

SCIF Pre-Construction Checklist

This checklist is intended to provide the CSA/AO with the information required to determine the minimum security requirements for final SCIF accreditation and to assist the project personnel with planning and designing the SCIF appropriately and cost efficiently. When completing this checklist, provide as much detail as possible based upon what is known at the time it is being filled out. If any information is not known, mark the question/section as unknown and provide a description in section 5 or on additional pages that are attached to the checklist when it is sent to the AO.

Notes:

1. This checklist is not intended to contain any classified information. Completing the checklist should not make it classified, however, consult with your AO or security office before sending a completed checklist across unclassified lines of communication.
2. The digital/soft copy of this checklist has a 'mouse over' feature where the user can place the mouse over a section and additional information will appear to assist in filling out the checklist.

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1. GENERAL	
1.1 Organization/SCIF Owner Name	
1.2 Date Checklist Submitted	
1.3 SCIF Identification Number (if applicable)	
1.4 Organization Subordinate to (if applicable)	
1.5 Construction Project Name/Title	
1.6 Construction Project Address Notes: 1. If classified, write N/A.	
1.7 Name(s), Position Title(s), and Contact Information of Individual(s) Completing this Checklist.	Name(s): Position Title(s): Email Address(s): Phone Number(s):
1.8 Expected Start Date of Construction	
1.9 Expected End Date of Construction	
1.10 Who is currently the primary security point of contact for the construction project (i.e. who will the AO interface with directly throughout planning and design). This is typically the SSM, however, if an SSM has not yet been identified there needs to be a primary security POC until an SSM is assigned. Notes: 1. If this person changes the AO must be notified.	Name: Position Title: Organization: Email Address: Phone Number: Comments:

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<p>1.11 Will the person identified in number 1.10 attend all: Design Reviews, Construction Project Planning Meetings, and Other Project Related Meetings prior to the release of the construction contract bid package? Notes:</p> <p>1. A security representative shall be included throughout the construction project planning process to ensure all construction accreditation requirements (STC, ATFP, TEMPEST, etc.) are included in the construction project requirements.</p>	<input type="radio"/> Same Person	<input type="radio"/> Different Person
<p>1.11.1 If a Different Person than identified in question 1.10, identify who will represent the security requirements during these meetings. Include Name, Position, Organization, and contact information.</p>	<p>Name:</p> <p>Position Title:</p> <p>Organization:</p> <p>Email Address:</p> <p>Phone Number:</p> <p>Comments:</p>	
<p>1.12 Security In-Depth Starting Point (Mandatory Outside the US) – Will the construction project be located (check all that apply):</p>	<p><input type="radio"/> On a military installation, embassy compound, USG compound or contractor compound with a dedicated U.S. person response force.</p> <p><input type="radio"/> Within a controlled building with separate access controls, alarms, elevator controls, stairwell control, etc. required to gain access to building or elevator.</p> <p><input type="radio"/> Controlled office areas adjacent to or surrounding SCIFs that are protected by alarm equipment installed in accordance with manufacturer’s instructions.</p> <p><input type="radio"/> Fenced compounds with access-controlled vehicle gate and/or pedestrian gate.</p> <p><input type="radio"/> None of the above (only optional within the US)</p> <p>Comments:</p>	

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2. CONSTRUCTION		
<p>2.1 Construction project general description and scope of work. (Provide general description of the reason for the construction and the details of work to be performed.). Use additional pages if necessary.</p>	<p>Description:</p>	
<p>2.2 Building Type – Is the construction project a New Building or Modifying/Renovating an Existing Building? If it is a New Building, skip to question 2.3.</p>	<p><input type="radio"/> New Building</p>	<p><input type="radio"/> Existing Building</p>
<p>2.2.1 For existing buildings, what is being modified? Check all that apply.</p>	<ul style="list-style-type: none"> <input type="radio"/> Walls (drywall, steel/wood studs, blocks/CMU, etc.) <input type="radio"/> Doors (STC rated? RFI rated? ATFP rated? etc.) <input type="radio"/> Electrical (lights, power, UPS, generators, cable trays, fire alarm, mass notification system (MNS), building management system (BMS), etc.) <input type="radio"/> HVAC (air duct, fan coils, chillers, thermostats, CRAC units, AHUs, VAVs, BMS, etc.) <input type="radio"/> Ceiling (acoustic ceiling tiles, drywall, other, etc.) <input type="radio"/> Windows (STC rated? RFI rated? ATFP rated? etc.) <input type="radio"/> Floors (Raised Access Floor, carpet, tiles, hardwood, etc.) <input type="radio"/> Plumbing (pipes, bathroom fixtures, fire suppression, etc.) <input type="radio"/> Structural (anything load bearing, blast walls/zones, etc.) <input type="radio"/> Technical Security (IDS, CCTV, Access Control, etc.) and/or TEMPEST countermeasures (RF shielding, dielectric breaks, filters, wave guides, grounding, etc.) <input type="radio"/> Other (anything else to be modified not covered above) 	

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2.3.2.1 If yes to 2.3.2, describe the nationalities of all foreign nationalities expected to work in the building, if known. Use additional pages if necessary.	Description:		
2.3.2.2 If yes to 2.3.2, can a foreign national access any area(s) immediately adjacent to the SCIF (i.e. can a foreign national touch the SCIF perimeter)? This includes all SCIF walls, floors, and ceilings. If yes, please describe. Use additional pages if necessary.	Description:		
2.3.2.3 If yes to 2.3.2, does the US government or SCIF owner (i.e. US Contractor) have control over the entire building, to include space occupied by foreign nationals?	<input type="radio"/> Yes, the US government/SCIF owner has control over the building and all space within.	<input type="radio"/> No, the US government/SCIF owner does not have control over the building and all space within.	
2.4 What is the square footage of the SCIF?	Description:		
2.5 Will the SCIF have Compartmented Areas (CA)? If no, skip to 2.6.	<input type="radio"/> Yes, the SCIF will have CA.	<input type="radio"/> No, the SCIF will not have CA.	
2.5.1 If yes to 2.5, has the CA Checklist (Chapter 13 of the ICD/ICS Tech. Spec.) been completed? If yes, attach a copy to this checklist when sending to the AO. If no, complete 2.5.1.1.	<input type="radio"/> Yes	<input type="radio"/> No	
2.5.1.1 If no to 2.5.1, when will the CA checklist(s) be completed for submission to the AO?	Date:		
2.6 Will the SCIF contain equipment that will be processing National Security Information (NSI)?	<input type="radio"/> Yes	<input type="radio"/> No	

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<p>2.7 Has the supported command/SCIF owner provided the CTTA, through the AO, with a completed TEMPEST Checklist (Chapter 13 of the ICD/ICS Tech. Spec.) for review? If yes, complete 2.7.1 If no, complete 2.7.2.</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>2.7.1 If yes to 2.7, will there be a TEMPEST requirement?</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>2.7.2 If no to 2.7, when will the TEMPEST Checklist be completed for submission to the AO? Notes: 1. Based on CTTA recommendations, the AO may require TEMPEST countermeasures for any SCIF.</p>	<p>Date:</p>	
<p>2.8 Construction General Contractor (GC) – Will the GC be US owned, Non-US owned (Foreign), or multiple/both?</p>	<input type="radio"/> US Owned <input type="radio"/> Non-US Owned (Foreign) (must have AO approval) Complete 2.8.1 <input type="radio"/> Multiple/Both (if planning to use a different GC for different phases of construction). Complete 2.8.1 <input type="radio"/> Unknown Complete 2.8.1	
<p>2.8.1 Describe the situation for why the GC will not be US owned and/or why it is unknown what the GC will be. Notes: 1. The AO must approve the GC being Non-US owned. Use additional pages if necessary.</p>	<p>Description:</p>	

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<p>2.9 Construction Subcontractors – Will the construction subcontractor(s) be US owned, Non-US owned (Foreign), or multiple/both?</p>	<ul style="list-style-type: none"> <input type="radio"/> US Owned <input type="radio"/> Non-US Owned (Foreign) (must have AO approval) Complete 2.9.1 <input type="radio"/> Multiple/Both (if planning to use a different GC for different phases of construction). Complete 2.9.1 <input type="radio"/> Unknown Complete 2.9.1
<p>2.9.1 Describe the situation for why the subcontractor(s) will not be US owned and/or why it is unknown what the subcontractor(s) will be. Notes: 1. The AO must approve subcontractors being Non-US owned. Use additional pages if necessary.</p>	<p>Description:</p>
<p>2.10 Construction Labor (who will do the construction work) – Will the construction labor be Uncleared or Cleared? Identify specifically the categories of construction labor. Check all that apply. If using multiple categories and/or if additional information is available, complete 2.10.1.</p>	<ul style="list-style-type: none"> <input type="radio"/> Uncleared (no US security clearance) <ul style="list-style-type: none"> <input type="radio"/> US Citizens <input type="radio"/> US Persons <input type="radio"/> Non-US citizens/persons (must have AO approval) <ul style="list-style-type: none"> <input type="radio"/> Local (Host) Nationals (LN) <input type="radio"/> Third Country Nationals (TCN) <input type="radio"/> Cleared American Worker (has US issued security clearance) <ul style="list-style-type: none"> <input type="radio"/> Secret Cleared <input type="radio"/> Top Secret Cleared <input type="radio"/> Top Secret/SCI Cleared <input type="radio"/> Unknown – Provide description of why it is unknown in section 5 of this document.
<p>2.10.1 Describe the expectations of the construction labor. Notes: 1. The AO must approve non-US citizens and/or non-US persons being used. Use additional pages if necessary.</p>	<p>Description:</p>

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<p>2.11 Are there special requirements for procurement, shipping, and storing of SCIF construction materials? If yes, complete 2.11.1, 2.11.2, and 2.11.3. Notes:</p> <p>1. Projects Outside of the US must mark yes.</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>2.11.1 Describe the requirements for Material Procurement. Use additional pages if necessary.</p>	<p>Description:</p>	
<p>2.11.2 Describe the requirements for Material Shipping. Use additional pages if necessary.</p>	<p>Description:</p>	

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<p>2.11.3 Describe the requirements for Material Storage. Use additional pages if necessary.</p>	<p>Description:</p>
<p>2.12 What are the expected hours of operation for the construction site (the hours the construction site will be open for construction work to progress)?</p>	<p><input type="radio"/> 24 hours a day</p> <p><input type="radio"/> Less than 24 hours a day List the hours of operation here _____</p> <p><input type="radio"/> Unknown When will the hours be identified?</p>
<p>2.13 What are the days of the week the construction site will be open (the days the construction site will be open for construction work to progress)?</p>	<p><input type="radio"/> 7 days a week</p> <p><input type="radio"/> Less than days a week List the days of operation here _____</p> <p><input type="radio"/> Unknown When will the days be identified?</p>

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3. PERSONNEL SITE SECURITY		
3.1 Has a Site Security Manager (SSM) been identified? If yes, complete 3.1.1. If no, complete 3.1.2	<input type="radio"/> Yes	<input type="radio"/> No
3.1.1 If yes to 3.1, identify the SSM and provide contact information.	Name: _____ Organization/Company: _____ Email Address: _____ Phone Number: _____	
3.1.2 If no to 3.1, identify the source that will provide the SSM. Notes: 1. To avoid potential conflicts of interest, the SSM shall not be contracted under the Construction General Contractor (GC).	<input type="radio"/> US Government Supplying Organization _____ <input type="radio"/> US Military Supplying Organization _____ <input type="radio"/> US Contractor Expected Contract Start Date _____	
3.2 Will Construction Surveillance Technicians (CST) be used? If yes, complete 3.2.1 and 3.2.2. Notes: 1. Outside of the US – The use of CSTs is required. 2. Within the US – The use of CSTs is required when directed by the AO only.	<input type="radio"/> Yes	<input type="radio"/> No
3.2.1 If yes to 3.2, identify the source that will provide the CSTs. Notes: 1. To avoid potential conflicts of interest, CSTs shall not be contracted under the Construction General Contractor (GC).	<input type="radio"/> US Government Supplying Organization _____ <input type="radio"/> US Military Supplying Organization _____ <input type="radio"/> US Contractor Expected Contract Start Date _____	
3.2.2 If yes to 3.2, what is the approximated number of CSTs needed at peak requirements and what is the minimum clearance requirement for the CSTs?	Approximated number of CSTs: _____ Clearance requirement for CSTs: _____	

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<p>3.3 Will Cleared American Guards (CAG) be used? If yes, complete 3.3.1 and 3.3.2.</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>3.3.1 If yes to 3.3, identify the source that will provide the CAGs. Notes: 1. To avoid potential conflicts of interest, the CAGs shall not be contracted under the Construction General Contractor (GC).</p>	<input type="radio"/> US Government Supplying Organization _____ <input type="radio"/> US Military Supplying Organization _____ <input type="radio"/> US Contractor Expected Contract Start Date _____	
<p>3.3.2 If yes to 3.3, what is the approximated number of CAGs needed at peak requirements and what is the minimum clearance requirement for the CAGs?</p>	Approximated number of CAGs: _____ Clearance requirement for CAGs: _____	
<p>3.4 Outside of the US – Will non-cleared US guards or non-US guards be used? If yes, complete 3.4.1. Notes: 1. The use of non-cleared US guards or non-US guards must be approved by the AO and these guards must be supervised by a CAG or secret-cleared US citizen.</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>3.4.1 If yes to 3.4, describe the expected use of non-cleared US guards or non-US guards. Use additional pages if necessary.</p>	Description:	
<p>3.5 Will Cleared Escorts (CE) be used? If yes, complete 3.5.1 and 3.5.2. Notes: 1. A CE is not a CST and shall not replace a CST without proper training/certification, knowledge, and experience required to be a CST.</p>	<input type="radio"/> Yes	<input type="radio"/> No

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<p>3.5.1 If yes to 3.5, identify the source that will provide the CEs.</p>	<input type="radio"/> US Government Supplying Organization _____ <input type="radio"/> US Military Supplying Organization _____ <input type="radio"/> US Contractor Expected Contract Start Date _____		
<p>3.5.2 If yes to 3.5, what is the approximated number of CEs needed at peak requirements and what is the minimum clearance requirement for the CEs?</p>	Approximated number of CEs: _____ Clearance requirement for CEs: _____		
<p>3.6 Has a cost estimate been completed for Personnel Security (SSM, CSTs, CAGs, and/or CEs) requirements? If no, complete 3.6.1. Notes: 1. N/A is intended for industry/commercial SCIF owners who may not need to complete a cost estimate.</p>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A – Provide description of why it is unknown in section 5 of this document.
<p>3.6.1 If no to 3.6, when will the cost estimate be completed?</p>	Date: _____		
<p>3.7 Has a funding source been identified for Personnel Security requirements? If no, complete 3.7.1. Notes: 1. N/A is intended for industry/commercial SCIF owners who may not need to identify a funding source.</p>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A – Provide description of why it is unknown in section 5 of this document.
<p>3.7.1 If no to 3.7, when will the personnel security funding source be identified?</p>	Date: _____		

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4. PHYSICAL SITE SECURITY		
4.1 Will the construction project have a perimeter fence? If yes, complete 4.1.1.	<input type="radio"/> Yes	<input type="radio"/> No
4.1.1 If yes to 4.1, describe the fence type. Permanent, temporary, federally rated, etc. Use additional pages if necessary.	Description:	
4.2 Will the construction project have a Secure Storage Area (SSA)? If yes, complete 4.2.1, 4.2.2, and 4.2.3. Notes: 1. Projects Outside of the US must mark yes.	<input type="radio"/> Yes	<input type="radio"/> No
4.2.1 If yes to 4.2, describe the SSA, to include type of area/facility/container and location. Use additional pages if necessary.	Description:	
4.2.2 If yes to 4.2, describe how the SSA will be secured during hours of non-operation. 24/7 CAGs, IDS, CCTV, locks, fence, etc. Use additional pages if necessary.	Description:	

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<p>4.2.3 If yes to 4.2, will the SSA serve additional uses, i.e. material inspections, and if so, please describe the secondary uses. Use additional pages if necessary.</p>	<p>Description:</p>		
<p>4.3 Will the project have an Access Control Facility (ACF)? i.e. Temporarily installed modular facility. If yes, complete 4.3.1 and 4.3.2.</p>	<input type="radio"/> Yes	<input type="radio"/> No	
<p>4.3.1 If yes to 4.3, Describe the expected square footage of the ACF and what rooms/offices are required for operations. i.e. inspection area, SSM office, conference room, CST break room, etc.</p>	<p>Description:</p>		
<p>4.3.2 If yes to 4.3, describe how the ACF will be secured during hours of non-operation. 24/7 CAGs, IDS, CCTV, locks, fence, etc. Use additional pages if necessary.</p>	<p>Description:</p>		

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<p>4.4 Will any of the listed equipment will be used by the SSM Staff to perform their duties? Check all that apply. Notes: 1. If unknown, the AO will confirm required equipment for the SSM Staff to perform their duties.</p>	<p><input type="radio"/> X-Ray Machine</p> <p style="margin-left: 20px;"><input type="radio"/> Pallet size, typical in SSA</p> <p style="margin-left: 20px;"><input type="radio"/> Parcel/Airport size, typical in ACF</p> <p><input type="radio"/> Hand Held Metal Detectors</p> <p><input type="radio"/> Walk Through Metal Detector</p> <p><input type="radio"/> Itemizer</p> <p><input type="radio"/> Digital Documentation Devices</p> <p><input type="radio"/> Computer(s)</p> <p><input type="radio"/> Camera(s)</p> <p><input type="radio"/> Other (anything else not covered above)</p>	
<p>4.4.1 Provide any additional information available regarding SSM Staff equipment.</p>	<p>Description:</p>	
<p>4.5 Will the construction project have Intrusion Detection System (IDS)? If yes, complete 4.5.1.</p>	<p><input type="radio"/> Yes</p>	<p><input type="radio"/> No</p>
<p>4.5.1 If yes to 4.5, describe the construction project IDS and its functions on the project. -Where will the IDS be installed (ACF / SSA / etc.)? -Who will monitor the IDS during construction hours of non-operation? - Who will respond to alarms during construction hours of non-operation? -Who will install the IDS? i.e. US government, security contractor, GC, etc. Use additional pages if necessary.</p>	<p>Description:</p>	

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4.6 Will the construction project have Closed Circuit Television (CCTV)? If yes, complete 4.6.1.	<input type="radio"/> Yes	<input type="radio"/> No
4.6.1 Describe the construction project CCTV and its functions on the project. -Where will the video feed go? -Who will monitor the CCTV during construction hours of operation and non-operation? -Who will install the CCTV? i.e. US government, security contractor, GC, etc. Use additional pages if necessary.	Description:	
4.7 Will the construction project have Biometric Identify Verification? If yes, complete 4.7.1.	<input type="radio"/> Yes	<input type="radio"/> No
4.7.1 If yes to 4.7, describe the construction project biometric verification system and its functions on the construction project. -What system will be used? i.e. IRIS or fingerprint. -Who will install the IDS? i.e. US government, security contractor, GC, etc. Use additional pages if necessary.	Description:	
4.8 Will the construction project have additional physical security components not already discussed? If yes, complete 4.8.1.	<input type="radio"/> Yes	<input type="radio"/> No
4.8.1 If yes to 4.8, describe the additional physical security components and how they will be used to protect the construction project. Use additional pages if necessary.	Description:	

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<p>4.9 Has a cost estimate been completed for Physical Security requirements? If no, complete 4.9.1. Notes:</p> <p>1. N/A is intended for industry/commercial SCIF owners who may not need to complete a cost estimate.</p>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A – Provide description of why it is unknown in section 5 of this document.
<p>4.9.1 If no to 4.9, when will the cost estimate be completed?</p>	<p>Date:</p>		
<p>4.10 Has a funding source been identified for Physical Security requirements? If no, complete 4.10.1. Notes:</p> <p>1. N/A is intended for industry/commercial SCIF owners who may not need to identify a funding source.</p>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A – Provide description of why it is unknown in section 5 of this document.
<p>4.10.1 If no to 4.10, when will the physical security funding source be identified?</p>	<p>Date:</p>		

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5. ADDITIONAL COMMENTS

Provide additional comments and information about anything discussed in this checklist and/or other areas of information that the AO should be aware of. Use additional pages if necessary.

Section 5, Additional Comments, page 1 of ____.

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Section 5, Additional Comments, page ____ of ____.
(If additional pages are necessary, print this page multiple times and number them individually)