



**Statement of Work
Security Clause for Classified Contracts
Additional Help for ADS Chapter 567**

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Statement of Work Security Clause for Classified Contracts

This contract is designated as a classified contract in accordance with ADS Chapter 567, "Classified Contract Security and Contractor Personnel Security Program," and FAR Subpart 4.4, "Safeguarding Classified Information within Industry." As such, it is subject to the requirements of these regulations and the security classifications specifications contained in the DD Form 254.

The contractor must maintain a Facility Security Clearance (FCL) at the level on the DD Form 254.

Employees of the contractor working under this contract and requiring access to classified national security information and/or to areas under the control of USAID deemed restricted space by the USAID's Office of Security must have been subject to an appropriate level background investigation by the Office of Personnel Management (OPM). OPM must issue an Interim or Final security clearance for each such employee before USAID will grant him or her unescorted access to USAID's restricted space(s) or permit him or her access to classified national security information.

The contractor's Facility Security Officer (FSO) must forward a valid Visit Authorization Letter (VAL) identifying their representatives/employees and the required security clearance information to the USAID Office of Security via e-mail: SECDomestic@usaid.gov. A JPAS (JCAVS) Person Summary Sheet must be included with the VAL.

In the event the contractor subcontracts any work to be performed under this classified contract, the contractor is responsible for issuing the security guidance provided by USAID to any subcontractors and ensuring that subcontractor(s) comply with security requirements of the prime contract (if subcontracting is allowable).

All contractors must comply with Homeland Security Presidential Directive – 12 before a building access badge is issued. Employees must physically present two identity source documents, one of which must be a state or Federal issued photo identification (ID). The process begins with the local Bureau AMS Officer who will aid the contractor in becoming enrolled in the identification process. The Office of Security will issue Ronald Reagan Building (RRB) facility passes to individual contractor representative/employees upon completion of the identity proofing process and receipt of the Visit Authorization Letter. The contractor must ensure that any passes issued are returned upon termination of employment or completion of the contract, whichever occurs first.