



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

Expires 29 April 2005

REPLY TO
ATTENTION OF:

ATZK-IM (380)

29 April 2003

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT: USAARMC Policy Memo No. 3-03 - Investigative Requirements for Contractors
Accessing Sensitive Government Information Systems and Networks**

1. References:

- a. AR 380-19, Information Systems Security, 27 February 1998.
- b. AR 380-67, The Department of the Army Personnel Security Program, 9 September 1988.
- c. Memo, HQDA, DAMI-IM, 16 December 1996, subject: Waiver to AR 380-19 Requirements.
- d. USAARMC Pamphlet 380-67, Personnel Security Program, 24 October 1994.

2. Before contract employees may access government information systems/networks, the following criteria must be met:

- a. The contract employee must be a citizen of the United States, unless occupying a position that is waivable under reference 1c above. If the individual is occupying a waivable position, the Information Assurance Security Officer (IASO) must obtain approval from the USAARMC Designated Accreditation Authority (DAA) before allowing the individual access to the information system or network.
- b. The Contracting Officer Representative (COR) must verify that the contractor requires access to the information system or network to fulfill the requirements of the contract.
- c. Contract employee must have the appropriate investigation and clearance, if a clearance is required.
- d. Contract employee must receive training as required by Public Law 100-235, before accessing the information system. Training must be documented.

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3. Contract employees occupying an automated data processing (ADP) I, II, or III position (see enclosure 1) must successfully complete a security investigation as listed below. The investigation must be completed before the individual is permitted access to any automated information system.

a. ADP-I. Single Scope Background Investigation (SSBI).

b. ADP-II. National Agency Check, Local Agency Checks, and Credit Check (NACLIC), Secret/Periodic Reinvestigation (Secret/PR), National Agency Check (NAC), Entrance National Agency Check (ENTNAC), Access National Agency Check with Inquiries (ANACI), or National Agency Check with Inquiries (NACI).

c. ADP-III. National Agency Check, Local Agency Checks, and Credit Check (NACLIC), Secret/Periodic Reinvestigation (Secret/PR), National Agency Check (NAC), Entrance National Agency Check (ENTNAC), Access National Agency Check with Inquiries (ANACI), or National Agency Check with Inquiries (NACI).

4. The security manager of the organization employing the contractor is responsible for verifying the investigative information.

a. If the contractor has an unclassified contract, and the individual has had an investigation based on prior military, civilian or contract service, the investigative information can be verified through the G2/Directorate of Intelligence and Security. If there has been a break in service of more than 2 years, a new investigation must be submitted using SF 85P. The SF 85P must be completed using Electronic Personnel Security Questionnaire (EPSQ). Use FK Form 5042-R-E at enclosure 2 when requesting investigative status from the G2/Directorate of Intelligence and Security.

b. If the contractor has a classified contract, the investigative information will be obtained from the security officer of the contractor's facility. If an investigation is required, the security officer of the contractor's facility will process the SF 85P.

5. Criteria for occupying an ADP I, II, or III position are contained in AR 380-67, para 2-200. If adverse information surfaces either through the formal security investigation or through other official sources after the investigation, the procedures in Chapter 8 of AR 380-67 will be followed and a suitability determination must be made. This is a continuous process. Suitability adjudication is the collective responsibility of the Commander/Director, Security Manager, Contracting Representative (COR), and the Information Assurance Security Manager (IASM).

a. The investigation must be successfully completed before assigning an individual to any ADP I or II position.

b. The investigation must be initiated before assigning an individual to any ADP III position.

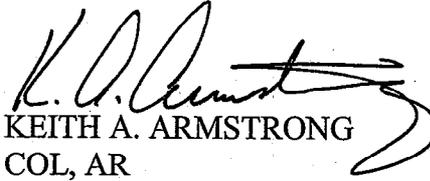
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Accessing Sensitive Government Information Systems and Networks

6. Point of contact is Karen Daniels, IASO, phone 4-7201.

FOR THE COMMANDER:

2 Encls


KEITH A. ARMSTRONG
COL, AR
Garrison Commander

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CF:

DCG, USAARMC

ADP Requirements for Contractors

1. Personnel requiring access to automated information systems (AIS) are required to have the appropriate investigation/clearance.

a. Civilian, military, consultants, and **contractor personnel** meeting the requirements of an automated data processing (ADP) I, II, or III position (see criteria in para 1c below) will undergo a security investigation as listed below.

(1) ADP-I. Single Scope Background Investigation (SSBI).

(2) ADP-II. National Agency Check (NAC), Entrance National Agency Check (ENTNAC), or National Agency Check with Inquiries (NACI).

(3) ADP-III. National Agency Check (NAC), Entrance National Agency Check (ENTNAC), or National Agency Check with Inquiries (NACI).

b. Before users are granted access to any system, the system owner must determine if access requires a background check and the type of background check required per the level of ADP sensitivity and the ADP position requirements defined in paragraph 1a above.

c. Criteria for determining eligibility for ADP I, II or III positions are contained in AR 380-67, para 2-200; USAARMC Pam 380-67, appendix S; and Fort Knox G2/Directorate of Intelligence & Security Public Folders, Personnel Security Program, Personnel Security Adjudicative Guidelines. Commanders or supervisors who become aware of adverse information, either through the formal security investigation or through other official sources, will follow the procedures in chapter 8 of AR 380-67, which may include suspension from duties. Suspensions or other more adverse actions will be based on the normal process as contained in AR 380-67. The investigation must be successfully completed before assigning an individual to any ADP I or II duties.

d. Criteria for designating ADP positions:

(1) ADP-I. Critical-sensitive positions. Those positions in which the incumbent is responsible for the planning, direction, implementation of a computer security program; major responsibility for direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk of causing grave damage, or realize a significant personal gain.

(2) ADP-II. Noncritical-sensitive positions. Those positions in which the incumbent is responsible for the direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority of the ADP-I category to ensure the integrity of the system.

(3) ADP-III. Nonsensitive positions. All other positions involved in computer activities.

2. Additional responsibilities for personnel managing, supervising, and performing ADP I, II, III duties are found in AR 380-67, chapter 9 and USAARMC Pam 380-67, chapter 9.

Encl 1 to memo, HQ USAARMC, ATZK-IM, 29 Apr 03, subj: USAARMC Policy Memo No. 3-03 - Investigative Requirements for Contractors Accessing Sensitive Government Information Systems and Networks

INVESTIGATION STATUS PERTAINING TO CONTRACTORS

For use of this form, see AR 380-67.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 U.S.C. 3012 and E.O. 9397.

PURPOSE: Requested information will be used to verify investigation status.

ROUTINE USE: Your Social Security Number (SSN) will be used to identify you.

DISCLOSURE: Providing this information is voluntary; however, we may not be able to verify the status of your investigation in a timely manner if the information we have requested is not provided. This may affect your placement or employment prospects.

INSTRUCTIONS: See back of this form for guidance. DATE _____

TO	FROM
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REASON FOR REQUEST

Assignment to ADP I Position.
 Assignment to ADP II Position.
 Assignment to ADP III Position.

NAME (LAST, First Middle)	SSN
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MILITARY HISTORY From _____ To _____	CIVIL SERVICE HISTORY From _____ To _____
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FEDERAL GOVERNMENT CONTRACTOR HISTORY

Contractor's Name _____	From _____	To Present _____
Contractor's Name _____	From _____	To _____
Contractor's Name _____	From _____	To _____
Contractor's Name _____	From _____	To _____

TO	FROM
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RESULTS OF G3/DPTM SECURITY DIVISION'S STATUS CHECK

Investigation Type _____ Conducted By _____ Date _____

No Record (You must submit a National Agency Check (NAC) using an SF 85P).

TYPED NAME, GRADE, AND TITLE	SIGNATURE	DATE
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GUIDANCE FOR USE OF THIS FORM

This form will be used to check the investigative status of Federal Government Contractors. The following procedures apply:

- Determine if the contractor has a classified or unclassified contract.
 - If the contractor has a classified contract, the investigative information will be obtained from the contractor's facility security officer. If an investigation is required, the facility security officer will process the SF 85P.
 - If the contractor does not have a classified contract, follow the instructions below.
- Query the individual to determine if there has been over a 2 year break in Federal Service or Federal Government Contractor employment.
- If more than a 2 year break exists, forward the appropriate investigation to G2/Directorate of Intelligence and Security.
- If the individual does not work for a contractor with a classified contract or has not had over a 2 year break from Federal Government, forward this form to G2/Directorate of Intelligence and Security, ATTN: ATZK-SSP.

Results of the status check will be annotated on this form:

- If "No Record" is indicated on the form or the individual has over a 2 year break in Federal employment, follow the procedures outlined in paragraph 4, Personnel Security Update 17, June 1998, in submitting the appropriate forms:
 - ADP I Position: Single Scope Background Investigation (SSBI): The investigative packet will consist of a DD Form 1879, SF 85P, and FD 258.
 - ADP II & ADP III: National Agency Check (NAC): The investigative packet will consist of a National Agency Security Information Form, SF 85P, and FD 258.

Criteria for determining ADP I, ADP II, and ADP III is outlined in AR 380-67, paragraph 3-101 and appendix K and USAARMC Pam 380-67, Appendix J.