignment: organization-defined personnel or roles*]; and
- e. Updates the risk assessment [*Assignment: organization-defined frequency*] or whenever there are significant changes to the information system or environment of operation (including the identification of new threats and vulnerabilities), or other conditions that may impact the security state of the system.

<b>NIST SP 800-53</b>	<b>Risk Assessment</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[RA-3]</b>	
<b>Implementation Statement:</b> RA-3		
<b>Implementation Status:</b> Status (check all that apply):		

<input type="checkbox"/> Implemented (In Place)	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated	<input type="checkbox"/> Not Applicable	<input type="checkbox"/>
Scoped				
<b>Comments:</b>				

#### 2.1.14.4 RA-5 Vulnerability Scanning

The organization:

- a. Scans for vulnerabilities in the information system and hosted applications [*Assignment: organization-defined frequency and/or randomly in accordance with organization-defined process*] and when new vulnerabilities potentially affecting the system/applications are identified and reported;
- b. Employs vulnerability scanning tools and techniques that facilitate interoperability among tools and automate parts of the vulnerability management process by using standards for:
  1. Enumerating platforms, software flaws, and improper configurations;
  2. Formatting checklists and test procedures; and
  3. Measuring vulnerability impact;
- c. Analyzes vulnerability scan reports and results from security control assessments;
- d. Remediates legitimate vulnerabilities [*Assignment: organization-defined response times*] in accordance with an organizational assessment of risk; and
- e. Shares information obtained from the vulnerability scanning process and security control assessments with [*Assignment: organization-defined personnel or roles*] to help eliminate similar vulnerabilities in other information systems (i.e., systemic weaknesses or deficiencies).

#### Control Enhancements:

##### (1) VULNERABILITY SCANNING | UPDATE TOOL CAPABILITY

The organization employs vulnerability scanning tools that include the capability to readily update the information system vulnerabilities to be scanned.

##### (2) VULNERABILITY SCANNING | UPDATE BY FREQUENCY / PRIOR TO NEW SCAN / WHEN IDENTIFIED

The organization updates the information system vulnerabilities scanned [Selection (one or more): [*Assignment: organization-defined frequency*]; prior to a new scan; when new vulnerabilities are identified and reported].

##### (5) VULNERABILITY SCANNING | PRIVILEGED ACCESS

The information system implements privileged access authorization to [*Assignment: organization-identified information system components*] for selected [*Assignment: organization-defined vulnerability scanning activities*].

<b>NIST SP 800-53</b>	<b>Personnel Security</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[RA-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> RA-5		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement RA-5(1)</b>		
<b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement RA-5(2)</b>		
<b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

**Control Enhancement RA-5(5)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)   
  Planned (Not in Place)   
  Compensated   
  Not Applicable   
  Scoped

**Comments:**

## 2.1.15 System and Services Acquisition

### 2.1.15.1 SA-1 System and Services Acquisition Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [*Assignment: organization-defined personnel or roles*]:
  1. A system and services acquisition policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  2. Procedures to facilitate the implementation of the system and services acquisition policy and associated system and services acquisition controls; and
- b. Reviews and updates the current:
  1. System and services acquisition policy [*Assignment: organization-defined frequency*]; and
  2. System and services acquisition procedures [*Assignment: organization-defined frequency*].

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SA-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement:**

**SA-1**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)   
  Planned (Not in Place)   
  Compensated   
  Not Applicable

Scoped
<b>Comments:</b>

### 2.1.15.2 SA-2 Allocation of Resources

The organization:

- a. Determines information security requirements for the information system or information system service in mission/business process planning;
- b. Determines, documents, and allocates the resources required to protect the information system or information system service as part of its capital planning and investment control process; and
- c. Establishes a discrete line item for information security in organizational programming and budgeting documentation.

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SA-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
<b>SA-2</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place)	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
<input type="checkbox"/> Scoped	<input type="checkbox"/> Not Applicable	<input type="checkbox"/>
<b>Comments:</b>		

### 2.1.15.3 SA-3 System Development Life Cycle

The organization:

- a. Manages the information system using [*Assignment: organization-defined system development life cycle*] that incorporates information security considerations;
- b. Defines and documents information security roles and responsibilities throughout the system development life cycle;



- c. Identifies individuals having information security roles and responsibilities; and
- d. Integrates the organizational information security risk management process into system development life cycle activities.

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SA-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
<b>Implementation Statement:</b>		<input type="checkbox"/> System Specific Control
<b>SA-3</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
<input type="checkbox"/> Not Applicable		
<b>Comments:</b>		

### 2.1.15.4 SA-4 Acquisition Process

The organization includes the following requirements, descriptions, and criteria, explicitly or by reference, in the acquisition contract for the information system, system component, or information system service in accordance with applicable federal laws, Executive Orders, directives, policies, regulations, standards, guidelines, and organizational mission/business needs:

- a. Security functional requirements;
- b. Security strength requirements;
- c. Security assurance requirements;
- d. Security-related documentation requirements;
- e. Requirements for protecting security-related documentation;
- f. Description of the information system development environment and environment in which the system is intended to operate; and
- g. Acceptance criteria.

#### Control Enhancements:

#### (1) ACQUISITION PROCESS | FUNCTIONAL PROPERTIES OF SECURITY CONTROLS

The organization requires the developer of the information system, system component, or information system service to provide a description of the functional properties of the security controls to be employed.

**(2) ACQUISITION PROCESS | DESIGN / IMPLEMENTATION INFORMATION FOR SECURITY CONTROLS**

The organization requires the developer of the information system, system component, or information system service to provide design and implementation information for the security controls to be employed that includes: [Selection (one or more): security-relevant external system interfaces; high-level design; low-level design; source code or hardware schematics; [Assignment: organization-defined design/implementation information]] at [Assignment: organization-defined level of detail].

**(9) ACQUISITION PROCESS | FUNCTIONS / PORTS / PROTOCOLS / SERVICES IN USE**

The organization requires the developer of the information system, system component, or information system service to identify early in the system development life cycle, the functions, ports, protocols, and services intended for organizational use.

**(10) ACQUISITION PROCESS | USE OF APPROVED PIV PRODUCTS**

The organization employs only information technology products on the FIPS 201-approved products list for Personal Identity Verification (PIV) capability implemented within organizational information systems.

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[SA-4]</b>	
<b>Implementation Statement:</b> SA-4		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement SA-4(1)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>		

Scoped
<b>Comments:</b>
<b>Control Enhancement SA-4(2)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Scoped
<b>Comments:</b>
<b>Control Enhancement SA-4(9)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Scoped
<b>Comments:</b>
<b>Control Enhancement SA-4(10)</b> <b>Implementation Statement:</b>
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Scoped
<b>Comments:</b>

### 2.1.15.5 SA-5 Information System Documentation

The organization:

- a. Obtains administrator documentation for the information system, system component, or information system service that describes:
  - 1. Secure configuration, installation, and operation of the system, component, or service;
  - 2. Effective use and maintenance of security functions/mechanisms; and
  - 3. Known vulnerabilities regarding configuration and use of administrative (i.e., privileged) functions;
- b. Obtains user documentation for the information system, system component, or information system service that describes:
  - 1. User-accessible security functions/mechanisms and how to effectively use those security functions/mechanisms;
  - 2. Methods for user interaction, which enables individuals to use the system, component, or service in a more secure manner; and
  - 3. User responsibilities in maintaining the security of the system, component, or service;
- c. Documents attempts to obtain information system, system component, or information system service documentation when such documentation is either unavailable or nonexistent and [Assignment: organization-defined actions] in response;
- d. Protects documentation as required, in accordance with the risk management strategy; and
- e. Distributes documentation to [Assignment: organization-defined personnel or roles].

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SA-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>SA-5</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
<input type="checkbox"/> Not Applicable <input type="checkbox"/>		
<b>Comments:</b>		

### 2.1.15.6 SA-8 Security Engineering Principles

The organization applies information system security engineering principles in the specification, design, development, implementation, and modification of the information system.

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SA-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4.</b> <b>SA-8</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.15.7 SA-9 External Information System Services

The organization:

- a. Requires that providers of external information system services comply with organizational information security requirements and employ [*Assignment: organization-defined security controls*] in accordance with applicable federal laws, Executive Orders, directives, policies, regulations, standards, and guidance;
- b. Defines and documents government oversight and user roles and responsibilities with regard to external information system services; and
- c. Employs [*Assignment: organization-defined processes, methods, and techniques*] to monitor security control compliance by external service providers on an ongoing basis.

**Control Enhancements:**

#### (2) EXTERNAL INFORMATION SYSTEMS | IDENTIFICATION OF FUNCTIONS / PORTS / PROTOCOLS / SERVICES

The organization requires providers of [*Assignment: organization-defined external information system services*] to identify the functions, ports, protocols, and other services required for the use of such services.

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SA-9]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b> SA-9</p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement SA-9(2)</b></p> <p><b>Implementation Statement:</b></p> <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.15.8 SA-10 Developer Configuration Management

The organization requires the developer of the information system, system component, or information system service to:

- a. Perform configuration management during system, component, or service [*Selection (one or more): design; development; implementation; operation*];
- b. Document, manage, and control the integrity of changes to [*Assignment: organization-defined configuration items under configuration management*];
- c. Implement only organization-approved changes to the system, component, or service;
- d. Document approved changes to the system, component, or service and the potential security impacts of such changes; and
- e. Track security flaws and flaw resolution within the system, component, or service and report findings to [*Assignment: organization-defined personnel*].

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[SA-10]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4.</b>		
<b>SA-10</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.15.9 SA-11 Developer Security Testing and Evaluation

The organization requires the developer of the information system, system component, or information system service to:

- a. Create and implement a security assessment plan;
- b. Perform [*Selection (one or more): unit; integration; system; regression*] testing/evaluation at [*Assignment: organization-defined depth and coverage*];
- c. Produce evidence of the execution of the security assessment plan and the results of the security testing/evaluation;
- d. Implement a verifiable flaw remediation process; and
- e. Correct flaws identified during security testing/evaluation.

<b>NIST SP 800-53</b>	<b>System and Services Acquisition</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[SA-11]</b>	
<b>Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4.</b>		
<b>SA-11</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		

<b>Comments:</b>
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## 2.1.16 System and Communications Protection

### 2.1.16.1 SC-1 System and Communications Protection Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  - 1. A system and communications protection policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the system and communications protection policy and associated system and communications protection controls; and
- b. Reviews and updates the current:
  - 1. System and communications protection policy [Assignment: organization-defined frequency]; and
  - 2. System and communications protection procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
<b>SC-1</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<b>Comments:</b>		



### 2.1.16.2 SC-2 Application Partitioning

The information system separates user functionality (including user interface services) from information system management functionality.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4.</b> <b>SC-2</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.16.3 SC-4 Information in Shared Resources

The information system prevents unauthorized and unintended information transfer via shared system resources.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>SC-4</b>		
<b>Implementation Status:</b> Status (check all that apply):		

<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated	<input type="checkbox"/> Not Applicable	<input type="checkbox"/>
<b>Comments:</b>				

#### 2.1.16.4 SC-5 Denial of Service Protection

The information system protects against or limits the effects of the following types of denial of service attacks: [Assignment: organization-defined types of denial of service attacks or reference to source for such information] by employing [Assignment: organization-defined security safeguards].

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
<b>SC-5</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated
<input type="checkbox"/> Not Applicable		
<input type="checkbox"/>		
<b>Comments:</b>		

#### 2.1.16.5 SC-7 Boundary Protection

The information system:

- a. Monitors and controls communications at the external boundary of the system and at key internal boundaries within the system;
- b. Implements subnetworks for publicly accessible system components that are [Selection: *physically; logically*] separated from internal organizational networks; and

- c. Connects to external networks or information systems only through managed interfaces consisting of boundary protection devices arranged in accordance with organizational security architecture.

**Control Enhancements:**

**(3) BOUNDARY PROTECTION | ACCESS POINTS**

The organization limits the number of external network connections to the information system.

Supplemental Guidance: Limiting the number of external network connections facilitates more comprehensive monitoring of inbound and outbound communications traffic. The Trusted Internet Connection (TIC) initiative is an example of limiting the number of external network connections.

**(4) BOUNDARY PROTECTION | EXTERNAL TELECOMMUNICATIONS SERVICES**

The organization:

- (a) Implements a managed interface for each external telecommunication service;
- (b) Establishes a traffic flow policy for each managed interface;
- (c) Protects the confidentiality and integrity of the information being transmitted across each interface;
- (d) Documents each exception to the traffic flow policy with a supporting mission/business need and duration of that need; and
- (e) Reviews exceptions to the traffic flow policy [*Assignment: organization-defined frequency*] and removes exceptions that are no longer supported by an explicit mission/business need.

**(5) BOUNDARY PROTECTION | DENY BY DEFAULT / ALLOW BY EXCEPTION**

The information system at managed interfaces denies network communications traffic by default and allows network communications traffic by exception (i.e., deny all, permit by exception).

**(7) BOUNDARY PROTECTION | PREVENT SPLIT TUNNELING FOR REMOTE DEVICES**

The information system, in conjunction with a remote device, prevents the device from simultaneously establishing non-remote connections with the system and communicating via some other connection to resources in external networks.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement:**

**SC-7**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement SC-7(3)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement SC-7(4)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement SC-7(5)**

**Implementation Statement:**

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement SC-7(7)</b></p> <p><b>Implementation Statement:</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.16.6 SC-8 Transmission Confidentiality and Integrity

The information system protects the [*Selection (one or more): confidentiality; integrity*] of transmitted information.

**Control Enhancements:**

**(1) TRANSMISSION CONFIDENTIALITY AND INTEGRITY | CRYPTOGRAPHIC OR ALTERNATE PHYSICAL PROTECTION**

The information system implements cryptographic mechanisms to [*Selection (one or more): prevent unauthorized disclosure of information; detect changes to information*] during transmission unless otherwise protected by [*Assignment: organization-defined alternative physical safeguards*].

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

<p><b>Implementation Statement:</b></p> <p><b>SC-8</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement SC-8(1)</b></p> <p><b>Implementation Statement:</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.16.7 SC-10 Network Disconnect

The information system terminates the network connection associated with a communications session at the end of the session or after [Assignment: organization-defined time period] of inactivity.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-10]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>SC-10</b></p>  		

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.16.8 SC-12 Cryptographic Key Establishment and Management

The organization establishes and manages cryptographic keys for required cryptography employed within the information system in accordance with [Assignment: organization-defined requirements for key generation, distribution, storage, access, and destruction].

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-12]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>SC-12</b></p>          <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.16.9 SC-13 Cryptographic Protection

The information system implements [Assignment: organization-defined cryptographic uses and type of cryptography required for each use] in accordance with applicable federal laws, Executive Orders, directives, policies, regulations, and standards.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-13]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> SC-13		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.16.10 SC-15 Collaborative Computing Devices

The information system:

- a. Prohibits remote activation of collaborative computing devices with the following exceptions: [Assignment: organization-defined exceptions where remote activation is to be allowed]; and
- b. Provides an explicit indication of use to users physically present at the devices.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-15]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> SC-15		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		



### 2.1.16.11 SC-17 Public Key Infrastructure Certificates

The organization issues public key certificates under an [Assignment: organization-defined certificate policy] or obtains public key certificates from an approved service provider

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-17]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>SC-17</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.16.12 SC-18 Mobile Code

The organization:

- a. Defines acceptable and unacceptable mobile code and mobile code technologies;
- b. Establishes usage restrictions and implementation guidance for acceptable mobile code and mobile code technologies; and
- c. Authorizes, monitors, and controls the use of mobile code within the information system.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
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<b>Revision 4</b>	<b>[SC-18]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>SC-18</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

### 2.1.16.13 SC-19 Voice Over Internet Protocol

The organization:

- a. Establishes usage restrictions and implementation guidance for Voice over Internet Protocol (VoIP) technologies based on the potential to cause damage to the information system if used maliciously; and
- b. Authorizes, monitors, and controls the use of VoIP within the information system.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control) <input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Revision 4</b>	<b>[SC-19]</b>	
<p><b>Implementation Statement:</b>  <b>SC-19</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped <p><b>Comments:</b></p>		

### 2.1.16.14 SC-20 Secure Name / Address Resolution Service (Authoritative Source)

The information system:

- a. Provides additional data origin and integrity artifacts along with the authoritative name resolution data the system returns in response to external name/address resolution queries; and

Provides the means to indicate the security status of child zones and (if the child supports secure resolution services) to enable verification of a chain of trust among parent and child domains, when operating as part of a distributed, hierarchical namespace.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-20]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
<b>SC-20</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) Scoped	<input type="checkbox"/> Planned (Not in Place)	<input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<b>Comments:</b>		

### 2.1.16.15 SC-21 Secure Name / Address Resolution Service (Recursive or Caching Resolver)

The information system requests and performs data origin authentication and data integrity verification on the name/address resolution responses the system receives from authoritative sources.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-21]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>SC-21</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.16.16 SC-22 Architecture and Provisioning for Name / Address Resolution Service

The information systems that collectively provide name/address resolution service for an organization are fault-tolerant and implement internal/external role separation

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-22]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>SC-22</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		

<b>Comments:</b>
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### 2.1.16.17 SC-23 Session Authenticity

The information system protects the authenticity of communications sessions.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-23]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>SC-23</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.16.18 SC-28 Protection of Information at Rest

The information system protects the [*Selection (one or more): confidentiality; integrity*] of [*Assignment: organization-defined information at rest*].

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-28]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control

<p><b>Implementation Statement:</b>  <b>SC-28</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.16.19 SC-39 Process Isolation

The information system maintains a separate execution domain for each executing process.

<b>NIST SP 800-53</b>	<b>System and Communications</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SC-39]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b>  <b>SC-39</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

## 2.1.17 System and Information Integrity

### 2.1.17.1 SI-1 System and Information Integrity Policy and Procedures

The organization:

- a. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:
  - 1. A system and information integrity policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - 2. Procedures to facilitate the implementation of the system and information integrity policy and associated system and information integrity controls; and
- b. Reviews and updates the current:
  - 1. System and information integrity policy [Assignment: organization-defined frequency]; and
  - 2. System and information integrity procedures [Assignment: organization-defined frequency].

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-1]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>SI-1</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.17.2 SI-2 Flaw Remediation

The organization:

- a. Identifies, reports, and corrects information system flaws;
- b. Tests software and firmware updates related to flaw remediation for effectiveness and potential side effects before installation;
- c. Installs security-relevant software and firmware updates within [Assignment: organization-defined time period] of the release of the updates; and
- d. Incorporates flaw remediation into the organizational configuration management process.

**Control Enhancements:**

**(2) FLAW REMEDIATION | AUTOMATED FLAW REMEDIATION STATUS**

The organization employs automated mechanisms [Assignment: organization-defined frequency] to determine the state of information system components with regard to flaw remediation.

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-2]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> <b>SI-2</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		
<b>Control Enhancement SI-2(2)</b> <b>Implementation Statement:</b>		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

**2.1.17.3 SI-3 Malicious Code Protection**

The organization:

- a. Employs malicious code protection mechanisms at information system entry and exit points to detect and eradicate malicious code;
- b. Updates malicious code protection mechanisms whenever new releases are available in accordance with organizational configuration management policy and procedures;



- c. Configures malicious code protection mechanisms to:
  - 1. Perform periodic scans of the information system [*Assignment: organization-defined frequency*] and real-time scans of files from external sources at [*Selection (one or more); endpoint; network entry/exit points*] as the files are downloaded, opened, or executed in accordance with organizational security policy; and
  - 2. [*Selection (one or more): block malicious code; quarantine malicious code; send alert to administrator; [Assignment: organization-defined action]*] in response to malicious code detection; and
- d. Addresses the receipt of false positives during malicious code detection and eradication and the resulting potential impact on the availability of the information system.

**Control Enhancements:**

**(1) MALICIOUS CODE PROTECTION | CENTRAL MANAGEMENT**

The organization centrally manages malicious code protection mechanisms.

**(2) MALICIOUS CODE PROTECTION | AUTOMATIC UPDATES**

The information system automatically updates malicious code protection mechanisms.

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-3]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b>		
<b>SI-3</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
Scoped		
<b>Comments:</b>		
<b>Control Enhancement SI-3(1)</b>		
<b>Implementation Statement:</b>		

<p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)    <input type="checkbox"/> Planned (Not in Place)    <input type="checkbox"/> Compensated    <input type="checkbox"/> Not Applicable    <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>
<p><b>Control Enhancement SI-3(2)</b></p> <p><b>Implementation Statement:</b></p>    <p><b>Implementation Status:</b> Status (check all that apply):</p> <p><input type="checkbox"/> Implemented (In Place)    <input type="checkbox"/> Planned (Not in Place)    <input type="checkbox"/> Compensated    <input type="checkbox"/> Not Applicable    <input type="checkbox"/> Scoped</p> <p><b>Comments:</b></p>

#### 2.1.17.4 SI-4 Information System Monitoring

The organization:

- a. Monitors the information system to detect:
  1. Attacks and indicators of potential attacks in accordance with [Assignment: organization-defined monitoring objectives]; and
  2. Unauthorized local, network, and remote connections;
- b. Identifies unauthorized use of the information system through [Assignment: organization-defined techniques and methods];
- c. Deploys monitoring devices: (i) strategically within the information system to collect organization-determined essential information; and (ii) at ad hoc locations within the system to track specific types of transactions of interest to the organization;
- d. Protects information obtained from intrusion-monitoring tools from unauthorized access, modification, and deletion;
- e. Heightens the level of information system monitoring activity whenever there is an indication of increased risk to organizational operations and assets, individuals, other organizations, or the Nation based on law enforcement information, intelligence information, or other credible sources of information;
- f. Obtains legal opinion with regard to information system monitoring activities in accordance with applicable federal laws, Executive Orders, directives, policies, or regulations; and
- g. Provides [Assignment: organization-defined information system monitoring information] to [Assignment: organization-defined personnel or roles] [Selection (one or more): as needed; [Assignment: organization-defined frequency]].

**Control Enhancements:**

**(2) INFORMATION SYSTEM MONITORING | AUTOMATED TOOLS FOR REAL-TIME ANALYSIS**

The organization employs automated tools to support near real-time analysis of events.

**(4) INFORMATION SYSTEM MONITORING | INBOUND AND OUTBOUND COMMUNICATIONS TRAFFIC**

The information system monitors inbound and outbound communications traffic [Assignment: organization-defined frequency] for unusual or unauthorized activities or conditions.

**(5) INFORMATION SYSTEM MONITORING | SYSTEM-GENERATED ALERTS**

The information system alerts [Assignment: organization-defined personnel or roles] when the following indications of compromise or potential compromise occur: [Assignment: organization-defined compromise indicators].

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-4]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b></p> <p><b>SI-4</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		
<p><b>Control Enhancement SI-4(2)</b></p> <p><b>Implementation Statement:</b></p>  <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

<p><b>Control Enhancement SI-4(4)</b></p> <p><b>Implementation Statement:</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
<p><b>Control Enhancement SI-4(5)</b></p> <p><b>Implementation Statement:</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>

### 2.1.17.5 SI-5 Security Alerts, Advisories, and Directives

The organization:

- a. Receives information system security alerts, advisories, and directives from [Assignment: organization-defined external organizations] on an ongoing basis;
- b. Generates internal security alerts, advisories, and directives as deemed necessary;
- c. Disseminates security alerts, advisories, and directives to: [Selection (one or more): [Assignment: organization-defined personnel or roles]; [Assignment: organization-defined elements within the organization]; [Assignment: organization-defined external organizations]]; and
- d. Implements security directives in accordance with established time frames, or notifies the issuing organization of the degree of noncompliance.

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-5]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement:**

**SI-5**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)   
  Planned (Not in Place)   
  Compensated   
  Not Applicable   
  Scoped

**Comments:**

### 2.1.17.6 SI-7 Software, Firmware, and Information Integrity

The organization employs integrity verification tools to detect unauthorized changes to [Assignment: organization-defined software, firmware, and information].

**Control Enhancements:**

**(1) SOFTWARE, FIRMWARE, AND INFORMATION INTEGRITY | INTEGRITY CHECKS**

The information system performs an integrity check of [Assignment: organization-defined software, firmware, and information] [Selection (one or more): at startup; at [Assignment: organization-defined transitional states or security-relevant events]; [Assignment: organization-defined frequency]].

**(7) SOFTWARE, FIRMWARE, AND INFORMATION INTEGRITY | INTEGRATION OF DETECTION AND RESPONSE**

The organization incorporates the detection of unauthorized [Assignment: organization-defined security-relevant changes to the information system] into the organizational incident response capability.

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-7]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control

**Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4.**

**SI-7**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement SI-7(1)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

**Control Enhancement SI-7(7)**

**Implementation Statement:**

**Implementation Status:** Status (check all that apply):

Implemented (In Place)     Planned (Not in Place)     Compensated     Not Applicable     Scoped

**Comments:**

### 2.1.17.7 SI-8 Spam Protection

The organization:

- a. Employs spam protection mechanisms at information system entry and exit points to detect and take action on unsolicited messages; and
- b. Updates spam protection mechanisms when new releases are available in accordance with organizational configuration management policy and procedures.

**Control Enhancements:**

**(1) SPAM PROTECTION | CENTRAL MANAGEMENT**

The organization centrally manages spam protection mechanisms.

**(2) SPAM PROTECTION | AUTOMATIC UPDATES**

The information system automatically updates spam protection mechanisms.

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-8]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b> SI-8</p>		
<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		
<p><b>Comments:</b></p>		
<p><b>Control Enhancement SI-8(1)</b></p>		
<p><b>Implementation Statement:</b></p>		
<p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p>		
<p><b>Comments:</b></p>		

<p><b>Control Enhancement SI-8(2)</b></p> <p><b>Implementation Statement:</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>
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### 2.1.17.8 SI-10 Information Input Validation

The information system checks the validity of [Assignment: organization-defined information inputs].

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-10]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<p><b>Implementation Statement:</b> Does not apply to Low systems according to NIST SP 800-53 Rev 4.</p> <p><b>SI-10</b></p>   <p><b>Implementation Status:</b> Status (check all that apply):</p> <p> <input type="checkbox"/> Implemented (In Place)            <input type="checkbox"/> Planned (Not in Place)            <input type="checkbox"/> Compensated            <input type="checkbox"/> Not Applicable            <input type="checkbox"/> Scoped       </p> <p><b>Comments:</b></p>		

### 2.1.17.9 SI-11 Error Handling

The information system:



- a. Generates error messages that provide information necessary for corrective actions without revealing information that could be exploited by adversaries; and
- b. Reveals error messages only to [Assignment: organization-defined personnel or roles].

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-11]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> SI-11		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

### 2.1.17.10 SI-12 Information Handling and Retention

The organization handles and retains information within the information system and information output from the system in accordance with applicable federal laws, Executive Orders, directives, policies, regulations, standards, and operational requirements.

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-12]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control) <input type="checkbox"/> System Specific Control
<b>Implementation Statement:</b> SI-12		
<b>Implementation Status:</b> Status (check all that apply): <input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/> Scoped		
<b>Comments:</b>		

Scoped  <b>Comments:</b>
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### 2.1.17.11 SI-16 Memory Protection

The information system implements [Assignment: organization-defined security safeguards] to protect its memory from unauthorized code execution.

<b>NIST SP 800-53</b>	<b>System and Information Integrity</b>	<input type="checkbox"/> Common (Fully Inherited Control)
<b>Revision 4</b>	<b>[SI-16]</b>	<input type="checkbox"/> Hybrid (Partially Inherited Control)
		<input type="checkbox"/> System Specific Control
<b>Implementation Statement: Does not apply to Low systems according to NIST SP 800-53 Rev 4.</b>		
<b>SI-16</b>		
<b>Implementation Status:</b> Status (check all that apply):		
<input type="checkbox"/> Implemented (In Place) <input type="checkbox"/> Planned (Not in Place) <input type="checkbox"/> Compensated <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
Scoped		
<b>Comments:</b>		

## 3 APPENDIX LISTING

### 3.1

### Required Appendices

APPENDIX	DESCRIPTION	STATUS
A	Acronym List	Refer to Appendix 3.2 below
B	Definitions	Refer to Appendix 3.3 below
C	Applicable Laws and References	Refer to Appendix 3.4 below
D	Agency IT Master Inventory	System Security Plan Appendices.doc
E	Security Assessment Report Matrix	SecurityAssessmentReport.pdf
G	System Documentation	[ENTER NAME OF SSP]
H	System Rules of Behavior	System Security Plan Appendices.doc
I	Security Awareness and Training Plan	System Security Plan Appendices.doc
J	Incident Response Plan	System Security Plan Appendices.doc
K	Configuration Management Plan	System Security Plan Appendices.doc

### 3.2

### System Specific Appendices

APPENDIX	DESCRIPTION	STATUS
E2	Prior Security Assessment Report Matrix	[System Name] SAR Matrix.doc

### 3.3 Acronym List

<b>TERM</b>	<b>DEFINITION</b>
AO	Authorizing Official
ASSERT	Automated Security Self-Evaluation and Remediation Tracking
ATO	Authorization to Operate
BSM	Boundary Scope Memo
CIO	Chief Information Officer
CISO	Chief Information Security Officer
CONOPS	Concept of Operations
COTS	Commercial off the Shelf
CSAM	Cyber Security and Asset Management
CSO	Component Security Officer
FICAM	Federal Identity, Credential, and Access Management
FIPS	Federal Information Processing Standard(s)
FISMA	Federal Information Security Management Act
GMT	Greenwich Mean Time
HW	Hardware
ISA	Interconnection Security Agreement
ISSH	Information System Security Handbook
IT	Information Technology
MD	Maryland
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NCC	National Coordinating Center for Communications
NIST	National Institute of Standards and Technology
OIG	Office of Inspector General
OIS	Office of Information Security
OMB	Office of Management and Budget
OS	Operating System
PIV	Personal Identity Verification
POA&M	Plan of Action and Milestones
POC	Point of Contact

<b>TERM</b>	<b>DEFINITION</b>
PRIDE	Project Resource Guide
PSC	Program Support Center
RBD	Risk-Based Decision
SAM	Security Authorization Manager
SAR	Security Assessment Report
SBU	Sensitive But Unclassified
SDLC	Systems Development Life Cycle
SDLCM	Systems Development Life Cycle Methodology
SME	Subject Matter Expert
SO	System Owner
SP	Special Publication
SPM	System Project Manager
SRA	Security Risk Assessment
SSA	Social Security Administration
SSC	Secure Standards Council
SSP	System Security Plan
SW	Software
TIC	Trusted Internet Connection
TSL	Transport Layer Security
U.S.C.	United States Code
UTC	Coordinated Universal Time
VoIP	Voice Over Internet Protocol
VPN	Virtual Private Network
WAN	Wide Area Network

## 3.4 Definitions/Glossary

Term	Definition
Accreditation	The official management decision given by a senior agency official to authorize operation of an information system and to explicitly accept the risk to agency operations (including mission, functions, image, or reputation), agency assets, or individuals, based on the implementation of an agreed-upon set of security controls.
Accreditation Boundary	All components of an information system to be accredited by an authorizing official and excludes separately accredited systems, to which the information system is connected.
Accreditation Package	The evidence provided to the authorizing official to be used in the security accreditation decision process. Evidence includes, but is not limited to: (i) the system security plan; (ii) the assessment results from the security certification; and (iii) the plan of action and milestones.
Assessment Procedure	A set of activities or actions employed by an assessor to determine the extent to which a security control is implemented correctly, operating as intended, and producing the desired outcome with respect to meeting the security requirements for the system.
Automated Information System (AIS)	An assembly of computer hardware, software and/or firmware configured to collect, create, communicate, compute, disseminate, process, store, and/or control data or information.
Certification	The comprehensive evaluation of the technical and non-technical security features of an AIS and other safeguards, made in support of the accreditation process that establishes the extent to which a particular design and implementation meet a specified set of security requirements.
Common Security Control	Security control that can be applied to one or more agency information systems and has the following properties: (i) the development, implementation, and assessment of the control can be assigned to a responsible official or organizational element (other than the information system owner); and (ii) the results from the assessment of the control can be used to support the C&A processes of an agency information system where that control has been applied.
Confidentiality	Preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information. [44 U.S.C., Sec. 3542]
Configuration Control	Process for controlling modifications to hardware, firmware, software, and documentation to ensure the information system is protected against improper modifications prior to, during, and after system implementation. [CNSS Inst. 4009]

<b>Term</b>	<b>Definition</b>
General Support System	An interconnected set of information resources under the same direct management control that shares common functionality. It normally includes hardware, software, information, data, applications, communications, and people. [OMB Circular A-130, Appendix III]
Information Owner	Official with statutory or operational authority for specified information and responsibility for establishing the controls for its generation, collection, processing, dissemination, and disposal. [CNSS Inst. 4009]
Information Security	The protection of information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to provide confidentiality, integrity, and availability. [44 U.S.C., Sec. 3542]
Information Security Policy	Aggregate of directives, regulations, rules, and practices that prescribe how an organization manages, protects, and distributes information. [CNSS Inst. 4009]
Information System	A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. [44 U.S.C., Sec. 3502] [OMB Circular A-130, Appendix III]
Information Type	A specific category of information (e.g., privacy, medical, proprietary, financial, investigative, contractor sensitive, security management), defined by an organization or in some instances, by a specific law, Executive Order, directive, policy, or regulation. [FIPS 199]
Integrity	Guarding against improper information modification or destruction, and includes ensuring information non-repudiation and authenticity. [44 U.S.C., Sec. 3542]
Major Application	An application that requires special attention to security due to the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of the information in the application. [OMB Circular A-130, Appendix III]
Management Controls	The security controls (i.e., safeguards or countermeasures) for an information system that focus on the management of risk and the management of information system security. [NIST SP 800-18]
Minor Application	An application, other than a major application, that requires attention to security due to the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of the information in the application. Minor applications are typically included as part of a general support system.
Operational Controls	The security controls (i.e., safeguards or countermeasures) for an information system that primarily are implemented and executed by people (as opposed to systems). [NIST SP 800-18]
Plan of Action and Milestones	A document that identifies tasks needing to be accomplished. It details resources required to accomplish the elements of the plan, any milestones in meeting the tasks, and scheduled completion dates for the milestones. [OMB Memorandum M-02-09]

Term	Definition
Risk	The level of impact on agency operations, (including mission, functions, image, or reputation), agency assets, or individuals, resulting from the operation of an information system given the potential impact of a threat and the likelihood of that threat occurring. [NIST SP 800-30]
Risk Assessment	The process of identifying risks to agency operations (including mission, functions, image, or reputation), agency assets, or individuals by determining the probability of occurrence, the resulting impact, and additional security controls that would mitigate this impact. Part of risk management, synonymous with risk analysis, and incorporates threat and vulnerability analyses. [NIST SP 800-30]
Risk Management	The process of managing risks to agency operations (including mission, functions, image, or reputation), agency assets, or individuals resulting from the operation of an information system. It includes risk assessment; cost-benefit analysis; the selection, implementation, and assessment of security controls; and the formal authorization to operate the system. The process considers effectiveness, efficiency, and constraints due to laws, directives, policies, or regulations. [NIST SP 800-30]
Security Category	The characterization of information or an information system based on an assessment of the potential impact that a loss of confidentiality, integrity, or availability of such information or information system would have on organizational operations, organizational assets, or individuals. [FIPS 199]
Security Controls	The management, operational, and technical controls (i.e., safeguards or countermeasures) prescribed for an information system to protect the confidentiality, integrity, and availability of the system and its information. [FIPS 199]
Subsystem	A major subdivision or component of an information system consisting of information, information technology, and personnel that performs one or more specific functions.
System Security Plan	Formal document that provides an overview of the security requirements for the information system and describes the security controls in place or planned for meeting those requirements. [NIST SP 800-18]
System-specific Security Control	A security control for an information system that has not been designated as a common security control.
Technical Controls	The security controls (i.e., safeguards or countermeasures) for an information system that are primarily implemented and executed by the information system through mechanisms contained in the hardware, software, or firmware components of the system. [NIST SP 800-18]
Threat	Any circumstance or event with the potential to adversely impact agency operations (including mission, functions, image, or reputation), agency assets, or individuals through an information system via unauthorized access, destruction, disclosure, modification of information, and/or denial of service. [CNSS Inst. 4009, Adapted]



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<b>Term</b>	<b>Definition</b>
User	Person or process accessing an AIS either by direct connections (e.g., via terminals), or indirect connections (e.g., prepare input data or receive output that is not reviewed for content or classification by a responsible individual).
Vulnerability	Weakness in an information system, system security procedures, internal controls, or implementation that could be exploited or triggered by a threat source. [CNSS Inst. 4009, Adapted]
Vulnerability Assessment	Formal description and evaluation of the vulnerabilities in an information system. [CNSS Inst. 4009]


## 3.5 Applicable Laws and References

Applicable Laws or Regulations Affecting the System
<b>Federal Policies/Directives/Guidance</b>
Committee on National Security Systems (CNSS) Instruction 4009, National Information Assurance Glossary, June 2006
Committee on National Security Systems (CNSS) Instruction 1253, Security Categorization and Control Selection for National Security Systems, October 2009
Freedom of Information Act (FOIA)
Federal Information Security Management Act (FISMA) of 2002
Federal Information Security Modernization Act (FISMA) of 2014
Federal Managers' Financial Integrity Act (FMFIA)
Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems, February 2004
FIPS 200, Minimum Security Requirements for Federal Information and Information Systems, March 2006
Homeland Security Presidential Directive (HSPD)-7, Critical Infrastructure Identification, Prioritization, and Protection
Homeland Security Presidential Directive/HSPD-12, Policy for a Common Identification Standard for Federal Employees and Contractors
Homeland Security Presidential Directive/HSPD-20, National Continuity Policy
National Archives & Records Administration (NARA)
National Institute of Standards and Technology (NIST) Special Publications (SP) 800-18, Revision 1, Guide for Developing Security Plans for Federal Information Systems, February 2006
NIST SP 800-27, Revision A, Engineering Principles for Information Technology Security (A Baseline for Achieving Security), June 2004
NIST SP 800-30, Revision 1, Guide for Conducting Risk Assessments, September 2012
NIST SP 800-34, Revision 1, Contingency Planning Guide for Federal Information Systems, May 2010
NIST SP 800-37, Revision 1, Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach, February 2010
NIST SP 800-39, Managing Information Security Risk: Organization, Mission, and Information System View, March 2011
NIST SP 800-50, Building an Information Technology Security Awareness and Training Program, October 2003
NIST SP 800-52, Guidelines for Selecting and Use of Transport Layer Security (TLS) Implementations, April 2014
NIST SP 800-53, Revision 4, Security and Privacy Controls for Federal Information Systems and Organizations, April 2013
NIST SP 800-53A, Revision 4, Assessing Security and Privacy Controls in Federal Information

<b>Applicable Laws or Regulations Affecting the System</b>
Systems and Organizations: Building Effective Assessment Plans, December 2014
NIST SP 800-59, Guideline for Identifying an Information System as a National Security System, August 2003.
NIST SP 800-60, Revision 1, Guide for Mapping Types of Information and Information Systems to Security Categories, August 2008.
NIST SP 800-64, Rev 2, Security Consideration in the Information System Development Life Cycle, October 2008
NIST SP 800-70, Revision 3, National Checklist Program for IT Products: Guidelines for Checklist Users and Developers, March 2015
NIST SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII), April 2010
NIST SP 800-126, Revision 1, The Technical Specification for the Security Content Automation Protocol (SCAP): SCAP Version 1.2, February 2011.
Office of Management and Budget (OMB) Circular A-123 Management Accountability and Control, 1995
OMB Circular A-127 Financial Management Systems, 1993
OMB Circular A-130 Management of Federal Information Resources, 2000
NIST SP 800-144, Guidelines on Security and Privacy in Public Cloud Computing, December 2011
NIST SP 800-145, The NIST Definition of Cloud Computing, September 2011
NIST SP 800-146, Cloud Computing Synopsis and Recommendations, May 2012
OMB Circular M-02-01, Guidance for Preparing and Submitting Security Plans of Action and Milestones, October 2001.
Paperwork Reduction Act, May 1995
Privacy Act of 1974, as amended
Social Security Act of 2013
<b>SSA Departmental Guidance</b>
ISSH, Information System Security Handbook - <a href="http://eis.ba.ssa.gov/ssasso/iss/iss/tableofcontents.htm">http://eis.ba.ssa.gov/ssasso/iss/iss/tableofcontents.htm</a>
OIS Guidance, <a href="http://ois.ssahost.ba.ssa.gov/dspp/fisma/security_assessment_authorization.htm">http://ois.ssahost.ba.ssa.gov/dspp/fisma/security_assessment_authorization.htm</a>
PRIDE, <a href="http://pride.ssahost.ba.ssa.gov/">http://pride.ssahost.ba.ssa.gov/</a>
CSAM, <a href="https://csamssa.justapps.doj.gov/CSAM/login.aspx?ReturnUrl=%2fCSAM%2fDefault.aspx">https://csamssa.justapps.doj.gov/CSAM/login.aspx?ReturnUrl=%2fCSAM%2fDefault.aspx</a>
ISAHB, Information Security Authorization Handbook (dated June 2014)


## Appendix A. <Appendix Name>Appendix body

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 **NOTE:** Automatic section numbering (Heading 1, Heading 2, etc.) should not be applied to the appendix body. The numbering will be a continuation of the numbering from the body of the document, and will not accurately reflect the appendix location.

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## Appendix B. Acronym List

 Make sure all acronyms within this document are included in the acronym list. Delete any that are not used.

Acronym	Definition
AO	Authorizing Official
APM	Application Portfolio Management
APP	Application
BRM	Business Reference Model
BSM	Boundary Scope Memorandum
CSAM	Cybersecurity Assessment and Management
CSO	Component Security Officer
DB	Database
DBMS	Database Management System
DCS	Deputy Commissioner for Systems
FIPS	Federal Information Processing Standard
FISMA	Federal Information Security Modernization Act
FOUO	For Official Use Only
FTP	File Transfer Protocol
HW	Hardware
ID	Identification
IPSEC	Internet Protocol Security
ISA	Interconnection Security Agreement
IT	Information Technology
IV&V	Independent Verification and Validation
L2TP	Layer 2 Tunneling Protocol
MA	Major Application
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NCC	National Computer Center
NIST	National Institute of Standards and Technology
NMS	Network Management System
OIS	Office of Information Security
OS	Operating System
PDA	Personal Digital Assistant

<b>Acronym</b>	<b>Definition</b>
SAM	Security Authorization Manager
SBU	Sensitive But Unclassified
SCQ	Significant Change Questionnaire
SO	System Owner
SP	Special Publication
SSA	Social Security Administration
SSC	Secondary Support Center
SSP	System Security Plan
V-HW	Virtual Hardware
VPN	Virtual Private Network

EXHIBIT F

## GENERAL RECORDS SCHEDULE 4.2: Information Access and Protection Records

This schedule covers records created in the course of agencies (1) responding to requests for access to Government information and (2) protecting information that is classified or controlled unclassified, or contains personal data that is required by law to be protected.

Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
001	<p><b>FOIA, Privacy Act, and classified documents administrative records.</b></p> <p>Records on managing information access and protection activities. Records include:</p> <ul style="list-style-type: none"> <li>• correspondence related to routine implementation of the FOIA and Privacy Act and administration of document security classification</li> <li>• associated subject files</li> <li>• feeder and statistical reports</li> </ul> <p><b>Exclusion:</b> This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for FOIA, Privacy Act, and classified documents. These records must be scheduled by the agency on an agency-specific schedule.</p>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if needed for business use.</p>	<p>DAA-GRS-2019-0001-0001</p>
010	<p><b>General information request files.</b></p> <p>Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.</p>	<p><b>Temporary.</b> Destroy when 90 days old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0007-0001</p>
020	<p><b>Access and disclosure request files.</b></p> <p>Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by:</p> <ul style="list-style-type: none"> <li>• granting the request in full</li> <li>• granting the request in part</li> <li>• denying the request for any reason including: <ul style="list-style-type: none"> <li>○ inability to fulfill request because records do not exist</li> <li>○ inability to fulfill request because request inadequately describes records</li> </ul> </li> </ul>	<p><b>Temporary.</b> Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0002-0001</p>



Item	Records Description		Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> <li>○ inability to fulfill request because search or reproduction fees are not paid</li> <li>● final adjudication on appeal to any of the above original settlements</li> <li>● final agency action in response to court remand on appeal</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>● requests (either first-party or third-party)</li> <li>● replies</li> <li>● copies of requested records</li> <li>● administrative appeals</li> <li>● related supporting documents (such as sanitizing instructions)</li> </ul> <p><b>Note 1:</b> Record copies of requested records remain covered by their original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file.</p> <p><b>Note 2:</b> Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.</p>			
030	<b>Information access and protection operational records.</b>	<p><b>Records tracking and controlling access to protected information.</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>● records documenting receipt, internal routing, dispatch, or destruction of classified and controlled unclassified records</li> <li>● tracking databases and other records used to manage overall access program</li> <li>● requests and authorizations for individuals to have access to classified and controlled unclassified records and information</li> </ul> <p><b>Note:</b> Records documenting individuals' security clearances are covered under GRS 5.6, items 180 and 181.</p>	<p><b>Temporary.</b> Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified, decontrolled, or destroyed; or when an individual's authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0002
031		<p><b>Access control records.</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>● safe and padlock combinations</li> <li>● names or other personal identifiers of individuals who know combinations</li> </ul>	<p><b>Temporary.</b> Destroy when superseded or obsolete, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0020

Item	Records Description	Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> <li>comparable data used to control access into classified document containers</li> </ul>		
032	<p><b>Records relating to classified or controlled unclassified document containers.</b> Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security, such as SF-701 and SF-702.</p> <p><b>Note:</b> Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.</p>	<p><b>Temporary.</b> Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0002-0003
040	<p><b>Records of accounting for and controlling access to records requested under FOIA, PA, and MDR.</b> Records documenting identity of, and internal routing, control points, and accountability for information to which access has been requested. Includes:</p> <ul style="list-style-type: none"> <li>forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request</li> <li>inventories</li> <li>forms accompanying documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data</li> <li>agent and researcher files</li> </ul>	<p><b>Temporary.</b> Destroy 5 years after date of last entry or final action by agency, as appropriate, but longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0003
050	<p><b>Privacy Act accounting of disclosure files.</b> Files maintained under the provisions of 5 U.S.C. §552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes:</p> <ul style="list-style-type: none"> <li>forms with the subject individual's name</li> <li>records of the requester's name and address</li> <li>explanations of the purpose for the request</li> <li>date of disclosure</li> <li>proof of subject individual's consent</li> </ul>	<p><b>Temporary.</b> Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</p>	NC1-64-77-1 item 27

Item	Records Description		Disposition Instruction	Disposition Authority
060	<p><b>Erroneous release records.</b> Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Includes:</p> <ul style="list-style-type: none"> <li>• requests for information</li> <li>• copies of replies</li> <li>• all related supporting documents</li> </ul>		<p><b>Temporary.</b> Follow the disposition instructions approved for the released record copy or destroy 6 years after the erroneous release, whichever is later.</p>	DAA-GRS-2015-0002-0001
061	<p>May include:</p> <ul style="list-style-type: none"> <li>• official copy of records requested or copies</li> </ul>		<p><b>Temporary.</b> Destroy 6 years after the erroneous release, but longer retention is authorized if required for business use.</p>	DAA-GRS-2015-0002-0002
065	<p><b>Privacy complaint files.</b> Records of privacy complaints (and responses) agencies receive in these categories:</p> <ul style="list-style-type: none"> <li>• process and procedural (consent, collection, and appropriate notice)</li> <li>• redress (inquiries seeking resolution of difficulties or concerns about privacy matters not specifically outlined in the Privacy Act)</li> <li>• operational (inquiries regarding Privacy Act matters but not including Privacy Act requests for access and/or correction)</li> <li>• complaints referred to another organization</li> </ul>		<p><b>Temporary.</b> Destroy 3 years after resolution or referral, as appropriate, but longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0004
070	<p><b>Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs.</b></p> <p><b>Note:</b> This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.</p>		<p><b>Temporary.</b> Destroy 2 years after date of report, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0006
080	<p><b>Legal and regulatory compliance reporting records.</b> Reports prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Federal Information Security Modernization Act of 2014, and Title V (Confidential Information</p>	<p><b>Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy.</b></p> <p><b>Legal citation:</b> OMB M-07-16.</p>	<p><b>Temporary.</b> Destroy 5 years after submission of report, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0022

Item	Records Description		Disposition Instruction	Disposition Authority
081	Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.  <b>All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).</b>		<b>Temporary.</b> Destroy 2 years after submission of report, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0023
090	<b>Privacy Act amendment request files.</b> Files relating to an individual’s request to amend a record pertaining to that individual under 5 U.S.C. §552a(d)(2), to the individual’s request for review of an agency’s refusal to amend a record under 5 U.S.C. §552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. §552a(g). Includes: <ul style="list-style-type: none"> <li>• requests to amend and to review refusal to amend</li> <li>• copies of agency’s replies</li> <li>• statement of disagreement</li> <li>• agency justification for refusal to amend a record</li> <li>• appeals</li> <li>• related materials</li> </ul>		<b>Temporary.</b> Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later. Longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0007
100	<b>Automatic and systematic declassification review program records.</b> Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from automatic declassification. Files include program records documenting declassification decisions.		<b>Temporary.</b> Destroy or delete 30 years after completion of review, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0008
110	<b>Fundamental classification guidance review files.</b> Reports, significant correspondence, drafts, received comments, and related materials responding to “fundamental classification guidance review” as required by Executive Order 13526 Section 1.9.  <b>Note:</b> This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).		<b>Temporary.</b> Destroy 5 years after report is submitted to ISOO, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0011
120	<b>Classified information nondisclosure agreements.</b> Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement,	<b>Records maintained in the individual’s official personnel folder.</b>	Apply the disposition for the official personnel folder.	

Item	Records Description		Disposition Instruction	Disposition Authority
121	<p>signed by civilian and military personnel with access to information that is classified under standards put forth by executive orders governing security classification.</p> <p><b>Records maintained separately from the individual’s official personnel folder.</b></p> <p><b>Legal citations:</b> ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).</p>		<b>Temporary.</b> Destroy when 50 years old.	DAA-GRS-2015-0002-0003
130	<p><b>Personally identifiable information extracts.</b> System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information.</p> <p><b>Legal citation:</b> OMB M-07-16 (May 22, 2007), Attachment 1, Section C, bullet “Log and Verify.”</p>		<b>Temporary.</b> Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.	DAA-GRS-2013-0007-0012
140	<p><b>Personally identifiable information extract logs.</b> Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.</p>		<b>Temporary.</b> Destroy when business use ceases.	DAA-GRS-2013-0007-0013
150	<p><b>Privacy Act System of Records Notices (SORNs).</b> Agency copy of notices about the existence and character of systems of records, documenting publication in the Federal Register when the agency establishes or revises the system, per the Privacy Act of 1974 [5 U.S.C. 552a(e)(4) and 5 U.S.C. 552a(e)(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see item 161).</p>		<b>Temporary.</b> Destroy 2 years after supersession by a revised SORN or after system ceases operation, but longer retention is authorized if required for business use.	DAA-GRS-2016-0003-0002
160	<p><b>Records analyzing Personally Identifiable Information (PII).</b> Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into</p>	<p><b>Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs).</b> Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).</p>	<b>Temporary.</b> Destroy 3 years after associated PIA is published or determination that PIA is unnecessary, but longer retention is authorized if required for business use.	DAA-GRS-2016-0003-0003

Item	Records Description		Disposition Instruction	Disposition Authority
161	<p>records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.</p>	<p><b>Records of Privacy Impact Assessments (PIAs).</b></p>	<p><b>Temporary.</b> Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate. Longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0003-0004</p>
170	<p><b>Computer matching program notices and agreements.</b> Agency copy of notices of intent to share data in systems of records with other Federal, state, or local government agencies via computer matching programs, and related records documenting publication of notice in the Federal Register per the Privacy Act of 1974 [5 U.S.C. 552a(e)(12)], as amended. Also agreements between agencies, commonly referred to as Computer Matching Agreements, prepared in accordance with Office of Management and Budget Final Guidance. Includes documentation of Data Integrity Board (DIB) review and approval of matching programs and agreements, and significant background material documenting formulation of notices and agreements.</p>		<p><b>Temporary.</b> Destroy upon supersession by a revised notice or agreement, or 2 years after matching program ceases operation, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0003-0005</p>
180	<p><b>Virtual public access library records.</b> Records published by an agency on line to fulfill the requirement in 5 U.S.C. 552(a)(2)(A) through 5 U.S.C. 552(a)(2)(D) and 5 U.S.C. 552(g)(1) through 5 U.S.C. 552(g)(3) that agencies must make those records available for public inspection and copying. Includes:</p> <ul style="list-style-type: none"> <li>• final concurring and dissenting opinions and orders agencies issue when adjudicating cases</li> <li>• statements of policy and interpretations the agency adopts but does not publish in the <i>Federal Register</i></li> <li>• administrative staff manuals and instructions to staff that affect a member of the public</li> <li>• copies of records requested under the Freedom of Information Act (FOIA) which, because of the nature of their subject matter, the agency determines are, or are likely to become, the subject of subsequent requests for substantially the same records or which have been requested three or more times</li> <li>• indexes of agency major information systems</li> </ul>		<p><b>Temporary.</b> Destroy when no longer needed.</p>	<p>DAA-GRS-2016-0008-0001</p>

Item	Records Description	Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> <li>descriptions of agency major information and record locator systems</li> <li>handbooks for obtaining various types and categories of agency public information</li> </ul> <p><b>Exclusion:</b> This item refers only to copies an agency publishes on line for public reference. The agency record copy of such material may be of permanent value and the agency must schedule it.</p> <p>Not media neutral. Applies to electronic records only.</p>		
<p><b>Controlled Unclassified Information (CUI) program records.</b>  <b>Exclusion:</b> Records of the Controlled Unclassified Information Executive Agent office at the National Archives (NARA must schedule these records separately).</p>			
190	<p><b>CUI program implementation records.</b>  Records of overall program management. Includes:</p> <ul style="list-style-type: none"> <li>records documenting the process of planning agency policy and procedure</li> <li>agency submissions to the CUI Executive Agent of authorities (laws, Federal regulations, or Government-wide policies containing safeguarding or dissemination controls) the agency proposes to include in the CUI Registry to designate unclassified information as CUI</li> <li>agency submissions to the CUI Executive Agent of proposed laws, Federal regulations, or Government-wide policies that would establish, eliminate, or modify a category of CUI, or change information controls applicable to CUI</li> <li>correspondence with CUI Executive Agent</li> </ul> <p><b>Exclusion 1:</b> CUI directives and formal policy documents (agencies must schedule these separately).</p> <p><b>Exclusion 2:</b> Records of CUI self-inspections (GRS 5.7, item 020 covers these).</p> <p><b>Exclusion 3:</b> Records of annual program reports to the CUI Executive Agent (GRS 5.7, item 050 covers these).</p>	<p><b>Temporary.</b> Destroy when 7 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2019-0001-0005</p>
191	<p><b>CUI information sharing agreements.</b>  Agreements in which agencies agree to share CUI with non-executive branch entities (e.g., state and local police) and foreign entities that agree to protect the CUI.</p>	<p><b>Temporary.</b> Destroy 7 years after canceled or superseded, but longer retention is</p>	<p>DAA-GRS-2019-0001-0006</p>

Item	Records Description	Disposition Instruction	Disposition Authority
	<b>Exclusion:</b> Contracts involving CUI and contractor access to CUI; GRS 1.1, item 010 covers contracts.	authorized if required for business use.	
192	<b>Records of waivers of CUI requirements.</b> Description of and rationale for each waiver, documentation of alternate steps the agency takes to ensure it sufficiently protects the CUI covered by the waiver, and records of the agency notifying authorized recipients and the public of the waiver.	<b>Temporary.</b> Destroy when waiver is rescinded, system is no longer in use, or all affected records are destroyed, as applicable, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0007
193	<b>Records of requests for decontrol and challenges to CUI designations.</b> Requests to decontrol CUI or challenging a CUI marking as incorrect (either improperly assigned or lacking), responses to requests, records of adjudication, and records of dispute resolution if adjudication is appealed.	<b>Records filed with the record-keeping copy of the CUI-marked records.</b>	Follow the disposition instructions approved for the records at issue.
194		<b>Records filed separately from the record-keeping copy of the CUI-marked records.</b>	<b>Temporary.</b> Destroy 6 years after change in CUI status, but longer retention is authorized if required for business use.
195	<b>Records of CUI misuse.</b> Allegations of CUI misuse, records of internal investigations, communications with and reports of findings from the CUI Executive Agent, and records of corrective actions.  <b>Exclusion:</b> If the agency assigns such investigations to its Inspector General (IG), the agency schedule for IG records covers the records created in the IG office.	<b>Temporary.</b> Destroy 5 years after completing the investigation or completing all corrective actions, whichever is later, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0009



EXHIBIT G

## 2352.224-2B – Worksheet for Reporting a Loss or a Suspected Loss of Personally Identifiable Information (PII) (MAY 2019)

### INSTRUCTIONS

The purpose of this worksheet is to assist individuals, entities (including contractors), or agencies who lose or suspect the loss of Social Security Administration (SSA) PII. (See Note number 1, below.) This worksheet should be used as an information-gathering tool to quickly organize and report to SSA the needed information about the loss or suspected loss. However, **do not include PII specific to the loss on this worksheet.**

Employees and individuals should not wait until confirmation of loss occurred before reporting. Both confirmed and suspected losses should be timely reported. A delay may undermine the agency's ability to apply preventative and remedial measures to protect the PII or reduce the risk of harm to potentially affected individuals.

All PII losses, suspected or confirmed, should be reported within one (1) hour of discovery using the online [PII Loss Reporting Tool](#) (see Note number 2, below) or by calling SSA's National Network Service Center (NNSC) at 1-877-697-4889.

Notes:

1. PII is information that can be used to distinguish or trace an individual's identity, either along or when combined with other information that is linked or linkable to a specific individual (e.g., name, date of birth, Social Security number).
2. The "PII Loss Reporting Tool" is located on the SSA Intranet and may not be accessible to all contractors.

### **Basic Information for the Contractor for Reporting PII Loss (Suspected or Confirmed):**

a. Your primary agency contact for reporting PII breach incidents. This is: [*Contracting Officer: Fill in the name and contact information (phone number(s), address, etc.) of the primary agency contact. This should be COR-COTR. For task-order contracts with various COR-TMs, write, "Also, contact the Task Manager."*]

b. The alternates to this primary contact. They are as follows:

First Alternate: [*Contracting Officer: Fill in the name and contact information (work phone number(s), address, etc.) of the First Alternate agency contact. This should be the Alternate COR-COTR.*]

Second Alternate: [*Contracting Officer: Fill in the name and contact information (work phone number(s), address, etc.) of the Second Alternate agency contact. If none, write "N/A."*]

c. The contract number: [*Contracting Officer: Fill in the contract number when available.*]

d. Agency/Entity/Office (see Item #1 of the worksheet): [*Contracting Officer: fill in the office name of the program office where the contractor will be working, including the Deputy Commissioner-level office. If the answer can vary, e.g., under a task-order contract where there are a number of offices, you may write "Various" and instruct the COTR to have each Task Manager fill in this information and provide the filled-in copy to the contractor for distribution to its employees working under the task order.*]

**1. Information about the individual making the report:**

Name:

Position:

Agency/Entity/Office:

Work Email Address:

Work Phone Number:

Date of Report to SSA:

**2. Is the individual, who was in possession of the data or to whom the data was assigned, different from the person making the report (as listed in #1)?**

Same as person making the report?  Yes  No

If no, complete the following for the individual who was in possession/assigned the data:

Name:

Position:

Agency/Entity/Office:

Work Email Address:

Work Phone Number:

**3. Circumstances of the breach:**

Is the incident a result of robbery or theft?  Yes  No

Did the incident include equipment?  Yes  No

Full description of how the incident occurred:

Date/Time of Incident:

**4. Information about the data that was lost/stolen:**

Describe what was lost or stolen:

Did the incident occur while teleworking or performing duties at (or traveling to/from an alternative worksite?)

Estimated number of individuals affected:

What elements of PII did the data contain?

- |   |  |
|---|--|
| <input type="checkbox"/> Name                   | <input type="checkbox"/> Bank Account Information        |
| <input type="checkbox"/> Social Security number | <input type="checkbox"/> Medical/Health Information      |
| <input type="checkbox"/> Date of Birth          | <input type="checkbox"/> Benefit Payment Information     |
| <input type="checkbox"/> Place of Birth         | <input type="checkbox"/> Mother's Maiden Name            |
| <input type="checkbox"/> Address                | <input type="checkbox"/> Medicare Beneficiary Identifier |
| <input type="checkbox"/> Other (describe):      |  |

Are you able to identify the individual(s) whose information was compromised?

- Yes                       No

**5. How was the data physically stored, packaged and/or contained? If electronic, check the appropriate response below:**

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Laptop     | <input type="checkbox"/> Workstation |
| <input type="checkbox"/> Hard Drive | <input type="checkbox"/> CD/DVD      |

USB Drive

Tablet

Server

Cloud

Cell Phone/Black Berry

Phone Number:

Hardware Make/Model:

Hardware Serial Number:

Email

Other (describe):

Was the device encrypted?

Yes

No

Was the device password protected?

Yes

No

Was a VPN SmartCard lost?

Yes

No

**6. Others contacted and reports filed about the breach: (Include Deputy Commissioner level, agency level, regional/associate level component names)**

Federal Protective Service Report:

Yes

No

Local Police Report:

Yes

No

AIRS Incident Reporting Form:

Yes

No

SSA-342:

Yes

No

Other:

Have other SSA components been contacted?

Yes

No

If so, please list other contacted SSA components (including the OIG):

Media Interest:

Yes

No

Congressional Interest:

Yes

No

Actions Taken:

Other Information:

(End of clause)

EXHIBIT H

# Declaration for Federal Employment\*

(\*This form may also be used to assess fitness for federal contract employment)

Form Approved:  
OMB No. 3206-0182

## Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

## Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

**ROUTINE USES:** Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

## Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.



# Declaration for Federal Employment\*

Form Approved:  
OMB No. 3206-0182

(\*This form may also be used to assess fitness for federal contract employment)

## GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

2. **SOCIAL SECURITY NUMBER**

3a. **PLACE OF BIRTH** (Include city and state or country)

3b. **ARE YOU A U.S. CITIZEN?**

YES  NO (If "NO", provide country of citizenship)

4. **DATE OF BIRTH** (MM / DD / YYYY)

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)

6. **PHONE NUMBERS** (Include area codes)

Day

Night

## Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959?

YES

NO (If "NO", proceed to 8.)

7b. Have you registered with the Selective Service System?

YES (If "YES", proceed to 8.)

NO (If "NO", proceed to 7c.)

7c. If "NO," describe your reason(s) in item 16.

## Military Service

8. Have you ever served in the United States military?

YES (If "YES", provide information below)  NO

*If you answered "YES," list the branch, dates, and type of discharge for all active duty.*

*If your only active duty was training in the Reserves or National Guard, answer "NO."*

Branch	From (MM/DD/YYYY)	To (MM/DD/YYYY)	Type of Discharge

## Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.*  YES  NO

10. Have you been convicted by a military court-martial in the past 7 years? *(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.*  YES  NO

11. Are you currently under charges for any violation of law? *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.*  YES  NO

12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? *If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.*  YES  NO

13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.*  YES  NO

# Declaration for Federal Employment\*

(\*This form may also be used to assess fitness for federal contract employment)

Form Approved:  
OMB No. 3206-0182

## Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) *If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.*  YES  NO
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?  YES  NO

## Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (*these questions are specific to your position and your agency is authorized to ask them*).

## Certifications / Additional Questions

**APPLICANT:** If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

**APPOINTEE:** If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I **understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment.** I **understand** that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I **consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I **understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

- 17a. Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Sign in ink)
- 17b. Appointee's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Sign in ink)

### Appointing Officer:

Enter Date of Appointment or Conversion  
MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

- 18a. When did you leave your last Federal job? \_\_\_\_\_  
DATE: MM / DD / YYYY
- 18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?  YES  NO  DO NOT KNOW
- 18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.  YES  NO  DO NOT KNOW

EXHIBIT I

# Federal Investigations Notice

Fair Credit Reporting Act of 1970, as amended

PLEASE TAKE NOTICE THAT ONE OR MORE CONSUMER CREDIT REPORTS MAY BE OBTAINED FOR EMPLOYMENT PURPOSES PURSUANT TO THE FAIR CREDIT REPORTING ACT, AS AMENDED, 15 U. S. C., §1681, ET SEQ. SHOULD A DECISION TO TAKE ANY ADVERSE ACTION AGAINST YOU BE MADE, BASED EITHER IN WHOLE OR IN PART ON THE CONSUMER CREDIT REPORT, THE CONSUMER REPORTING AGENCY THAT PROVIDED THE REPORT PLAYED NO ROLE IN THE AGENCY'S DECISION TO TAKE SUCH ADVERSE ACTION.

Information provided by you on this form will be furnished to the consumer reporting agency in order to obtain information in connection with an investigation to determine your (1) fitness for Federal employment, (2) clearance to perform contractual service for the Federal Government, and/or (3) security clearance or access. The information obtained may be redisclosed to other Federal agencies for the above purposes and in fulfillment of official responsibilities to the extent that such disclosure is permitted by law.

I hereby authorize the \_\_\_\_\_ to obtain such report(s) from any  
(Name of Requesting Agency)

consumer/credit reporting agency for employment purposes.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(SSN)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Your Social Security Number is needed to keep records accurate, because other people may have the same name. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

# FAIR CREDIT AUTHORIZATION FORM

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates  b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552  b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:  a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks  b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480

Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board, Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration Area Supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access, United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

EXHIBIT J



# Additional Questions for Public Trust Positions - Branching

## INSTRUCTIONS

This form is a supplement to the Standard Form 85P, Questionnaire for Public Trust Positions, currently in use in NBIB automated systems. Use of this form in addition to the e-QIP SF85P equates to the SF85P approved by OMB in October 2017. This is an interim collection method until such time the SF85P is updated in e-QIP.

## IDENTIFICATION INFORMATION

**1 - FULL NAME:** Enter your name as it appears on your SF 85P, Questionnaire for Public Trust Positions.

Last Name	First Name	Middle Name	Jr., II, etc.
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**2 - NBIB CASE NUMBER:** If applicable.

## PUBLIC TRUST QUESTIONS

**3 - EDUCATION:** Have you received a degree more than seven (7) years ago? If YES, provide details in section 3A.

Yes	No

3A – Education Details

<b>Dates of Attendance</b> FROM: TO: (MM/YY Month and Year)	<b>Choose Type of Qualification</b> <input type="checkbox"/> Degree <input type="checkbox"/> Other If other please provide:	<b>Date Awarded</b> MONTH: YEAR:	<b>Choose the most appropriate characterization of the school</b> <input type="checkbox"/> College/University/Military College <input type="checkbox"/> Vocational/Technical/Trade School <input type="checkbox"/> Correspondence/Distance/Extension/Online School
<b>Name of School</b>			
<b>Street Address of School</b>		<b>City</b>	<b>State</b>
			<b>Zip code</b>

Use the [continuation sheet](#) on the back if you have more than one degree earned more than 7 years ago.

**For each Yes response on questions 4 through 30, corresponding branching questions starting on page 5 must be completed.**

Yes/No Questions	Yes	No
4 – Have you EVER been issued a passport (or identity card for travel) by a country other than the U.S.?		
5 – In the last seven (7) years, have you received a written warning, been officially reprimanded, suspended, or disciplined for misconduct in the workplace, such as violation of a security policy?		
6 – In the last seven (7) years, have you been subject to court martial or other disciplinary procedure under the Uniform Code of Military Justice (UCMJ), such as Article 15, Captain's Mast, Article 135 Court of Inquiry, etc.? (If no prior military service, answer "No".)		
7 – Have you EVER served as a civilian or military member, in a foreign country's military, intelligence, diplomatic, security forces, militia, other defense force, or government agency?		
8 – Have you EVER been convicted of an offense involving domestic violence or a crime of violence (such as battery or assault) against your child, dependent, cohabitant, spouse or legally recognized civil union/domestic partner, former spouse or former legally recognized civil union/domestic partner, or someone with whom you share a child in common?		

Yes/No Questions	Yes	No
9 – Is there currently a domestic violence protective order or restraining order issued against you?		
10 – In the last seven (7) years, have you illegally used any drugs or controlled substances? Use of a drug or controlled substance includes injecting, snorting, inhaling, swallowing, experimenting with or otherwise consuming any drug or controlled substance.		
11 – In the last seven (7) years, have you been involved in the illegal purchase, manufacture, cultivation, trafficking, production, transfer, shipping, receiving, handling or sale of any drug or controlled substance?		
12 – In the last seven (7) years, have you illegally used or otherwise been involved with a drug or controlled substance while employed as a law enforcement officer, prosecutor, or courtroom official; or while in a position directly and immediately affecting the public safety other than previously listed?		
13 – In the last seven (7) years, have you intentionally engaged in the misuse of prescription drugs, regardless of whether or not the drugs were prescribed for you or someone else?		
14 – In the last seven (7) years, have you been ordered, advised, or asked to seek counseling or treatment as a result of your illegal use of drugs or controlled substances?		
15 – In the last seven (7) years, have you voluntarily sought counseling or treatment as a result of your use of a drug or controlled substance?		
16 – In the last seven (7) years, have you filed a petition under any chapter of the bankruptcy code?		
17 – In the last seven (7) years, have you failed to meet financial obligations due to gambling?		
18 – In the past seven (7) years, have you failed to file or pay Federal, state or other taxes when required by law or ordinance?		
19 – In the past seven (7) years, have you been over 120 days delinquent on any debt? (Include financial obligations for which you were the sole debtor, as well as those for which you were a cosigner or guarantor.)		
20 – In the last seven (7) years, has your use of alcohol had a negative impact on your work performance, your professional relationships, or resulted in intervention by law enforcement/public safety personnel?		
21 – In the last seven (7) years, have you illegally or without proper authorization accessed or attempted to access any information technology system?		

Yes/No Questions	Yes	No
22 – In the last seven (7) years, have you illegally or without authorization, modified, destroyed, manipulated, or denied others access to information residing on an information technology system or attempted any of the above? <i>(Above refers to the actions listed in this question)</i>		
23 – In the last seven (7) years, have you introduced, removed, or used hardware, software, or media in connection with any information technology system without authorization, when specifically prohibited by rules, procedures, guidelines, or regulations or attempted any of the above? <i>(Above refers to the actions listed in this question)</i>		
24 – Are you now or have you EVER been a member of an organization dedicated to terrorism, either with an awareness of the organization’s dedication to that end, or with the specific intent to further such activities?		
25 – Have you EVER knowingly engaged in any acts of terrorism?		
26 – Have you EVER advocated any acts of terrorism or activities designed to overthrow the U.S. Government by force?		
27 – Have you EVER been a member of an organization dedicated to the use of violence or force to overthrow the U.S. Government, and which engaged in activities to that end with an awareness of the organization’s dedication to that end or with the specific intent to further such activities?		
28 – Have you EVER been a member of an organization that advocates or practices commission of acts of force or violence to discourage others from exercising their rights under the U.S. Constitution or any state of the United States with the specific intent to further such action?		
29 – Have you EVER knowingly engaged in activities designed to overthrow the U.S. Government by force?		
30 – Have you EVER associated with anyone involved in activities to further terrorism?		

**CERTIFICATION**

**Certification That My Answers Are True**

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See section 1001 of title 18, United States Code).

Signature	Date
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## Question 4

- 4a.** Country in which the passport (or identity card ) was issued
- 4b.** Date the passport (or identity card) was issued
- 4c.** Place the passport (or identity card) was issued (City and Country)
- 4d.** Full Name under which passport (or identity card) was issued
- 4e.** Passport (or identity card) Number
- 4f.** Passport (or identity card) expiration date
- 4g.** What is the reason for the foreign passport (or identity card)?
- 4h.** Have you ever used this passport (or identity card) for foreign travel? Yes No
- 4i.** Countries to which you have traveled on this passport (or identity card) and the dates involved with each
- |         |      |    |
|---------|------|----|
| Country | From | To |
| Country | From | To |
| Country | From | To |
| Country | From | To |
| Country | From | To |
| Country | From | To |
- 4j.** Do you have an additional foreign passport (or identity card)? Yes No  
If yes, please use the [continuation sheet](#) on page 20 to provide the information

## Question 5

- 5a.** Date of incident (Month/Year) Estimated
- 5b.** Reason/details
- 5c.** Location of incident (Street address, City, State, Zip Code or Country)
- 5d.** Final outcome/result
- 5e.** Date of outcome/result (Month/Year) Estimated
- 5f.** Do you have other incidents to report? Yes No  
If yes, please use the [continuation sheet](#) on page 20 to provide the information

## Question 6

**6a.** Date of the court martial or other disciplinary procedure (month/year)

Estimated

**6b.** Description of the Uniform Code of Military Justice (UCMJ) offense(s) for which you were charged

**6c.** Name of the disciplinary procedure, such as court martial, Article 15, Captains Mast, Article 135 Court of inquiry, etc...

**6d.** Description of the military court or other authority in which you were charged (title of court or convening authority, address, to include city and state or country if overseas)

**6e.** Description of the final outcome of the disciplinary procedure, such as found guilty, found not guilty, fine, reduction of rank, imprisonment, etc.

**6f.** Do you have other instances of military discipline in the last seven years?      Yes                  No

If yes, please use the [continuation sheet](#) on page 20 to provide the information

## Question 7

**7a.** During your foreign service, which organization were you serving under:

Military (Army, Navy, Air Force, Marines, etc.)

Diplomatic Service

Militia

Other Government Agency (Specify)

If other Government Agency or Defense Forces, please specify

Intelligence Service

Security Forces

Other Defense Forces (Specify)

**7b.** Name of the foreign organization

**7c.** Period of Service (Estimated)

**7d.** Name of Country Served

**7e.** Highest position/rank held

**7f.** Division/department/office in which you served

**7g.** Describe the circumstances of your association with this organization

**7h.** Describe reason for leaving this service

**7i.** Do you have further foreign service?

Yes

No

If yes, please use the [continuation sheet](#) on page 20 to provide the information

## Question 8

8a. Date of the offense (Month/Year)

Estimated

8b. Describe the nature of the offense

8c. Name of the court

8d. Court location (Street address, City, State, Zip Code or Country)

8e. Provide all charges brought against you for this offense, and the outcome of each charged offense (such as found guilty, found not guilty, or charge dropped or "nolle pros," etc.). If you were found guilty of or plead guilty to a lesser offense, list both the original charge and the lesser offense separately.

8f. Felony/Misdemeanor/Other?

8g. What was the charge

8h. Date of the outcome (Month/Year)

8i. Were you sentenced as a result of these charges?

Yes

No

1. If yes, describe the sentence

2. Were you sentenced to imprisonment for a term exceeding one year?

Yes

No

3. Were you incarcerated as a result of that sentence for not less than 1 year?

Yes

No

4. If the conviction resulted in imprisonment, provide the dates that you were incarcerated

From  
To

8j. If no to being sentenced, are you currently on trial, awaiting trial, or awaiting sentencing on criminal charges for this offense? Explain

8k. Do you have any other offenses?

Yes

No

If yes, please use the [continuation sheet](#) on page 20 to provide

information **Question 9**

9a. Date the order was issued

Estimated

9b. Name of the court or agency that issued the order.

9c. Location of court or agency that issued the order (Street address, City, State, Zip Code, Country)

9d. Do you have any other domestic violence protective orders or restraining orders currently issued against you?

Yes

No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 10

**10a.** Type of drug or controlled substance:

- Cocaine or crack cocaine (Such as rock, freebase, etc.)
- Stimulants (Such as amphetamines, speed, crystal meth, ecstasy, etc.)
- THC (Such as marijuana, weed, pot, hashish, etc.)
- Depressants (Such as barbituates, methaqualone, tranquilizers, etc)
- Ketamine (Such as special K, jet, etc)
- Narcotics (Such as opium, morphine, codeine, heroine, etc.)
- Hallucinogenic (Such as LSD, PCP, mushrooms, etc.)
- Steroids (Such as the clear, juice, etc.)
- Inhalants (Such as toluene, amyl nitrate, etc.)
- Other (Provide Explanation)

**10b.** Estimate month and year of first use Estimated

**10c.** Estimate month and year of most recent use Estimated

**10d.** Nature of use, frequency and number of times used

**10e.** Was your use while you were employed as a law enforcement officer, prosecutor, or courtroom official, or while in a position directly and immediately affecting public safety? Yes      No

**10f.** Was your use while possessing a security clearance? Yes      No

**10g.** Do you intend to use this drug or controlled substance in the future? Yes      No

**10h.** Explain why you intend or do not intend to use this drug or controlled substance in the future.

**10i.** Do you have an additional instance(s) of illegal use of a drug or controlled substance?  
If yes, please use the [continuation sheet](#) on page 20 to provide information Yes      No

## Question 11

**11a.** Type of drug or controlled substance:

- Cocaine or crack cocaine (Such as rock, freebase, etc.)
- Stimulants (Such as amphetamines, speed, crystal meth, ecstasy, etc.)
- THC (Such as marijuana, weed, pot, hashish, etc.)
- Depressants (Such as barbituates, methaqualone, tranquilizers, etc)
- Ketamine (Such as special K, jet, etc)
- Narcotics (Such as opium, morphine, codeine, heroine, etc.)
- Hallucinogenic (Such as LSD, PCP, mushrooms, etc.)
- Steroids (Such as the clear, juice, etc.)
- Inhalants (Such as toluene, amyl nitrate, etc.)
- Other (Provide Explanation)

**11b.** Estimate month and year of first involvement Estimated

**11c.** Estimate month and year of most recent involvement Estimated

**11d.** Nature of involvement and frequency

**11e.** Reason for engagement in the activity

**11f.** Was your involvement while you were employed as a law enforcement officer, prosecutor, or courtroom official, or while in a position directly and immediately affecting public safety?      Yes      No

**11g.** Was your involvement while possessing a security clearance?      Yes      No

**11h.** Do you intend to be involved with this drug or controlled substance in the future?      Yes      No

**11i.** Explain why you intend or do not intend to be involved with this drug or controlled substance in the future

**11j.** Do you have an additional instance(s) of illegal involvement with any drug or controlled substance?  
If yes, please use the [continuation sheet](#) on page 20 to provide information      Yes      No

## **Question 12**

**12a.** Describe the drugs or controlled substances used and your involvement

**12b.** Dates of involvement      From      To      Estimated

**12c.** Estimate the number of times you used and/or were involved with this drug or controlled substance while employed in this capacity

**12d.** Do you have an additional instance(s) of illegal use or involvement with a drug or controlled substance while employed as a law enforcement officer, prosecutor, or courtroom official; or while in a position directly and immediately affecting the public safety?      Yes      No  
If yes, please use the [continuation sheet](#) on page 20 to provide information

## **Question 13**

**13a.** Name of the prescription drug that you misused

**13b.** Dates of involvement      From      To      Estimated

**13c.** Reason(s) for and circumstances of the misuse of the prescription drug



**13d.** Was your involvement while you were employed as a law enforcement officer, prosecutor, or courtroom official, or while in a position directly and immediately affecting the public safety?

Yes No

**13e.** Was your involvement while possessing a security clearance?

Yes No

**13f.** Do you have additional instance(s) of intentionally engaging in the misuse of prescription drugs in the last seven (7) years?

Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 14

**14a.** Have any of the following ordered, advised, or asked you to seek counseling or treatment as a result of your illegal use of drugs or controlled substances?

- An employer, military commander, or employee assistance program
- A medical professional
- A mental health professional
- A court official/judge

**14b.** If you have not been ordered, advised, or asked to seek counseling or treatment by one of parties already mentioned, explain

**14c.** Did you take action to receive counseling or treatment?

Yes No

1. If no, explain

2. If yes, type of drug or controlled substance for which you were treated:

**A.** Type of drug or controlled substance for which you were treated:

- Cocaine or crack cocaine (Such as rock, freebase, etc.)
- Stimulants (Such as amphetamines, speed, crystal meth, ecstasy, etc.)
- THC (Such as marijuana, weed, pot, hashish, etc.)
- Depressants (Such as barbituates, methaqualone, tranquilizers, etc)
- Ketamine (Such as special K, jet, etc)
- Narcotics (Such as opium, morphine, codeine, heroine, etc.)
- Hallucinogenic (Such as LSD, PCP, mushrooms, etc.)
- Steroids (Such as the clear, juice, etc.)
- Inhalants (Such as toluene, amyl nitrate, etc.)
- Other (Provide Explanation)

**B.** Name of the treatment provider (Last name, First Name)

**C.** Address for the treatment provider (address, City, State, Zip Code, or Country )

D. Phone Number of the treatment provider

E. Dates of Treatment                      From                      To                      Estimated

F. Did you successfully complete the treatment?                      Yes                      No

1. If no, explain?

14d. Do you have any other instances of having been ordered, advised, or asked to seek drug or controlled substance counseling or treatment in the last seven (7) years?                      Yes                      No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 15

15a. Type of drug or controlled substance for which you were treated:

- Cocaine or crack cocaine (Such as rock, freebase, etc.)
- Stimulants (Such as amphetamines, speed, crystal meth, ecstasy, etc.)
- THC (Such as marijuana, weed, pot, hashish, etc.)
- Depressants (Such as barbituates, methaqualone, tranquilizers, etc)
- Ketamine (Such as special K, jet, etc)
- Narcotics (Such as opium, morphine, codeine, heroine, etc.)
- Hallucinogenic (Such as LSD, PCP, mushrooms, etc.)
- Steroids (Such as the clear, juice, etc.)
- Inhalants (Such as toluene, amyl nitrate, etc.)
- Other (Provide Explanation)

15b. Name of the treatment provider (Last name, First name)

15c. Address for the treatment provider (address, City, State, Zip Code, or Country )

15d. Phone Number of the treatment provider

15e. Dates of Treatment                      From                      To                      Estimated

15f. Did you successfully complete the treatment?                      Yes                      No

If no, explain?

15g. Do you have any other instances of ever voluntarily seeking counseling or treatment as a result of your use of a drug or controlled substance?                      Yes                      No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 16

**16a.** Type of bankruptcy petition:      Chapter 7      Chapter 11      Chapter 12      Chapter 13

1. If Chapter 12 or 13, provide: Name of Trustee

2. Address of Trustee (Street address, City, State, Zip Code or Country)

**16b.** Bankruptcy court docket/account number

**16c.** Date bankruptcy was filed Estimated

**16d.** Date of bankruptcy discharge Estimated

**16e.** Total amount (in U.S. dollars) involved in the bankruptcy Estimated

**16f.** Name debt is recorded under (Last, First, Middle, Suffix)

**16g.** Name of court involved

**16h.** Address of court involved (Street address, City, State, Zip Code or Country)

**16i.** Were you discharged of all debts claimed in the bankruptcy? Explain

**16j.** In the past seven (7) years, have you filed any additional petitions under any chapter of the bankruptcy code? Yes      No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 17

**17a.** Date range of your financial problems due to gambling From To Estimated

**17b.** Estimate the amount (in U.S. dollars) of gambling losses incurred

**17c.** Describe your financial problems due to gambling

**17d.** If you have taken any action(s) to rectify your financial problems due to gambling, describe your actions. If you have not taken any action(s), explain

**17e.** In the last seven (7) years, have you failed to meet other financial obligations due to gambling?

If yes, please use the [continuation sheet](#) on page 20 to provide information

Yes No

## Question 18

**18a.** Did you fail to file, pay as required, or both?

To file Pay as required Both

**18b.** Year you failed to file or pay your federal, state, or other taxes

**18c.** Reason(s) for your failure to file or pay required taxes

**18d.** Federal, state or other agency to which you failed to file or pay taxes

**18e.** Type of taxes you failed to file or pay (such as property, income, sales, etc.)

**18f.** Amount (in U.S. dollars) of the taxes Estimated

**18g.** Date satisfied (Estimated), if applicable

**18h.** Describe any action(s) you have taken to satisfy this debt (such as withholdings, frequency and amount of payments, etc.) If you have not taken any action(s), explain

**18i.** Are there any other instances in the past seven (7) years where you failed to file or pay federal, state or other taxes when required by law or ordinance? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 19

**19a.** Loan/account number(s) involved

**19b.** Identify/describe the type of property involved (if any)

**19c.** Amount (in U.S. dollars) of the financial issue (Estimated)

**19d.** Reason(s) for the financial issue

**19e.** Current status of the financial issue

**19f.** Date the financial issue began

**19g.** Date the financial issue was resolved, if applicable

**19h.** Describe any action(s) you have taken to satisfy this debt (such as withholdings, fequency and amount of payments, etc.). If you have not taken any action(s), explain

**19i.** Do you have another delinquent debt of 120 days or more in the last seven(7) years?

Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 20

**20a.** Month/Year when this negative impact occurred Estimated

**20b.** Explain the circumstances and the negative impact

**20c.** Dates of involvement or use From To Estimated

**20d.** Has the use of alcohol had any other negative impacts on your work performance, your professional relationships, or resulted in intervention by law enforcement/public safety personnel?

Yes No

If so, please use the [continuation sheet](#) on page 19 to provide information

**20e.** In the last seven (7) years, have you been ordered, advised, or asked to seek counseling or treatment as a result of your use of alcohol? Yes No

1. If yes, did you take action to seek counseling or treatment? Yes No

2. If no action taken, please explain

**20f.** If yes to taking action to seek counseling or treatment

1. Dates of counseling or treatment From To Estimated

2. Name of the individual counselor or treatment provider

3. Address of the counseling/treatment provider (Street address, City, State, Zip Code or Country)

4. Telephone number (Number/extension)

5. Did you successfully complete the treatment program? Yes No

6. If no, please explain

**20g.** Do you have additional instances of having been ordered, advised, or asked to seek counseling or treatment as a result of your use of alcohol? Yes No

If so, please use the [continuation sheet](#) on page 20 to provide information

**20h.** In the last seven (7) years, have you voluntarily sought counseling or treatment as a result of your use of alcohol? Yes No

1. Dates of counseling or treatment From To Estimated

2. Name of the individual counselor or treatment provider

3. Address of the counseling/treatment provider (Street address, City, State, Zip Code or Country)

4. Telephone number (Number/extension)

5. Did you successfully complete the treatment program? Yes No

6. If no, please explain

**20i.** Do you have additional instances where you have voluntarily sought counseling or treatment resulting from your use of alcohol? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 21

**21a.** Date of the incident (Month/Year) Estimated

**21b.** Describe the nature of the incident or offense

**21c.** Location of the incident (Street address and City, State, Zip Code or Country)

**21d.** Describe the action (administrative, criminal, or other) taken as a result of this incident

**21e.** Are there any other incidents? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 22

**22a.** Date of the incident (Month/Year) Estimated

**22b.** Describe the nature of the incident or offense

**22c.** Location of the incident (Street address and City, State, Zip Code or Country)

**22d.** Describe the action (administrative, criminal, or other) taken as a result of this incident

**22e.** Are there any other incidents? Yes          No  
If yes, please use the [continuation sheet](#) on page 20 to provide information

**Question 23**

**23a.** Date of the incident (Month/Year) Estimated

**23b.** Describe the nature of the incident or offense

**23c.** Location of the incident (Street address and City, State, Zip Code or Country)

**23d.** Describe the action (administrative, criminal, or other) taken as a result of this incident

**23e.** Are there any other incidents? Yes          No  
If yes, please use the [continuation sheet](#) on page 20 to provide information

**Question 24**

**24a.** Full name of the organization

**24b.** Address/location of the organization (Street address, City, State, Zip Code or Country)

**24c.** Dates of your involvement with the organization  
From To Estimated

**24d.** All positions held in the organization, if any

**24e.** All contributions made to the organization, if any

**24f.** Describe the nature of and reasons for your involvement with the organization

**24g.** Do you have any other instances of being a member of an organization dedicated to terrorism, either with an awareness of the organizations dedication to that end, or with the specific intent to further such activities? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 25

**25a.** Describe the nature and reasons for the activity

**25b.** Dates for any such activities From To Estimated

**25c.** Do you have any other instances of knowingly engaging in acts of terrorism? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 26

**26a.** Reason(s) for advocating acts of terrorism

**26b.** Dates of advocating acts of terrorism From To Estimated

**26c.** Do you have any other instances of advocating acts of terrorism or activities designed to overthrow the U.S. Government by force? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 27

**27a.** Full name of the organization

**27b.** Address/location of the organization (Street address, City, State, Zip Code or Country)

**27c.** Dates of your involvement with the organization From To Estimated

**27d.** All positions held in the organization, if any

**27e.** All contributions made to the organization, if any

**27f.** Describe the nature of and reasons for your involvement with the organization



**27g.** Do you have any other instances of being a member of an organization dedicated to the use of violence or force to overthrow the U.S. Government, which engaged in activities to that end with an awareness of the organizations dedication to that end or with the specific intent to further such activities? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 28

**28a.** Full name of the organization

**28b.** Address/location of the organization (Street address, City, State, Zip Code or Country)

**28c.** Dates of your involvement with the organization From To

**28d.** All positions held in the organization, if any

**28e.** All contributions made to the organization, if any

**28f.** Describe the nature of and reasons for your involvement with the organization

**28g.** Do you have any other instances of being a member of an organization that advocates or practices commission of acts of force or violence to discourage others from exercising their rights under the U.S. Constitution or any state of the United States with the specific intent to further such action? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

## Question 29

**29a.** Describe the nature and reasons for the activity

**29b.** Dates of such activities From To Estimated

**29c.** Do you have any other instances of having knowingly engaged in activities designed to overthrow the U.S. government by force? Yes No

If yes, please use the [continuation sheet](#) on page 20 to provide information

### **Question 30**

**30a.** Have you ever associated with anyone involved in activities to further terrorism? Explain

## **Continuation sheet**

For any questions you have additional information for, please refer to the question number, then provide all information that was requested in that section.

EXHIBIT K

# EXHIBIT K

Standard Form 85P  
Revised September 1995  
U.S. Office of Personnel Management  
5 CFR Parts 731, 732, and 736

Form approved:  
OMB No. 3206-0191  
NSN 7540-01-317-7372  
85-1602

## Questionnaire for Public Trust Positions

Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on Page 7 and the release on Page 8. *If you have any questions*, call the office that gave you the form.

### Purpose of this Form

The U.S. Government conducts background investigations and reinvestigations to establish that applicants or incumbents either employed by the Government or working for the Government under contract, are suitable for the job and/or eligible for a public trust or sensitive position. Information from this form is used primarily as the basis for this investigation. Complete this form only after a conditional offer of employment has been made.

Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or employment prospects.

### Authority to Request this Information

The U.S. Government is authorized to ask for this information under Executive Orders 10450 and 10577, sections 3301 and 3302 of title 5, U.S. Code; and parts 5, 731, 732, and 736 of Title 5, Code of Federal Regulations.

Your Social Security number is needed to keep records accurate, because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

### The Investigative Process

Background investigations are conducted using your responses on this form and on your Declaration for Federal Employment (OF 306) to develop information to show whether you are reliable, trustworthy, of good conduct and character, and loyal to the United States. The information that you provide on this form is confirmed during the investigation. Your current employer must be contacted as part of the investigation, even if you have previously indicated on applications or other forms that you do not want this.

In addition to the questions on this form, inquiry also is made about a person's adherence to security requirements, honesty and integrity, vulnerability to exploitation or coercion, falsification, misrepresentation, and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal.

### Your Personal Interview

Some investigations will include an interview with you as a normal part of the investigative process. This provides you the opportunity to update, clarify, and explain information on your form more completely, which often helps to complete your investigation faster. It is important that the interview be conducted as soon as possible after you are contacted. Postponements will delay the processing of your investigation, and declining to be interviewed may result in your investigation being delayed or canceled.

You will be asked to bring identification with your picture on it, such as a valid State driver's license, to the interview. There are other documents you may be asked to bring to verify your identity as well.

These include documentation of any legal name change, Social Security card, and/or birth certificate.

You may also be asked to bring documents about information you provided on the form or other matters requiring specific attention. These matters include alien registration, delinquent loans or taxes, bankruptcy, judgments, liens, or other financial obligations, agreements involving child custody or support, alimony or property settlements, arrests, convictions, probation, and/or parole.

### Instructions for Completing this Form

1. Follow the instructions given to you by the person who gave you the form and any other clarifying instructions furnished by that person to assist you in completion of the form. Find out how many copies of the form you are to turn in. You must sign and date, in black ink, the original and each copy you submit.
2. Type or legibly print your answers in black ink (if your form is not legible, it will not be accepted). You may also be asked to submit your form in an approved electronic format.
3. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A"). If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."
4. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify the form consistent with your intent.
5. You must use the State codes (abbreviations) listed on the back of this page when you fill out this form. Do not abbreviate the names of cities or foreign countries.
6. The 5-digit postal ZIP codes are needed to speed the processing of your investigation. The office that provided the form will assist you in completing the ZIP codes.
7. All telephone numbers must include area codes.
8. All dates provided on this form must be in Month/Day/Year or Month/Year format. Use numbers (1-12) to indicate months. For example, June 10, 1978, should be shown as 6/10/78.
9. Whenever "City (Country)" is shown in an address block, also provide in that block the name of the country when the address is outside the United States.
10. If you need additional space to list your residences or employments/self-employments/unemployments or education, you should use a continuation sheet, SF 86A. If additional space is needed to answer other items, use a blank piece of paper. Each blank piece of paper you use must contain **your name and Social Security Number at the top of the page.**

## Final Determination on Your Eligibility

Final determination on your eligibility for a public trust or sensitive position and your being granted a security clearance is the responsibility of the Office of Personnel Management or the Federal agency that requested your investigation. You may be provided the opportunity personally to explain, refute, or clarify any information before a final decision is made.

## Penalties for Inaccurate or False Statements

The U.S. Criminal Code (title 18, section 1001) provides that knowingly falsifying or concealing a material fact is a felony which may result in fines of up to \$10,000, and/or 5 years imprisonment, or both. In addition, Federal agencies generally fire, do not grant a security clearance, or disqualify individuals who have materially and deliberately falsified these forms, and this remains a part of the permanent record for future placements. Because the position for which you are being considered is one of public trust or is sensitive, your trustworthiness is a very important consideration in deciding your suitability for placement or retention in the position.

Your prospects of placement are better if you answer all questions truthfully and completely. You will have adequate opportunity to explain any information you give us on the form and to make your comments part of the record.

## Disclosure of Information

The information you give us is for the purpose of investigating you for a position; we will protect it from unauthorized disclosure. The collection, maintenance, and disclosure of background investigative information is governed by the Privacy Act. The agency which requested the investigation and the agency which conducted the investigation have published notices in the Federal Register describing the system of records in which your records will be maintained. You may obtain copies of the relevant notices from the person who gave you this form. The information on this form, and information we collect during an investigation may be disclosed without your consent as permitted by the Privacy Act (5 USC 552a(b)) and as follows:

### PRIVACY ACT ROUTINE USES

1. To the Department of Justice when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government, is a party to litigation or has interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
2. To a court or adjudicative body in a proceeding when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government is a party to litigation or has interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
3. Except as noted in Question 21, when a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, particular program statute, regulation, rule, or order issued pursuant thereto, the relevant records may be disclosed to the appropriate Federal, foreign, State, local, tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order.
4. To any source or potential source from which information is requested in the course of an investigation concerning the hiring or retention of an employee or other personnel action, or the issuing or retention of a security clearance, contract, grant, license, or other benefit, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.
5. To a Federal, State, local, foreign, tribal, or other public authority the fact that this system of records contains information relevant to the retention of an employee, or the retention of a security clearance, contract, license, grant, or other benefit. The other agency or licensing organization may then make a request supported by written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.
6. To contractors, grantees, experts, consultants, or volunteers when necessary to perform a function or service related to this record for which they have been engaged. Such recipients shall be required to comply with the Privacy Act of 1974, as amended.
7. To the news media or the general public, factual information the disclosure of which would be in the public interest and which would not constitute an unwarranted invasion of personal privacy.
8. To a Federal, State, or local agency, or other appropriate entities or individuals, or through established liaison channels to selected foreign governments, in order to enable an intelligence agency to carry out its responsibilities under the National Security Act of 1947 as amended, the CIA Act of 1949 as amended, Executive Order 12333 or any successor order, applicable national security directives, or classified implementing procedures approved by the Attorney General and promulgated pursuant to such statutes, orders or directives.
9. To a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
10. To the National Archives and Records Administration for records management inspections conducted under 44 USC 2904 and 2906.
11. To the Office of Management and Budget when necessary to the review of private relief legislation.

### STATE CODES (ABBREVIATIONS)

Alabama	AL	Hawaii	HI	Massachusetts	MA	New Mexico	NM	South Dakota	SD
Alaska	AK	Idaho	ID	Michigan	MI	New York	NY	Tennessee	TN
Arizona	AZ	Illinois	IL	Minnesota	MN	North Carolina	NC	Texas	TX
Arkansas	AR	Indiana	IN	Mississippi	MS	North Dakota	ND	Utah	UT
California	CA	Iowa	IA	Missouri	MO	Ohio	OH	Vermont	VT
Colorado	CO	Kansas	KS	Montana	MT	Oklahoma	OK	Virginia	VA
Connecticut	CT	Kentucky	KY	Nebraska	NE	Oregon	OR	Washington	WA
Delaware	DE	Louisiana	LA	Nevada	NV	Pennsylvania	PA	West Virginia	WV
Florida	FL	Maine	ME	New Hampshire	NH	Rhode Island	RI	Wisconsin	WI
Georgia	GA	Maryland	MD	New Jersey	NJ	South Carolina	SC	Wyoming	WY
American Samoa	AS	District of Columbia	DC	Guam	GU	Northern Marianas	CM	Puerto Rico	PR
Trust Territory	TT	Virgin Islands	VI						

### PUBLIC BURDEN INFORMATION

Public burden reporting for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room CHP-500, Washington, D.C. 20415. Do not send your completed form to this address.

**QUESTIONNAIRE FOR  
 PUBLIC TRUST POSITIONS**

OPM USE ONLY	Codes	Case Number
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**Agency Use Only (Complete items A through P using instructions provided by USOPM)**

<b>A</b> Type of Investigation	<b>B</b> Extra Coverage	<b>C</b> Sensitivity/Risk Level	<b>D</b> Compu/ADP	<b>E</b> Nature of Action Code	<b>F</b> Date of Action	Month	Day	Year
<b>G</b> Geographic Location	<b>H</b> Position Code	<b>I</b> Position Title						
<b>J</b> SON	<b>K</b> Location of Official Personnel Folder	None NPRC At SON	Other Address			ZIP Code		
<b>L</b> SOI	<b>M</b> Location of Security Folder	None At SOI NPI	Other Address			ZIP Code		
<b>N</b> OPAC-ALC Number	<b>O</b> Accounting Data and/or Agency Case Number							
<b>P</b> Requesting Official	Name and Title		Signature		Telephone Number		Date	

**Persons completing this form should begin with the questions below.**

<b>1</b> FULL NAME	• If you have only initials in your name, use them and state (IO). • If you have no middle name, enter "NMN".	- If you are a "Jr.," "Sr.," "II," etc., enter this in the box after your middle name.	<b>2</b> DATE OF BIRTH
Last Name	First Name	Middle Name	Jr., II, etc.
			Month Day Year

<b>3</b> PLACE OF BIRTH - Use the two letter code for the State.	<b>4</b> SOCIAL SECURITY NUMBER
City	County
State	Country (if not in the United States)

**5** OTHER NAMES USED

#1 Name	Month/Year	To	#3 Name	Month/Year	To
#2 Name	Month/Year	To	#4 Name	Month/Year	To

**6** OTHER IDENTIFYING INFORMATION

Height (feet and inches)	Weight (pounds)	Hair Color	Eye Color	Sex (Mark one box)
				<input type="checkbox"/> Female <input type="checkbox"/> Male

**7** TELEPHONE NUMBERS

Work (include Area Code and extension)	Home (include Area Code)
Day ( )	Day ( )
Night ( )	Night ( )

**8** CITIZENSHIP

<b>a</b> Mark the box at the right that reflects your current citizenship status, and follow its instructions.	<b>b</b> Your Mother's Maiden Name
<input type="checkbox"/> I am a U.S. citizen or national by birth in the U.S. or U.S. territory/possession. Answer items b and d.	
<input type="checkbox"/> I am a U.S. citizen, but I was NOT born in the U.S. Answer items b, c and d.	
<input type="checkbox"/> I am not a U.S. citizen. Answer items b and e.	

**c** UNITED STATES CITIZENSHIP If you are a U.S. Citizen, but were not born in the U.S., provide information about one or more of the following proofs of your citizenship.

Naturalization Certificate (Where were you naturalized?)

Court	City	State	Certificate Number	Month/Day/Year Issued
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Citizenship Certificate (Where was the certificate issued?)

City	State	Certificate Number	Month/Day/Year Issued
------	-------	--------------------	-----------------------

State Department Form 240 - Report of Birth Abroad of a Citizen of the United States

Give the date the form was prepared and give an explanation if needed.	Month/Day/Year	Explanation
--	----------------	-------------

U.S. Passport

This may be either a current or previous U.S. Passport	Passport Number	Month/Day/Year Issued
--	-----------------	-----------------------

**d** DUAL CITIZENSHIP If you are (or were) a dual citizen of the United States and another country, provide the name of that country in the space to the right.

	Country
--	---------

**e** ALIEN If you are an alien, provide the following information:

Place You Entered the United States:	City	State	Date You Entered U.S.	Alien Registration Number	Country(ies) of Citizenship
			Month Day Year		

**9 WHERE YOU HAVE LIVED**

List the places where you have lived, beginning with the most recent (#1) and working back 7 years. All periods must be accounted for in your list. Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port. You may omit temporary military duty locations under 90 days (list your permanent address instead), and you should use your APO/FPO address if you lived overseas.

For any address in the last 5 years, list a person who knew you at that address, and who preferably still lives in that area (do not list people for residences completely outside this 5-year period, and do not list your spouse, former spouses, or other relatives). Also for addresses in the last 5 years, if the address is "General Delivery," a Rural or Star Route, or may be difficult to locate, provide directions for locating the residence on an attached continuation sheet.

Month/Year <b>#1</b>	Month/Year To	Month/Year Present	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knows You			Street Address	Apt. #	City (Country)	State	ZIP Code
Telephone Number ( )							
Month/Year <b>#2</b>	Month/Year To		Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You			Street Address	Apt. #	City (Country)	State	ZIP Code
Telephone Number ( )							
Month/Year <b>#3</b>	Month/Year To		Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You			Street Address	Apt. #	City (Country)	State	ZIP Code
Telephone Number ( )							
Month/Year <b>#4</b>	Month/Year To		Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You			Street Address	Apt. #	City (Country)	State	ZIP Code
Telephone Number ( )							
Month/Year <b>#5</b>	Month/Year To		Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You			Street Address	Apt. #	City (Country)	State	ZIP Code
Telephone Number ( )							

**10 WHERE YOU WENT TO SCHOOL**

List the schools you have attended, beyond Junior High School, **beginning with the most recent (#1) and working back 7 years**. List **all** College or University degrees and the dates they were received. If all of your education occurred more than 7 years ago, list your most recent education beyond high school, no matter when that education occurred.

•Use one of the following codes in the "Code" block:

1 - High School

2 - College/University/Military College

3 - Vocational/Technical/Trade School

•For schools you attended in the past 3 years, list a person who knew you at school (an instructor, student, etc.). Do not list people for education completely outside this 3-year period.

•For correspondence schools and extension classes, provide the address where the records are maintained.

Month/Year <b>#1</b>	Month/Year To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (Country) of School					State
ZIP Code					
Name of Person Who Knew You		Street Address	Apt. #	City (Country)	State
ZIP Code		State	ZIP Code	Telephone Number ( )	
Month/Year <b>#2</b>	Month/Year To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (Country) of School					State
ZIP Code					
Name of Person Who Knew You		Street Address	Apt. #	City (Country)	State
ZIP Code		State	ZIP Code	Telephone Number ( )	
Month/Year <b>#3</b>	Month/Year To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (Country) of School					State
ZIP Code					
Name of Person Who Knew You		Street Address	Apt. #	City (Country)	State
ZIP Code		State	ZIP Code	Telephone Number ( )	

Enter your Social Security Number before going to the next page



**11 YOUR EMPLOYMENT ACTIVITIES**

List your employment activities, beginning with the present (#1) and working back 7 years. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire 7-year period must be accounted for without breaks, but you need not list employments before your 16th birthday.

● **Code.** Use one of the codes listed below to identify the type of employment:

- |                                   |   |  |           |
|-----------------------------------|---|--|-----------|
| 1 - Active military duty stations | 5 - State Government (Non-Federal employment)                               | 7 - Unemployment (Include name of person who can verify)     | 9 - Other |
| 2 - National Guard/Reserve        | 6 - Self-employment (Include business and/or name of person who can verify) | 8 - Federal Contractor (List Contractor, not Federal agency) |           |
| 3 - U.S.P.H.S. Commissioned Corps |   |  |           |
| 4 - Other Federal employment      |   |  |           |

● **Employer/Verifier Name.** List the business name of your employer or the name of the person who can verify your self-employment or unemployment in this block. If military service is being listed, include your duty location or home port here as well as your branch of service. You should provide separate listings to reflect changes in your military duty locations or home ports.

● **Previous Periods of Activity.** Complete these lines if you worked for an employer on more than one occasion at the same location. After entering the most recent period of employment in the initial numbered block, provide previous periods of employment at the same location on the additional lines provided. For example, if you worked at XY Plumbing in Denver, CO, during 3 separate periods of time, you would enter dates and information concerning the most recent period of employment first, and provide dates, position titles, and supervisors for the two previous periods of employment on the lines below that information.

Month/Year		Month/Year	Code	Employer/Verifier Name/Military Duty Location			Your Position Title/Military Rank		
<b>#1</b>		To	Present						
Employer's/Verifier's Street Address				City (Country)		State	ZIP Code	Telephone Number ( )	
Street Address of Job Location (if different than Employer's Address)				City (Country)		State	ZIP Code	Telephone Number ( )	
Supervisor's Name & Street Address (if different than Job Location)				City (Country)		State	ZIP Code	Telephone Number ( )	
<b>PREVIOUS PERIODS OF ACTIVITY</b> (Block #1)	Month/Year	Month/Year	Position Title			Supervisor			
	To								
	Month/Year	Month/Year	Position Title			Supervisor			
	To								
	Month/Year	Month/Year	Position Title			Supervisor			
	To								
Month/Year		Month/Year	Code	Employer/Verifier Name/Military Duty Location			Your Position Title/Military Rank		
<b>#2</b>		To							
Employer's/Verifier's Street Address				City (Country)		State	ZIP Code	Telephone Number ( )	
Street Address of Job Location (if different than Employer's Address)				City (Country)		State	ZIP Code	Telephone Number ( )	
Supervisor's Name & Street Address (if different than Job Location)				City (Country)		State	ZIP Code	Telephone Number ( )	
<b>PREVIOUS PERIODS OF ACTIVITY</b> (Block #2)	Month/Year	Month/Year	Position Title			Supervisor			
	To								
	Month/Year	Month/Year	Position Title			Supervisor			
	To								
	Month/Year	Month/Year	Position Title			Supervisor			
	To								
Month/Year		Month/Year	Code	Employer/Verifier Name/Military Duty Location			Your Position Title/Military Rank		
<b>#3</b>		To							
Employer's/Verifier's Street Address				City (Country)		State	ZIP Code	Telephone Number ( )	
Street Address of Job Location (if different than Employer's Address)				City (Country)		State	ZIP Code	Telephone Number ( )	
Supervisor's Name & Street Address (if different than Job Location)				City (Country)		State	ZIP Code	Telephone Number ( )	
<b>PREVIOUS PERIODS OF ACTIVITY</b> (Block #3)	Month/Year	Month/Year	Position Title			Supervisor			
	To								
	Month/Year	Month/Year	Position Title			Supervisor			
	To								
	Month/Year	Month/Year	Position Title			Supervisor			
	To								

Enter your Social Security Number before going to the next page

**YOUR EMPLOYMENT ACTIVITIES (CONTINUED)**

<b>#4</b>	Month/Year To	Month/Year	Code	Employer/Verifier Name/Military Duty Location	Your Position Title/Military Rank		
Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ( )
Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ( )
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ( )
<b>PREVIOUS PERIODS OF ACTIVITY (Block #4)</b>	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		
<b>#5</b>	Month/Year To	Month/Year	Code	Employer/Verifier Name/Military Duty Location		Your Position Title/Military Rank	
Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ( )
Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ( )
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ( )
<b>PREVIOUS PERIODS OF ACTIVITY (Block #5)</b>	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		
<b>#6</b>	Month/Year To	Month/Year	Code	Employer/Verifier Name/Military Duty Location		Your Position Title/Military Rank	
Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ( )
Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ( )
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ( )
<b>PREVIOUS PERIODS OF ACTIVITY (Block #6)</b>	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		

<b>12</b>	<b>YOUR EMPLOYMENT RECORD</b>	Yes	No
Has any of the following happened to you in the last 7 years? If "Yes," begin with the most recent occurrence and go backward, providing date fired, quit, or left, and other information requested.			

Use the following codes and explain the reason your employment was ended:

- 1 - Fired from a job
- 2 - Quit a job after being told you'd be fired
- 3 - Left a job by mutual agreement following allegations of misconduct
- 4 - Left a job by mutual agreement following allegations of unsatisfactory performance
- 5 - Left a job for other reasons under unfavorable circumstances

Month/Year	Code	Specify Reason	Employer's Name and Address (Include city/Country if outside U.S.)	State	ZIP Code

Enter your Social Security Number before going to the next page

**13 PEOPLE WHO KNOW YOU WELL**

List three people who know you well and live in the United States. They should be good friends, peers, colleagues, college roommates, etc., whose combined association with you covers as well as possible the last 7 years. Do not list your spouse, former spouses, or other relatives, and try not to list anyone who is listed elsewhere on this form.

Name <b>#1</b>	Dates Known Month/Year Month/Year To	Telephone Number Day ( ) Night ( )
Home or Work Address		City (Country) State ZIP Code
Name <b>#2</b>	Dates Known Month/Year Month/Year To	Telephone Number Day ( ) Night ( )
Home or Work Address		City (Country) State ZIP Code
Name <b>#3</b>	Dates Known Month/Year Month/Year To	Telephone Number Day ( ) Night ( )
Home or Work Address		City (Country) State ZIP Code

**14 YOUR MARITAL STATUS**

Mark one of the following boxes to show your current marital status:

<input type="checkbox"/> 1 - Never married ( <i>go to question 15</i> )	<input type="checkbox"/> 3 - Separated	<input type="checkbox"/> 5 - Divorced
<input type="checkbox"/> 2 - Married	<input type="checkbox"/> 4 - Legally Separated	<input type="checkbox"/> 6 - Widowed

Current Spouse Complete the following about your current spouse.

Full Name	Date of Birth (Mo./Day/Yr.)	Place of Birth (Include country if outside the U.S.)	Social Security Number
Other Names Used (Specify maiden name, names by other marriages, etc., and show dates used for each name)			
Country of Citizenship	Date Married (Mo./Day/Yr.)	Place Married (Include country if outside the U.S.)	State
If Separated, Date of Separation (Mo./Day/Yr.)	If Legally Separated, Where is the Record Located? City (Country)		State
Address of Current Spouse (Street, city, and country if outside the U.S.)			State ZIP Code

**15 YOUR RELATIVES**

Give the full name, correct code, and other requested information for each of your relatives, living or dead, specified below.

- |                              |                |                                   |               |
|------------------------------|----------------|-----------------------------------|---------------|
| 1 - Mother ( <i>first</i> )  | 3 - Stepmother | 5 - Foster Parent                 | 7 - Stepchild |
| 2 - Father ( <i>second</i> ) | 4 - Stepfather | 6 - Child ( <i>adopted also</i> ) |               |

Full Name (If deceased, check box on the left before entering name)	Code	Date of Birth Month/Day/Year	Country of Birth	Country(ies) of Citizenship	Current Street Address and City (country) of Living Relatives	State
	1					
	2					

Enter your Social Security Number before going to the next page →

<b>16 YOUR MILITARY HISTORY</b>	Yes	No
<b>a</b> Have you served in the United States military?		
<b>b</b> Have you served in the United States Merchant Marine?		

List all of your military service below, including service in Reserve, National Guard, and U.S. Merchant Marine. Start with the most recent period of service (#1) and work backward. If you had a break in service, each separate period should be listed.

•**Code.** Use one of the codes listed below to identify your branch of service:

1 - Air Force    2 - Army    3 - Navy    4 - Marine Corps    5 - Coast Guard    6 - Merchant Marine    7 - National Guard

•**O/E.** Mark "O" block for Officer or "E" block for Enlisted.

•**Status.** "X" the appropriate block for the status of your service during the time that you served. If your service was in the National Guard, do not use an "X"; use the two-letter code for the state to mark the block.

•**Country.** If your service was with other than the U.S. Armed Forces, identify the country for which you served.

Month/Year	Month/Year	Code	Service/Certificate No.	Status				Country
				O	E	Active	Active Reserve	
To								
To								

<b>17 YOUR SELECTIVE SERVICE RECORD</b>	Yes	No
<b>a</b> Are you a male born after December 31, 1959? If "No," go to 18. If "Yes," go to b.		
<b>b</b> Have you registered with the Selective Service System? If "Yes," provide your registration number. If "No," show the reason for your legal exemption below.		

Registration Number                      Legal Exemption Explanation

<b>18 YOUR INVESTIGATIONS RECORD</b>	Yes	No
<b>a</b> Has the United States Government ever investigated your background and/or granted you a security clearance? If "Yes," use the codes that follow to provide the requested information below. If "Yes," but you can't recall the investigating agency and/or the security clearance received, enter "Other" agency code or clearance code, as appropriate, and "Don't know" or "Don't recall" under the "Other Agency" heading, below. If your response is "No," or you don't know or can't recall if you were investigated and cleared, check the "No" box.		

<b>Codes for Investigating Agency</b> 1 - Defense Department 2 - State Department 3 - Office of Personnel Management 4 - FBI 5 - Treasury Department 6 - Other (Specify)	<b>Codes for Security Clearance Received</b> 0 - Not Required 1 - Confidential 2 - Secret 3 - Top Secret 4 - Sensitive Compartmented Information 5 - Q 6 - L 7 - Other
--	--

Month/Year	Agency Code	Other Agency	Clearance Code	Month/Year	Agency Code	Other Agency	Clearance Code

<b>b</b> To your knowledge, have you ever had a clearance or access authorization denied, suspended, or revoked, or have you ever been debarred from government employment? If "Yes," give date of action and agency. <b>Note:</b> An administrative downgrade or termination of a security clearance is not a revocation.	Yes	No

Month/Year	Department or Agency Taking Action	Month/Year	Department or Agency Taking Action

<b>19 FOREIGN COUNTRIES YOU HAVE VISITED</b>		
List foreign countries you have visited, except on travel under official Government orders, beginning with the most current (#1) and working back 7 years. (Travel as a dependent or contractor must be listed.)		

•Use one of these codes to indicate the purpose of your visit: 1 - Business    2 - Pleasure    3 - Education    4 - Other

•Include short trips to Canada or Mexico. If you have lived near a border and have made short (one day or less) trips to the neighboring country, you do not need to list each trip. Instead, provide the time period, the code, the country, and a note ("Many Short Trips").

•Do not repeat travel covered in items 9, 10, or 11.

Month/Year	Month/Year	Code	Country	Month/Year	Month/Year	Code	Country
#1	To			#5	To		
#2	To			#6	To		
#3	To			#7	To		
#4	To			#8	To		

Enter your Social Security Number before going to the next page ➔

<b>20 YOUR POLICE RECORD</b> <i>(Do not include anything that happened before your 16th birthday.)</i>					Yes	No
In the last 7 years, have you been arrested for, charged with, or convicted of any offense(s)? (Leave out traffic fines of less than \$150.)						
If you answered "Yes," explain your answer(s) in the space provided.						
Month/Year	Offense	Action Taken	Law Enforcement Authority or Court <i>(City and county/country if outside the U.S.)</i>	State	ZIP Code	

<b>21 ILLEGAL DRUGS</b>				Yes	No
The following questions pertain to the illegal use of drugs or drug activity. You are required to answer the questions fully and truthfully, and your failure to do so could be grounds for an adverse employment decision or action against you, but neither your truthful responses nor information derived from your responses will be used as evidence against you in any subsequent criminal proceeding.					
<b>a</b> In the last year, have you <u>illegally</u> used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), or prescription drugs?					
<b>b</b> In the last 7 years, have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis, for your own intended profit or that of another?					
If you answered "Yes" to "a" above, provide information relating to the types of substance(s), the nature of the activity, and any other details relating to your involvement with illegal drugs. Include any treatment or counseling received.					
Month/Year	Month/Year	Controlled Substance/Prescription Drug Used	Number of Times Used		
To					
To					
To					

<b>22 YOUR FINANCIAL RECORD</b>					Yes	No
<b>a</b> In the last 7 years, have you, or a company over which you exercised some control, filed for bankruptcy, been declared bankrupt, been subject to a tax lien, or had legal judgment rendered against you for a debt? If you answered "Yes," provide date of initial action and other information requested below.						
Month/Year	Type of Action	Name Action Occurred Under	Name/Address of Court or Agency Handling Case	State	ZIP Code	
<b>b</b> Are you now over 180 days delinquent on any loan or financial obligation? Include loans or obligations funded or guaranteed by the Federal Government.						
If you answered "Yes," provide the information requested below:						
Month/Year	Type of Loan or Obligation and Account #	Name/Address of Creditor or Oblige		State	ZIP Code	

After completing this form and any attachments, you should review your answers to all questions to make sure the form is complete and accurate, and then sign and date the following certification and sign and date the release on Page 8.

**Certification That My Answers Are True**

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See section 1001 of title 18, United States Code).

Signature <i>(Sign in ink)</i>	Date

**Enter your Social Security Number before going to the next page**

## UNITED STATES OF AMERICA

### AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read this authorization to release information about you, then sign and date it in ink.

**I Authorize** any investigator, special agent, or other duly accredited representative of the authorized Federal agency conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies, retail business establishments, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history record information, and financial and credit information. I authorize the Federal agency conducting my investigation to disclose the record of my background investigation to the requesting agency for the purpose of making a determination of suitability or eligibility for a security clearance.

**I Understand** that, for financial or lending institutions, medical institutions, hospitals, health care professionals, and other sources of information, a separate specific release will be needed, and I may be contacted for such a release at a later date. Where a separate release is requested for information relating to mental health treatment or counseling, the release will contain a list of the specific questions, relevant to the job description, which the doctor or therapist will be asked.

**I Further Authorize** any investigator, special agent, or other duly accredited representative of the U.S. Office of Personnel Management, the Federal Bureau of Investigation, the Department of Defense, the Defense Investigative Service, and any other authorized Federal agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to, or retention in a sensitive National Security position, in accordance with 5 U.S.C. 9101. I understand that I may request a copy of such records as may be available to me under the law.

**I Authorize** custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.

**I Understand** that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes provided in this Standard Form 85P, and that it may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with the Federal Government, whichever is sooner.

Signature ( <i>Sign in ink</i> )		Full Name ( <i>Type or Print Legibly</i> )		Date Signed
Other Names Used				Social Security Number
Current Address ( <i>Street, City</i> )		State	ZIP Code	Home Telephone Number ( <i>Include Area Code</i> ) (      )

## UNITED STATES OF AMERICA

### AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

Carefully read this authorization to release information about you, then sign and date it in black ink.

#### Instructions for Completing this Release

This is a release for the investigator to ask your health practitioner(s) the three questions below concerning your mental health consultations. Your signature will allow the practitioner(s) to answer only these questions.

I am seeking assignment to or retention in a position of public trust with the Federal Government as a(n)

---

(Investigator instructed to write in position title.)

As part of the investigative process, **I hereby authorize** the investigator, special agent, or duly accredited representative of the authorized Federal agency conducting my background investigation, to obtain the following information relating to my mental health consultations:

Does the person under investigation have a condition or treatment that could impair his/her judgment or reliability?

If so, please describe the nature of the condition and the extent and duration of the impairment or treatment.

What is the prognosis?

I understand that the information released pursuant to this release is for use by the Federal Government only for purposes provided in the Standard Form 85P and that it may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for 1 year from the date signed or upon termination of my affiliation with the Federal Government, whichever is sooner.

Signature ( <i>Sign in ink</i> )	Full Name ( <i>Type or Print Legibly</i> )		Date Signed
Other Names Used			Social Security Number
Current Address ( <i>Street, City</i> )	State	ZIP Code	Home Telephone Number ( <i>Include Area Code</i> ) (      )

EXHIBIT L



# APPLICANT

\* See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

FD-258 (Rev. 5-15-17) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

O  
R  
I

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB  
Month Day Year

CITIZENSHIP CTZ

SEX

RACE

HGT.

WGT.

EYES

HAIR

PLACE OF BIRTH

POB

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

UNIVERSAL CONTROL NO. UCN

ARMED FORCES NO. MNU

CLASS

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

REF.

MISCELLANEOUS NO. MNU

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
CJIS DIVISION/CLARKSBURG, WV 26306

1110-0046

# APPLICANT

## 1. LOOP

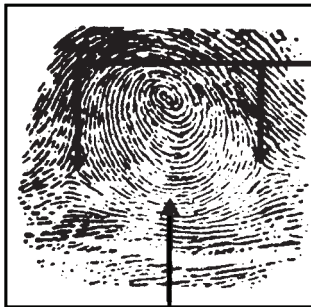


CENTER  
OF LOOP

DELTA

THE LINES BETWEEN CENTER OF  
LOOP AND DELTA MUST SHOW

## 2. WHORL



DELTA

THESE LINES RUNNING BETWEEN  
DELTA MUST BE CLEAR

## 3. ARCH



ARCHES HAVE NO DELTAS

### THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.\*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.\*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation. **Ensure all information is typed or legibly printed using blue or black ink.**

**Enter data within the boundaries of the designated field or block.**

**Complete all required fields.** (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- \* The required fields for hard copy civil fingerprint cards are: ORI, Date of Birth, Place of Birth, NAM, Sex, Date fingerprinted, Reason Fingerprinted, and proper completion of fingerprint impression boxes.

**Do not use highlighters on fingerprint cards.**

**Do not enter data or labels within 'Leave Blank' areas.**

**Ensure fingerprint impressions are rolled completely from nail to nail.**

**Ensure fingerprint impressions are in the correct sequence.**

**Ensure notations are made for any missing fingerprint impression (i.e. amputation).**

**Do not use more than two retabs per fingerprint impression block.**

**Ensure no stray marks are within the fingerprint impression blocks.**

Training aids can be ordered online via the Internet by accessing the FBI's website at: [fbi.gov](http://fbi.gov), click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Biometric Services Section's Customer Service Group at (304) 625-5590 or by e-mail at [identify@fbi.gov](mailto:identify@fbi.gov).

**Social Security Account Number (SSAN):** Pursuant to the Privacy Act of 1974, any Federal, state, or local government agency that requests an individual to disclose his or her SSAN, is responsible for informing the person whether disclosure is mandatory or voluntary, by what statutory or other authority the SSAN is solicited, and what uses will be made of it. In this instance, the SSAN is solicited pursuant to 28 U.S.C 534 and will be used as a unique identifier to confirm your identity because many people have the same name and date of birth. Disclosure of your SSAN is voluntary; however, failure to disclose your SSAN may affect completion or approval of your application.

### PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprints repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### PAPERWORK REDUCTION ACT NOTICE

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1110-0046. The time required to complete this information collected is estimated to be 10 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.

### INSTRUCTIONS:

- \* 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI. UNIVERSAL CONTROL NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- \*\* 3. MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).

EXHIBIT M

# CONTRACTOR PERSONNEL ROLLOVER REQUEST FORM

Social Security Administration (SSA)

Center for Suitability and Personnel Security (CSPS)

Submit this document to your designated contracting officer's representative-contracting officer's technical representative (COR-COTR) via secure email. The COR-COTR must ensure the information is complete and accurate (all fields are required) and then submit to ^DCHR OPE Suitability.

Only use this form when contractor personnel already working on an SSA contract need to move to another SSA contract. The information on this form must be typed, complete, and accurate. Failure to do so may result in a delay in receiving a suitability letter. The company point of contact (CPOC) and COR-COTR will receive suitability letters from the Center for Suitability and Personnel Security (CSPS) once the rollover is complete.

FULL NAME			SOCIAL SECURITY NUMBER	DATE OF BIRTH	FROM	TO	ACTIVE ON BOTH CONTRACTS?	
LAST	FIRST	MIDDLE	000-00-0000	MM/DD/YYYY	CONTRACT NUMBER	CONTRACT NUMBER	YES	NO
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

<b>CPOC INFORMATION:</b>	
NAME: _____	EMAIL ADDRESS: _____
PHONE: _____	DATE OF SUBMISSION: _____
<b>COR-COTR INFORMATION:</b>	
NAME: _____	EMAIL ADDRESS: _____
PHONE: _____	

EXHIBIT N

## Security Awareness Contractor / Affiliate Personnel Security Certification

**Purpose:** This form is to be signed by contractor or affiliate personnel to certify that they have received and understand SSA's Security Awareness Training requirements detailed below.

**Background:** I understand that SSA maintains a variety of sensitive information about the agency's operations and programs (hereinafter "SSA information"), which may be information pertaining to program (e.g., information about SSA's clients) or non-program (e.g., administrative and personnel records) matters. I understand that SSA may authorize me to have access to SSA information and that my access to and use of SSA information must be in accordance with the provisions of the contract under which I am performing work for SSA and/or the terms of any other written agreement that authorizes me to access SSA information.

**I have read, understand, and agree that:**

1. I will not inspect, access, or attempt to access any SSA information that SSA has not expressly authorized me to access.
2. I will not release or disclose any SSA information to any unauthorized person, agency, or entity. I understand that unauthorized disclosure of SSA information may lead to civil penalties and/or criminal prosecution under Federal law (i.e., The Privacy Act of 1974, 5 U.S.C. 552a; SSA's regulations at 20 C.F.R. Part 401; The Social Security Act, 42 U.S.C. 1306(a); and 5 U.S.C. Section 552(i)). I further understand that additional privacy and disclosure protections may apply to certain types of SSA information, including Federal Tax Information (i.e., earnings information), which may be subject to additional penalties under sections 6103, 7213, 7213A, and 7431 of the Internal Revenue Service (IRS) Code (Title 26 of the United States Code).
3. I will follow all access, retention, and/or destruction requirements in the contract and/or agreement under which I am authorized to access SSA information. I understand that such requirements may require me to cease access to, return, or destroy SSA information upon completion of my work for SSA or termination of my contract or agreement that authorized my access to SSA information.
4. I will not take SSA information off-site, unless expressly authorized to do so by contract or other written authorization from SSA. If SSA authorizes me to take SSA information off-site, I agree to safeguard all SSA information in accordance with agency policy and standards so that no unauthorized person, agency, or entity can access SSA's information.
5. I will keep confidential any third-party proprietary information that may be entrusted to me as part of the contract, including safeguarding such information from unauthorized access and not disclosing or releasing such information unless expressly authorized to do so.
6. I will follow all SSA terms, conditions, and policies in the contract under which I am performing work for SSA and/or the terms of any other written agreement that authorizes me to access SSA information, including but not limited to those governing confidential information or personally identifiable information.
7. I will follow all SSA Standards of Conduct, and Rules of Behavior for Users and Managers of SSA's Automated Information Resources.
8. I understand that the contract and/or agreement terms take precedent over this document.
9. I understand that any questions I may have concerning authorization(s) should be directed to the Contracting Officer designated in my company's contract.

Contractor Employee Name (Print/Type)	Date (MM/DD/YYYY)
Contractor Employee Signature (Sign)	
Contract Number	Company Name (Print/Type)
Company Point Of Contact (Print/Type)	Company Point of Contact Phone Number

## **Privacy Act**

42 U.S.C. § 904(a); 20 C.F.R. § 401.90; 44 U.S.C. §§ 3541-3549; 41 C.F.R. Chapter 101; 5 U.S.C. § 552a(e)(9)-(10); and Executive Order 13488 allow us to collect the information on this form. We will use the information to authorize you to have access to Social Security Administration (SSA) information. The Privacy Act (5 U.S.C. & 552a(b)) permits us to disclose the information you provide on this form in accordance with approved routine uses. Providing us your information is voluntary. However, not providing the information could prevent us from authorizing you access to SSA information. Additional information regarding this form, routine uses of information, and other Social Security programs, is available on our Internet website, [www.socialsecurity.gov](http://www.socialsecurity.gov), or at your local Social Security office.

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EXHIBIT O



## SYSTEM PLAN

TYPE OF PROPOSED MAINFRAME PLATFORM \_\_\_\_\_

TYPE OF PERSONAL COMPUTER \_\_\_\_\_

MEDIA TO BE USED FOR RECEIPT OF FILE TRANSMISSION \_\_\_\_\_

FILE STORAGE MEDIUM \_\_\_\_\_

MANAGED FILE TRANSFER PLATFORM SERVER INSTALLED? \_\_\_\_\_

AMOUNT OF AVAILABLE FILE STORAGE SPACE \_\_\_\_\_

TYPE OF PRINT STREAM MAIL RUN CONTROL SYSTEM \_\_\_\_\_

TYPE OF NETWORK PLATFORM (i.e., NOVELL/NT/UNIX) \_\_\_\_\_

EXHIBIT P

FedRAMP 3PAO Obligations and Performance  
Guide



FedRAMP

Version 1.0

July 29, 2015

3PAO-Obligations-and-Performance-Guide v1.0

FedRAMP 3PAO Obligations and Performance Guide

Revision History

Date	Version	Page(s)	Description	Author
07/29/2015	1.0	All	Initial Publication	FedRAMP

How to Contact Us

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## 3PAO-Obligations-and-Performance-Guide v1.0

FedRAMP 3PAO Obligations and Performance Guide

### 1. INTRODUCTION

The Federal Risk and Authorization Management Program (FedRAMP) created a conformity assessment process to accredit Third-Party Assessment Organizations (3PAOs) to ensure that 3PAOs meet quality, independence, and knowledge requirements necessary to perform the independent security assessments required for FedRAMP. To maintain accreditation, 3PAOs must continue to demonstrate quality, independence, and FedRAMP knowledge as they perform security assessments on cloud systems.

### 2. 3PAO ACCREDITATION STANDARDS

3PAO accreditation by FedRAMP includes an assessment by the American Association for Laboratory Accreditation (A2LA). A2LA performs an initial assessment of each 3PAO required for accreditation by FedRAMP, a yearly surveillance, and a full re-assessment every 2 years for continued accreditation.

The A2LA assessment ensures that 3PAOs meet the FedRAMP requirements of ISO 17020 (as revised) and FedRAMP specific knowledge requirements related to the FedRAMP Security Assessment Framework. The A2LA provides an assessment report to FedRAMP that documents the 3PAO:

- Is competent to perform inspections of Cloud Service Provider (CSP) documents
- Has a documented and fully operational quality system
- Quality system meets the standards of ISO/IEC 17020-2012
- Is operating in accordance with its quality system

A2LA also assesses 3PAOs with specific FedRAMP and FISMA knowledge. A 3PAO must demonstrate technical competence through reviews of System Security Plans, creation of a Security Assessment Plan, and documenting the results in Security Assessment Test Cases as well as a Security Assessment Report.

### 3. 3PAO OBLIGATIONS

FedRAMP requires all 3PAOs to adhere strictly and continuously to the FedRAMP accreditation requirements and follow their ISO 17020 quality manual as described in their application and evaluated by A2LA. Among these requirements, a few key items are:

- The 3PAO must be independent from any CSP they assess. A 3PAO is only allowed to be a Type A or type C Inspection Body.
- All the assessment work that 3PAOs perform for CSPs must meet a high standard of independence and performance, especially quality, completeness, and timeliness.
- 3PAOs must demonstrate knowledge of FISMA and FedRAMP specific requirements when conducting their assessments.

3PAOs must continuously meet and demonstrate they are performing in accordance with these standards, which they demonstrated in their A2LA assessment. If a 3PAO has any questions on these matters, they should consult with FedRAMP.

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During a FedRAMP assessment, 3PAOs produce the following documents as a part of the overall security authorization package submitted for authorization to a government Authorizing Official:

- Security Assessment Plans (SAP)
  - Inventories
  - Rules of Engagement
- Security Assessment Reports (SAR)
  - Security Assessment Test Case Workbook
  - Risk Exposure Table
  - Penetration Test Report
  - Vulnerability Scan Data Files
  - Test Artifacts

These 3PAO documents must meet the following standards, reflective of their FedRAMP accreditation:

FedRAMP Standard	Details
Completeness	Complete and thoroughly prepared documents are expected on first submission. If any issues are identified, the 3PAO shall quickly and efficiently respond to the comments, and incorporate updates to resolve all the comments.
Timeliness	Documents are delivered on time, according to the schedule agreed to between the government, the CSP, and the 3PAO.
Standard templates	Documents are prepared using the most recent standard templates, without alterations or deletions, and insertions must be agreed upon.
Document Quality and Acceptance Criteria	The 3PAO must meet all quality and acceptance criteria as published by FedRAMP on the fedramp.gov website.
Testing Quality	Complete and accurate testing is an essential responsibility of a 3PAO. This responsibility derives from the 3PAO's A2LA assessment and the FedRAMP requirements for the highest quality testing.

Failure of a 3PAO to perform according to these standards affects the government's ability to authorize based on a 3PAO's assessment. FedRAMP will pursue corrective actions and possible removal of accreditations if 3PAO products do not meet the above standards.

#### 4. 3PAO PERFORMANCE

The government evaluates all 3PAO products, and expects superior quality and performance. Quality is expected across the government, regardless of whether a 3PAO is working directly with the FedRAMP PMO or JAB. In the event that a 3PAO's performance is not meeting

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standards, FedRAMP has the authority and responsibility to pursue corrective actions, including the following:

FedRAMP Action	Details
Consultation	<p>If a 3PAO has minor deficiencies in their performance:</p> <ul style="list-style-type: none"> <li>• FedRAMP will require a meeting with 3PAO representatives to discuss the specific deficiencies in the 3PAO's performance.</li> <li>• This will result in an internal Corrective Action Plan (CAP) being developed by the 3PAO and submitted to FedRAMP.</li> <li>• The CAP will be shared with A2LA during the 3PAOs next assessment.</li> </ul>
Remediation	<p>If a 3PAO has deficiencies in their performance or fails to complete the internal CAP:</p> <ul style="list-style-type: none"> <li>• A letter will be sent from the FedRAMP Director to the 3PAO notifying the 3PAO of specific deficiencies in 3PAOs performance.</li> <li>• This letter would also inform that the 3PAO's status is "In Remediation" and noted as such on <a href="http://www.FedRAMP.gov">www.FedRAMP.gov</a>.</li> <li>• This letter will also require a 3PAO to provide a formal CAP to be submitted to FedRAMP within 7 days.</li> <li>• The CAP would need to include specific dates and actions for a 3PAO to complete in response the deficiencies noted in the letter from the FedRAMP Director.</li> <li>• As a part of this CAP, FedRAMP may require a re-assessment by A2LA for validation of the successful completion of the Corrective Action Plan.</li> </ul>
Revocation	<p>If a 3PAO has severe deficiencies in their performance or fails to complete a formal CAP from a "In Remediation" Status:</p> <ul style="list-style-type: none"> <li>• A letter will be sent from the FedRAMP Director to the 3PAO notifying the 3PAO of specific deficiencies in 3PAOs performance and that the 3PAO's status is being revoked and removed from the accredited list on <a href="http://www.FedRAMP.gov">www.FedRAMP.gov</a>.</li> <li>• Revocations will last for a minimum of 6 months.</li> <li>• Revoked vendors are no longer authorized to provide assessment services to FedRAMP CSPs.</li> <li>• If 3PAO wishes to continue to be accredited, FedRAMP will require a 3PAO to commit to a formal CAP or revised CAP if revocation is due to failure to complete a CAP while in remediation status.</li> <li>• The CAP must include specific dates and actions for a 3PAO to correct the deficiencies noted in the letter from the FedRAMP Director and must be approved by the FedRAMP</li> </ul>

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FedRAMP Action	Details
	Director. <ul style="list-style-type: none"> <li>• FedRAMP will require a re-assessment by A2LA for validation of the successful completion of the Corrective Action Plan.</li> </ul>

## 5. REFERENCES

The following documents are references 3PAOs should review and incorporate in to their quality systems. These references will have regular updates as FedRAMP provides additional clarity and expectations.

- FedRAMP General Document Acceptance Criteria: The *FedRAMP General Document Acceptance Criteria* details general acceptance criteria for documents submitted to FedRAMP focused on clarity, completeness, conciseness, and consistency. Technical content is not addressed by these acceptance criteria.
- SAP Review Checklist: The *SAP Checklist* is a document that lists review items for SAP documents, specific to the SAP subject matter.
- SAR Review Checklist: The *SAR Checklist* is a document that lists review items for SAR documents, specific to the SAR subject matter.



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FedRAMP 3PAO Obligations and Performance Guide

### APPENDIX A: TABLE OF ACRONYMS

Acronym	Meaning
3PAO	Third-Party Assessment Organization
A2LA	American Association for Laboratory Accreditation
AO	Authorizing Official
ATO	Authority to Operate
CAP	Corrective Action Plan
CSP	Cloud Service Provider
FedRAMP	Federal Risk and Authorization Management Program
JAB	Joint Authorization Board
P-ATO	Provisional Authority to Operate
PMO	Program Management Office
SAP	Security Assessment Plan
SAR	Security Assessment Report

EXHIBIT Q

**Exhibit Q**  
**100% Accountability and Summary Reports**

Full Audit report must include the following information (reprints must have the same information):

1. Program Number/Job Name/Print Order/File Date
2. PC#/Sequence numbers/Total Volume
3. Inserter ID and Operator
4. Date of insertion
5. Start and End time
6. Start and End Range (sequence numbers)
7. Total for each Start and End Range
8. Event (i.e. Processed, Spoiled, Diverted and reason: Missing Piece, Unverified, Misread etc.)
9. Status (i.e. Inserted, Routed to Reprint Area, etc.)
10. Totals
  - a. Machine inserted
  - b. Sent to Reprint
  - c. Reprints Recovered
  - d. Records Accounted For
  - e. Duplicates
  - f. Duplicated Verified
  - g. Records less duplicates
  - h. Reported Output
  - i. Variances

Example:

<b>Audit Report</b>								
<b>Program 123-S/SSA Notices Name/PO#54001/File Date</b>								
<b>PC # and Sequence Numbers and Volume</b>								
Inserter ID	Date	Start Time	End Time	Start Range	End Range	Total	EVENT	STATUS
Inserter 1	05/10/12	10:31:04 AM	11:12:45 AM	19386	21567	2182	Standard Processing	Inserted
Operator Joe	05/10/12	11:12:50 AM	11:12:50 AM	21568		1	Diverted	Routed to Reprint
	05/10/12	11:13:10 AM	11:28:06 AM	21569	22516	948	Standard Processing	Inserted
	05/10/12	11:28:07 AM	11:28:10 AM	22517	22518	2	Diverted/ leave count unverified	Routed to Reprint
	05/10/12	11:29:30 AM	11:29:35 AM	22519	22521	3	Diverted/missing piece	Routed to Reprint
	05/10/12	11:29:45 AM	11:30:15 AM	22522		1	Diverted/manual insertion of pub	Manual Scan
	05/10/12	11:30:34 AM	11:40:35 AM	22523		1	Diverted/misread	Manual Scan
-----								
Inserter 2	05/11/12	8:12:50 AM	8:12:50 AM	21568		1	Standard Processing	Inserted
(REPRINTS)	05/11/12	8:28:07 AM	8:28:10 AM	22517	22518	2	Standard Processing	Inserted
Operator Sue	05/11/12	8:29:30 AM	8:29:35 AM	22519	22521	3	Standard Processing	Inserted
-----								
<b>TOTALS</b>								
			Machine Inserted:			26604		
			Sent to Reprints:			582		
			Reprints Recovered:			582		
			Records Accounted for:			27186		
			Duplicates:			16		
			Duplicates Verified:			16		
			Records Less Duplicates:			27170		
			Reported Output:			27170		
			Variance:			0		

---

The Summary Report must include the following; Reprints must also have all of the same information:

1. Job Name/Print Order
2. Piece Quantity
3. Sequence number range (Start and End Range)
4. Start date and time
5. End date and time
6. Total Processed Pieces
7. Total Reprints
8. Total Pieces Inserted
9. Total Variances
10. Job Complete or Incomplete

<b><u>Summary Report</u></b>			
<b><u>Job Information</u></b>		<b><u>Operation Information</u></b>	
Job Name:	XYZ Notice		
PO #	54001	Start Range:	1
Piece Quantity:	35862	End Range	35862
Job Status:	Completed		
Start Date & Time:	05/10/12		10:29:54
End Date & Time:	05/11/12		14:22:34
<b><u>Statistical Summary</u></b>			
35537 Processed Pieces -		Completed 05/10/12	
		10:29:54	
325 Processed Reprints -		Completed 05/11/12	
		14:22:34	
35862 Total Pieces Inserted -		Completed 05/11/12	
		14:22:34	
0 Variances -		Job Complete	

EXHIBIT R

EXHIBIT R – Record Specifications

**Enforcement Mailer 1 SSA 131 File Layout**

<b><u>Field</u></b>		<b><u>Field</u></b>	<b><u>SSA</u></b>
<b><u>Location</u></b>	<b><u>Field Name</u></b>	<b><u>Size</u></b>	<b><u>131</u></b>
01 11	Blank		
12 13	BIC	2	X
14 24	BOAN (999-99-9999)	11	X
25 39	MBR FIRST NAME	15	X
40 40	MBR MIDDLE INITIAL	1	X
41 60	MBR LAST NAME	20	X
61 64	TAX YEAR	4	X
65 70	EARNINGS	6	X
71 79	EIN	9	X
80 119	EMPLOYER ADDRESS – LINE 1	40	X
120 159	EMPLOYER ADDRESS – LINE 2	40	X
160 199	EMPLOYER ADDRESS – LINE 3	40	X
200 239	EMPLOYER ADDRESS – LINE 4	40	X
240 279	EMPLOYER ADDRESS – LINE 5	40	X
280 319	EMPLOYER ADDRESS – LINE 6	40	X
320 333	ZDPC(*ZIP+ZDPC*)	14	X

MYM L9790 RECORD LAYOUT FOR MAILER 2

ANNUAL EARNINGS TEST MID-YEAR PHYSICAL--VENDOR FILES (SSA-L9790)  
(CSMY.WDOC)

Record Location	Field Name	Prog. Pnem.	Field Size	Field Type
1	Data Operation Center		1	A
2	Blank		1	A
3-8	Notice Number		6	AN
9-18	Zip Code + 4		10	NC
19-32	Barcode Print Representation		14	NC
33	PSC		1	N
34	Blank		1	A
35-45	Claim Account Number		11	NC
46	Blank		1	A
47-48	Beneficiary Identification Code (BIC)		2	AN
49	Blank		1	A
50-74	Beneficiary Name		25	ANC
75-96	Beneficiary Address - Line 1		22	ANC
97-118	Beneficiary Address - Line 2		22	ANC
119-140	Beneficiary Address - Line 3		22	ANC
141-162	Beneficiary Address - Line 4		22	ANC
163-184	Beneficiary Address - Line 5		22	ANC
185-203	Blank		19	A

204-206 Group Number 3 AN

MYM RECORD LAYOUT FOR MAILER 2 L9790

ATTACHMENT 1

ANNUAL EARNINGS TEST MID-YEAR PHYSICAL--VENDOR FILES (SSA-L9790)  
(CSMY.WDOC)

207-208	Blank	2	A
209-308	NonWork Months (NWM)	100	ANC
309-310	Blank	2	A
311-315	Month and Year of Full Retirement Age Attainment	5	NC
316-317	Blank	2	A
318-322	Date of Entitlement Current	5	NC
323-324	Blank	2	A
325-328	Tax Year	4	N
329	Blank	1	A
330-335	Annual Exempt Amount (\$\$, \$\$\$)	6	NC
336	Blank	1	A
337-341	Monthly Exempt Amount (\$, \$\$\$)	5	N
342	Blank	1	A
343	Special Notice Option (SNO) Code	1	N
344-346	Telephone Area Code	3	N
347	Dash	1	C
348-350	Telephone Exchange	3	N
351	Dash	1	C



352-355	Telephone Number	4	N
356	Dash	1	C
357-361	Telephone Extension	5	N

MYM RECORD LAYOUT FOR MAILER 2 L9790

ATTACHMENT 1

ANNUAL EARNINGS TEST MID-YEAR PHYSICAL--VENDOR FILES (SSA-L9790)  
(CSMY.WDOC)

362	Special Notice Option Priority Code	1	A
363	Blank	1	A
364-385	Field Office (FO) Physical Address	22	ANC
386-407	Field Office (FO) Physical Address	22	ANC
408-429	Field Office (FO) Physical Address	22	ANC
430-451	Field Office (FO) Physical Address	22	ANC
452-479	Field Office (FO) Physical Address City	28	A
480-481	Field Office (FO) Physical Address State	2	A
482	Blank	1	A
483-487	Field Office (FO) Physical Address Zip 5	5	N
488	Dash	1	C
489-492	Field Office (FO) Physical Address Zip 4	4	N

Additional information:

Record Location 209-308 Nonwork Months (NWM)

When the fill-in = NONE (THIS MEANS THAT OUR RECORDS INDICATE YOU ARE WORKING IN EVERY MONTH IN YYYY), the year fill-in should be obtained from record location 325-328.

The Special Notice Option Priority Code isn't on the SNO database. It's a field that NTIS requested us to send them with an 'S' in it, record location is 362. The SNO Priority Code is only for SNO values equal to 3, 4, 6 or 7.

**NOTE:**

A file for the data derived from record location 343 (SNO CODE) should be sent out accordingly:

SNO CODE 3, 4, 6 and 7 goes to NTIS and to the print vendor.

SNO CODE 2 goes to WBDOC and to the print vendor. This is the only option that should have a telephone number associated with it.

**SUMMARY**

<b>DATE</b>	<b>PAGE #</b>	<b>EXPLANATION OF CHANGE</b>
10/22/10		Updated the record location layout with the Special Notice Option (SNO) Code, SNO Priority Code and the Telephone Number for beneficiaries, who are blind or visually imparied.
04/28/11		Updated the requirements with the file names for the vendor, WBDOC and NTIS. To add Attachment 2 for when SNO values equal 2, 3, 4, 6 or 7.
05/04/11		To correct the numbers for the record location.
05/11/12		Changed the ATTACHMENT number from '2' to '1'.
03/12/14		Updated the record layout to include the data for the Field Office (FO) address.

MYM RECORD LAYOUT FOR MAILER 3 AND 4

ANNUAL EARNINGS TEST MID-YEAR MAILING--VENDOR TAPE FILES  
(CSMY.WDOC)

Record Location	Field Name	Prog. Pnem.	Field Size	Field Type
1	Data Operation Center = W		1	A
2-7	Notice code - 9781, 9778S, 9779S, 9784SM, 9785SM		6	AN
8-12	Zip		5	N
13	Dash		1	C
14-17	Zip+4		4	N
18-31	Barcode Print Representation		14	NC
32	PSC		1	N
33-35	Claim Account Number Area		3	N
36	Dash		1	C
37-38	Claim Account Number Group		2	N
39	Dash		1	C
40-43	Claim Account Number Serial		4	N
44-45	Beneficiary Identification Code (BIC)		2	AN
46-55	Beneficiary Given Name (BGN)		10	ANC
56-56	Beneficiary Middle Initial (BMI)		1	ANC
57-68	Beneficiary Last Name (BGN)		12	ANC
69-90	Beneficiary Address 1		22	ANC
91-112	Beneficiary Address 2		22	ANC

113-134	Beneficiary Address 3	22	ANC
---------	-----------------------	----	-----

MYM RECORD LAYOUT FOR MAILER 3 AND 4

ATTACHMENT 1

ANNUAL EARNINGS TEST MID-YEAR MAILING--VENDOR TAPE FILES  
(CSMY.WDOC)

135-156	Beneficiary Address 4	22	ANC
157-178	Beneficiary Address 5	22	ANC
179-187	Amount of Reported Earnings(AORE)	9	NC
188-197	First Nonwork Month	10	A
198-200	Group Number	3	AN
201-300	NonWork Months (NWM)	100	ANC
301-302	Date of Entitlement Current (DOEC) MM	2	NC
303-303	Slash	1	C
304-305	Date of Entitlement Current (DOEC) YY	2	NC
306-310	Month and Year of Full Retirement Age Attainment MM/YY	5	NC
311-320	Month (spelled out) of FRA attainment.	10	A
321-322	Year of FRA CC	2	NC
323-324	Year of FRA YY	2	NC
325-325	Special Notice Option (SNO) Code	1	N
326-328	Telephone Area Code	3	N
329-329	Dash	1	C
330-332	Telephone Exchange	3	N
333-333	Dash	1	C

334-337	Telephone Number	4	N
338-338	Dash	1	C

MYM RECORD LAYOUT FOR MAILER 3 AND 4

ATTACHMENT 1

ANNUAL EARNINGS TEST MID-YEAR MAILING--VENDOR TAPE FILES  
(CSMY.WDOC)

339-343	Telephone Extension	5	N
344-344	Special Notice Option Priority Code	1	A
345	Blank	1	A
346-367	Field Office (FO) Physical Address	22	ANC
368-389	Field Office (FO) Physical Address	22	ANC
390-411	Field Office (FO) Physical Address	22	ANC
412-433	Field Office (FO) Physical Address	22	ANC
434-461	Field Office (FO) Physical Address City	28	A
462-463	Field Office (FO) Physical Address State	2	A
464	Blank	1	A
465-469	Field Office (FO) Physical Address Zip 5	5	N
470	Dash	1	C
471-474	Field Office (FO) Physical Address Zip 4	4	N
475	Blank	1	A
476-485	Field Office (FO) Business Telephone	10	N

Additional information:

SSA-L9784 and SSA-L9785 (only). The fill-in for "f" should be shown (spelled out) as month. The field size should be 10 characters to accommodate the longest month. The data for this fill-in will be obtained from record location 311-320.

SSA - L9778, SSA-L9779 and SSA-L9781 coversheet page 2 fill-in

The month in the fill-in for "a" should be shown (spelled out) as month. The field size should be 10 characters to accommodate the longest month. The data for this fill-in will be obtained from record location 311-320. The year fill-in for "b" should be obtained from record location 321-324.

The Special Notice Option Priority Code isn't on the SNO database. It's a field NTIS requested us to send them with an 'S' in it, record location is 344. The SNO Priority Code is only for SNO values equal to 3, 4, 6 or 7.

**NOTE:**

**A file for the data derived from record location 325 (SNO CODE) should be sent out accordingly:**

SNO CODE 3, 4, 6 and 7 goes to NTIS and to the print vendor.

SNO CODE 2 goes to WBDOC and to the print vendor. This is the only option that should have a telephone number associated with it.

SNO CODE 1 goes to the print vendor.

**Barcode Data - Form SSA - 131**

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>
1-4	Form Number (131)	4
5-8	Tax Year (YYYY)	4
9-23	Employee First Name	15
24-38	Employee Middle Name	15
39-58	Employee Last Name	20
59-69	BOAN Employee SSN(##### - no dashes)	11
70-82	CAN & BIC (Claim Number)	13
83-122	Employer Address Line 1	40
123-133	EIN	11
134	PC code	1

Note: All data elements are left justified and space filled.

**Barcode Data - Form SSA -9790**

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>
1-20	Form Name (ex. SSA-L9790-SM )	20
21	Page Number (1 = Front 2 = Back)	1
22-28	Print Date (MMDDYY)	7
29-38	Employee SSN(##### no dashes)	10
39-41	BIC	3
42-57	Employee First Name	16
58-59	Employee Middle Name	2
60-80	Employee Last Name	21
81-85	FRA	5
86-98	Filler (Spaces)	13
99	PC code (numeric only X in ex. is a place holder)	1

Example: SSA-L9790-SM 1081708 999999999 C1 CHOMPTON B FADE 06/01  
X



**Barcode Data - Form SSA -9778**

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>
1-20	Form Name (ex. SSA-L9778-SM )	20
21	Page Number (1 = Front 2 = Back)	1
22-28	Print Date (MMDDYY)	7
29-38	Employee SSN(##### no dashes)	10
39-41	BIC	3
42-57	Employee First Name	16
58-59	Employee Middle Name	2
60-80	Employee Last Name	21
81-85	FRA	5
86-90	DOE	5
91-98	Estimated Earnings	8
99	PC code (numeric only X in ex. is a place holder)	1

Example: SSA-L9778-SM-SUP 1081010 999999999 A BLANK D FONALD  
08/0803/1220800 X

**Barcode Data - Form SSA -9784**

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>
1-20	Form Name (ex. SSA-L9784-SM )	20
21	Page Number (1 = Front 2 = Back)	1
22-28	Print Date (MMDDYY)	7
29-38	Employee SSN(##### no dashes)	10
39-41	BIC	3
42-57	Employee First Name	16
58-59	Employee Middle Name	2
60-80	Employee Last Name	21
81-85	FRA	5
86-90	DOE	5
91-98	Estimated Earnings	8
99	PC code (numeric only X in ex. is a place holder)	1

Example: SSA-L9784-SM 1081010 999999999 A FILET G DUCK 10/0609/1040000  
X

**Barcode Data - Form SSA -9785**

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>
1-20	Form Name (ex. SSA-L9785-SM )	20
21	Page Number (See Note Below)	1
22-28	Print Date (MMDDYY)	7
29-38	Employee SSN(##### no dashes)	10
39-41	BIC	3
42-57	Employee First Name	16
58-59	Employee Middle Name	2
60-80	Employee Last Name	21
81-85	FRA	5
86-90	DOE	5
91-98	Estimated Earnings	8
99	PC code (numeric only X in ex. is a place holder)	1
100-111	Preprinted Months	12

Note: Preprinted Months = “Y” where the month is preprinted. Example, “YNNNNNNNNNNNN” indicates January was the only preprinted month.

Note: Page number values are:

- 1 = Page 1 front
- 2 = Page 1 back
- 3 = Page 2 front
- 4 = Page 2 back

Example: SSA-L9785-SM 1081010 999999999 A FREESELAN A IDA  
05/1008/1051600 XNYNNNNNNNNYYY

**Barcode Data - Form SSA -9779**

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>
1-20	Form Name (ex. SSA-L9779-SM )	20
21	Page Number (See Note below)	1
22-28	Print Date (MMDDYY)	7
29-38	Employee SSN(##### no dashes)	10
39-41	BIC	3
42-57	Employee First Name	16
58-59	Employee Middle Name	2
60-80	Employee Last Name	21

81-85	FRA	5
86-90	DOE	5
91-98	Estimated Earnings	8
99		1
100-111		12
	PC code (numeric only X in ex. is a place holder)	
	Preprinted Months	

Note: Preprinted Months = “Y” where the month is preprinted. Example, “YNNNNNNNNNNNN” indicates January was the only preprinted month.

Note: Page number values are:

- 1 = Page 1 front
- 2 = Page 1 back
- 3 = Page 2 front
- 4 = Page 2 back

Example: SSA-L9779-SM-SUP 1081010 999999999 A BIELES ORTON BERONLOA  
01/1012/1314344 XNYNNNNNNNNYYY

**Barcode Data - Form SSA -9781**

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>
1-20	Form Name (ex. SSA-L9781-SM )	20
21	Page Number (See Note below)	1
22-28	Print Date (MMDDYY)	7
29-38	Employee SSN(##### no dashes)	10
39-41	BIC	3
42-57	Employee First Name	16
58-59	Employee Middle Name	2
60-80	Employee Last Name	21
81-85	FRA	5
86-90	DOE	5
91-98	Estimated Earnings	8
99	PC code (numeric only X in ex. is a place holder)	1
100-111	Preprinted Months	12

Note: Preprinted Months = “Y” where the month is preprinted. Example, “YNNNNNNNNNNNN” indicates January was the only preprinted month.

Note: Page number values are:

- 1 = Page 1 front
- 2 = Page 1 back
- 3 = Page 2 front
- 4 = Page 2 back

Example: SSA-L9781-SM 1081210 999999999 A TERE0 L JOAN 03/1003/1414160  
XNYNNNNNNNNYYY

# NCOA

----- VIEW LAYOUT ----- Row 1 to 19 of 115

FIELD LEVEL/NAME	PICTURE	FLD	START	END	LENGTH
NOTIC-TO-VENDOR			1	815	815
5 NOTIC-CAN	X(9)	1	1	9	9
5 NOTIC-PIC	XX	2	10	11	2
5 NOTIC-NAME	GROUP	3	12	99	88
10 FILLER(1) OCCURS 4 TIMES					
	X(22)	4	12	33	22
10 FILLER(2)	X(22)	4	34	55	22
10 FILLER(3)	X(22)	4	56	77	22
10 FILLER(4)	X(22)	4	78	99	22
5 NOTIC-ADD	GROUP	5	100	187	88
10 FILLER(1) OCCURS 4 TIMES					
	X(22)	6	100	121	22
10 FILLER(2)	X(22)	6	122	143	22
10 FILLER(3)	X(22)	6	144	165	22
10 FILLER(4)	X(22)	6	166	187	22
5 NOTIC-CITY	X(20)	7	188	207	20
5 NOTIC-STATE	XX	8	208	209	2
5 NOTIC-ZIP	GROUP	9	210	218	9
10 NOTIC-ZIP-5	X(5)	10	210	214	5
10 NOTIC-ZIP-PLUS4	X(4)	11	215	218	4
5 NOTIC-ZDPC	XXX	12	219	221	3
5 NOTIC-LAF	XX	13	222	223	2
5 NOTIC-EDA	GROUP	14	224	231	8
10 NOTIC-EDA-MM	XX	15	224	225	2
10 NOTIC-EDA-DD	XX	16	226	227	2
10 NOTIC-EDA-CC	XX	17	228	229	2
10 NOTIC-EDA-YY	XX	18	230	231	2
5 NOTIC-FLOA	X	19	232	232	1
5 NOTIC-DDCO	X	20	233	233	1
5 NOTIC-TOP	X	21	234	234	1
5 NOTIC-BGN	GROUP	22	235	244	10
10 NOTIC-BGN-1	XXX	23	235	237	3
10 NOTIC-BGN-2	X(7)	24	238	244	7
5 NOTIC-BMI	X	25	245	245	1
5 NOTIC-BLN	GROUP	26	246	257	12
10 NOTIC-BLN-1	X(5)	27	246	250	5
10 NOTIC-BLN-2	X(7)	28	251	257	7
5 NOTIC-BIC	XX	29	258	259	2
5 NOTIC-DOST	GROUP	30	260	265	6
10 NOTIC-DOST-MM	XX	31	260	261	2
10 NOTIC-DOST-CC	XX	32	262	263	2
10 NOTIC-DOST-YY	XX	33	264	265	2
5 NOTIC-SISC	X	34	266	266	1
5 NOTIC-DOB	GROUP	35	267	274	8
10 NOTIC-DOB-MM	XX	36	267	268	2
10 NOTIC-DOB-DD	XX	37	269	270	2
10 NOTIC-DOB-CC	XX	38	271	272	2
10 NOTIC-DOB-YY	XX	39	273	274	2
5 NOTIC-OC	X	40	275	275	1

5	NOTIC-LANG	X	41	276	276	1
5	NOTIC-SELECT-DATE	GROUP	42	277	284	8
10	NOTIC-SEL-MM	XX	43	277	278	2
10	NOTIC-SEL-DD	XX	44	279	280	2
10	NOTIC-SEL-CC	XX	45	281	282	2
10	NOTIC-SEL-YY	XX	46	283	284	2
5	NOTIC-PAYEE-NAME-ETC	GROUP	47	285	372	88
10	NOTIC-ORIG-NAME(1)	OCCURS 4 TIMES				
		X(22)	48	285	306	22
10	NOTIC-ORIG-NAME(2)	X(22)	48	307	328	22
10	NOTIC-ORIG-NAME(3)	X(22)	48	329	350	22
10	NOTIC-ORIG-NAME(4)	X(22)	48	351	372	22
5	NOTIC-SNO-CODE	X	49	373	373	1
5	NOTIC-BENE-PHONE	GROUP	50	374	383	10
10	NOTIC-BENE-PHNAREA	XXX	51	374	376	3
10	NOTIC-BENE-PHNEXCH	XXX	52	377	379	3
10	NOTIC-BENE-PHNNUM	X(4)	53	380	383	4
5	NOTIC-SNO-PRIORITY	X	54	384	384	1
5	NOTIC-MAIL-DATE	X(10)	55	385	394	10
5	FILLER	X(5)	56	395	399	5
5	NOTIC-MOVE-IND	X	57	400	400	1
5	NOTIC-USPS-STREET	X(40)	58	401	440	40
5	FILLER	X(10)	59	441	450	10
5	NOTIC-USPS-CITY	X(13)	60	451	463	13
5	NOTIC-USPS-STATE	XX	61	464	465	2
5	NOTIC-USPS-ZIP	GROUP	62	466	474	9
10	NOTIC-USPS-ZIP-5	9(5)	63	466	470	5
10	NOTIC-USPS-ZIP-4	9(4)	64	471	474	4
5	NOTIC-USPS-ZIP-D-P-C	XXX	65	475	477	3
5	NOTIC-USPS-NEW-ADDRESS	X(40)	66	478	517	40
5	NOTIC-USPS-NEW-CITY	X(13)	67	518	530	13
5	NOTIC-USPS-NEW-STATE	XX	68	531	532	2
5	NOTIC-USPS-NEW-ZIP	GROUP	69	533	541	9
10	NOTIC-USPS-NEW-ZIP-5	9(5)	70	533	537	5
10	NOTIC-USPS-NEW-ZIP-4	9(4)	71	538	541	4
5	NOTIC-USPS-NEW-ZIP-D-C	999	72	542	544	3
5	NOTIC-USPS-EFF-DATE	GROUP	73	545	552	8
10	NOTIC-USPS-MM	99	74	545	546	2
10	NOTIC-USPS-DD	XX	75	547	548	2
10	NOTIC-USPS-CC	99	76	549	550	2
10	NOTIC-USPS-YY	99	77	551	552	2
5	NOTIC-LIND	X	78	553	553	1
5	NOTIC-OLD-DOC	XXX	79	554	556	3
5	NOTIC-OLD-DOC-SCC	X(5)	80	557	561	5
5	NOTIC-OLD-DOC-ADDR-L1	X(22)	81	562	583	22
5	NOTIC-OLD-DOC-ADDR-L2	X(22)	82	584	605	22
5	NOTIC-OLD-DOC-ADDR-L3	X(22)	83	606	627	22
5	NOTIC-OLD-DOC-CITY	X(20)	84	628	647	20
5	NOTIC-OLD-DOC-ST	XX	85	648	649	2
5	NOTIC-OLD-DOC-ZIP	X(10)	86	650	659	10
5	NOTIC-OLD-DOC-PHONE	X(12)	87	660	671	12
5	NOTIC-NEW-DOC	XXX	88	672	674	3
5	NOTIC-NEW-DOC-SCC	X(5)	89	675	679	5
5	NOTIC-NEW-DOC-ADDR-L1	X(22)	90	680	701	22
5	NOTIC-NEW-DOC-ADDR-L2	X(22)	91	702	723	22

5	NOTIC-NEW-DOC-ADDR-L3	X(22)	92	724	745	22
5	NOTIC-NEW-DOC-CITY	X(20)	93	746	765	20
5	NOTIC-NEW-DOC-ST	XX	94	766	767	2
5	NOTIC-NEW-DOC-ZIP	X(10)	95	768	777	10
5	NOTIC-NEW-DOC-PHONE	X(12)	96	778	789	12
5	FILLER	X(11)	97	790	800	11
5	NOTIC-BNC	GROUP	98	801	815	15
10	NOTIC-BNC-YEAR	XX	99	801	802	2
10	NOTIC-BNC-SYSTEM	XX	100	803	804	2
10	NOTIC-BNC-ID	X(9)	101	805	813	9
10	NOTIC-BNC-BIC	XX	102	814	815	2

\*\*\*\*\* Bottom of data \*\*\*\*\*

**STEPPARENT**

Record Length = 281      Block Size = 29,786

Record Location	Field Name	Program Mnemonic	Field Size	Foot Note
1-11	Account Number (includes dashes (-))	CAN	11	B
12-13	Beneficiary Identification Code	BIC	2	C
14-145	Beneficiary Name & Address (6 lines of up to 22 characters each)	PNA	132	D
146-150	5-digit Zip Code	ZIP	5	E
151-154	Zip +4	+4	4	F
155-157	Zip Point Delivery Code	ZDPC	3	G
158-171	Barcode Representation (*999999999999* or spaces)		14	H
172-183	District Office (DO) Phone (Format: XXX-XXX-XXXX)		12	I
184-205	DO Address Line 1		22	J
206-227	DO Address Line 2		22	K
228-249	DO Address Line 3		22	L
250-269	DO City		20	M
270-271	DO State		2	N
272-281	DO Zip Code		10	O

(XXXXX-XXXX)

Here is the record layout of this file:

FILE-TO-VENDOR			1	281	281
5 STEP-CAN-AREA	XXX	1	1	3	3
5 STEP-DASH1	X	2	4	4	1
5 STEP-CAN-GROUP	XX	3	5	6	2
5 STEP-DASH2	X	4	7	7	1
5 STEP-CAN-SERIAL	X(4)	5	8	11	4
5 STEP-BIC	XX	6	12	13	2
5 STEP-PNAS	GROUP	7	14	145	132
10 STEP-PNA1	X(22)	8	14	35	22
10 STEP-PNA2	X(22)	9	36	57	22
10 STEP-PNA3	X(22)	10	58	79	22
10 STEP-PNA4	X(22)	11	80	101	22
10 STEP-PNA5	X(22)	12	102	123	22
10 STEP-PNA6	X(22)	13	124	145	22
5 STEP-ZIP5	X(5)	14	146	150	5
5 STEP-ZIP4	X(4)	15	151	154	4
5 STEP-ZDPC	XXX	16	155	157	3
5 STEP-BARCODE	X(14)	17	158	171	14
5 STEP-DOCPHONE	GROUP	18	172	183	12
10 STEP-DOC	XXX	19	172	174	3
10 STEP-DOC-FIL	X(9)	20	175	183	9
5 STEP-DOC-ADD1	X(22)	21	184	205	22
5 STEP-DOC-ADD2	X(22)	22	206	227	22
5 STEP-DOC-ADD3	X(22)	23	228	249	22
5 STEP-DOC-ADD4	X(22)	24	250	271	22
5 STEP-DOC-ZIP	X(10)	25	272	281	10



**SNO PROCESSING EFFECTIVE DECEMBER 2010**

Modifications were made to the RETAP stepparent process to comply with the class action court ruling on Special Notice Options (SNO) for the Blind or Visually Impaired as follows:

The developer creates a second (intermediate) file. This file will get information from the SNO database for the records selected in the first file. It has 381 bytes. Data in positions 282 through 381 contain information needed for SNO and Spanish language notice processing. The layout follows:

Record Location	Field Name	Program Mnemonic	Field Size	Foot Note
1-11	Account Number (includes dashes (-))	CAN	11	B
12-13	Beneficiary Identification Code	BIC	2	C
14-145	Beneficiary Name & Address (6 lines of up to 22 characters	PNA	132	D
each)				
146-150	5-digit Zip Code	ZIP	5	E
151-154	Zip +4	+4	4	F
155-157 Code	Zip Point Delivery	ZDPC	3	G
158-171	Barcode Representation (*999999999999* or spaces)		14	H
172-183	District Office (DO) Phone (Format: XXX-XXX-XXXX)		12	I
184-205	DO Address Line 1		22	J
206-227	DO Address Line 2		22	K
228-249	DO Address Line 3		22	L
250-269	DO City		20	M
270-271	DO State		2	N
272-281	DO Zip Code (XXXXX-XXXX)		10	O
282	SNO CODE		1	
283	SNO Priority Code		1	

284-298	Beneficiary or Rep Payee's phone number	15
299-313	DECEMBER 31, 20	15
314-315	Current Year	2
316-378	Filler	63
379	Payment Center no-Office Code	1
380-381	Language indicator	2

Below is the record layout for the preceding file, which will be known as the intermediate file.

INTERMEDIATE-FILE-DOCUMENTATION			1	381	381	
5	STEP-CAN-AREA	XXX	1	1	3	3
5	STEP-DASH1	X	2	4	4	1
5	STEP-CAN-GROUP	XX	3	5	6	2
5	STEP-DASH2	X	4	7	7	1
5	STEP-CAN-SERIAL	X(4)	5	8	11	4
5	STEP-BIC	XX	6	12	13	2
5	STEP-PNAS	GROUP	7	14	145	132
10	STEP-PNA1	X(22)	8	14	35	22
10	STEP-PNA2	X(22)	9	36	57	22
10	STEP-PNA3	X(22)	10	58	79	22
10	STEP-PNA4	X(22)	11	80	101	22
10	STEP-PNA5	X(22)	12	102	123	22
10	STEP-PNA6	X(22)	13	124	145	22
5	STEP-ZIP5	X(5)	14	146	150	5
5	STEP-ZIP4	X(4)	15	151	154	4
5	STEP-ZDPC	XXX	16	155	157	3
5	STEP-BARCODE	X(14)	17	158	171	14
5	STEP-DOCPHONE	GROUP	18	172	183	12
10	STEP-DOC	XXX	19	172	174	3
10	STEP-DOC-FIL	X(9)	20	175	183	9
5	STEP-DOC-ADD1	X(22)	21	184	205	22
5	STEP-DOC-ADD2	X(22)	22	206	227	22
5	STEP-DOC-ADD3	X(22)	23	228	249	22
5	STEP-DOC-ADD4	X(22)	24	250	271	22
5	STEP-DOC-ZIP	X(10)	25	272	281	10
5	STEP-SNO-DATA	GROUP	26	282	381	100
10	STEP-SNO-CODE	X	27	282	282	1
10	STEP-SNO-PRIORITY	X	28	283	283	1
10	STEP-BTN-RPN-PHONE-NUMBER	X(15)	29	284	298	15
10	STEP-FILLER	X(59)	30	299	357	59
10	STEP-COUNTERS	GROUP	31	358	369	12
15	STEP-SNO0	X	32	358	358	1
15	STEP-SNO1	X	33	359	359	1
15	STEP-SNO2	X	34	360	360	1
15	STEP-SNO3	X	35	361	361	1
15	STEP-SNO4	X	36	362	362	1
15	STEP-SNO5	X	37	363	363	1
15	STEP-SNO6	X	38	364	364	1
15	STEP-SNO7	X	39	365	365	1
15	STEP-SNO8	X	40	366	366	1
15	STEP-SNO9	X	41	367	367	1
15	STEP-SNOOTHER	X	42	368	368	1
15	STEP-TOT	X	43	369	369	1
10	STEP-RPN-NUMBER	X(9)	44	370	378	9
10	STEP-OC	X	45	379	379	1
10	STEP-MBR-LANG-RIC	XX	46	380	381	2

The OC and the language indicators are on this file to help the developer sort the notices. The OC will also alert WBD what payment center will make the telephone calls for the SNO code 2 records.

The office code is used to indicate which Program Service Center has the jurisdiction over the Claim Account Number. The Program Service Center will make the phone call.

The STEP-MBR-LANG-RIC indicates whether the notice is English, Spanish or Foreign. AA is for English, BB is for Spanish and CC is for Foreign.

Files:

Create files as follows:

NOTE: For file transmission purposes, the current print mail vendor, NPC, is known as NPI, and the current SNO Vendor, NTIS, is known as NTI.

Files for the print mail vendor:

- Foreign -- if M-FRGNPAY-SW=Y, there is a foreign address. Production file name is:  
OLBG.BTI.~~NPC~~NPI.CSTP.FOR.RYYMMDD
- Spanish -- if BIC "A" has Spanish language code (LANG = "S") and M-FRGN-SW is blank. Production file name is:  
OLBG.BTI.~~NPC~~NPI.CSTP.SPA.RYYMMDD
- English -- if not Foreign or Spanish above, for English. Production file name is:  
OLBG.BTI.~~NPC~~NPI.CSTP.ENG.RYYMMDD
- Foreign -- if M-FRGNPAY-SW=Y, there is a foreign address and SNO code equal to 1 (certified mail). Production file name is:  
OLBG.BTI.~~NPC~~NPI.CSTP.FORC.RYYMMDD
- Spanish -- if BIC "A" has Spanish language code (LANG = "S") and M-FRGN-SW is blank and SNO code equal to 1 (certified mail). Production file name is:  
OLBG.BTI.~~NPC~~NPI.CSTP.SPAC.RYYMMDD
- English -- if not Foreign or Spanish above, for English and SNO code equal to 1 (certified mail). Production file name is: OLBG.BTI.~~NPC~~NPI.CSTP.ENG.C.RYYMMDD

## Files for the SNO vendor(s)

- Foreign -- if M-FRGNPAY-SW=Y, there is a foreign address and SNO code is equal to 3 or 4 or 6 or 7. Production file name is:  
OLBG.BTI.NTI.SNORSPRD.CSTP253F.RYYMMDD
- Spanish -- if BIC "A" has Spanish language code (LANG = "S") and M-FRGN-SW is blank and SNO code is equal to 3 or 4 or 6 or 7. Production file name is:  
OLBG.BTI.NTI.SNORSPRD.CSTP253S.RYYMMDD
- English -- if not Foreign or Spanish above, for English and SNO code is equal to 3 or 4 or 6 or 7. Production file name is:  
OLBG.BTI.NTI.SNORSPRD.CSTP253E.RYYMMDD
- Foreign -- if M-FRGNPAY-SW=Y, there is a foreign address and SNO code is equal to 2 (follow-up telephone contact). Production file name is:  
OLBG.BTI.WBD.SNORSPRD.CSTP253F.RYYMMDD
- Spanish -- if BIC "A" has Spanish language code (LANG = "S") and M-FRGN-SW is blank and SNO code is equal to 2 (follow-up telephone contact). Production file name is:  
OLBG.BTI.WBD.SNORSPRD.CSTP253S.RYYMMDD
- English -- if not Foreign or Spanish above, for English 2 and SNO code is equal to 2 (follow-up telephone contact). Production file name is:  
OLBG.BTI.WBD.SNORSPRD.CSTP253E.RYYMMDD

NOTE: SNO code '5' is equal to 'Other' and is currently not in use.

## Sorting:

Sort all files as follows:

1. Foreign -- if M-FRGNPAY-SW=Y, there is a foreign address. If foreign, sort file by ZIP Code (will be in Consular Office Code order) in ascending order. APO/FPO addresses will be in this file.
2. Spanish -- if BIC "A" has Spanish language code (LANG = "S") and M-FRGN-SW is blank, sort files by ZIP +4 (9-digit ZIP code) in ascending order.
3. English -- if not Foreign or Spanish above, sort files by ZIP +4 (9-digit ZIP code) in ascending order.

## SNO EXTRACTION

A call is made to the SNO database. Each CAN in the SNO database has a SNO indicator that designates what Special Notice Option applies. If the SNO indicator is '0', it means that no Special Notice Option is on file and a regular notice is sent. If the SNO indicator is a '1', a '1' is moved to space 282 of the stepparent record (see Record Specification at the end of this document). A '1' in this space indicates the notice is sent, via certified mail, to the address listed for the CAN on the stepparent notice record. If the SNO indicator on the SNO data base is a '2', a '2' will be moved to the step parent record. A '2' in this space indicates that the notice will be sent, via first class mail, to the address listed for the CAN on the stepparent notice record. In addition, a phone call will be made. For the 2011 mailing, the servicing program service center will handle the phone call. The phone call will be made after the beneficiaries have been identified. A file that identifies the beneficiaries who need to be called will be sent by the developer. This file will contain the same information as the file that is sent to the vendor. The Wilkes-Barre DOC has built CSNO, which is a repository for telephone contacts. Notices which require a phone call are separated by PC Codes. The PC will make the phone call. There is a space on the Record Specification for the beneficiary's phone number. This phone number is the one that is on the SNO data base. A '3' in the SNO indicator field will be moved to space 282. A '3' means that a Braille notice must be sent to the address for the beneficiary. A '4' in the SNO indicator will be moved to space 282. A '4' means that a data CD must be sent to the beneficiary. Other values for Space 282 are '5' for other **that is currently not in use**, '6' for audio CD and '7' for large print notice.

The print mail vendor who handles the regular stepparent notices will get the files with the SNO indicator of '1'. SNO indicator of 1 records will be further sorted into three files—one for SNO '1' English, one for SNO '1' Spanish, and one for SNO '1' Foreign

The SNO vendor will get the SNO indicators of '2'. The PC code on the file will identify the Servicing PC for Wilkes-Barre DOC, who will store the notices requiring phone contacts. The SNO vendor will get the SNO indicators of '3' and '4', as well as those of '6' and '7'.

For each record identified and selected:

```
If Rep Payee Data exists on the Post MBR
(REPD-IND = 'Y')
and a Rep Payee exists (RPNI = '1' and TOP ≠ 'A')
and a RPN exists, access the SNO database
using the RPN
else if Rep Payee Data exists on Post MBR
(REPD-IND = 'Y')
and a Rep Payee exists (RPNI = '1' and TOP ≠ A')
```

and a RPN does not exist, do not access the  
SNO database and generate a record on the Regular Notice file  
else if Rep Payee Data exists on the Post MBR  
(REPD-IND = 'Y')  
and Rep Payee Data exists (RPNI = '1' and TOP = 'A')  
access the SNO database using the CAN/BIC or BOAN of the beneficiary  
else if Rep Payee Data exists on the Post MBR  
(REPD-IND = 'Y')  
and a Rep Payee does not exist (RPNI ≠ '1'),  
do not access the SNO database and generate a record on the Regular Notice file  
else if Rep Payee Data does not exist on the Post MBR  
(REPD-IND ≠ 'Y'), access the SNO database  
using the CAN/BIC or BOAN of the beneficiary.

If a match is found on the SNO database and the  
SNO Code equals '1' generate a record on the Certified Notice file  
else if a match is found on the SNO database and the  
SNO Code equals ('3' or '4' or '6' or '7') move the SNO Code to the SNO  
Indicator, generate a record on the SNO Notice file and generate a duplicate  
record, without the SNO Code, on the Regular Notice file  
else if a match is found on the SNO database and  
the SNO Code equals '2'  
move the SNO Phone Number to the Telephone Contact, generate a record on the  
Blind Notice file and generate a duplicate record, without the Telephone  
Contact, on the Regular Notice file  
else if a match is not found on the SNO database  
generate a record on the Regular Notice file If the SNO Code equals '2', use  
the domestic phone number. If the domestic phone number doesn't exist use the  
foreign phone number else move spaces to the Telephone Contact.

DOORS Match Operation:

This operation will use the domestic and Spanish language stepchild files from RETAP as input.

If domestic or Spanish, the district office phone number and address must be obtained from the DOORS database.

Exceptions to the DOORS match will be handled by creating a listing titled "Exception List - Stepparent" in the following format:

"EXCEPTION LIST - STEPPARENT"

SSN

PNA

Perform the match as follows:

1. If the district office code (DOC) = blanks, do not access the DOORS data base and do NOT build a notice record. Add beneficiary (BIC "A") account number and PNA of the record to "Exception List - Stepparent".
2. If the DOC = last 3 positions of the DOC on the DOORS data base:
  - a. If district office phone number is present, move this phone number to the stepchild record (DO Phone - positions 172-183).
  - b. If district office phone number is not present, move spaces to the stepchild record (DO Phone -positions 172-183).
  - c. If the office physical location is present, move this address to the Stepchild record (DO Address Information positions 184-281).
  - d. If the office physical location is not present, move blanks to the Stepchild record (DO address information positions 184-281).
  - e. If the DOC not = last 3 positions of DOC on DOORS data base, do not build a notice record. Add beneficiary (BIC "A") account number and PNA of record to "Exception List - Stepparent"



Special Instructions:

- Produce yearly test files by the last day of November. No test files are sent to the SNO vendor unless a change is made to the intermediate file. Notify Stephen McGill, ORSIS, MPB, extension 6-3709, for review of the test files prior to transmission.

Test file names: OLBG.BTI.NPC.SNORSTST.CSTP253E.RYYMMDD-English  
OLBG.BTI.NPC.SNORSTST.CSTP253S.RYYMMDD-Spanish  
OLBG.BTI.NPC.SNORSTST.CSTP253F.RYYMMDD-Foreign  
OLBG.BTI.NPC.SNORSTST.CSTP25EC.RYYMMDD-English

Certified

Mail

OLBG.BTI.NPC.SNORSTST.CSTP25ES.RYYMMDD-Spanish

Certified Mail

OLBG.BTI.NPC.SNORSTST.CSTP25EF.RYYMMDD-Foreign

Certified Mail

- Production files are transmitted to the vendors yearly upon completion of the December RETAP selection run. Notices must be mailed by December 31st.
- Provide ORSIS, MPB with the total number of record counts selected by each category (i.e. Domestic, Spanish and Foreign) and SNO Code.

C. **INPUTS**

Current MBR File

DOORS Database

SNO Database

D. **OUTPUTS**

- Files - see 'Sorting'
- Exception List - See DOORS Match Operation.
- Test Files in November, and
- Production files in December

E. **Service Level Requirements**

N/A

F. **Security and Privacy Requirements**

N/A

## G. Vendor Notice Validation Strategy

To validate the RETAP files created for the stepparent process, test files are produced every year in November. The analyst will review the files. After file validation, the analyst will notify the developer to transmit the files to the regular print mail vendor. Files for the SNO vendor are transmitted only if a change was made to the SNO record layout.

NOTE: We are not validating the RETAP process. IVEN is not used.

The regular print mail vendor will produce printout of notice records (100 records to include English, Spanish and Foreign records, if available).

Produce TRIDE/DOORS Exception Listing

### Data Review

Validation listing will be reviewed by OITPBS, DT2MA, T2EMD, Stephen McGill, extension 6-3422.

### Size

Validation files- 100 records for each version, if available.  
Production files- Full selections of set criteria.

H. Production Reports

Report

A report, similar to the one shown below for the 2012 mailing, is sent to all contacts upon completion of the production stepparent notice run in December of each year. If records are shown in one of the SNO Code 3, 4, 6, or 7 buckets, the SNO code applicable for each record should also be listed.

12/21/12	STEP PARENT VENDOR COUNTS
NPC ENGLISH (SNO CODE 0 2 3 4 5 6 7)	612
NPC SPANISH (SNO CODE 0 2 3 4 5 6 7)	23
NPC FOREIGN (SNO CODE 0 2 3 4 5 6 7)	3
NPC ENGLISH CERTIFIED (SNO CODE 1)	0
NPC SPANISH CERTIFIED (SNO CODE 1)	0
NPC FOREIGN CERTIFIED (SNO CODE 1)	0
NTI ENGLISH (SNO CODE 3 4 6 7) BRAILLE, DATA CD, AUDIO CD, LARGE PRINT	1*
NTI SPANISH (SNO CODE 3 4 6 7) BRAILLE, DATA CD, AUDIO CD, LARGE PRINT	0
NTI FOREIGN (SNO CODE 3 4 6 7) BRAILLE, DATA CD, AUDIO CD, LARGE PRINT	0
WBD (SNO CODE 2) FIRST CLASS MAIL WITH CALL	0

\* 1 - LARGE PRINT

Record Specification  
ANNUAL NOTIFICATION OF STEPPARENTS

Record Length = 381          Block Size = 29,786

Record Location	Field Name	Program Mnemonic	Field Size	Foot Note
1-11	Account Number (includes dashes (-))	CAN	11	B
12-13	Beneficiary Identification Code	BIC	2	C
14-145	Beneficiary Name & Address (6 lines of up to 22 characters each)	PNA	132	D
146-150	5-digit Zip Code	ZIP	5	E
151-154	Zip +4	+4	4	F
155-157	Zip Point Delivery Code	ZDPC	3	G
158-171	Barcode Representation (*999999999999* or spaces)		14	H
172-183	District Office (DO) Phone (Format: XXX-XXX-XXXX)		12	I
184-205	DO Address Line 1		22	J
206-227	DO Address Line 2		22	K
228-249	DO Address Line 3		22	L
250-269	DO City		20	M
270-271	DO State		2	N
272-281	DO Zip Code (XXXXX-XXXX)		10	O
282	SNO indicator- 1,2,3,4,6 or 7		1	P
283	Priority Code		1	
284-298	Beneficiary's or Rep Payee's Phone number from SNO database		15	Q
299-313	DECEMBER 31, 20		15	R
314-315	Current Year		2	S

316-378	Filler	63	T
379	Payment Center no-Office Code	1	U
380-381	Language indicator	2	V

Here is the record layout for this file.

FILE-TO-NTIS			1	381	381
5 STEP-CAN-AREA	XXX	1	1	3	3
5 STEP-DASH1	X	2	4	4	1
5 STEP-CAN-GROUP	XX	3	5	6	2
5 STEP-DASH2	X	4	7	7	1
5 STEP-CAN-SERIAL	X(4)	5	8	11	4
5 STEP-BIC	XX	6	12	13	2
5 STEP-PNAS	GROUP	7	14	145	132
10 STEP-PNA1	X(22)	8	14	35	22
10 STEP-PNA2	X(22)	9	36	57	22
10 STEP-PNA3	X(22)	10	58	79	22
10 STEP-PNA4	X(22)	11	80	101	22
10 STEP-PNA5	X(22)	12	102	123	22
10 STEP-PNA6	X(22)	13	124	145	22
5 STEP-ZIP5	X(5)	14	146	150	5
5 STEP-ZIP4	X(4)	15	151	154	4
5 STEP-ZDPC	XXX	16	155	157	3
5 STEP-BARCODE	X(14)	17	158	171	14
5 STEP-DOCPHONE	GROUP	18	172	183	12
10 STEP-DOC	XXX	19	172	174	3
10 STEP-DOC-FIL	X(9)	20	175	183	9
5 STEP-DOC-ADD1	X(22)	21	184	205	22
5 STEP-DOC-ADD2	X(22)	22	206	227	22
5 STEP-DOC-ADD3	X(22)	23	228	249	22
5 STEP-DOC-ADD4	X(22)	24	250	271	22
5 STEP-DOC-ZIP	X(10)	25	272	281	10
5 STEP-SNO-DATA	GROUP	26	282	381	100
10 STEP-SNO-CODE	X	27	282	282	1
10 STEP-SNO-PRIORITY	X	28	283	283	1
10 STEP-BTN-RPN-PHONE-NUMBER					
	X(15)	29	284	298	15
10 STEP-FILLER	X(83)	30	299	381	83

Foot Notes/Field Definitions:

A. Date/Fecha

The vendor will need to put the date on all the Notices, for the last business day of the calendar year.

NOTE: The notices will all be dated for December -- The Spanish translation for December is "Diciembre".

B. Account Number

Account number of beneficiary

The record will show hyphens (-) normally associated with this data.

C. BIC

Beneficiary Identification Code (may be 1 or 2 positions)

D. Beneficiary Name and Address (6 lines of address of up to 22

characters each)

This is taken from PNA1-PNA6 on the MBR for PIC A. Ensure that spaces right fill records with less than 6 PNAs.

E. 5-Digit Zip Code

This is the 5-digit Zip Code associated with the address.  
(Foreign -- if first 2 positions of Zip Code are spaces, make the whole Zip code spaces)

F. Zip +4

This is the +4 add-on that is associated with the Zip code.

Note: All records may not have a +4. If there is no +4, move spaces to this field.

G. Zip Point Delivery Code

This is the Zip Point Delivery Code.  
(NOTE: This will not be shown on the notice -- it is part of the barcode). If there is no Zip Point Delivery Code, put spaces.

H. Barcode Representation

The POSTNET barcode representation will be produced on the record in the following format:

(\*999999999999\*)

1. Where the barcode font starts.....(\*)
2. The actual 12 digits of the Zip Code Data (i.e., the 5-digit Zip (positions 146-150), the +4 (positions 151-154) and the Zip Point Delivery Code (positions 155-157))
3. Where the barcode font stops.....(\*)
4. If only 5 or 9-digit Zip, do not print barcode.

NOTE: This will always be underneath the last line of the address and will only be on domestic and Spanish notices. The vendor will be responsible for converting the numerics into a barcode suitable for mailing.

I. District Office Telephone Number

The record will display the hyphens (-) normally associated with this data (i.e., XXX-XXX-XXXX). The district office phone number will always be present on domestic and Spanish notices.

NOTE: The District Office Address, City, State and Zip Code will appear on all Domestic and Spanish notices.

J. First Line of District Office Address

K. Second Line of District Office Address

L. Third Line of District Office Address

J, K, L = the address of the physical location of the district office extracted from the DOORS data base. Initialize this field to blanks before accessing the DOORS data base.

M. District Office City

The city of the district office extracted from the DOORS data base. Initialize this field to blanks before accessing the DOORS data base.

N. District Office State

The State of the district office extracted from the DOORS data base. Initialize this field to blanks before accessing the DOORS data base.

O. District Office Zip Code

XXXXX-XXXX (Zip Code +4)

The record shows hyphens normally associated with this data.

The ZIP Code and +4 of the district office extracted from the DOORS data base. Initialize this field to blanks before accessing the DOORS data base.

NOTE: The DO Zip code may not have a Zip +4. If there is no +4 for the DO, show spaces.

P. SNO indicator - '1' indicates certified mail, '2' indicates telephone contact, '3' indicates a Braille notice will be sent, along with a first class print notice. A '4' indicates a Data CD will be sent, along with a first class print notice. A '6' indicates an audio CD, and a '7' indicates a large print notice.

Q. Beneficiary's telephone number-phone number from the SNO database. If there is a Representative Payee on the SNO database, the telephone number must be that of the Rep Payee. If no Rep Payee, the telephone number is the beneficiary's phone number as given on the SNO database. The telephone number on the SNO database is preferred over the one on the MBR because the SNO database is more current than the MBR.

The files are sorted by zip codes. The SNO vendor gets the English, Spanish and the foreign files for SNO Codes 2-7. The print mail vendor gets the English, Spanish and Foreign files for SNO Codes 0 (no SNO code) and 1 (certified mail). There is no provision for Certified Mail in the foreign file. The print mail vendor will send them by registered mail.

The SNO vendor gets the English, Spanish and Foreign files for SNO Codes 3, 4, 6, and 7.



## Fee Adjustment

### A. Background

Authorized Organizational representatives are permitted to charge a fee for services. The amount charged is limited to 10% of the beneficiaries' payment amount, but no more than \$??\* for no DA/A involvement and \$??\* for DA/A involvement.

The COLA is due annually in December , and although some will be Non-COLA years, all parties must be notified of the potential increase in the fee to be collected.

Notices of an increase in fee or no increase need to be sent to the Representative Payee and the Beneficiary/Recipient. The number of beneficiary letters sent will depend upon the COLA.

\* The exact amount of the fee will not be known until the amount of the COLA is announced annually in October. (See fee table – last page, for current amounts).

### B. Processing

#### 1. Representative Payee notice:

From the RPS database RP record, select the RPs who have an:

- RPIDQ = 9 numeric and alpha O, and
- ORGFEEAPVL = Y and
- NO date in the ORGFEESTP
- NO date in the ORGZNSTPDT

#### 2. Beneficiary notice:

For each Representative Payee selected in step 1,

- select each Beneficiary/Recipient that is linked to the RP record with an R3 record or a pending decision type 98 in the R2 record.

For each R2/R3 record selected,

- compare against the MBR/SSR to verify that the current entitlement status is "in pay" on the MBR/SSR.

What is in pay?

- For T2: LAF = [C/D]
- For T16: PSY = [C01]

For each record that meets the above criteria,

- we will check the MBR/SSR for the DA&A code

For - T2 select MBR = DIB DATA LINE - last iteration, DAA field, Codes {X/Y/Z}

For - T16 select SSR = CMPH LINE and the last iteration of the DA&A field, D field (DRUG-M), Codes [X/Y/Z]

For multiple entitlements, finding the indicator on any entitlement will count as one DA&A record.

Annotate the records found with the DA&A codes [X/Y/Z].

### 3. Beneficiary SNO Notice:

For each bene record, read SNO database to determine if there is a SNO code.

- If SNO code = 1 - a separate file is sent to the regular print Vendor.
  - For this SNO code, the record is not written to the regular file, only the certified file. The name indicates that it is to be mailed certified instead of first class.

For all other SNO codes, a record is written to the regular file and another record is written to the NTIS file or the WBD0C file

- If SNO code = 2 – Write to regular file and write to WBD0C file
- If SNO code = 3, 4, 6 or 7 – Write to regular file and write to NTIS file in exact layout as the regular file.

### C. Output

Output files will be produced according to record specifications .

1. Representative Payee Notice:

- The information for the payee name and address (#1-6) and Zip code on Attachment 2 will be obtained from the RP record and will consist of:
  - RPMLGD
  - RPMADDR
  - RPMCITY
  - RPMSTATE
  - RPMZIP5

**Note:** Exact fees are unknown until the annual COLA figures are released each year in October. The new fee amounts will be parmed into the program.

2. Beneficiary Notice:

- The information for the beneficiary name and address (#1-6) and Zip code Attachment 1 will be obtained from the R2 and R3 records and will consist of:
  - BCFNAM
  - BCLNAM
  - BCSFFX

If the name fields together exceed 22 bytes, build the name backwards; i.e., last name,  
then as many letters of the first name as possible.

For the BN address, use the BCLCTNIDQ from the R1 to access the RP record and pull:

- RPMADDR
- RPMCITY
- RPMSTATE
- RPMZIP5

The notice fill-ins will consist of:

Fill in #1 - BICID

Fill in #2 - (DAA max/min amount)

To determine the DA&A maximum/minimum amount, use the codes from the MBR/SSR:

[X/Y/Z] fill in = ??\*

All other codes or low values (blanks),  
fill in = ??\*

\*Note = Exact fill-in is unknown until the COLA figures are released annually in October.

## Attachment 1

### RECORD SPECIFICATIONS -- BENEFICIARY NOTICE (Form SSA-L251-SM)

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>	<u>A/N/C</u>	<u>Foot Note</u>
01 - 11	SSN	11	N/C	(1)
12 - 33	Bene Name and Address 1	22	A/N/C	
34 - 55	Bene Name and Address 2	22	A/N/C	
56 - 77	Bene Name and Address 3	22	A/N/C	
78 - 99	Bene Name and Address 4	22	A/N/C	
100 - 121	Bene Name and Address 5	22	A/N/C	
122 - 143	Bene Name and Address 6	22	A/N/C	
144 - 148	Zip code	5	N	(2)
149 - 150	Fill-in #1-Fee amount	2	N	
151	SNO Code	1	N	
152	SNO Priority Code	1	A	
153-154	T2 – T16	2		
155-156	Regional Office Number	2	A	(3)

[A] = ALPHA

[N] = NUMERIC

[C] = CHARACTER

(1) Includes Hyphens

(2) This is a two position dollar amount used for fill-in.

(3) Used to determine which signature block to use on the notice.

# Social Security Administration

## Important Information

Date: December 1, **(Current Year)**  
SSN **(1-11)**

**(12-33)**  
**(34-55)**  
**(56-77)**  
**(78-99)**  
**(100-121)**  
**(122-143)(144-148)**

We are writing to let you know about a change in the fee your representative payee may collect for serving as your representative payee.

### **Amount of Fee**

Beginning December **YYYY**, your representative payee may collect a fee of up to 10 percent of your total monthly benefits, but no more than **\$XX.00** each month.

This increase should be taken from the payment received in January **YYYY**.

### **If you Have Any Questions**

If you have any questions, you may call us toll-free at 1-800-772-1213. We can answer most questions over the phone. You may also write or visit any Social Security office. Written inquiries may be sent to:

PO Box 17746  
Baltimore, MD 21235-7746

If you do call or visit an office, please have this letter with you. It will help to answer your questions.

Signature Block  
(See attached table)

Form SSA-L251-SM (11-2008)

Form SSA-L251-SM (11-2008)

Form SSA-L251-SM (11-2008)

## Attachment 2

### RECORD SPECIFICATIONS -- REPRESENTATIVE PAYEE NOTICE (Form SSA-L252-SM)

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>	<u>A/N/C</u>	<u>Foot Note</u>
01 - 22	Payee Name and Address 1	22	A/N/C	
23 - 44	Payee Name and Address 2	22	A/N/C	
45 - 66	Payee Name and Address 3	22	A/N/C	
67 - 88	Payee Name and Address 4	22	A/N/C	
89 - 110	Payee Name and Address 5	22	A/N/C	
111 - 132	Payee Name and Address 6	22	A/N/C	
133 - 137	Zip Code	5	N	
138 - 139	Region Code	2	N	

NOTE: \$(\$\$) amounts on this letter will be set amounts supplied to the Vendor as soon as they are known.

[A] = ALPHA

[N] = NUMERIC

[C] = CHARACTER





# Social Security Administration

## Important Information

Date: December 1, **(Current Year)**

**(1-22)**  
**(23-44)**  
**(45-66)**  
**(67-88)**  
**(89-110)**  
**(111-132)(133-137)**

We are writing to let you know about a change in the fee you may collect for serving as a representative payee for Social Security and Supplemental Security Income beneficiaries.

### **Amount of Fee**

Beginning December **YYYY**, you may collect a fee of up to 10 percent of the total monthly benefits from beneficiaries entitled to disability benefits who have a drug addiction and/or alcoholism condition. The maximum amount that you can collect is \$        per month.

This increase should be taken from the payment you receive in January **YYYY**.

In all other cases, you may collect a fee of up to 10 percent of the total monthly benefits, up to a maximum amount of \$ **XX.00** per month.

### **If You Have Any Questions**

If you have any questions, you may call us toll-free at 1-800-772-1213, or you may call your local Social Security office. We can answer most questions over the phone. You may also write or visit any Social Security office. If you do call or visit an office, please have this letter with you. It will help us answer your questions.

Signature Block  
(See attached table)

## Attachment 3

## RECORD SPECIFICATIONS -- WBDOC CSNO EMAIL

<u>Record Location</u>	<u>Field Name</u>	<u>Field Size</u>	<u>A/N/C</u>	<u>Foot Note</u>
01 - 09	SSN	9	N	
10 - 11	BIC	2	A/N	
12 - 33	Name (1 <sup>st</sup> line of Address)	22	A/N/C	(1)
34 - 55	Bene Name and Address 2	22	A/N/C	
56 - 77	Bene Name and Address 3	22	A/N/C	
78 - 99	Bene Name and Address 4	22	A/N/C	
100 - 121	Bene Name and Address 5	22	A/N/C	
122 - 143	Bene Name and Address 6	22	A/N/C	
144 - 148	Zip Code	5	A	
149	SNO Code	1	N	
150	SNO Priority Code (S)	1	A	
151 - 152	T2 - T16 ('02' or '16')	2	A	
153 - 154	Regional Office Code	2	A	(2)
155 - 157	SNO-Telephone Area Code	3	N	
158 - 160	SNO-Telephone Exchange	3	N	
161 - 164	SNO-Telephone Number	4	N	
165 - 169	SNO-Telephone Extension	5	N	
170 - 186	Spoken Language Preference	17	A	
187	Sex	1	A	
188 - 190	ROC-ACR	3	A	
191 - 193	Servicing Field Office Code	3	N	(3)
194 - 197	Form Type ('L251')	4	A	
198 - 207	System ID	10	A	
208 - 209	Fill-In: Fee Amount	2	N	(4)
210 - 220	Filler	11	A	

[A] = ALPHA

[N] = NUMERIC

[C] = CHARACTER

- (1) Beneficiary First Name, 1<sup>st</sup> line of address.
- (2) Use to determine which signature block to use on the notice.
- (3) This is the field office initially assigned to make the phone call.
- (4) Two position dollar amount used as the fill-in.

## Social Security Administration Important Information

(12-33)  
(34-55)  
(56-77)  
(78-99)  
(100-121)  
(122-143) (144-148)

Date: December 1, *(current year)*  
SSN/Claim Number: *(1-9)*

We are writing to let you know about a change in the fee your representative payee may collect for serving as your representative payee.

### **Amount of Fee**

Beginning December YYYY, your representative payee may collect a fee of up to 10 percent of your total monthly benefits, but no more than **\$XX.00** each month.

This increase should be taken from the payment received in January YYYY.

### **If You Have Any Questions**

If you have any questions, you may call us toll-free at 1-800-772-1213. We can answer most questions over the phone. You may also write or visit any Social Security office. Written inquiries may be sent to:

PO Box 17746  
Baltimore, MD 21235-7746

If you do call or visit an office, please have this letter with you. It will help us answer your questions.

SIGNATURE BLOCK  
(See attached table)

PC Code

Notice Signature Block

1	Social Security Administration
2	Social Security Administration
3	Social Security Administration
4	Social Security Administration
5	Social Security Administration
6	Social Security Administration
7 or 8	Social Security Administration

The fee should be the lesser of 10% of the monthly benefit amount (MBA).

EXHIBIT S

**YOUR LETTERHEAD**

DATE:

TO: Business Mailer Support

RE: USPS Minimum Volume Reduction Program

To Whom It May Concern:

I am writing to request approval to use USPS Minimum Volume Reduction Program as shown in Publication 401 - Guide to the Manifest Mailing System. The exception is for the “200 piece or 50 pound” rule for permit imprint mailings (including certified and foreign mail).

If approved, we would submit the paperwork electronically and include piece level barcode information.

A large portion of our business is government mailings and the use of this exception would greatly expedite our mail processing.

Please let me know if any additional information is required. My contact information is below.

Thank you for your time and consideration.

**NAME AND PHONE NUMBER OF YOUR CONTACT**



EXHIBIT T

Account Name	Meter Serial Number	Job ID 1	Operator	Transaction Start Time
SSA Contract Program #	#####	SSA Mailer # and File Date		
<b>Grand Total</b>				

Transaction End Time	Date	Location	Meter Model	Class of Mail



EXHIBIT U

