

SUBMARINE

SCIF Fixed Facility Checklist

Organization Name:

FFC Date:

CLASSIFY ACCORDING TO CLASSIFICATION AUTHORITY

CHECK Applicable blocks		
<input type="checkbox"/> Initial Accreditation	<input type="checkbox"/> Re- Accreditation	<input type="checkbox"/> Modified Submarine
<input type="checkbox"/> Pre-construction	<input type="checkbox"/> New Submarine	<input type="checkbox"/> Page Change

Checklist Contents

Section A: General information

Section B: Physical Security

Section C: Telecommunication Systems and Equipment Baseline

Section D: Classified Destruction Methods

Section E: TEMPEST/Technical Security

List of Attachments

(Diagrams must be submitted)

Section A: General Information

1. SCIF Data

a. Organization/Company Name	
b. Name of Submarine and Hull number	
c. Home Port	
d. SCIF ID Number	
e. Contract Number and Expiration	
f. Date <i>(if applicable)</i>	
g. Concept Approval Date	
h. Cognizant Security Authority (CSA)	
Defense Special Security Communication System Information <i>(if applicable)</i>	
i. DSSCS Message Address	
j. DSSCS INFO Address	
k. If no DSSCS Message Address, please provide passing instructions	
l. GENSER Address	

2. Complete Mailing Address

Street Address		Building Name	
Floor(s)	Suite(s)	Room(s) #	
City		Base/Post	
State/Country		Zip Code	

4. Responsible Security Personnel

	PRIMARY	ALTERNATE
Name		
Rank/Rate/Title		
Commercial Phone		
DSN Phone		
Secure Phone		
STE Other Phone		
Other Telephone		
Home <i>(optional)</i>		
Facsimile Numbers:	Classified	Unclassified
Command or Regional Special Security Office/Name (SSO) <i>(if applicable)</i>		
Commercial Phone		
Other Phone		
Information System Security Officer Name		
Commercial Telephone		
Commercial Telephone		
Secure Telephone		

E-Mail Address of Responsible Security Personnel

Classified	Network/System Name & Level
Unclassified	Network/System Name
Other	Network/System Name

5. Accreditation Data (Ref Chapter: 12E)

a. Category/Compartments of SCI Requested:
1) Indicate storage requirement:

<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Continuous Operation	<input type="checkbox"/> None
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2) Indicate the facility type

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Secure Working Area	<input type="checkbox"/> TSWA	<input type="checkbox"/> T-SCIF
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b. Existing Accreditation Information (if applicable)

1) SCIF accesses required

Accreditation granted by:	On:
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3) Waivers:

c. SCIF Duty Hours Hours to Hours: Days Per Week:

d. Total square footage that the SCIF occupies:

e. Last physical security inspection by: On

Were deficiencies corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If NO, explain:

6. Remarks

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Section B: Physical Security

1. Decks, bulkheads and overhead construction

Are the decks, bulkheads and overhead constructed of aluminum plate or standards shipboard material true floor to ceiling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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2. Security In-Depth

What external security attributes and/or features should the CSA consider before determining whether or not this facility has Security In-Depth? <i>Please identify/explain all factors:</i>	
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3. Access Controls: How is access to the SCIF controlled (Ref: Chapter 8)

a. By Guard Force	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, what is their minimum security clearance level?	<input type="checkbox"/> SCI	<input type="checkbox"/> Top Secret	
b. Is Guard Force Armed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c. By assigned personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, do personnel have visual control of SCIF entrance door?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d. By access control device?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, what kind?	<input type="checkbox"/> Automated access control system	<input type="checkbox"/> Non-Automated	
If non-automated			
1. Is there a by-pass key?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ If yes, how is the by-pass key protected?			
2. Manufacturer:		Model:	
<i>(Explain in Remarks if more space is required)</i>			

4. Primary Entrance Door

a. Is routine ingress and egress to the space through one door?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the submarine type door constructed IAW ICS 705-1,?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is door constructed of aluminum/steel plate or standard submarine materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is door equipped with a combination lock that meets requirements of a Pedestrian Deadbolt Federal Specifications FF-L-2890?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Include lock manufacturer, model and group		
Manufacturer	Model	Group Rating
e. Is door equipped with an access control device	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is door constructed in a manner which will preclude unauthorized removal of hinge pins and anchor bolts, as well as obstruct access to lock-in bolts between door and frame?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	g. Remarks:
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5. Emergency Exit

	a. Is space equipped with an emergency exit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Has the emergency exit been fabricated of aluminum/steel plate or standard submarine materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c. Has door(s) been mounted in a frame braced and welded in place in a manner commensurate with structural characteristics of the bulkhead, deck or overhead in which it is located?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d. Has the emergency exit been constructed in a manner which will preclude unauthorized removal of hinge pins and anchor bolts, as well as obstructs access to lock-in bolts between door and frame?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e. Remarks		

6. Restrictions on Damage Control Fittings and Cable

	a. Are any essential damage control fittings or cables located within or pass through the SCIF?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Remarks		

7. Vent and Duct Barriers

	a. Are vents, ducts, louvers, or other physical perimeter barrier openings with a cross sectional dimension greater than 96 square inches protected at the perimeter with a fixed barrier or security grill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. If gratings or bars are used, are they welded in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c. Remarks:		

8. Acoustical Isolation

	a. Is the physical perimeter of the SCIF sealed or insulated with non-hardening caulking material so as to prevent inadvertent disclosure of SCI discussions or briefings from within the SCIF?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. In instances where the physical perimeter barrier is not sufficient to control voices or sounds, is the use of sound deadening material installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c. Do air handling units have continuous duty blowers or provide an effective level of sound masking in each air path?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	d. Remarks:		
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9. Visual Isolation

	a. Are doors or other openings in the physical perimeter barrier through which the interior may be viewed screened or curtailed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Remarks:		

10. Secure Storage Equipment

	a. Is the SCIF equipped with a sufficient number of GSA approved security containers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Have they been welded in place or otherwise secured to a foundation for safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c. Remarks:		

Section C: Telecommunication Systems and Equipment Baseline

1. Is the Submarine declared a "No Classified Discussion Area"? (Ref: Chapter 11A)

	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> ■ If yes, then the audio protection questions within this section may be identified as N/A 	
	<ul style="list-style-type: none"> ■ If the submarine is declared a "No Classified Discussion Area", are warning notices posted prominently within the submarine? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

2. Does the submarine have any unclassified telephones that are connected to the commercial public switch telephone network (PSTN)?

	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Identify the method of on-hook protection by completing items below				
NOTE: TSG 6 approved phones can be found at the following link:				
https://www.dni.gov/files/NCSC/documents/products/TSG-Approved-Equipment-List-May-2017.pdf				
	a. CNSSI 5006 (TSG-6) approved telephone or instrument	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<i>(Please identify all telephone equipment/stations and/or instruments being used either below or as an attachment)</i>				
	Manufacturer	Model Number	TSG Number (if applicable)	
	b. If No, Please explain			

3. Automatic telephone call answering

	a. Are there any automatic call answering devices for the telephones in the SCIF?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	1) If yes, please identify the type			
	<ul style="list-style-type: none"> ■ Voicemail/unified message service? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<ul style="list-style-type: none"> ■ Standalone telephone answering device (TAD)? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	2) Provide manufacturer and model number of the equipment			
	Manufacturer	Model		

b. Are speakerphones/microphones enabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<div style="margin-left: 20px;"> <input type="checkbox"/> If yes, has the remote room monitoring capability been disabled? </div>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8. General Announcing System 1MC/7MC/27MC ETC			
Do general announcing system loud speakers have an audio amplifier and are the output signal lines installed within the SCIF?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks			

Section D: Classified Destruction Methods

1. Destruction methods

a. Describe the method and equipment used for destruction of classified/sensitive material (if more than one method or device, use Remarks to describe. (If more than one device, use remarks to list all manufacturer and model)			
Method	Device Manufacturer	Model	
b. Is a secondary method of destruction available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Describe the location of destruction site(s) in relation to the secure submarine:			
d. Describe method or procedure used for handling non-soluble classified/sensitive material on the submarine:			
e. Do you have a written Emergency Action Plan (EAP) approved by CSA (if required)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remarks			

Section E: TEMPEST/Technical Security					
1. Does the submarine electronically process classified information?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, what is the highest level of information processed?		<input type="checkbox"/> SCI	<input type="checkbox"/> Top Secret	<input type="checkbox"/> Secret	
2. For the last TEMPEST Accreditation (if applicable), provide the following information					
Accreditation granted by:		On			
3. Has the CSA's Certified TEMPEST Technical Authority (CTTA) required any TEMPEST countermeasures?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, please identify the countermeasures that have been installed (i.e. non-conductive sections, Radio Frequency (RF) shielding, power/signal line filters, window film, etc.)					
4. Are there any other systems installed within or in close proximity to the SCIF that have RF capability (e.g., fire alarm, ground-to-air-radio, cellular tower, RF networks, etc)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain					